



# Minutes

Ordinary Council Meeting

Tuesday, 8 November 2022

Date:	Tuesday 8 November 2022
Time:	1:00pm
Location:	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow
Distribution Date:	Wednesday 16 November 2022



**Shire of Ashburton  
Ordinary Council Meeting**

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

K Donohoe  
Chief Executive Officer  
16 November 2022

These minutes were confirmed by Council as a true and accurate record of proceedings at the Ordinary Council Meeting held on Tuesday, 8 November 2022.

Presiding Member

Date

**Disclaimer**

*The Shire of Ashburton warns anyone who has an 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 Council in respect of the application. No responsibility whatsoever is implied, or accepted, by the Shire of Ashburton for any act, omission, statement, or intimation occurring during a Council meeting.*

## Contents

<b>1</b>	<b>Declaration Of Opening .....</b>	<b>5</b>
1.1	Acknowledgement Of Country .....	5
<b>2</b>	<b>Announcement Of Visitors .....</b>	<b>5</b>
<b>3</b>	<b>Attendance.....</b>	<b>5</b>
3.1	Present .....	5
3.2	Apologies.....	6
3.3	Approved Leave Of Absence.....	6
<b>4</b>	<b>Question Time .....</b>	<b>6</b>
4.1	Response To Previous Public Questions Taken On Notice.....	6
4.2	Public Question Time.....	6
<b>5</b>	<b>Declaration By Members.....</b>	<b>6</b>
5.1	Due Consideration By Councillors To The Agenda.....	6
5.2	Declaration Of Interest.....	6
<b>6</b>	<b>Announcements By The Presiding Member And Councillors Without Discussion .....</b>	<b>6</b>
<b>7</b>	<b>Petitions / Deputations / Presentations .....</b>	<b>7</b>
7.1	Petitions.....	7
7.2	Deputations .....	7
7.3	Presentations.....	7
<b>8</b>	<b>Applications for Leave of Absence.....</b>	<b>7</b>
<b>9</b>	<b>Confirmation Of Minutes.....</b>	<b>8</b>
9.1	Confirmation Of Council Minutes .....	8
9.1.1	Minutes Of The Ordinary Council Meeting Held On 11 October 2022 .....	8
9.2	Receipt Of Committee And Other Minutes.....	8
<b>10</b>	<b>En Bloc Council Resolutions .....</b>	<b>8</b>
10.1	Agenda Items Adopted En Bloc.....	8
<b>11</b>	<b>Office of the Chief Executive Officer Reports.....</b>	<b>9</b>
<b>12</b>	<b>Corporate Services Reports .....</b>	<b>10</b>
12.1	Monthly Schedule of Accounts Paid - September 2022.....	10
12.2	Monthly Financial Statements - September 2022 .....	13
12.3	2022 Policy Review - Repeal.....	17
12.4	Ward Boundary and Representation Review .....	22
12.5	Elected Member Superannuation .....	27
12.6	Ordinary Council Meeting Details for 2023 .....	30
<b>13</b>	<b>Infrastructure Services Reports.....</b>	<b>35</b>

13.1	Application to Add Mt Stuart-Red Hill Road and Urandy Creek Road to Restricted Access Vehicle Network .....	35
13.2	Staged Approach to the Development of Hazardous and Liquid Waste Treatment Facility - Pilbara Regional Waste Management Facility (PRWMMF), Onslow .....	40
<b>14</b>	<b>People and Place Reports .....</b>	<b>46</b>
14.1	Clearance of Conditions of Subdivision Application - WAPC 246-22 Lot 905 Pilkena Street, Tom Price .....	46
14.2	Working Together Onslow Agreement 2023-2025.....	51
14.3	Acceptance of Community Support Grant Allocations .....	55
14.4	Provision of Mutual Aid Memorandum of Understanding.....	63
<b>15</b>	<b>Projects and Procurement Reports .....</b>	<b>67</b>
<b>16</b>	<b>Councillor Agenda Items / Notices of Motion .....</b>	<b>67</b>
<b>17</b>	<b>Recommendations From Committee .....</b>	<b>67</b>
<b>18</b>	<b>New Business Of An Urgent Nature Introduced By Council Decision .....</b>	<b>67</b>
<b>19</b>	<b>Confidential Matters .....</b>	<b>68</b>
L.1	Appointment of Director Infrastructure Services .....	69
<b>20</b>	<b>Next Meeting .....</b>	<b>70</b>
<b>21</b>	<b>Closure Of Meeting .....</b>	<b>70</b>

# 1 Declaration Of Opening

The Presiding Member declared the meeting open at 1:05pm.

## 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, present and emerging.

# 2 Announcement Of Visitors

The Presiding Member welcomed the Hon. Peter Foster MLC to the meeting.

# 3 Attendance

## 3.1 Present

Elected Members:	Cr K White Cr M Lynch Cr R De Pledge Cr M Gallanagh Cr L Rumble JP Cr A Smith Cr T Mladenovic	Shire President (Presiding Member), Onslow Ward Deputy Shire President, Tom Price Ward Ashburton Ward Pannawonica Ward Paraburdoo Ward Tom Price Ward Tom Price Ward
Employees:	K Donohoe C McGurk T Dayman S Kane J Bray A Furfaro M Barnes	Chief Executive Officer Director Projects and Procurement Acting Director Corporate Services Acting Director Infrastructure Services Manager Governance Governance Officer Executive Assistant – Projects and Procurement
Guests:	Nil	
Members of Public:	There was one member of the public in attendance at the commencement of the meeting.	
Members of media:	There were no members of the media in attendance at the commencement of the meeting.	

### **3.2 Apologies**

Cr J Richardson      Tableland Ward

### **3.3 Approved Leave Of Absence**

Cr A Sullivan      Paraburdoo Ward      From 8 November 2022 to 8 November 2022

## **4 Question Time**

### **4.1 Response To Previous Public Questions Taken On Notice**

### **4.2 Public Question Time**

Nil

## **5 Declaration By Members**

### **5.1 Due Consideration By Councillors To The Agenda**

Councillors noted they have given due consideration to all matters contained in this agenda.

### **5.2 Declaration Of Interest**

A member who has an Impartiality, Proximity or Financial interest in any matter to be discussed at this meeting must disclose the nature of the interest either in a written notice, given to the Chief Executive Officer, prior to the meeting, or at the meeting immediately before the matter is discussed.

A member who makes a disclosure in respect to an interest must not preside at the part of the meeting which deals with the matter, or participate in, or be present during any discussion or decision-making process relative to the matter, unless the disclosing member is permitted to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

The following declarations of interest are disclosed –

Nil

## **6 Announcements By The Presiding Member And Councillors Without Discussion**

Nil

## 7 Petitions / Deputations / Presentations

### 7.1 Petitions

The follow Petition has been received by the Shire:

*“The Tom Price Drive-in has been a part of the Tom Price Community since the start of Tom Price. The Shire of Ashburton’s CLIP proposal is to demolish the Drive-in with out providing a replacement venue or facility for the residents of Tom Price. We would like the Drive-in to stay where it is in Tom Price or at least have a guarantee from the Shire of Ashburton that a suitable replacement facility will be provided.”*

Following Council’s resolution to receive the Petition, it will be forwarded to the Development Services Department for consideration and the appropriate action.

**Council Decision**                    **149/2022**

**Moved**                                    **Cr L Rumble JP**

**Seconded**                                **Cr A Smith**

**That Council received the Petition presented by Matthew Lynch, at the Council meeting held 8 November 2022, containing 488 valid signatories, and refers it to the Chief Executive Officer for the appropriate action.**

**Carried 7/0**

### 7.2 Deputations

Nil

### 7.3 Presentations

Nil

## 8 Applications for Leave of Absence

Nil

## **9 Confirmation Of Minutes**

### **9.1 Confirmation Of Council Minutes**

#### **9.1.1 Minutes Of The Ordinary Council Meeting Held On 11 October 2022**

**Council Decision**            **150/2022**

**Moved**                            **Cr T Mladenovic**

**Seconded**                        **Cr L Rumble JP**

**That the Minutes of the Ordinary Council Meeting held 11 October 2022 be confirmed as a true and accurate record.**

**Carried 7/0**

### **9.2 Receipt Of Committee And Other Minutes**

Nil

## **10 En Bloc Council Resolutions**

### **10.1 Agenda Items Adopted En Bloc**

Nil



## **11 Office of the Chief Executive Officer Reports**

Nil

## 12 Corporate Services Reports

### 12.1 Monthly Schedule of Accounts Paid - September 2022

<b>File Reference</b>	FM03
<b>Applicant or Proponent(s)</b>	
<b>Author</b>	T Dayman, Acting Director Corporate Services
<b>Authorising Officer</b>	T Dayman, Acting Director Corporate Services
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. Schedule of Accounts Paid - September 2022 <a href="#">⇨</a>

#### 1. Report Purpose

Council is required to have produced a Schedule of Accounts Paid each month containing relevant information, as legislated.

The purpose of this report is to present the –

- Schedule of Creditor Accounts Paid for September 2022,
- Trust Fund Payments for September 2022, and
- Corporate Credit Card Reconciliations for August 2022.

Council is requested to confirm the Monthly Schedule of Accounts Paid, as presented.

#### 2. Background

The *Local Government (Financial Management) Regulations 1996* require Shire officers, monthly and within a prescribed timeframe, to prepare a schedule of payments made from the Municipal Fund and the Trust Fund and present this to Council for confirmation.

#### 3. Comments

Shire officers have prepared the Monthly Schedule of Accounts Paid, in accordance with legislative requirements, and this is attached.

For the month under review the following summarised details are presented:

Description	Amount \$
<u>Municipal Fund</u>	
Electronic Funds Transfers	8,002,184.98
Superannuation / Payroll (Direct Debits)	-
Cheques	653.65
Credit Cards	1601.78
Bank Fees and Charges	2935.58

<u>Municipal Fund Total</u>	8,007,375.99
<u>Trust Fund</u>	
Electronic Funds Transfers	0.00
<u>Trust Fund Total</u>	0.00

**4. Implications To Consider**

**4.1 Consultation**

Executive Leadership Team

Finance Team

**4.2 Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective            4. Performance - We will lead the organisation, and create the culture, to deliver demonstrated performance excellence to the community.

Strategic Outcome            4.2 Appropriate, sustainable, and transparent management of community funds

Strategy                        4 Ensure financial transactions are accurate and timely.

**4.3 Council Policy**

*FIN06 Significant Accounting Policy*

This Council Policy provides guidelines for the preparation of financial reports.

*ELM10 Financial Sustainability Policy*

This Council policy commits Council to ensuring no decisions will be made without considering the long-term financial impact of those decisions.

**4.4 Financial**

Current Financial Year

Payments included on the Schedule of Accounts Paid have been undertaken in accordance with appropriate processes and the Annual Budget

Future Financial Year(s)

Nil

#### 4.5 Legislative

*Local Government (Financial Management) Regulations 1996*

*Regulation 13 (Payments from municipal fund or trust fund by Chief Executive Officer, Chief Executive Officer’s duties as to etc.)*

Where the Chief Executive Officer has been delegated the exercise of power to make payments from the Municipal Fund or the Trust Fund, a list of accounts authorised for payment by the Chief Executive Officer is to be presented each month to Council.

#### 4.6 Risk Management

Risk has been assessed against the Shire of Ashburton Risk Management Framework.

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Council does not accept the Shire officer recommendation.	Unlikely (2)	Minor (2)	Low (1-4)	Provide Council with adequate information to make an informed decision.

Based on the inherent risk rating and risk treatments, the residual risk to the Shire is considered to be low.

#### 5. Voting Requirements

Simple Majority

#### Officer Recommendation

That with respect to Monthly Schedule of Accounts Paid, Council, in accordance with *Local Government (Financial Management) Regulations 1996* Regulation 13 confirms the Monthly Schedule of Accounts Paid for September 2022, as included at Attachment 1.

**Council Decision            151/2022**

**Moved                            Cr R De Pledge**

**Seconded                        Cr A Smith**

**That with respect to Monthly Schedule of Accounts Paid, Council, in accordance with *Local Government (Financial Management) Regulations 1996* Regulation 13 confirms the Monthly Schedule of Accounts Paid for September 2022, as included at Attachment 1.**

**Carried 7/0**

**12.2 Monthly Financial Statements - September 2022**

<b>File Reference</b>	FM03
<b>Applicant or Proponent(s)</b>	
<b>Author</b>	T Dayman, Acting Director Corporate Services
<b>Authorising Officer</b>	T Dayman, Acting Director Corporate Services
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. Monthly Financial Report September 2022 <a href="#">⇒</a>

**1. Report Purpose**

Council is required to have produced a Statement of Financial Activity each month containing relevant information, as legislated.

The purpose of this report is to present the Statement of Financial Activity for the month ended September 2022 as well as provide budget amendments recommendations.

Council is requested to accept the Statement of Financial Activity and any recommended budget amendments.

**2. Background**

The *Local Government (Financial Management) Regulations 1996* require Shire officers, monthly and within a prescribed timeframe, to prepare financial reports covering prescribed information and present these to Council.

**3. Comments**

Shire officers have prepared the Statement of Financial Activity, and supporting documentation, in accordance with legislative requirements (as attached).

The following 2022-2023 budget amendments are recommended:

<b>GL / Job No.</b>	<b>GL / Job Description</b>	<b>Current Budget</b>	<b>Amendment</b>	<b>Revised Budget</b>	<b>Reason</b>
CE21001	Office of CEO payroll	\$456,200	-\$6,000	\$450,200	Actioning Council resolution 096/2022 reposition of 2% of CEO wages for staff training and recognition
CE24101	Employee Recognition Program	\$0	\$6,000	\$6,000	As above

PJ31503 JobX2339	Ocean View Caravan Park Stage 3	\$3,710,000	-\$450,000	\$3,260,000	Job correction to September FACR movement, Ocean View Caravan Park Stage 2 savings should have been reallocated to Sun Chalets Upgrade
PJ30372 JobX2327	Sun Chalets Upgrade	\$1,287,200	\$450,000	\$1,737,200	As above

#### 4. Implications To Consider

##### 4.1 Consultation

Executive Leadership Team

Middle Management Group

Finance Team

##### 4.2 Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective            4. Performance - We will lead the organisation, and create the culture, to deliver demonstrated performance excellence to the community.

Strategic Outcome            4.2 Appropriate, sustainable, and transparent management of community funds

Strategy                        4 Ensure financial transactions are accurate and timely.

##### 4.3 Council Policy

*FIN06 Significant Accounting Policy*

This Council Policy provides guidelines for the preparation of financial reports.

*ELM10 Financial Sustainability Policy*

This Council policy commits Council to ensuring no decisions will be made without considering the long-term financial impact of those decisions.

##### 4.4 Financial

###### Current Financial Year

Commentary on the current financial position is outlined within the body of the attached reports.

Future Financial Year(s)

Nil

**4.5 Legislative**

*Local Government Act 1995*

*Section 6.4 (Financial report)*

Local governments are required to prepare and present financial reports, on an annual basis and at any other time, and in any other format, as prescribed.

*Regulation 34 (Financial activity statement required each month (Act s. 6.4)*

Shire officers are to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget. Each statement of financial activity is to be accompanied by information explaining the composition of net assets less committed and restricted assets, any material variances and any other supporting information considered relevant.

**4.6 Risk Management**

Risk has been assessed against the Shire of Ashburton Risk Management Framework.

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Material misstatement or significant error in the financial statements.	Unlikely (2)	Moderate (3)	Moderate (5-9)	Review of financial position information to be undertaken regularly and by multiple Shire officers.
Compliance	Council does not accept the Shire officer recommendation.	Unlikely (2)	Minor (2)	Low (1-4)	Provide Councillors with sufficient information for decision making.

Based on the inherent risk rating and risk treatments, the residual risk to the Shire is considered to be low.

**5. Voting Requirements**

Absolute Majority

**Officer Recommendation**

That with respect to Monthly Financial Statements, Council,

1. In accordance with *Local Government (Financial Management) Regulations 1996* regulation 34 accepts the Statement of Financial Activity, and associated documentation, for September 2022, as included at Attachment 1, and
2. Approve the following 2022-2023 Annual Budget –
  - a) Decrease CE21001 Office of CEO Payroll by \$6,000
  - b) Increase CE24101 Employee Recognition Program by \$6,000
  - c) Decrease PJ31503 Town Infrastructure New (Job X2339 Ocean View Caravan Park Stage 3) by \$450,000, and
  - d) Increase PJ303372 Accommodation Facilities – Upgrade (Job X2327 Sun Chalets Upgrade) by \$450,000.

**Council Decision**            **152/2022**

**Moved**                        **Cr T Mladenovic**

**Seconded**                  **Cr A Smith**

**That with respect to Monthly Financial Statements, Council,**

- 1. In accordance with *Local Government (Financial Management) Regulations 1996* regulation 34 accepts the Statement of Financial Activity, and associated documentation, for September 2022, as included at Attachment 1, and**
- 2. Approve the following 2022-2023 Annual Budget –**
  - a) Decrease CE21001 Office of CEO Payroll by \$6,000**
  - b) Increase CE24101 Employee Recognition Program by \$6,000**
  - c) Decrease PJ31503 Town Infrastructure New (Job X2339 Ocean View Caravan Park Stage 3) by \$450,000, and**
  - d) Increase PJ303372 Accommodation Facilities – Upgrade (Job X2327 Sun Chalets Upgrade) by \$450,000.**

**Carried By Absolute Majority 7/0**



**12.3 2022 Policy Review - Repeal**

<b>File Reference</b>	GV20
<b>Applicant or Proponent(s)</b>	
<b>Author</b>	J Bray, Manager Governance
<b>Authorising Officer</b>	T Dayman, Acting Director Corporate Services
<b>Previous Meeting Reference</b>	Ordinary Council Meeting 11 October 2022 - Item 12.3 – 139/2022
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Policy ELM04 Code of Conduct <a href="#">⇒</a></li> <li>2. Policy ELM07 Conduct of Public Question Time <a href="#">⇒</a></li> <li>3. Policy ELM10 Financial Sustainability <a href="#">⇒</a></li> <li>4. Policy ELM26 Chief Executive Officer Performance Review <a href="#">⇒</a></li> <li>5. Policy EMP16 Grievance Investigation and Resolution <a href="#">⇒</a></li> <li>6. Policy EMP25 Fitness for Work <a href="#">⇒</a></li> <li>7. Policy EMP37 Salary Sacrifice <a href="#">⇒</a></li> <li>8. Policy ENG06 Temporary Road Closures <a href="#">⇒</a></li> <li>9. Policy ENG10 Guidelines for Urban Development <a href="#">⇒</a></li> <li>10. Policy FIN06 Significant Accounting <a href="#">⇒</a></li> <li>11. Policy FIN09 Authorised Signatures for Cheque Electronic Funds Transfer Payments <a href="#">⇒</a></li> <li>12. Policy FIN20 Related Party Disclosures <a href="#">⇒</a></li> <li>13. Policy FIN21 Rating <a href="#">⇒</a></li> <li>14. Policy FIN25 Panels of Pre-qualified Suppliers <a href="#">⇒</a></li> <li>15. Policy REC06 Vandalism Reward for Conviction <a href="#">⇒</a></li> </ol>

**1. Report Purpose**

It is good governance for Council to regularly review its policies.

The purpose of this report is to provide details of the comprehensive review that has been undertaken by the Administration.

Council is requested to repeal the policies presented for the reasons set out in this report.

**2. Background**

Council's policies were last reviewed in 2019. The current policies are available for viewing on the Shire's [website](#).

A comprehensive review of Council's policies has been undertaken.

Policies have been recommended to be either retained, retained with amendments or repealed.

### 3. Comments

For the reasons set out in the table below, the following 15 policies are proposed to be repealed.

Policy	Reason for repeal
ELM04 Code of Conduct	In accordance with section 5.51A of the <i>Local Government Act 1995</i> , the Code of Conduct for employees is to be endorsed by the Chief Executive Officer (CEO), not Council. This policy is being repealed as the CEO endorsed the Code of Conduct for employees in June 2021.
ELM07 Conduct of Public Question Time	The conduct of public question time is provided for in the <i>Local Government Act 1995</i> , <i>Local Government (Administration) Regulations 1996</i> and the <i>Shire of Ashburton Standing Orders Local Law 2012</i> . Public Question Protocols and the Public Question Time submission form are available on the Shire's website for the community.
ELM10 Financial Sustainability	This policy is proposed to be repealed as it repeats what is provided for in the Shire's Long Term Financial Plan.
ELM26 Chief Executive Officer Performance Review	This policy has been superseded by the Council adopted (20 April 2021) standards for CEO recruitment, performance review and termination.
EMP16 Grievance Investigation and Resolution	This policy is proposed to be repealed as it relates to employees only. The content will be converted into a CEO Directive.
EMP25 Fitness for Work	This policy is proposed to be repealed as it relates to employees only. The content will be converted into a CEO Directive.
EMP37 Salary Sacrifice	This policy is proposed to be repealed as it relates to employees only. The content will be converted into a CEO Directive.
ENG06 Temporary Road Closures	This policy is proposed to be repealed as temporary road closures are dealt with in sections 3.50-3.52 of the <i>Local Government Act 1995</i> .
ENG10 Guidelines for Urban Development	This policy is superseded by standard condition requirements from the Western Australian Planning Commission.
FIN06 Significant Accounting Policies	This policy duplicates content in the Australia Accounting Standards and the <i>Local Government Act 1995</i> , which the Shire must comply with, therefore a policy is not required. In addition, the Shire's includes its significant accounting policies are detailed in the Annual Budget.
FIN09 - Authorised signatures for cheque and electronic funds transfer (EFT) payments	This is an administrative function and is already covered by a Council delegation to the CEO.
FIN20 Related Party Disclosures	This policy is proposed to be repealed as it repeats what is provided for in the Australia Accounting Standard AASB 124 Related Party Disclosures.
FIN21 Rating	This policy is proposed to be repealed as it repeats what is set out in legislation. In the future a Rating Strategy will be developed.
FIN25 Panels of Pre-qualified Suppliers Policy	This policy is proposed to be repealed as the principles are already included in the Purchasing and Procurement Policy.

REC06 Vandalism – Reward for Conviction	This policy is proposed to be repealed as this is not current Shire practice and is not provided for in the Annual Budget.
---	--

**4. Implications To Consider**

**4.1 Consultation**

All elected members, the Executive Leadership Team and policy managers were consulted in the review.

**4.2 Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	4. Performance - We will lead the organisation, and create the culture, to deliver demonstrated performance excellence to the community.
Strategic Outcome	4.6 Visionary community leadership with sound, diligent and accountable governance
Strategy	2 Provide, and lead in the development of, meaningful policies and processes to ensure sound and compliant delivery of services to the community.

**4.3 Council Policy**

This report relates to the review and repeal of 15 Council policies.

**4.4 Financial**

Current Financial Year

Nil

Future Financial Year(s)

Nil

**4.5 Legislative**

In accordance with section 2.7 of the *Local Government Act 1995*, the Council is responsible for determining the local government’s policies.

**4.6 Risk Management**

Risk has been assessed against the Shire of Ashburton Risk Management Framework.

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Policies are out of date/inconsistent with relevant legislation.	Likely (4)	Moderate (3)	High (10-16)	Repeal the policies detailed in this report.

Reputation (social/community)	Customer complaints when policy content doesn't reflect current processes.	Possible (3)	Minor (2)	Moderate (5-9)	Repeal the policies detailed in this report.
-------------------------------	--	--------------	-----------	----------------	--

Based on the inherent risk rating and risk treatments, the residual risk to the Shire is considered to be medium.

**5. Voting Requirements**

Simple Majority

**Officer Recommendation**

That with respect to the 2022 Policy Review, Council, repeals the following policies as attached:

1. ELM04 Code of Conduct;
2. ELM07 Conduct of Public Question Time;
3. ELM10 Financial Sustainability;
4. ELM26 Chief Executive Officer Performance Review;
5. EMP16 Grievance Investigation and Resolution;
6. EMP25 Fitness for Work;
7. EMP37 Salary Sacrifice;
8. ENG06 Temporary Road Closures;
9. ENG10 Guidelines for Urban Development;
10. FIN06 Significant Accounting Policies;
11. FIN09 Authorised Signatures for Cheque/Electronic Funds Transfer Payments;
12. FIN20 Related Party Disclosures;
13. FIN21 Rating;
14. FIN25 Panels of Pre-qualified Suppliers; and
15. REC06 Vandalism – Reward for Conviction.

**Council Decision            153/2022**

**Moved                            Cr T Mladenovic**

**Seconded                      Cr L Rumble JP**

**That with respect to the 2022 Policy Review, Council, repeals the following policies as attached:**

- 1.    ELM04 Code of Conduct;**
- 2.    ELM07 Conduct of Public Question Time;**
- 3.    ELM10 Financial Sustainability;**
- 4.    ELM26 Chief Executive Officer Performance Review;**
- 5.    EMP16 Grievance Investigation and Resolution;**
- 6.    EMP25 Fitness for Work;**
- 7.    EMP37 Salary Sacrifice;**
- 8.    ENG06 Temporary Road Closures;**
- 9.    ENG10 Guidelines for Urban Development;**
- 10.   FIN06 Significant Accounting Policies;**
- 11.   FIN09 Authorised Signatures for Cheque/Electronic Funds Transfer Payments;**
- 12.   FIN20 Related Party Disclosures;**
- 13.   FIN21 Rating;**
- 14.   FIN25 Panels of Pre-qualified Suppliers; and**
- 15.   REC06 Vandalism – Reward for Conviction.**

**Carried 7/0**

**12.4 Ward Boundary and Representation Review**

<b>File Reference</b>	GV02
<b>Applicant or Proponent(s)</b>	
<b>Author</b>	J Bray, Manager Governance
<b>Authorising Officer</b>	T Dayman, Acting Director Corporate Services
<b>Previous Meeting Reference</b>	Ordinary Council Meeting 18 June 2014 – Item 13.5 Ordinary Council Meeting 11 October 2022 – Item 12.4 – 140/2022
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. Draft Ward Boundary and Representation Review Discussion Paper <a href="#">⇒</a>

**1. Report Purpose**

Council is required to review its ward boundaries and representation at least every eight years.

The purpose of this report is present the draft Review of Ward Boundaries and Representation Discussion Paper for Council's consideration.

Council is requested to endorse the Review of Ward Boundaries and Representation Discussion Paper for public consultation.

**2. Background**

Schedule 2.2 of the *Local Government Act 1995* (the Act) requires a local government, with ward representation, to carry out a review of its ward boundaries, and the number of councillors representing each ward, every eight years. The Shire of Ashburton (the Shire) last reviewed its wards at its meeting held 18 June 2014.

Following the Minister for Local Government's recent reforms announcement in relation to the 2023 local government ordinary elections, Council endorsed the Chief Executive Officer to continue with the current ward boundary and representation review, at its meeting held 11 October 2022.

**3. Comments**Current state

Currently, the Shire has six wards and nine councillors including the Shire President.

The existing ratio of councillors to electors, represents a significant imbalance and is radically beyond the range (i.e. +/- 10%) stated to be preferred by the Local Government Advisory Board (the Board).

The existing representation ratios represent a range between -88% and +53%. Greater detail of the representation ratios is shown in the table below.

Ward	No. of electors	No. of councillors	Councillor / elector ratio	Representation ratio %
Ashburton	40	1	40	-88%
Onslow	417	1	417	25%
Pannawonica	286	1	286	-14%
Paraburdoo	650	2	325	-2%
Tablelands	80	1	80	-76%
Tom Price	1524	3	508	53%
<b>Total</b>	<b>2997</b>	<b>9</b>	<b>333</b>	

### Proposed local government reforms

Recently, the Minister for Local Government announced a number of proposed reforms which include “a range of measures to strengthen local democracy and community engagement in relation to ward boundary reviews”. These reforms include:

- requiring Band 1 and 2 local governments to hold a public vote for the President; and
- reducing the number of elected members a local government can have, based on the population of the local government area.

In relation to those reforms:

- The Shire is a Band 2 local government and, if the reforms become law, the Shire will be required to hold a public election for the office of Shire President (currently the Shire President is elected by the Council).
- The Shire has a population of around 13,000. Based on the Shire’s population, the proposed reforms will cap the number of elected members from between 5 – 9 inclusive of the Shire President. If the upper end of the allowable range is used, the Shire may have eight councillors and a Shire President, all publicly elected.
- The review of the Act and any legislative changes are anticipated to come into effect in 2023 to take effect for the October 2023 local government elections. Therefore, this review has provided options that accommodate these proposed legislative changes.
- The Minister for Local Government has advised that ward boundary and representation reviews need to be completed and presented to the Board by 14 February 2023, to ensure prescribed timeframes are met.

### Review process

Clause 8 of Schedule 2.2 of the Act sets out the matters to which a local government is to have regard when considering a proposal to change a ward system. These matters are:

- community of interests;
- physical and topographic features;
- demographic trends;
- economic factors; and
- ratio of councillors to electors in the various wards.

A draft Review of Ward Boundaries and Representation Discussion Paper (Discussion Paper) paper has been prepared for Council’s consideration. The draft Discussion Paper contains five options and relative information to assist the community in considering the options as well as clarifying factors that will form part of the review. The options presented are a few of the possible scenarios that are open to the Council and community to consider.

The review process is set out in Schedule 2.2 of the Act. In summary, the steps are as follows:

1. Council initiates the review by resolution.
2. The Shire gives local public notice advising the review is to be carried out and that submissions on the consultation paper (which has a number of options) may be made. The public submissions period is to be not less than six weeks.
3. At the close of the public submission period, submissions received are collated and reviewed.
4. Council considers all submissions received and makes a decision based on an assessment of the options against a number of established criteria as contained in the Act.
5. A report is then submitted to the Local Government Advisory Board (the Board).
6. If a change is proposed and the Board is satisfied with the recommendation, the Board submits the recommendation to the Minister for Local Government.

**4. Implications To Consider**

**4.1 Consultation**

In accordance with clause 7 of Schedule 2.2 of the Act, before conducting the review, a local government is to give local public notice that a review is to be carried out, for a period no less than six weeks.

**4.2 Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	4. Performance - We will lead the organisation, and create the culture, to deliver demonstrated performance excellence to the community.
Strategic Outcome	4.6 Visionary community leadership with sound, diligent and accountable governance
Strategy	3 Deliver best practice governance and risk management.

**4.3 Council Policy**

Nil

**4.4 Financial**

Current Financial Year

There are sufficient funds allocated in the 2022/2023 Annual Budget to conduct the ward boundary and representation review.

Future Financial Year(s)

Nil



#### 4.5 Legislative

Schedule 2.2 of the Act requires a local government, with ward representation, to carry out a review of its ward boundaries, and the number of councillors representing each ward, every eight years and prescribes the process that is to be undertaken when conducting the review.

If the proposed local government reforms proceed, any outcome of a review process undertaken by the Shire should take this into account but will only have an effect if it proposes to reduce the total number of elected members to less than nine.

#### 4.6 Risk Management

Risk has been assessed against the Shire of Ashburton Risk Management Framework.

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	The ward boundary and representation review is not completed within the prescribed timeframe.	Likely (4)	Moderate (3)	High (10-16)	Commence public consultation period on the ward boundary and representation review.
Reputation (social/community)	The ward boundary review is not completed and presented to the Board by 14 February 2023, as requested by the Minister for Local Government.	Possible (3)	Moderate (3)	Moderate (5-9)	Commence public consultation period on the ward boundary and representation review.

Based on the inherent risk rating and risk treatments, the residual risk to the Shire is considered to be medium.

#### 5. Voting Requirements

Simple Majority

#### Officer Recommendation

That with respect to Ward Boundary and Representation Review, Council,

1. Initiates a review of the Shire of Ashburton’s wards and representation system, in accordance with clause 6 of Schedule 2.2 of the *Local Government Act 1995*;
2. Endorses the Review of Ward Boundaries and Representation Discussion Paper detailed in Attachment 1, for the purpose of community consultation;
3. Requests the Chief Executive Officer to give local public notice of its intention to carry out a review of wards and representation and invite public submissions in accordance with clause 7(1) of Schedule 2.2 of the *Local Government Act 1995*; and
4. Notes that the results of the community consultation will be presented to Council for consideration, prior to a submission to the Local Government Advisory Board.

**Council Decision**            **154/2022**

**Moved**                        **Cr A Smith**

**Seconded**                  **Cr L Rumble JP**

**That with respect to Ward Boundary and Representation Review, Council,**

- 1. Initiates a review of the Shire of Ashburton's wards and representation system, in accordance with clause 6 of Schedule 2.2 of the *Local Government Act 1995*;**
- 2. Endorses the Review of Ward Boundaries and Representation Discussion Paper detailed in Attachment 1, for the purpose of community consultation;**
- 3. Requests the Chief Executive Officer to give local public notice of its intention to carry out a review of wards and representation and invite public submissions in accordance with clause 7(1) of Schedule 2.2 of the *Local Government Act 1995*; and**
- 4. Notes that the results of the community consultation will be presented to Council for consideration, prior to a submission to the Local Government Advisory Board.**

**Carried 7/0**

## 12.5 Elected Member Superannuation

<b>File Reference</b>	GV06
<b>Applicant or Proponent(s)</b>	
<b>Author</b>	J Bray, Manager Governance
<b>Authorising Officer</b>	T Dayman, Acting Director Corporate Services
<b>Previous Meeting Reference</b>	Ordinary Council Meeting 14 December 2022 – Item 11.1 – 195/2021
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. WALGA Superannuation for Elected Members Draft Policy Proposal <a href="#">⇒</a>

### 1. Report Purpose

Council is requested to consider the attached Superannuation for Elected Members Draft Policy Proposal prepared by the Western Australian Local Government Association (WALGA).

The purpose of this report is to provide Council with sufficient information to allow for a position to be formed in regards to compulsory superannuation for Band 1 and 2 local governments.

Council is requested to support the introduction of compulsory superannuation for Band 1 and 2 local governments.

### 2. Background

As part of the proposed local government reforms announced on 10 November 2021, the Minister for Local Government has recommended to amend legislation to enable local governments to pay superannuation to elected members if determined by Council.

In addition, WALGA distributed a draft policy proposal (attached) on this issue in late 2021.

### 3. Comments

The Minister for Local Government proposed local governments should be able to decide, by a resolution of Council, to pay superannuation contributions for elected members. These contributions would be additional to existing allowances.

Council endorsed the following response as part of the local government reform consultation paper, at its meeting held 14 December 2022:

*“Elected Members should receive superannuation contributions to encourage equality for people represented on Council, and it recognises the commitment to elected office can reduce the opportunity for an Elected Member to undertake employment and earn superannuation contributions. It is for this reason Council supports superannuation contributions for Elected Members, on the proviso it is mandated in legislation and not a Council decision.”*

Following the consultation period on the local government reforms, no amendment to the original proposal was made by the Department of Local Government, Sport and Cultural Industries (DLGSC).

At WALGA's Annual General Meeting (AGM), held in September 2022, a motion supporting compulsory superannuation for elected members in Band 1 and 2 local governments was endorsed.

To inform State Council deliberation, Council feedback is sought on the AGM motion on the following question:

*“Does Council support the position carried at the WALGA Annual General Meeting: that superannuation should be mandatory for Elected Members of Band 1 and Band 2 Councils and optional for Band 3 and Band 4 Councils?”*

It is recommended that Council continue to show its support for the introduction of compulsory superannuation contributions for elected members.

#### **4. Implications To Consider**

##### **4.1 Consultation**

Both the DLGSC and WALGA have previously consulted with the local governments in regards to proposed payment of superannuation contributions for elected members.

##### **4.2 Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	4. Performance - We will lead the organisation, and create the culture, to deliver demonstrated performance excellence to the community.
Strategic Outcome	4.6 Visionary community leadership with sound, diligent and accountable governance
Strategy	1 Regulate and provide support to ensure Councillors and Shire officers deliver integrity and transparency in their behaviour, decision-making, and in compliance with codes of conduct.

##### **4.3 Council Policy**

Nil

##### **4.4 Financial**

###### Current Financial Year

Nil

###### Future Financial Year(s)

Under the Minister for Local Government's proposed local government reforms, there may be a future budget impact should Council determine it will pay superannuation to elected members.

Under WALGA's proposal, there will be a future budget impact as superannuation will be compulsory for elected members of Band 1 and 2 local governments, of which the Shire is a Band 2 local government.

**4.5 Legislative**

Should the proposed reforms be enacted, the *Local Government Act 1995* will be amended to include provisions to enable local governments to pay superannuation contributions for elected members.

**4.6 Risk Management**

Risk has been assessed against the Shire of Ashburton Risk Management Framework.

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	Inconsistency in the provision of superannuation across local governments.	Possible (3)	Moderate (3)	Moderate (5-9)	Advocate for compulsory superannuation for local governments.

Based on the inherent risk rating and risk treatments, the residual risk to the Shire is considered to be medium.

**5. Voting Requirements**

Simple Majority

**Officer Recommendation**

That with respect to Elected Member Superannuation, Council, supports the position carried at the WALGA Annual General Meeting: that superannuation should be mandatory for elected members of Band 1 and Band 2 Councils and optional for Band 3 and Band 4 Councils

**Officer Recommendation**

Moved Cr L Rumble JP

Seconded Cr A Smith

That with respect to Elected Member Superannuation, Council, supports the position carried at the WALGA Annual General Meeting: that superannuation should be mandatory for elected members of Band 1 and Band 2 Councils and optional for Band 3 and Band 4 Councils

Lost 1/6

**12.6 Ordinary Council Meeting Details for 2023**

<b>File Reference</b>	GV04
<b>Applicant or Proponent(s)</b>	
<b>Author</b>	A Furfaro, Governance Officer
<b>Authorising Officer</b>	T Dayman, Acting Director Corporate Services
<b>Previous Meeting Reference</b>	Ordinary Council Meeting 16 November 2021 - Item 12.3 – 180/2021
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	

**1. Report Purpose**

Council is required to set and publish a schedule of meeting dates, times, and locations for all ordinary meetings each year, for the following calendar year.

The purpose of this report is to present to Council the proposed ordinary meeting dates, times, and locations for 2023.

Council is requested to approve the 2023 Ordinary Council Meetings Schedule.

**2. Background**

Council is required to hold ordinary meetings, and these are to be no more than three (3) months apart.

It is a legislative requirement to publish a schedule of ordinary Council meeting dates, times, and locations on an annual basis, for the following calendar year.

**3. Comments**

In preparing the proposed 2023 Ordinary Council Meeting Schedule, Shire officers have considered –

- Public holidays;
- Dates of potentially conflicting events (e.g., Western Australian Local Government Association Annual Conference, Karijini Experience, Total Solar Eclipse etc.);
- Ensuring a fair distribution of meetings across the Shire's four towns; and
- Previous Council resolutions and preferences (locations for the first and last meeting of the year).

It is proposed ordinary meetings continue to be held every second Tuesday of the month, with the exception of January, where no meeting is scheduled. To avoid the April ordinary meeting conflicting with the Easter public holidays and the Total Solar Eclipse, Shire officers have proposed the April ordinary meeting be held on the first Tuesday of the month (4 April 2023).

The accommodation providers in Pannawonica (Sodexo) have indicated transit housing is currently available for the proposed September 2023 meeting. Shire officers have made tentative bookings however, due to significant demands on accommodation in the town, Sodexo has advised that the tentative bookings may be withdrawn at short notice.

With all the above considered, the 2023 Ordinary Council Meetings Schedule is proposed, as follows -

<b>2023 Ordinary Council Meetings Schedule</b>		
<b>Date</b>	<b>Location</b>	<b>Commencing</b>
Tuesday 14 February 2023	Clem Thompson Sports Pavilion, Stadium Road, Tom Price	1:00pm
Tuesday 14 March 2023	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow	1:00pm
Tuesday 4 April 2023	Ashburton Hall, Ashburton Avenue, Paraburdoo	1:00pm
Tuesday 9 May 2023	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow	1:00pm
Tuesday 13 June 2023	Clem Thompson Sports Pavilion, Stadium Road, Tom Price	1:00pm
Tuesday 11 July 2023	Ashburton Hall, Ashburton Avenue, Paraburdoo	1:00pm
Tuesday 8 August 2023	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow	1:00pm
Tuesday 12 September 2023	Barry Lang Centre, Deepdale Drive, Pannawonica	1:00pm
Tuesday 10 October 2023	Clem Thompson Sports Pavilion, Stadium Road, Tom Price	1:00pm
Tuesday 14 November 2023	Ashburton Hall, Ashburton Avenue, Paraburdoo	1:00pm
Tuesday 12 December 2023	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow	1:00pm

#### **4. Implications To Consider**

##### **4.1 Consultation**

In preparation of the 2023 Ordinary Council Meetings Schedule, the Manager Governance and Sodexo (Pannawonica) were consulted.

##### **4.2 Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	4. Performance - We will lead the organisation, and create the culture, to deliver demonstrated performance excellence to the community.
Strategic Outcome	4.6 Visionary community leadership with sound, diligent and accountable governance
Strategy	2 Provide, and lead in the development of, meaningful policies and processes to ensure sound and compliant delivery of services to the community.

**4.3 Council Policy**

Nil

**4.4 Financial**

Current Financial Year

Council sets aside sufficient funds in the Annual Budget to meet the cost of the advertisement.

Future Financial Year(s)

Nil

**4.5 Legislative**

In accordance with section 5.3 of the *Local Government Act 1995*, Council is required to hold ordinary meetings, and these are to be no more than three (3) months apart.

In accordance with regulation 12 of the *Local Government (Administration) Regulations 1996*, before the beginning of the year in which meetings are to be held, the date, time and place for each meeting is to be published on the local government’s official website.

**4.6 Risk Management**

Risk has been assessed against the Shire of Ashburton Risk Management Framework.

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	The local government fails to publish a schedule of dates, location, and times for meetings to be held in the following calendar year.	Unlikely (2)	Minor (2)	Low (1-4)	Adoption of the proposed 2023 meeting schedule and ensure appropriate procedures are in place for the publishing of these dates.

Based on the inherent risk rating and risk treatments, the residual risk to the Shire is considered to be low.

**5. Voting Requirements**

Simple Majority



**Officer Recommendation**

That with respect to Ordinary Council Meetings details for 2023, Council approves the publishing of the dates, times, and locations for the 2023 Ordinary Council Meetings Schedule, as outlines below –

<b>2023 Ordinary Council Meetings Schedule</b>		
<b>Date</b>	<b>Location</b>	<b>Commencing</b>
Tuesday 14 February 2023	Clem Thompson Sports Pavilion, Stadium Road, Tom Price	1:00pm
Tuesday 14 March 2023	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow	1:00pm
Tuesday 4 April 2023	Ashburton Hall, Ashburton Avenue, Paraburdoo	1:00pm
Tuesday 9 May 2023	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow	1:00pm
Tuesday 13 June 2023	Clem Thompson Sports Pavilion, Stadium Road, Tom Price	1:00pm
Tuesday 11 July 2023	Ashburton Hall, Ashburton Avenue, Paraburdoo	1:00pm
Tuesday 8 August 2023	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow	1:00pm
Tuesday 12 September 2023	Barry Lang Centre, Deepdale Drive, Pannawonica	1:00pm
Tuesday 10 October 2023	Clem Thompson Sports Pavilion, Stadium Road, Tom Price	1:00pm
Tuesday 14 November 2023	Ashburton Hall, Ashburton Avenue, Paraburdoo	1:00pm
Tuesday 12 December 2023	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow	1:00pm

Moved Cr R De Pledge

Seconded Cr M Gallanagh

That with respect to Ordinary Council Meetings details for 2023, Council approves the publishing of the dates, times, and locations for the 2023 Ordinary Council Meetings Schedule, as outlines below –

2023 Ordinary Council Meetings Schedule		
Date	Location	Commencing
Tuesday 14 February 2023	Clem Thompson Sports Pavilion, Stadium Road, Tom Price	1:00pm
Tuesday 14 March 2023	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow	1:00pm
Tuesday 4 April 2023	Ashburton Hall, Ashburton Avenue, Paraburdoo	1:00pm
Tuesday 9 May 2023	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow	1:00pm
Tuesday 13 June 2023	Clem Thompson Sports Pavilion, Stadium Road, Tom Price	1:00pm
Tuesday 11 July 2023	Ashburton Hall, Ashburton Avenue, Paraburdoo	1:00pm
Tuesday 8 August 2023	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow	1:00pm
Tuesday 12 September 2023	Barry Lang Centre, Deepdale Drive, Pannawonica	1:00pm
Tuesday 10 October 2023	Clem Thompson Sports Pavilion, Stadium Road, Tom Price	1:00pm
Tuesday 14 November 2023	Ashburton Hall, Ashburton Avenue, Paraburdoo	1:00pm
Tuesday 12 December 2023	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow	1:00pm

**Council Decision 155/2022**

Moved Cr R De Pledge

Seconded Cr M Gallanagh

That in accordance with clause 10.15 of the *Shire of Ashburton Standing Orders Local Law 2012*, the motion was withdrawn.

**Carried 7/0**

## 13 Infrastructure Services Reports

### 13.1 Application to Add Mt Stuart-Red Hill Road and Urandy Creek Road to Restricted Access Vehicle Network

<b>File Reference</b>	TT02
<b>Applicant or Proponent(s)</b>	
<b>Author</b>	C Hurstfield, Manager Town Maintenance
<b>Authorising Officer</b>	S Kane, Acting Director Infrastructure
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Application Email <a href="#">⇒</a></li> <li>2. Route Assessment and Owner Support <a href="#">⇒</a></li> <li>3. Route for Proposed Access <a href="#">⇒</a></li> <li>4. Mt Stuart-Red Hill Rd RAV Assessment <a href="#">⇒</a></li> <li>5. Urandy Creek Rd RAV Assessment <a href="#">⇒</a></li> </ol>

#### 1. Report Purpose

Council is required to consider adding Mt Stuart-Red Hill Road and Urandy Creek Road to the Main Roads WA (MRWA) Restricted Access Vehicle (RAV) network.

MRWA has forwarded an application to the Shire of Ashburton (the Shire) to have Mt Stuart-Red Hill Road and Urandy Creek Road added to the RAV network to allow access for tandem and tri-drive RAV up to and including 53.5m quad road trains.

Council is requested to approve the application to add Mt Stuart-Red Hill Road and Urandy Creek Road to the MRWA RAV network, subject to the applicant upgrading the roads to comply with MRWA criteria and Council entering into a Road Use Agreement with the applicant, to provide a full maintenance service for the roads for the entire life of the project.

#### 2. Background

Mineral Resources (the applicant) has applied to MRWA (see Attachments 1 and 2) to extend the RAV network to include Mt Stuart-Red Hill Road and Urandy Creek Road (see Attachment 3). It is proposed that all materials and equipment to construct the Onslow Iron mine to the east of Onslow will be transported along these roads. This application is to allow up to 53.5m configuration vehicles to be utilised on the route. It is proposed that there will be up to five (5) RAV movements per day.

Shire personnel carried out an on-site assessment of the proposed route (see Attachments 4 and 5) in accordance with MRWA guidelines on 29 September 2022.

A copy of the RAV application and map of the proposed route is attached.

**3. Comments**

During discussions, Mineral Resources personnel confirmed that they were willing to carry out any works necessary to the roads to ensure that the route was compliant with MRWA requirements. Currently, there is one crest that requires lowering as it exceeds the maximum allowable gradient. There are also several curves that need realignment to ensure RAV’s remain “lane correct” (don’t cross the centreline of the road) whilst travelling the route. In addition, there are three (3) gates that require replacement (with either wider gates or cattle grids) to allow safe access for RAV’s and Oversize, Over Mass vehicles.

**4. Implications To Consider**

**4.1 Consultation**

MRWA Heavy Vehicle Services staff  
 MRWA Pilbara Region Network Asset Manager  
 Mineral Resources staff

**4.2 Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	2. Place - We will provide sustainable, purposeful, and valued built and natural environment opportunities for the community.
Strategic Outcome	2.8 Safe and interconnected transport networks for the community
Strategy	2 Manage roads, pathways, and other transport infrastructure according to need and use.

**4.3 Council Policy**

*ENG13 Road Management Policy*

The Shire manages its road network to minimise preventable expenditure. This will at times include maximising efficiencies such as allowing access by Restricted Access Vehicles.

**4.4 Financial**

Current Financial Year

All costs associated with the road use agreement will be borne by the applicant – Mineral Resources, for the life of the mine. There are mechanisms within the road use agreement which provide the Council the ability to draw on a security bond should works not be achieved. In addition, there are also mechanisms to resolve disputes and manage rainfall events within the agreement.

Future Financial Year(s)

There will be no financial impact in future year as any work required to maintain the road will be at the expense of the applicant.

#### 4.5 Legislative

##### *Road Traffic (Vehicles) Act 2012*

*Division 3 - Access restrictions on certain vehicles that comply with mass or dimension requirements.*

MRWA administer the RAV network. Should the application pertain to a local government-controlled road, concurrence from the Council is sought.

The Council, as the asset owner, is requested to consider any RAV application and provide its consideration as to whether to include any proposed route onto the RAV network.

The Council can place limited conditions onto a RAV approval. The standard local government condition used for these applications is the CA07 as follows:

The Shire supports the application for the above-mentioned roads to be included on the MRWA RAV networks on the basis that the roads are subject to a CA07 that stipulates the following:

- Maximum Speed: 60km/hr.
- Visibility: Lights must be turned on at all times when travelling the route.
- All operators, as required by the Shire, must carry current written approval from the road asset owner permitting use of the road.
- No operation on unsealed road segment when visibly wet, without the road owner’s approval.
- Direct radio contact must be maintained with other vehicles on or near the road (suggested UHF Channel 40).

##### *Road Traffic Act 2008*

Section 132(4) of the *Road Traffic Act 2008* permits a local government and person who may become liable for the cost of repairs to enter into an agreement providing for the person to pay a compensation to the local government, thereby avoiding being the subject of section 132(2) proceedings.

#### 4.6 Risk Management

Risk has been assessed against the Shire of Ashburton Risk Management Framework.

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
People	RAV colliding with another vehicle causing injury or fatality.	Possible (3)	Major (4)	High (10-16)	Prohibit access by RAV until remedial works have been completed to improve the vertical and horizontal alignment of the route in accordance with MRWA requirements.
Financial impact	Shire of Ashburton expending funds to maintain / upgrade the route.	Unlikely (2)	Moderate (3)	Moderate (5-9)	Enter into Road Use Agreement with Mineral Resources to ensure that the Shire is not liable for any expense in relation to the upgrade and maintenance of the route.

Based on the inherent risk rating and risk treatments, the residual risk to the Shire is considered to be low.

## 5. Voting Requirements

Simple Majority

### Officer Recommendation

That with respect to application by Mineral Resources to add Mt Stuart-Red Hill Road and Urandy Creek Road to the Restricted Access Vehicle network, Council,

1. Requests the Chief Executive Officer to advise Main Roads Western Australia's Heavy Vehicle Section that Council concurs with the application subject to the inclusion of condition CA07 as follows:
  - a) Maximum Speed: 60km/hr
  - b) Visibility: Lights must be turned on at all times when travelling the route.
  - c) All operators, as required by the Shire of Ashburton, must carry current written approval from the road asset owner permitting use of the road.
  - d) No operation on unsealed road segment when visibly wet, without the road owner's approval.
  - e) Direct radio contact must be maintained with other vehicles on or near the road (suggested UHF Channel 40).
2. Only provides concurrence to the above Restricted Access Vehicle network approval on the provision Mineral Resources enter into a Road Use Agreement under Section 132 of the *Road Traffic Act 2008*, and
3. Requests the Chief Executive Officer to present the Road User Agreement to Council for endorsement, prior to execution.

**Council Decision**            **156/2022**

**Moved**                        **Cr T Mladenovic**

**Seconded**                 **Cr M Lynch**

**That with respect to application by Mineral Resources to add Mt Stuart-Red Hill Road and Urandy Creek Road to the Restricted Access Vehicle network, Council,**

- 1. Requests the Chief Executive Officer to advise Main Roads Western Australia's Heavy Vehicle Section that Council concurs with the application subject to the inclusion of condition CA07 as follows:**
  - a) Maximum Speed: 60km/hr**
  - b) Visibility: Lights must be turned on at all times when travelling the route.**
  - c) All operators, as required by the Shire of Ashburton, must carry current written approval from the road asset owner permitting use of the road.**
  - d) No operation on unsealed road segment when visibly wet, without the road owner's approval.**
  - e) Direct radio contact must be maintained with other vehicles on or near the road (suggested UHF Channel 40).**
- 2. Only provides concurrence to the above Restricted Access Vehicle network approval on the provision Mineral Resources enter into a Road Use Agreement under Section 132 of the *Road Traffic Act 2008*, and**
- 3. Requests the Chief Executive Officer to present the Road User Agreement to Council for endorsement, prior to execution.**

**Carried 7/0**

### 13.2 Staged Approach to the Development of Hazardous and Liquid Waste Treatment Facility - Pilbara Regional Waste Management Facility (PRWMF), Onslow

<b>File Reference</b>	WM09.01
<b>Applicant or Proponent(s)</b>	
<b>Author</b>	S Kane, Acting Director Infrastructure
<b>Authorising Officer</b>	S Kane, Acting Director Infrastructure
<b>Previous Meeting Reference</b>	Ordinary Council Meeting 14 June 2022 - Item 18.3 – (087/2022)
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. IW Projects Liquid Waste Evaporation Solutions <a href="#">⇒</a>

#### 1. Report Purpose

Council is required to consider a Business Case for a staged approach to expand the existing Liquid Waste Treatment Infrastructure at the Pilbara Regional Waste Management Facility, Onslow.

The purpose of this report is to demonstrate that there is sufficient need for such expansion of the facility and that the estimated capital investment of \$3.0 million will be recovered within a 30-month period based on product supply projections.

Council is requested to support the Business Case for the expansion of the existing liquid treatment system as part of a staged approach to the development of Hazardous Liquid Waste Treatment Infrastructure and seek financial support from industry and government for the timely delivery of this project.

#### 2. Background

The long-term aim of the Pilbara Regional Waste Management Facility (PRWMF) is the development of a fully integrated facility built to best practice standards that can deliver sustainable resource recovery initiatives and accommodate simple, complex and hazardous waste streams.

Phase one of the PRWMF project is delivering a 40,000m<sup>3</sup> Class IV Landfill cell as well as a green waste processing facility, construction and demolition waste recovery and recycling facility and asbestos, tyre, and rubber mono-cells.

Except for some general Class IV waste streams, phase one of the PRWMF development was designed to accommodate those waste streams that the Shire of Ashburton (the Shire) had immediate access to, or which formed part of the day to day local/regional waste generation profile.

Phase two of the PRWMF project is designed to capture additional industrial wastes which currently cannot be accommodated locally and that require significant transport for processing and disposal. This involves design and development of appropriate infrastructure to receive, process, recycle and reuse liquid waste streams.



Liquid waste management is an integral component of any hazardous waste facility providing formal methodologies to prevent discharge of pollutants to the environment, through the collection, treatment, processing, recycling and when necessary, proper disposal of hazardous liquid materials.

Improper liquid waste management can be harmful to the environment and result in a variety of pollutions. When liquid waste contaminates a water source and affects its chemical makeup, surface water contamination can develop. This can have serious consequences for human and animal drinking water, as well as alter aquatic ecosystems.

Common sources of liquid waste include:

- Residential areas
- Commercial areas
- Industrial areas.

Common types of liquid waste include:

- Industrial wastewater
- Fats, oils or grease
- Sewage sludge
- Organic and inorganic wastewater
- Contaminated wash and storm waters.

A Business Case has been developed to determine whether such a facility is justified and represents a sound investment for the Council as part of its long-term waste management strategy – refer to Attachment 1.

### **3. Comments**

The Shire is proposing upgrades to the PRWMF which will permit the acceptance, handling, processing and disposal of a variety of hazardous and non-hazardous liquid, and associated waste streams.

The additional infrastructure required will include, as a minimum, the following:

- Concrete hard stands for the loading and unloading of waste
- Two evaporation ponds (65m x 65m)
- One lined drying bed (65m x 65m).

A concept drawing for the evaporation ponds can be found on page 8 of Attachment 1 – Drawing number SOA-201 – Pilbara Regional Waste Management Facility New Evaporation Ponds Plan Detail.

A detailed design for the lined drying bed can be found on page 11 of Attachment 1 – Drawing number CB-002 – Cloudbreak Landfill site Cloudbreak Bioremediation Cells Liner Surface Details.

## 4. Implications To Consider

### 4.1 Consultation

When the original Business Case for the Development of Hazardous and Liquid Waste Facility was compiled in May 2022, the project team had worked closely with key stakeholders in the region to ascertain the potential volume of available waste, much of which currently requires transport to processing facilities that are often more than 350km from the point of generation.

Existing liquid waste volumes generated by projects such as Wheatstone and Macedon, both of which are in the immediate vicinity, combined with future waste volumes generated by development of Ashburton North Strategic Industrial Area (ANSIA) and by projects such as the Hastings Rare Earth Processing Plant at the ANSIA (due for completion in 2024) and Mineral Resources planned Ashburton hub, which will include the Bungaroo South and Kumina mines, provide a sustainable flow of liquid waste requiring treatment and processing into the foreseeable future.

The location of the PRWMF means that waste which currently requires costly transport to a suitable disposal point, will be able to be treated to industry best standards locally, providing an economically sustainable income for the Shire and offering significant cost savings to local industry waste generators.

The establishment of such a facility can have significant positive impacts for the local area these include:

- Local business supply of goods and services
- Local employment and training
- Indigenous engagement including employment and supply of goods and services.

### 4.2 Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	2. Place - We will provide sustainable, purposeful, and valued built and natural environment opportunities for the community.
Strategic Outcome	2.5 Enhanced community opportunities for sustainable waste management
Strategy	3 Develop processes for better management and control of waste within the community and local businesses.

### 4.3 Council Policy

Nil

#### 4.4 Financial

##### Current Financial Year

<u>Description</u>	<u>Timeframe</u>	<u>Cost</u>
<b>Evaporation Ponds and Drying Pad</b>		
Design and Approval Application documentation – three pond solution and drying pad	4 months	\$185,000
Environmental Approval – three pond solution	3-4 months	\$65,000
Construction – two ponds and one drying pad	5-6 months	\$2,750,000
<b>Total Development</b>	<b>12-14 months</b>	<b>\$3,000,000</b>
<b>*3<sup>rd</sup> Evaporation Pond</b>	4-5 months	\$900,000

\*3<sup>rd</sup> Evaporation Pond would be developed when liquid waste disposal sludge volumes reached more than half the volume of one evaporation pond (expected timeframe is between 4-5 years). The third pond design will be completed with the original pond development. Approval for the complete development will be sort under one works approval.

##### Future Financial Year(s)

<u>Description</u>	<u>Cost</u>	<u>Annual Cost</u>
Construction	\$3,000,000	*\$150,000
Operation		
Evaporation Ponds	\$100,000/year	\$100,000
Fixation Pad / Dangerous Goods Processing	\$240,000/year	\$240,000
Clean out	\$200,000	**\$20,000
<b>Total Annual Cost</b>		<b>\$510,000</b>

\* Based on a 20 year asset life.

\*\* Based on a clean out every 10 years.

<u>Description</u>	<u>Total Revenue</u>
<b>Revenues</b>	
Evaporation Ponds	\$1,000,000
Drying pad	\$1,000,000
<b>Total Revenues</b>	<b>\$2,000,000</b>

#### 4.5 Legislative

The Shire was awarded a licence by the Department of Water and Environmental Regulation (DWER) (L9304/2021/1) on 22 December 2021. The Licence covers the Shire’s premises at Lot 550 and 551 on Plan 414367, being Reserve 53324, Onslow Road, Talandji – the Pilbara Regional Waste Management Facility.

Regulatory obligations/legislation relevant to the project as a whole includes, but is not limited to:

- *Environmental Protection Act 1986*
- *Environmental Protection Regulations 1987*
- *Environmental Protection (Controlled Waste) Regulations 2004*
- *Environmental Protection NEPM UPM Regulations 2003*
- *Environment Protection and Biodiversity Conservation Act 1999 (Cth)*
- *Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007*
- *Environmental Protection (Concrete Batching and Cement Product Manufacturing) Regulations 2004*
- *Environmental Protection (Unauthorised Discharge) Regulations 2004*
- *Litter act 1979*
- *Health Act 1911*
- *Health (Treatment of sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*
- *Planning and Development (Local Planning Schemes) Regulations 2015.*

In addition to the above, a detailed Liquid and Hazardous Waste Management Plan (LHWMP) will be required to be developed and regularly reviewed to comply with the commitments and legal obligations arising from the project’s environmental approvals process.

The LHWMP will form an integral component of the overarching PRWMF Operational and Environmental Management Plan. It is important that the two plans combine seamlessly to ensure safe, sustainable ongoing management of the integrated waste management facility.

**4.6 Risk Management**

Risk has been assessed against the Shire of Ashburton Risk Management Framework.

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Financial impact	Product projections are not achieved.	Possible (3)	Major (4)	High (10-16)	Council establishes supply agreements with large local industry to ensure a secured product is continually received.
Project (cost)	Capital costs are significantly higher than cost estimates.	Possible (3)	Major (4)	High (10-16)	Risks can be minimised through appropriate contract management however, the current inflated market will result in this risk being difficult to moderate.

Based on the inherent risk rating and risk treatments, the residual risk to the Shire is considered to be high.

**5. Voting Requirements**

Simple Majority

**Officer Recommendation**

That with respect to the Business Case for the expansion of the existing liquid treatment system, as part of a staged approach to the development of Hazardous Liquid Waste Treatment Infrastructure at the Pilbara Regional Waste Management Facility, Onslow, Council,

1. Adopts the proposed staged approach to develop a Hazardous and Liquid Waste treatment facility at the Pilbara Regional Waste Management Facility, Onslow,
2. Instructs the Chief Executive Officer to commence the preparation of detailed designs and works approval documentation of the expansion of the existing liquid treatment system for submission to the Department of Water and Environmental Regulation,
3. Approves the expenditure of \$3.0 million to deliver this project over the next two financial years, with the initial \$1.5 million having been funded from the current 2022/2023 Annual Budget.
4. Considers the inclusion of \$1.5 million in the 2023/2024 Capital Works Program, and Long-Term Financial Plan.

**Council Decision            157/2022**

**Moved                            Cr T Mladenovic**

**Seconded                        Cr A Smith**

**That with respect to the Business Case for the expansion of the existing liquid treatment system, as part of a staged approach to the development of Hazardous Liquid Waste Treatment Infrastructure at the Pilbara Regional Waste Management Facility, Onslow, Council,**

- 1. Adopts the proposed staged approach to develop a Hazardous and Liquid Waste treatment facility at the Pilbara Regional Waste Management Facility, Onslow,**
- 2. Instructs the Chief Executive Officer to commence the preparation of detailed designs and works approval documentation of the expansion of the existing liquid treatment system for submission to the Department of Water and Environmental Regulation,**
- 3. Approves the expenditure of \$3.0 million to deliver this project over the next two financial years, with the initial \$1.5 million having been funded from the current 2022/2023 Annual Budget.**
- 4. Considers the inclusion of \$1.5 million in the 2023/2024 Capital Works Program, and Long-Term Financial Plan.**

**Carried 7/0**

## 14 People and Place Reports

### 14.1 Clearance of Conditions of Subdivision Application - WAPC 246-22 Lot 905 Pilkena Street, Tom Price

<b>File Reference</b>	PIL.0905
<b>Applicant or Proponent(s)</b>	ABLE Planning and Project Management
<b>Author</b>	B Mckay, Manager Town Planning
<b>Authorising Officer</b>	K Donohoe, Chief Executive Officer
<b>Previous Meeting Reference</b>	Ordinary Council Meeting 14 June 2022 - Item 13.3 – 077/2022
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. WAPC Determination <a href="#">⇒</a> 2. Survey Strata Plan <a href="#">⇒</a>

#### 1. Report Purpose

Council is required to consider a request to clear conditions of subdivision application – Western Australian Planning Commission (WAPC) 246-22, lodged by ABLE Planning and Project Management, on behalf of the owners, The Kitchentown Group Pty Ltd, for Lot 905 Pilkena Street, Tom Price.

The purpose of this report is to act as the defined clearing agency for the requested conditions. The Shire of Ashburton (the Shire) must be satisfied that the conditions being sought for clearance have been undertaken, completed, or will be completed in a timely manner. Evidence supporting the clearance of the conditions is then provided to the WAPC to be endorsed.

Council is requested to support the clearance of the conditions, in accordance with the officer's recommendation to clear the appropriate conditions of subdivision approval WAPC 246-22.

#### 2. Background

An application for subdivision was received by the Shire from the WAPC for a Strata Survey Strata of Lot 905 Pilkena Street, Tom Price.

Council supported the proposed amalgamation at the 14 June 2022 Ordinary Council Meeting. The application was subsequently approved by the WAPC on 16 June 2022 (refer to attachments 1 and 2).

#### 3. Comments

A request has been submitted to the Shire from ABLE Planning and Project Management on behalf of the owner, seeking to clear conditions that form part of the approved subdivision application – WAPC 246-22.

The request seeks to clear the following conditions of subdivision approval:

4. *Engineering drawings and specifications are to be submitted and approved and works undertaken in accordance with the approved engineering drawings and specifications and approved plan of subdivision, for the filling and/or draining of the land, including ensuring that stormwater is contained on-site, or appropriately treated and connected to the local drainage system. Engineering drawings and specifications are to be in accordance with an approved Urban Water Management Plan (UWMP) for the site, or where no UWMP exists, to the satisfaction of the Western Australian Planning Commission. (Local Government)*
5. *Engineering drawings and specifications are to be submitted, approved, and works undertaken in accordance with the approved engineering drawings, specifications, and approved plan of subdivision, for grading and/or stabilisation of the site to ensure that:*
  - a) *lots can accommodate their intended use; and*
  - b) *finished ground levels at the boundaries of the lot(s) the subject of this approval match or otherwise coordinate with the existing and/or proposed finished ground levels of the land abutting. (Local Government)*
7. *Suitable arrangements being made with the local government for the provision of vehicular crossover(s) to service the lot(s) shown on the approved plan of subdivision. (Local Government)”*

The conditions of a subdivision approval are required to be cleared and evidence provided to the WAPC to allow them to endorse the diagram or plan of survey, in accordance with the section 145 of the *Planning and Development 2005*, prior to Landgate releasing the Certificate of Title.

The request was referred to the Shire’s Infrastructure team to provide specialised comments on the clearance of conditions. They have acknowledged the requested conditions to be cleared and are satisfied that the imposition of conditions within the Development Application and Building Applications are adequate to meet the requirements of the conditions proposed to be undertaken post-subdivision.

#### **4. Implications To Consider**

##### **4.1 Consultation**

Director Infrastructure Services

Manager Town Planning

**4.2 Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	2. Place - We will provide sustainable, purposeful, and valued built and natural environment opportunities for the community.
Strategic Outcome	2.2 Appropriate, inviting, and diverse employee accommodation and land management opportunities
Strategy	1 Manage and oversee compliance of land assembly and development.

**4.3 Council Policy**

Nil

**4.4 Financial**

Current Financial Year

Nil

Future Financial Year(s)

Nil

**4.5 Legislative**

*Planning and Development Act 2005*

*Section 145. Diagram or plan of survey of approved plan of subdivision, approval of:*  
 The conditions of a subdivision approval are required to be cleared and evidence provided to the WAPC to allow them to endorse the diagram or plan of survey, in accordance with the section 145 of the *Planning and Development 2005*, prior to Landgate releasing the Certificate of Title. As the defined clearing agency for the requested conditions, the Shire must be satisfied that the conditions being sought for clearance have been undertaken, completed, or will be completed in a timely manner.

**4.6 Risk Management**

Risk has been assessed against the Shire of Ashburton Risk Management Framework.

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Council supports the clearance of subdivision conditions.	Possible (3)	Insignificant (1)	Low (1-4)	Support Officer's Recommendation.



Reputation (social/community)	Council does not support the clearance of subdivision conditions.	Possible (3)	Insignificant (1)	Low (1-4)	Support Officer's Recommendation.
-------------------------------	---	--------------	-------------------	-----------	-----------------------------------

Based on the inherent risk rating and risk treatments, the residual risk to the Shire is considered to be low.

**5. Voting Requirements**

Simple Majority

**Officer Recommendation**

That with respect to the clearance of Conditions of subdivision application - WAPC 246-22 at Lot 905 Pilkena Street, Tom Price, Council support the clearance of Condition 4,5 and 7 being:

- “4. *Engineering drawings and specifications are to be submitted and approved and works undertaken in accordance with the approved engineering drawings and specifications and approved plan of subdivision, for the filling and/or draining of the land, including ensuring that stormwater is contained on-site, or appropriately treated and connected to the local drainage system. Engineering drawings and specifications are to be in accordance with an approved Urban Water Management Plan (UWMP) for the site, or where no UWMP exists, to the satisfaction of the Western Australian Planning Commission. (Local Government)*
  
- 5. *Engineering drawings and specifications are to be submitted, approved, and works undertaken in accordance with the approved engineering drawings, specifications, and approved plan of subdivision, for grading and/or stabilisation of the site to ensure that:*
  - a) *lots can accommodate their intended use; and*
  
  - b) *finished ground levels at the boundaries of the lot(s) the subject of this approval match or otherwise coordinate with the existing and/or proposed finished ground levels of the land abutting. (Local Government)*
  
- 7. *Suitable arrangements being made with the local government for the provision of vehicular crossover(s) to service the lot(s) shown on the approved plan of subdivision. (Local Government)”*

**Council Decision**            **158/2022**

**Moved**                        **Cr M Lynch**

**Seconded**                  **Cr A Smith**

That with respect to the clearance of Conditions of subdivision application - WAPC 246-22 at Lot 905 Pilkena Street, Tom Price, Council support the clearance of Condition 4,5 and 7 being:

- “4. Engineering drawings and specifications are to be submitted and approved and works undertaken in accordance with the approved engineering drawings and specifications and approved plan of subdivision, for the filling and/or draining of the land, including ensuring that stormwater is contained on-site, or appropriately treated and connected to the local drainage system. Engineering drawings and specifications are to be in accordance with an approved Urban Water Management Plan (UWMP) for the site, or where no UWMP exists, to the satisfaction of the Western Australian Planning Commission. (Local Government)***
- 5. Engineering drawings and specifications are to be submitted, approved, and works undertaken in accordance with the approved engineering drawings, specifications, and approved plan of subdivision, for grading and/or stabilisation of the site to ensure that:***
- a) lots can accommodate their intended use; and***
- b) finished ground levels at the boundaries of the lot(s) the subject of this approval match or otherwise coordinate with the existing and/or proposed finished ground levels of the land abutting. (Local Government)***
- 7. Suitable arrangements being made with the local government for the provision of vehicular crossover(s) to service the lot(s) shown on the approved plan of subdivision. (Local Government)”***

**Carried 7/0**

**14.2 Working Together Onslow Agreement 2023-2025**

<b>File Reference</b>	CS20
<b>Applicant or Proponent(s)</b>	
<b>Author</b>	B Maher, Coordinator Communities
<b>Authorising Officer</b>	C Galliers, Manager Community Services
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Working Together Onslow Partnership Proposal 2023-2025 <a href="#">⇒</a></li> <li>2. Wheatstone Project Sponsorship Agreement - Confidential</li> </ol>

**1. Report Purpose**

The Shire of Ashburton (the Shire) recognises that, in order to develop dynamic, resilient and sustainable communities in the Pilbara region, it is essential to strengthen and extend our industry relationships.

Council is required to review the Working Together Onslow (WTO) Partnership Proposal 2023-2025, which has been approved by the WTO Steering Group. Council is also requested to review the Wheatstone Project Sponsorship Agreement, put forward to the Shire from Chevron Australia Pty Ltd.

The purpose of this report is to approve the proposed Wheatstone Project Sponsorship Agreement for a three (3) year period from 2023 to 2025.

**2. Background**

WTO is a partnership between the Shire and Chevron Australia Pty Ltd (Chevron) for the town of Onslow. The partnership is aimed at ensuring an engaged, connected and spirited community in Onslow, through the delivery of a series of events and initiatives that build social prosperity.

Since its commencement, the relationship between Shire and Chevron has matured. Effective and transparent communication between the Shire's Communities Team and Chevron's Partnership Advisor has enabled the creation of the 2023-2025 Proposal, in which both parties agree that for WTO activities going forward require a "Community Development" approach rather than a reliance on the delivery of activities and events to achieve desired outcomes. As a result, a portion of the proposed 2023-2025 WTO funding is being diverted to strengthening collaboration, coordination, cooperation and networking practices with local business, groups and services.

The Shire have proposed in the new agreement that external co-sponsorship/partners be considered on a case-by-case basis to support the delivery of events and activities to ensure that wider community involvement is generated and to ensure sustainability of events and activities into the future.

**3. Comments**

The annual funding amount of \$200,000 from Chevron will remain for the proposed period of 2023-2025, which is outlined in detail in the attached WTO Partnership Proposal 2023-2025.

The agreement has previously successfully delivered programs, including but not limited to, community belonging events, festivals, commemorative day events, Onslow Keepers, school holiday activities, volunteer awards nights, community development and cultural engagement.

In 2021, Chevron undertook a Social Needs Analysis in Onslow to fully understand the community needs, to assist in developing future services and programs for Onslow. The 2022 WTO agreement has commenced addressing the recommendations from the Social Needs Analysis. The proposed agreement between Shire and Chevron for 2023-2025 will allow the continued implementation of the recommendations as well as the delivery of the community development initiatives outlined in the report.

This WTO Partnership Proposal 2023-2025 was tabled for review and endorsed by the WTO Steering Committee on 14 September 2022.

Refer to Attachment 1 for a full outline of the proposal, including financials and events calendar.

**4. Implications To Consider**

Nil

**4.1 Consultation**

Chevron Australia Pty Ltd, Corporate Affairs

Creating Communities, Onslow Social Needs Assessment 2021

**4.2 Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	1. People - We will support opportunities for the community to be safe, socially active, and connected.
Strategic Outcome	1.2 Communities connected with opportunities
Strategy	3 Provide, promote, and deliver social and cultural community celebrations, events, and activities.

**4.3 Council Policy**

Nil

**4.4 Financial**

Current Financial Year

The agreement proposes a total of \$200,000 per calendar year from Chevron Australia, with nil Council contribution.

Future Financial Year(s)

The agreement proposes a total of \$600,000 from Chevron Australia for the lifespan of the agreement 2023-2025.

**4.5 Legislative**

Nil

**4.6 Risk Management**

Risk has been assessed against the Shire of Ashburton Risk Management Framework.

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
People	Reduction in staffing levels to support delivery of activities and events.	Possible (3)	Moderate (3)	Moderate (5-9)	Workforce planning is underway to ensure continuity of program delivery in the event of staff changeover and/or reduction in resources.

Based on the inherent risk rating and risk treatments, the residual risk to the Shire is considered to be medium.

**5. Voting Requirements**

Simple Majority

**Officer Recommendation**

That with respect to the Working Together Onslow Agreement 2023-2025, Council,

1. Endorses the Working Together Onslow Partnership Proposal 2023-2025 and Wheatstone Project Sponsorship Agreement,
2. Endorses the future funding arrangements over the term of this agreement, and
3. In accordance with section 9.49A(2) of the *Local Government Act 1995*, authorises the Shire President and Chief Executive Officer to affix the common seal and execute the agreement.

**Council Decision**            **159/2022**

**Moved**                        **Cr M Lynch**

**Seconded**                  **Cr T Mladenovic**

**That with respect to the Working Together Onslow Agreement 2023-2025, Council,**

- 1. Endorses the Working Together Onslow Partnership Proposal 2023-2025 and Wheatstone Project Sponsorship Agreement,**
- 2. Endorses the future funding arrangements over the term of this agreement, and**
- 3. In accordance with section 9.49A(2) of the *Local Government Act 1995*, authorises the Shire President and Chief Executive Officer to affix the common seal and execute the agreement.**

**Carried 7/0**

### 14.3 Acceptance of Community Support Grant Allocations

<b>File Reference</b>	REP2247
<b>Applicant or Proponent(s)</b>	Various
<b>Author</b>	C Galliers, Manager Community Services
<b>Authorising Officer</b>	K Donohoe, Chief Executive Officer
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	

#### 1. Report Purpose

Council is required to consider the Community Support Grants in accordance with Council Policy REC08 Community Donations, Grants and Funding Policy (REC08), with applications closing 31 August 2022. These grants are provided as in-kind and/or financial assistance to enable community groups to deliver quality programs, community events and services.

The purpose of this report is to provide the applications to Council for review. At the close of the application period 10 applications were received for Community Support Grants.

Council is requested to support the 10 applications submitted by multiple clubs across the Shire of Ashburton (the Shire).

#### 2. Background

The Shire supports the following grants under REC08 as follows -

##### Community Support Grant

*Offered in two funding rounds each year in July and February these grants are similar in purpose to Small Assistance Donations however they offer a value up to \$2500 and applications are considered by Council.*

At the close of the July 2022 round, 10 applications were received, as follows –

- Onslow – One (1) application,
- Paraburdoo – Four (4) applications, and
- Tom Price – Five (5) applications.

REC08 requires as a minimum, the following criteria must be met to be successful –

- Applicant is to reside or operate within the Shire, or be able to show a direct and substantial benefit to residents within the Shire,
- Assistance is not available retrospectively,
- Funds are to be used only for the purpose for which they are given or via agreed variations,
- Successful applicants are required to complete an acquittal report and submit this to the Shire within three (3) months on the agreed completion date, and
- Applicants who do not submit an acquittal will not be considered for future funding and may be requested to return unused funds.

Council may wish to provide funding to applications which did not/do not comply.

### 3. Comments

The Community Support Grant funding was promoted directly to clubs and organisations via email, public notice boards, the Shire website, and social media platforms.

All applications have been assessed on the –

- criteria outlined in REC08,
- general conditions, and
- criteria and compliance information provided.

The summary of the applications are as follows –

<b>Onslow</b>	
<u>Club/ Organisation:</u>	<i>Onslow School P&amp;C Association</i>
Project:	Establishing online uniform shop for Onslow School
Project Estimate:	\$960.00
Funding Sought:	\$960.00
In-Kind requested:	\$0.00
Is this Compliant?	Yes
Suggested Action:	Approve Application

<b>Paraburdoo</b>	
<u>Club/ Organisation:</u>	<i>St John Ambulance Paraburdoo Sub Centre</i>
Project:	LE5 Series LBG Breath Tester Complete System for the volunteers at the sub centre
Project Estimate:	\$2107.60
Funding Sought:	\$2107.60
In-Kind requested:	\$0.00
Is this Compliant?	Yes
Suggested Action:	Approve Application



<b>Paraburdoo</b>	
Club/ Organisation:	<i>Lifestyle Centre</i>
Project:	Wellness Fitness classes – To cover the costs of the 6-week challenge programme to deliver to Paraburdoo, run by Woman Wellness Centre and the Travel from Tom Price to Paraburdoo.
Project Estimate:	\$3000.00
Funding Sought:	\$2500.00
In-Kind requested:	\$0.00
Is this Compliant?	Yes
Suggested Action:	Approve Application

<b>Paraburdoo</b>	
Club/ Organisation:	<i>Paraburdoo Horse Club</i>
Project:	Arena fencing upgrade
Project Estimate:	\$2000.00
Funding Sought:	\$2000.00
In-Kind requested:	\$500.00 (Use of equipment to clear Grounds – Loader, Bob cat) Equipment is currently not available due to Ongoing works
Is this Compliant?	Yes
Suggested Action:	Approve Application for \$2000.00 cash funding

<b>Paraburdoo</b>	
Club/ Organisation:	<i>Paraburdoo Golf Club</i>
Project:	Fix the reticulation system and purchase a new chainsaw and helmet (or appropriate equipment to maintain the trees surrounding the course that become a problem).
Project Estimate:	\$3000.00
Funding Sought:	\$2500.00
In-Kind requested:	\$0.00
Is this Compliant?	Yes
Suggested Action:	Approve Application

<b>Tom Price</b>	
Club/ Organisation:	<i>Tom Price Primary School P&amp;C Association</i>
Project:	Fans for school undercover area.
Project Estimate:	\$30000.00
Funding Sought:	\$2500.00
In-Kind requested:	\$0.00
Is this Compliant?	Yes
Suggested Action:	Approve Application

<b>Tom Price</b>	
Club/ Organisation:	<i>Tom Price Touch Association</i>
Project:	Tom Price Junior Touch Football – 10-week skills development program and equipment.
Project Estimate:	\$2500.00
Funding Sought:	\$2500.00
In-Kind requested:	\$0.00
Is this Compliant?	Yes
Suggested Action:	Approve Application

<b>Tom Price</b>	
Club/ Organisation:	<i>Fortescue Cricket Association</i>
Project:	To purchase a range of club equipment to provide to the clubs and ground hire with lights for the season.
Project Estimate:	\$5000.00
Funding Sought:	\$1000.00
In-Kind requested:	\$1500.00 – Ground hire with lights for the season
Is this Compliant?	Yes
Suggested Action:	Approve Application

<b>Tom Price</b>	
Club/ Organisation:	<i>Tom Price Community Garden</i>
Project:	Help us bloom for 2023 - Refresh and refill the beds with good, raised garden bed soil, fertiliser, manures, mulch and seedlings.
Project Estimate:	\$2500.00
Funding Sought:	\$2500.00 TP Community Garden Club have recently received a \$500 Small assistance donation, as per REC08 a total of \$2500 per financial year can be applied for.
In-Kind requested:	\$0.00
Is this Compliant?	Yes
Suggested Action:	Approve Application for \$2000.00 cash funding

<b>Tom Price</b>	
Club/ Organisation:	<i>North Tom Price Primary School P&amp;C</i>
Project:	New portable PA and speaker system for North Tom Price Primary School events.
Project Estimate:	\$3638.00
Funding Sought:	\$2500.00
In-Kind requested:	\$0.00
Is this Compliant?	Yes
Suggested Action:	Approve Application

#### **4. Implications To Consider**

##### **4.1 Consultation**

Executive Leadership Team

Infrastructure Services Team

Relevant clubs and associations

## 4.2 Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	1. People - We will support opportunities for the community to be safe, socially active, and connected.
Strategic Outcome	1.2 Communities connected with opportunities
Strategy	4 Support and develop sustainable clubs and groups, providing opportunities for meaningful participation in arts, culture, sport, and recreation.

## 4.3 Council Policy

REC08 provides the guidelines for the applications and the criteria for assessment.

## 4.4 Financial

### Current Financial Year

The adopted budget provides \$50,000 for both rounds of Community Support Grants funding.

The request for assistance (cash and in-kind) for Community Support Grants, which have a suggested action to support (10 applications), is \$18,067.67 in direct funding and \$4,000 in in-kind assistance. Should all applications be approved the total funding is \$18,067.67 and \$4,000 in kind.

### Future Financial Year(s)

Should Council adopt the recommended resolution the General Ledger Account CU24075 will have \$27,932.33 remaining for the second round of Community Support Grants held in February 2023.

## 4.5 Legislative

*Local Government Act 1995*

*Section 6.7 – Municipal fund*

Money held in the municipal fund may be applied towards the performance of functions and the exercise of the powers conferred on the local government by the *Local Government Act 1995* or any other written law.

## 4.6 Risk Management

Risk has been assessed against the Shire of Ashburton Risk Management Framework.

heme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	Unsuccessful applicants publicly criticise the Shire.	Possible (3)	Insignificant (1)	Low (1-4)	Ensure appropriate Policy procedures are in place and followed.  Officers to collaborate with Clubs to improve future applications.

Based on the inherent risk rating and risk treatments, the residual risk to the Shire is considered to be low.

## 5. Voting Requirements

Simple Majority

### Officer Recommendation

That with respect to the request for Council to support the Round 1 2022/2023 Community Support Grant Applications, in accordance with Council Policy REC08 Community Donations, Grants and Funding, Council, approves the applications from the following groups to the values below, and for the summarised purposes above:

- a) Onslow School P&C for \$960.00,
- b) St John Ambulance Paraburdoo Sub Centre for \$2107.00,
- c) Lifestyle Centre for \$2500.00,
- d) Paraburdoo Horse Club for \$2000.00,
- e) Paraburdoo Golf Club for \$2500.00,
- f) North Tom Price Primary School P & C for \$2500.00,
- g) Tom Price Community Garden for \$2000.00,
- h) Tom Price Primary School P&C Associations for \$2500.00,
- i) Tom Price Touch Association for \$2500.00, and
- j) Fortescue Cricket Association for \$2500.00.

**Officer Recommendation**

Moved Cr M Lynch

Seconded Cr L Rumble JP

That with respect to the request for Council to support the Round 1 2022/2023 Community Support Grant Applications, in accordance with Council Policy REC08 Community Donations, Grants and Funding, Council, approves the applications from the following groups to the values below, and for the summarised purposes above:

- a) Onslow School P&C for \$960.00,
- b) St John Ambulance Paraburdoo Sub Centre for \$2107.00,
- c) Lifestyle Centre for \$2500.00,
- d) Paraburdoo Horse Club for \$2000.00,
- e) Paraburdoo Golf Club for \$2500.00,
- f) North Tom Price Primary School P & C for \$2500.00,
- g) Tom Price Community Garden for \$2000.00,
- h) Tom Price Primary School P&C Associations for \$2500.00,
- i) Tom Price Touch Association for \$2500.00, and
- j) Fortescue Cricket Association for \$2500.00.

Lost 2/5

Cr L Rumble JP and Cr A Smith for

**14.4 Provision of Mutual Aid Memorandum of Understanding**

<b>File Reference</b>	ES08
<b>Applicant or Proponent(s)</b>	
<b>Author</b>	K Cameron, Coordinator Ranger Services
<b>Authorising Officer</b>	T Matson, Director People and Place
<b>Previous Meeting Reference</b>	Ordinary Council Meeting 17 January 2017 - Item 14.1 – 98/2017
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. 2022 Memorandum of Understanding <a href="#">⇒</a></li> <li>2. 2017 Memorandum of Understanding <a href="#">⇒</a></li> </ol>

**1. Report Purpose**

Council is required to consider re-signing the Provision of Mutual Aid Memorandum of Understanding (MOU), between the Shire of Ashburton (Shire), Shire of East Pilbara, City of Karratha, Town of Port Hedland and Shire of Exmouth.

The purpose of this report is to inform Council of the MOUs framework of cooperation between the local governments named, and to promote cooperation in a disaster event which may impact one or more of the partnering local governments.

Council is requested to, review the 2022 MOU (Attachment 1) and consider re-signing the MOU to demonstrate a willingness of partnership from the Shire in support of the participating local governments.

**2. Background**

The first MOU was engrossed by Council at its meeting held 17 January 2017. The Shire of East Pilbara, City of Karratha and Town of Port Hedland adopted the MOU that same year. The Shire of Exmouth, Town of Port Hedland and City of Karratha have adopted the 2022 MOU, leaving the Shire of East Pilbara and the Shire of Ashburton as the two local governments yet to reconfirm their commitment to the MOU.

**3. Comments**

The 2017 MOU expired 1 January 2017, Mr Keith Squibb, Ranger/Emergency Services Advisor for the Town of Port Hedland was the nominated responsible officer, who in consultation, prepared the 2022 MOU. This MOU comes into effect at the date all willing parties have signed the agreement.

The MOU can be reviewed at any time but cannot be amended except with the written consent of all parties. Unless mutually extended, terminated or parties withdraw, this MOU will expire 30 June 2025. Any partnering local government may withdraw from the MOU by giving 90 days written notice to the partnering local governments and the District Emergency Management Committee.

**4. Implications To Consider**

**4.1 Consultation**

Shire of Exmouth

Shire of Ashburton

Shire of East Pilbara

Town of Port Hedland

City of Karratha

District Emergency Management Committee

**4.2 Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	4. Performance - We will lead the organisation, and create the culture, to deliver demonstrated performance excellence to the community.
Strategic Outcome	4.1 Coordinated delivery of organisational leadership and performance excellence for the benefit of the community
Strategy	1 Develop and maintain key leadership services partnerships, both internally and externally, to support

**4.3 Council Policy**

Nil

**4.4 Financial**

Current Financial Year

Nil

Future Financial Year(s)

Nil

**4.5 Legislative**

Nil



#### 4.6 Risk Management

Risk has been assessed against the Shire of Ashburton Risk Management Framework.

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	The risk is to the Shire's: 1. capacity to manage an emergency and its impact on their community; and 2. damage to its reputation in not supporting other Councils and their communities upon request	Possible (3)	Minor (2)	Moderate (5-9)	All requests for assistance or assistance offered must first be approved by the Chief Executive Officer and Shire President.

Based on the inherent risk rating and risk treatments, the residual risk to the Shire is considered to be medium.

#### 5. Voting Requirements

Simple Majority

#### Officer Recommendation

That with respect to the Provision of Mutual Aid Memorandum of Understanding, Council,

1. Endorses the 2022 Mutual Aid Memorandum of Understanding as shown in Attachment 1,
2. In accordance with section 9.49A(4) of the *Local Government Act 1995*, authorises the Chief Executive Officer to execute the document,
3. Instructs the Chief Executive Officer to:
  - a) Convene a Local Emergency Management Committee as determined by Council, with the elected members chairing the meeting in accordance with the Local Emergency Management Committee terms of reference, and
  - b) Present the Memorandum of Understanding to the committee.

**Council Decision**            **160/2022**

**Moved**                        **Cr T Mladenovic**

**Seconded**                  **Cr M Lynch**

**That with respect to the Provision of Mutual Aid Memorandum of Understanding, Council,**

- 1. Endorses the 2022 Mutual Aid Memorandum of Understanding as shown in Attachment 1,**
- 2. In accordance with section 9.49A(4) of the *Local Government Act 1995*, authorises the Chief Executive Officer to execute the document,**
- 3. Instructs the Chief Executive Officer to:**
  - a) Convene a Local Emergency Management Committee as determined by Council, with the elected members chairing the meeting in accordance with the Local Emergency Management Committee terms of reference, and**
  - b) Present the Memorandum of Understanding to the committee.**

**Carried 7/0**

## **15 Projects and Procurement Reports**

Nil

## **16 Councillor Agenda Items / Notices of Motion**

Nil

## **17 Recommendations From Committee**

Nil

## **18 New Business Of An Urgent Nature Introduced By Council Decision**

### **Procedural Motion**

**Moved** Cr M Gallanagh

**Seconded** Cr M Lynch

That Council, at 1:32pm, pursuant to Clause 5.4 of the *Shire of Ashburton Standing Orders Local Law 2012*, introduced the following confidential item as new business of an urgent nature,

**L.1 Appointment of Director Infrastructure Services**

**Carried 7/0**

## 19 Confidential Matters

### Procedural Motion

Moved Cr T Mladenovic

Seconded Cr A Smith

That Council move behind closed doors at 1:33pm, pursuant to clause 6.2 of the *Shire of Ashburton Standing Orders Local Law 2012* to consider the following confidential items.

#### L.1 Appointment of Director Infrastructure Services

Pursuant to sub section 5.23(2)(c) of the *Local Government Act 1995* which provides:

- (a) a matter affecting an employee or employees

Carried 7/0

**L.1 Appointment of Director Infrastructure Services**

<b>File Reference</b>	PE.CEO01
<b>Applicant or Proponent(s)</b>	
<b>Author</b>	A Heraty, Manager Human Resources
<b>Authorising Officer</b>	K Donohoe, Chief Executive Officer
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. Candidate Feedback Report - R Miller - Confidential

***Reason for Confidentiality***

<b>Section under the Act</b>	<i>This matter is to be considered behind closed doors pursuant to s.5.23(2)(a) of the Local Government Act 1995 as the subject matter relates to:</i>
<b>Sub-clause and Reason:</b>	<i>“s.5.23(2)(a) a matter affecting an employee or employees.”</i>

**1. Report Purpose**

The purpose of this report is to recommend the appointment of the identified preferred candidate for the Senior Designated position of Director Infrastructure Services for a contract term of five (5) years.

Council is requested to accept the Chief Executive Officer’s (CEO) recommendation.

**Council Decision**                    **161/2022**

**Moved**                                    **Cr T Mladenovic**

**Seconded**                                **Cr M Lynch**

**That with respect to Appointment of Director Infrastructure Services, Council, accepts the Chief Executive Officer’s recommendation to appoint the preferred candidate (as outlined in the report) for the position of Director Infrastructure Services for a contract term of five (5) years as a Senior Designated Employee.**

**Carried 7/0**

### **Procedural Motion**

**Moved**                              **Cr T Mladenovic**

**Seconded**                        **Cr R De Pledge**

**That Council re-open the meeting to the public at 1:53pm.**

**Carried 7/0**

## **20      Next Meeting**

The next Ordinary Council Meeting will be held at 1:00pm on Tuesday 13 December 2022 at Clem Thompson Sports Pavilion, Stadium Road, Tom Price.

## **21      Closure Of Meeting**

There being no further business, the Presiding Member closed the meeting at 1:54pm.