Ordinary Meeting of Council

Tom Price

Minutes – Public Document
26 April 2017

Clem Thompson Sports Pavilion
Stadium Road
Tom Price
1.00pm
The Shire of Ashburton 10 year Community Strategic Plan (2012-2022) provides focus, direction and represents the hopes and aspirations of the Shire.

Our Vision
The Shire of Ashburton will be a vibrant and prosperous place for work, leisure and living

Our Mission
Working together, enhancing lifestyle and economic vitality

The Shire of Ashburton respectfully acknowledges the traditional custodians of this land.

Community Goals
- Vibrant and Active Communities
- Economic Prosperity
- Unique Heritage and Environment
- Distinctive and Well-services Places
- Inspiring Governance

Future Focus
The next four years will see a strong focus on:
1. Community inclusion and participation
2. Provision of infrastructure that enables economic strength
3. Economic strength
4. Organisation stability
5. Staying ahead of the game
6. Development of our governance
SHIRE OF ASHBURTON
ORDINARY MEETING OF COUNCIL

The Chief Executive Officer recommends the endorsement of these minutes at the next Ordinary Meeting of Council.

Acting CEO: ______________________ Date: 03/05/2017

These minutes were confirmed by Council as a true and correct record of proceedings by the Ordinary Council Meeting held on 26 April 2017.

Presiding Member: __________________ Date: _________

DISCLAIMER

The resolutions contained in the Minutes are subject to confirmation by Council. The Shire of Ashburton warns that anyone who has any application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Ashburton for any act, omission or statement or intimation occurring during a Council meeting.
1. DECLARATION OF OPENING........................................................................5
  1.1 ACKNOWLEDGEMENT OF COUNTRY..................................................5
2. ANNOUNCEMENT OF VISITORS..............................................................5
3. ATTENDANCE..........................................................................................5
  3.1 PRESENT..............................................................................................5
  3.2 APOLOGIES.........................................................................................5
  3.3 APPROVED LEAVE OF ABSENCE.......................................................5
4. QUESTION TIME......................................................................................5
  4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE ....5
  4.2 PUBLIC QUESTION TIME......................................................................5
5. APPLICATIONS FOR LEAVE OF ABSENCE..............................................6
6. DECLARATION BY MEMBERS.................................................................6
  6.1 DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA ..........6
  6.2 DECLARATIONS OF FINANCIAL / PROXIMITY / IMPARTIALITY INTEREST 6
7. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION .8
8. PETITIONS / DEPUTATIONS / PRESENTATIONS......................................8
  8.1 PETITIONS.........................................................................................8
  8.2 DEPUTATIONS..................................................................................8
  8.3 PRESENTATIONS................................................................................8
9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING......................9
  9.1 ORDINARY MEETING OF COUNCIL HELD ON 14 MARCH 2017 ....9
10. AGENDA ITEMS ADOPTED "EN BLOC"................................................10
    10.1 AGENDA ITEM ADOPTED "EN BLOC"...........................................10
11. GOVERNANCE & EXECUTIVE SERVICE REPORTS..............................11
    11.1 PROGRESS OF IMPLEMENTATION OF COUNCIL DECISIONS STATUS REPORT FOR MARCH 2017..........................................................11
    11.2 USE OF COMMON SEAL AND ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTH OF MARCH 2017...............................13
    11.3 EMP11 SENIOR EMPLOYEES POLICY...........................................15
    11.4 ELM24 APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER POLICY..............................................................19
12. COMMUNITY DEVELOPMENT REPORTS..........................................22
    12.1 COMMUNITY GRANT ALLOCATIONS - ROUND 2, 2016/17 ANNUAL FINANCIAL YEAR......................................................................................22
    12.2 HALFWAY BRIDGE REST STOP, TOM PRICE - PARABURDOO ROAD .................................................................32
13. CORPORATE SERVICES REPORTS.........................................................36
    13.1 MONTHLY FINANCIALS AND SCHEDULE OF ACCOUNTS PAID................36
    13.2 NAMING OF GEOGRAPHICAL LOCATION IN HONOUR OF FORMER COUNCILLOR PETER FOOTE .................................................................39
    13.3 POLICY REVIEW - FIN06 SIGNIFICANT ACCOUNTING POLICIES ........43
    13.4 PROPOSED BUDGET AMENDMENTS............................................47
14. DEVELOPMENT AND REGULATORY SERVICES REPORTS...............50
15. INFRASTRUCTURE SERVICES REPORTS..............................................50
    15.1 PROPOSED RUNWAY REMEDIATION WORKS - ONSLOW AIRPORT .................................................................50
    15.2 AWARD OF TENDER RFT 03/17 - CONCRETE WORKS PROGRAM FOR TOM PRICE, PARABURDOO AND ONSLOW ........................................53
    15.3 AWARD OF TENDER 04/17 - DESIGN, FABRICATE AND INSTALL A WEIGHBRIDGE AT THE TOM PRICE WASTE DISPOSAL SITE ........................................57
    15.4 AWARD OF TENDER RFT 06/17 - DRAINAGE INFRASTRUCTURE IMPROVEMENTS, STADIUM ROAD, TOM PRICE .................................................57
    15.5 AWARD OF TENDER RFQ 09/17 - INTEGRATED TOOL CARRIER (WHEEL LOADER)..................................................................64
    15.6 ENG13 ROAD MANAGEMENT POLICY..............................................67
16. STRATEGIC AND ECONOMIC DEVELOPMENT REPORTS...............71
    16.1 PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING FOR THE MONTH OF APRIL 2017 .................................................................71
17. COUNCILLOR AGENDA ITEMS / NOTICES OF MOTIONS......................75
18. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING .................................................................75
18.1 ONSLOW TOWN CENTRE MASTERPLAN STREET LIGHTING UPGRADE .................. 76
19. CONFIDENTIAL MATTERS ................................................................................. 80
   19.1 COMMERCIAL IN CONFIDENCE - STAFF HOUSING ACQUISITION, 602 BOOLEE STREET, TOM PRICE ........................................................................................................... 82
   19.3 CONFIDENTIAL - CHIEF EXECUTIVE OFFICER RECRUITMENT ..................... 84
20. NEXT MEETING .................................................................................................. 85
21. CLOSURE OF MEETING .................................................................................. 85
1. DECLARATION OF OPENING
The Shire President declared the meeting open at 1.00 pm.

1.1 ACKNOWLEDGEMENT OF COUNTRY
As representatives of the Shire of Ashburton Council, we respectfully acknowledge the local Indigenous people, the traditional custodians of this land where we are meeting upon today and pay our respects to them and all their elders both past and present.

2. ANNOUNCEMENT OF VISITORS
The Shire President welcomed members of the public to the gallery.

3. ATTENDANCE

3.1 PRESENT

Members
Cr K White  Shire President, Onslow Ward
Cr L Rumble  Deputy Shire President, Paraburdoo Ward
Cr G Dellar  Ashburton Ward
Cr L Thomas  Tableland Ward
Cr D Diver  Tom Price Ward
Cr P Foster  Tom Price Ward

Staff
Mr D Stewart  Acting Chief Executive Officer
Mr J Bingham  Executive Manager, Corporate Services
Mr T Davis  Executive Manager, Infrastructure Services
Ms A Serer  Executive Manager, Strategic & Economic Development
Ms L Reddell  Executive Manager, Development & Regulatory Services
Ms L O'Reilly  Executive Manager, Community Development
Ms J Smith  Executive Officer
Mrs M Lewis  CEO & Councillor Support Officer

3.2 APOLOGIES
Cr M Gallanagh  Pannawonica Ward

3.3 APPROVED LEAVE OF ABSENCE
Cr D Dias  Paraburdoo Ward
Cr M Lynch  Tom Price Ward

4. QUESTION TIME

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
There were no questions taken on notice.

4.2 PUBLIC QUESTION TIME
There were no questions from the public.
5. APPLICATIONS FOR LEAVE OF ABSENCE

Council Decision

MOVED: Cr Rumble
SECONDED: Cr Foster

That Council approve the applications for leave of absence from Cr Dellar & Cr Dias for the Ordinary meeting of Council being held on 23 May 2017.

CARRIED 6/0

Councillor White, Rumble, Dellar, Thomas, Foster and Diver voted for the motion.

6. DECLARATION BY MEMBERS

6.1 DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA

That Councillors should give due consideration to all matters contained in the Agenda presently before the meeting.

6.2 DECLARATIONS OF FINANCIAL / PROXIMITY / IMPARTIALITY INTEREST

Councillors to Note

A member who has an interest in any matter to be discussed at a Council or Committee Meeting, that will be attended by the member, must disclose the nature of the interest:

(a) In a written notice given to the Chief Executive Officer before the Meeting or;

(b) At the Meeting, immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

(c) Preside at the part of the Meeting, relating to the matter or;

(d) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the Local Government Act 1995.

NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)

The following notes are a basic guide for Councillors when they are considering whether they have an interest in a matter.

I intend to include these notes in each agenda for the time being so that Councillors may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measure in money terms. There are exceptions in the Local Government Act 1995 but
they should not be relied on without advice, unless the situation is very clear.

2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.

3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.

4. If in doubt declare.

5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it MUST be given when the matter arises in the Agenda, and immediately before the matter is discussed.

6. Ordinarily the disclosing Councilor must leave the meeting room before discussion commences. The only exceptions are:

6.1 Where the Councillor discloses the extent of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the Local Government Act; or

6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the Local Government Act, with or without conditions.

Declarations of Interest provided:

<table>
<thead>
<tr>
<th>Item Number/ Name</th>
<th>Type of Interest</th>
<th>Nature/Extent of Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.1 COMMUNITY GRANT ALLOCATIONS - ROUND 2, 2016/17 ANNUAL FINANCIAL YEAR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cr Diver</td>
<td>Proximity &amp; Impartiality</td>
<td>The nature of my interest is that I am President of Tom Price Camp Draft Club and life member of Tom Price Sporting Shooters and the extent of my interest is that I am President of Tom Price Camp Draft Club and life member of Tom Price Sporting Shooters.</td>
</tr>
<tr>
<td>Cr Foster</td>
<td>Impartiality</td>
<td>The nature of my interest is that I am a Board Member of the Nintirri Centre, my son attends Little Gecko’s Child Care Centre and I am a member of the Mountain View Sporting Club. The extent of my interest is that I am a Board Member of the Nintirri Centre, my son attends Little Gecko’s Child Care Centre and I am a member of the Mountain View Sporting Club.</td>
</tr>
<tr>
<td>19.1 COMMERCIAL IN CONFIDENCE – STAFF HOUSING ACQUISITION, 602 BOOLEE STREET, TOM PRICE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
7. ANNOUNCEMENTS BY THE PRESIDING PERSON
WITHOUT DISCUSSION
The following announcement was made by the Presiding Person.

Shire of East Pilbara Councillor John Jakobson passed away on Saturday 22 April 2017 after a long battle with cancer.

Cr Jakobson was committed to the Shire of East Pilbara and gave so much during his time on Council.

A resident of Newman for some 30 years, Cr Jakobson received a Centennial Medal for services to remote education for his contribution to Newman Campus of Hedland College and as Pilbara TAFE Chairperson.

After his retirement he felt compelled to join Council to continue his service to the community and was elected as Councillor of the Shire’s East Ward in October 2015.

Our condolences are offered to Mr Jakobson’s family and friends and the Shire of East Pilbara at this time.

8. PETITIONS / DEPUTATIONS / PRESENTATIONS

8.1 PETITIONS
There were no petitions presented to Council.

8.2 DEPUTATIONS
There were no deputations presented to Council.

8.3 PRESENTATIONS
There were no presentations to Council.
9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 ORDINARY MEETING OF COUNCIL HELD ON 14 MARCH 2017

Officer’s Recommendation and Council Decision

MOVED: Cr Rumble  SECONDED: Cr Thomas

That the Minutes of the Ordinary Meeting of Council held on 14 March 2017, as previously circulated on 23 March 2017, be confirmed as a true and accurate record.

CARRIED 6/0

Crs White, Rumble, Dellar, Thomas, Diver and Foster voted for the motion
10. AGENDA ITEMS ADOPTED "EN BLOC"

10.1 AGENDA ITEM ADOPTED 'EN BLOC'

The following information is provided to Councillors for guidance on the use of En Bloc voting as is permissible under the Shire of Ashburton Standing Orders Local Law 2012:

“Part 5 – Business of a meeting
Clause 5.6 Adoption by exception resolution:

(1) In this clause ‘adoption by exception resolution’ means a resolution of the Council that has the effect of adopting, for a number of specifically identified reports, the officer recommendation as the Council resolution.

(2) Subject to subclause (3), the Local Government may pass an adoption by exception resolution.

(3) An adoption by exception resolution may not be used for a matter;
   (a) that requires a 75% majority or a special majority;
   (b) in which an interest has been disclosed;
   (c) that has been the subject of a petition or deputation;
   (d) that is a matter on which a Member wishes to make a statement; or
   (e) that is a matter on which a Member wishes to move a motion that is different to the recommendation.”

There were no Agenda Items adopted en bloc for the Ordinary Meeting of Council 26 April 2017.
11. GOVERNANCE & EXECUTIVE SERVICE REPORTS

11.1 PROGRESS OF IMPLEMENTATION OF COUNCIL DECISIONS STATUS REPORT FOR MARCH 2017

MINUTE: 136/17

FILE REFERENCE: GV04

AUTHOR’S NAME AND POSITION: Janyce Smith Executive Officer

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 7 April 2017

DISCLOSURE OF FINANCIAL INTEREST: The author has no financial, proximity or impartiality interests in the proposal.

Agenda Item 10.1 (Minute No. 11477) – Ordinary Meeting of Council 10 April 2013

Summary
The purpose of this agenda item is to report back to Council on the progress of the implementation of Council decisions.

Background
The 2012 Department of Local Government Probity Audit (Recommendation 34) recommended that a review be undertaken on the processes of implementing Council decisions to ensure that decisions are actioned and implemented in a timely manner. As a result the Council Decisions Status Reports have now been included in the Council’s monthly agenda.

Comment
Wherever possible, Council decisions are implemented as soon as practicable after a Council meeting. However there are projects or circumstances that mean some decisions take longer to action than others.

This report presents a summary of the “Decision Status Reports” for Office of the CEO, Corporate Services, Infrastructure Services, Strategic & Economic Development, Community Development and Development & Regulatory Services.

Consultation
Chief Executive Officer
Executive Management Team

ATTACHMENT 11.1
Statutory Environment
Section 2.7 of the Local Government Act 1995 states:

“Role of council

(1) The council —
(a) governs the local government’s affairs; and
(b) is responsible for the performance of the local government’s functions.

(2) Without limiting subsection (1), the council is to —
(a) oversee the allocation of the local government’s finances and resources; and
(b) determine the local government’s policies.”

The above section of the Act notwithstanding, there is no specific legal requirement to present such a report to Council or for Council to receive or consider such a report. Given it is always ‘received’, it could simply be provided to elected members via weekly or monthly updates, such as in the weekly Information Bulletin. The decision to retain the report in the Council’s monthly agenda is entirely Council’s prerogative. Staff acknowledge the critical and ongoing nature of the document, in that Council ‘speaks by resolution’.

Financial Implications
Not Applicable

Strategic Implications
Shire of Ashburton 10 Year Community Strategic Plan 2012-2022
Goal 05 – Inspiring Governance
Objective 04 – Exemplary Team and Work Environment

Risk Management
This item has been evaluated against the Shire of Ashburton’s Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be “Low” risk and can be managed by routine procedures, and is unlikely to need specific application of resources.

Policy Implications
Not Applicable

Voting Requirement
Simple Majority Required

**Officer's Recommendation and Council Decision**

**Committee's Recommendation and Council Decision**

MOVED: Cr G Dellar
SECONDED: Cr D Diver

That Council receive the “Council Decision Status Reports” for the month of March 2017 as per ATTACHMENT 11.1.

CARRIED 6/0
Crs White, Rumble, Diver, Foster, Dellar & Thomas voted for the motion
11.2  USE OF COMMON SEAL AND ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTH OF MARCH 2017

MINUTE: 137/17

FILE REFERENCE: GV21

AUTHOR’S NAME AND POSITION: Janyce Smith
Executive Officer

                       Madelyn Gotz
                       Administration Assistant Planning

NAME OF APPLICANT/ RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 7 April 2017

DISCLOSURE OF FINANCIAL INTEREST: The authors have no financial, proximity or impartiality interests in the proposal.

PREVIOUS MEETING REFERENCE: Not Applicable

Summary
The purpose of this agenda item is to report to Council for information, use of the Common Seal and actions performed under delegated authority requiring referral to Council, for the month of March 2017.

Background
Council has historically sought a monthly update of the more significant activities for the organisation relative to (1) use of the Common Seal, and (2) actions performed under delegated authority requiring referral to Council as per the Shire of Ashburton Delegated Authority Register 2016.

Comment
A report on use of the Common Seal and relevant actions performed under delegated authority has been prepared for Council.

ATTACHMENT 11.2

Consultation
Relevant officers as listed in the Attachment.

Statutory Environment
Local Government Act 1995
Clause 9.3 of the Shire of Ashburton Town Planning Scheme No. 7
Delegated Authority Register 2016
Financial Implications
As outlined in Attachment 11.2.

Strategic Implications
Shire of Ashburton 10 Year Community Strategic Plan 2012-2022
Goal 05 – Inspiring Governance
Objective 04 – Exemplary Team and Work Environment

Risk Management
This item has been evaluated against the Shire of Ashburton’s Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be “Low” in light of the report being for information purposes only and the risk and can be managed by routine procedures, and is unlikely to need specific application of resources.

Policy Implications
ELM 13 – Affixing the Shire of Ashburton Common Seal.
FIN12 – Purchasing and Tendering Policy.

Voting Requirement
Simple Majority Required

Officer’s Recommendation and Council Decision

MOVED: Cr P Foster SECONDED: Cr D Diver

That Council receive the report “11.2 Use of Common Seal and Actions Performed Under Delegated Authority for the Month of March 2017”.

CARRIED 6/0
Crs White, Rumble, Diver, Foster, Dellar and Thomas voted for the motion
11.3 EMP11 SENIOR EMPLOYEES POLICY

MINUTE: 138/17

FILE REFERENCE: GV20

AUTHOR’S NAME AND POSITION: Kim Parks
Manager, Organisational Development

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 12 April 2017

DISCLOSURE OF FINANCIAL INTEREST: The author has no financial, proximity or impartiality interest in the proposal.

PREVIOUS MEETING REFERENCE:
Agenda Item 10.04.05 - Ordinary Meeting of Council 21 April 2009
Agenda Item 11.3 (Minute: 11369) - Ordinary Meeting of Council 12 December 2012
Agenda Item 10.3 (Minute No. 11747) – Ordinary Meeting of Council 19 February 2014
Agenda Item 13.2 (Minute: 11981) – Ordinary Meeting of Council 15 July 2015
Agenda Item 11.3 (Minute No. 101) – Ordinary Meeting of Council 14 February 2017

Summary
At its meeting on 14 February 2017, Council resolved that a Senior Employees Policy be prepared for its consideration pursuant to Section 5.37 of the Local Government Act (1995).

The purpose of this report is to provide a draft of the requested policy along with relevant legislative requirements in which Council can be informed of each proposal to employ or dismiss a senior employee.

Background
In addition to the Chief Executive Officer, the Shire has five executive level staff, these being the:

- Executive Manager – Community Development;
- Executive Manager – Corporate Services;
- Executive Manager – Development & Regulatory Services;
- Executive Manager – Infrastructure Services; and
- Executive Manager – Strategic & Economic Development.

Increasingly, the convention within the Local Government Sector is to refer to positions at this level of scope and responsibility as “Director” rather than “Executive Manager”.

15
Section 5.36 of the Local Government Act 1995 (“the Act”) provides for the appointment of the Chief Executive Officer. Further, Paragraph (1) of Section 5.37 provides that:

“A local government may designate employees or persons belonging to a class of employee to be senior employees.”

Currently the Shire does not have any employees designated as “Senior” for the purposes of Section 5.37 of the Act. Prior to the Ordinary Council Meeting on 14 February 2017, the Acting CEO received a written request from the Shire President to “prepare an agenda item to come to Council at the February meeting regarding executive staff contracts to come to Council for endorsement.” That item (11.3, Minute No. 101, 14 February 2017) subsequently clarified that the provision under Section 5.37(2) of the Act requires that:

“The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO’s recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.”

Council resolved that a Senior Employees Policy be prepared for its consideration pursuant to Section 5.37 of the Act. The requested draft Policy is attached.

ATTACHMENT 11.3

Comment
The Acting Chief Executive Officer has consulted with the Shire’s Executive Managers regarding the potential to change their titles to “Director” and all have agreed with the proposal, which does not otherwise change the scope of responsibility of the positions, but brings the Shire’s reporting structure terminology in line with trends within the sector, and it may assist to a minor degree in attracting candidates to future vacancies in such roles.

The attached draft policy uses wording that appropriately recognises the seniority of the abovementioned positions, providing clarity of the class of employees but without requiring the policy to be amended whenever a minor change in title or discipline groupings occurs.

Procedure
The Department of Local Government and Communities has provided advice regarding the minimum conventions that could be expected in the event that the CEO wishes to appoint, or renew the contracts of, executive level staff in positions designated as “Senior” pursuant to Section 5.37 of the Act:

- At the time of advertising designated Senior Employee vacancies, the position descriptions should indicate that the position is a Senior Employee position as defined by the Act;
- The Chief Executive Officer can be expected to provide to the Council either the resume or abridged information from the recommended applicant’s resume;
- Where the renewal of Senior Employees’ contracts are recommended, the Chief Executive Officer should provide the Council with a summary of the employee’s performance leading to the recommendation to renew or terminate the employee’s employment;
- If Council rejects the Chief Executive Officer’s recommendation, it must provide reasons, which logically should be based on the principles contained in Section 5.40 of the Act;
While it is unusual for a Chief Executive Officer to implement a decision contrary to Council’s decision, s/he may choose to do so.

Section 5.40 of the Act provides that the following principles apply in respect of a Local Government’s employees:

(a) Employees are to be selected and promoted in accordance with the principles of merit and equity; and
(b) No power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and
(c) Employees are to be treated fairly and consistently; and
(d) There is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and
(e) Employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and
(f) Such other principles, not inconsistent with this Division, as may be prescribed.

Where possible/foreseeable, recommendations to renew or terminate a Senior Employee’s contract should be put forward at least 12 months before the Employee’s contract is due to expire.

Consultation
WALGA
Department of Local Government and Communities
Chief Executive Officer
Executive Managers
Governance and Policy Consultant

Statutory Environment
Local Government Act 1995 Sections 5.37 and 5.40

Financial Implications
Salaries have a direct impact on the Shire’s annual budgets, however the recommendation presents no direct implication to executive salaries.

Strategic Implications
Shire of Ashburton 10 Year Community Strategic Plan 2012-2022
Goal 5– Inspiring Governance
Objective 3 – Council Leadership

Risk Management
This item has been evaluated against the Shire of Ashburton’s Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be “Low” and can be managed by routine procedures, and is unlikely to need specific application of resources.

Policy Implications
Adoption of the recommendations will result in implementation of the attached Senior Employees policy.

Voting Requirement
Simple Majority Required
Officer's Recommendation and Council Decision

MOVED: Cr P Foster  SECONDED: Cr D Diver

That Council ratifies a change in Executive Manager titles to “Director” and adopts the Policy “EMP11 Senior Employees” as per ATTACHMENT 11.3.

CARRIED 6/0

Crs White, Rumble, Diver, Foster, Dellar and Thomas voted for the motion
11.4 ELM24 APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER POLICY

MINUTE: 139/17

FILE REFERENCE: GV20

AUTHOR’S NAME AND POSITION: Leanne Lind Governance and Policy Consultant

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 13 April 2017

DISCLOSURE OF FINANCIAL INTEREST: The author has no financial, proximity or impartiality interests in the proposal.

PREVIOUS MEETING REFERENCE: Not Applicable

Summary
This report recommends that Council adopts a new policy and reviewed delegation to make appointments to the position of Acting Chief Executive Officer based on:

- The appointment of an Acting CEO is to be from a class of persons as defined in the Policy ELM24 Appointment of an Acting Chief Executive Officer;
- Approval shall only be granted for appointments to the position of Acting Chief Executive Officer covering a period of 10 working days or less and only following consultation with the Shire President;
- In instances where an appointment is required for a period exceeding 10 days, then that proposed appointment must be presented to Council for determination prior to the appointment taking effect; and
- In the event of an unforeseen absences of the CEO then the default Acting CEO will be the Director, Corporate Services for a period of no more than 10 working days.

Background
The Local Government Act 1995 requires that a local government employ a person to be the Chief Executive Officer.

In the past where the CEO is scheduled to be absent from the Shire and unable to fulfil the statutory duties of the position of the CEO, delegation DA02-1 Appointment Of Acting Chief Executive Officer (For Periods Of 10 Days Or Less), has been applied recommending another employee be appointed to the role of Acting CEO during the identified period of absence. It has been recently identified that a Council decision of this type cannot be approved unless the suggested appointment is endorsed by a policy statement. Therefore it is recommended that Council adopt a new policy to address this non-compliance and adopt the reviewed delegation.
The CEO, throughout the course of their employment with the Shire, will be entitled to take periods of annual and sick leave and may be absent from the Shire for other reasons, which will prevent them from fulfilling their statutory obligations. As a result of these circumstances occurring from to time and for other circumstances it is advisable that a process be in place by which another employee of the Shire can be appointed to the role of Acting CEO.

In order to provide such a process it is open to Council to adopt a policy to allow the CEO to appoint another employee of the Shire and it is recommended that this be someone who is employed as the status of 'Director' and designated as a senior employee under the provisions of the Local Government Act 1995.

Comment
The Local Government Act 1995 requires that it is the Council that has the power to appoint a person to the position of CEO. However, the power to appoint a person to the position of CEO on an acting basis may be by way of a council adopted policy.

Circumstances may arise relating to the permanent CEO being required to be absent from the Shire for various reasons such as annual or sick leave. In these circumstances it is appropriate that the CEO to be able to appoint another employee of the Shire who is employed as a ‘Director’ and is designated as a Senior Employee of the Shire as per the Local Government Act 1995.

It is recommended that in accordance with good governance principles, the ability for the CEO to appoint a person to the Acting position of CEO should not be for periods of in excess of 10 working days. All appointments for a Shire employee to act in the position of CEO in excess of 10 working days must be referred to the Council for consideration.

A Council Policy – ELM24 Appointment of an Acting Chief Executive Officer has been developed as prescribed in the Local Government Act 1995 Sections 5.36.

For Council’s information the new Minister for Local Government has commenced an industry review of the Local Government Act 1995. Clause 5.37 Senior Employees is earmarked for review as part of this review as it is seen to confuse Local Governments about what legislative control they have over the appointments of Senior Employees. The legislation currently denotes that the CEO has the outright decision making of the employment of Senior Employees and that he reports only the outcomes of that process to the Council. The legislative change may eliminate the designation of senior employees and the need for the CEO to report to Council regarding these appointments. This legislative review is likely to take up to 3 years before Parliamentary Royal Assent is achieved.

Consultation
WALGA

Statutory Environment
Local Government Act 1995 Sections 5.36, 5.37, 5.39, 5.42 and 5.43.

Financial Implications
Annual salary will require additional funding to be provided in future budgets on an annual basis.
MINUTES - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Strategic Implications
Community Strategic Plan 2012-2022
Goal 05 – Inspiring Governance
Objective 03 – Council Leadership

Risk Management
Adoption of this item has been evaluated against the Shire of Ashburton’s Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be “low” risk and can be managed by routine procedures, and is unlikely to need specific application of resources.

Policy Implications
Introduction of new policy ELM24 Appointment of an Acting Chief Executive Officer

Voting Requirement
Absolute Majority Required

Officer’s Recommendation and Council Decision

MOVED: Cr P Foster SECONDED: Cr D Diver

In respect to ELM24 Appointment of an Acting Chief Executive Officer Policy, Council:

1. Adopts a policy to make appointments to the position of Acting Chief Executive Officer as per ATTACHMENT 11.4A ELM24 Appointment of an Acting Chief Executive Officer; and

2. Review of Delegation of Authorisation DA02-1 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER in Delegations Register to conform to policy ELM24 Appointment of an Acting Chief Executive Officer as per ATTACHMENT 11.4B.

CARRIED BY ABSOLUTE MAJORITY 6/0
Crs White, Rumble, Diver, Foster, Dellar and Thomas voted for the motion
12. COMMUNITY DEVELOPMENT REPORTS

Declaration of Interest
Cr Diver has declared an interest in Agenda Item 12.1 in accordance with Section 5.60B of the Local Government Act 1995 and Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007.

Cr Foster has declared an interest in Agenda Item 12.1 in accordance with Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007.

See item 6.2 for details of the interest declared.

RECORDED ON REGISTER GV07

12.1 COMMUNITY GRANT ALLOCATIONS - ROUND 2, 2016/17 ANNUAL FINANCIAL YEAR

MINUTE: 149/17

FILE REFERENCE: GS01

AUTHOR’S NAME AND POSITION: Lynnette O’Reilly
Executive Manager, Community Development

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 11 April 2017

DISCLOSURE OF FINANCIAL INTEREST: The author has no financial, proximity or impartiality interests in the proposal.

PREVIOUS MEETING REFERENCE: Agenda Item 12.3 (Minute No. 34) – Ordinary Meeting of Council 27 September 2016
Agenda Item 12.1 (Minute No. 12103) – Ordinary Meeting of Council 21 June 2016

Summary
Twenty four (24) applications where received for funding in response to the Shire’s promotion and invitation for applications for Community Support Grants (CSG). The submissions were specifically for Community Support Grants and Community Lease/Licence Grants as per Policy Number REC08, with applications closing 31 March 2017.

These grants are provided as in-kind and / or financial assistance to enable community groups and clubs to deliver quality programs, community events and services and to community groups and clubs holding community leases with lease compliance requirements identified.
Applications have been assessed and workshopped with Councillors from 10 April through to 12 April 2017.

**Background**

There are two funding rounds each year, one opening in July closing August and one opening in February, closing in March. At the close of applications on 31 March 2017, twenty four Community Support Grant applications were received.

No applications were received for Townsite Landscape/Community/Residential Garden Competition (Greening Ashburton) and five Community Lease/Licence funding applications were received.

**Comment**

The CSG funding and Community Lease/Licence funding were promoted directly to clubs and organisations via email, public notice boards and the Shire of Ashburton (SOA) website.

Twenty four (24) groups applied for grants in Round 2 of the CSG Grants 2016/17 annual financial year. Two (2) non-compliant applications were received. The Little Language Nest and Stealthers Softball Club were referred for a Small Assistance Donations as they are not incorporated bodies and therefore not eligible for a Community Support Grant, pursuant to the Council Policy.

An application was also received from Dust Creative Arts, which is a for profit business, with dance classes being by paid enrolments, which does not meet the criteria for a CSG. Two (2) applications were received after the close of the round - from the Panthers Football Club and the Pilbara Regional Football Development Committee Inc., on behalf of the Fortescue Junior Football League and both were not accepted as per Council Policy REC08.

The Onslow Sports Club has submitted two (2) applications, one being for NAIDOC Darts and the other for a Fishing Competition. As per REC08 Community Support Grants Sub Committees or auspiced organisations operating under an incorporated body are not entitled to receive $2,500 each. Funding approved to sub committees or auspiced organisations operating under an overarching incorporated group will be deducted from the $2,500 available to that approved incorporated group. Applicants can apply more than once each financial year as long as the total amount is less than $2,500 (this includes cash and in-kind donations such as venue hire and any donations approved to sub committees or auspiced groups under Community Support Grants). Notwithstanding the above the applications were workshopped with Council who determined that in this instance it was acceptable to vary the policy provisions due to the diverse nature of the events which have a separate and distinct focus within the community despite being organised by the same Community Group. Council determined that these applications were a higher priority for funding than the application made by the Flying Club Onslow at this time.
The following table summarises the applications received for each category of grant funding

### COMMUNITY SUPPORT GRANTS – GENERAL ROUND

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Event/Project</th>
<th>Cash $</th>
<th>In-Kind $</th>
<th>Total $</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ONSLOW</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V Swans</td>
<td>Outdoor landscaping for the V Swans &quot;Powerhouse&quot; Youth and Community Centre</td>
<td>2,500.00</td>
<td>0.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Onslow Sports Club</td>
<td>Local Fishing competition in collaboration with Mackerel Island</td>
<td>2,500.00</td>
<td>0.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Onslow Sports Club - NAIDOC</td>
<td>To facilitate the NAIDOC Darts Competition.</td>
<td>2,500.00</td>
<td>0.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Flying Club Onslow</td>
<td>Airside lot development and perimeter fencing</td>
<td>2,500.00</td>
<td>0.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td><strong>PANNAWONICA</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pannawonica Heights Golf Club</td>
<td>Club House Upgrade. Repair to doors, concrete floor and laying of turf in front of club house, plumb and tap fittings. Quotes supplied.</td>
<td>2,500.00</td>
<td>0.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Pannawonica Craft Club</td>
<td>Variety of craft workshops to engage more members of the community.</td>
<td>2,500.00</td>
<td>0.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Pannawonica Community Garden</td>
<td>Community garden project “Eat what you grow”.</td>
<td>2,500.00</td>
<td>0.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Pannawonica Youth Club Inc.</td>
<td>Technology Upgrade at the Youth Centre</td>
<td>2,500.00</td>
<td>0.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Pannawonica Playgroup</td>
<td>Purchase of books and storage also sensory items for Community Day Events</td>
<td>2,476.85</td>
<td>0.00</td>
<td>2,476.85</td>
</tr>
<tr>
<td><strong>PARABURDOO</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paraburdoo Sunshine Playgroup</td>
<td>Active play Sports Pavillon Hire costs In-Kind grant and equipment.</td>
<td>2,000.00</td>
<td>500.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Karingal Neighbourhood Centre</td>
<td>Creation of a Mobile Learning Technology Unit</td>
<td>2,500.00</td>
<td>0.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Paraburdoo Motorcycle Club</td>
<td>Professional coaching Motorcross Riding School</td>
<td>2,500.00</td>
<td>0.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Paraburdoo Volunteer Fire and Rescue Services</td>
<td>Play equipment for community projects and community involvement</td>
<td>2,500.00</td>
<td>0.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td><strong>TOM PRICE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Nintirri Centre</td>
<td>Upgrade and improve Kindy outdoor area with main focus on upgrade to edible garden, clean up weeds and control pests and to create a child friendly low maintenance nature play site.</td>
<td>2,500.00</td>
<td>0.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Tom Price Emergency Service Cadets (Tom Price Senior High School)</td>
<td>New equipment and resources for cadets</td>
<td>2,500.00</td>
<td>0.00</td>
<td>2,500.00</td>
</tr>
</tbody>
</table>
MINUTES - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Event/Project</th>
<th>Cash       $</th>
<th>In-Kind $</th>
<th>Total $</th>
<th>GL Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural Health West</td>
<td>Contribution from Shire of Ashburton sought to cover the conference registration cost of one local health practitioner to participate in the three day educational event</td>
<td>2,500.00</td>
<td>0.00</td>
<td>2,500.00</td>
<td></td>
</tr>
<tr>
<td>Tom Price Netball Association</td>
<td>Funding is being sort to buy new uniforms for the junior teams attending North West Games in July.</td>
<td>2,500.00</td>
<td>0.00</td>
<td>2,500.00</td>
<td></td>
</tr>
<tr>
<td>Mountain View Golf Club</td>
<td>To bring a Professional golfer to the Tom Price Golf Open event to benefit both junior and adult golfers attending.</td>
<td>2,500.00</td>
<td>0.00</td>
<td>2,500.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>44,476.85</strong></td>
<td><strong>500.00</strong></td>
<td><strong>44,976.85</strong></td>
<td></td>
</tr>
</tbody>
</table>

There is $46,837.00 available in the budget account 081877 to cover this round of Community Support Grant funding.

In previous rounds, the Council has allocated an equal split between each town with any funds not used being allocated to any town requiring more funds.

All Community Support Grants are assessed on criteria outlined in REC08 – General Conditions and Criteria. The applicant is to reside or operate within the Shire of Ashburton, or be able to show a direct and substantial benefit to residents within the Shire of Ashburton and applications that are not connected with, and do not show direct benefit to, the Shire of Ashburton are unable to be considered. Late applications are not considered.

Three (3) Signature Events have applied for funding in this round. Red Dirt Rocks has not submitted an application, but is identified in Rec08 as a Signature Event and has been added for that reason.

As Signature Events, the Onslow Rodeo, the Pannawonica Rodeo and the Tom Price Camp Draft are all recommended for continuing endorsement and for payment after the 2017/18 Annual Budget is approved and adopted by Council.

**SIGNATURE EVENTS**

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Event/Project</th>
<th>Cash       $</th>
<th>In-Kind $</th>
<th>Total $</th>
<th>GL Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onslow Rodeo Association</td>
<td>Onslow Rodeo</td>
<td>10,000.00</td>
<td>0.00</td>
<td>10,000.00</td>
<td>EV75</td>
</tr>
<tr>
<td>Robe River Rodeo Association</td>
<td>Pannawonica Rodeo</td>
<td>10,000.00</td>
<td>0.00</td>
<td>10,000.00</td>
<td>EV80</td>
</tr>
<tr>
<td>Tom Price Camp Draft Association</td>
<td>Tom Price Camp Draft</td>
<td>10,000.00</td>
<td>0.00</td>
<td>10,000.00</td>
<td>GL Code to be created and arranged once the 2017/18 Annual budget has been adopted</td>
</tr>
<tr>
<td>Red Dirt Rocks</td>
<td>Annual Ball</td>
<td>10,000.00</td>
<td>0.00</td>
<td>10,000.00</td>
<td>EV22</td>
</tr>
</tbody>
</table>
COMMITTEE LEASE / LICENCE GRANTS

There were five applications received under the Community Lease/Licence grant fund. As per Council’s resolution of 27 September 2016, $125,000 was allocated by Council to three (3) projects identified in the Implementation Plan for Risk Mitigation Works Required on Shire of Ashburton Reserves Leased to Community Groups report. This funding was budgeted to support community clubs and organisations to meet licence and compliance issues related to their leases with the Shire. These projects included the Crushers Clubhouse demolition ($40k), the Museum Shell Collection and Lift Works ($38k) and the Buildings Clean-up at the Onslow Rodeo Grounds ($47k).

The resultant monies available of a further $125,000 (total Budget $250,000) is now available for allocation.

The applications and details are:

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Project</th>
<th>Proposed Funding $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onslow Rodeo – Stables</td>
<td>Building removal</td>
<td>21,175.20</td>
</tr>
<tr>
<td>Onslow Rodeo - Grounds</td>
<td>Electrical</td>
<td>6,000.00</td>
</tr>
<tr>
<td>Onslow Motorcross and Enduro Club</td>
<td>Waste removal/Structural works</td>
<td>2,000.00</td>
</tr>
<tr>
<td>Tom Price Sporting Shooters Association</td>
<td>Electrical/Structural works</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Tom Price Camp Draft</td>
<td>Waste removal &amp; electrical</td>
<td>11,990.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>43,665.20</strong></td>
</tr>
</tbody>
</table>

As there were only five community applications received, totalling $43,665.20, there will be $81,334.20 surplus funds in this GL account at the end of the financial year as there is insufficient time for Shire officers to action other priority expenditure identified in the Implementation Plan. These works will need to be carried over in the new financial year (budget).

MAJOR EVENTS / PROJECTS

No applications were received under this category however REC08 provides for funding for $75,000 annually to the Nameless Jarndunmunha Festival and this has been recommended to be funded again.

The Council’s own Passion for the Pilbara event (held biennially) is also included.

Consultation

Chief Executive Officer
Shire of Ashburton Councillors
Executive Manager – Community Development
Executive Manager – Corporate Services
Facility Manager - Community Development
Executive Assistant - Community Development

Community Support Grants have been assessed and workshopped with Councillors from 10 April through to 12 April 2017. The Officer Recommendation reflects the outcomes of this process.

Statutory Environment

The Local Government Act (1995), Section 6.7 (2) relates.
Financial Implications
The Signature Events that have been allocated individual general ledger accounts have no influence on the balance of money in the CSG funding account 081877. There is $46,837.00 available in the budget account 081877 to cover this round of Community Support Grant funding. There is $125,000.00 available in the budget account 112230 available for Community Lease and License Compliance Grants.

Strategic Implications
Shire of Ashburton 10 Year Community Strategic Plan 2012-2022
Goal 01 – Vibrant and Active Communities
Objective 02 – Active People, Clubs and Associations

Risk Management
Adoption of this item has been evaluated against the Shire of Ashburton’s Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be “Low” risk and can be managed by routine procedures, and is unlikely to need specific application of resources.

Policy Implications
Council Policy REC08 Community Donations, Grants and Funding Policy relates.

Voting Requirement
Simple Majority Required

Officer’s Recommendation
The groups and the amount of donation recommended by the panel are listed below.

That with respect to Community Support Grants Council:

1. Approves the general Community Support Grant applications being allocated from account 081877 (Sponsorships and Grants) in the 2016/17 financial budget as follows:

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Proposed Funding $</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ONSLOW</strong></td>
<td></td>
</tr>
<tr>
<td>Onslow Sports Club - NAIDOC DARTS</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Onslow Sports Club - Fishing Competition</td>
<td>2,500.00</td>
</tr>
<tr>
<td>V Swans</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Flying Club Onslow</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>7,500.00</strong></td>
</tr>
<tr>
<td><strong>PANNAWONICA</strong></td>
<td></td>
</tr>
<tr>
<td>Pannawonica Height Golf Club</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Pannawonica Craft Club</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Pannawonica Community Garden</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Pannawonica Playgroup</td>
<td>2,476.85</td>
</tr>
<tr>
<td>Pannawonica Youth Club Inc.</td>
<td>2,500.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>12,476.85</strong></td>
</tr>
<tr>
<td><strong>PARABURDOO</strong></td>
<td></td>
</tr>
<tr>
<td>Paraburdoo Volunteer Fire and Rescue Service</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Paraburdoo Motorcycle Club Incorporated</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Karingal Neighbourhood Centre</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Paraburdoo Sunshine Playgroup</td>
<td>2,500.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>10,000.00</strong></td>
</tr>
</tbody>
</table>
2. Approves the donations to Community Groups for compliance works on leased buildings from account 11112230 as follows:

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Proposed Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onslow Rodeo – Stables</td>
<td>21,175.20</td>
</tr>
<tr>
<td>Onslow Rodeo - Grounds</td>
<td>6,000.00</td>
</tr>
<tr>
<td>Onslow Motorcross and Enduro Club</td>
<td>2,000.00</td>
</tr>
<tr>
<td>Tom Price Sporting Shooters Association</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Tom Price Camp Draft</td>
<td>11,990.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>43,665.20</strong></td>
</tr>
</tbody>
</table>

3. Approves the Signature Events/Groups for 2017/18 financial year follows:

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Approved Council Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom Price Emergency Services Cadet Corps (Tom Price Senior High School)</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Rural Health West</td>
<td>0.00</td>
</tr>
<tr>
<td>Tom Price Netball Association</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Mountain View Golf Club</td>
<td>2,500.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>10,000.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Proposed Funding</th>
<th>Budget Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Nintirri Centre</td>
<td>2,500.00</td>
<td>GL Code to be created and payment arranged once 2017/18 Annual budget has been approved by Council.</td>
</tr>
<tr>
<td>Tom Price Emergency Services Cadet Corps (Tom Price Senior High School)</td>
<td>2,500.00</td>
<td>To be paid from EV75 after 17/18 annual budget has been approved by Council.</td>
</tr>
<tr>
<td>Rural Health West</td>
<td>0.00</td>
<td>GL Code to be created and payment arranged once 2017/18 Annual budget has been approved by Council.</td>
</tr>
<tr>
<td>Tom Price Netball Association</td>
<td>2,500.00</td>
<td>GL Code to be created and payment arranged once 2017/18 Annual budget has been approved by Council.</td>
</tr>
<tr>
<td>Mountain View Golf Club</td>
<td>2,500.00</td>
<td>GL Code to be created and payment arranged once 2017/18 Annual budget has been approved by Council.</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>30,000.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

4. Approves the Major Events / Projects for the 2017/18 financial year as follows:

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Approved Council Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nameless Jarndunmunha Festival</td>
<td>75,000.00</td>
</tr>
<tr>
<td>Passion for the Pilbara (Council Biennial Event)</td>
<td>15,000.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>90,000.00</strong></td>
</tr>
</tbody>
</table>
Officer’s Recommendation and Council Decision

MOVED: Cr L Rumble  SECONDED: Cr D Diver

The groups and the amount of donation recommended by the panel are listed below.

That with respect to Community Support Grants Council:

1. Approves the general Community Support Grant applications being allocated from account 081877 (Sponsorships and Grants) in the 2016/17 financial budget as follows:

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Proposed Funding $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onslow Sports Club - NAIDOC DARTS</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Onslow Sports Club - Fishing Competition</td>
<td>2,500.00</td>
</tr>
<tr>
<td>V Swans</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Flying Club Onslow</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>7,500.00</strong></td>
</tr>
<tr>
<td>Pannawonica Height Golf Club</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Pannawonica Craft Club</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Pannawonica Community Garden</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Pannawonica Playgroup</td>
<td>2,476.85</td>
</tr>
<tr>
<td>Pannawonica Youth Club Inc.</td>
<td>2,500.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>12,476.85</strong></td>
</tr>
<tr>
<td>Paraburdoo Volunteer Fire and Rescue Service</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Paraburdoo Motorcycle Club Incorporated</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Karingal Neighbourhood Centre</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Paraburdoo Sunshine Playgroup</td>
<td>2,500.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>10,000.00</strong></td>
</tr>
<tr>
<td>TOM PRICE</td>
<td></td>
</tr>
<tr>
<td>The Nintirri Centre</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Tom Price Emergency Services Cadet Corps (Tom Price Senior High School)</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Rural Health West</td>
<td>0.00</td>
</tr>
<tr>
<td>Tom Price Netball Association</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Mountain View Golf Club</td>
<td>2,500.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>10,000.00</strong></td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td><strong>39,976.85</strong></td>
</tr>
</tbody>
</table>

2. Approves the donations to Community Groups for compliance works on leased buildings from account 11112230 as follows:

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Proposed Funding $</th>
</tr>
</thead>
</table>
MINUTES - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

3. Approves the Signature Events/Groups for 2017/18 financial year follows:

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Proposed Funding</th>
<th>Budget Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onslow Rodeo Association</td>
<td>10,000.00</td>
<td>To be paid from EV75 after 17/18 annual budget has been approved by Council.</td>
</tr>
<tr>
<td>Robe River Rodeo Association</td>
<td>10,000.00</td>
<td>To be paid from EV75 after 17/18 annual budget has been approved by Council.</td>
</tr>
<tr>
<td>Tom Price Camp Draft Association</td>
<td>10,000.00</td>
<td>GL Code to be created and payment arranged once 2017/18 Annual budget has been approved by Council.</td>
</tr>
<tr>
<td>Red Dirt Rocks</td>
<td>10,000.00</td>
<td>To be paid from EV22 after 17/18 annual budget has been approved by Council.</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>40,000.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

4. Approves the Major Events / Projects for the 2017/18 financial year as follows:

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Approved Council Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nameless Jarndunmunha Festival</td>
<td>75,000.00</td>
</tr>
<tr>
<td>Passion for the Pilbara (Council Biennial Event)</td>
<td>15,000.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>90,000.00</strong></td>
</tr>
</tbody>
</table>

5. Approves the donation of $2,500 to the Paraburdoo School P&C Committee for a community quiz night.

CARRIED 6/0
Crs White, Rumble, Diver, Foster, Dellar and Thomas voted for the motion
Reason for change:
The recommendation for Signature events did not include Red Dirt Rocks for $10,000 in error. Point 5 was added as the Council believed that it warranted funding.
MINUTES - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

12.2 HALFWAY BRIDGE REST STOP, TOM PRICE - PARABURDOO ROAD

MINUTE: 140/17

FILE REFERENCE: ED01.01

AUTHOR’S NAME AND POSITION: Chantelle Bryce
Facilities Manager

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 13 April 2017

DISCLOSURE OF FINANCIAL INTEREST: The author has no financial, proximity or impartiality interests in the proposal.

PREVIOUS MEETING REFERENCE:
Agenda Item 13.1 (Minute No. 11726) – Ordinary Meeting of Council 11 December 2013
Agenda Item 13.5 (Minute No. 11650) – Ordinary Meeting of Council 18 September 2013

Summary
In early February 2017 the toilet block at the Halfway Bridge rest stop was inundated by flash flooding, this is the fourth such incident in two (2) years. Two tourists camping at the location had their personal safety at risk. The site has been temporarily closed to the public.

The purpose of this report is to seek direction from Council regarding the future use of this ablution and associated infrastructure (RV dump point, picnic table, Wi-Fi and signage).

Background
The Pilbara Regional Council undertook the “Upgrade of Coastal Tourism Locations and Improvement of Selected Roadside Rest Stops” as part of the Royalties for Regions funding allocation in 2012.

At the Ordinary Meeting of Council held on 18 September 2013 Council resolved to:

1. Support the upgrading of coastal tourism locations and improvement of selected roadside stops by the Pilbara Regional Council at four nominated sites; Halfway Bridge (Bellary Creek) (Paraburdoo / Tom Price), Hamersley Gorge 24 hour stop, Old Onslow Township and Robe River (North West Coastal Highway), each with a shade structure and signage.

2. Request the Acting CEO to determine a plan and estimated costs to maintain the toilets at the selected sites and report to Council.

3. Request the Pilbara Regional Council give consideration to include a caravan dump point and the rest stops mentioned in point 1.
4. Request the Acting CEO to determine a plan and estimated costs to maintain caravan dump points at the rest stops mentioned in point 1.”

The facility was completed in February 2015 with the Shire responsible for the ongoing maintenance and operational costs (which was awarded under Tender commencing on 8 July 2014). In addition, extraordinary repairs/maintenance have been incurred due to flooding and wet season preparation requiring the septic tanks pumped to minimise the potential of any effluent being discharged into the water course.

The contract for cleaning of the facility is the biggest expenditure associated with the facility.

The costs to date have been:

2014/2015 Financial Year:

| Extraordinary Maintenance | $10,319.00 |
| Monthly Contract Cleaning  | $3,235.27  |

2015/2016 Financial Year:

| Extraordinary Maintenance | $1,200.00 |
| Monthly Contract Cleaning  | $4,116.70  |

2016/2017 Financial Year:

| Extraordinary Maintenance | $1,140.00 |
| Monthly Contract Cleaning  | $5,856.80  |

ATTACHMENT 12.2

Since 2015, the Shire has closed the facility due to heavy rainfall and flooding to the area several times per year. February 2017 was the worst flooding since the Halfway Bridge rest stop commenced operation. As a result, the ablution and RV dump point remain out of service to date however, the area has been re-opened to allow access to the picnic table as the area has scenic appeal for tourists.

New signage has been ordered stating “No Camping Permitted, area subject to flooding”.

Comment
There are a number of options in respect to this facility.

*Keep in current location*

Pros
- Attractive pleasant location.

Cons
- The annual cost associated with cleaning and extraordinary maintenance.
- Risk of injury to people and vehicles – having a toilet facility encourages travelers to stay overnight.
- Liability to the Shire in the event that somebody is seriously injured or killed and damage to personal property.
- No approvals from Main Roads Western Australia.
- Concerns about waste ingress into water course (Bellary Creek).
Remove all infrastructures completely

Pros
• Potential cost saving no further maintenance or cleaning required.

Cons
• Still require flash flood / no camping signage at halfway bridge

Relocate to a suitable location (locations are an example only)
Paraburdoo (Information Bay)

Pros
• Central location for cleaning and maintenance.

Cons
• Costs to remove and relocate including installation and commissioning costs.
• Ongoing operational costs.
• Discourages visitors from using Town Centre toilets.
• Coles Express Service Station – consultation required.
• Modifications to toilet block required to be suitable for location.

Tom Price – Paraburdoo Road – Truck Stop

Pros
• May discourage people from camping at half way bridge but this is unknown given that caravans often have their own facilities.

Cons
• Costs to remove and relocate including installation and commissioning costs.
• Ongoing operational costs.
• Main Roads Western Australia land approval would be required.

Although Halfway Bridge is an attractive location, the ablution is no longer viable due to the risk to public safety. Decommissioning and relocation of the ablution and RV dump point is required and this will aid in discouraging camping in the area.

Retaining the signage, picnic shelter, picnic table and Wi-Fi to the area will still attract tourists to the picturesque location on their travels.

Consultation
Acting Chief Executive Officer
Executive Manager – Development & Regulatory Services
Executive Manager – Strategic & Economic Development
Executive Manager – Infrastructure Services
Facilities Manager – Community Development
Manager – Economic and Land Development

Statutory Environment
Health (Miscellaneous Provisions) Act 1911
Environmental Protection Act 1986
Shire of Ashburton Health Local Law 2013
Shire of Ashburton Activities on Thoroughfares and Public Places and Trading Local Law 2013

Financial Implications
Costs have not been budgeted for removal and relocation in the 2016/2017 budget and funds will need to be allocated for removal in the 2017/2018 budget.
Strategic Implications
Shire of Ashburton 10 Year Community Strategic Plan 2012-2022
Goal 02 – Enduring Partnerships
Objective 03 – Well Managed Tourism

Risk Management
This item has been evaluated against the Shire of Ashburton’s Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be “Medium” risk and will be managed by specific monitoring and response procedures.

Policy Implications
There are no policy implications for this matter.

Voting Requirement
Simple Majority Required

Officer’s Recommendation and Council Decision

MOVED: Cr P Foster
SECONDED: Cr D Diver

That in respect to the Halfway Bridge Rest Stop, Tom Price – Paraburdoo Road Council:

1. Decommission and remove the ablution and RV dump point from Halfway Bridge, for storage at the Paraburdoo or Tom Price depot until funds are allocated in future budgets and final location is determined by Council. Retain all remaining items at Halfway Bridge Rest Stop.

CARRIED 5/1
Crs White, Rumble, Diver, Foster and Dellar voted for the motion
Cr Thomas voted against the motion
13. CORPORATE SERVICES REPORTS

13.1 MONTHLY FINANCIALS AND SCHEDULE OF ACCOUNTS PAID

MINUTE: 141/17

FILE REFERENCE:          FM03
AUTHOR’S NAME AND
POSITION: John Bingham
Executive Manager, Corporate Services

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 12 April 2017

DISCLOSURE OF FINANCIAL INTEREST: The author has no financial, proximity or impartiality interests in this proposal.

PREVIOUS MEETING REFERENCE: Not Applicable

Summary
In accordance with Regulation 34 of the Local Government (Financial Management) Regulations, the Shire is to prepare a monthly Statement of Financial Activity for consideration by Council.

Also included is (i) Budget Review 16/17 Capital Items Report per Council Decision of Agenda Item 13.5 at the March Ordinary Council Meeting; and (ii) Capex Tracker Report for Q3 16/17.

Background
Regulation 34 of the Local Government (Financial Management) Regulations requires the Shire to prepare a monthly statement of Financial Activity for consideration by Council.

Comment
This report presents the following:

February 2017

March 2017
- Schedule of Accounts and Credit Cards paid under delegated authority for the Month of March 2017.
Budget Review 16/17
• Capital Expenditure Progress Tracker for the third quarter of 2016/17.

March 2017 Q3
• Capital Items Report for the third quarter of 2016/17.

Consultation
Executive Manager - Corporate Service
Executive Management Team
Finance Manager
Finance Coordinator
Finance Officers
Consultant Accountant

Statutory Environment

Financial Implications
Financial implications and performance to budget are reported to Council on a monthly basis.

Strategic Implications
Shire of Ashburton 10 year Community Strategic Plan 2012-2022
Goal 5 - Inspiring Governance
Objective 4 - Exemplary Team and Work Environment

Risk Management
This item has been evaluated against the Shire of Ashburton’s Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be “Low” risk and can be managed by routine procedures, and is unlikely to need specific application of resources.

Policy Implications
There are no policy implications in this matter.

Voting Requirement
Simple Majority Required
Officer's Recommendation and Council Decision

MOVED: Cr L Rumble  
SECONDED: Cr G Dellar

That with respect to the Monthly Financial Reports Council:

1. Receives the Financial Reports for February 2017 ATTACHMENT 13.1A; and

2. Notes the Schedule of Accounts and Credit Cards paid in March 2017 as approved by the Chief Executive Officer in accordance with delegation DA03-1 Payments from Municipal Fund and Trust Funds as per ATTACHMENT 13.1B; and

3. Receives the final procurement commencement of new capital items in Budget Review 2016/17 per ATTACHMENT 13.1C; and

4. Receives the Capital Expenditure Progress Tracker for the third quarter of 2016/17 per ATTACHMENT 13.1D.

CARRIED 6/0

Crs White, Rumble, Diver, Foster, Dellar and Thomas voted for the motion.
13.2 NAMING OF GEOGRAPHICAL LOCATION IN HONOUR OF FORMER COUNCILLOR PETER FOOTE

Summary
On the 13 August 2014 former Councillor, Peter Foote passed away in New Zealand after a prolonged illness.

At the Ordinary Meeting of Council held on 20 August 2014, Council resolved to authorise staff to research the possibility of naming a geographical location in Paraburdoo in honour of Mr Peter Foote.

Several options are provided to mount a memorial in recognition of Mr Foote. However in summary it is recommended that, due to the requested mountain range previously being named, Council potentially name a room in the new Paraburdoo Community Hub Building in honour of Mr Foote.

Background
Mr Foote served on Council from 1991 to 2007 (16 years) as an elected member for the Paraburdoo Ward.

In late August of 2014 staff wrote to the Geographic Names Committee (GNC) to seek information in regard to naming a mountain range after Mr Foote. Council was advised that it is a minimum 2 year waiting period after the deceased passing before making an application.

Staff was also given the below advice:

- Before GNC considers applying a personal name to a geographical feature, it must be determined whether the said feature is not already named, albeit unofficially. To enable a formal naming the Shire would be required to determine if the feature has a local indigenous name as there is a strong preference to use indigenous names for features
in the first instance. A commemorative name shall not be considered for adoption if a well-established and acceptable name already exists for the feature.

- If none, the Shire would need to demonstrate Mr Foote’s specific connection with the particular feature (rather than just his preference to have the feature named after him). What was his link with the feature, this could also include defining whether the feature is situated within his representative ward area? Details of Mr Foote’s date of birth / death, his community involvement, whether he was a long-time resident of the district would also need to be provided and other additional information regarding Mr Foote. Any evidence of his association to the site itself would be beneficial.

- When reapplying, please also include a map showing the specific location of the feature (e.g Reserve / Lot details) together with its coordinates; and if possible come descriptive details about the feature and whether it is a tourist site / culturally significant site etc.

Mr Foote had requested the mountain range south east of the Paraburdoo Airport as per the attachment.

**ATTACHMENT 13.2**

In consultation with Yinhawangka Aboriginal Corporation it was brought to the Shire’s attention that the mountain range requested, already has been named “Wendall” which means ‘creation by cutting’ – due to the shape across the top of the range.

**Comment**

There are multiple options to memorialise Mr Foote, these include:

- Naming a new road or street in Paraburdoo the next time this becomes available (naming roads, parks etc is the same process and requirements as naming a mountain range),
- Naming an unnamed park in Paraburdoo (as above)
- Placement of a seat with a plaque in the Paraburdoo Memorial Garden,
- Placement of a Plaque on a rock in the Paraburdoo Memorial Garden,
- Planting of a tree in or near the Paraburdoo Memorial Garden or,
- Naming one of the rooms in the Paraburdoo Community Hub Building (or indeed the whole Building if that is deemed appropriate).

Consideration has also been given to naming the Rest Spot at Half Way Bridge in honour of Mr Foote however this has been discounted as problematic given that the location is not a Council controlled Reserve and is under the control of Main Roads WA who do not – at the moment - officially recognise the area as a Rest Stop.

**Consultation**

- Councillors
- Acting Chief Executive Officer
- Administration Manager
- Executive Manager Corporate Services
- Geographic Names Committee
- Yinhawangka Aboriginal Corporation

**Statutory Environment**

The naming of geographic features, roads, reserves and the like is captured by the Geographic Names Committee, a division of the State Governments Authority, Landgate and their guiding Policies and Standards.
Financial Implications
There are currently very little to no financial implications associated with this item such as officer time and the potential cost of a plaque or sign for the room. The estimated cost of a plaque or sign is around $700.00 plus GST, which can be accommodated under Budget line 10476120 Presentations / Gifts.

Strategic Implications
Shire of Ashburton 10 Year Community Strategic Plan 2012-2022
Goal 03 - Unique Heritage and Environment
Objective 03 – Celebration of History and Heritage

Risk Management
This item has been evaluated against the Shire of Ashburton’s Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be “Low” risk and can be managed by routine procedures, and is unlikely to need specific application of resources.

Policy Implications
ELM03 Recognition of Councillors and Citizens (Including Commemorative Naming); and ADM11 Application for Installation of Memorials.

Voting Requirement
Simple Majority Required

Officer’s Recommendation
That with respect to recognising the passing of former Councillor Peter Foote with an appropriate and in permanent recognition facility, Council:

1. Acknowledge that the Mountain Range in **ATTACHMENT 13.2** is already named “Wendall” and;

2. Consider the potential of naming a room in the new Paraburdoo Community Hub Building once it is built and refer the suggestion to the Paraburdoo Hub (CHUB) Committee for recommendation back to Council.
Council Decision

MOVED: Cr P Foster  
SECONDED: Cr L Rumble

That with respect to recognising the passing of former Councillor Peter Foote with an appropriate and in permanent recognition facility, Council:

1. Acknowledge that the Mountain Range in ATTACHMENT 13.2 is already named “Wendall” and;

2. Name a garden which is being developed as part of the Paraburdoo Tourist Information Bay in Peter Foote’s honour; and

3. Request the Geographic Names Committee approval to name the foothill at the base of the Wendall mountain range as the “Peter Foote” Foothill.

CARRIED 5/1

Crs White, Rumble, Diver, Foster and Thomas voted for the motion
Cr Dellar voted against the motion

Reason for change of recommendation:
Council wished to also name the foothill at the base of Wendall mountain range in honour of former Councillor Foote.
13.3 POLICY REVIEW - FIN06 SIGNIFICANT ACCOUNTING POLICIES

MINUTE: 142/17

FILE REFERENCE: GV20

AUTHOR’S NAME AND POSITION: John Bingham
Executive Manager Corporate Services

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 10 April 2017

DISCLOSURE OF FINANCIAL INTEREST: The author has no financial, proximity or impartiality interests in the proposal.

PREVIOUS MEETING REFERENCE: Not Applicable

Summary
Section 2.7(2)(b) of the Local Government Act 1995 (“the Act”) states that the making of policy is a role of the Council. Policies provide clarity, ownership, and accountability to the Ashburton community and for the staff of the Shire.

A review of policy number FIN06 – ‘Significant Accounting Policies’ has been undertaken to ensure: (i) major depreciation periods used for each class of depreciable asset accurately reflect the revised useful life and residual value for the asset class; (ii) the Capitalisation threshold is based on reasonable materiality limits and improves administrative processes at the same time as reducing the accounting workload.

Background
At the December 2016 Ordinary Council Meeting a review of Policy No. FIN06 was undertaken as part of the formal management review system for all policies in 2016. The outcome of that review recommended the following:

<table>
<thead>
<tr>
<th>FIN06</th>
<th>Significant Accounting Policies</th>
<th>Adopt with No Changes Suggested</th>
<th>No changes made in 2016 however, an ongoing review has been identified as necessary and therefore the Executive will continue to review into 2017.</th>
</tr>
</thead>
</table>

The ongoing review identified as necessary into 2017 has now been undertaken.

Comment
Depreciation Periods
Each year a major asset group is revalued at Fair Value per Regulation 17A of the Local Government (Financial Management) Regulations 1996. The revaluation figure references the total useful life of the asset to the Shire which along with any residual value at the conclusion of its useful life and depreciation method in turn determines the depreciable period of the asset (AASB116 – Revaluation of Non-Current Assets).
Subsequently asset residual values and useful lives have been reviewed resulting in the following proposed adjusted depreciable periods for each class:

- **Depreciable Periods prior to proposed changes:**
  - **Buildings** 30 to 50 years 2-3%
  - **Furniture and Equipment** 4 to 10 years 10-25%
  - **Computer Equipment** 3 years 33.33%
  - **Office Equipment** 5 years 20%
  - **Plant and Equipment** 5 to 15 years 6-20%
  - **Motor Vehicles** 10 years 10%
  - **Infrastructure Other** 40 years 2.5%
  - **Water Supply Piping & Drainage Systems** 75 years 1.30%
  - **Sewerage Piping** 100 years 1%
  - **Footpaths** 40 years 2.50%
  - **Gravel roads**
    - Construction/Road Base 50 years 2%
    - Gravel Sheet 12 years 8.30%
  - **Formed Roads (unsealed)**
    - Construction/Road Base 50 years 2%
  - **Sealed Roads and Streets**
    - Construction/Road Base 50 years 2%
  - **Major re-surfacing Bituminous Seals** 20 years 5%
  - **Asphalt Surfaces** 12 years 8.30%

- **Proposed Depreciable Periods:**
  - **Buildings** 15 to 100 years 1-9%
  - **Furniture and Equipment** 4 to 10 years 10-25%
  - **Computer Equipment** 3 years 33.33%
  - **Office Equipment** 5 years 20%
  - **Plant and Equipment** 3 to 15 years 6-45%
  - **Motor Vehicles** 3-5 years 33%
  - **Infrastructure Other** 10-100 years 1.50 - 10%
  - **Water Supply Piping & Drainage Systems** 100 years 1%
  - **Sewerage Piping** 100 years 1%
  - **Footpaths** 35-50 years 2-3%
  - **Gravel roads**
    - Construction/Road Base 80 years 1.25%
    - Gravel Sheet 12 years 8.33%
  - **Formed Roads (unsealed)**
    - Construction/Road Base 80 years 1.25%
  - **Sealed Roads and Streets**
    - Construction/Road Base 80 years 1.25%
  - **Major re-surfacing Bituminous Seals** 14 years 7.14%
  - **Asphalt Surfaces** 30 years 3.30%
Asset Capitalisation Threshold
The Department of Local Government WA Accounting Manual on Asset Accounting advises the following:

"There are very practical reasons for establishing a minimum threshold amount for the recognition of any non-current assets in the statement of financial position. Without such limits, items like a $25 calculator would be included as an asset as it would meet all the relevant recognition criteria. This level of asset recording does not present an efficient use of the local government’s resources. To avoid this unnecessary detail, a threshold sets the value under which an asset is considered immaterial and expensed in the year it is acquired.

Capitalisation threshold amounts should be reviewed annually to ensure they remain effective in the face of inflation. Capitalised thresholds are likely to vary between local governments due to their differences in financial capacity."

After speaking with an Industry consultant as well as Asset Management and Finance Officers it is felt an increase to thresholds will ensure the Capitalisation thresholds remain effective and not overly cumbersome.

➢ Asset Capitalisation Thresholds prior to change:

- Land: Nil (All Land Capitalised)
- Buildings: 2,000
- Plant & Equipment: 2,000
- Furniture & Equipment: 2,000
- Infrastructure: 5,000

➢ Proposed Asset Capitalisation Thresholds:

- Land: Nil (All Land Capitalised)
- Buildings: 10,000
- Plant & Equipment: 5,000
- Furniture & Equipment: 5,000
- Infrastructure: 10,000

Consultation
Bob Waddell & Assoc. P/L
Manager, Strategic Asset Management

Statutory Environment
The Local Government Act 1995 Section 2.7(2)(b) of the Local Government Act 1995 ("the Act") states that the making of policy is a role of the Council.

Financial Implications
Should the asset capitalisation threshold be increased, there will be an increase in what is classified as operating expenditure and a corresponding decrease in what is classified as capital works program expenditure, however no net increase in ‘actual’ expenditure.
Strategic Implications
Shire of Ashburton 10 Year Community Strategic Plan 2012-2022
Goal 05 – Inspiring Governance
Objective 03 – Council Leadership
Objective 04 – Exemplary Team and Work Environment

Risk Management
Adoption of this item has been evaluated against the Shire of Ashburton’s Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be “Low”, can be managed by routine procedures, and are unlikely to need specific application of resources.

Policy Implications
The reviewed policy if approved will be updated in the Policy Register and be effective 1 July 2016.

Voting Requirement
Simple Majority Required

Officer’s Recommendation and Council Decision

MOVED: Cr P Foster  SECONDED: Cr D Diver

That Council adopt the proposed reviewed FIN06 Significant Accounting Policies as per ATTACHMENT 13.3.

CARRIED 6/0
Crs White, Rumble, Diver, Foster, Dellar and Thomas voted for the motion
13.4 PROPOSED BUDGET AMENDMENTS

MINUTE: 143/17

FILE REFERENCE: FM14.16.17

AUTHOR’S NAME AND POSITION: Ashley Erasmus
Budget & Grants Officer

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 12 April 2017

DISCLOSURE OF FINANCIAL INTEREST: The author has no financial, proximity or impartiality interests in the proposal.

PREVIOUS MEETING REFERENCE: Not Applicable

Summary
The 2016/2017 budget was officially adopted by Council on 28 July 2016. Throughout the year the need for Council to authorise proposed variations occurs. It is the purpose of this report to bring these to the attention of Council.

Background
It is proposed to amend the 2016/2017 budget to reflect various adjustments to the General Ledger with an overall effect to the budget as detailed below. Due to the timing of these variations, they have fallen outside the normal annual budget review conducted normally in January of each year.

Comment
It is recommended that the required budget variations to the Current Budget for 2016/2017 as outlined below be approved.

1. Road Plant Purchases

<table>
<thead>
<tr>
<th>GL/Job Number</th>
<th>General Ledger Description</th>
<th>Current Budget</th>
<th>Variation Amount</th>
<th>Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>124964</td>
<td>Motor Vehicle GEN</td>
<td>640,500</td>
<td>75,000</td>
<td>715,500</td>
</tr>
<tr>
<td>040053</td>
<td>Salaries &amp; Superannuation (Office of CEO)</td>
<td>590,415</td>
<td>(75,000)</td>
<td>515,415</td>
</tr>
</tbody>
</table>
Reason: The CEOs vehicle PSW73 has been removed from the fleet pursuant to resolution of agenda item 7.1 of the Special Meeting of Council held on 2 March 2017.

Note: there is no impact on the anticipated end of year financial position for the Municipal Account.

2. Sanitation

<table>
<thead>
<tr>
<th>GL/Job Number</th>
<th>General Ledger Description</th>
<th>Current Budget</th>
<th>Variation Amount</th>
<th>Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>17038</td>
<td>Storage Shed (Onslow &amp; Paraburdo)</td>
<td>60,150</td>
<td>19,690</td>
<td>79,840</td>
</tr>
<tr>
<td>C225</td>
<td>Construction of Cattle Grids</td>
<td>70,000</td>
<td>(5,195)</td>
<td>64,805</td>
</tr>
<tr>
<td>W202</td>
<td>Works Progress Domestic Refuse Collection Tom Price</td>
<td>145,064</td>
<td>(14,495)</td>
<td>130,569</td>
</tr>
</tbody>
</table>

Reason: The budget allocated for the Battery Storage Sheds was $60,000, however the quotations received under the RFQ process exceeded this amount. These sheds are being purchased to meet the correct storage requirements for lead acid batteries.

Note: Note there is no impact on the anticipated end of year financial position for the Municipal Account.

Consultation
Executive Manager, Corporate Services
Executive Manager, Community Development
Executive Manager, Infrastructure Services
Finance Manager

Statutory Environment
The Local Government Act 1995 Part 6 Division 4 s 6.8 (1) requires the local government not to incur expenditure from its Municipal Fund for an additional purpose except where the expenditure:

“(b) is authorised in advance by resolution”

“Additional purpose” means a purpose for which no expenditure estimate is included in the local government’s annual budget.

*requires an absolute majority of Council.”

Financial Implications
The impact of the proposed budget amendments is described in within the variation commentary.
Strategic Implications
Shire of Ashburton 10 Year Community Strategic Plan 2012-2022
Goal 5 - Inspiring Governance
Objective 4 - Exemplary Team and Work Environment

Risk Management
Adoption of this item has been evaluated against the Shire of Ashburton’s Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be “Low Risk: Managed by routine procedures, unlikely to need specific application of resources”.

Policy Implications
There are no specific policy implications relative to this issue.

Voting Requirement
Absolute Majority Required

Officer’s Recommendation and Council Decision

MOVED: Cr P Foster SECONDED: Cr D Diver

That Council approves the required budget variations to the Current Budget for 2016/2017 as follows:

a) Increase Expenditure Account 124964 Motor Vehicle by $75,000 from $640,500 to $715,500 and;

b) Decrease Expenditure Account 040053 Salaries & Superannuation by $75,000 from $590,415 to $515,415 and;

c) Increase Expenditure Account 17038 Storage Shed (Onslow & Paraburdoo) by $19,690 from $79,840 to $60,150 and;

d) Decrease Expenditure Account C225 Construction of Cattle Grids by $5,195 from $70,000 to $64,805 and;

e) Decrease Expenditure Account W202 Works Program Domestic Refuse Collection Tom Price by $14,495 from $145,064 to $130,569; and

f) Noting this results in nil change in net current assets as at 30 June 2017 which in turn, retains the forecast surplus at year end 30 June 2017 of $49,056.

CARRIED BY ABSOLUTE MAJORITY 5/1
Crs White, Rumble, Diver, Foster and Dellar voted for the motion
Cr Thomas voted against the motion
14. DEVELOPMENT AND REGULATORY SERVICES REPORTS
There were no Development and Regulatory Services Reports for this meeting.

15. INFRASTRUCTURE SERVICES REPORTS

15.1 PROPOSED RUNWAY REMEDIATION WORKS - ONSLOW AIRPORT

MINUTE: 151/17

FILE REFERENCE: TT06.13

AUTHOR’S NAME AND POSITION: Troy Davis
Executive Manager, Infrastructure Services

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 5 April 2017

DISCLOSURE OF FINANCIAL INTEREST: The author has no financial, proximity or impartiality interests in the proposal.

PREVIOUS MEETING REFERENCE: Not Applicable

Summary
The Onslow Airport runway upgrade project was completed in late 2013. The project involved the construction of a new runway, taxiway and apron with these areas filled up to 4m above ground level which comprise tidal flats.

The constructed embankments utilised local borrow materials consisting of fine to medium grained sands and significant erosion has been occurring during rain events which has the potential to compromise the serviceability of the runway.

An independent investigation has been undertaken that concluded the runway embankments require significant remediation works to stabilise them. The preferred option has been estimated to cost $2.5m.

ATTACHMENT 15.1

Background
The Onslow Airport runway upgrade project was completed in late 2013. The project involved the construction of a new runway, taxiway and apron with these areas filled up to 4m above ground level, which predominately comprise tidal flats.

The constructed embankments utilised local borrow materials consisting of fine to medium grained sands with some protection provided via the use of a geotextile fabric with rock placed
to secure it. Where no protection has been provided, significant erosion has taken place. Additionally, erosion has started to occur at the protected areas of the embankments as the protection measure have degraded over time.

Staff have been undertaking basic maintenance works after rain events to remediate the scouring, however the defects are increasing with the possibility they will encroach on the operational zone of the airstrip in a significant rain event.

**Comment**
Shire staff and an experienced engineering consultant have reviewed the background material for the design and construction of the runway, plus inspected the site, and have concluded a more robust protection treatment is required to ensure the long term stability of the runway formation.

The consultant has provided 3 options to manage the issues:

1. Continuation of the existing treatment (standard geotextile with rock anchors and rip rap) with some improvements into the existing arrangements.
2. Remove the existing treatments and install a proprietary geotextile specifically designed for coastal applications with sun and salt exposure.
3. Protect the batters with a reinforced concrete slab.

Option 1 is the least expensive at $830,000 however the treatment is not suitable for the harsh environment, as already supported by the current arrangements.

Option 2 is estimated to cost $2.48 million and is the preferred treatment as it has a lower Life Cycle Cost to Option 3. Note that the provisional sum of $2.5m was endorsed at the Council's Meeting of 14 March 2017.

Option 3 is estimated to cost $8.3 million and has been discounted due to the high capital costs and the risk to the integrity of the concrete slabs due to the poor stability of the batters.

The project is anticipated to take approximately 4-5 months to complete, including the procurement phase; therefore it is imperative that the project is initiated before the end of the financial year to ensure completion before the next ‘wet season’.

**Consultation**
Airport Manager
Technical Officers
JJ Ryan Consulting Pty Ltd

**Statutory Environment**
Civil Aviation Act 1988
The Civil Aviation Safety Regulations 1998 (CASR) Part 61
Manuals of Standards (MOS)

**Financial Implications**
The proposed remediation works have been estimated at $2.5m.

The Airport Reserve was created to fund the long term sustainability of the Onslow Airport with respect to maintaining assets and supporting operational deficits for several years beyond the Wheatstone construction phase. This proposed draw down on the reserve has the potential to reduce the financial sustainability of the Onslow Airport by a few years based on current
projections, however the works need to be completed to ensure the airport remains serviceable long term.

**Strategic Implications**
Shire of Ashburton 10 Year Community Strategic Plan 2012-2022
Goal 04 – Title Distinctive and Well Serviced Places
Objective 02 – Accessible and Safe Towns

**Risk Management**
This item has been evaluated against the Shire of Ashburton’s Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be “Extreme” due to the possible unserviceability (closure) of the runway and the commensurate financial and reputational risk that would be associated with such an event.

**Policy Implications**
AMP01 – Asset Management Policy
ELM10 – Financial Sustainability Policy
Onslow Airport Master Plan

**Voting Requirement**
Simple Majority Required

**Council Decision**

<table>
<thead>
<tr>
<th>MOVED:</th>
<th>Cr P Foster</th>
<th>SECONDED:</th>
<th>Cr D Diver</th>
</tr>
</thead>
</table>

That Council endorse the proposed Onslow Airport Runway Remediation Project proceeding to procurement via tender via Option 2 at an estimated cost of $2.48m.

CARRIED 6/0

Crs White, Rumble, Diver, Foster, Dellar and Thomas voted for the motion
15.2 AWARD OF TENDER RFT 03/17 - CONCRETE WORKS PROGRAM FOR TOM PRICE, PARABURDOO AND ONSLOW

MINUTE: 144/17

FILE REFERENCE: CM03.17

AUTHOR’S NAME AND POSITION:

Amber Barrett
Acting Procurement Coordinator

Shane Godfrey
Technical Officer

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 12 April 2017

DISCLOSURE OF FINANCIAL INTEREST: The authors have no financial, proximity or impartiality interests in the proposal.

PREVIOUS MEETING REFERENCE: Not Applicable

Summary
A Request for Tender for Concrete Works Program for Tom Price, Paraburdoo and Onslow (RFT 03/17) was issued via the Shire’s e-tendering portal known as TenderLink and also advertised via state wide public notice in The West Australian Newspaper from 25 February 2017 until 14 March 2017.

Four (4) compliant submissions were received via TenderLink in response to the RFT.

The evaluation panel has now completed its assessment of the submissions and has made their recommendation.

Background
A visual condition survey of the Shire’s kerb and footpath network was undertaken in November 2014 by an external consultant. Kerb assets are considered a component of the Shire’s Road Infrastructure and have been overlooked in past renewal programs. The condition audit indicated close to 85% of the Shire’s kerbs were in fair to poor condition.

The footpath network is in reasonable condition with only 35% of the footpath being in fair to poor condition. However to maintain this level of service to the community as well as ensuring the Shire is maintaining public safety, an annual footpath maintenance and replacement program is required.

As recommended in the Strategic Asset Management Plan, endorsed by Council in March 2016, it is important for the Shire to continue to assess the condition of our aging infrastructure and implement annual renewal programs to ensure assets are kept at the standards desired.
by our community.

Following from this, the Shire’s Technical Services team have inspected the fair to poor condition kerbs and footpaths and developed a scope to carry out a concreting works program for all towns.

The selection criteria were based upon the “INFRASTRUCTURE” category as per FIN14 Tender Evaluation Criteria Policy. The advertised selection criteria were:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Relevant Experience</td>
<td>10%</td>
</tr>
<tr>
<td>(b) Key Personnel</td>
<td>10%</td>
</tr>
<tr>
<td>(c) Past Company Performance</td>
<td>10%</td>
</tr>
<tr>
<td>(d) Tenderers Resources</td>
<td>5%</td>
</tr>
<tr>
<td>(e) Plant, Equipment &amp; Materials</td>
<td>5%</td>
</tr>
<tr>
<td>(f) Methodology/Quality &amp; OHS Systems/Life Cycle/Risk Management</td>
<td>10%</td>
</tr>
<tr>
<td>(g) Price</td>
<td>50%</td>
</tr>
</tbody>
</table>

After initial compliance assessment, all submissions were deemed compliant for further assessment. The evaluation panel then assessed the submissions against the selection criteria and value for money.

The Evaluation and Recommendation Report, including the overall evaluation scores and rankings, is attached as a confidential item.

Note: One member of the Evaluation Panel went on leave prior to signing all documentation in this attachment. Upon the Shire Officer returning to work, the documentation will be signed in all required areas and recorded appropriately.

Comment
The evaluation panel concluded, Dowsing Group Pty Ltd to be the most suitable and value for money submission in relation to RFT 03/17.

Budgeted Amount: $513,786.00 excluding GST
Anticipated expenditure: $307,286.00 excluding GST

The tenders have been assessed with the below scores and rankings. Complete details of the tenders and assessment are provided in CONFIDENTIAL ATTACHMENT 15.2.

**Tom Price Only:**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Tenderer</th>
<th>Score (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dowsing Group Pty Ltd</td>
<td>80.0</td>
</tr>
<tr>
<td>2</td>
<td>Jetline Kerbing</td>
<td>63.6</td>
</tr>
<tr>
<td>3</td>
<td>Granchoice Holdings</td>
<td>50.2</td>
</tr>
<tr>
<td>4</td>
<td>Mobecrete and Construction Pty Ltd</td>
<td>49.6</td>
</tr>
</tbody>
</table>

**Paraburdoo Only:**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Tenderer</th>
<th>Score (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dowsing Group Pty Ltd</td>
<td>80.0</td>
</tr>
<tr>
<td>2</td>
<td>Jetline Kerbing</td>
<td>61.8</td>
</tr>
<tr>
<td>3</td>
<td>Granchoice Holdings</td>
<td>48.8</td>
</tr>
<tr>
<td>4</td>
<td>Mobecrete and Construction Pty Ltd</td>
<td>48.7</td>
</tr>
</tbody>
</table>
**Onslow Only:**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Tenderer</th>
<th>Score (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dowsing Group Pty Ltd</td>
<td>80.0</td>
</tr>
<tr>
<td>2</td>
<td>Jetline Kerbing</td>
<td>61.8</td>
</tr>
</tbody>
</table>

**All Towns:**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Tenderer</th>
<th>Score (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dowsing Group Pty Ltd</td>
<td>80.0</td>
</tr>
<tr>
<td>2</td>
<td>Jetline Kerbing</td>
<td>62.2</td>
</tr>
</tbody>
</table>

**Consultation**

Executive Manager Infrastructure Services
Technical Officer
Technical Services Coordinator
Technical Officer

**Statutory Environment**

Local Government Act 1995 Section 5.23(2)(c)
Part 4 of the Local Government (Functions and General) Regulations 1996

**Financial Implications**

Works programming is incorporated within the operations capacity of the Shire and the Budgeted provision for the concrete works program in the 2016/17 Budget is $513,786.00.

The value of the works of the preferred tenderer will leave approximately $200,000.00 of saving in this budget line, which at this stage is proposed to be retained as a contingency for this project and/or other minor concrete remedial works.

**Strategic Implications**

Shire of Ashburton 10 Year Community Strategic Plan 2012-2022
Goal 2 – Enduring Partnerships
Objective 01 – Strong Local Economies
Objective 02 – Enduring Partnerships with Industry and Government

**Risk Management**

This item has been evaluated against the Shire of Ashburton’s Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be “High”. The high level of risk is being driven by the high compliance requirements and the timing of several project schedules. It is considered that the likelihood of a risk event occurring is “Unlikely” but it will be managed by specific monitoring and response procedures, overseen by the relevant Senior Managers.

**Policy Implications**

FIN12 Shire of Ashburton Purchasing Policy. This Policy outlines how the Shire of Ashburton will deliver best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance whereby establishing efficient, effective, economical and sustainable procedures in all purchasing activities. This Policy was used to undertake the procurement process through a publically advertised RFT.

Policy FIN14 Shire of Ashburton Tender Evaluation Criteria. This policy establishes the evaluation criteria for Council procurement in three Procurement categories, Plant, Services and Infrastructure. This RFT utilised the evaluation criteria under the category of Infrastructure.
## Officer’s Recommendation and Council Decision

**MOVED:** Cr P Foster  
**SECONDED:** Cr G Dellar

That with respect to Tender RFT 03/17 Concrete Works Program for Tom Price, Paraburdoo and Onslow, Council:

1. Awards the tender to Dowsing Group Pty Ltd for $307,286.00 excluding GST.

2. Authorises the Chief Executive Officer to execute and manage the Contract, including any variations, providing these variations do not exceed the allocated budget provision or reduce the overall scope.

**CARRIED 5/1**

Crs White, Rumble, Diver, Foster and Dellar voted for the motion  
Cr Thomas voted against the motion
Summary
A Request for Tender for the Design, Fabrication and Installation of a Weighbridge at the Tom Price Waste Disposal Site (RFT 04/17) was issued via the Shire’s e-tendering portal known as TenderLink and also advertised via state wide public notice in The West Australian Newspaper from 25 February 2017 until 31 March 2017.

Four (4) compliant submissions were received via TenderLink in response to the RFT.

The evaluation panel has now completed its assessment of the submissions and has made their recommendation.

Background
In order to deliver best value services to the community, the Shire is seeking to improve the method of calculating tip fees at the Tom Price Waste Disposal Site. This is proposed to be achieved by moving away from the current per cubic metre rate to a per tonne unit rate. Current per cubic metre measurements is subjective, as the Tip Attendant is required to make an estimate of cubic metres of waste for each vehicle that enters the site.

With the aid of a weighbridge, the mass of deposited waste can be accurately measured and recorded, satisfying Department of Environmental Regulation reporting requirements, along with providing an objective, calibrated measure to ensure the Shire can recover waste disposal costs accurately and transparently.

The selection criteria were amended under Delegated Authority (DA 06-2) as the criteria in FIN 14 Tender Evaluation Criteria Policy were not suitable for the requirements of this Request
for Tender.

The advertised selection criteria were:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Relevant Experience</td>
<td>20%</td>
</tr>
<tr>
<td>(b) Key Personnel</td>
<td>10%</td>
</tr>
<tr>
<td>(c) Methodology/Quality and OHS &amp; Risk Management</td>
<td>10%</td>
</tr>
<tr>
<td>(d) Resources (Personnel, Plant, Equipment and Materials)</td>
<td>10%</td>
</tr>
<tr>
<td>(e) Price</td>
<td>50%</td>
</tr>
</tbody>
</table>

After initial compliance assessment, all submissions were deemed compliant for further assessment. The evaluation panel then assessed the submissions against the selection criteria and value for money.

The Evaluation and Recommendation Report, including the overall evaluation scores and rankings, is attached as a confidential item.

Comment

A detailed scope of work and concept drawings have been prepared for a Request for Tenders to Design, Fabricate and Install a Weighbridge at the Tom Price Waste Disposal Site. Two options were requested – Option 1 with 3m wide weighbridge deck and Option 2 with a 3.5m wide weighbridge deck.

Tenders for the work were called on 25 February 2017 and closed on 31 March 2017. Two tenders were received for Option 1 and four tenders were received for Option 2.

Option 2 was considered best value for money.

The tenders have been assessed with the below scores and rankings. Complete details of the tenders and assessment are provided in **CONFIDENTIAL ATTACHMENT 15.3**.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Tenderer</th>
<th>Score (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accuweigh Pty Ltd</td>
<td>81.3</td>
</tr>
<tr>
<td>2</td>
<td>Formstruct Pty Ltd</td>
<td>71.2</td>
</tr>
<tr>
<td>3</td>
<td>RiteWeigh Pty Ltd</td>
<td>65.0</td>
</tr>
<tr>
<td>4</td>
<td>Midas Engineering Group</td>
<td>36.7</td>
</tr>
</tbody>
</table>

The first ranked tenderer has submitted a lump sum price which is below Council’s adopted budget and the Panel are of the opinion that the tenderer has the required expertise and capacity to successfully deliver the works.

Budgeted Amount: $250,000.00 excluding GST
Anticipated expenditure: $233,160.90 excluding GST

Consultation

Executive Manager Infrastructure Services
Technical Officer
Waste Coordinator
Technical Services Coordinator

Statutory Environment

Local Government Act 1995 Section 5.23(2)(c)
Part 4 of the Local Government (Functions and General) Regulations 1996
Financial Implications
Works programming is incorporated within the operations capacity of the Shire and the Budgeted provision for the design, fabrication and installation of a weighbridge at the Tom Price waste disposal site in the 2016/17 Budget is $250,000.

Strategic Implications
Shire of Ashburton 10 Year Community Strategic Plan 2012-2022
Goal 2 – Enduring Partnerships
Objective 01 – Strong Local Economies
Objective 02 – Enduring Partnerships with Industry and Government

Risk Management
This item has been evaluated against the Shire of Ashburton’s Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be “High”. The high level of risk is being driven by the high compliance requirements and the timing of several project schedules. It is considered that the likelihood of a risk event occurring is “Unlikely” but it will be managed by specific monitoring and response procedures, overseen by the relevant Senior Managers.

Policy Implications
FIN12 Shire of Ashburton Purchasing Policy. This Policy outlines how the Shire of Ashburton will deliver best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance whereby establishing efficient, effective, economical and sustainable procedures in all purchasing activities. This Policy was used to undertake the procurement process through a publically advertised RFT.

Policy FIN14 Shire of Ashburton Tender Evaluation Criteria. This policy establishes the evaluation criteria for Council procurement in three Procurement categories, Plant, Services and Infrastructure. This RFT utilised the evaluation criteria under the category of Infrastructure.

Voting Requirement
Simple Majority Required

Officer's Recommendation and Council Decision

MOVED: Cr P Foster
SECONDED: Cr L Rumble

That with respect to Tender RFT 04/17 – Design, Fabricate and Install of a Weighbridge at the Tom Price Waste Disposal Site, Council:

1. Awards the tender to Accuweigh for $233,160.90 excluding GST and;

2. Authorises the Chief Executive Officer to execute and manage the Contract, including any variations, providing these variations do not exceed the allocated budget provision or reduce the overall scope.

CARRIED 6/0
Crs White, Rumble, Diver, Foster, Dellar and Thomas voted for the motion
Summary
A Request for Tender for Drainage Infrastructure Improvements, Stadium Road, Tom Price (RFT 06/17) was issued via the Shire’s e-tendering portal known as TenderLink and also advertised via state wide public notice in The West Australian Newspaper from 18 March 2017 until 6 April 2017.

Six (6) compliant submissions were received via TenderLink in response to the RFT.

The evaluation panel has now completed its assessment of the submissions and has made their recommendation.

Background
Stadium road is one of the main roads in the retail/commercial area of the Town Centre. It also provides access to nearby playing fields, public swimming pool and accommodation facilities. From time to time, the road is periodically closed for particular festivals and events.

Stadium Road is currently a nominally 7.5m wide (although width varies) asphalted road with kerbing to some areas, and gravel shoulders. A combination of informal and formal on-street parking areas is present. Drainage to the road is through a variety of drainage pit pits, informal drain and open channels.

Stadium Road has a problematic history with drainage, particularly impacting some of the commercial sites and also causes issues with on street parking and intersection layouts.

The selection criteria were based upon the “INFRASTRUCTURE” category as per our FIN 14 Tender Evaluation Criteria Policy. The advertised selection criteria were:
After initial compliance assessment, all submissions were deemed compliant for further assessment. The evaluation panel then assessed the submissions against the selection criteria and value for money.

**CONFIDENTIAL ATTACHMENT 15.4**

The Evaluation and Recommendation Report, including the overall evaluation scores and rankings, is attached as a confidential item.

**Comment**

The evaluation panel concluded, Formstruct to be the most suitable and value for money submission in relation to RFT 06/17.

Budgeted Amount: $1,000,000.00 excluding GST
Committed expenditure to date: $39,878.87 excluding GST
Tendered Amount: $978,401.44 excluding GST
Anticipated total project expenditure including potential variations: $1,135,000.00 excluding GST

The tenders have been assessed with the below scores and rankings. Complete details of the tenders and assessment are provided in CONFIDENTIAL ATTACHMENT 15.4.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Tenderer</th>
<th>Score (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Formstruct</td>
<td>78.4</td>
</tr>
<tr>
<td>2</td>
<td>DeGrey Civil</td>
<td>76.5</td>
</tr>
<tr>
<td>3</td>
<td>Australian Civils</td>
<td>74.4</td>
</tr>
<tr>
<td>4</td>
<td>Dowsing Group Pty Ltd</td>
<td>71.3</td>
</tr>
<tr>
<td>5</td>
<td>BMD Constructions</td>
<td>46.7</td>
</tr>
<tr>
<td>6</td>
<td>Karlayura Civils</td>
<td>44.8</td>
</tr>
</tbody>
</table>

**Consultation**
Executive Manager Infrastructure Services
Technical Officer
Manager Operations
Technical Services Coordinator

**Statutory Environment**
Local Government Act 1995 Section 5.23(2)(c)
Part 4 of the Local Government (Functions and General) Regulations 1996

**Financial Implications**
This project is fully funded by Roads to Recovery.
Works programming is incorporated within the operations capacity of the Shire and the Budgeted provision for the drainage infrastructure improvements in the 2016/17 Budget is $1,000,000. A budget amendment of $135,000 will be required in order to complete the project.

The current road resheet budget is $1,495,000. This includes an allocation of $136,000 for works on Maroonah Road, which is fully funded by Roads to Recovery.

WANDRAA Event No. 743, which was declared on 14 February 2017, will now cover works to be undertaken on Maroonah Road. It is therefore proposed to transfer $135,000 from budget item 15204 Road Resheeting, to budget item C1611 Stadium Road Upgrade.

**Strategic Implications**
Shire of Ashburton 10 Year Community Strategic Plan 2012-2022
Goal 2 – Enduring Partnerships
Objective 01 – Strong Local Economies
Objective 02 – Enduring Partnerships with Industry and Government

**Risk Management**
This item has been evaluated against the Shire of Ashburton’s Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be “High”. The high level of risk is being driven by the high compliance requirements and the timing of several project schedules. It is considered that the likelihood of a risk event occurring is “Unlikely” but it will be managed by specific monitoring and response procedures, overseen by the relevant Senior Managers.

**Policy Implications**
Policy FIN12 Shire of Ashburton Purchasing Policy. This Policy outlines how the Shire of Ashburton will deliver best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance whereby establishing efficient, effective, economical and sustainable procedures in all purchasing activities. This Policy was used to undertake the procurement process through a publically advertised RFT.

Policy FIN14 Shire of Ashburton Tender Evaluation Criteria. This policy establishes the evaluation criteria for Council procurement in three Procurement categories, Plant, Services and Infrastructure. This RFT utilised the evaluation criteria under the category of Infrastructure.

**Voting Requirement**
Absolute Majority Required
Officer's Recommendation and Council Decision

MOVED: Cr L Rumble  
SECONDED: Cr P Foster

That with respect to Tender RFT 06/17 – Drainage Infrastructure Improvements, Stadium Road, Tom Price, Council:

1. Approve a budget amendment as follows;
   a. Reduce Expenditure Account 15204 Road Resheeting by $135,000 from $1,495,000 to $1,360,000 and;
   b. Increase Expenditure Account C1611 Stadium Road Upgrade by $135,000 from $1,000,000 to $1,135,000;
   c. Noting this results in a nil change in net current assets as at 30 June 2017 which, in turn, retains the forecast surplus at year end 30 June 2017 of $49,056 and;

2. Awards the tender to Formstruct for $978,401.44 excluding GST and;

3. Authorises the Chief Executive Officer to execute and manage the Contract, including any variations, providing these variations do not exceed the allocated budget provision or reduce the overall scope.

CARRIED BY ABSOLUTE MAJORITY 6/0
Crs White, Rumble, Diver, Foster, Dellar and Thomas voted for the motion
Summary
A Request for Quotation for the Supply of 1 new 150/200Kw Integrated Tool Carrier (RFQ 09/17) was issued to the WALGA Preferred Supply Panel for Plant Machinery Equipment via eQuotes.

Quotes were requested from Hitachi, Komatsu and Westrac.

The evaluation panel has now completed its assessment of the submissions and has made their recommendation.

Background
The following WALGA preferred suppliers were approached to provide quotations.
- Hitachi
- Komatsu
- Westrac

The selection criteria were based upon the “PLANT” category as per Council’s FIN 14 Tender Evaluation Criteria Policy. The advertised selection criteria were:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Timing</td>
<td>10%</td>
</tr>
<tr>
<td>(b) Quality/Life Cycle/Maintenance</td>
<td>40%</td>
</tr>
<tr>
<td>(c) Price</td>
<td>50%</td>
</tr>
</tbody>
</table>

After an initial compliance assessment, all submissions were deemed compliant for further
assessment. The evaluation panel then assessed the submissions against the selection criteria and value for money.

**CONFIDENTIAL ATTACHMENT 15.5**

The Evaluation spreadsheet, including the overall evaluation scores and rankings, is attached as a confidential item.

**Comment**
The evaluation panel concluded Komatsu Australia to be the most suitable and value for money submission in relation to Request for Quotation 09/17.

Anticipated expenditure: $364,000.00 excluding GST

The quotations have been assessed with the below scores and rankings. Complete details of the quotations and assessment are provided in **CONFIDENTIAL ATTACHMENT 15.5**.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Tenderer</th>
<th>Score (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Komatsu Australia Pty Ltd</td>
<td>82.7</td>
</tr>
<tr>
<td>2</td>
<td>Westrac Pty Ltd</td>
<td>77.6</td>
</tr>
<tr>
<td>3</td>
<td>Hitachi Construction Machinery (Australia) Pty Ltd</td>
<td>72.2</td>
</tr>
</tbody>
</table>

**Consultation**
Executive Manager Infrastructure Services
Fleet Manager
Manager Operations
Waste Coordinator
Acting Procurement Coordinator

**Statutory Environment**
Local Government Act 1995 Section 5.23(2)(c)
Part 4 of the Local Government (Functions and General) Regulations 1996

**Financial Implications**
This expense is in the approved 2016-2017 Budget under Road Plant Purchases; Asset Renewal (124954 – Plant and Equipment). Approved expenditure is $350,000.00 GST exclusive and the proposed expenditure is $364,000.00 excluding GST. Additional funding of $14,000 is to be sourced from deferral of another (124954 – Plant and Equipment) purchase to the next financial year, being a Skid Steer Loader valued at $75,000.

**Strategic Implications**
Shire of Ashburton 10 Year Community Strategic Plan 2012-2022
Goal 2 – Enduring Partnerships
Objective 01 – Strong Local Economies
Objective 02 – Enduring Partnerships with Industry and Government

**Risk Management**
This item has been evaluated against the Shire of Ashburton’s Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be “High”. The high level of risk is being driven by the high compliance requirements and the timing of several project schedules. It is considered that the likelihood of a risk event occurring is “Unlikely” but it will be managed by specific monitoring and response procedures, overseen by the relevant Senior Managers.
Policy Implications
FIN12 Shire of Ashburton Purchasing Policy. This Policy outlines how the Shire of Ashburton will deliver best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance whereby establishing efficient, effective, economical and sustainable procedures in all purchasing activities. This Policy was used to undertake the procurement process through a publically advertised RFQ.

Policy FIN14 Shire of Ashburton Tender Evaluation Criteria. This policy establishes the evaluation criteria for Council procurement in three Procurement categories, Plant, Services and Infrastructure. This RFQ utilised the evaluation criteria under the category of Plant.

Voting Requirement
Simple Majority Required

<table>
<thead>
<tr>
<th>Officer’s Recommendation and Council Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOVED: Cr G Dellar</td>
</tr>
<tr>
<td>SECONDED: Cr L Rumble</td>
</tr>
<tr>
<td>That in respect to Tender RFQ 09/17 – Integrated Tool Carrier (Wheel Loader) Council:</td>
</tr>
<tr>
<td>3. Awards RFQ 09/17 Supply of 1 x New 150/200Kw Integrated Tool Carrier to Komatsu Australia Pty Ltd for $364,000.00 excluding GST.</td>
</tr>
<tr>
<td>4. Authorises the Chief Executive Officer to execute and manage the Contract, including any variations, providing these variations do not exceed the allocated budget provision or reduce the overall scope.</td>
</tr>
<tr>
<td>CARRIED 6/0</td>
</tr>
<tr>
<td>Crs White, Rumble, Diver, Foster, Dellar and Thomas voted for the motion</td>
</tr>
</tbody>
</table>
15.6 ENG13 ROAD MANAGEMENT POLICY

MINUTE: 153/17

FILE REFERENCE: GV20

AUTHOR’S NAME AND POSITION: Troy Davis
Executive Manager, Infrastructure Services

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 28 March 2017

DISCLOSURE OF FINANCIAL INTEREST: The author has no financial, proximity or impartiality interests in the proposal.

PREVIOUS MEETING REFERENCE:
Agenda Item 10.05.10 Ordinary Meeting of Council 20 May 2008
Agenda Item 15.1 (Minute 42) Ordinary Meeting of Council 27 September 2016
Agenda Item 15.1 (Minute 87) Ordinary Meeting of Council 16 December 2016

Summary
Council’s Policy ‘ENG02 Access to Pastoral Properties’ has been in effect since 1997 with little change to its content or context over that time. The programmed Policy Review combined with investigations by staff into our road responsibility and Asset Management practices and processes has led to staff proposing to replace ‘ENG02 Access to Pastoral Properties’ with a more holistic ‘ENG13 Road Management’ Policy.

Several workshops have been held on this subject and some minor amendments have been made to the policy to address Councillor’s concerns as to its application.

ATTACHMENT 15.6

Background
The existing policy (ENG02) is principally related to pastoral property access (both via land and air) and does not consider any other roads in the network. The current policy is also ambiguous and difficult to apply. This was recognised when it came up for its review last year.

Subsequently, officers have been reviewing the overall management of the Shire’s road network, including the relevance of policy ENG02; the intent being to present a holistic road management strategy, inclusive of a new Road Management Policy.

This has included:
• Seeking legal advice on road responsibility – What constitutes a Public Road? What effect do past practices (road maintenance) have on the Shire’s responsibility to maintain those past practices? What mechanisms can Council apply for adding or removing roads to/from its Road Register?

• A desktop review of the Shire’s Road Register – Determining the status of each road; whether the road is gazetted; whether it is in a road reserve; if it is located on a pastoral lease.

• Developing Condition Ratings to enable road conditions to be assessed objectively.

Additionally, staff are working on:

• The development of a Road Asset Management Plan;

• The development of a Functional Road Hierarchy to prioritise the road network and enable more robust maintenance programs to be implemented; and

• The development of maintenance and geometric standards to apply across the network.

These investigations and developments have ultimately informed the proposed policy position on the management of Shire roads.

Several workshops have been held on this subject with the draft ENG13 Road Management Policy presented to Council at the December 2016 Ordinary Meeting, however Council deferred a decision pending a further workshop that was held at the February 2017 Ordinary Meeting.

It became apparent that the concern with the draft policy was the assessment criteria proposed to be applied to the road network to determine whether a road should be maintained on the Shire’s Road Register. Whilst intended as a primary assessment tool and a guide for staff, it was being regarded as a rigid set of rules and was clouding the intent of the policy.

These criteria have subsequently been removed with a broader assessment to take place regarding the legality of the road being maintained and then a consideration of its benefit/functionality to the Shire for other purposes such as tourism or economic development. This method is less prescriptive than previous drafts of the policy.

Comment
The proposed ENG13 Road Management Policy is intended to be part of a broader Road Management Framework. It will provide for an opportunity for Council to holistically manage its entire road network.

The framework starts with this proposed policy and an assessment of the current Road Register to ensure all roads contained on it are the Shire’s responsibility and/or desired to be maintained by Council. A road hierarchy, Road Asset Management Plan and applicable geometric and maintenance standards are then developed and implemented.

It is intended to undertake a complete audit of the Road Register to determine the validity of the roads contained on it, firstly from a legal perspective (e.g. are roads closed but still listed; are they legally someone else’s responsibility); then to assess the broader network where the functionality of a road may be compromised by external activities such as mining and should be closed or responsibility transferred.
It is not intended for staff to unilaterally amend the Road Register but to bring any proposed changes to Council for their ratification.

**Consultation**
Executive Team
Councillors
Operations Manager
Department of Regional Development and Lands
Peter Kyle (Solicitor)

**Statutory Environment**
The Local Government Act 1995 Section 2.7(2)(b) (“the Act”) states that the making of policy is a role of the Council.

**Financial Implications**
There are no immediate financial implications for this matter other than staff time, however there are a number of financial implications that may arise as this proposed policy is implemented. The implications aren’t quantifiable at this stage but it is anticipated that the nett result of any decisions will be positive.

A rationalisation of the Road Register (removing roads) will reduce the value of road grant funding we receive each year; however it will also reduce road maintenance costs, or alternatively increase the level of service across the network.

**Strategic Implications**
Shire of Ashburton 10 Year Community Strategic Plan 2012-2022
Goal 04 – Title Distinctive and Well Serviced Places
Objective 02 – Accessible and Safe Towns

**Risk Management**
This item has been evaluated against the Shire of Ashburton’s Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be “Low” risk and can be managed by routine procedures, and is unlikely to need specific application of resource.

**Policy Implications**
Adoption of this item will see ENG02 Access to Pastoral Properties replaced by ENG13 Road Management.

**Voting Requirement**
Simple Majority Required

**Officer’s Recommendation**
That Council replace policy “ENG02 Access to Pastoral Properties” with policy “ENG13 Road Management” as per ATTACHMENT 15.6.
Officer’s Recommendation and Council Decision

MOVED: Cr D Diver  SECONDED: Cr L Rumble

That Council replace policy “ENG02 Access to Pastoral Properties” with policy “ENG13 Road Management” as per ATTACHMENT 15.6, with the deletion of:

“7. Other Considerations
1. Existing Access to Rural Dwellings:

In the majority of circumstances, but not all circumstances, the existing road network provides access to properties via Rural Access Roads.

Many rural properties have long private driveways (some of which are on or near government road reserves) that connect to the local road network. Private driveways are not included in the Shire’s local road network.”

CARRIED 5/1

Crs White, Rumble, Diver, Foster and Dellar voted for the motion
Cr Thomas voted against the motion

Reason for change of recommendation:
Council felt the clause removed was contradictory.
16. STRATEGIC AND ECONOMIC DEVELOPMENT REPORTS

16.1 PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING FOR THE MONTH OF APRIL 2017

MINUTE: 154/17

FILE REFERENCE: RC42129

AUTHOR'S NAME AND POSITION: Anika Serer, Executive Manager, Strategic and Economic Development

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 11 April 2017

DISCLOSURE OF FINANCIAL INTEREST: The author has no financial, proximity or impartiality interests in the proposal.

PREVIOUS MEETING REFERENCE: Agenda Item 16.3 (Minute No. 111) – Ordinary Meeting of Council 14 February 2017

Summary
At the Ordinary Meeting of Council held on 14 February 2017, Council formed a Committee to oversee the Paraburdoo Community Hub (CHUB) project, and report back to Council with recommendations.

The Paraburdoo Community Hub (CHUB) Committee meets on an “as required basis” and its recommendations are presented to Council for consideration of endorsement.

Background
A Memorandum of Understanding was signed by Shire of Ashburton and Rio Tinto in July 2012, creating a long term partnership to work together to revitalise existing and develop new civic, sporting and community facilities and programs in the towns that Rio Tinto has a significant presence. The Paraburdoo CHUB project has been a primary focus of that partnership.

A business case was endorsed by Council at its Ordinary Meeting of Council on 26 April 2016, including a concept design providing the following scope:

- New multipurpose hall suitable for recreation and emergency shelter;
- Swimming pool facility upgrades (change rooms, first aid, office, kiosk);
- New facilities to support oval users including change rooms, first aid, equipment storage, club room, kitchen, bar, spectator outdoor viewing;
- Gym;
- Refurbish existing sports hall for neighbourhood centre, toy library, playgroup, squash courts;
• Upgrades to Lesser Hall; and
• External works (landscaping, carpark, footpaths) to improve connectivity and activation.

The project is budgeted to cost $14.4 million which is funded by Rio Tinto ($6 million), Royalties for Regions ($5 million) and Shire of Ashburton ($3.4 million). The funding agreements executed with Department of Regional Development (DRD) and Rio Tinto include specific requirements for project management and variation control. In particular there are requirements to:

• “Establish a Project Reference Group…to provide continuous monitoring of the Project (during the scoping and construction phases of the Project) with representation from Rio Tinto and other key stakeholders, with the primary objective of ensuring key deliverables are achieved in line with the needs and expectations of the Parties, other stakeholders and the wider community and expenditure incurred consistent with the Project Budget; and
• Consult with and consider the recommendations of the Project Reference Group through the scoping and construction phases of the Project, to ensure that it has addressed all key issues prior to making or implementing any key commitments. The Shire of Ashburton must give written reasons to the Project Reference Group (which may be further referred to the Partnership Governing Committee under the MOU for consideration), if it objects to any of the recommendations made by the Project Reference Group” (Rio Tinto).

The Recipient shall establish and maintain for the duration of the Project a Project Steering Committee (PSC) and Project Reference Group (PRG) and ensure the Pilbara Development Commission is represented on both Groups. The Recipient shall ensure the PSC and PRG meet regularly (not less than two [2] times per calendar year to report on Project Milestones (achievements, impediments, risks and solutions) and Funding.” (Dept. of Regional Development)."

At the February 2017 Ordinary Meeting of Council it resolved to appoint a Committee of Council to oversee the Pararburdoo Community Hub (CHUB) project, and report back to Council with recommendations. The Committee is comprised of Councillors White, Rumble and Lynch. The Committee does not have Delegation and will report to Council with recommendations on proposed changes to the Paraburdoo CHUB project as required.

Comment
The meeting for April will be held on Wednesday 26 April 2017 at the Clem Thompson Sports Pavilion, Tom Price. A copy of the Meeting Agenda is attached for Council’s background information.

ATTACHMENT 16.1
TO BE PROVIDED UNDER SEPARATE COVER

As the Committee meetings are held either the day before or on the morning of Council Meeting, the Minutes of the most recent meeting are not able to be attached to this report. A summary of the Action Items is intended to be distributed to Councillors prior to the commencement of the Council Meeting for its information, and if thought appropriate, its decision.

Consultation
Chief Executive Officer
Executive Manager – Strategic & Economic Development

Statutory Environment
Local Government Act 1995 – Subdivision 2 – Committees and their meetings
S5.20: Decisions of Councils and Committees
S.22: Minutes of Council and Committee meetings

Financial Implications
The administrative requirements for the monthly meetings of the Committee are captured within the existing Strategic and Economic Development operating budget, and is expected to be negligible.

Historically the CEO has been authorised to manage all contracts within the constraints of the overall project budget and scope, including variations. It is inevitable that there will be variations to the construction contract during delivery of the Paraburdoo CHUB, which will be made in accordance with the terms of that agreement. If the standard response times to Requests for Variations, Extensions etc. cannot be met due to the Council’s governance requirements of the project, it should be noted that the contractor may be entitled to claim time penalties (for example, construction crew on ‘standby’ waiting for approval to change a structural beam or substitute materials).

The officers will continue to manage variations up to a value of $100,000 (within the other given constraints such as project budget and scope), however consideration should also be given to urgent requests such as the examples given above. If the circumstance is particularly urgent, it is suggested that the CEO exercise DA02-4 Delegation of Powers and Duties of the Local Government Act to the CEO which requires at least 24 hours’ notice via EMACCESS could be utilised.

Strategic Implications
Shire of Ashburton 10 Year Community Strategic Plan 2012-2022
Goal 4 – Distinctive and Well Serviced Places
Objective 1 – Quality Public Infrastructure

Risk Management
Adoption of this item has been evaluated against the Shire of Ashburton’s Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be “Medium” in light of the potential impacts to external contractual arrangements. As a medium risk matter, the Executive Manager Strategic and Economic Development will monitor progress of this item.

Policy Implications
ELM10 Financial Sustainability Policy
ENG09 Asset Management Policy

Voting Requirement
Simple Majority Required
Committee’s Recommendation and Council Decision

**MOVED:** Cr L Rumble  
**SECONDED:** Cr P Foster

That with respect to the Paraburdoo Community Hub Project, Council;

1. Note the contents of the ‘Final Concept Design Report’ and ‘Schematic Design Concept’ prepared by Hodge Collard Preston for the Paraburdoo Community Hub as attached;

2. Endorse the Schematic Design Concept; and

3. Support the proposal to commence early communication to the community of the potential impact to the 2017/18 Public Swimming Pool Season (noting that the actual impact is currently unknown and will be mitigated where possible).

**CARRIED 6/0**

Crs White, Rumble, Diver, Foster, Dellar and Thomas voted for the motion
17. COUNCILLOR AGENDA ITEMS / NOTICES OF MOTIONS
There were no Councillor Agenda Items / Notices of Motions for this meeting.

18. NEW BUSINESS OF AN URGENT NATURE INTRODUCED
BY DECISION OF MEETING

Council Decision

MOVED:       Cr   L Rumble       
SECONDED:       Cr   P Foster

That Council consider the following new business of an urgent nature:

18.1       ONSLOW TOWN CENTRE MASTERPLAN STREET LIGHTING UPGRADE

CARRIED 6/0
Crs White, Rumble, Diver, Foster, Dellar and Thomas voted for the motion
Summary
Under the Ashburton North State Development Agreement (Wheatstone), Chevron Australia P/L (CAPL) has committed to a capped contribution of $3 million for **Town Master Plan and Improvements** in Onslow.

Shire Officers have been working with CAPL, the Department of State Development (DSD) and Horizon Power to progress the Town Master Plan Project, which includes the upgrading of Onslow street lighting. The current town lighting is below modern standards and so the opportunity has arisen to upgrade all lights (referred to as luminaries) to LED to capitalise on the mobilisation of resources currently undertaking installation of the Pilbara Underground Power Project (PUPP) in Onslow.

Consultants have undertaken a detailed design for upgrading the Town Centre lighting to current standards and Horizon Power have provided a cost estimate for the supply and install of LED Luminaries. The upgrade of Onslow street lighting, estimated supply and installation cost and proposed funding model from the State Development Agreement (SDA) Town Master Plan is presented for Council’s consideration.

Background
In 2011, Chevron (CAPL) finalised a SDA for the Wheatstone Project, which included investment in social infrastructure improvements. $3 million was allocated to the Onslow “Town Master Plan and Improvements” project in the Agreement.

Currently, street lighting throughout Onslow is comprised of a mixture of old-style MV (Mercury Vapour), HPS (High Pressure Sodium) and CFL (Compact Fluorescent Light) throughout most of the town but includes the installation of modern LED (Light Emitting Diode) in the new Barrarda Estate. The opportunity has arisen to upgrade all luminaries to LED to take
advantage of the mobilisation of resources currently undertaking installation of the PUPP in Onslow.

The Onslow Town Master Plan Steering Committee, consisting of representatives from the Shire of Ashburton (Officers), DSD, CAPL and Horizon Power, has met regularly to progress this project. This has included engaging a consultant to undertake design for the electrical upgrades, investigate options and staging for completion of works and provide cost estimate and timeframes for the supply and install of the upgraded lighting.

The proposed street lighting upgrades have been separated into three distinct scope areas;
1. LED luminaire supply only to the areas currently being upgraded to underground power as part of the PUPP, this encompasses the majority of the townsite.
2. Completely new street light poles, LED luminaires and upgrading of electrical network on First, Second & Third Avenues.
3. Retro fitting of new LED luminaire only to “Salt Hill” existing street light poles.

ATTACHMENT 18.1A

The upgraded lighting provides significant advantages for the town including;
- Improved vision for pedestrians and vehicles as light intensity is significantly better than older style 42W CFL and 125W HPS luminaires
- Decreases number of light failures
- Increased durability against vandalism
- Considerably lower energy requirements than standard street lighting, therefore lower operational costs and reduced tariff cost to the Shire
- Increased lifespan of the LED bulbs will result in savings on maintenance costs.

Economic benefits;
- Increased energy efficiency
- Decreased power bills
- Reduction in operation and maintenance costs, total long term maintenance costs could be reduced by more than 50%
- Current replacement 3-4 years vs LED life span of 15-20 years

Environmental benefits;
- Reduction in energy use and carbon emissions
- Reduction in mercury pollution
- Reduction in light pollution as well-designed LED application can address light trespass, glare and skyglow.

Safety benefits;
- Improved pedestrian safety
- Increased road safety, LEDs improve driver reaction times to hazards, thereby avoiding accidents

Community social benefits;
- Opportunity to lead by example by installing sustainable technology
- Enhance image of Council as environmentally friendly
- Increased urban desirability
The single biggest barrier to Local Government implementing LED Energy Efficient Lighting is funding due to the high upfront and capital costs. In this instance, 100% of the cost is proposed to be funded by the SDA Town Master Plan allocation of $3 million.

Similar opportunistic projects have recently been undertaken the town of Port Hedland and City of Karratha with LED upgrades to street lighting.

The proposed upgrades to the street lighting has received in-principle funding support from the Onslow Social Infrastructure Working Group (DSD & CAPL) to the value of $584,000.00.

Comment
A preliminary budget for the project has been developed based on the preliminary design and cost estimate provided by Horizon Power. This budget has received in-principle support from the Social Infrastructure Working Group from the Wheatstone SDA Town Master Plan funding.

It should be noted that this cost estimate will be subject to review as the design and work scope is developed and further specifications are known, however it is indicative of the project funding requirements.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onslow Town Centre - New Street light Poles and LED's to First, Second &amp; Third Avenues</td>
<td>$378,000.00</td>
</tr>
<tr>
<td>PUPP - LED Upgrades (supply only to HP) for existing Street Light Infrastructure in Onslow</td>
<td>$135,000.00</td>
</tr>
<tr>
<td>Salt Hill - LED Upgrades/Replacement to Existing Street Light Poles</td>
<td>$71,000.00</td>
</tr>
<tr>
<td><strong>Total Project Estimate</strong></td>
<td><strong>$584,000.00</strong></td>
</tr>
</tbody>
</table>

Consultation
Executive Manager – Strategic & Economic Development
Jaime Hanrahan - Project Team Lead - Community and Essential Infrastructure (Wheatstone)
Aaron Veale – Project Engineer – Community and Essential Infrastructure (Wheatstone)
Steve Dawson - Department State Development – Project officer

Statutory Environment
Local Government Act 1995 Regulation 6.8 (1) (a)
Local Government Act 1995 Regulation 3.57 (1)
FIN 12 Procurement Policy – Sole Supplier

Financial Implications
If approved, all project upfront expenditure would be recovered through the $3 million SDA allocated to the Onslow “Town Master Plan and Improvements” project.

The ongoing energy tariff charged to the Shire for Onslow would be reduced by an estimated 27%, equating to $28 daily, or saving over $10,000 per annum.
MINUTES - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Strategic Implications
Shire of Ashburton 10 Year Community Strategic Plan 2012-2022
Goal 02 – Enduring Partnerships
Objective 02 – Enduring Partnerships with Industry and Government
Goal 04 – Distinctive and Well Serviced Places
Objective 02 – Accessible and Safe Towns
Objective 03 – Well Planned Towns

Risk Management
Adoption of this item has been evaluated against the Shire of Ashburton’s Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be “Minor” risk and will be managed by; 5-10% increase in time or cost or variation in scope or objective requiring manager’s approval.

Policy Implications
FIN 12 Procurement Policy
ELM 10 Financial Sustainability Policy

Voting Requirement
Absolute Majority Required

Officer’s Recommendation and Council Decision

MOVED: Cr L Rumble  SECONDED: Cr P Foster

That Council approve project expenditure of $584,000.00 for the ‘Onslow Town Centre Street Light Upgrade Works’ to be reimbursed from the agreed $3 Million State Development Agreement funds allocated to the Onslow “Town Master Plan and Improvements” Project and amend the Budget as follows:

1. Create capital expenditure budget line ‘NEW’, entitled ‘Onslow Town Master Plan Improvements’ with a value of $584,000 and;

2. Increase Income Budget Line 11301000 – Contributions & Reimbursements GEN from $900,000 to $1,484,000 and;

3. Noting this results in nil change in net current assets as at 30 June 2017 which in turn, retains the forecast surplus at year end 30 June 2017 of $49,056.

CARRIED BY ABSOLUTE MAJORITY 6/0
Crs White, Rumble, Diver, Foster, Dellar and Thomas voted for the motion
19. CONFIDENTIAL MATTERS

Under the Local Government Act 1995, Part 5, and Section 5.23, states in part:

(2) If a meeting is being held by a Council or by a committee referred to in subsection (1)(b), the Council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following:

(a) a matter affecting an employee or employees;

(b) the personal affairs of any person;

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;

(d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;

(e) a matter that if disclosed, would reveal:

(I) a trade secret;

(II) information that has a commercial value to a person; or

(III) information about the business, professional, commercial or financial affairs of a person,

Where the trade secret or information is held by, or is about, a person other than the local government.

(f) a matter that if disclosed, could be reasonably expected to:

(I) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;

(II) endanger the security of the local government’s property; or

(III) prejudice the maintenance or enforcement of any lawful measure for protecting public safety;

(g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1981; and

(h) such other matters as may be prescribed.
Council Decision

MOVED: Cr P Foster  SECOND: Cr D Diver
That Council close the meeting to the public at 2.19 pm pursuant to sub section 5.23 (2) (a) (c) and (e) of the Local Government Act 1995.

CARRIED 6/0
Crs White, Rumble, Diver, Foster, Dellar and Thomas voted for the motion

Members of the public gallery left the room at 2.19 pm.

Council Decision

MOVED: Cr P Foster  SECOND: Cr D Diver
That Council adjourn for a short break, the time being 2.19 pm.

CARRIED 6/0
Crs White, Rumble, Diver, Foster, Dellar and Thomas voted for the motion

Crs White, Rumble, Diver, Foster, Dellar and Thomas left the room at 2.20 pm.

Crs White, Rumble, Foster, Dellar and Thomas returned to the room at 2.31 pm.

Cr Diver did not return to the room at this time.

Council Decision

MOVED: Cr P Foster  SECOND: Cr G Dellar
That Council reconvene from a short break, the time being 2.32 pm.

CARRIED 5/0
Crs White, Rumble, Foster, Dellar and Thomas voted for the motion
MINUTES - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Declaration of Interest
Dale Stewart, Acting Chief Executive Officer has declared an interest in Agenda Item 19.1 in accordance with Section 5.60A and 5.60B of the Local Government Act 1995. See item 6.2 for details of the interest declared.

Cr Diver has declared an interest in Agenda Item 19.1 in accordance with Section 5.60B of the Local Government Act 1995.

RECORDED ON REGISTER GV07

19.1 COMMERCIAL IN CONFIDENCE - STAFF HOUSING ACQUISITION, 602 BOOLEE STREET, TOM PRICE

MINUTE: 155/17

FILE REFERENCE: PE06

AUTHOR’S NAME AND POSITION: Michelle Mews
Staff Housing Officer

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 12 April 2017

DISCLOSURE OF FINANCIAL INTEREST: The author has no financial interest in the matter. The Acting CEO declares a financial interest in the matter as the report references that the house could be utilised for CEO housing into the future.

PREVIOUS MEETING REFERENCE: Not Applicable

Report/ Attachment is Confidential as per Local Government Act 1995, Section 5.23 (2)(c)(e).

Officer’s Recommendation and Council Decision

MOVED: Cr P Foster SECONDED: Cr L Rumble

That with respect to a proposed staff house acquisition, the Council;

1. Authorises the Chief Executive Officer to purchase 602 Boolee Street (Option 1) up to the maximum amount indicated, both as referenced behind closed doors and subject to building and pest inspections indicated in the offer and acceptance contract (CONFIDENTIAL ATTACHMENT 19.1); and

2. Amend the Budget as follows;
   a. Increase Budget Line BN145 by $37,136 from $1,000,000 to $1,037,136 and;
   b. Decrease Budget Line BC099 by $37,136 from $992,153 to $955,017;
   c. Noting that the net current assets position (the surplus) forecast at 30 June 2017 remains at $49,056.
CARRIED BY ABSOLUTE MAJORITY 5/0
Crs White, Rumble, Foster, Dellar and Thomas voted for the motion

Cr Diver returned to the room at 2.33 pm.

The Presiding Person read out the Council resolution of Agenda Item 19.1.
Dale Stewart, Acting Chief Executive Officer has declared an interest in Agenda Item 19.3 in accordance with Section 5.60A of the Local Government Act 1995. See item 6.2 for details of the interest declared.

19.3 CONFIDENTIAL - CHIEF EXECUTIVE OFFICER RECRUITMENT

MINUTE: 148/17

FILE REFERENCE: GV05

AUTHOR’S NAME AND POSITION: Kim Parks
Manager, Organisational Development

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 12 April 2017

DISCLOSURE OF FINANCIAL INTEREST: The author has no financial, proximity or impartiality interests in the proposal. However, the Acting CEO has made a declaration due to the fact that he is currently acting in the role that is the subject of this item.

PREVIOUS MEETING REFERENCE: Agenda Item 19.2 (Minute No. 132) – Ordinary Meeting of Council 14 March 2017
Agenda Item 7.1 – Special Meeting of Council 2 March 2017

Report/Attachment is Confidential as per Local Government Act 1995, Section 5.23 (2)(a).

OFFICER’S RECOMMENDATION AND COUNCIL DECISION

MOVED: Cr P Foster
SECONDED: Cr D Diver

That Council adopts and authorises the Chief Executive Officer recruitment process as proposed in Figure 1 and associated commentary of this report.

CARRIED BY ABSOLUTE MAJORITY 6/0
Crs White, Rumble, Diver, Foster, Dellar & Thomas voted for the motion
Council Decision

MOVED: Cr P Foster  
SECONDED: Cr D Diver

That Council re-open the meeting to the public at 2.34 pm.

CARRIED 6/0

Crs White, Rumble, Diver, Foster, Dellar and Thomas voted for the motion

20. NEXT MEETING
The next Ordinary Meeting of Council will be held on 23 May 2017, at the Council Chambers, Onslow Shire Complex, Second Avenue, Onslow, commencing at 1.00 pm.

21. CLOSURE OF MEETING
There being no further business to discuss the Presiding Person closed the meeting at 2.35 pm.