



**SHIRE OF ASHBURTON
PILBARA REGIONAL WASTE
MANAGEMENT FACILITY (PRWMF)
COMMITTEE**

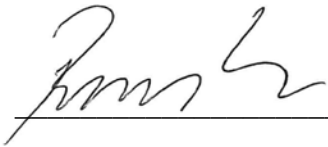
MINUTES

**Clem Thompson Sports Pavilion, Stadium
Road, Tom Price
23 April 2018**

SHIRE OF ASHBURTON

PILBARA REGIONAL WASTE MANAGEMENT FACILITY (PRWMF) COMMITTEE MEETING

The Chief Executive Officer recommends the endorsement of these minutes at the next Pilbara Regional Waste Management Facility (PRWMF) Committee Meeting.

CEO:  _____

Date: 23/04/2018

These minutes were confirmed by the Committee as a true and correct record of proceedings of the Pilbara Regional Waste Management Facility (PRWMF) Committee Meeting held on 23 April 2018.

Presiding Member: _____

Date: 23/04/2018

DISCLAIMER

The recommendations contained in the Agenda are subject to confirmation by the Committee and/or endorsement by the 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.

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1. DECLARATION OF OPENING

The Chief Executive Officer declared the meeting open at 4.30 pm.

1.1 ACKNOWLEDGEMENT OF COUNTRY

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

1.2 ELECTION OF CHAIRPERSON

The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3 of the Local Government Act 1995 (S5.12 Local Government Act 1995).

Cr Diver nominated Cr White to the position of presiding member. Cr White accepted the nomination.

There being no further nominations the Chief Executive Officer declared Cr White to be elected as the Presiding Member of the Pilbara Regional Waste Management Facility Committee for the ensuing two (2) years to October 2019.

Cr White assumed the chair as presiding member.

2. ATTENDANCE

2.1 PRESENT

Members:	Cr K White Cr M Lynch Cr D Diver	Onslow Ward (Presiding Member) Tom Price Ward Tom Price Ward
Staff:	Mr R Paull Mr K Hannagan Ms J Smith Mrs M Lewis	Chief Executive Officer Acting Director Infrastructure Executive Officer CEO & Councillor Support Officer
Guests:	Ronan Cullen	Talis Consultants
Members of Public:	There were no members of the public in attendance at the commencement of the meeting.	
Members of Media:	There were no members of the media in attendance at the commencement of the meeting.	

2.2 APOLOGIES

There were no apologies.

2.3 APPROVED LEAVE OF ABSENCE

There were no Councillors on approved leave of absence.

3. ANNOUNCEMENT OF VISITORS

There were no visitors in attendance.

4. DECLARATION BY MEMBERS

4.1 DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA

Councillors White, Lynch and Diver noted that they had given due consideration to all matters contained in the Agenda presently before the meeting.

4.2 DECLARATIONS OF INTEREST

Councillors to Note

A member who has an Impartiality, Proximity or Financial 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:

- (a) Preside at the part of the Meeting, relating to the matter or;
- (b) 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.

These notes are included 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.

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4. If in doubt declare.
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **MUST** be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing 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
There were no declared interests.		

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

There are no minutes of a previous meeting as this is the inaugural meeting of the Committee.

6. TERMS OF REFERENCE

Members: Crs Diver, Lynch and White.

Deputies: All other Councillors.

Secretariat: Acting Director Infrastructure Services or nominee.

Membership: 3 Councillors.

Quorum: 2 Councillors.

Purpose: The Committee is to undertake the task of overseeing the PRWMF construction project and to make recommendations to Council as per the following Roles and Responsibilities:

- Progress against the project timeline;
- Income / Expenditure, Actual versus Budget;
- Milestone reports to funding bodies;
- Any designs and reports regarding estimated cost, risk, and deliverables;
- Major variations (over \$150,000 in cost, or exceed total budget, or change in scope that affects functionality or purpose of the facility) for recommendation to Council;
- Performance requirements as required under funding agreements;
- Proposed variations to the terms of the funding agreements;

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- Final documented designs before presentation to Council for endorsement; and
- Project progress reports and major variation requests during construction.

Meeting cycle: As required.

7. AGENDA ITEMS

7.1 FUNDING AND GOVERNANCE ARRANGEMENTS FOR THE PILBARA REGIONAL CLASS IV WASTE MANAGEMENT FACILITY, ONSLOW

MINUTE: 331/2018

FILE REFERENCE:	WM07
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Director Infrastructure Services
AUTHORISING OFFICER AND POSITION:	Rob Paull Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	2 April 2018
DISCLOSURE OF FINANCIAL INTEREST:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.
PREVIOUS MEETING REFERENCE:	Not Applicable

Summary

This report outlines the funding and governance arrangements to support the development of a Pilbara Regional Class IV Waste Management Facility at Onslow.

Background

The former Onslow Landfill Facility was closed in April 2015 as it had reached capacity and was an impediment to the development of the nearby residential land subdivision and new Onslow Ring Road.

The Shire has constructed a Waste Transfer Station to store and transport waste generated in Onslow to Tom Price until a new facility is constructed.

Under the Wheatstone State Development Agreement (SDA), Chevron Australia Pty Ltd (Chevron) is required to make a capped contribution of \$2 million plus GST towards a new Waste Management Facility (WMF) built to Class IV specifications.

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The new Onslow WMF will service the town of Onslow, the Wheatstone Project and other waste generators in the Pilbara. The proposed WMF will have an operating life of 40-50 years and therefore requires adequate land and facilities to accommodate waste over that period.

Under Project Implementation Plan1 (PIP1), a site selection and feasibility study was undertaken to determine the preferred location for the new waste site, and assess the feasibility of a Class IV WMF.

The site selection study identified "Site 10" as the preferred site, located 35kms from the Onslow town site. The preferred site was determined as a suitable location for the development of a WMF due to a number of factors:

- Ability to comply with best practice siting and design standards;
- Considerable separation distances to sensitive receptors; and
- Provision of suitable area for current and future uses.

The preferred site is on land acquired by Department of Parks and Wildlife (DPaW) for inclusion within the Cane River Conservation Park. DPaW have provided in-principle support for the proposal on the basis that no significant impacts to flora, fauna or other values are realised through the proposal and the WMF is the only industrial facility to be placed at the site.

PIP2 was undertaken to allow the Shire to engage with waste generators and reaffirm the feasibility of the project.

PIP3 is to undertake all necessary works to develop the Onslow Waste Management Facility, including planning, site development and construction. Under the State Development Agreement (SDA), Chevron Australia Pty Ltd (Chevron) has committed \$2M plus GST for the development of a Class IV Waste Management Facility in Onslow. The funding Chevron agrees to provide for this PIP3 is the outstanding of this \$2M (i.e. \$1,831,581). The Shire is responsible for meeting any project costs in excess of the agreed funding amount.

CONFIDENTIAL ATTACHMENT 7.1A
CONFIDENTIAL ATTACHMENT 7.1B

The Shire has also secured a grant of up to \$9,082,620 from the Federal Governments' Building Better Regions Fund (BBRF) representing 70% of the budgeted project cost of \$12,975,171. The Shire is to contribute a minimum of \$2,060,970 in cash, plus in-kind support.

CONFIDENTIAL ATTACHMENT 7.1C

The Shire will have overall responsibility for delivery of this project. Other stakeholders include:

- The Department of Job Tourism and Innovation (DJTI);
- Chevron;
- Talis Consultants (engaged under RFQ 69/17 Provision of Waste Consultancy Services).

Governance:

1. Onslow, Critical Services Infrastructure Working Group (CSIWG)

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The CSIWG established under the SDA is one of the approval bodies for this project. The function of the CSIWG is to:

- Endorse the project implementation plans for the project to the Governance Body (also established under the SDA);
- Oversee the delivery of the project; and
- Have oversight on expenditure of funds and associated contracts.

The role of the Governance Body is to approve the Project Implementation Plan and funding contributions for each stage of the project.

2. Onslow, Waste Management Steering Committee

The CSIWG typically meets on a quarterly basis. A subset of the CSIWG called the Steering Committee has been established for more regular oversight of the project. The Steering Committee comprises representatives from the Shire of Ashburton (proponent), DSD and Chevron, and will include other stakeholders as required. The Steering Committee will represent the CSIWG's interest by obtaining more detailed project information and assisting the Shire of Ashburton project management team by providing timely advice and direction.

3. The Shire of Ashburton Project Team

The Shire is to manage all contracts required to deliver the project. The contracts are to be procured through the Shire of Ashburton and subject to its internal Procurement and Contracting policies. The Shire has now appointed a Committee of Council to form part of the project team.

Comment

As the proponent and future asset owner, the Shire will manage and maintain the facility once constructed.

Operational costs including maintenance and on-going capital requirements are outside the SDA funding allocation for the facility and will be the responsibility of the Shire.

The contract for Consultancy Services was awarded to Talis at the Ordinary Meeting of Council on 24 October 2017. Talis has commenced work on Waste Management, Project Management, Design and Construction Superintendence / Quality Assurance services.

Consultation

Consultation is currently underway with Approval Authorities and to date the Shire has been represented by the Shire President, Chief Executive Officer and Acting Director of Infrastructure.

Community consultation will be undertaken as part of the approvals process and an engagement strategy will be the subject of a future report to the Committee of Council.

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Statutory Environment

Local Government 1995 Part 5, Division 2 Council meetings, committees and their meetings and electors' meetings; Subdivision 2 – Committees and their meetings; Subdivision 3 – Matters affecting council and committee meetings.

Financial Implications

There are no financial implications for this matter.

Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2017-2027

Goal 4 – Quality Services and Infrastructure

Objective 1 – Quality Public Infrastructure

Risk Management

Adoption of this item has been evaluated against the Shire of Ashburton's Risk Management Framework. The perceived level of risk from the Risk Matrix is considered to be "Moderate (6)" in light of the potential impacts to external contractual arrangements. As the Risk Acceptance is considered to be "Medium", the Director Infrastructure Services will monitor progress of this item.

Policy Implications

ELM10 Financial Sustainability Policy

ENG09 Asset Management Policy

Voting Requirement

Simple Majority Required

Officers Recommendation and Committee Decision

MOVED: Cr M Lynch

SECONDED: Cr D Diver

That the Pilbara Regional Waste Management Facility Committee recommend to Council to note the funding and governance arrangements for the Pilbara Regional Class IV Waste Management Facility, Onslow as outlined in the Report.

CARRIED 3/0

Crs White, Lynch and Diver voted for the motion

7.2 PROJECT PROGRESS REPORT FOR THE PILBARA REGIONAL CLASS IV WASTE MANAGEMENT FACILITY, ONSLOW

MINUTE: 332/2018

FILE REFERENCE:	WM07
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Director Infrastructure Services
AUTHORISING OFFICER AND POSITION:	Rob Paull Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	7 April 2018
DISCLOSURE OF FINANCIAL INTEREST:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.
PREVIOUS MEETING REFERENCE:	Not Applicable

Summary

This report provides an update on the progress of the Pilbara Regional Class IV Waste Management Facility (PRWMF) at Onslow. The report outlines the current works and details of each task including the outcomes of site investigations. The required future works are also detailed and the proposed timeframes for completion.

Background

Talis Consultants (Talis) is required to provide the Shire with regular progress reports. Attached is the March 2018 Progress Report.

ATTACHMENT 7.2

Comment

The project is generally tracking against the timelines set in the Gant Chart contained in the last page of the attached report.

Consultation

Consultation is currently underway with Approval Authorities and to date the Shire has been represented by the Shire President, Chief Executive Officer and Acting Director of Infrastructure.

Community consultation will be undertaken as part of the approvals process and an engagement strategy will be the subject of a future report to the Committee of Council.

Statutory Environment

Local Government 1995 Part 5, Division 2 Council meetings, committees and their meetings and electors' meetings; Subdivision 2 – Committees and their meetings; Subdivision 3 – Matters affecting council and committee meetings.

Financial Implications

There are no financial implications for this matter.

Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2017-2027

Goal 4 – Quality Services and Infrastructure

Objective 1 – Quality Public Infrastructure

Risk Management

Adoption of this item has been evaluated against the Shire of Ashburton's Risk Management Framework. The perceived level of risk from the Risk Matrix is considered to be "Moderate (6)" in light of the potential impacts to external contractual arrangements. As the Risk Acceptance is considered to be "Medium", the Director Infrastructure Services will monitor progress of this item.

Policy Implications

ELM10 Financial Sustainability Policy

ENG09 Asset Management Policy

Voting Requirement

Simple Majority Required

Officers Recommendation and Committee Decision

MOVED: Cr D Diver

SECONDED: Cr M Lynch

That the Pilbara Regional Class IV Waste Management Facility Committee recommend to Council to note the Project Progress Update for the Pilbara Regional Waste Management Facility project in Onslow (ATTACHMENT 7.2).

CARRIED 3/0

Crs White, Diver and Lynch voted for the motion

7.3 INCOME & EXPENDITURE REPORT FOR THE PILBARA REGIONAL CLASS IV WASTE MANAGEMENT FACILITY, ONSLOW

MINUTE: 333/2018

FILE REFERENCE: WM07

AUTHOR'S NAME AND POSITION: Kevin Hannagan
Acting Director Infrastructure Services

AUTHORISING OFFICER AND POSITION: Rob Paull
Chief Executive Officer

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 7 April 2018

DISCLOSURE OF FINANCIAL INTEREST: The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

PREVIOUS MEETING REFERENCE: Not Applicable

Summary

This report provides an update on Income and Expenditure against Budget for the Pilbara Regional Class IV Waste Management Facility (PRWMF) at Onslow. The report also lists all payments made for the 2017/18 Financial Year to March 2018.

Background

The Shire of Ashburton is required to provide the 'up-front' matching funding to undertake all 'pre-construction' costs. Funding under PIP3 (Chevron State Agreement) or BBRF (Federal Government Aus. Industry) cannot be accessed until construction contracts are entered into, early 2019. Additionally, the Shire is to provide \$80,000 p.a. in-kind support, this includes officer time, travel costs etc.

Comment

The Budget and Actual results as at month ended March 2018 are as follows:

Job	Budget \$	Actual \$	Variance \$ (- = under budget)
18058 – Waste Supply Agreements	75,000	9,017	-65,983

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18059 – Site Investigations	495,000	310,783	-184,217
18060 – Project Management (SoA in-kind)	170,000	75,962	-94,038
18061 – Detail Design	175,000	0	-175,000
18062 – Approvals	290,000	0	-290,000
18063 – Project Management (Talis)	100,000	45,066	-54,934
18063 - Unallocated	80,000	0	-80,000
Totals	1,385,000	440,828	-944,172

Attached is a copy of the BBRF Progress Report - Assessment & Review of Expenditure and Payments to end of March 2018. This is to be provided to BBRF with each Milestone Report.

ATTACHMENT 7.3

Consultation

Consultation is currently underway with Approval Authorities and to date the Shire has been represented by the Shire President, Chief Executive Officer and Acting Director of Infrastructure.

Community consultation will be undertaken as part of the approvals process and an engagement strategy will be the subject of a future report to the Committee of Council.

Statutory Environment

Local Government 1995

*Part 5, Division 2 Council meetings, committees and their meetings and electors' meetings;
Subdivision 2 – Committees and their meetings;
Subdivision 3 – Matters affecting council and committee meetings.*

Financial Implications

As per Shire of Ashburton approved budget.

Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2017-2027
Goal 4 – Quality Services and Infrastructure
Objective 1 – Quality Public Infrastructure

Risk Management

Adoption of this item has been evaluated against the Shire of Ashburton's Risk Management Framework. The perceived level of risk from the Risk Matrix is considered to be "Moderate (6)" in light of the potential impacts to external contractual arrangements. As the Risk Acceptance is considered to be "Medium", the Director Infrastructure Services will monitor progress of this item.

Policy Implications

ELM10 Financial Sustainability Policy
ENG09 Asset Management Policy

Voting Requirement

Simple Majority Required

Officers Recommendation and Committee Decision

MOVED: Cr M Lynch

SECONDED: Cr D Diver

That the Pilbara Regional Class IV Waste Management Committee recommend to note the Income and Expenditure Report for the Pilbara Regional Waste Management Facility project in Onslow (ATTACHMENT 7.3).

CARRIED 3/0

Crs White, Diver and Lynch voted for the motion

**7.4 BUILDING BETTER REGIONS FUND MILESTONE 2 REPORT FOR THE
PILBARA REGIONAL CLASS IV WASTE MANAGEMENT FACILITY,
ONSLow**

MINUTE: 334/2018

FILE REFERENCE:	WM07
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Director Infrastructure Services
AUTHORISING OFFICER AND POSITION:	Rob Paull Chief Executive Officer
NAME OF APPLICANT/ RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	8 April 2018
DISCLOSURE OF FINANCIAL INTEREST:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.
PREVIOUS MEETING REFERENCE:	Not Applicable

Summary

As part of the Building Better Regions Fund (BBRF) funding conditions, the Shire is to provide Milestone Reports for the Pilbara Regional Class IV Waste Management Facility (PRWMF) project at Onslow. This report provides information on compliance with that condition.

Background

As part of the Building Better Regions Fund (BBRF) funding conditions, the Shire is to provide Milestone Reports for the Pilbara Regional Class IV Waste Management Facility (PRWMF) project at Onslow.

Comment

Milestone Report 1

The Shire was not required to provide a Milestone 1 Report as this milestone was the start of the project date of 27 September 2017.

Milestone Report 2

This report was to cover the period from 27 September 2017 to 31 January 2018 and was due on 1 March 2018. The report was submitted by the due date and attached is a copy for information.

The project is generally on-track and AusIndustry – Business Services, has advised by email:

“This is just a quick email to let you know that we have assessed and approved the progress report provided by you for Milestone 2”.

(Please note that the attachments to Milestone 2 report contained large specialist consultancy reports and due to their size have not been attached to this Committee report. Should any Councillor wish to view a copy of any of these reports the author of this report can provide them under separate cover,)

ATTACHMENT 7.4

Consultation

Consultation is currently underway with Approval Authorities and to date the Shire has been represented by the Shire President, Chief Executive Officer and Acting Director of Infrastructure.

Community consultation will be undertaken as part of the approvals process and an engagement strategy will be the subject of a future report to the Committee of Council.

Statutory Environment

Local Government 1995

Part 5, Division 2 Council meetings, committees and their meetings and electors’ meetings;

Subdivision 2 – Committees and their meetings;

Subdivision 3 – Matters affecting council and committee meetings.

Financial Implications

As per Shire of Ashburton approved budget.

Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2017-2027

Goal 4 – Quality Services and Infrastructure

Objective 1 – Quality Public Infrastructure

Risk Management

Adoption of this item has been evaluated against the Shire of Ashburton’s Risk Management Framework. The perceived level of risk from the Risk Matrix is considered to be “Moderate (6)” in light of the potential impacts to external contractual arrangements. As the Risk Acceptance is considered to be “Medium”, the Director Infrastructure Services will monitor progress of this item.

Policy Implications

ELM10 Financial Sustainability Policy

ENG09 Asset Management Policy

Voting Requirement

Simple Majority Required

Officers Recommendation and Committee Decision

MOVED: Cr D Diver

SECONDED: Cr M Lynch

That the Pilbara Regional Class IV Waste Management Facility Committee recommend to Council to note the Building Better Regions Fund Milestone 2 Report for the Pilbara Regional Waste Management Facility project in Onslow (ATTACHMENT 7.4).

CARRIED 3/0

Crs White, Diver and Lynch voted for the motion

**7.5 WEBSITE DEVELOPMENT AND COMMUNITY / STAKEHOLDER
ENGAGEMENT FOR THE PILBARA REGIONAL CLASS IV WASTE
MANAGEMENT FACILITY, ONSLOW**

MINUTE: 335/2018

FILE REFERENCE:	WM07
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Director Infrastructure Services
AUTHORISING OFFICER AND POSITION:	Rob Paull Chief Executive Officer
NAME OF APPLICANT/ RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	8 April 2018
DISCLOSURE OF FINANCIAL INTEREST:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.
PREVIOUS MEETING REFERENCE:	Not Applicable

Summary

As part of the Building Better Regions Fund (BBRF) funding conditions, the Shire is to provide *'documentation associated with Community Consultation Workshops'* associated with the statutory approvals process for the Pilbara Regional Class IV Waste Management Facility (PRWMF) project at Onslow. This report provides information on compliance with that condition.

Background

In the early stages of the project the Shire developed a 'project brochure' to provide general information to the public and potential stakeholders.

Comment

The Building Better Regions Fund (BBRF) funding conditions require the Shire to provide *'documentation associated with Community Consultation Workshops'* associated with the statutory approvals process for the Pilbara Regional Class IV Waste Management Facility (PRWMF) project at Onslow.

As the project has now entered the 'statutory approvals' stage it is proposed to undertake community consultation in Onslow in May 2018 as part of a community meeting being arranged

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to update the community of a number of other projects being undertaken around Onslow. The Shire President has been part of discussions with Talis Consultants (Talis) on the best way to provide such information to engage with the local community.

As a 'pre-cursor' to the community workshop it is proposed to develop a webpage on the Shire website with information on the project. The information contained on the webpage can also be updated by Shire staff to include a 'Frequently asked Questions' component and any other information deemed necessary to enable the community to have an understanding of the project and enable them to provide feedback to the Shire.

Initial work on progressing the website has been the development of a new link on the Shire's website to enable an updated 'project brochure' to be posted on that site. The site will also have functionality to add the FAQs section and enable feedback to be sent to the Shire. The content information for the 'project brochure' information is currently being updated by Talis.

The BBRF agreement also advises that:

"You must include the Commonwealth logo in all signage, publications and promotional activities related to the Activity.

You must not use the Commonwealth logo without the Commonwealth's approval and in accordance with the Commonwealth's print and signage guidelines.

You must provide drafts of all publicity, announcements and media releases relating to the Activity to the Commonwealth for approval with at least 10 business days' notice prior to release."

The draft website content information will be circulated to AusIndustry and PRWMF Committee members for comment before uploading to the website.

Consultation

Consultation is currently underway with Approval Authorities and to date the Shire has been represented by the Shire President, Chief Executive Officer and Acting Director of Infrastructure.

Community consultation will be undertaken as part of the approvals process and an engagement strategy (in accordance with ADM08 Community Engagement Policy) will be the subject of a future report to the Committee of Council.

Statutory Environment

Local Government 1995 Part 5, Division 2 Council meetings, committees and their meetings and electors' meetings; Subdivision 2 – Committees and their meetings; Subdivision 3 – Matters affecting council and committee meetings.

Financial Implications

As per Shire of Ashburton approved budget.

Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2017-2027

Goal 4 – Quality Services and Infrastructure

Objective 1 – Quality Public Infrastructure

Risk Management

Adoption of this item has been evaluated against the Shire of Ashburton's Risk Management Framework. The perceived level of risk from the Risk Matrix is considered to be "Low (3)" in light of the need to engage effectively with the community and stakeholders. As the Risk Acceptance is considered to be "Low", the Director Infrastructure Services will monitor progress of this item.

Policy Implications

ADM08 Community Engagement Policy

Voting Requirement

Simple Majority Required

Officers Recommendation and Committee Decision

MOVED: Cr M Lynch

SECONDED: Cr D Diver

That the Pilbara Regional Class IV Waste Management Facility Committee recommend to Council to note the website development and future community/stakeholder engagement for the Pilbara Regional Waste Management Facility project in Onslow as outlined in the Report.

CARRIED 3/0

Crs White, Diver and Lynch voted for the motion

7.6 REVIEW OF FINANCIAL MODEL FOR THE PILBARA REGIONAL CLASS IV WASTE MANAGEMENT FACILITY, ONSLOW

MINUTE: 336/2018

FILE REFERENCE:	WM07
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Director Infrastructure Services
AUTHORISING OFFICER AND POSITION:	Rob Paull Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	8 April 2018
DISCLOSURE OF FINANCIAL INTEREST:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.
PREVIOUS MEETING REFERENCE:	Not Applicable

Summary

For Committee and Council to note that there is to be a Review of Financial Model in relation to the Pilbara Regional Class IV Waste Management Facility at Onslow.

Background

In 2013 a full financial model was prepared to evaluate the financial feasibility of the proposed Pilbara Regional Class IV Waste Management Facility (PRWMF). This assessment established the capital and operational costs involved in the development of the PRWMF over a 20-year lifespan and calculated a cost per tonne gate fee.

The model was re-evaluated in 2016 to accommodate design changes to the PRWMF and changes in market rates, before being utilised to support the Building Better Regions Fund (BBRF) application to seek seed funding for the establishment the PRWMF. In mid-2017 the Shire received notice that it was successful in its funding application.

The contract for Consultancy Services was awarded to Talis Consultants (Talis) at the Ordinary Meeting of Council on 24 October 2017. Talis has commenced work on Waste Management, Project Management, Design and Construction Superintendence / Quality Assurance services.

Comment

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23 APRIL 2018

The Shire and Talis have recognised the project's financial model requires updating to accurately reflect costs of the project in the present climate. The key updates include:

- Design changes arising from further detailed site investigations;
- Extension to the site boundary;
- Addition of new plant;
- The latest market rates.

In addition, the Financial Model will include analysis of a variety of Options including:

- The possible development of a new Waste Transfer Station (WTS) at the facility (depending on the outcome of the existing WTS Viability Assessment);
- Sealing of the entire access road as opposed to the 100m fish tail design; and
- Turning pocket and passing lane on Onslow Road.

Talis will also model the implications of the Shire's \$2M cash contribution to the project and how this may be returned to the Shire. It is intended that Talis will release a draft version of the financial model with a Report summarising the key findings and outcomes. As the project progresses, the financial model can be revised in the future.

Consultation

Not Applicable

Statutory Environment

Waste Avoidance and Resource Recovery Act 2007:

Section 66, Local government may impose waste collection rate;

Section 67, Local government may impose receptacle charge; and

Section 68, Fees and charges fixed by local government.

Financial Implications

At his time there are no known financial implications for this matter.

Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2017-2027

Goal 4 – Quality Services and Infrastructure

Objective 1 – Quality Public Infrastructure

Risk Management

Adoption of this item has been evaluated against the Shire of Ashburton's Risk Management Framework. The perceived level of risk from the Risk Matrix is considered to be "Low (3)" as this is a normal administrative action. As the Risk Acceptance is considered to be "Low", the Director Infrastructure Services will monitor progress of this item.

Policy Implications

There are no policy implications for this matter.

Voting Requirement

Simple Majority Required

Officers Recommendation and Committee Decision

MOVED: Cr D Diver

SECONDED: Cr M Lynch

That the Pilbara Regional Class IV Waste Management Facility Committee recommend to Council to note that a review of the Financial Model is to be undertaken for the Pilbara Regional Waste Management Facility project at Onslow as outlined in the Report.

CARRIED 3/0

Cr White, Diver and Lynch voted for the motion

7.7 REVIEW OF WASTE TRANSFER STATION MODELS FOR THE PILBARA REGIONAL CLASS IV WASTE MANAGEMENT FACILITY, ONSLOW

MINUTE: 337/2018

FILE REFERENCE:	WM07
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Director Infrastructure Services
AUTHORISING OFFICER AND POSITION:	Rob Paull Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	8 April 2018
DISCLOSURE OF FINANCIAL INTEREST:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.
PREVIOUS MEETING REFERENCE:	Not Applicable

Summary

For Committee and Council to note that a Viability Study is being undertaken on retaining the Onslow Waste Transfer Station once the new Pilbara Regional Waste Management Facility becomes operational. The viability study covers financial modelling as well as a technical assessment of community services.

Background

A new Waste Transfer Station (WTS) was constructed in 2015 approximately 6km from Onslow town as a replacement service for the Onslow Landfill, which closed in the same year. Waste accepted at the WTS is consolidated on site before being hauled to Tom Price landfill for disposal. The original design of the Onslow WTS was for the acceptance of all waste generated within Onslow as a short-term arrangement until the new landfill site was developed. Depending on the distance of the new landfill facility from the Onslow Townsite, the WTS may cease to operate or solely operate as a community Drop Off Facility.

During this time, the Shire was progressing a Landfill Site Selection Study which determined Site 10 as the preferred location of a landfill which is 36 kms from Onslow Townsite

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In 2016, Talis Consultants (Talis) undertook a study for the Shire in relation to the Onslow Waste Disposal Strategy. The study looked at a variety of waste disposal options and found that the preferred long term waste disposal option was a Class IV Landfill at Site 10 (now referred to as the proposed Pilbara Regional Class IV Waste Management Facility (PRWMF)). A further recommendation from the study was for the Shire to assess the long-term viability of continuing to operate the Onslow WTS as a 'Community Drop Off Facility', once the PRWMF is operational.

Comment

The Shire recently engaged Talis to undertake detailed financial modelling to determine the financial implications of continuing to operate the existing Onslow WTS (Scenario 1) compared with developing a new WTS at the PRWMF Site (Scenario 2). The modelling will include construction and operational costs for both scenarios over a 20-year period.

The technical implication of the two scenarios will also be assessed including level of service to the local community, labour and plant resources, licencing requirements and potential risks. A further report will be submitted to the Shire upon completion of the assessment with recommendations for moving forward.

This Study is considered to be a critical task in relation to the development of the PRWMF, as if it is determined that the existing WTS should be closed, a new facility would need to be incorporated into the design as part of the PRWMF. This will also impact capital requirements (funded by SoA) for the PRWMF and future operating costs. The site for the existing WTS would also need to be closed and rehabilitated. Community consultation on this matter will be critical at this stage as the round trip distance to the facility is approximately 70kms.

Consultation

Not Applicable at this time.

Statutory Environment

Waste Avoidance and Resource Recovery Act 2007:
Section 66, Local government may impose waste collection rate;
Section 67, Local government may impose receptacle charge; and
Section 68, Fees and charges fixed by local government.

Financial Implications

At his time the financial implications for this matter are not known.

Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2017-2027
Goal 4 – Quality Services and Infrastructure
Objective 1 – Quality Public Infrastructure

Risk Management

Adoption of this item has been evaluated against the Shire of Ashburton's Risk Management Framework. The perceived level of risk from the Risk Matrix is considered to be "Low (3)" as this is a normal administrative action. As the Risk Acceptance is considered to be "Low", the Director Infrastructure Services will monitor progress of this item.

Policy Implications

There are no policy implications for this matter.

Voting Requirement

Simple Majority Required

Officers Recommendation and Committee Decision

MOVED: Cr M Lynch

SECONDED: Cr D Diver

That the Pilbara Regional Class IV Waste Management Facility Committee recommend to Council to note that a review of Waste Transfer Station Models is to be undertaken for the Pilbara Regional Waste Management Facility project at Onslow as outlined in the Report.

CARRIED 3/0

Crs White, Diver and Lynch voted for the motion

8. CONFIDENTIAL MATTERS

There were no confidential matters for this agenda.

9. NEXT MEETING

The next Pilbara Regional Waste Management Facility (PRWMF) Committee meeting will be held on Tuesday 22 May 2018 at Council Chambers, Onslow Shire Complex, Second Avenue, Onslow commencing at a time to be determined.

10. CLOSURE OF MEETING

The Presiding Member closed the meeting at 4.39 pm.