

Ordinary Meeting of Council

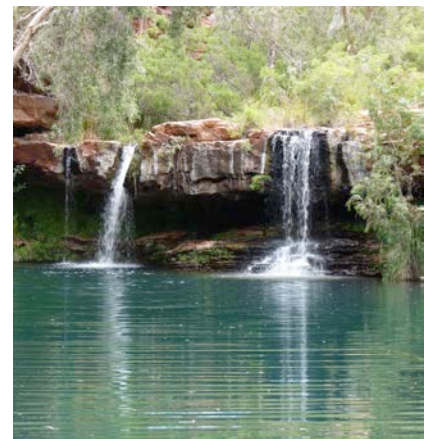
Tom Price



Agenda – Public Document

26 April 2017

Clem Thompson Sports Pavilion
Stadium Road
Tom Price
1.00pm



The Shire of Ashburton 10 year Community Strategic Plan (2012-2022) provides focus, direction and represents the hopes and aspirations of the Shire.

Our Vision

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



Our Mission

Working together, enhancing lifestyle and economic vitality



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

Community Goals

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

Future Focus

The next four years will see a strong focus on:

1. Community inclusion and participation
2. Provision of infrastructure that enables economic strength
3. Economic strength
4. Organisation stability
5. Staying ahead of the game
6. Development of our governance



**SHIRE OF ASHBURTON
ORDINARY MEETING OF COUNCIL**

**AGENDA
(Public Document)**

**Clem Thompson Sports Pavilion, Stadium
Road, Tom Price
26 April 2017
1.00 pm**

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

SHIRE OF ASHBURTON ORDINARY MEETING OF COUNCIL

Notice is hereby given that an Ordinary Meeting of Council of the Shire of Ashburton will be held on 26 April 2017 at Clem Thompson Sports Pavilion, Stadium Road, Tom Price commencing at 1:00 pm.

The business to be transacted is shown in the Agenda.

Dale Stewart
ACTING CHIEF EXECUTIVE OFFICER

DISCLAIMER

The recommendations contained in the Agenda are subject to confirmation by Council. The Shire of Ashburton warns that anyone who has any application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Ashburton for any act, omission or statement or intimation occurring during a Council meeting.

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

1.	DECLARATION OF OPENING.....	5
1.1	ACKNOWLEDGEMENT OF COUNTRY	5
2.	ANNOUNCEMENT OF VISITORS.....	5
3.	ATTENDANCE	5
3.1	PRESENT	5
3.2	APOLOGIES.....	5
3.3	APPROVED LEAVE OF ABSENCE.....	5
4.	QUESTION TIME	5
4.1	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	5
4.2	PUBLIC QUESTION TIME	5
5.	APPLICATIONS FOR LEAVE OF ABSENCE.....	5
6.	DECLARATION BY MEMBERS.....	6
6.1	DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA	6
6.2	DECLARATIONS OF FINANCIAL / PROXIMITY / IMPARTIALITY INTEREST	6
7.	ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION	7
8.	PETITIONS / DEPUTATIONS / PRESENTATIONS.....	7
8.1	PETITIONS.....	7
8.2	DEPUTATIONS	7
8.3	PRESENTATIONS	7
9.	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	8
9.1	ORDINARY MEETING OF COUNCIL HELD ON 14 MARCH 2017	8
10.	AGENDA ITEMS ADOPTED "EN BLOC"	8
10.1	AGENDA ITEM ADOPTED 'EN BLOC'	8
11.	GOVERNANCE & EXECUTIVE SERVICE REPORTS.....	9
11.1	PROGRESS OF IMPLEMENTATION OF COUNCIL DECISIONS STATUS REPORT FOR MARCH 2017	9
11.2	USE OF COMMON SEAL AND ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTH OF MARCH 2017	11
11.3	EMP11 SENIOR EMPLOYEES POLICY	13
11.4	ELM24 APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER POLICY.....	17
12.	COMMUNITY DEVELOPMENT REPORTS.....	20
12.1	COMMUNITY GRANT ALLOCATIONS - ROUND 2, 2016/17 ANNUAL FINANCIAL YEAR	20
12.2	HALFWAY BRIDGE REST STOP, TOM PRICE - PARABURDOO ROAD	27
13.	CORPORATE SERVICES REPORTS.....	31
13.1	MONTHLY FINANCIALS AND SCHEDULE OF ACCOUNTS PAID.....	31
13.2	NAMING OF GEOGRAPHICAL LOCATION IN HONOUR OF FORMER COUNCILLOR PETER FOOTE	33
13.3	POLICY REVIEW - FIN06 SIGNIFICANT ACCOUNTING POLICIES	36
13.4	PROPOSED BUDGET AMENDMENTS	40
14.	DEVELOPMENT AND REGULATORY SERVICES REPORTS	43
15.	INFRASTRUCTURE SERVICES REPORTS.....	43
15.1	PROPOSED RUNWAY REMEDIATION WORKS - ONSLOW AIRPORT	43
15.2	AWARD OF TENDER RFT 03/17 - CONCRETE WORKS PROGRAM FOR TOM PRICE, PARABURDOO AND ONSLOW	46
15.3	AWARD OF TENDER 04/17 - DESIGN, FABRICATE AND INSTALL A WEIGHBRIDGE AT THE TOM PRICE WASTE DISPOSAL SITE	50
15.4	AWARD OF TENDER RFT 06/17 - DRAINAGE INFRASTRUCTURE IMPROVEMENTS, STADIUM ROAD, TOM PRICE	53
15.5	AWARD OF TENDER RFQ 09/17 - INTEGRATED TOOL CARRIER (WHEEL LOADER).....	57
15.6	ENG13 ROAD MANAGEMENT POLICY	60
16.	STRATEGIC AND ECONOMIC DEVELOPMENT REPORTS	63
16.1	PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING FOR THE MONTH OF APRIL 2017	63
17.	COUNCILLOR AGENDA ITEMS / NOTICES OF MOTIONS.....	67
18.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	67

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

19.	CONFIDENTIAL MATTERS	67
19.1	COMMERCIAL IN CONFIDENCE - STAFF HOUSING ACQUISITION, 602 BOOLEE STREET, TOM PRICE	68
19.3	CONFIDENTIAL - CHIEF EXECUTIVE OFFICER RECRUITMENT	70
20.	NEXT MEETING	71
21.	CLOSURE OF MEETING	71

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

1. DECLARATION OF OPENING

1.1 ACKNOWLEDGEMENT OF COUNTRY

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

2. ANNOUNCEMENT OF VISITORS

3. ATTENDANCE

3.1 PRESENT

Members

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

Staff

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

3.2 APOLOGIES

Cr M Gallanagh	Pannawonica Ward
----------------	------------------

3.3 APPROVED LEAVE OF ABSENCE

Cr D Dias	Paraburdoo Ward
Cr M Lynch	Tom Price Ward

4. QUESTION TIME

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

There were no questions taken on notice.

4.2 PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

6. DECLARATION BY MEMBERS

6.1 DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA

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

6.2 DECLARATIONS OF FINANCIAL / PROXIMITY / IMPARTIALITY INTEREST

Councillors to Note

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

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

or;

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

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

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

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

NOTES ON DECLARING INTERESTS (FOR YOUR GUIDANCE)

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

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

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measure in money terms. There are exceptions in the Local Government Act 1995 but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **MUST** be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The **only** exceptions are:
 - 6.1 Where the Councillor discloses the **extent** of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the Local Government Act; or
 - 6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the Local Government Act, with or without conditions.

Declarations of Interest provided:

Item Number/ Name	Type of Interest	Nature/Extent of Interest
19.1 COMMERCIAL IN CONFIDENCE – STAFF HOUSING ACQUISITION, 602 BOOLEE STREET, TOM PRICE		
Dale Stewart	Financial & Proximity	The nature of the interest being that the report author references that the house may be suitable for a CEO and I currently occupy the position of Acting CEO.
19.3 CONFIDENTIAL – CHIEF EXECUTIVE OFFICER RECRUITMENT		
Dale Stewart	Financial	The nature of interest being that I am currently Acting CEO whose tenure and/or duration of, may be affected by the Council decision.

7. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

8. PETITIONS / DEPUTATIONS / PRESENTATIONS

8.1 PETITIONS

Nil

8.2 DEPUTATIONS

Nil

8.3 PRESENTATIONS

Nil

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 ORDINARY MEETING OF COUNCIL HELD ON 14 MARCH 2017

Officer's Recommendation

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

10. AGENDA ITEMS ADOPTED "EN BLOC"

10.1 AGENDA ITEM ADOPTED 'EN BLOC'

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

"Part 5 – Business of a meeting

Clause 5.6 Adoption by exception resolution:

- (1) In this clause 'adoption by exception resolution' means a resolution of the Council that has the effect of adopting, for a number of specifically identified reports, the officer recommendation as the Council resolution.*
- (2) Subject to subclause (3), the Local Government may pass an adoption by exception resolution.*
- (3) An adoption by exception resolution may not be used for a matter;*
 - (a) that requires a 75% majority or a special majority;*
 - (b) in which an interest has been disclosed;*
 - (c) that has been the subject of a petition or deputation;*
 - (d) that is a matter on which a Member wishes to make a statement; or*
 - (e) that is a matter on which a Member wishes to move a motion that is different to the recommendation."*

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

11. GOVERNANCE & EXECUTIVE SERVICE REPORTS

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

FILE REFERENCE:	GV04
AUTHOR'S NAME AND POSITION:	Janyce Smith Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	7 April 2017
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial, proximity or impartiality interests in the proposal.
PREVIOUS MEETING REFERENCE:	Agenda Item 10.1 (Minute No. 11477) – Ordinary Meeting of Council 10 April 2013

Summary

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

Background

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

Comment

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

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

ATTACHMENT 11.1

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Consultation

Chief Executive Officer
Executive Management Team

Statutory Environment

Section 2.7 of the Local Government Act 1995 states:

“Role of council

(1) The council —

- (a) governs the local government’s affairs; and*
- (b) is responsible for the performance of the local government’s functions.*

(2) Without limiting subsection (1), the council is to —

- (a) oversee the allocation of the local government’s finances and resources; and*
- (b) determine the local government’s policies.”*

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

Financial Implications

Not Applicable

Strategic Implications

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

Risk Management

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

Policy Implications

Not Applicable

Voting Requirement

Simple Majority Required

Officer’s Recommendation

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

Author: Janyce Smith	Signature:
Manager: Dale Stewart	Signature:

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

11.2 USE OF COMMON SEAL AND ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTH OF MARCH 2017

FILE REFERENCE:	GV21
AUTHOR'S NAME AND POSITION:	Janyce Smith Executive Officer Madelyn Gotz Administration Assistant Planning
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	7 April 2017
DISCLOSURE OF FINANCIAL INTEREST:	The authors have no financial, proximity or impartiality interests in the proposal.
PREVIOUS MEETING REFERENCE:	Not Applicable

Summary

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

Background

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

Comment

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

ATTACHMENT 11.2

Consultation

Relevant officers as listed in the Attachment.

Statutory Environment

Local Government Act 1995

Clause 9.3 of the Shire of Ashburton Town Planning Scheme No. 7

Delegated Authority Register 2016

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Financial Implications

As outlined in Attachment 11.2.

Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2012-2022

Goal 05 – Inspiring Governance

Objective 04 – Exemplary Team and Work Environment

Risk Management

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

Policy Implications

ELM 13 – Affixing the Shire of Ashburton Common Seal.

FIN12 – Purchasing and Tendering Policy.

Voting Requirement

Simple Majority Required

Officer's Recommendation

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

Author: Janyce Smith	Signature:
Manager: Dale Stewart	Signature:

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

11.3 EMP11 SENIOR EMPLOYEES POLICY

FILE REFERENCE:	GV20
AUTHOR'S NAME AND POSITION:	Kim Parks Manager, Organisational Development
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	12 April 2017
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial, proximity or impartiality interest in the proposal.
PREVIOUS MEETING REFERENCE:	Agenda Item 10.04.05 - Ordinary Meeting of Council 21 April 2009 Agenda Item 11.3 (Minute: 11369) - Ordinary Meeting of Council 12 December 2012 Agenda Item 10.3 (Minute No. 11747) – Ordinary Meeting of Council 19 February 2014 Agenda Item 13.2 (Minute: 11981) – Ordinary Meeting of Council 15 July 2015 Agenda Item 11.3 (Minute No. 101) – Ordinary Meeting of Council 14 February 2017

Summary

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

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

Background

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

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

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

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

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

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

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

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

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

ATTACHMENT 11.3

Comment

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

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

Procedure

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

- At the time of advertising designated Senior Employee vacancies, the position descriptions should indicate that the position is a Senior Employee position as defined by the Act;
- The Chief Executive Officer can be expected to provide to the Council either the resume or abridged information from the recommended applicant’s resume;
- Where the renewal of Senior Employees’ contracts are recommended, the Chief Executive Officer should provide the Council with a summary of the employee’s performance leading to the recommendation to renew or terminate the employee’s employment;

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

- If Council rejects the Chief Executive Officer's recommendation, it must provide reasons, which logically should be based on the principles contained in Section 5.40 of the Act;
- While it is unusual for a Chief Executive Officer to implement a decision contrary to Council's decision, s/he may choose to do so.

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

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

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

Consultation

WALGA

Department of Local Government and Communities

Chief Executive Officer

Executive Managers

Governance and Policy Consultant

Statutory Environment

Local Government Act 1995 Sections 5.37 and 5.40

Financial Implications

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

Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2012-2022

Goal 5– Inspiring Governance

Objective 3 – Council Leadership

Risk Management

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

Policy Implications

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

Voting Requirement

Simple Majority Required

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Officer's Recommendation

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

Author: Kim Parks	Signature:
Manager: Dale Stewart	Signature:

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

11.4 ELM24 APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER POLICY

FILE REFERENCE:	GV20
AUTHOR'S NAME AND POSITION:	Leanne Lind Governance and Policy Consultant
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	13 April 2017
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial, proximity or impartiality interests in the proposal.
PREVIOUS MEETING REFERENCE:	Not Applicable

Summary

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

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

Background

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

In the past where the CEO is scheduled to be absent from the Shire and unable to fulfil the statutory duties of the position of the CEO, delegation DA02-1 Appointment Of Acting Chief Executive Officer (For Periods Of 10 Days Or Less), has been applied recommending another employee be appointed to the role of Acting CEO during the identified period of absence. It has been recently identified that a Council decision of this type cannot be approved unless the suggested appointment is endorsed by a policy statement. Therefore it is recommended that Council adopt a new policy to address this non-compliance and adopt the reviewed delegation.

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

The CEO, throughout the course of their employment with the Shire, will be entitled to take periods of annual and sick leave and may be absent from the Shire for other reasons, which will prevent them from fulfilling their statutory obligations. As a result of these circumstances occurring from time to time and for other circumstances it is advisable that a process be in place by which another employee of the Shire can be appointed to the role of Acting CEO.

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

Comment

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

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

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

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

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

ATTACHMENT 11.4A
ATTACHMENT 11.4B

Consultation

WALGA

Statutory Environment

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

Financial Implications

Annual salary will require additional funding to be provided in future budgets on an annual basis.

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Strategic Implications

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

Risk Management

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

Policy Implications

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

Voting Requirement

Absolute Majority Required

Officer's Recommendation

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

1. Adopts a policy to make appointments to the position of Acting Chief Executive Officer as per **ATTACHMENT 11.4A** ELM24 Appointment of an Acting Chief Executive Officer; and
2. Review of Delegation of Authorisation DA02-1 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER in Delegations Register to conform to policy ELM24 Appointment of an Acting Chief Executive Officer as per **ATTACHMENT 11.4B**.

Author: Leanne Lind	Signature:
Manager: Dale Stewart	Signature:

12. COMMUNITY DEVELOPMENT REPORTS

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

FILE REFERENCE:	GS01
AUTHOR'S NAME AND POSITION:	Lynnette O'Reilly Executive Manager, Community Development
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	11 April 2017
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial, proximity or impartiality interests in the proposal.
PREVIOUS MEETING REFERENCE:	Agenda Item 12.3 (Minute No. 34) – Ordinary Meeting of Council 27 September 2016 Agenda Item 12.1 (Minute No. 12103) – Ordinary Meeting of Council 21 June 2016

Summary

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

These grants are provided as in-kind and / or financial assistance to enable community groups and clubs to deliver quality programs, community events and services and to community groups and clubs holding community leases with lease compliance requirements identified.

Applications have been assessed and workshopped with Councillors from 10 April through to 12 April 2017.

Background

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

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

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Comment

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

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

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

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

ATTACHMENT 12.1

The following table summarises the applications received for each category of grant funding

COMMUNITY SUPPORT GRANTS – GENERAL ROUND

Name of Organisation	Event/Project	Cash \$	In-Kind \$	Total \$
ONSWLOW				
V Swans	Outdoor landscaping for the V Swans "Powerhouse" Youth and Community Centre	2,500.00	0.00	2,500.00
Onslow Sports Club	Local Fishing competition in collaboration with Mackerel Island	2,500.00	0.00	2,500.00
Onslow Sports Club - NAIDOC	To facilitate the NAIDOC Darts Competition.	2,500.00	0.00	2,500.00
Flying Club Onslow	Airside lot development and perimeter fencing	2,500.00	0.00	2,500.00
PANNAWONICA				
Pannawonica Heights Golf Club	Club House Upgrade. Repair to doors, concrete floor and	2,500.00	0.00	2,500.00

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

	laying of turf in front of club house, plumb and tap fittings. Quotes supplied.			
Pannawonica Craft Club	Variety of craft workshops to engage more members of the community.	2,500.00	0.00	2,500.00
Pannawonica Community Garden	Community garden project "Eat what you grow".	2,500.00	0.00	2,500.00
Pannawonica Youth Club Inc.	Technology Upgrade at the Youth Centre	2,500.00	0.00	2,500.00
Pannawonica Playgroup	Purchase of books and storage also sensory items for Community Day Events	2,476.85	0.00	2,476.85
PARABURDOO				
Paraburdoo Sunshine Playgroup	Active play Sports Pavilion Hire costs In-Kind grant and equipment.	2,000.00	500.00	2,500.00
Karingal Neighbourhood Centre	Creation of a Mobile Learning Technology Unit	2,500.00	0.00	2,500.00
Paraburdoo Motorcycle Club	Engage professional coaching Motorcross Riding School	2,500.00	0.00	2,500.00
Paraburdoo Volunteer Fire and Rescue Services	Play equipment for community projects and community involvement	2,500.00	0.00	2,500.00
TOM PRICE				
The Nintirri Centre	Upgrade and improve Kindy outdoor area with main focus on upgrade to edible garden, clean up weeds and control pests and to create a child friendly low maintenance nature play site.	2,500.00	0.00	2,500.00
Tom Price Emergency Service Cadets (Tom Price Senior High School)	New equipment and resources for cadets	2,500.00	0.00	2,500.00
Rural Health West	Contribution from Shire of Ashburton sought to cover the conference registration cost of one local health practitioner to participate in the three day educational event and	2,500.00	0.00	2,500.00
Tom Price Netball Association	Funding is being sort to buy new uniforms for the junior teams attending North West Games in July.	2,500.00	0.00	2,500.00
Mountain View Golf Club	To bring a Professional golfer to the Tom Price Golf Open event to benefit both junior and adult golfers attending.	2,500.00	0.00	2,500.00
Total		44,476.85	500.00	44,976.85

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

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

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

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

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

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

SIGNATURE EVENTS

Name of Organisation	Event/Project	Cash \$	In-Kind \$	Total \$	GL Code
Onslow Rodeo Association	Onslow Rodeo	10,000.00	0.00	10,000.00	EV75
Robe River Rodeo Association	Pannawonica Rodeo	10,000.00	0.00	10,000.00	EV80
Tom Price Camp Draft Association	Tom Price Camp Draft	10,000.00	0.00	10,000.00	GL Code to be created and arranged once the 2017/18 Annual budget has been adopted
Red Dirt Rocks	Annual Ball	10,000.00	0.00	10,000.00	EV22

COMMUNITY LEASE / LICENCE GRANTS

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

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

The applications and details are:

Name of Organisation	Project	Proposed Funding \$
Onslow Rodeo – Stables	Building removal	21,175.20
Onslow Rodeo - Grounds	Electrical	6,000.00

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Onslow Motorcross and Enduro Club	Waste removal/Structural works	2,000.00
Tom Price Sporting Shooters Association	Electrical/Structural works	2,500.00
Tom Price Camp Draft	Waste removal & electrical	11,990.00
TOTAL		43,665.20

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

MAJOR EVENTS / PROJECTS

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

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

Consultation

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

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

Statutory Environment

The Local Government Act (1995), Section 6.7 (2) relates.

Financial Implications

The Signature Events that have been allocated individual general ledger accounts have no influence on the balance of money in the CSG funding account 081877. There is \$46,837.00 available in the budget account 081877 to cover this round of Community Support Grant funding. There is \$125,000.00 available in the budget account 112230 available for Community Lease and License Compliance Grants.

Strategic Implications

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

Risk Management

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

Policy Implications

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

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Voting Requirement

Simple Majority Required

Officer's Recommendation

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

That with respect to Community Support Grants Council:

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

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

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

Name of Organisation	Proposed Funding \$
Onslow Rodeo – Stables	21,175.20
Onslow Rodeo - Grounds	6,000.00
Onslow Motorcross and Enduro Club	2,000.00
Tom Price Sporting Shooters Association	2,500.00
Tom Price Camp Draft	11,990.00
TOTAL	43,665.20

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

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

Name of Organisation	Proposed Funding \$	Budget Code
Onslow Rodeo Association	10,000.00	To be paid from EV75 after 17/18 annual budget has been approved by Council.
Robe River Rodeo Association	10,000.00	To be paid from EV75 after 17/18 annual budget has been approved by Council.
Tom Price Camp Draft Association	10,000.00	GL Code to be created and payment arranged once 2017/18 Annual budget has been approved by Council.
TOTAL	30,000.00	

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

Name of Organisation	Approved Council Funding \$
Nameless Jarndunmunha Festival	75,000.00
Passion for the Pilbara (Council Biennial Event)	15,000.00
TOTAL	90,000.00

Author: Lynnette O'Reilly	Signature:
Manager: Dale Stewart	Signature:

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

12.2 HALFWAY BRIDGE REST STOP, TOM PRICE - PARABURDOO ROAD

FILE REFERENCE:	ED01.01
AUTHOR'S NAME AND POSITION:	Chantelle Bryce Facilities Manager
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	13 April 2017
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial, proximity or impartiality interests in the proposal.
PREVIOUS MEETING REFERENCE:	Agenda Item 13.1 (Minute No. 11726) – Ordinary Meeting of Council 11 December 2013 Agenda Item 13.5 (Minute No. 11650) – Ordinary Meeting of Council 18 September 2013

Summary

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

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

Background

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

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

- “1. Support the upgrading of coastal tourism locations and improvement of selected roadside stops by the Pilbara Regional Council at four nominated sites; Halfway Bridge (Bellary Creek) (Paraburdoo / Tom Price), Hamersley Gorge 24 hour stop, Old Onslow Township and Robe River (North West Coastal Highway), each with a shade structure and signage.*
- 2. Request the Acting CEO to determine a plan and estimated costs to maintain the toilets at the selected sites and report to Council.*
- 3. Request the Pilbara Regional Council give consideration to include a caravan dump point*

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

and the rest stops mentioned in point 1.

4. *Request the Acting CEO to determine a plan and estimated costs to maintain caravan dump points at the rest stops mentioned in point 1.”*

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

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

The costs to date have been:

2014/2015 Financial Year:

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

2015/2016 Financial Year:

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

2016/2017 Financial Year:

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

ATTACHMENT 12.2

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

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

Comment

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

Keep in current location

Pros

- Attractive pleasant location.

Cons

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

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Remove all infrastructures completely

Pros

- Potential cost saving no further maintenance or cleaning required.

Cons

- Still require flash flood / no camping signage at halfway bridge

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

Paraburdoo (Information Bay)

Pros

- Central location for cleaning and maintenance.

Cons

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

Tom Price – Paraburdoo Road – Truck Stop

Pros

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

Cons

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

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

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

Consultation

Acting Chief Executive Officer

Executive Manager – Development & Regulatory Services

Executive Manager – Strategic & Economic Development

Executive Manager – Infrastructure Services

Facilities Manager – Community Development

Manager – Economic and Land Development

Statutory Environment

Health (Miscellaneous Provisions) Act 1911

Environmental Protection Act 1986

Shire of Ashburton Health Local Law 2013

Shire of Ashburton Activities on Thoroughfares and Public Places and Trading Local Law 2013

Financial Implications

Costs have not been budgeted for removal and relocation in the 2016/2017 budget and funds will need to be allocated for removal in the 2017/2018 budget.

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2012-2022

Goal 02 – Enduring Partnerships

Objective 03 – Well Managed Tourism

Risk Management

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

Policy Implications

There are no policy implications for this matter.

Voting Requirement

Simple Majority Required

Officer's Recommendation

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

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

Author: Chantelle Bryce	Signature:
Manager: Lynette O'Reilly	Signature:

13. CORPORATE SERVICES REPORTS

13.1 MONTHLY FINANCIALS AND SCHEDULE OF ACCOUNTS PAID

FILE REFERENCE:	FM03
AUTHOR'S NAME AND POSITION:	John Bingham Executive Manager, Corporate Services
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	12 April 2017
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial, proximity or impartiality interests in this proposal.
PREVIOUS MEETING REFERENCE:	Not Applicable

Summary

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

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

Background

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

Comment

This report presents the following:

February 2017

- Statements of Financial Activity and associated statements for the Month of February 2017.

ATTACHMENT 13.1A

March 2017

- Schedule of Accounts and Credit Cards paid under delegated authority for the Month of March 2017.

ATTACHMENT 13.1B

Budget Review 16/17

- Capital Expenditure Progress Tracker for the third quarter of 2016/17.

ATTACHMENT 13.1C

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

March 2017 Q3

- Capital Items Report for the third quarter of 2016/17.

ATTACHMENT 13.1D

Consultation

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

Statutory Environment

Section 6.4 Local Government Act 1995, Part 6 – Financial Management, and regulation 34 Local Government (Financial Management) Regulation 1996.

Financial Implications

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

Strategic Implications

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

Risk Management

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

Policy Implications

There are no policy implications in this matter.

Voting Requirement

Simple Majority Required

Officer's Recommendation

That with respect to the Monthly Financial Reports Council:

1. Receives the Financial Reports for February 2017 **ATTACHMENT 13.1A**; and
2. Notes the Schedule of Accounts and Credit Cards paid in March 2017 as approved by the Chief Executive Officer in accordance with delegation DA03-1 Payments from Municipal Fund and Trust Funds as per **ATTACHMENT 13.1B**; and
3. Receives the final procurement commencement of new capital items in Budget Review 2016/17 per **ATTACHMENT 13.1C**; and
4. Receives the Capital Expenditure Progress Tracker for the third quarter of 2016/17 per **ATTACHMENT 13.1D**.

Author: John Bingham	Signature:
Manager: Dale Stewart	Signature:

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

13.2 NAMING OF GEOGRAPHICAL LOCATION IN HONOUR OF FORMER COUNCILLOR PETER FOOTE

FILE REFERENCE:	LP04
AUTHOR'S NAME AND POSITION:	Jasmin Forward Corporate Services Support Coordinator
NAME OF APPLICANT/RESPONDENT:	Cr Lorraine Thomas
DATE REPORT WRITTEN:	13 April 2017
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial, proximity or impartiality interests in the proposal.
PREVIOUS MEETING REFERENCE:	Agenda Item 18.2 (Minute No. 11851) – Ordinary Meeting of Council 20 August 2014

Summary

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

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

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

Background

Mr Foote served on Council from 1991 to 20017 (16 years) as an elected member for the Paraburdoo Ward.

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

Staff was also given the below advice:

- Before GNC considers applying a personal name to a geographical feature, it must be determined whether the said feature is not already named, albeit unofficially. To enable

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

a formal naming the Shire would be required to determine if the feature has a local indigenous name as there is a strong preference to use indigenous names for features in the first instance. A commemorative name shall not be considered for adoption if a well-established and acceptable name already exists for the feature.

- If none, the Shire would need to demonstrate Mr Foote's specific connection with the particular feature (rather than just his preference to have the feature named after him). What was his link with the feature, this could also include defining whether the feature is situated within his representative ward area? Details of Mr Foote's date of birth / death, his community involvement, whether he was a long-time resident of the district would also need to be provided and other additional information regarding Mr Foote. Any evidence of his association to the site itself would be beneficial.
- When reapplying, please also include a map showing the specific location of the feature (e.g Reserve / Lot details) together with its coordinates; and if possible come descriptive details about the feature and whether it is a tourist site / culturally significant site etc.

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

ATTACHMENT 13.2

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

Comment

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

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

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

Consultation

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

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Statutory Environment

The naming of geographic features, roads, reserves and the like is captured by the Geographic Names Committee, a division of the State Governments Authority, Landgate and their guiding Policies and Standards.

([https://www0.landgate.wa.gov.au/docvault.nsf/web/PS_LD/\\$file/Geographic-names-policies.pdf](https://www0.landgate.wa.gov.au/docvault.nsf/web/PS_LD/$file/Geographic-names-policies.pdf)).

Financial Implications

There are currently very little to no financial implications associated with this item such as officer time and the potential cost of a plaque or sign for the room. The estimated cost of a plaque or sign is around \$700.00 plus GST, which can be accommodated under Budget line 10476120 Presentations / Gifts.

Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2012-2022

Goal 03 - Unique Heritage and Environment

Objective 03 – Celebration of History and Heritage

Risk Management

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

Policy Implications

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

Voting Requirement

Simple Majority Required

Officer's Recommendation

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

1. Acknowledge that the Mountain Range in **ATTACHMENT 13.2** is already named "*Wendall*" and;
2. Consider the potential of naming a room in the new Paraburdoo Community Hub Building once it is built and refer the suggestion to the Paraburdoo Hub (CHUB) Committee for recommendation back to Council.

Author: Jasmin Forward	Signature:
Manager: John Bingham	Signature:

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

13.3 POLICY REVIEW - FIN06 SIGNIFICANT ACCOUNTING POLICIES

FILE REFERENCE:	GV20
AUTHOR'S NAME AND POSITION:	John Bingham Executive Manager Corporate Services
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	10 April 2017
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial, proximity or impartiality interests in the proposal.
PREVIOUS MEETING REFERENCE:	Not Applicable

Summary

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

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

Background

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

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

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

Comment

Depreciation Periods

Each year a major asset group is revalued at Fair Value per *Regulation 17A of the Local Government (Financial Management) Regulations 1996*. The revaluation figure references the total useful life of the asset to the Shire which along with any residual value at the conclusion of its useful life and depreciation method in turn determines the depreciable period of the asset (*AASB116 – Revaluation of Non-Current Assets*).

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Subsequently asset residual values and useful lives have been reviewed resulting in the following proposed adjusted depreciable periods for each class:

➤ Depreciable Periods prior to proposed changes:

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

➤ Proposed Depreciable Periods:

Buildings	15 to 100 years	1-9%
Furniture and Equipment	4 to 10 years	10-25%
Computer Equipment	3 years	33.33%
Office Equipment	5 years	20%
Plant and Equipment	3 to 15 years	6-45%
Motor Vehicles	3-5 years	33%
Infrastructure Other	10-100 years	1.50 - 10%
Water Supply Piping & Drainage Systems	100 years	1%
Sewerage Piping	100 years	1%
Footpaths	35-50 years	2-3%
Gravel roads		
• Construction/Road Base	80 years	1.25%
• Gravel Sheet	12 years	8.33%
Formed Roads (unsealed)		
• Construction/Road Base	80 years	1.25%
Sealed Roads and Streets		
• Construction/Road Base	80 years	1.25%
Major re-surfacing Bituminous Seals	14 years	7.14%
Asphalt Surfaces	30 years	3.30%

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Asset Capitalisation Threshold

The Department of Local Government WA Accounting Manual on Asset Accounting advises the following:

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

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

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

➤ Asset Capitalisation Thresholds prior to change:

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

➤ Proposed Asset Capitalisation Thresholds:

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

ATTACHMENT 13.3

Consultation

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

Statutory Environment

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

Financial Implications

Should the asset capitalisation threshold be increased, there will be an increase in what is classified as operating expenditure and a corresponding decrease in what is classified as capital works program expenditure, however no net increase in 'actual' expenditure.

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2012-2022

Goal 05 – Inspiring Governance

Objective 03 – Council Leadership

Objective 04 – Exemplary Team and Work Environment

Risk Management

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

Policy Implications

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

Voting Requirement

Simple Majority Required

Officer's Recommendation

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

Author: John Bingham	Signature:
Manager: Dale Stewart	Signature:

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

13.4 PROPOSED BUDGET AMENDMENTS

FILE REFERENCE:	FM14.16.17
AUTHOR'S NAME AND POSITION:	Ashley Erasmus Budget & Grants Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	12 April 2017
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial, proximity or impartiality interests in the proposal.
PREVIOUS MEETING REFERENCE:	Not Applicable

Summary

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

Background

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

Comment

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

1. Road Plant Purchases				
GL/Job Number	General Ledger Description	Current Budget	Variation Amount	Revised Budget
124964	Motor Vehicle GEN	640,500	75,000	715,500
040053	Salaries & Superannuation (Office of CEO)	590,415	(75,000)	515,415

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Reason: The CEO's vehicle PSW73 has been removed from the fleet pursuant to resolution of agenda item 7.1 of the Special Meeting of Council held on 2 March 2017.

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

2. Sanitation

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

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

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

Consultation

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

Statutory Environment

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

“(b) is authorised in advance by resolution”*

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

**requires an absolute majority of Council.”*

Financial Implications

The impact of the proposed budget amendments is described in within the variation commentary.

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2012-2022

Goal 5 - Inspiring Governance

Objective 4 - Exemplary Team and Work Environment

Risk Management

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

Policy Implications

There are no specific policy implications relative to this issue.

Voting Requirement

Absolute Majority Required

Officer's Recommendation

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

1. Increase Expenditure Account 124964 Motor Vehicle by \$75,000 from \$640,500 to \$715,500 and;
2. Decrease Expenditure Account 040053 Salaries & Superannuation by \$75,000 from \$590,415 to \$515,415 and;
3. Increase Expenditure Account 17038 Storage Shed (Onslow & Paraburdoo) by \$19,690 from \$79,840 to \$60,150 and;
4. Decrease Expenditure Account C225 Construction of Cattle Grids by \$5,195 from \$70,000 to \$64,805 and;
5. Decrease Expenditure Account W202 Works Program Domestic Refuse Collection Tom Price by \$14,495 from \$145,064 to \$130,569; and
6. Noting this results in nil change in net current assets as at 30 June 2017 which in turn, retains the forecast surplus at year end 30 June 2017 of \$49,056.

Author: Ashley Erasmus	Signature:
Manager: John Bingham	Signature:

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

14. DEVELOPMENT AND REGULATORY SERVICES REPORTS

There are no Development and Regulatory Services Reports for this Agenda.

15. INFRASTRUCTURE SERVICES REPORTS

15.1 PROPOSED RUNWAY REMEDIATION WORKS - ONSLOW AIRPORT

FILE REFERENCE:	TT06.13
AUTHOR'S NAME AND POSITION:	Troy Davis Executive Manager, Infrastructure Services
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	5 April 2017
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial, proximity or impartiality interests in the proposal.
PREVIOUS MEETING REFERENCE:	Not Applicable

Summary

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

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

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

ATTACHMENT 15.1

Background

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

The constructed embankments utilised local borrow materials consisting of fine to medium grained sands with some protection provided via the use of a geotextile fabric with rock placed

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

to secure it. Where no protection has been provided, significant erosion has taken place. Additionally, erosion has started to occur at the protected areas of the embankments as the protection measure have degraded over time.

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

Comment

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

The consultant has provided 3 options to manage the issues:

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

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

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

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

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

Consultation

Airport Manager
Technical Officers
JJ Ryan Consulting Pty Ltd

Statutory Environment

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

Financial Implications

The proposed remediation works have been estimated at \$2.5m.

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

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

projections, however the works need to be completed to ensure the airport remains serviceable long term.

Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2012-2022

Goal 04 – Title Distinctive and Well Served Places

Objective 02 – Accessible and Safe Towns

Risk Management

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

Policy Implications

AMP01 – Asset Management Policy

ELM10 – Financial Sustainability Policy

Onslow Airport Master Plan

Voting Requirement

Simple Majority Required

Officer's Recommendation

That Council endorse the proposed Onslow Airport Runway Remediation Project proceeding to procurement via tender.

Author: Troy Davis	Signature:
Manager: Dale Stewart	Signature:

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

15.2 AWARD OF TENDER RFT 03/17 - CONCRETE WORKS PROGRAM FOR TOM PRICE, PARABURDOO AND ONSLOW

FILE REFERENCE:	CM03.17
AUTHOR'S NAME AND POSITION:	Amber Barrett Acting Procurement Coordinator Shane Godfrey Technical Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	12 April 2017
DISCLOSURE OF FINANCIAL INTEREST:	The authors have no financial, proximity or impartiality interests in the proposal.
PREVIOUS MEETING REFERENCE:	Not Applicable

Summary

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

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

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

Background

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

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

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

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

by our community.

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

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

Criteria		Weighting
(a)	Relevant Experience	10%
(b)	Key Personnel	10%
(c)	Past Company Performance	10%
(d)	Tenderers Resources	5%
(e)	Plant, Equipment & Materials	5%
(f)	Methodology/Quality & OHS Systems/Life Cycle/Risk Management	10%
(g)	Price	50%

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

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

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

Comment

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

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

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

Tom Price Only:

Rank	Tenderer	Score (%)
1	Dowsing Group Pty Ltd	80.0
2	Jetline Kerbing	63.6
3	Granchoice Holdings	50.2
4	Mobcrete and Construction Pty Ltd	49.6

Paraburdoo Only:

Rank	Tenderer	Score (%)
1	Dowsing Group Pty Ltd	80.0
2	Jetline Kerbing	61.8
3	Granchoice Holdings	48.8
4	Mobcrete and Construction Pty Ltd	48.7

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Onslow Only:

Rank	Tenderer	Score (%)
1	Dowsing Group Pty Ltd	80.0
2	Jetline Kerbing	61.8

All Towns:

Rank	Tenderer	Score (%)
1	Dowsing Group Pty Ltd	80.0
2	Jetline Kerbing	62.2

Consultation

Executive Manager Infrastructure Services
Technical Officer
Technical Services Coordinator
Technical Officer

Statutory Environment

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

Financial Implications

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

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

Strategic Implications

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

Risk Management

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

Policy Implications

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

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

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Voting Requirement

Simple Majority Required

Officer's Recommendation

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

1. Awards the tender to Dowsing Group Pty Ltd for \$307,286.00 excluding GST.
2. Authorises the Chief Executive Officer to execute and manage the Contract, including any variations, providing these variations do not exceed the allocated budget provision or reduce the overall scope.

Author: Amber Barrett	Signature:
Manager: Troy Davis	Signature:

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

15.3 AWARD OF TENDER 04/17 - DESIGN, FABRICATE AND INSTALL A WEIGHBRIDGE AT THE TOM PRICE WASTE DISPOSAL SITE

FILE REFERENCE:	CM04.17
AUTHOR'S NAME AND POSITION:	Amber Barrett Acting Procurement Coordinator Nathan Benson Technical Services Coordinator
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	12 April 2017
DISCLOSURE OF FINANCIAL INTEREST:	The authors have financial, proximity or impartiality interests in the proposal.
PREVIOUS MEETING REFERENCE:	Not Applicable

Summary

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

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

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

Background

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

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

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

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

for Tender.

The advertised selection criteria were:

Criteria		Weighting
(a)	Relevant Experience	20%
(b)	Key Personnel	10%
(c)	Methodology/Quality and OHS & Risk Management	10%
(d)	Resources (Personnel, Plant, Equipment and Materials)	10%
(e)	Price	50%

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

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

Comment

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

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

Option 2 was considered best value for money.

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

Rank	Tenderer	Score (%)
1	Accuweigh Pty Ltd	81.3
2	Formstruct Pty Ltd	71.2
3	RiteWeigh Pty Ltd	65.0
4	Midas Engineering Group	36.7

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

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

Consultation

Executive Manager Infrastructure Services
 Technical Officer
 Waste Coordinator
 Technical Services Coordinator

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Statutory Environment

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

Financial Implications

Works programming is incorporated within the operations capacity of the Shire and the Budgeted provision for the design, fabrication and installation of a weighbridge at the Tom Price waste disposal site in the 2016/17 Budget is \$250,000.

Strategic Implications

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

Risk Management

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

Policy Implications

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

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

Voting Requirement

Simple Majority Required

Officer's Recommendation

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

1. Awards the tender to Accuweigh for \$233,160.90 excluding GST and;
2. Authorises the Chief Executive Officer to execute and manage the Contract, including any variations, providing these variations do not exceed the allocated budget provision or reduce the overall scope.

Author: Amber Barrett	Signature:
Manager: Troy Davis	Signature:

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

15.4 AWARD OF TENDER RFT 06/17 - DRAINAGE INFRASTRUCTURE IMPROVEMENTS, STADIUM ROAD, TOM PRICE

FILE REFERENCE:	CM06.17
AUTHOR'S NAME AND POSITION:	Amber Barrett Executive Manager, Corporate Services Shane Godfrey Technical Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	12 April 2017
DISCLOSURE OF FINANCIAL INTEREST:	The authors have no financial, proximity or impartiality interests in the proposal.
PREVIOUS MEETING REFERENCE:	Not Applicable

Summary

A Request for Tender for Drainage Infrastructure Improvements, Stadium Road, Tom Price (RFT 06/17) was issued via the Shire's e-tendering portal known as TenderLink and also advertised via state wide public notice in The West Australian Newspaper from 18 March 2017 until 6 April 2017.

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

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

Background

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

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

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

The selection criteria were based upon the "INFRASTRUCTURE" category as per our FIN 14 Tender Evaluation Criteria Policy. The advertised selection criteria were:

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Criteria		Weighting
(a)	Relevant Experience	10%
(b)	Key Personnel	10%
(c)	Past Company Performance	10%
(d)	Tenderers Resources	5%
(e)	Plant, Equipment & Materials	5%
(f)	Methodology/Quality & OHS Systems/Life Cycle/Risk Management	10%
(g)	Price	50%

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

CONFIDENTIAL ATTACHMENT 15.4

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

Comment

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

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

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

Rank	Tenderer	Score (%)
1	Formstruct	78.4
2	DeGrey Civil	76.5
3	Australian Civils	74.4
4	Dowsing Group Pty Ltd	71.3
5	BMD Constructions	46.7
6	Karlayura Civils	44.8

Consultation

Executive Manager Infrastructure Services
 Technical Officer
 Manager Operations
 Technical Services Coordinator

Statutory Environment

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

Financial Implications

This project is fully funded by Roads to Recovery.

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Works programming is incorporated within the operations capacity of the Shire and the Budgeted provision for the drainage infrastructure improvements in the 2016/17 Budget is \$1,000,000. A budget amendment of \$135,000 will be required in order to complete the project.

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

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

Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2012-2022

Goal 2 – Enduring Partnerships

Objective 01 – Strong Local Economies

Objective 02 – Enduring Partnerships with Industry and Government

Risk Management

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

Policy Implications

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

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

Voting Requirement

Absolute Majority Required

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Officer's Recommendation

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

1. Approve a budget amendment as follows;
 - a. Reduce Expenditure Account 15204 Road Resheeting by \$135,000 from \$1,495,000 to \$1,360,000 and;
 - b. Increase Expenditure Account C1611 Stadium Road Upgrade by \$135,000 from \$1,000,000 to \$1,135,000;
 - c. Noting this results in a nil change in net current assets as at 30 June 2017 which, in turn, retains the forecast surplus at year end 30 June 2017 of \$49,056 and;
2. Awards the tender to Formstruct for \$978,401.44 excluding GST and;
3. Authorises the Chief Executive Officer to execute and manage the Contract, including any variations, providing these variations do not exceed the allocated budget provision or reduce the overall scope.

Author: Amber Barrett	Signature:
Manager: Troy Davis	Signature:

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

15.5 AWARD OF TENDER RFQ 09/17 - INTEGRATED TOOL CARRIER (WHEEL LOADER)

FILE REFERENCE:	CMQ09.17
AUTHOR'S NAME AND POSITION:	Amber Barrett Acting Procurement Coordinator Mark Reid Fleet Manager
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	13 April 2017
DISCLOSURE OF FINANCIAL INTEREST:	The authors have no financial, proximity or impartiality interests in the proposal.
PREVIOUS MEETING REFERENCE:	Not Applicable

Summary

A Request for Quotation for the Supply of 1 new 150/200Kw Integrated Tool Carrier (RFQ 09/17) was issued to the WALGA Preferred Supply Panel for Plant Machinery Equipment via eQuotes.

Quotes were requested from Hitachi, Komatsu and Westrac.

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

Background

The following WALGA preferred suppliers were approached to provide quotations.

- Hitachi
- Komatsu
- Westrac

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

Criteria		Weighting
(a)	Timing	10%
(b)	Quality/Life Cycle/Maintenance	40%
(c)	Price	50%

After an initial compliance assessment, all submissions were deemed compliant for further

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

assessment. The evaluation panel then assessed the submissions against the selection criteria and value for money.

CONFIDENTIAL ATTACHMENT 15.5

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

Comment

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

Anticipated expenditure: \$364,000.00 excluding GST

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

Rank	Tenderer	Score (%)
1	Komatsu Australia Pty Ltd	82.7
2	Westrac Pty Ltd	77.6
3	Hitachi Construction Machinery (Australia) Pty Ltd	72.2

Consultation

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

Statutory Environment

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

Financial Implications

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

Strategic Implications

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

Risk Management

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

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Policy Implications

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

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

Voting Requirement

Simple Majority Required

Officer's Recommendation

That in respect to Tender RFQ 09/17 – Integrated Tool Carrier (Wheel Loader) Council:

1. Awards RFQ 09/17 Supply of 1 x New 150/200Kw Integrated Tool Carrier to Komatsu Australia Pty Ltd.
2. Authorises the Chief Executive Officer to execute and manage the Contract, including any variations, providing these variations do not exceed the allocated budget provision or reduce the overall scope.

Author: Amber Barrett	Signature:
Manager: Troy Davis	Signature:

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

15.6 ENG13 ROAD MANAGEMENT POLICY

FILE REFERENCE:	GV20
AUTHOR'S NAME AND POSITION:	Troy Davis Executive Manager, Infrastructure Services
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	28 March 2017
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial, proximity or impartiality interests in the proposal.
PREVIOUS MEETING REFERENCE:	Agenda Item 10.05.10 Ordinary Meeting of Council 20 May 2008 Agenda Item 15.1 (Minute 42) Ordinary Meeting of Council 27 September 2016 Agenda Item 15.1 (Minute 87) Ordinary Meeting of Council 16 December 2016

Summary

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

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

ATTACHMENT 15.6

Background

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

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

This has included:

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

- Seeking legal advice on road responsibility – What constitutes a Public Road? What effect do past practices (road maintenance) have on the Shire's responsibility to maintain those past practices? What mechanisms can Council apply for adding or removing roads to/from its Road Register?
- A desktop review of the Shire's Road Register – Determining the status of each road; whether the road is gazetted; whether it is in a road reserve; if it is located on a pastoral lease.
- Developing Condition Ratings to enable road conditions to be assessed objectively.

Additionally, staff are working on:

- The development of a Road Asset Management Plan;
- The development of a Functional Road Hierarchy to prioritise the road network and enable more robust maintenance programs to be implemented; and
- The development of maintenance and geometric standards to apply across the network.

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

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

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

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

Comment

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

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

It is intended to undertake a complete audit of the Road Register to determine the validity of the roads contained on it, firstly from a legal perspective (e.g. are roads closed but still listed; are they legally someone else's responsibility); then to assess the broader network where the functionality of a road may be compromised by external activities such as mining and should be closed or responsibility transferred.

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

It is not intended for staff to unilaterally amend the Road Register but to bring any proposed changes to Council for their ratification.

Consultation

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

Statutory Environment

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

Financial Implications

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

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

Strategic Implications

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

Risk Management

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

Policy Implications

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

Voting Requirement

Simple Majority Required

Officer's Recommendation

That Council replace policy "*ENG02 Access to Pastoral Properties*" with policy "*ENG13 Road Management*" as per **ATTACHMENT 15.6**.

Author: Troy Davis	Signature:
Manager: Dale Stewart	Signature:

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

16. STRATEGIC AND ECONOMIC DEVELOPMENT REPORTS

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

FILE REFERENCE:	RC42129
AUTHOR'S NAME AND POSITION:	Anika Serer Executive Manager, Strategic and Economic Development
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	11 April 2017
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial, proximity or impartiality interests in the proposal.
PREVIOUS MEETING REFERENCE:	Agenda Item 16.3 (Minute No. 111) – Ordinary Meeting of Council 14 February 2017

Summary

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

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

Background

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

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

- New multipurpose hall suitable for recreation and emergency shelter;
- Swimming pool facility upgrades (change rooms, first aid, office, kiosk);
- New facilities to support oval users including change rooms, first aid, equipment storage, club room, kitchen, bar, spectator outdoor viewing;
- Gym;
- Refurbish existing sports hall for neighbourhood centre, toy library, playgroup, squash courts;

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

- Upgrades to Lesser Hall; and
- External works (landscaping, carpark, footpaths) to improve connectivity and activation.

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

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

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

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

Comment

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

ATTACHMENT 16.1 TO BE PROVIDED UNDER SEPARATE COVER

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

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Consultation

Chief Executive Officer
Executive Manager – Strategic & Economic Development

Statutory Environment

Local Government Act 1995 – Subdivision 2 – Committees and their meetings

S5.20: Decisions of Councils and Committees

S.22: Minutes of Council and Committee meetings

Financial Implications

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

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

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

Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2012-2022

Goal 4 – Distinctive and Well Serviced Places

Objective 1 – Quality Public Infrastructure

Risk Management

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

Policy Implications

ELM10 Financial Sustainability Policy

ENG09 Asset Management Policy

Voting Requirement

Simple Majority Required

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Officer's Recommendation

That Council endorse the following recommendations of the 26 April 2017 Paraburdoo Community Hub (CHUB) Committee:

- 1.....
- 2.....
- 3.....

(Paraburdoo Community Hub (CHUB) Committee recommendations to be provided at the Council Meeting).

Author: Anika Serer	Signature:
Manager: Dale Stewart	Signature:

- 17. COUNCILLOR AGENDA ITEMS / NOTICES OF MOTIONS
- 18. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING
- 19. CONFIDENTIAL MATTERS

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

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

(a) a matter affecting an employee or employees;

(b) the personal affairs of any person;

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

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

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

(I) a trade secret;

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

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

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

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

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

(II) Endanger the security of the local government's property; or

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

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

(h) such other matters as may be prescribed.

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Officer's Recommendation

MOVED: Cr

SECONDED: Cr

That Council close the meeting to the public at _____ pursuant to sub section 5.23 (2) (a) (c) and (e) of the Local Government Act 1995.

CARRIED __/__/__

Declaration of Interest

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

RECORDED ON REGISTER GV07

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

FILE REFERENCE:	PE06
AUTHOR'S NAME AND POSITION:	Michelle Mews Staff Housing Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	12 April 2017
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial interest in the matter. The Acting CEO declares a financial interest in the matter as the report references that the house could be utilised for CEO housing into the future.
PREVIOUS MEETING REFERENCE:	Not Applicable

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

Officer's Recommendation

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

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

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

- a. Increase Budget Line BN145 by \$37,136 from \$1,000,000 to \$1,037,136 and;
- b. Decrease Budget Line BC099 by \$37,136 from \$992,153 to \$955,017;
- c. Noting that the net current assets position (the surplus) forecast at 30 June 2017 remains at \$49,056.

Author: Michelle Mews	Signature:
Manager: Dale Stewart	Signature:

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Declaration of Interest

Dale Stewart, Acting Chief Executive Officer has declared an interest in Agenda Item 19.3 in accordance with Section 5.60A of the Local Government Act. See item 6.2 for details of the interest declared.

RECORDED ON REGISTER GV07

19.3 CONFIDENTIAL - CHIEF EXECUTIVE OFFICER RECRUITMENT

FILE REFERENCE: GV05

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

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 12 April 2017

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

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

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

Officer's Recommendation

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

Author: Kim Parks	Signature:
Manager: Dale Stewart	Signature:

AGENDA - ORDINARY MEETING OF COUNCIL 26 APRIL 2017

Officer's Recommendation

MOVED: Cr

SECONDED: Cr

That Council re-open the meeting to the public at _____pm.

CARRIED __/__

20. NEXT MEETING

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

21. CLOSURE OF MEETING

There being no further business to discuss the Presiding Person closed the meeting at _____ pm.