



Attachments

Ordinary Council Meeting

Tuesday, 13 December 2022

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Agenda Item - Attachment 1

Draft Audit and Risk Management Committee Terms of Reference



Audit and Risk Management Committee

Terms of Reference

Purpose

In line with the *Local Government (Audit) Regulations 1996* (Regulations), the purpose of the Audit and Risk Management Committee (Committee) is to:

- Support Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, external audit functions and ethical accountability,
- Examine the audit and management reports from external audits, and ensure that the Shire of Ashburton (Shire) appropriately implements any actions, and
- Receive and review reports prepared by the Chief Executive Officer (CEO) in accordance with the Regulations and provide recommendations to Council on its findings and proposed actions.

Role and functions

The role of the Committee is to provide guidance and assistance to Council in fulfilling its governance and oversight responsibilities, in relation to the following key areas:

Financial reporting

1. Make recommendations to Council on how to enhance credibility and objectivity in the Shire's financial reporting.
2. Review the Shire's draft annual financial report, focusing on:
 - accounting policies and practices
 - the process used in making significant accounting estimates
 - significant adjustments to the financial report (if any) arising from the audit process
 - compliance with accounting standards and other reporting requirements
 - significant variances from prior years.
3. Consider and recommend the Shire's annual financial report to Council for adoption.

Internal control

1. Review the CEO's report/s made under regulation 17 of the Regulations, relating to systems and procedures concerning risk management, internal controls and legislative compliance, and,



- a. Make recommendations to Council to address issues identified in the reviews, and
 - b. Oversee the implementation of recommendations arising from the reviews undertaken, once accepted by Council.
2. Review the annual Compliance Audit Return and report to Council on the results of that review.
 3. Ensure continued compliance with relevant legislation.

Strategic risk management

1. Review whether the Shire has an effective risk management system and report back to Council on its findings.
2. Receive and review strategic risk reports which identify key risks and the status and effectiveness of risk management systems.
3. Report back to Council on any adverse trends identified and any risks that need further attention.
4. Ensure that fraud and misconduct risks have been identified and have an appropriate treatment plan.

External audit

1. Liaise with the appointed external auditor to ensure that Council can be satisfied with the performance of the local government in managing its financial affairs.
2. Promote a more effective and efficient external audit process by providing an independent review of reports presented to the Committee and reporting to Council on the results of that review.

Internal audit

1. Assist Council to form an opinion on the local government's audit requirements by recommending courses of action which ensure that internal audit processes are appropriate, accountable and transparent.
2. Review and recommend a regular internal audit program to Council.
3. Review internal audit reports and make recommendations to Council on its results.
4. Oversee and monitor the implementation of internal audit recommendations.

Delegation

1. This Committee has no delegated authority and no authority to implement its recommendations without resolution of Council.





2. The Committee is a formally appointed committee of Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility.
3. The Committee does not have any management functions and cannot involve itself in management processes or procedures, other than by making a recommendation to Council.

Membership

1. The Committee shall comprise of all elected members of the Shire.
2. The CEO or their nominee is to be available to attend meetings to provide advice to the Committee.
3. Appointments to the Committee will be for up to two-year terms, with membership expiry coinciding with the local government ordinary elections.

Quorum

The quorum for a committee meeting is set by section 5.19 of the *Local Government Act 1995*.

Meetings

1. The Committee must elect a presiding member and deputy presiding member in accordance with section 5.12 and Schedule 2.3 of the *Local Government Act 1995*.
2. Meetings will be scheduled as and when required in consultation with the presiding member, with no less than three (3) meetings being held each year.

Reporting

The Committee shall report to Council by way of its minutes and any recommendations it may make.

Office use only			
Relevant delegations	Nil		
Council adoption	Date		Resolution #
Reviewed/modified	Date		Resolution #
Next review due	Date	November 2023	





Agenda Item - Attachment 2

Current Audit and Risk Management Committee Terms of Reference

1 Terms of Reference

1.1 Purpose

The Audit Committee's role, in accordance with Regulation 15 of the *Local Government (Audit) Regulations 1996*, is to aid and provide guidance to Council on the discharge of its duties under Part 6 and 7 of the *Local Government Act 1995* (the Act). The Audit Committee assists Council to monitor the integrity of the Shire's financial statements, risk management, internal controls, and compliance with legislative requirements.

1.2 Responsibilities

The Audit Committee is responsible for:

- 1 Guiding and assisting Council in carrying out its functions under:
 - a Part 6 of the Act and its functions relating to other audits and other matters related to financial management, and
 - b Part 7 of the Act in relating to auditing the Shire's financial accounts.
- 2 Reviewing the CEO's report required under regulation 17(3).
- 3 Monitoring and advising the CEO when the CEO is carrying out functions in relation to a review under:
 - a regulation 17 (1), and
 - b the Local Government (Financial Management) Regulations 1996, regulation 5(2)(c).
- 4 Monitoring Support the Auditor conducting an audit and carrying out the Auditor's other duties under the Act.
- 5 Oversee the implementation of any action that Council
 - a is required to take, has stated it has taken or intends to take in respect to matters raised by the audit report.
 - b has accepted should be taken on receipt of the CEO's report of a review under regulation 17(1), and
 - c has accepted should be taken on receipt of the CEO's report under regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996.

- 6 The Audit Committee's duties include,
 - a considering the Auditor's interim audit of the Shire's accounting and internal control procedures for the financial year,
 - b reviewing the audited financial report for the previous financial year; (c) reviewing the interim and final audit reports for the financial year.
 - c reviewing the annual Compliance Audit Return,
 - d reviewing the CEO's triennial report on the appropriateness and effectiveness of the Shire's systems and procedures regarding risk management, internal controls, and legislative compliance,
 - e reviewing the CEO's triennial report on the appropriateness and effectiveness of the Shire's financial management systems and procedures, and
 - f considering the proposed timeline for Council to adopt the budget and the ten-year financial plan for the following financial year and providing a report to council on those matters.



Agenda Item - Attachment 1

Audit Log as at 2 November 2022



Internal Audit Log

Current Review Date: 2/11/2022

No	Date of Report	Audit Topic	Finding Title	Recommendation	Risk Rating	Management Comment in Report	Due Date	Client Progress Update	Moore Australia Comment	Status After Assessment
1	22-Apr-21	Review of FMR	Fixed Asset Register	1. Fixed Asset Register Review systems to ensure practices for routine reviews of the Fixed Asset Register and reconciliations are undertaken and maintained as required by documented procedures.	Medium	Review of Finance Manual to be undertaken by EOM May 2021.	01-May-21	Progress Update as at 2 May 2022 Request for Quote 07-21 Shire Property Assessments has been awarded that incorporates data collection on all shire owned property in Tom Price, Paraburdoo and Onslow, which will be used to verify data contained within the Shire's fixed asset register. Additional asset classes will be programmed in future years. Fixed Asset Register reconciliations are completed monthly and reviewed by the Manager Finance and Administration, with the task have been incorporated in end of month financial checklist. Status Completed	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
2	22-Apr-21	Review of FMR	Fixed Asset Register	2. Fixed Asset Register Enforce individual accountability for compliance with the Shire's documented procedures.	Medium	Review of Finance Manual to be undertaken by EOM May 2021.	01-May-21	Progress Update as at 2 May 2022 Request for Quote 07-21 Shire Property Assessments has been awarded that incorporates data collection on all shire owned property in Tom Price, Paraburdoo and Onslow, which will be used to verify data contained within the Shire's fixed asset register. Additional asset classes will be programmed in future years. Fixed Asset Register reconciliations are completed monthly and reviewed by the Manager Finance and Administration, with the task have been incorporated in end of month financial checklist. Status Completed	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
3	22-Apr-21	Review of FMR	Debtors	3. Debtors Implement checklists to evidence preparation, review and monitoring of tasks as required by Finance Manual procedures. This will allow for management to routinely monitor compliance and to assist with ensuring procedural requirements are adhered to in a timely manner.	Medium	Checklists to be implemented by EOM March 2021.	01-Mar-21	Progress update as at 2 May 2022 • Rates and Sundry Debtors reconciliations are completed monthly and reviewed by the Manager Finance and Administration, with the task have been incorporated in end of month financial checklist. • Incorporated into the EOM process and checklist is the provision to review end of month reconciliations and ensure the checklists has been completed prior to the preparation and finalization of the monthly financial statements. Status Complete	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
4	22-Apr-21	Review of FMR	Bank Reconciliations	4. Bank Reconciliations Review and update systems to facilitate compliance with the Finance Manual and agreed documented management actions noted in the FMR.	High	To be addressed by EOM April 2021.	01-Apr-21	Progress update as at 2 May 2022: 28 February 2022 Prior period bank reconciliation issues are being addressed and cleared in order to bring Council's bank reconciliations up to date with a significant reduction in outstanding items. Bank Reconciliation tasks for all the Shire's bank accounts have been incorporated in end of month financial checklist. Currently Bank Reconciliations are performed manually and via excel. An upgrade to Itvision Altus Bank Reconciliations is schedule to be implemented in 2021/2022. Finance Manual to be updated in conjunction with the commencement of the new system. Status - Ongoing Progress Update: Prior period bank reconciliation issues are being addressed and cleared in order to bring Council's bank reconciliations up to date with a significant reduction in outstanding items. Bank Reconciliation tasks for all the Shire's bank accounts have been incorporated in end of month financial checklist. Currently Bank Reconciliations are performed manually and via excel. An upgrade to Itvision Altus Bank Reconciliations is schedule to be implemented in 2021/2022. Finance Manual to be updated in conjunction with the commencement of the new system. Update – September 2021. Funds to upgrade to Altus included in 2021-2022 budget. System to be implemented.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
5	22-Apr-21	Procurement	Documented Policies & Procedures	5. Documented Policies and Procedures Review and update KCA 10 Purchasing, Creditors, Procurement and Payments and FIN22 Procurement Directive to align with and provide consistent and correct direction to staff for procurement activities.	High	To be implemented by EOM May 2021.	01-May-21	Progress Update: Staff are currently reviewing new procurement systems to be implemented in 2021/2022. The system implementation will incorporate the review and/or development of various council policies, processed and directives, that will be inbuilt into the system to ensure compliance. Additional review of transactions associated with Muzzy's is occurring with key stakeholders set to meet in the near future to resolved issues raised. Status Ongoing	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress

6	22-Apr-21	Procurement	Documented Policies & Procedures	6. Documented Policies and Procedures Create checklists for tasks and controls noted within documented policies and procedures to assist with and to evidence compliance	High	To be implemented by EOM May 2021.	01-May-21	Progress Update: Staff are currently reviewing new procurement systems to be implemented in 2021/2022. The system implementation will incorporate the review and/or development of various council policies, processed and directives, that will be inbuilt into the system to ensure compliance. Additional review of transactions associated with Muzzy's is occurring with key stakeholders set to meet in the near future to resolved issues raised. Status Ongoing	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
7	22-Apr-21	Procurement	Delegation of Authority	7. Delegation of Authority Enforce individual accountability for compliance with the Shire's recordkeeping requirements and documented procedures.	High	To be addressed by EOM March 2021.	01-Mar-21	Progress Update: Current process to be reviewed which may result in amendments to employee delegations to mitigate the concerns raised by the reviewers. A new Record Keeping Program is currently being implemented. This program, in conjunction with reviewed process and procedures will be aligned to ensure best practice and compliance is met. Update – February 2022. A review of the proposed records keeping program has indicated that it may not be the recommended program for the Shire. A system health check is being conduct on the current Synergy Soft Records, to assess its suitability either short term or long term.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
8	22-Apr-21	Procurement	Delegation of Authority	8. Delegation of Authority Review delegation 1.1.21 and consider updates where required if there are impracticalities to a single officer being required to approve all payments made from the municipal and/or trust fund.	High	To be addressed by EOM March 2021.	01-Mar-21	Progress Update: Current process to be reviewed which may result in amendments to employee delegations to mitigate the concerns raised by the reviewers. A new Record Keeping Program is currently being implemented. This program, in conjunction with reviewed process and procedures will be aligned to ensure best practice and compliance is met. Update – February 2022. A review of the proposed records keeping program has indicated that it may not be the recommended program for the Shire. A system health check is being conduct on the current Synergy Soft Records, to assess its suitability either short term or long term.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
9	22-Apr-21	Procurement	Delegation of Authority	9. Delegation of Authority Implement systems and controls where reviews of the record of exercise of delegated powers or duties are performed for compliance and accuracy verification.	High	To be addressed by EOM March 2021.	01-Mar-21	Progress Update: Current process to be reviewed which may result in amendments to employee delegations to mitigate the concerns raised by the reviewers. A new Record Keeping Program is currently being implemented. This program, in conjunction with reviewed process and procedures will be aligned to ensure best practice and compliance is met. Update – February 2022. A review of the proposed records keeping program has indicated that it may not be the recommended program for the Shire. A system health check is being conduct on the current Synergy Soft Records, to assess its suitability either short term or long term.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
10	22-Apr-21	Procurement	Training	10. Training A risk based training matrix be implemented to assist with ensuring staff are offered relevant training to ensure their knowledge of legislative and operational requirements is maintained up to date.	Medium	To be addressed by EOM April 2021.	01-Apr-21	Progress update as at 2 May 2022: Procurement training for all staff is already in place, including new starter Procurement e-learning module (recently developed and implemented). This module has already been rolled out to the Shire's entire workforce as mandatory refresher training. In addition, LG and Shire procurement practices are covered in detail in our CEO 6 monthly Introduction to LG face to face compulsory training. This training is currently for new starters, but the aim is to get all staff enrolled in the near future. In addition, our procurement team regularly invites Shire staff to face procurement training on LG and Shire procurement practices. Our middle management group (MMG) and our Governance Officer recently attended a comprehensive, bespoke 3-day face to face LG Skills Development Programme, covering LG and Shire legislative and operational requirements in detail. Our training calendar for the remainder of this calendar year includes: LG Act (Essentials and Advanced) training (June & July), Procurement and Contract Essentials course and Procurement Planning and Risk course (facilitated by WALGA) (Sept/Oct) Progress Update: Shire is currently investigating a Human Resources online management solution, including the onboarding of new staff. This platform will assist with rolling out identified training requirements including those listed by the reviewer. Update – September 2021. Funds for HR online management system included in 2021-2022 budget. System has been sourced and currently being implemented. Update – February 2022. Pulse implementation being finalized, with training to cover modules scheduled for the end of March 2022 with Executive and Managers.	Moore received the evidence on training material, attendance logs. Closed on 12 June 2022.	Completed
11	22-Apr-21	Procurement	Conflict of Interest & Confidentiality	11. Conflict of Interest and Confidentiality Persons assessing or handling any significant procurement should be required to declare any matters which may impact or be perceived to impact on their independence prior to the evaluation being undertaken. Procedures for the declaration of interests prior to procurement assessments being undertaken should also be documented for high value purchases and tenders.	Medium	To be addressed by EOM April 2021.	01-Apr-21	Progress Update: Declarations of interest are completed by staff for RFQ and RFT. Formal procedures are under review to align with new requirement, including providing guidelines of types of interest and definition of significant procurement. A new procurement platform is currently being investigated which will include the ability to in-build shire requirements and reflect the shire's workflow for declarations. Update – September 2021. Funds to upgrade to Altus included in 2021-2022 budget, which may include upgrade to Altus procurement. System demonstration to be arranged to ensure it meets the requirements of the organization.	The Shire provided several copies of signed Declaration and Confidentiality and Interest forms on 5 different tenders / requests. Also included was the Code of Conduct for Tender Evaluation Panel Members. Closed on 12 June 2022.	Completed

12	22-Apr-21	Procurement	Scope & Planning of Projects	12. Scope and Planning of Projects Cost Estimates including In addition to the implementation of a risk based training matrix, consider mechanism where project plans and cost estimates are reviewed by appropriately qualified personnel prior to invitations to provide goods/services being issued.	High	Training being implement in relation to scope preparation. External expertise to be engaged for review as required.	No due date	Progress update as at 2 May 2022: In the 2020/21 year, we facilitated the following training: Understanding Building and Construction Tenders and Contracts (Questamon); Project Management (LG Pro); Contract Risk (LGIS); Project Management (AIMWA). 2021/22 - In addition to all of the LG and Procurement related training already mentioned, the following AIM WA training is scheduled: Manage Projects (Aug) and Applied Project Management (Oct). Progress Update: Contract management training has been delivered to project management staff. Ongoing training to be provided where identified. Third party consultants are engaged to review scope of works for major projects. Budget considerations are submitted by providing a business case, which outlines a detailed scope of works. This area is under ongoing improvement to ensure that the level of planning and budget estimates verified and accurate.	8 June 2022: Renae Lynch - This is still in progress.	In Progress
13	22-Apr-21	Procurement	Tenders	13. Tenders Review systems and controls in relation to contract management and compliance with tenders to ensure processes remain compliant and align with general good governance principles. Training may also assist for staff involved in tender processes (including contract management) to understand their obligations in relation to legislative compliance.	High	Recommendation to be implemented by June 2021 with ongoing review.	01-Jun-21	Progress as at 2 May 2022 In additional to LG training already mentioned, the following WALGA training is scheduled for Sept/Oct this year: Procurement and Contract Essentials and Procurement Planning and Risk. Progress Update: In addition to the new procurement platform, Altus Contract Management module has been released by Itvision and currently being investigated as a platform to provide ongoing systems improvements. Contract management training has been delivered to project management staff. Increase procurement and understanding of legislation training identified, with training being delivered over the next 12 months. Training will need to be delivered regularly to ensure new staff are aware of the requirements. Update – September 2021. Upgrade to Altus included in 2021-2022 budget, which may include upgrade to Altus procurement / Contract Management.	8 June 2022: Renae Lynch - This is still in progress.	In Progress
14	22-Apr-21	Procurement	Evaluations	14. Evaluations To help ensure probity and fairness when assessing high value procurement options, at least three persons should assess the procurement option independently of each other. Documented processes should require a higher level of probity and due diligence (including reference checking), the higher the value or risk associated with the purchase.	Medium	Probity Auditor engaged for projects \$1m and over. Ad hoc probity also initiated. Recommendation to be implemented.	No due date	Progress Update: In addition to the new procurement platform, Altus Contract Management module has been released by Itvision and currently being investigated as a platform to provide ongoing systems improvements. Update – September 2021. Upgrade to Altus included in 2021-2022 budget, which may include upgrade to Altus procurement / Contract Management	The Shire provided several Declaration of Confidentiality an Interest forms indicating that three or more employees performs evaluations on tenders and quotations. Meetings are set up after each individual evaluation and an overall evaluatuion is performed. Further, the Shire also appointed Santo Casilli from Avant Edge Consulting as the Shire's probity advisor and auditor. Closed on 12 June 2022.	Completed
15	22-Apr-21	Procurement	Panels & Pre Qualified Suppliers	15. Panels and Pre Qualified Suppliers Undertake a well considered, risk based approach prior to assessing the merits of establishing and subsequently complying with Pre-Qualified Supplier Panels. Ensure robust processes, systems and controls are in place to support and monitor compliance.	Medium	Recommendation noted	No due date	Progress Update: The induction of new systems improvements will incorporate a complete review of the overall procurement process, including considering the use of Panels of Pre-Qualified suppliers.	As per the Purchasing Policy FIN 12, the Shire use WALGA or CUA for panel procurement. FIN 12 describes the procurement processes. Further, FIN 25 - Panels of Prequalified Suppliers has been implemented since 8 September 2020 which describe the process for panel procurement activities including record keeping requirements. Closed on 12 June 2022.	Completed
16	22-Apr-21	Procurement	Variations	16. Variations Review and update FIN22 Procurement Directive to remove the 'conditions of approvals for when entering into contract variations that consider the barter or exchange of services or facilities'. Any ability to enter into contract variations should align with FIN12 Purchasing policy as adopted by Council.	High	Recommendation to be implemented by June 2021 .	01-Jun-21	Progress Update: The induction of new systems improvements will incorporate a complete review of the overall procurement process including the review of policies and directives as identified by the reviewer. A new procurement platform is currently being investigated which will include the ability to in-build shire requirements and reflect the shire's workflow for variations. Update – September 2021. Upgrade to Altus included in 2021-2022 budget, which may include upgrade to Altus procurement / Contract Management.	8 June 2022: Renae Lynch - This is still in progress. The Shire is in the process of reviewing FIN 22.	In Progress
17	22-Apr-21	Procurement	Variations	17. Variations Enforce individual accountability with documented procurement policies and procedures and consider disciplinary action for repetitive compliance breaches.	High	Recommendation to be implemented by June 2021 .	01-Jun-21	Progress Update: The induction of new systems improvements will incorporate a complete review of the overall procurement process including the review of policies and directives as identified by the reviewer. A new procurement platform is currently being investigated which will include the ability to in-build shire requirements and reflect the shire's workflow for variations. Update – September 2021. Upgrade to Altus included in 2021-2022 budget, which may include upgrade to Altus procurement / Contract Management.	FIN 12 Purchasing Policy Section 1.4.8 provide the requirements for Contract Renewals, Extensions and Variations. The Shire also implemented PP 099 - Exemption Form for employees to apply for exemptions (variations) The form must be completed, signed and approved by either a Director or the CEO, in accordance with their Financial Limits as set out in FIN 22. Closed on 12 June 2022.	Completed
18	22-Apr-21	Procurement	Variations	18. Variations Update KCA 10 Purchasing, Creditors, Procurement and Payments to provide for current requirements in relation to variations and approvals.	High	Recommendation to be implemented by June 2021 .	01-Jun-21	Progress Update: The induction of new systems improvements will incorporate a complete review of the overall procurement process including the review of policies and directives as identified by the reviewer. A new procurement platform is currently being investigated which will include the ability to in-build shire requirements and reflect the shire's workflow for variations. Update – September 2021. Upgrade to Altus included in 2021-2022 budget, which may include upgrade to Altus procurement / Contract Management.	8 June 2022: Renae Lynch - This recommendation is the responsibility of the Finance Manager - Taryn Dayman.	In Progress

19	22-Apr-21	Procurement	Segregation of Duties	19 Segregation of Duties Review and update levels of permissions within the Shire's ERP to support segregation of duties	Medium	Recommendation to be implemented by April 2021 .	01-Apr-21	Progress Update: New application, eftsure, is being acquired and will be implemented in July 2021. This new application incorporates payment protection, compliance monitoring and vendor onboarding by a third party. Implementation of new system will reduce the Shire's exposure to fraudulent activities as well as increasing the segregation of duties within the accounts payable team. Processes and procedures will be updated at the time of implementation, which will include a review of controls. Update – November 2021. Procurement to suitable solution has been complete, new system to be implemented in the new year. Update – February 2020. EFTSure is currently being implemented and due to go live in April 2022.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
20	22-Apr-21	Procurement	Segregation of Duties	20. Segregation of Duties Update procedures to ensure appropriate interventions are available at various stages of the procurement process, including routine reviews of controls to ensure they are being observed and maintained as required.	Medium	Recommendation to be implemented by April 2021 .	01-Apr-21	Progress Update: New application, eftsure, is being acquired and will be implemented in July 2021. This new application incorporates payment protection, compliance monitoring and vendor onboarding by a third party. Implementation of new system will reduce the Shire's exposure to fraudulent activities as well as increasing the segregation of duties within the accounts payable team. Processes and procedures will be updated at the time of implementation, which will include a review of controls. Update – November 2021. Procurement to suitable solution has been complete, new system to be implemented in the new year. Update – February 2020. EFTSure is currently being implemented and due to go live in April 2022.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
21	22-Apr-21	Procurement	Approval of Invoices	21. Approval of Invoices, Compliance with Policies and Procedures Consider the implementation of authorised checklists and / or workflow diagrams to assist with compliance and understanding of systems and processes to be followed.	Medium	Recommendation noted	No due date	Progress Update: Continued monitoring of current practices to ensure compliance. Checklists and workflows will be inbuilt into the new procurement systems to ensure compliance and meeting of best practice.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
22	22-Apr-21	Procurement	Vendor/Supplier Masterfile & Maintenance	22. Vendor/Supplier Masterfile and Maintenance Review and update processes and forms for additions / amendments to the vendor / supplier Masterfile to include declarations to support the verification of change requests and their origin, authority to support the change request, validation checks for changes once completed (including routine monitoring of audit trails to ensure all changes performed have been authorised).	High	Recommendation to be implemented by April 2021 .	01-Apr-21	Progress Update: New application, eftsure, is being acquired and will be implemented in July 2021. This new application incorporates payment protection, compliance monitoring and vendor onboarding by a third party. Implementation of new system will reduce the Shire's exposure to fraudulent activities as well as increasing the segregation of duties within the accounts payable team. Processes and procedures will be updated at the time of implementation, which will include a review of controls. Update – November 2021. Procurement to suitable solution has been complete, new system to be implemented in the new year. Update – February 2020. EFTSure is currently being implemented and due to go live in April 2022.	8 June 2022: Renae Lynch - This recommendation is the responsibility of the Finance Manager - Taryn Dayman.	In Progress
23	22-Apr-21	Procurement	Progress Payments and Purchase Order Tracking	23. Progress Payments and Purchase Order Tracking Update procedures to include review of the status of outstanding purchase orders as part of end of month processes. Ensure any controls developed are routinely and consistently applied.	Medium	Recommendation to be implemented by April 2021 .	01-Apr-21	Progress Update: Review being performed as part of end of financial year and will continue throughout the year. Frequent reviews incorporated in the monthly checklist. It is anticipated that new systems will also assist in the monitoring and tracking of progress payments and purchase orders. Update – September 2021. Upgrade to Altus included in 2021-2022 budget, which may include upgrade to Altus procurement / Contract Management.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
24	22-Apr-21	Procurement	Exemptions for Purchasing Activities	24. Exemptions for Purchasing Activities Update policies and procedures to provide clearer instruction and alignment for exemptions to occur.	Medium	Recommendation to be implemented by April 2021 .	01-Apr-21	Progress Update: The induction of new systems improvements will incorporate a complete review of the overall procurement process including the review of policies and directives as identified by the reviewer. A new procurement platform is currently being investigated which will include the ability to in-build shire requirements and reflect the shire's workflow for exemptions. Ongoing procurement training to be delivered. Update – September 2021. Upgrade to Altus included in 2021-2022 budget, which may include upgrade to Altus procurement / Contract Management.	The Shire updated PP 099 - Exemption Form on 8 June 2021 and it requires employees to apply for exemptions. The form must be completed, signed and approved by either a Director or the CEO, in accordance with their Financial Limits as set out in FIN 22. Closed on 12 June 2022.	Completed
25	22-Apr-21	Procurement	Credit Cards	25. Credit Cards Ensure processes exist to maintain adherence to and detect any deviation from established documented procedures and controls.	Medium	Recommendation to be implemented by April 2021 .	01-Apr-21	Progress Update: A review of credit card best practices currently in progress which may include the reduction of the number of card holders and the manner in which a credit card may be used. Corporate Credit Card conditions of use to be developed in line with updated policies, processes, and directives. Continued monitoring of practices to ensure compliance.	8 June 2022: Renae Lynch - This recommendation is the responsibility of the Finance Manager - Taryn Dayman.	In Progress
26	22-Apr-21	Procurement	Accounts for Payments Listing to Council	26. Accounts for Payments listing to Council The list of payments made by the CEO under delegated authority should be presented to Council with only the minimum information required by legislation, and not as a separate confidential attachment.	Medium	Recommendation to be implemented by April 2021 .	01-Apr-21	Progress update as at 2 May 2022 Not applicable	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
27	22-Apr-21	Procurement	Regional Price Preference Policy	27. Regional Price Preference Policy Where regional price preferencing is to be applied to tender considerations, ensure policies remain in place which have complied with legislative requirements.	Medium	Recommendation noted	No due date	Progress Update: The induction of new systems improvements will incorporate a complete review of the overall procurement process including the review of policies and directives as identified by the reviewer. A new procurement platform is currently being investigated which will include the ability to in-build shire requirements and reflect the shire's workflow for applying Regional Price Preference Policy. Ongoing procurement training to be delivered. Update – September 2021. Upgrade to Altus included in 2021-2022 budget, which may include upgrade to Altus procurement / Contract Management.	The FIN 04 - Regional Price Preference Policy was approved on 10 November 2020 and implemented. Closed on 12 June 2022.	Completed
28	22-Apr-21	Risk Management	Resourcing	28. Resourcing Appointment of dedicated risk manager who is responsible for the coordination of risk management activities. Regularly consider the resourcing of the risk management function and if it currently meets expectations. This may include the convening of a risk management group to support the risk manager	Medium	Recommendation to be considered by ELT	No due date	Progress Update: Risk Management has been identified as a priority, The funding of a new Audit and Governance position has been included in budget considerations and incorporated in the organization review discussions. Update – September 2021. Organisational structure incorporating new position has been endorsed by Council and funded in the 2021-2021 budget. Recruitment to commence	The new Manager Governance, Jasmine Bray commenced at the Shire. She will take responsibility for risk mangement at the Shire. . Closed on 9 June 2022.	Completed

29	22-Apr-21	Risk Management	Alignment to Strategic Plan & Business Plan	29. Alignment to Strategic Plan and Business Plan Consider and document current and emerging risks in the Strategic Community Plan 2017-2027 and the Corporate Business Plan and how effective risk management is in place.	Medium	Recommendation noted	No due date	Progress Update: The documentation is being reviewed prior to December 2021 and will include links to shire corporate documents as well as incorporating risk management.	12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
30	22-Apr-21	Risk Management	Council & Audit & Risk Mgmt Committee	30. Council and Audit and Risk Management Committee Review CORP5 Risk Management Policy to better define the responsibilities of the Council, the Audit & Risk Management Committee, management and other stakeholders.	Medium	Recommendation to be implemented by EOM June 2021.	01-Jun-21	Progress Update: Term of reference to be reviewed based on department guidelines and best practice. To be presented for discussion with the audit committee.	12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
31	22-Apr-21	Risk Management	Council & Audit & Risk Mgmt Committee	31. Council and Audit and Risk Management Committee Review the current Audit and Risk Management Committee Terms of Reference to include risk management responsibilities and to align with better practice principles.	Medium	Recommendation to be implemented by EOM June 2021.	01-Jun-21	Progress Update: Term of reference to be reviewed based on department guidelines and best practice. To be presented for discussion with the audit committee.	12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
32	22-Apr-21	Risk Management	Risk Management	32. Risk Management Annual Work Plan and Calendar Develop, approve, document, monitor and report on a risk management calendar and annual work plan, which identifies the risk management events that are scheduled to occur to ensure that all deadlines are met.	Low	Recommendation to be implemented by EOM July 2021.	01-Jul-21	Progress Update: Risk Management has been identified as a priority, subsequently a new Audit and Governance position is currently being proposed and included in budget considerations. On appointment the development of a risk management calendar and annual plan will be given the highest priority. Update – September 2021. Organisational structure incorporating new position has been endorsed by Council and funded in the 2021-2022 budget. Recruitment to commence	12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
33	22-Apr-21	Risk Management	Risk Management	33. Risk Management Annual Work Plan and Calendar Develop, approve, monitor and report on a risk management training calendar and perform induction and regular training for management, staff, contractors and volunteers. Ensure that the risk manager and risk owners have induction and regular training to ensure they understand their role and responsibility and better practice principles. This can be performed via online training and be integrated with other training performed by the Shire.	Low	Recommendation to be implemented by EOM July 2021.	01-Jul-21	Progress as at 2 May 2022: In the 2020/21 year, we facilitated the following training: Understanding Building and Construction Tenders and Contracts (Questamon); Contract Risk (LGIS). 2021/22: A Procurement and Contractors Essentials as well as a Planning and Risk training course have already been arranged, to be delivered by WALGA. Should the Shire make the decision to appoint a Risk Manager, then appropriate training will be delivered, aligned with their role KPI's and development plan. Contractor induction information needs to be provided by the Shire's Project and Procurement Directorate. Progress Update: Development of a risk management training calendar to be developed by the Audit and Governance Officer in conjunction with Human Resources and management. System improvements, including new applications and platforms, should assist in the development, monitoring and reporting of the Shire's Risk Management program as well as identifying and delivering of integrated tailored training including inductions. Contractor and volunteer inductions to be developed and inclusive of risk management responsibilities and requirements.	12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
34	22-Apr-21	Risk Management	Risk Expert	34. Risk Expert Document consideration of the need for a risk expert in the identification and management of key risks.	Low	Recommendations noted	No due date	Progress Update: This will be addressed on the appointment of the new Audit and Governance position Update – September 2021. Organisational structure incorporating new position has been endorsed by Council and funded in the 2021-2022 budget. Recruitment to commence	The new Manager Governance, Jasmine Bray commenced at the Shire. She will take responsibility for risk management at the Shire. The Shire also introduced the "Employee Handbooks" covering on employee responsibilities, including aspects of risk management. Closed on 9 June 2022.	Completed
35	22-Apr-21	Risk Management	Risk Owners	35. Risk Owners Review off boarding processes and ensure risk management processes and controls are updated to remove terminated staff and to identify new risk owners.	Medium	Recommendation to be implemented by EOM June 2021.	01-Jun-21	Progress Update: This will be addressed on the appointment of the new Audit and Governance position Update – September 2021. Organisational structure incorporating new position has been endorsed by Council and funded in the 2021-2022 budget. Recruitment to commence	The new Manager Governance, Jasmine Bray commenced at the Shire. She will take responsibility for risk management at the Shire. The Shire also introduced the "Employee Handbooks" covering on employee responsibilities, including aspects of risk management. Closed on 9 June 2022.	Completed
36	22-Apr-21	Risk Management	Risk Register	36. Risk Register Create, implement and maintain an organisational Risk Register and consider: - overlap, duplication and risk owners, shared risks and whether a residual risk falls within or outside the Shire's risk appetite- where business units risk registers can be used as an effective risk management tool- more regular reviews of risks more than annually regular assessment of the shared risks and the impact on the Shire, - the risk management categories to ensure they are appropriate to assist with risk identification and management, - application of professional judgement in assessment of effectiveness of controls in line with documented systems and controls	High	Risk Register to be reviewed subject to consultant availability	No due date	Progress Update: Updating of the operation risk register and implementing strategic risk register to commence on the appointment of the new Audit and Government position Update – September 2021. Organisational structure incorporating new position has been endorsed by Council and funded in the 2021-2022 budget. Recruitment to commence	12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
37	22-Apr-21	Risk Management	Risk Appetite, Risk Tolerance Statements & Treatment	37. Risk Appetite, Risk Tolerance Statements and Treatment Action Plans Develop, approve, monitor and report on a risk appetite, risk tolerance and treatment action plans and then consider these within documented risk management practices. Consider the effectiveness of controls to ensure that treatment action plans are not required to reduce risk to within risk appetite.	High	Risk Register to be reviewed subject to consultant availability	No due date	Progress Update: This will be addressed on the appointment of the new Audit and Governance position. Once defined, will be incorporated in the future corporate documents. Update – September 2021. Organisational structure incorporating new position has been endorsed by Council and funded in the 2021-2022 budget. Recruitment to commence	12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	In Progress

38	22-Apr-21	Risk Management	Risk Management Strategy	38. Risk Management Strategy Develop, a risk management strategy and review this at least on an annual basis or when material risks are identified.	Medium	Risk Register to be reviewed subject to consultant availability	No due date	Progress Update: This will be addressed on the appointment of the new Audit and Governance position. Update – September 2021. Organisational structure incorporating new position has been endorsed by Council and funded in the 2021-2022 budget. Recruitment to commence	12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
39	22-Apr-21	Risk Management	Special Activities & Project Risks	39. Special Activities and Project Risks Develop an approved risk assessment tool for special projects and activities which are being considered to be undertaken	High	Risk Register to be reviewed subject to consultant availability	No due date	Progress Update: This will be addressed on the appointment of the new Audit and Governance position. Update – September 2021. Organisational structure incorporating new position has been endorsed by Council and funded in the 2021-2022 budget. Recruitment to commence	12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
40	22-Apr-21	Risk Management	Embedded Risk Management	40. Embedded Risk Management Consider and document how the risk management is integrated and embedded within Shire processes. Strategies that can be considered include risk champions, workshops with management and staff.	High	Risk Register to be reviewed subject to consultant availability	No due date	Progress Update: This will be addressed on the appointment of the new Audit and Governance position. Update – September 2021. Organisational structure incorporating new position has been endorsed by Council and funded in the 2021-2022 budget. Recruitment to commence	12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
41	22-Apr-21	Risk Management	Audit & Risk Management Committee	41. Audit and Risk Management Committee Include a summary of the risk management activities as an agenda paper for Audit & Risk Management Committee meetings.	Medium	Recommendation to be implemented by EOM September 2021.	01-Sep-21	Progress Update: As previously mentioned, a review of the term of reference will be reviewed which will incorporate matters raised by the reviewer.	12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
42	22-Apr-21	Risk Management	Executive Leadership Team	42. Executive Leadership Team Include a summary of the risk management activities as an agenda paper for Executive Leadership Team meetings.	Medium	Recommendation to be implemented by EOM April 2021.	01-Apr-21	Progress Update: Risk management activities to be incorporated into the agenda on the commencement of the new Audit and Governance Officer.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
43	22-Apr-21	Risk Management	Compliance with Legislative Requirements	43. Compliance with Legislative Requirements Develop and implement a risk management framework / strategy and supporting systems and procedures aligned to the current risk Management Standard, ISO 31000:2018.	Medium	Recommendation to be implemented	No due date	Progress Update: Risk management framework / strategies, systems and procedures to be reviewed against and aligned with new standards, to be carried out by the new Audit and Governance Officer. Update – September 2021. Organisational structure incorporating new position has been endorsed by Council and funded in the 2021-2022 budget. Recruitment to commence	12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
44	22-Apr-21	Risk Management	Staff Adherence and Audits	44. Staff Adherence and Audits Perform regular external or internal independent assessment of Risk Management to identify improvement opportunities.	Medium	Recommendation to be implemented	No due date	Progress Update: Risk management framework / strategies, systems and procedures to be reviewed and aligned with new standards, to be carried out by the new Audit and Governance Officer. Update – September 2021. Organisational structure incorporating new position has been endorsed by Council and funded in the 2021-2022 budget. Recruitment to commence	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
45	22-Apr-21	Risk Management	Performance Indicators	45. Performance Indicators Develop, approve, document, monitor and report risk management performance indicators or measures to allow expected performance and actual performance to be compared.	Low	Recommendation to be implemented	No due date	Progress Update: To be incorporated as part of the above and coordinated by the new Audit and Governance Officer and development of a new system. Update – September 2021. Organisational structure incorporating new position has been endorsed by Council and funded in the 2021-2022 budget. Recruitment to commence	12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
46	22-Apr-21	Risk Management	Survey of Risk Owners, Management, Staff, Contractors & Volunteers	46. Survey of Risk Owners, Management, Staff, Contractors and Volunteers Survey a selection of risk owners, management, staff, contractors and/ or volunteers to identify continuous improvement opportunities.	Low	Recommendation to be implemented	No due date	Progress Update: To be incorporated as part of the above and coordinated by the new Audit and Governance Officer and development of a new system. Update – September 2021. Organisational structure incorporating new position has been endorsed by Council and funded in the 2021-2022 budget. Recruitment to commence	12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
47	22-Apr-21	Grants Management	Application of Grants	47. Application of Grants Improve systems and controls through establishing set criterion to support decision making and authorisation for grant applications	Medium	Recommendations noted	No due date	Progress Update: Workflow to be developed that ensures that grant applications are assessed against council's priorities and integrated planning documents prior to submission. Grant Register to be expanded to incorporate the requirements of funding and monitor compliance and ensure best practice is met.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
48	22-Apr-21	Grants Management	Application of Grants	48. Application of Grants Enforce individual accountability for compliance with the Shire's documented procedures	Medium	Recommendations noted	No due date	Progress Update: Workflow to be developed that ensures that grant applications are assessed against council's priorities and integrated planning documents prior to submission. Grant Register to be expanded to incorporate the requirements of funding and monitor compliance and ensure best practice is met.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
49	22-Apr-21	Grants Management	Acquittal of Grants	49. Acquittal of Grants Review documented procedures to include clearer requirements to support grant acquittals to assist with a higher level review for the timely completion and submission of acquittals and audits.	Medium	Recommendations noted	No due date	Progress Update: Development of suitable reporting system to collate and monitor funding performance data which is reported regularly to each department for review and/or action to be delivered in the new financial year.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
50	22-Apr-21	Grants Management	Acquittal of Grants	50. Acquittal of Grants Establish authorised checklists to be completed by each department managing grants to evidence the routine review of grants and the provision of any required information as required by internal policies and procedures.	Medium	Recommendations noted	No due date	Progress Update: Development of suitable reporting system to collate and monitor funding performance data which is reported regularly to each department for review and/or action to be delivered in the new financial year.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
51	22-Apr-21	Grants Management	Compliance with Grant Conditions	51. Compliance with Grant Conditions Create a grants matrix to allow higher level analysis and review of compliance with grant conditions and clauses.	Medium	Recommendations noted	No due date	Progress Update: To be incorporated into the reporting system – as above.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
52	22-Apr-21	Grants Management	Compliance with Grant Conditions	52. Compliance with Grant Conditions In addition to the recording of compliance for grant programs, establish a register to maintain records of compliance and non-compliance.	Medium	Recommendations noted	No due date	Progress Update: To be incorporated into the reporting system – as above.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
53	22-Apr-21	Grants Management	Governance	53. Governance Update internal resource library (intranet) to maintain live documents as required by documented procedures.	Low	Recommendations noted	No due date	Progress Update: To be incorporated into the reporting system – as above.	12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
54	22-Apr-21	Grants Management	Governance	54. Governance Clarify KCA 3 Grants to define expected compliance requirements and create support documents as required to facilitate compliance.	Low	Recommendations noted	No due date	Progress Update: To be incorporated into the reporting system – as above.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	Not Started

55	22-Apr-21	Grants Management	Governance	55 Governance Enforce individual accountability with documented procedures.	Low	Recommendations noted	No due date	Progress Update: To be incorporated into the reporting system – as above.	12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
56	22-Apr-21	Grants Management	Governance	56 Governance Undertake an evaluation of current grant programs to identify non-compliant grants and action as required.	Low	Recommendations noted	No due date	Progress Update: To be incorporated into the reporting system – as above.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
57	22-Apr-21	Grants Management	Governance	57. Governance Document appropriate procedures relating to management of community support grants.	Low	Recommendations noted	No due date	Progress Update: Review of REC08 is currently being conducted.	12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
58	22-Apr-21	Records Management	Record Keeping Practices	58. Record Keeping Practices The Shire investigate an automated approach to manage information that can detect and classify high risk and high value information across different repositories including Email, Shared Drives, SharePoint, One Drive etc.	Medium	Recommendation to be implemented	No due date	Progress Update: A new record keeping system has been identified and is currently in its implementation stage. The new system includes the capability to automatically capture data and records based on the Shire's record keeping requirements and will be aligned to the Shire's Record Keeping Plan as well as legislative requirements. Update – February 2022 – Record Keeping System is currently being reviewed, as a review of the proposed new system has indicated that it may not meet the Shire's requirements. The Shire's current record keeping system Synergy Soft Central records is currently being reviewed for its suitability short term and long term.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
59	22-Apr-21	Records Management	Record Keeping Practices	59. Record Keeping Practices The Executive Leadership Team reinforces the importance of recordkeeping with the relevant business units' Management. The message should cascade down from the top to all levels within the organisation.	Medium	Recommendation to be implemented	No due date	Progress Update: A new record keeping system has been identified and is currently in its implementation stage. The new system includes the capability to automatically capture data and records based on the Shire's record keeping requirements and will be aligned to the Shire's Record Keeping Plan as well as legislative requirements. Update – February 2022 – Record Keeping System is currently being reviewed, as a review of the proposed new system has indicated that it may not meet the Shire's requirements. The Shire's current record keeping system Synergy Soft Central records is currently being reviewed for its suitability short term and long term.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
60	22-Apr-21	Records Management	Record Keeping Practices	60. Record Keeping Practices Enforce individual accountability for compliance with the Shire's recordkeeping requirements.	Medium	Recommendation to be implemented	No due date	Progress Update: A new record keeping system has been identified and is currently in its implementation stage. The new system includes the capability to automatically capture data and records based on the Shire's record keeping requirements and will be aligned to the Shire's Record Keeping Plan as well as legislative requirements. Update – February 2022 – Record Keeping System is currently being reviewed, as a review of the proposed new system has indicated that it may not meet the Shire's requirements. The Shire's current record keeping system Synergy Soft Central records is currently being reviewed for its suitability short term and long term.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
61	22-Apr-21	Records Management	Record Keeping Practices	61. Record Keeping Practices Ensure any updates to the EDRMS comply with legislation and appropriate systems and controls are in place to facilitate its application throughout the organisation.	Medium	Recommendation to be implemented	No due date	Progress Update: A new record keeping system has been identified and is currently in its implementation stage. The new system includes the capability to automatically capture data and records based on the Shire's record keeping requirements and will be aligned to the Shire's Record Keeping Plan as well as legislative requirements. Update – February 2022 – Record Keeping System is currently being reviewed, as a review of the proposed new system has indicated that it may not meet the Shire's requirements. The Shire's current record keeping system Synergy Soft Central records is currently being reviewed for its suitability short term and long term.	On the basis of the management comments provided we assess the recommendation as in progress No further supporting evidence has been provided.	In Progress
62	22-Apr-21	Records Management	Record Keeping Plan 2015040	62. Record Keeping Plan 2015040 The Shire consider and implement necessary resources to commence immediate review of the Recordkeeping Plan 2015040.	High	Recommendation to be initiated by EOM April 2021.	01-Apr-21	Progress Update: The Shire's Record Keeping Plan is being reviewed in conjunction with the implementation of the Shire's new EDRMS and will incorporate requirements and strategies that align to the new systems capabilities. Staff are in regular contact with the State Records Office regarding the review status as well as ensuring that the shire's approach and implementation meets legislative and best practice requirements. It is envisioned that the Record Keeping plan will be finalized within the next 6 months. The plan will incorporate systems for continual monitoring and self-evaluation strategies.	Validated by Moore Australia and closed on 31 October 2022	Completed
63	22-Apr-21	Records Management	Record Keeping Plan 2015040	63. Record Keeping Plan 2015040 Develop appropriate systems to monitor the implementation of improvements within the Plan, including self evaluated improvements and any actions noted by the State Records Office.	High	Recommendation to be initiated by EOM April 2021.	01-Apr-21	Progress Update: The Shire's Record Keeping Plan is being reviewed in conjunction with the implementation of the Shire's new EDRMS and will incorporate requirements and strategies that align to the new systems capabilities. Staff are in regular contact with the State Records Office regarding the review status as well as ensuring that the shire's approach and implementation meets legislative and best practice requirements. It is envisioned that the Record Keeping plan will be finalized within the next 6 months. The plan will incorporate systems for continual monitoring and self-evaluation strategies.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
64	22-Apr-21	Records Management	Language Control	64. Language Control Review, improve and update the systems and controls for language control within record keeping systems.	High	Recommendation to be initiated by EOM April 2021.	01-Apr-21	Progress Update: Language control has been incorporated in the new EDRMS. Formal documentation to be prepared and implemented throughout the organization.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
65	22-Apr-21	Records Management	Language Control	65. Language Control Consider review of historic records to identify any high risk considerations which require examination and updates for compliance with approved record keeping practices.	High	Recommendation to be initiated by EOM April 2021.	01-Apr-21	Progress Update: Language control has been incorporated in the new EDRMS. Formal documentation to be prepared and implemented throughout the organization.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	Not Started

66	22-Apr-21	Records Management	Training	66. Training Review and update systems and processes for records training to be routinely and consistently included with general commencement inductions.	High	Recommendation to be initiated by EOM April 2021.	01-Apr-21	Progress as at 2 May 2022: The following courses are being scheduled to run this calendar: Introduction to Managing Business Records in LG; Classification and Indexing of Business Records; Retention and Disposal of Business records - all facilitated by WALGA, to be delivered this calendar year still Progress Update: Organisational training on the new EDRMS will be conducted as part of its implementation. Training for new employees will be incorporated on induction utilising the appropriate platforms. Regular evaluation of the Shire's EDRMS performance, in line with the RKP, will provide guidance of the ongoing training requirements to be delivered.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
67	22-Apr-21	Records Management	Training	67. Training In addition to the induction training, refresher training is conducted for all Management, staff, contractors and volunteers periodically. Records training could, for example, initially be undertaken annually then increased in timeframe when there is evidence of improvement in compliance posture.	High	Recommendation to be initiated by EOM April 2021.	01-Apr-21	Progress as at 2 May 2022: HR has requested Corporate Services to develop content in consultation with HR for an online e-learning course. With Corporate Services. Progress Update: Organisational training on the new EDRMS will be conducted as part of its implementation. Training for new employees will be incorporated on induction utilising the appropriate platforms. Regular evaluation of the Shire's EDRMS performance, in line with the RKP, will provide guidance of the ongoing training requirements to be delivered.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
68	22-Apr-21	Records Management	Training	68. Training of a records management champion in either each core business unit, or as a general support function, to provide support and guidance to all staff on records management matters. This will allow for an "expert" in the field, with hands on understanding of the challenges of each system	High	Recommendation to be initiated by EOM April 2021.	01-Apr-21	Progress as at 2 May 2022: Appointed Records Coordinator, commencing in May. Also appointed Manager Governance, commencing 1 June. Once these new employees commence, we will identify a records champion and work with them to arrange for super user training for the identified employee. Part of our blended learning framework is knowledge share, including, not allowing employees to work in isolation. Progress Update: Organisational training on the new EDRMS will be conducted as part of its implementation. Training for new employees will be incorporated on induction utilising the appropriate platforms. Regular evaluation of the Shire's EDRMS performance, in line with the RKP, will provide guidance of the ongoing training requirements to be delivered.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
69	22-Apr-21	Records Management	Training	69. Training Test backup procedures, usability and readability of backup tapes/discs on a regular basis.	Medium	Recommendations noted	No due date	Progress update as at: Corporate Services to arrange via their external ICT or other consulting providers Progress Update: The proposed new system is backed up in accordance with industry best practices standards. Regular testing to take place once system is operational, in line with the Shire's Record Keeping Plan.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
70	22-Apr-21	Records Management	Key Performance Indicators	70. Key Performance Indicators Refine and develop criteria to assess the performance of the recordkeeping program.	Medium	Recommendation to be initiated by EOM April 2021.	01-Apr-21	Progress Update: Collection and review of statistics will commence on the implementation of the new EDRSM and will form part of the Shire's performance management platform and written into the Shire's reviewed Record Keeping Plan.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
71	22-Apr-21	Records Management	Key Performance Indicators	71. Key Performance Indicators Implement a survey mechanism to measure levels of staff satisfaction with recordkeeping operations.	Medium	Recommendation to be initiated by EOM April 2021.	01-Apr-21	Progress Update: Collection and review of statistics will commence on the implementation of the new EDRSM and will form part of the Shire's performance management platform and written into the Shire's reviewed Record Keeping Plan.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
72	22-Apr-21	Records Management	Website Management	72. Website Management Investigate appropriate system solution to capture corporate information published in social media, including internet website.	Medium	Recommendations noted	No due date	Progress Update: New Digital Policy has been developed. Guidelines, processes and procedures for the capturing of the shire's website to be developed in line with best practice principles and incorporated into the Shire's Record Keeping plan.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation..	Not Started
73	15-Jul-22	Records Management 22	Record Keeping Policies and supporting Procedures	Review the policies and guidelines and develop supporting operating procedures to ensure they reflect current practice requirements	Medium	Agreed	31-Dec-22	31 October 22: Digital Information and Records Policy endorsed by Council 11 October 2022. Review of operating procedures and directives commenced. Council minutes – 11 October 2022 Council attachments – 11 October 2022.		In Progress
74	15-Jul-22	Records Management 22	Record Keeping Policies and supporting Procedures	Ensure the records management policies and guidelines and operating procedures are approved by the CEO or Executive Leadership Team	Medium	Agreed	31-Dec-22	31 October 22: Digital Information and Records Policy endorsed by Council 11 October 2022. Review of operating procedures and directives commenced. Council minutes – 11 October 2022 Council attachments – 11 October 2022.		In Progress
75	15-Jul-22	Records Management 22	Record Keeping Policies and supporting Procedures	Communicate the Records Management Policies and operating procedures to all staff within the organisation	Medium	Agreed	31-Dec-22			Not Started
76	15-Jul-22	Records Management 22	Record Keeping Policies and supporting Procedures	Copies of the Records Management Policies and operating procedures be made available and easily accessible to staff and relevant contractors at induction and ongoing basis	Medium	Agreed	31-Dec-22	31 October 2022: All Council policies are available on the Shire's website. Records User Guide, procedures and guidelines are available on AIMS.		In Progress
77	15-Jul-22	Records Management 22	Record Keeping Policies and supporting Procedures	Establish a program of reviewing the Records Management policies and procedures at a minimum every two years.	Medium	Agreed	31-Dec-22			Not Started
78	15-Jul-22	Records Management 22	Record Keeping plan (Statutory obligation)	Review the Record Keeping Plan to ensure they reflect current practice requirements	High	Agreed	31-Dec-22	31 October 2022: A review of the Shire's Recordkeeping Plan has commenced. It is anticipated the review will be finalised by 31 December 2022.		In Progress

79	15-Jul-22	Records Management 22	Record Keeping plan (Statutory obligation)	Ensure that it is approved by the CEO or Executive management and the State Records Commission.	High	Agreed	31-Dec-22			Not Started
80	15-Jul-22	Records Management 22	Records Management System	Map all record keeping systems currently used within the Shire	High	Agreed	31-Dec-22			Not Started
81	15-Jul-22	Records Management 22	Records Management System	CEO approve which records systems should be used for records management	High	Agreed	31-Dec-22			Not Started
82	15-Jul-22	Records Management 22	Records Management System	Communicate the approved list of records systems to all staff; including their responsibilities	High	Agreed	31-Dec-22			Not Started
83	15-Jul-22	Records Management 22	Records Management System	ensure that the systems are regularly maintained and key documents remain current.	High	Agreed	31-Dec-22			Not Started
84	15-Jul-22	Records Management 22	Systems access and records classification	Develop a document or register that classifies key records by access or confidential level and the associated security classification	Medium	Agreed	30-Jun-23			Not Started
85	15-Jul-22	Records Management 22	Systems access and records classification	Ensure that the document is approved by the CEO or the relevant delegated authority	Medium	Agreed	30-Jun-23	31 October 2022: A review of the Shire's Recordkeeping Plan has commenced. This will be included in this review. It is anticipated the review will be finalised by 31 December 2022.		In Progress
86	15-Jul-22	Records Management 22	Systems access and records classification	Communicate to relevant staff	Medium	Agreed	30-Jun-23			Not Started
87	15-Jul-22	Records Management 22	Systems access and records classification	Ensure that records are classified as per the approved document.	Medium	Agreed	30-Jun-23			Not Started
88	15-Jul-22	Records Management 22	Training Program for Records Management	Establish an ongoing training program for all staff on records management including refresher training	Medium	Agreed	30-Jun-23			Not Started
89	15-Jul-22	Records Management 22	Training Program for Records Management	Ensure that the program is approved by the CEO or the delegated authority	Medium	Agreed	30-Jun-23			Not Started
90	15-Jul-22	Records Management 22	Training Program for Records Management	Maintain an up to date log of when staff last completed their training	Medium	Agreed	30-Jun-23	31 October 2022: In August 2022, the Records team commenced recording training of staff in a register.	Validated by Moore Australia and closed on 31 October 2022	Completed
91	15-Jul-22	Records Management 22	Training Program for Records Management	Set minimum timeframes for when staff should attend the refresher training	Medium	Agreed	30-Jun-23			Not Started
92	15-Jul-22	Records Management 22	Training Program for Records Management	Ensure staff attend the training and refresher courses.	Medium	Agreed	30-Jun-23			Not Started
93	15-Jul-22	Records Management 22	Sustained program for Records disposal	Establish a sustained annual program of records disposal and retention	Medium	Agreed	31-Dec-23	31 October 2022: A review of the Shire's Recordkeeping Plan has commenced. This will be included in this review. It is anticipated the review will be finalised by 31 December 2022.		In Progress
94	15-Jul-22	Records Management 22	Sustained program for Records disposal	Conduct a risk assessment to determine which records will be retained as state archives or disposed	Medium	Agreed	31-Dec-23	31 October 2022: A review of the Shire's Recordkeeping Plan has commenced. This will be included in this review. It is anticipated the review will be finalised by 31 December 2022.		In Progress
95	15-Jul-22	Records Management 22	Sustained program for Records disposal	Ensure all approvals are sought and evidence and relevant records are maintained.	Medium	Agreed	31-Dec-23			Not Started
96	15-Jul-22	Records Management 22	Management Reporting on the Shire's Records Management Practices	Develop KPI's for monitoring compliance and performance of the records and information management function	Medium	Agreed	30-Jun-23			Not Started
97	15-Jul-22	Records Management 22	Management Reporting on the Shire's Records Management Practices	Ensure KPI's are approved by the Executive or relevant delegated authority	Medium	Agreed	30-Jun-23			Not Started

98	15-Jul-22	Records Management 22	Management Reporting on the Shire's Records Management Practices	Have a standard agenda item on a regular basis to discuss records management matters; and	Medium	Agreed	30-Jun-23			Not Started
99	15-Jul-22	Records Management 22	Management Reporting on the Shire's Records Management Practices	Regularly report to the Executive and Audit and Risk Committee level	Medium	Agreed	30-Jun-23			Not Started
100	15-Jul-22	Records Management 22	Compliance Monitoring and Evaluation	Determine the frequency and method of monitoring compliance	Medium	Agreed	30-Jun-23			Not Started
101	15-Jul-22	Records Management 22	Compliance Monitoring and Evaluation	Regularly monitor; and report to executive and the Audit and Risk Committee the outcomes.	Medium	Agreed	30-Jun-23			Not Started
102	15-Jul-22	Records Management 22	Records Emergency Management Plan	Review the Records Emergency Management Plan	Medium	Agreed	31-Dec-23	31 October 2022: A review of the Shire's Recordkeeping Plan has commenced. This will be included in this review. It is anticipated the review will be finalised by 31 December 2022.		In Progress
103	15-Jul-22	Records Management 22	Records Emergency Management Plan	Ensure it is approved by the CEO and the relevant delegated authority	Medium	Agreed	31-Dec-23	31 October 2022: A review of the Shire's Recordkeeping Plan has commenced. This will be included in this review. It is anticipated the review will be finalised by 31 December 2022.		In Progress
104	15-Jul-22	Records Management 22	Records Emergency Management Plan	Made available to all staff.	Medium	Agreed	31-Dec-23			Not Started
105	01-Nov-22	Cyber Security	Cyber Security Framework and Supporting Operational Procedures	Establish a Cybersecurity Framework and supporting procedures that align with the WA Government Cybersecurity Policy and the Australian Government Information Security Manual	High	Agreed. Develop a Cybersecurity Framework and supporting procedures that align with the WA Government Cybersecurity Policy and the Australian Government Information Security Manual	31-Dec-22			Not Started
106	01-Nov-22	Cyber Security	Cyber Security Framework and Supporting Operational Procedures	Ensure the Cyber Security Framework and supporting operating procedures are approved by the CEO, Executive Leadership Team or the relevant delegated authority	High	Agreed. Have the Cybersecurity Framework endorsed by the ICT Working group and Executive Leadership Team	31-Jan-23			Not Started
107	01-Nov-22	Cyber Security	Cyber Security Framework and Supporting Operational Procedures	Ensure the Cyber Security Framework and supporting operating procedures are approved by the CEO, Executive Leadership Team or the relevant delegated authority	High	Agreed. Have the supporting operating procedures approved by the Director Corporate Services	28-Feb-23			Not Started
108	01-Nov-22	Cyber Security	Cyber Security Framework and Supporting Operational Procedures	Communicate the framework and supporting operating procedures to all staff within the organisation	High	Agreed. Communicate the framework and supporting operating procedures to all staff within the organisation;	31-Mar-23			Not Started
109	01-Nov-22	Cyber Security	Cyber Security Framework and Supporting Operational Procedures	Copies of the framework and operating procedures be made available and easily accessible to staff and relevant contractors at induction and ongoing basis	High	Agreed. Copies of the framework and operating procedures be made available and easily accessible to staff and relevant contractors at induction and ongoing basis;	31-Mar-23			Not Started
110	01-Nov-22	Cyber Security	Cyber Security Framework and Supporting Operational Procedures	Establish a program of reviewing framework and operating procedures at a minimum every two years	High	Agreed. Establish a program of reviewing framework and operating procedures at a minimum every two years.	31-Jan-23			Not Started
111	01-Nov-22	Cyber Security	Staff Awareness and Training on Cyber Security	Establish cybersecurity training at induction, and an ongoing training program for all staff on cybersecurity awareness including refresher training	High	Agreed. Establish cybersecurity training at induction, and an ongoing training program for all staff on cybersecurity awareness including refresher training.	30-Apr-23			Not Started
112	01-Nov-22	Cyber Security	Staff Awareness and Training on Cyber Security	Maintain an up-to-date log of when staff last completed their training	High	Agreed. Maintain an up-to-date log of when staff last completed their training.	30-Jun-23			Not Started

113	01-Nov-22	Cyber Security	Risk Assessment for Cyber Security threats	Conduct cyber security risk assessment at planned intervals (including using existing information to inform the assessments)	Medium	Agreed. Schedule of planned intervals for conducting cybersecurity risk assessments to be incorporated into the Cybersecurity Framework and operating procedures	28-Feb-23			Not Started
114	01-Nov-22	Cyber Security	Risk Assessment for Cyber Security threats	Retain documented information of the results of the risk assessment	Medium	Agreed. Register maintained of risk assessments conducted in accordance with the framework and procedures	30-Sep-23			Not Started
115	01-Nov-22	Cyber Security	Risk Assessment for Cyber Security threats	Update key governance documents and processes post performing the risk assessment	Medium	Agreed. Register maintained of risk assessments conducted in accordance with the framework and procedures	30-Sep-23			Not Started
116	01-Nov-22	Cyber Security	Testing for control weakness and Cyber security threats (including penetration testing)	Establish an annual program of testing vulnerabilities (including penetration testing) which can be performed in house by staff with appropriate skills and experience or externally by consultants	Medium	Agreed. Incorporate an annual program of testing vulnerabilities into the Cybersecurity Framework and supporting operating procedures	31-Jan-23			Not Started
117	01-Nov-22	Cyber Security	Testing for control weakness and Cyber security threats (including penetration testing)	Develop processes for documenting and addressing identified vulnerabilities in a timely manner	Medium	Agreed. Develop processes for documenting and addressing identified vulnerabilities in a timely manner.	28-Feb-23			Not Started
118	01-Nov-22	Cyber Security	Physical security of key assets (including Server rooms)	Ensure that physical access to the server room is restricted to only those with authorised access to protected information systems and monitored to prevent unauthorised access and accidental damage	Medium	Agreed. Review current security measures and incorporate acceptable restrictions for authorised access into the Shire's Cybersecurity Framework	31-Jan-23			Not Started
119	01-Nov-22	Cyber Security	Physical security of key assets (including Server rooms)	Ensure that physical access to the server room is restricted to only those with authorised access to protected information systems and monitored to prevent unauthorised access and accidental damage	Medium	Agreed. Ensure security measures included in the framework are implemented	30-Sep-23			Not Started
120	01-Nov-22	Cyber Security	Reporting of Cyber Security Incidents and Threats	Establish processes for identifying recording and reporting cyber security incidents to the relevant external entities and internally to the relevant authority	Medium	Agreed. Incorporate cybersecurity recording, and reporting measures and frequency in the Cybersecurity Framework, including regular reporting to the ICT Working Group and Executive Leadership Team	31-Jan-23			Not Started
121	01-Nov-22	Cyber Security	Reporting of Cyber Security Incidents and Threats	Determine the frequency and key areas that the reporting will cover	Medium	Agreed. Incorporate cybersecurity recording, and reporting measures and frequency in the Cybersecurity Framework, including regular reporting to the ICT Working Group and Executive Leadership Team	31-Jan-23			Not Started
122	01-Nov-22	Cyber Security	Strategies and Plans for Recovery from Cyber security attacks and Threats	Develop an ICT Disaster Recovery Plan which outlines the overall strategy for recovery ICT (including Cybersecurity threats and incidents), reasons and the activities required to implement the strategy, including timeliness for recovering each specific technology component as required by the Shire	Medium	Agreed. Develop an ICT Disaster Recovery Plan which outlines the overall strategy for recovery ICT (including cybersecurity threats and incidents), reasons and the activities required to implement the strategy, including timeliness for recovering each specific technology component as required by the Shire	31-Jan-23			Not Started
123	01-Nov-22	Cyber Security	Strategies and Plans for Recovery from Cyber security attacks and Threats	Review the end-of-life cycle of the backup Information and Communication Technology infrastructure installed at the airport in late 2016	Medium	Agreed. Review the end-of-life cycle of the backup ICT infrastructure installed at Onslow Airport in late 2016; and	Review completed			In Progress
124	01-Nov-22	Cyber Security	Strategies and Plans for Recovery from Cyber security attacks and Threats	Review the end-of-life cycle of the backup Information and Communication Technology infrastructure installed at the airport in late 2016	Medium	Agreed. Develop an ICT asset replacement program	30-Jun-23			Not Started
125	01-Nov-22	Cyber Security	Strategies and Plans for Recovery from Cyber security attacks and Threats	Replace the backup infrastructure at the Shire's disaster recovery site (Onslow Airport) at end of its expected life cycle	Medium	Agreed. Replace the backup infrastructure at the Shire's disaster recovery site (Onslow Airport) at end of its expected life cycle	30-Sep-23			Not Started
126	01-Nov-22	Cyber Security	Management of removable media devices (USB and Flash drives) & Trusted Insider Program	Establish a removable media arrangement or policy that outlines the Shires expectation on the use, handling and protection of removable media	High	Agree in part. Options will need to be discussed with ELT. Incorporate removable media arrangements into the Cybersecurity Framework	31-Jan-23			Not Started

127	01-Nov-22	Cyber Security	Management of removable media devices (USB and Flash drives) & Trusted Insider Program	Establish arrangements for monitoring unauthorised data access and excessive use of removable media	High	Agree in part. Options will need to be discussed with ELT. Incorporate monitoring arrangements of non-permitted use of removable media into the Cybersecurity Framework	31-Jan-23			Not Started
128	01-Nov-22	Business Continuity, Disaster Recovery and Incident Management	Business continuity management arrangements	Review the Shire's Business Continuity Management Arrangements (BCMA) to ensure they reflect current practice requirements and better practice principles from AS ISO 22301:2020 Security and Resilience	Medium	There is no reason for the BCMA's to record the Local Recovery Centers (LRC). LRCs are for community use and do not play a role in BCMA. It should be remembered that they are separate processes. It is agreed that a system should be put in place to ensure the BCMA is updated annually, and all appropriate measures are put in place to ensure it is relevant, staff are aware of it and hard copies are maintained. This should commence with internal ownership being assigned and a consultant engaged to train and assist staff to develop BCMA's for service units and the organization as a whole. Review Business Continuity Management Arrangements (BCMA) ensuring it adheres current practice requirements and better practice principles from AS ISO 22301:2020 Security and Resilience .	30-Sep-23			Not Started
129	01-Nov-22	Business Continuity, Disaster Recovery and Incident Management	Business continuity management arrangements	Ensure the BCMA, are approved by the CEO or Executive Leadership Team	Medium	There is no reason for the BCMA's to record the Local Recovery Centers (LRC). LRCs are for community use and do not play a role in BCMA. It should be remembered that they are separate processes. It is agreed that a system should be put in place to ensure the BCMA is updated annually, and all appropriate measures are put in place to ensure it is relevant, staff are aware of it and hard copies are maintained. This should commence with internal ownership being assigned and a consultant engaged to train and assist staff to develop BCMA's for service units and the organization as a whole. Have the BCMA approved by the Executive Leadership Team.	31-Dec-23			Not Started
130	01-Nov-22	Business Continuity, Disaster Recovery and Incident Management	Business continuity management arrangements	Communicate the BCMA, to all staff within the organisation	Medium	There is no reason for the BCMA's to record the Local Recovery Centers (LRC). LRCs are for community use and do not play a role in BCMA. It should be remembered that they are separate processes. It is agreed that a system should be put in place to ensure the BCMA is updated annually, and all appropriate measures are put in place to ensure it is relevant, staff are aware of it and hard copies are maintained. This should commence with internal ownership being assigned and a consultant engaged to train and assist staff to develop BCMA's for service units and the organization as a whole. Communicate the BCMA to all staff within the organisation.	31-Jan-24			Not Started

131	01-Nov-22	Business Continuity, Disaster Recovery and Incident Management	Business continuity management arrangements	Copies of the BCMA, be made available and easily accessible to staff and relevant contractors at induction and ongoing basis; and hard copies to be retained by those with BCP role responsibilities within the Shire	Medium	There is no reason for the BCMA's to record the Local Recovery Centers (LRC). LRCs are for community use and do not play a role in BCMA. It should be remembered that they are separate processes. It is agreed that a system should be put in place to ensure the BCMA is updated annually, and all appropriate measures are put in place to ensure it is relevant, staff are aware of it and hard copies are maintained. This should commence with internal ownership being assigned and a consultant engaged to train and assist staff to develop BCMA's for service units and the organization as a whole. BCMA be made available and easily accessible to staff and relevant contractors at induction and ongoing basis; and hard copies to be retained by those with BCP role responsibilities within the Shire.	31-Jan-24			Not Started
132	01-Nov-22	Business Continuity, Disaster Recovery and Incident Management	Business continuity management arrangements	Establish a program of reviewing the Business Continuity Management Arrangements, at a minimum every one year	Medium	There is no reason for the BCMA's to record the Local Recovery Centers (LRC). LRCs are for community use and do not play a role in BCMA. It should be remembered that they are separate processes. It is agreed that a system should be put in place to ensure the BCMA is updated annually, and all appropriate measures are put in place to ensure it is relevant, staff are aware of it and hard copies are maintained. This should commence with internal ownership being assigned and a consultant engaged to train and assist staff to develop BCMA's for service units and the organization as a whole. Review frequency to be incorporate in the revised Business Continuity Management Arrangements.	30-Sep-23			Not Started
133	01-Nov-22	Business Continuity, Disaster Recovery and Incident Management	Risk and Business Impact Assessment	Conduct Risk Assessment and Business Impact Assessment	Medium	Agreed. Shire to engage a suitably qualified consultant to ensure these measures are implemented. Incorporate Risk and Business Impact Assessment into Shire Business Continuity Management Arrangements, including regular reviews.	30-Sep-23			Not Started
134	01-Nov-22	Business Continuity, Disaster Recovery and Incident Management	Risk and Business Impact Assessment	Use findings to update the business continuity arrangements	Medium	Agreed. Shire to engage a suitably qualified consultant to ensure these measures are implemented. Identified findings to be incorporate in the review of the Shire Business Continuity Management Arrangements.	30-Sep-24			Not Started
135	01-Nov-22	Business Continuity, Disaster Recovery and Incident Management	Disaster Recovery (ICT Infrastructure)	Develop an ICT Disaster recovery plan which outlines the overall strategy for recovery ICT reasons and the activities required to implement the strategy, including timeliness for recovering each specific technology component as required by the Shire	Medium	Agreed. Develop an ICT Disaster Recovery Plan which outlines the overall strategy for recovery ICT (including cybersecurity threats and incidents), reasons and the activities required to implement the strategy, including timeliness for recovering each specific technology component as required by the Shire;	31-Jan-23			Not Started
136	01-Nov-22	Business Continuity, Disaster Recovery and Incident Management	Disaster Recovery (ICT Infrastructure)	Review the end-of-life cycle of the backup Information and Communication Technology infrastructure installed at the airport in late 2016	Medium	Agreed. Review the end-of-life cycle of the backup ICT infrastructure installed at Onslow Airport in late 2016;	Review completed			In Progress

137	01-Nov-22	Business Continuity, Disaster Recovery and Incident Management	Disaster Recovery (ICT Infrastructure)	Review the end-of-life cycle of the backup Information and Communication Technology infrastructure installed at the airport in late 2016	Medium	Agreed. Develop an ICT asset replacement program.	30-Jun-23			Not Started
138	01-Nov-22	Business Continuity, Disaster Recovery and Incident Management	Disaster Recovery (ICT Infrastructure)	Replace the backup infrastructure at the Shire's disaster recovery site (Onslow Airport) at end of its expected life cycle	Medium	Agreed. Replace the backup infrastructure at the Shire's disaster recovery site (Onslow Airport) at end of its expected life cycle.	30-Sep-23			Not Started
139	01-Nov-22	Business Continuity, Disaster Recovery and Incident Management	Scenario Testing and Post exercise review	Establish a program of exercising and testing of the BCP arrangements	Medium	Agreed. Scenario testing should be completed by a facilitator and staff with a post exercise review undertaken. Establish a program of exercising and testing of the BCP arrangements;	30-Sep-23			Not Started
140	01-Nov-22	Business Continuity, Disaster Recovery and Incident Management	Scenario Testing and Post exercise review	Ensure the program is performed on a timely basis	Medium	Agreed. Scenario testing should be completed by a facilitator and staff with a post exercise review undertaken. Ensure the program is performed on a timely basis;	30-Sep-24			Not Started
141	01-Nov-22	Business Continuity, Disaster Recovery and Incident Management	Scenario Testing and Post exercise review	Document post testing exercise reports that contain outcomes, recommendations and actions to implement improvements	Medium	Agreed. Scenario testing should be completed by a facilitator and staff with a post exercise review undertaken. Document post testing exercise reports that contain outcomes, recommendations and actions to implement improvements.	30-Sep-24			Not Started
142	01-Nov-22	Business Continuity, Disaster Recovery and Incident Management	Staff awareness and training	Establish an ongoing training program for staff on business continuity including refresher training	Medium	Agreed. Budget should be amended to provide appropriate training. Establish an ongoing training program for staff on business continuity including refresher training	30-Sep-23			Not Started
143	01-Nov-22	Business Continuity, Disaster Recovery and Incident Management	Staff awareness and training	Ensure that the program is approved by the CEO or the delegated authority	Medium	Agreed. Budget should be amended to provide appropriate training. Ensure that the program is approved by the CEO or the delegated authority	31-Oct-23			Not Started
144	01-Nov-22	Business Continuity, Disaster Recovery and Incident Management	Staff awareness and training	Maintain an up-to-date log of when staff last completed their training	Medium	Agreed. Budget should be amended to provide appropriate training. Maintain an up-to-date log of when staff last completed their training	30-Jun-24			Not Started
145	01-Nov-22	Business Continuity, Disaster Recovery and Incident Management	Staff awareness and training	Set minimum timeframes for when staff should attend the refresher training	Medium	Agreed. Budget should be amended to provide appropriate training. Set minimum timeframes for when staff should attend the refresher training	30-Sep-23			Not Started
146	01-Nov-22	Business Continuity, Disaster Recovery and Incident Management	Staff awareness and training	Ensure staff the attend the training and refresher courses	Medium	Agreed. Budget should be amended to provide appropriate training. Ensure staff the attend the training and refresher courses.	30-Jun-24			Not Started
147	01-Nov-22	Business Continuity, Disaster Recovery and Incident Management	Reporting to the Executive, Audit and Risk Committee and Council	Develop reporting and for monitoring compliance and performance of the Shire's business continuity management arrangements	Medium	Agreed. Appropriate governance framework should be developed whilst undertaking a major review. Develop reporting for monitoring compliance and performance of the Shire's business continuity management arrangements	30-Jun-24			Not Started

148	01-Nov-22	Business Continuity, Disaster Recovery and Incident Management	Reporting to the Executive, Audit and Risk Committee and Council	Ensure the requirements are approved by the CEO, Executive or relevant delegated authority	Medium	Agreed. Appropriate governance framework should be developed whilst undertaking a major review. Ensure the requirements are approved by the CEO, Executive or relevant delegated authority;	30-Jun-24			Not Started
149	01-Nov-22	Business Continuity, Disaster Recovery and Incident Management	Reporting to the Executive, Audit and Risk Committee and Council	Regularly report to the executive and Audit and Risk Committee level	Medium	Agreed. Appropriate governance framework should be developed whilst undertaking a major review. Regularly report to the Executive Leadership Team.	30-Sep-24			Not Started
150	01-Nov-22	Business Continuity, Disaster Recovery and Incident Management	Compliance Monitoring	Determine the frequency and method of monitoring compliance	Medium	Agreed. Determine the frequency and method of monitoring compliance	30-Jun-24			Not Started
151	01-Nov-22	Business Continuity, Disaster Recovery and Incident Management	Compliance Monitoring	Regularly monitor; and Report to executive and the Audit and Risk Committee the outcomes	Medium	Agreed. Regularly monitor; and report to the Executive Leadership Team on the outcomes.	30-Sep-24			Not Started
152	01-Nov-22	Business Continuity, Disaster Recovery and Incident Management	Budget for Business Continuity Management	The Shire should allocate a budget for its business continuity, which covers activities such as training, scenario testing, hiring of consultants where required	Low	Agreed. Allocate a budget for business continuity, which covers activities such as training, scenario testing, hiring of consultants where required.	31-Aug-23			Not Started
153	01-Nov-22	Business Continuity, Disaster Recovery and Incident Management	Budget for Business Continuity Management	The Shire should allocate a budget for its business continuity, which covers activities such as training, scenario testing, hiring of consultants where required	Low	Agreed. Allocate a budget for business continuity, which covers activities such as training, scenario testing, hiring of consultants where required.	31-Aug-23			Not Started
154	09-Jun-22	Building Permit Application Process	Overarching Policy and Supporting procedures	Develop an overarching policy for building services including the management of development and demolition application process;	Medium	Develop a Directive for building services, including the management of development and demolition application processes.	31-Jan-23			Not Started
155	09-Jun-22	Building Permit Application Process	Overarching Policy and Supporting procedures	Review the existing operating manual and include guidance on key aspects of the management of building permit application such as recording times and monitoring compliance;	Medium	Review and update the Building Services Procedures Manual to include all relevant information.	30-Nov-22			Not Started
156	09-Jun-22	Building Permit Application Process	Overarching Policy and Supporting procedures	Ensure that the policy and operating procedures are approved by the CEO or Executive Leadership Team; and	Medium	Have the Directive endorsed by the Executive Leadership Team.	28-Feb-23			Not Started
157	09-Jun-22	Building Permit Application Process	Overarching Policy and Supporting procedures	Ensure that the policy and operating procedures are approved by the CEO or Executive Leadership Team; and	Medium	Have the updated Building Services Procedures Manual endorsed by the Director People and Place.	31-Jan-23			Not Started
158	09-Jun-22	Building Permit Application Process	Overarching Policy and Supporting procedures	Communicate the policy and operating procedures to relevant staff.	Medium	Communicate the Directive to the relevant staff.	31-Mar-23			Not Started
159	09-Jun-22	Building Permit Application Process	Overarching Policy and Supporting procedures	Communicate the policy and operating procedures to relevant staff.	Medium	Communicate the updated Building Services Procedures Manual to the relevant staff.	28-Feb-23			Not Started
160	09-Jun-22	Building Permit Application Process	Staff Training	Establish an ongoing training program for all staff, including staff responsible for building application and demolition permit applications.	Medium	Ensure the Building Services Procedures Manual includes sufficient detail and checklists for the checking of submitted applications.	30-Nov-22			Not Started
161	09-Jun-22	Building Permit Application Process	Staff Training	Establish an ongoing training program for all staff, including staff responsible for building application and demolition permit applications.	Medium	Ensure that training on job requirements, including understanding of policies, directives and procedures is included in the relevant employee's on-boarding documentation.	30-Nov-22			Not Started

162	09-Jun-22	Building Permit Application Process	Staff Training	Establish an ongoing training program for all staff, including staff responsible for building application and demolition permit applications.	Medium	Ensure that confirmation of job requirements, including understanding of policies, directives and procedures is included in the relevant employee's annual performance review process and any gaps identified are listed as development goals.	30-Nov-22			Not Started
163	09-Jun-22	Building Permit Application Process	Identification and Management of Conflict of Interest	Establish and implement processes for identifying, recording and managing potential conflicts of interest that arise when assessing building and demolition permit applications	High	Create a conflict-of-interest declaration requirement for all Shire staff involved in application process.	30-Nov-22			Not Started
164	09-Jun-22	Building Permit Application Process	Identification and Management of Conflict of Interest	Establish and implement processes for identifying, recording and managing potential conflicts of interest that arise when assessing building and demolition permit applications	High	Update the Building Services Procedures Manual to include a conflict-of-interest declaration process.	30-Nov-22			Not Started
165	09-Jun-22	Building Permit Application Process	Identification and Management of Conflict of Interest	Ensure its approved by the relevant delegated authority	High	Have the updated Building Services Procedures Manual endorsed by the Director People and Place.	31-Jan-23			Not Started
166	09-Jun-22	Building Permit Application Process	Identification and Management of Conflict of Interest	Communicate the procedures to the relevant staff and ensure they are adequately trained.	High	Communicate updated procedures to relevant staff.	31-Jan-23			Not Started
167	09-Jun-22	Building Permit Application Process	Quality review of application by senior staff	Establish a risk-based process for independent quality reviewing applications by senior staff; and	Medium	Create a signoff sheet to acknowledge applications have been reviewed by senior staff.	30-Nov-22			Not Started
168	09-Jun-22	Building Permit Application Process	Quality review of application by senior staff	Establish a risk-based process for independent quality reviewing applications by senior staff; and	Medium	Update the Building Services Procedures Manual to include independent quality reviewing of applications by senior staff.	30-Nov-22			Not Started
169	09-Jun-22	Building Permit Application Process	Quality review of application by senior staff	Implement and ensure that records of the review are maintained on a timely basis.	Medium	Communicate updated procedures to relevant staff.	31-Jan-23			Not Started
170	09-Jun-22	Building Permit Application Process	Permit Application Timeframes	Ensure applications are processed within the required timeframes	High	Ensure further information requests are recorded against the building applications.	30-Nov-22			Not Started
171	09-Jun-22	Building Permit Application Process	Permit Application Timeframes	Ensure timeframes are recorded including start, pause and stop of the clock as required by the Act; and	High	Update the Building Services Procedures Manual to include record keeping requirements for the start, pause and stop the clock activities in accordance with legislation.	30-Nov-22			Not Started
172	09-Jun-22	Building Permit Application Process	Permit Application Timeframes	Identify the building and demolition applications which did not meet the required timeframes and consider where the Shire is required to refund the application fee, as required by legislation. Legal advice may have to be sought as to how far to go back if this has not been identified previously.	High	Update the Building Services Procedures Manual to include reporting of applications which do not meet the required timeframes to the Director People and Place to determine whether a refund is required.	30-Nov-22			Not Started
173	09-Jun-22	Building Permit Application Process	Monitoring and Compliance and Enforcement	Develop risk-based business rules for staff articulating how monitoring activities will be prioritised given the limited resources and ensure staff are aware of the articulated arrangements; and	Medium	Incorporate compliance monitoring expectations in the Building Services Directive.	31-Jan-23			Not Started
174	09-Jun-22	Building Permit Application Process	Monitoring and Compliance and Enforcement	Develop a process to demonstrate compliance with relevant legislation governing the building and demolition permits including identification of relevant legislation, legislative owner, documentation to evidence of legislative compliance, frequency of how often the legislative compliance assessment should be undertaken	Medium	Update the Building Services Procedures Manual following implementation of the Directive.	31-Mar-23			Not Started
175	09-Jun-22	Building Permit Application Process	Performance Reporting	Develop KPI's for monitoring compliance and performance of the building and demolition permit application function	Medium	Develop KPI's for monitoring compliance and performance of the building and demolition permit application function.	31-Jan-23			Not Started
176	09-Jun-22	Building Permit Application Process	Performance Reporting	Ensure KPI's are approved by the Executive or relevant delegated authority;	Medium	Incorporate KPI's in the Building Services Directive to be approved by the Executive Leadership Team.	31-Jan-23			Not Started

177	09-Jun-22	Building Permit Application Process	Performance Reporting	Have a standard agenda item on a regular basis to discuss building and demolition permit application matters; and	Medium	A monthly report will be provided to the Executive Leadership Team and elected members.	30-Nov-22			Not Started
178	09-Jun-22	Building Permit Application Process	Performance Reporting	Regularly report to the Executive and Audit and Risk Committee level.	Medium	A monthly report will be provided to the Executive Leadership Team and elected members.	30-Nov-22			Not Started
179	09-Jun-22	Building Permit Application Process	Staff Delegation	The Shire should review the delegation register and align the title of the relevant delegated authority to match existing positions within the Shire with the relevant responsibility.	Low	Review the delegation register to ensure correct position titles are listed.	31-Dec-22			Not Started



Financial Audit

Current Review Date: 2/11/2022

No	Date of Report	Audit Topic	Recommendation	Risk Rating	Management Comment in Report	Due Date	Client Progress Update	Moore Australia Comment	Status After Assessment
1	30-Jun-16	Comment on Ratios (Asset sustainability Ratio)	<p>Summary</p> <p>The Shire's Ration position, after adjustment for FAGs and Onslow tip closure expenditure, appears reasonably consistent with prior years with improvements in the Current ratio but deterioration in both Asset Sustainability and Operating Surplus ratios.</p> <p>Whilst some ratios are below the accepted industry benchmark, given the relative strength of the other ratios and the Shire's balance sheet, lower ratios may be expected and acceptable in the short term, provided other measure/ strategies are maximised.</p> <p>Notwithstanding this a number of the ratios do appear to be trending downwards over the longer term and this should be considered moving forward.</p> <p>We would like to take this opportunity to stress one off assessments of ratios at a particular point in time can only provide a snap shot of the financial position and operating situation of the Shire. As is the case with all ratios and indicators, their interpretation is much improved if they are calculated as an average over time with the relevant trends being considered.</p> <p>We will continue to monitor the financial position and ratios in the future financial years and suggest it is prudent for Council and management to do so also as they strive to manage the scarce resources of the Shire</p>		Not identified	Not identified	Not provided	No evidence provided	Not Started
2	30-Jun-17	Comment on Ratios (Asset sustainability Ratio and Operating Surplus Ratio)	<p>Summary</p> <p>The Shire's Ration position, after adjustment for FAGs, appears reasonably consistent with prior years except the deterioration in the Operating Surplus Ratio.</p> <p>We also note a number of the ratios appear to be trending downwards over the longer term and this should be considered moving forward .</p> <p>We would like to take this opportunity to stress one off assessments of ratios at a particular point in time can only provide a snap shot of the financial position and operating situation of the Shire. As is the case over time with the relevant trends being considered.</p> <p>We will continue to monitor the financial position and ratios in future financial years and suggest it is prudent for Council and management to do so also as they strive to manage the scarce resources of the Shire.</p>		Not identified	Not identified	Not provided	No evidence provided	Not Started
3	30-Jun-18	Asset Sustainability Ratio	<p>Summary</p> <p>As detailed above, the asset sustainability relation is below the accepted industry benchmark. Given the relative strength of the other ratios and the Shire's balance sheet, a lower ratio may be acceptable in the short term provided other measure /strategies are maximised. Notwithstanding this, a number of ratios appear to be trending downwards over the longer term and this should be carefully considered moving forward to avoid the development of an adverse trend.</p> <p>We would like to take this opportunity to stress one off assessments of ratios at a particular point in time can only provide a snap shot of the financial position and operating situation of the Shire. As is the case with all ratios and indicators, their is much improved if they are calculated as an average over time with the relevant trends being considered.</p>		Not identified	Not identified	Not provided	No evidence provided	Not Started
4	30-Jun-19	General Journals	To help maintain the integrity of the accounting information, supporting documentation should be maintained for all journals. In addition, someone more senior than the preparer should authorise all journal entries to be processed in the system, review the correctness of posting after being processed and evidence their approval and review.	High	Procedure to be updated in the current Finance Manual. Approval to in line financial approval delegations. Investigate options to restrict access o update and approve journals in Synergy.	31-Jan-20	Not provided	No evidence provided	Not Started
5	30-Jun-19	Valuation of land held for resale	The Shire should obtain up to date evidence of the value of the land to ensure it is recorded at the lower of cost and net realisable value	Medium	Investigate current market value based on latest Valuer General information	31-Jan-20	Not provided	No evidence provided	Not Started
6	30-Jun-19	Excessive annual leave	The Shire should manage and monitor the excessive annual leave accruals to reduce the financial liability, risk of business interruption and fraud.	Medium	Excessive and high annual leave accruals are reported on the quarterly Human Resources report, per Directorate. Each Director has previously been requested to have discussions with the relevant employee to reduce their annual leave or cash out some of the leave in accordance with clause 10.2. As leave has not decreased for some employees Human Resources will be writing to employees to request that they reduce their annual leave accruals, as outlined in the report. The intention is to do this in January following employees taking leave over Christmas period.	31-Jan-20	Not provided	7 September 2022 - Evidence received indicating that this done on a regular basis through information provided to Directors and Managers.	Completed

7	30-Jun-19	Related party declarations	All Shire Councillors and key management staff complete Related Party Disclosure forms for any period that they held office or were employed by the Shire during a financial year. The declaration should also indicate the period of coverage. The shire should ensure these are obtained from councillors and staff prior to them leaving the Shire.	Medium	Review Governance Procedures relating to Related Party Declarations	31-Mar-20	Not provided	Jasmine provided evidence on 24 October 2022	Completed
8	30-Jun-20	Management of excessive leave	Management should ensure staff comply with the Leave Management Policy and ensure long outstanding leave balances are cleared in a timely manner. Managers should be reminded of their responsibility to manage excessive leave balances and ensure that leave management plans are implemented and enforced.	Medium	We can confirm that any excessive leave balances are highlighted in the monthly Human Resources report for Executive Leadership Team distribution, awareness and action, with the following: "Directors should discuss the above leave liability with their Managers in order to develop a plan between the Manager and Employee to reduce the leave." The Human Resources Team, work with Managers to issue letters relating to excess leave and we are about to conduct a complete review of all Shire Human Resources Directives, which will include leave management. The Human Resources Team have also developed a formal training program for Managers, consisting of various mandatory courses to support them in the effective management of staff.	09-Feb-21	Not provided	7 September 2022 - Evidence received indicating that this done on a regular basis through information provided to Directors and Managers.	Completed
9	30-Jun-20	Related party declarations	Management should implement procedures to ensure all KMP declarations are completed and returned in a timely manner.	Medium	In September 2020, the Shire implemented the Attain Compliance Management system. This electronic system will assist with the timely collation of returns and declarations in the future.	09-Feb-21	Not provided	No evidence provided	Not Started
10	30-Jun-20	Incorrect capitalisation of minor assets	The Shire should review its fixed asset register to ensure that all items acquired for less than \$5,000 have been removed from the register maintain an 'attractive items register' to prevent loss or theft.	Medium	Along with the monthly reconciliation of asset movements Shire officers review the fixed asset register to ensure items under \$5,000 are excluded. To improve the tracking of small or minor assets an items register is currently being created and will be maintained by the finance team.	22-Oct-20	Not provided	No evidence provided	Not Started
11	30-Jun-20	Procurement controls	The Shire should implement a more robust process to identify year end accruals and perform monthly reviews of open purchase orders and close off any long outstanding purchase orders if they are no longer required	Medium	Open Purchase Orders are reviewed annually around the month of May to assist with preparation of the annual budget. A new process of monthly review is now being implemented.	22-Oct-20	Not provided	No evidence provided	Not Started
12	30-Jun-20	Petty cash controls	It is recommended that when petty cash is used for purchases above the \$100.00 limit formal documentation and approval is retained with the petty cash claim form to ensure the expense was used for appropriate business purposes. Petty cash recoup forms should be updated to reflect the Shire's policy for dual verification and staff should be reminded of the petty cash policy.	Low	A review of the approval process and supporting documentation requirements has been undertaken alongside staff being informed of what is required when using petty cash, in particular those instances of transactions over \$100.	22-Oct-20	Not provided	No evidence provided	Not Started



Agenda Item 9.1.1 - Attachment 1

Minutes of the Ordinary Council Meeting held 8 November
2022



Minutes

Ordinary Council Meeting
Tuesday, 8 November 2022

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



**Shire of Ashburton
Ordinary Council Meeting**

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

K Donohoe
Chief Executive Officer
16 November 2022

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

Presiding Member _____

Date _____

Disclaimer

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

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1 Declaration Of Opening

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

1.1 Acknowledgement Of Country

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

2 Announcement Of Visitors

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

3 Attendance

3.1 Present

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

3.2 Apologies

Cr J Richardson Tableland Ward

3.3 Approved Leave Of Absence

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

4 Question Time

4.1 Response To Previous Public Questions Taken On Notice

4.2 Public Question Time

Nil

5 Declaration By Members

5.1 Due Consideration By Councillors To The Agenda

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

5.2 Declaration Of Interest

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

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

The following declarations of interest are disclosed –

Nil

6 Announcements By The Presiding Member And Councillors Without Discussion

Nil

7 Petitions / Deputations / Presentations

7.1 Petitions

The follow Petition has been received by the Shire:

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

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

Council Decision **149/2022**

Moved **Cr L Rumble JP**

Seconded **Cr A Smith**

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

Carried 7/0

7.2 Deputations

Nil

7.3 Presentations

Nil

8 Applications for Leave of Absence

Nil

9 Confirmation Of Minutes

9.1 Confirmation Of Council Minutes

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

Council Decision **150/2022**

Moved **Cr T Mladenovic**

Seconded **Cr L Rumble JP**

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

Carried 7/0

9.2 Receipt Of Committee And Other Minutes

Nil

10 En Bloc Council Resolutions

10.1 Agenda Items Adopted En Bloc

Nil

11 Office of the Chief Executive Officer Reports

Nil

12 Corporate Services Reports

12.1 Monthly Schedule of Accounts Paid - September 2022

File Reference	FM03
Applicant or Proponent(s)	
Author	T Dayman, Acting Director Corporate Services
Authorising Officer	T Dayman, Acting Director Corporate Services
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Schedule of Accounts Paid - September 2022

1. Report Purpose

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

The purpose of this report is to present the –

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

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

2. Background

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

3. Comments

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

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

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

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

4. Implications To Consider

4.1 Consultation

Executive Leadership Team

Finance Team

4.2 Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	4. Performance - We will lead the organisation, and create the culture, to deliver demonstrated performance excellence to the community.
Strategic Outcome	4.2 Appropriate, sustainable, and transparent management of community funds
Strategy	4 Ensure financial transactions are accurate and timely.

4.3 Council Policy

FIN06 Significant Accounting Policy

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

ELM10 Financial Sustainability Policy

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

4.4 Financial

Current Financial Year

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

Future Financial Year(s)

Nil

4.5 Legislative

Local Government (Financial Management) Regulations 1996

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

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

4.6 Risk Management

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

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

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

5. Voting Requirements

Simple Majority

Officer Recommendation

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

Council Decision	151/2022
Moved	Cr R De Pledge
Seconded	Cr A Smith
That with respect to Monthly Schedule of Accounts Paid, Council, in accordance with <i>Local Government (Financial Management) Regulations 1996</i> Regulation 13 confirms the Monthly Schedule of Accounts Paid for September 2022, as included at Attachment 1.	
Carried 7/0	

12.2 Monthly Financial Statements - September 2022

File Reference	FM03
Applicant or Proponent(s)	
Author	T Dayman, Acting Director Corporate Services
Authorising Officer	T Dayman, Acting Director Corporate Services
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Monthly Financial Report September 2022

1. Report Purpose

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

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

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

2. Background

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

3. Comments

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

The following 2022-2023 budget amendments are recommended:

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

Ordinary Council Meeting Minutes

8 November 2022

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

4. Implications To Consider

4.1 Consultation

Executive Leadership Team

Middle Management Group

Finance Team

4.2 Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	4. Performance - We will lead the organisation, and create the culture, to deliver demonstrated performance excellence to the community.
Strategic Outcome	4.2 Appropriate, sustainable, and transparent management of community funds
Strategy	4 Ensure financial transactions are accurate and timely.

4.3 Council Policy

FIN06 Significant Accounting Policy

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

ELM10 Financial Sustainability Policy

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

4.4 Financial

Current Financial Year

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

Future Financial Year(s)

Nil

4.5 Legislative

Local Government Act 1995

Section 6.4 (Financial report)

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

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

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

4.6 Risk Management

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

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

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

5. Voting Requirements

Absolute Majority

Officer Recommendation

That with respect to Monthly Financial Statements, Council,

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

Council Decision **152/2022**

Moved **Cr T Mladenovic**

Seconded **Cr A Smith**

That with respect to Monthly Financial Statements, Council,

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

Carried By Absolute Majority 7/0

12.3 2022 Policy Review - Repeal

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

1. Report Purpose

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

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

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

2. Background

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

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

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

3. Comments

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

Policy	Reason for repeal
ELM04 Code of Conduct	In accordance with section 5.51A of the <i>Local Government Act 1995</i> , the Code of Conduct for employees is to be endorsed by the Chief Executive Officer (CEO), not Council. This policy is being repealed as the CEO endorsed the Code of Conduct for employees in June 2021.
ELM07 Conduct of Public Question Time	The conduct of public question time is provided for in the <i>Local Government Act 1995</i> , <i>Local Government (Administration) Regulations 1996</i> and the <i>Shire of Ashburton Standing Orders Local Law 2012</i> . Public Question Protocols and the Public Question Time submission form are available on the Shire's website for the community.
ELM10 Financial Sustainability	This policy is proposed to be repealed as it repeats what is provided for in the Shire's Long Term Financial Plan.
ELM26 Chief Executive Officer Performance Review	This policy has been superseded by the Council adopted (20 April 2021) standards for CEO recruitment, performance review and termination.
EMP16 Grievance Investigation and Resolution	This policy is proposed to be repealed as it relates to employees only. The content will be converted into a CEO Directive.
EMP25 Fitness for Work	This policy is proposed to be repealed as it relates to employees only. The content will be converted into a CEO Directive.
EMP37 Salary Sacrifice	This policy is proposed to be repealed as it relates to employees only. The content will be converted into a CEO Directive.
ENG06 Temporary Road Closures	This policy is proposed to be repealed as temporary road closures are dealt with in sections 3.50-3.52 of the <i>Local Government Act 1995</i> .
ENG10 Guidelines for Urban Development	This policy is superseded by standard condition requirements from the Western Australian Planning Commission.
FIN06 Significant Accounting Policies	This policy duplicates content in the Australia Accounting Standards and the <i>Local Government Act 1995</i> , which the Shire must comply with, therefore a policy is not required. In addition, the Shire's includes its significant accounting policies are detailed in the Annual Budget.
FIN09 - Authorised signatures for cheque and electronic funds transfer (EFT) payments	This is an administrative function and is already covered by a Council delegation to the CEO.
FIN20 Related Party Disclosures	This policy is proposed to be repealed as it repeats what is provided for in the Australia Accounting Standard AASB 124 Related Party Disclosures.
FIN21 Rating	This policy is proposed to be repealed as it repeats what is set out in legislation. In the future a Rating Strategy will be developed.
FIN25 Panels of Pre-qualified Suppliers Policy	This policy is proposed to be repealed as the principles are already included in the Purchasing and Procurement Policy.
REC06 Vandalism – Reward for Conviction	This policy is proposed to be repealed as this is not current Shire practice and is not provided for in the Annual Budget.

4. Implications To Consider

4.1 Consultation

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

4.2 Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

4.3 Council Policy

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

4.4 Financial

Current Financial Year

Nil

Future Financial Year(s)

Nil

4.5 Legislative

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

4.6 Risk Management

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

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

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Reputation (social/community)	Customer complaints when policy content doesn't reflect current processes.	Possible (3)	Minor (2)	Moderate (5-9)	Repeal the policies detailed in this report.
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Based on the inherent risk rating and risk treatments, the residual risk to the Shire is considered to be medium.

5. Voting Requirements

Simple Majority

Officer Recommendation

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

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

Council Decision **153/2022**

Moved **Cr T Mladenovic**

Seconded **Cr L Rumble JP**

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

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

Carried 7/0

12.4 Ward Boundary and Representation Review

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

1. Report Purpose

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

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

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

2. Background

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

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

3. CommentsCurrent state

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

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

Ordinary Council Meeting Minutes

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

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

Proposed local government reforms

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

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

In relation to those reforms:

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

Review process

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

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

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

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

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

4. Implications To Consider

4.1 Consultation

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

4.2 Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

4.3 Council Policy

Nil

4.4 Financial

Current Financial Year

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

Future Financial Year(s)

Nil

4.5 Legislative

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

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

4.6 Risk Management

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

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

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

5. Voting Requirements

Simple Majority

Officer Recommendation

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

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

Council Decision **154/2022**

Moved **Cr A Smith**

Seconded **Cr L Rumble JP**

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

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

Carried 7/0

12.5 Elected Member Superannuation

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

1. Report Purpose

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

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

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

2. Background

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

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

3. Comments

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

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

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

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

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

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

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

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

4. Implications To Consider

4.1 Consultation

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

4.2 Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

4.3 Council Policy

Nil

4.4 Financial

Current Financial Year

Nil

Future Financial Year(s)

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

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

4.5 Legislative

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

4.6 Risk Management

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

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

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

5. Voting Requirements

Simple Majority

Officer Recommendation

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

Officer Recommendation

Moved Cr L Rumble JP

Seconded Cr A Smith

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

Lost 1/6

12.6 Ordinary Council Meeting Details for 2023

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

1. Report Purpose

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

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

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

2. Background

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

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

3. Comments

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

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

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

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

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

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

4. Implications To Consider

4.1 Consultation

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

4.2 Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

4.3 Council Policy

Nil

4.4 Financial

Current Financial Year

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

Future Financial Year(s)

Nil

4.5 Legislative

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

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

4.6 Risk Management

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

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

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

5. Voting Requirements

Simple Majority

Officer Recommendation

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

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

Moved Cr R De Pledge

Seconded Cr M Gallanagh

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

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

Council Decision 155/2022

Moved Cr R De Pledge

Seconded Cr M Gallanagh

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

Carried 7/0

13 Infrastructure Services Reports

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

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

1. Report Purpose

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

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

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

2. Background

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

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

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

3. Comments

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

4. Implications To Consider

4.1 Consultation

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

4.2 Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

4.3 Council Policy

ENG13 Road Management Policy

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

4.4 Financial

Current Financial Year

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

Future Financial Year(s)

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

4.5 Legislative

Road Traffic (Vehicles) Act 2012

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

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

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

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

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

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

Road Traffic Act 2008

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

4.6 Risk Management

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

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

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

5. Voting Requirements

Simple Majority

Officer Recommendation

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

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

Council Decision **156/2022**

Moved **Cr T Mladenovic**

Seconded **Cr M Lynch**

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

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

Carried 7/0

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

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

1. Report Purpose

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

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

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

2. Background

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

Phase one of the PRWMF project is delivering a 40,000m³ Class IV Landfill cell as well as a green waste processing facility, construction and demolition waste recovery and recycling facility and asbestos, tyre, and rubber mono-cells.

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

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

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

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

Common sources of liquid waste include:

- Residential areas
- Commercial areas
- Industrial areas.

Common types of liquid waste include:

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

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

3. Comments

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

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

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

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

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

4. Implications To Consider

4.1 Consultation

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

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

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

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

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

4.2 Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

4.3 Council Policy

Nil

4.4 Financial

Current Financial Year

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

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

Future Financial Year(s)

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

* Based on a 20 year asset life.

** Based on a clean out every 10 years.

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

4.5 Legislative

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

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

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

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

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

4.6 Risk Management

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

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

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

5. Voting Requirements

Simple Majority

Officer Recommendation

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

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

Council Decision 157/2022

Moved Cr T Mladenovic

Seconded Cr A Smith

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

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

Carried 7/0

14 People and Place Reports

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

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

1. Report Purpose

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

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

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

2. Background

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

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

3. Comments

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

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

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

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

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

4. Implications To Consider

4.1 Consultation

Director Infrastructure Services

Manager Town Planning

4.2 Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

4.3 Council Policy

Nil

4.4 Financial

Current Financial Year

Nil

Future Financial Year(s)

Nil

4.5 Legislative

Planning and Development Act 2005

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

4.6 Risk Management

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

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

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Reputation (social/community)	Council does not support the clearance of subdivision conditions.	Possible (3)	Insignificant (1)	Low (1-4)	Support Officer's Recommendation.
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Based on the inherent risk rating and risk treatments, the residual risk to the Shire is considered to be low.

5. Voting Requirements

Simple Majority

Officer Recommendation

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

- “4. *Engineering drawings and specifications are to be submitted and approved and works undertaken in accordance with the approved engineering drawings and specifications and approved plan of subdivision, for the filling and/or draining of the land, including ensuring that stormwater is contained on-site, or appropriately treated and connected to the local drainage system. Engineering drawings and specifications are to be in accordance with an approved Urban Water Management Plan (UWMP) for the site, or where no UWMP exists, to the satisfaction of the Western Australian Planning Commission. (Local Government)*

- 5. *Engineering drawings and specifications are to be submitted, approved, and works undertaken in accordance with the approved engineering drawings, specifications, and approved plan of subdivision, for grading and/or stabilisation of the site to ensure that:*
 - a) *lots can accommodate their intended use; and*
 - b) *finished ground levels at the boundaries of the lot(s) the subject of this approval match or otherwise coordinate with the existing and/or proposed finished ground levels of the land abutting. (Local Government)*

- 7. *Suitable arrangements being made with the local government for the provision of vehicular crossover(s) to service the lot(s) shown on the approved plan of subdivision. (Local Government)”*

Council Decision **158/2022**

Moved **Cr M Lynch**

Seconded **Cr A Smith**

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

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

Carried 7/0

14.2 Working Together Onslow Agreement 2023-2025

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

1. Report Purpose

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

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

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

2. Background

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

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

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

3. Comments

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

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

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

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

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

4. Implications To Consider

Nil

4.1 Consultation

Chevron Australia Pty Ltd, Corporate Affairs

Creating Communities, Onslow Social Needs Assessment 2021

4.2 Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

4.3 Council Policy

Nil

4.4 Financial

Current Financial Year

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

Future Financial Year(s)

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

4.5 Legislative

Nil

4.6 Risk Management

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

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

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

5. Voting Requirements

Simple Majority

Officer Recommendation

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

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

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Council Decision **159/2022****Moved** **Cr M Lynch****Seconded** **Cr T Mladenovic****That with respect to the Working Together Onslow Agreement 2023-2025, Council,**

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

Carried 7/0

14.3 Acceptance of Community Support Grant Allocations

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

1. Report Purpose

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

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

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

2. Background

The Shire supports the following grants under REC08 as follows -

Community Support Grant

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

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

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

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

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

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

3. Comments

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

All applications have been assessed on the –

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

The summary of the applications are as follows –

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

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

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

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

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

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

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

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

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

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

4. Implications To Consider

4.1 Consultation

Executive Leadership Team

Infrastructure Services Team

Relevant clubs and associations

4.2 Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

4.3 Council Policy

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

4.4 Financial

Current Financial Year

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

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

Future Financial Year(s)

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

4.5 Legislative

Local Government Act 1995

Section 6.7 – Municipal fund

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

4.6 Risk Management

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

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

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

5. Voting Requirements

Simple Majority

Officer Recommendation

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

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

Officer Recommendation

Moved Cr M Lynch

Seconded Cr L Rumble JP

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

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

Lost 2/5

Cr L Rumble JP and Cr A Smith for

14.4 Provision of Mutual Aid Memorandum of Understanding

File Reference	ES08
Applicant or Proponent(s)	
Author	K Cameron, Coordinator Ranger Services
Authorising Officer	T Matson, Director People and Place
Previous Meeting Reference	Ordinary Council Meeting 17 January 2017 - Item 14.1 – 98/2017
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. 2022 Memorandum of Understanding 2. 2017 Memorandum of Understanding

1. Report Purpose

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

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

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

2. Background

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

3. Comments

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

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

4. Implications To Consider

4.1 Consultation

- Shire of Exmouth
- Shire of Ashburton
- Shire of East Pilbara
- Town of Port Hedland
- City of Karratha
- District Emergency Management Committee

4.2 Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

4.3 Council Policy

Nil

4.4 Financial

Current Financial Year

Nil

Future Financial Year(s)

Nil

4.5 Legislative

Nil

4.6 Risk Management

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

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

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

5. Voting Requirements

Simple Majority

Officer Recommendation

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

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

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Council Decision **160/2022****Moved** **Cr T Mladenovic****Seconded** **Cr M Lynch**

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

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

Carried 7/0

15 Projects and Procurement Reports

Nil

16 Councillor Agenda Items / Notices of Motion

Nil

17 Recommendations From Committee

Nil

18 New Business Of An Urgent Nature Introduced By Council Decision**Procedural Motion****Moved** Cr M Gallanagh**Seconded** Cr M Lynch

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

L.1 Appointment of Director Infrastructure Services**Carried 7/0**

19 Confidential Matters

Procedural Motion

Moved Cr T Mladenovic

Seconded Cr A Smith

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

L.1 Appointment of Director Infrastructure Services

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

- (a) a matter affecting an employee or employees

Carried 7/0

L.1 Appointment of Director Infrastructure Services

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

Reason for Confidentiality

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

1. Report Purpose

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

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

Council Decision	161/2022
Moved	Cr T Mladenovic
Seconded	Cr M Lynch
That with respect to Appointment of Director Infrastructure Services, Council, accepts the Chief Executive Officer’s recommendation to appoint the preferred candidate (as outlined in the report) for the position of Director Infrastructure Services for a contract term of five (5) years as a Senior Designated Employee.	
Carried 7/0	

Procedural Motion**Moved** Cr T Mladenovic**Seconded** Cr R De Pledge**That Council re-open the meeting to the public at 1:53pm.****Carried 7/0****20 Next Meeting**

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

21 Closure Of Meeting

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



Agenda Item 9.2.1 - Attachment 1

Minutes of the Audit And Risk Management Committee
Meeting held 8 November 2022



Minutes

Audit And Risk Management Committee Meeting

Tuesday, 8 November 2022

Date: Tuesday 8 November 2022
Time: 9:00am
Location: Council Chambers, Onslow Shire Complex, Second Avenue, Onslow
Distribution Date: Wednesday 16 November 2022



**Shire of Ashburton
Audit And Risk Management Committee Meeting**

The Chief Executive Officer recommends the endorsement of these minutes at the next Audit And Risk Management Committee Meeting.

K Donohoe
Chief Executive Officer
16 November 2022

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

Presiding Member _____

Date _____

Disclaimer

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

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1 Declaration Of Opening

The Presiding Member declared the meeting open at 8:30am.

1.1 Acknowledgement Of Country

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

2 Announcement Of Visitors

The Presiding Member welcomed Nick Goosen and Michelle Shafizadeh from Moore Australia to the meeting.

3 Attendance

3.1 Present

Elected Members:	Cr K White	Onslow Ward
	Cr M Lynch	Tom Price Ward
	Cr R De Pledge	Ashburton Ward
	Cr M Gallanagh	Pannawonica Ward (joined the meeting at 8:31am)
	Cr L Rumble JP	Paraburdoo Ward
	Cr A Smith	Tom Price Ward
	Cr T Mladenovic	Tom Price Ward
Employees:	K Donohoe	Chief Executive Officer
	C McGurk	Director Projects and Procurement
	T Dayman	Acting Director Corporate Services
	S Kane	Acting Director Infrastructure Services
	J Bray	Manager Governance
	A Furfaro	Governance Officer
	M Barnes	Executive Assistant – Projects and Procurement

Audit And Risk Management Committee Meeting Minutes

8 November 2022

Guests:	Nil
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.

3.2 Apologies

Cr J Richardson Tableland Ward

3.3 Approved Leave Of Absence

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

4 Declaration By Members

4.1 Due Consideration By Councillors To The Agenda

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

4.2 Declaration Of Interest

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

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

The following declarations of interest are disclosed –

Nil

Suspension of Standing Orders

Committee Decision

Moved Cr R De Pledge

Seconded Cr L Rumble JP

A motion was moved that Council suspend standing orders at 8:32am.

Carried 7/0

Audit And Risk Management Committee Meeting Minutes

8 November 2022

Resumption of Standing Orders

Committee Decision

Moved Cr T Mladenovic

Seconded Cr M Gallanagh

A motion was moved that Council resume standing orders at 8:55am.

Carried 7/0

5 Confirmation Of Minutes

5.1 Confirmation Of Previous Minutes

5.1.1 Minutes Of The Audit And Risk Management Committee Meeting Held On 9 August 2022

Committee Decision

Moved Cr L Rumble JP

Seconded Cr M Gallanagh

That the Minutes of the Audit And Risk Management Committee Meeting held 9 August 2022 be confirmed as a true and accurate record.

Carried 7/0

6 Public Agenda Items

6.1 Audit and Risk Management Committee Terms of Reference

File Reference	GV32
Applicant or Proponent(s)	
Author	J Bray, Manager Governance
Authorising Officer	T Dayman, Acting Director Corporate Services
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	<ol style="list-style-type: none"> 1. Draft Audit and Risk Management Committee Terms of Reference 2. Current Audit and Risk Management Committee Terms of Reference

1. Report Purpose

Council is required to consider the draft Audit and Risk Management Committee (Committee) Terms of Reference.

The purpose of this report is to present a revised Terms of Reference to provide clarity on the role of the Committee.

Council is requested to adopt the revised Committee Terms of Reference.

2. Background

In accordance with section 7.1A of the *Local Government Act 1995* (the Act), the local government must establish an audit committee. It is good governance to have an adopted and regularly reviewed Terms of Reference which provides clear responsibilities and guidance on meeting requirements.

Prior to the introduction of Infocouncil, the Terms of Reference were included in section 6 of the Committee agenda template (refer to Attachment 2).

As part of the Risk Management Internal Audit conducted in April 2021, the following was identified:

“Review the current Audit and Risk Management Committee Terms of Reference to include risk management responsibilities and to align with better practice principles.”

3. Comments

A comprehensive review of the current Committee Terms of Reference has been undertaken. The current Terms of Reference only detail the purpose and responsibilities of the Committee.

As part of the review and to align to best practice, the Terms of Reference has expanded to include provisions relating to:

- Delegation – no delegated powers are proposed to be provided to the Committee,
- Membership – no change is proposed to the membership (ie. all elected members are appointed members of the Committee,
- Quorum – in accordance with the *Local Government Act 1995*,
- Meetings – sets out how the Presiding Member and Deputy Presiding Member are elected to the Committee and how and when meetings will be scheduled, and
- Reporting – clarifying that the Committee reports to Council on any recommendations it makes.

The purpose and roles and responsibilities has been amended to provide clarity. Clear Terms of Reference assist the Committee to run efficiently and effectively, which in turn helps the community understand the purpose, structure and function of the Committee.

The Terms of Reference have been removed from the Committee agenda template to allow for ease of review and amendment. The revised Terms of Reference will be made available on the Shire’s website.

In the future, the Terms of Reference will be submitted to the Committee for review biennially following each local government ordinary election.

4. Implications To Consider

4.1 Consultation

Nil

4.2 Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

4.3 Council Policy

Nil

4.4 Financial

Current Financial Year

Nil

Future Financial Year(s)

Nil

4.5 Legislative

Section 7.1A of the *Local Government Act 1995* requires a local government to establish an audit committee.

Regulation 16 of the *Local Government Act 1995* prescribes the functions of an audit committee.

4.6 Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Elected members are unclear on the roles and responsibilities of the Committee.	Unlikely (2)	Minor (2)	Low (1-4)	Adopt the revised Audit and Risk Management Committee Terms of Reference.

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

5. Voting Requirements

Simple Majority

Officer Recommendation

That with respect to the Audit and Risk Management Committee Terms of Reference, the Committee recommends that Council, adopts the revised terms of reference as detailed in Attachment 1.

Committee Decision

Moved Cr L Rumble JP

Seconded Cr M Lynch

That with respect to the Audit and Risk Management Committee Terms of Reference, the Committee recommends that Council, adopts the revised terms of reference as detailed in Attachment 1.

Carried 7/0

6.2 Audit Log Status Update

File Reference	CM52
Applicant or Proponent(s)	
Author	J Bray, Manager Governance
Authorising Officer	T Dayman, Acting Director Corporate Services
Previous Meeting Reference	Ordinary Council Meeting 9 August 2022 - Item 9.3 – 116/2022
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Audit Log as at 2 November 2022

1. Report Purpose

Council is required to review the Audit Log actions.

The purpose of this report is to provide Council oversight of the implementation of actions resulting from internal audits and external reviews.

Council is requested to receive the Audit Log status updates.

2. Background

The Chief Executive Officer (CEO) is required to ensure adequate systems and processes are established for the effective management and control of the Shire.

Internal audits and external reviews are examples of methods Council may use to ensure sound management of the Shire is occurring.

Following the finalisation of an internal audit and/or external review, recommendations are included in the Audit Log to ensure progress monitored and recorded.

3. Comments

The Shire of Ashburton has previously undertaken internal audits and external reviews of financial and other processes and systems.

This report provides an update on the implementation of the recommendations from those audits and reviews.

A progress update is provided to the Audit and Risk Management Committee to ensure oversight of the implementation of recommendations as a result of an internal audit and/or external review. Full details of the outstanding actions as shown in Attachment 1.

Internal Audits

A summary of the progress on the implementation of internal audit recommendations is provided in the following table. Please note: the recommendations from the three internal audits listed on the current Audit and Risk Management Committee have been included in the totals.

Internal Audit	Total Recommendations	Not Started	In Progress	Completed
Review of 2019 FMR	4	0	4	0
Procurement Systems and Controls	23	2	14	7
Risk Management Practices	19	8	8	3
Grants Management	11	10	1	0
Records Management 21	15	6	8	1
Records Management 22	32	22	9	1
Cybersecurity	23	22	1	0
Business Continuity	26	25	1	0
Building Permits	26	26	0	0
Total	179	121	46	12

Two recommendations have been completed since last reported to the Audit and Risk Management Committee on 9 August 2022.

Financial Audits

A summary of the progress on the implementation of financial audit recommendations is provided in the following table.

Financial Year Ended	Total Recommendations	Not Started	In Progress	Completed
30 June 2021	Not received	Not received	Not received	Not received
30 June 2020	5	4	0	1
30 June 2019	4	2	0	2
30 June 2018	1	1	0	0
30 June 2017	1	1	0	0
30 June 2016	1	1	0	0
Total	12	9	0	3

Three recommendations have been completed since last reported to the Audit and Risk Management Committee on 9 August 2022.

Resourcing issues have prevented satisfactory progress of addressing the recommendations from these audits and reviews from occurring.

4. Implications To Consider

4.1 Consultation

The relevant members of the Executive Leadership Team and Middle Management Group were consulted on the progress of the outstanding actions on the Audit Log.

Moore Australia has been provided updates to the Audit Log and verified evidence provided to close actions.

4.2 Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

4.3 Council Policy

Nil

4.4 Financial

Current Financial Year

Nil

Future Financial Year(s)

Nil

4.5 Legislative

In accordance with regulation 17 of the *Local Government (Audit) Regulations 1996*, the CEO is to review the appropriate and effectiveness of a local government’s systems and procedures in relation to:

- Risk management,
- Internal control, and
- Legislative compliance.

The CEO is to report to the Audit and Risk Management Committee, the results of each review.

4.6 Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Compliance failures if areas identified for improvement are not addressed.	Possible (3)	Major (4)	High (10-16)	Implement process improvements as a result of internal audits/external reviews and provide regular progress reporting to the Audit and Risk Management Committee.

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

Audit And Risk Management Committee Meeting Minutes

8 November 2022

5. Voting Requirements

Simple Majority

Officer Recommendation

That with respect to the Audit Log Status Update, Audit and Risk Management Committee recommends Council, receives the Audit Log.

Committee Decision

Moved

Cr T Mladenovic

Seconded

Cr M Lynch

That with respect to the Audit Log Status Update, Audit and Risk Management Committee recommends Council, receives the Audit Log.

Carried 7/0

6.3 Internal Audit Report - Cybersecurity

File Reference	CM52
Applicant or Proponent(s)	
Author	J Bray, Manager Governance
Authorising Officer	T Dayman, Acting Director Corporate Services
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Internal Audit Report - Cybersecurity - 1 November 2022 - Confidential

1. Report Purpose

Council is required to review the Internal Audit Report on Cybersecurity.

The purpose of this report is to provide the Council oversight of the internal audit conducted and the related findings.

Council is requested to receive the Internal Audit Report on Cybersecurity.

2. Background

An internal audit on the Shire of Ashburton’s systems in relation to cybersecurity risks was included in the 2021/2022 internal audit program.

Moore Australia (WA) Pty Ltd were engaged to conduct the audits included in the internal audit program.

3. Comments

The internal audit was completed in July 2022 and identified a total of eight (8) findings, three (3) high-risk matters and five (5) medium-risk matters. Full details of the findings are available in the confidential attachment.

All matters identified will be addressed in accordance with the agreed action by the target completion date.

All findings from the internal audit will be included in the Internal Audit Log. Progress on the actions will be provided at each Audit and Risk Management Committee meeting.

4. Implications To Consider

4.1 Consultation

Moore Australia (WA) Pty Ltd was engaged to conduct the review.

The Chief Executive Officer (CEO), Director Corporate Services and ICT team were consulted during the internal audit and in the collation of the final audit internal report.

4.2 Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	4. Performance - We will lead the organisation, and create the culture, to deliver demonstrated performance excellence to the community.
Strategic Outcome	4.4 Information systems to aid delivery of services to the community are robust, reliable, and secure
Strategy	1 Provide continuous implementation of improvements in Information and Communication Technology solutions to best support the needs of Councillors, employees and, where appropriate, the community.

4.3 Council Policy

Nil

4.4 Financial

Current Financial Year

Costs associated with the implementation of the agreed actions have been identified as minimal and can be met within the current operational budget.

Future Financial Year(s)

Nil

4.5 Legislative

In accordance with regulation 17 of the *Local Government (Audit) Regulations 1996*, the CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to –

- Risk management,
- Internal control, and
- Legislative compliance.

The CEO is to report to the Audit and Risk Management Committee the results of each review.

4.6 Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Interruption to service	Cybersecurity attack on the Shire’s systems.	Possible (3)	Major (4)	High (10-16)	Implement process improvements as a result the internal audit and provide regular progress reporting to the Audit and Risk Management Committee.

Audit And Risk Management Committee Meeting Minutes

8 November 2022

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

5. Voting Requirements

Simple Majority

Officer Recommendation

That with respect to Internal Audit Report - Cybersecurity, Council,

1. Receives the Internal Audit Report as detailed in the confidential attachment.
2. Notes the actions detailed in the Internal Audit Report will be included on the Internal Audit Log.

Committee Decision

Moved **Cr L Rumble JP**

Seconded **Cr A Smith**

That with respect to Internal Audit Report - Cybersecurity, Council,

1. **Receives the Internal Audit Report as detailed in the confidential attachment.**
2. **Notes the actions detailed in the Internal Audit Report will be included on the Internal Audit Log.**

Carried 7/0

6.4 Internal Audit Report - Business Continuity

File Reference	CM52
Applicant or Proponent(s)	
Author	J Bray, Manager Governance
Authorising Officer	T Dayman, Acting Director Corporate Services
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Internal Audit Report - Business Continuity - 1 November 2022 - Confidential

1. Report Purpose

Council is required to review the Internal Audit Report on Business Continuity.

The purpose of this report is to provide the Council oversight of the internal audit conducted and the related findings.

Council is requested to receive the Internal Audit Report on Business Continuity.

2. Background

An internal audit on the Shire of Ashburton's business continuity arrangements was included in the 2021/2022 internal audit program.

Moore Australia (WA) Pty Ltd were engaged to conduct the audits included in the internal audit program.

3. Comments

The internal audit was completed in June 2022 and identified a total of eight (8) findings, three (1) high-risk matters, five (6) medium-risk matters and one (1) low-risk matter. Full details of the findings are available in the confidential attachment.

All matters identified will be addressed in accordance with the agreed action by the target completion date.

All findings from the internal audit will be included in the Internal Audit Log. Progress on the actions will be provided at each Audit and Risk Management Committee meeting.

4. Implications To Consider**4.1 Consultation**

Moore Australia (WA) Pty Ltd was engaged to conduct the review.

The Chief Executive Officer (CEO), Director People and Place, Director Corporate Services and Manager Governance were consulted during the internal audit and in the collation of the final audit internal report.

4.2 Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

4.3 Council Policy

Nil

4.4 Financial

Current Financial Year

Nil.

Future Financial Year(s)

The Shire proposes to engage a consultant to undertake the work to action the recommendations. Quotes will be sought, and an indicative amount will be submitted as part of the 2022/2023 Annual Budget.

4.5 Legislative

In accordance with regulation 17 of the *Local Government (Audit) Regulations 1996*, the CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –

- Risk management,
- Internal control, and
- Legislative compliance.

The CEO is to report to the Audit and Risk Management Committee the results of each review.

4.6 Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Interruption to service	Insufficient plans in place to mobilise resources in the event of a disruption to service event.	Likely (4)	Moderate (3)	High (10-16)	Implement process improvements as a result of the internal audit and provide regular progress reporting to the Audit and Risk Management Committee.

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

Audit And Risk Management Committee Meeting Minutes

8 November 2022

5. Voting Requirements

Simple Majority

Officer Recommendation

That with respect to Internal Audit Report – Business Continuity, Council,

1. Receives the Internal Audit Report as detailed in the confidential attachment.
2. Notes the actions detailed in the Internal Audit Report will be included on the Internal Audit Log.

Committee Decision

Moved Cr M Gallanagh

Seconded Cr T Mladenovic

That with respect to Internal Audit Report – Business Continuity, Council,

- 1. Receives the Internal Audit Report as detailed in the confidential attachment.**
- 2. Notes the actions detailed in the Internal Audit Report will be included on the Internal Audit Log.**

Carried 7/0

6.5 Internal Audit Report - Building Permits

File Reference	CM52
Applicant or Proponent(s)	
Author	J Bray, Manager Governance
Authorising Officer	T Dayman, Acting Director Corporate Services
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Internal Audit Report - Building Permits 2 November 2022 - Confidential

1. Report Purpose

Council is required to review the Internal Audit Report on Building Permits.

The purpose of this report is to provide the Council oversight of the internal audit conducted and the related findings.

Council is requested to receive the Internal Audit Report on Building Permits.

2. Background

An internal audit on the Shire of Ashburton’s processes in relation to the assessment of building and demolition permits was included in the 2021/2022 internal audit program.

Moore Australia (WA) Pty Ltd were engaged to conduct the audits included in the internal audit program.

3. Comments

The internal audit was completed in June 2022 and identified a total of eight (8) findings, two (2) high-risk matters, five (5) medium-risk matters and one (1) low-risk matter. Full details of the findings are available in the confidential attachment.

All matters identified will be addressed in accordance with the agreed action by the target completion date.

All findings from the internal audit will be included in the Internal Audit Log. Progress on the actions will be provided at each Audit and Risk Management Committee meeting.

4. Implications To Consider

4.1 Consultation

Moore Australia (WA) Pty Ltd was engaged to conduct the review.

The Chief Executive Officer (CEO), Director People and Place and Manager Development Services were consulted during the internal audit and in the collation of the final audit internal report.

4.2 Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

4.3 Council Policy

Nil

4.4 Financial

Current Financial Year

Nil

Future Financial Year(s)

Nil

4.5 Legislative

In accordance with regulation 17 of the *Local Government (Audit) Regulations 1996*, the CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to –

- Risk management,
- Internal control, and
- Legislative compliance.

The CEO is to report to the Audit and Risk Management Committee the results of each review.

4.6 Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance		Possible (3)	Moderate (3)	Moderate (5-9)	Implement process improvements as a result the internal audit and provide regular progress reporting to the Audit and Risk Management Committee.

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

Audit And Risk Management Committee Meeting Minutes

8 November 2022

5. Voting Requirements

Simple Majority

Officer Recommendation

That with respect to Internal Audit Report – Building Permits, Council,

1. Receives the Internal Audit Report as detailed in the confidential attachment.
2. Notes the actions detailed in the Internal Audit Report will be included on the Internal Audit Log.

Committee Decision

Moved **Cr L Rumble JP**

Seconded **Cr R De Pledge**

That with respect to Internal Audit Report – Building Permits, Council,

- 1. Receives the Internal Audit Report as detailed in the confidential attachment.**
- 2. Notes the actions detailed in the Internal Audit Report will be included on the Internal Audit Log.**

Carried 7/0

7 New Business Of An Urgent Nature Introduced By Council Decision

Nil

8 Next Meeting

The next Audit And Risk Management Committee Meeting is tentatively booked to be held at 8:30am on Tuesday 14 February 2023 at Clem Thompson, Sports Pavilion, Stadium Road, Tom Price.

9 Closure Of Meeting

There being no further business, the Presiding Member closed the meeting at 9:04am.



Agenda Item 11.2 - Attachment 2

Onslow Visitor Centre Season Report 2022



Ashburton Shire Councillors

Onslow Visitor Centre & Goods Shed Museum 2022 Season Report April – November

The 2022 season has been a very busy one for the centre with an extra 2,160 increase in visitors than last year. Our numbers each year have gradually increased by approximately 1,000 visitors each year with a greater increase this year as word keeps spreading - a great little tourist town that has to be seen. Comments from our visitors are very positive ie:

Wonderful tidy, clean town

Beautifully kept foreshore.

Walking distance to everything once set up in caravan park

Caravan park clean, tidy and very friendly managers

So much history with beautiful boardwalk and War Memorial

A hidden little treasure in the Pilbara

The visitor centre has a great range of products from goat/buffalo leather handbags through to locally sourced indigenous products including Kuarlu mosquito and sandfly repellent.

The Visitor Centre houses the Goods Shed Museum which is also a very big draw card to visitors. There is an entry fee of \$3 adult, we do not charge for children so their parents are encouraged to bring them along and learn the local history. We have a visit from the local school at twice a year. The funds raised this year were \$12,615

We also have our very own Onslow Hidden Treasure's Tour which consists of a tour around town showing points of interest i.e: Beadon Creek boat ramp area, salt piles , War Memorial, a visit to the Shell Museum, Cartoon Tank and St. Nicholas Church. On return to the Visitor Centre our guests are given morning tea in the leafy garden at the rear of the centre. The guests are transported during the tour by our 12-seater commuter bus, kindly donated to us by the Shire of Ashburton. During the 2021 season we did the tour once per week although this year we conducted the tour twice a week and funds raised were \$9,452 Next year the tour will be running 3 times pw and during the eclipse we will run the tour on demand.

Chevron also run a tour of their plant out at Wheatstone. They supply the bus and tour guide with all funds coming to the Visitor Centre. They conduct the tour fortnightly, unfortunately due to covid concerns their tour only started In July so the season for the tour was very short.

The visitor centre is working with Paul Hanlon concerning points of interest and market days etc for the upcoming eclipse.

Thanking you

Janette Bevan

Centre Manager

Quick Facts

Total visitation was 12,615

4,205 Adults through museum

470 on Hidden Treasures Tour

April – May opening hours 10.00 – 3pm

June – September 10.00 – 4pm

October – Nov 10.00 – 3pm

Visitor Centre staff:

- Centre Manager
- Tourist information
- Shell Museum Saturday for 4 hours 10.00 – 2pm

All staff are employed on a casual basis

Stock items









Agenda Item 12.1 - Attachment 1

Schedule of Accounts Paid - October 2022

Shire of Ashburton

CEO's Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulation 1996

List of Payments - Payment Detail for Month of October 2022

Pursuant to the regulation:

If the local government has delegated to the CEO its power to make payment from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared -

- (a) the payee's name; and
- (b) the amount of the payment; and
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

Description	Amount
<u>Municipal Fund</u>	
EFT	\$ 9,937,115.07
Superannuation / Payroll (DD)	\$ 293,412.83
Cheque	\$
Credit Cards	\$ 3,276.31
Bank Fees and Charges	\$ 4,743.78
Grand Total	\$ 10,238,547.99

LIST OF PAYMENTS FOR OCTOBER 2022

Reference Number	Date	Name	Description	Invoice Amount	
Municipal Payments					
EFT62726	06/10/2022	A4 PROJECTS	Payment		\$69,113.30
2008-27	30/09/2022	A4 PROJECTS	Project Management Services Tom Price Childcare Centre	13233.58	
2024-24	30/09/2022	A4 PROJECTS	Project Management Services for Tom Price Pump Track	5902.35	
2027-19A	30/09/2022	A4 PROJECTS	Project Management Services - Multipurpose redevelopment (Tom Price)	6042.27	
2132-13	30/09/2022	A4 PROJECTS	Project Management Services - Multipurpose Court redevelopment (Paraburdoo)	1108.25	
2133-14	30/09/2022	A4 PROJECTS	Project Management Services - Ocean View Caravan Park Stage 3	16909.20	
2240-02	30/09/2022	A4 PROJECTS	Project Management Services - Onslow Town Revitalisation Project	2679.60	
2016-20	30/09/2022	A4 PROJECTS	Project Management Services - Onslow Sun Chalets	9609.60	
2019-29	30/09/2022	A4 PROJECTS	Project Management Services Tom Price Combined Emergency Services	7473.95	
2133-15	04/10/2022	A4 PROJECTS	Project Management Services - Ocean View Caravan Park - Stage 3	4620.00	
2024-25	04/10/2022	A4 PROJECTS	Project Management Services for Tom Price Pump Track	1534.50	
		A4 PROJECTS Total		69113.30	\$69,113.30
EFT62727	06/10/2022	ABCO PRODUCTS	Payment		\$806.57
INV826969	28/09/2022	ABCO PRODUCTS	Cleaning products for Onslow Airport security screening and terminal	806.57	
		ABCO PRODUCTS Total		806.57	\$806.57
EFT62728	06/10/2022	AFGRI EQUIPMENT AUSTRALIA	Payment		\$266.90
2616939	23/08/2022	AFGRI EQUIPMENT AUSTRALIA	Gas operated cylinder for PLD13 - 2014 John Deere Tool Carrier / Wheel loader (AS044)	266.90	
		AFGRI EQUIPMENT AUSTRALIA Total		266.90	\$266.90
EFT62729	06/10/2022	ALANA SULLIVAN	Payment		\$6,757.84
CRFEE20220929	29/09/2022	ALANA SULLIVAN	Councillor payments 01/07/2022 - 30/09/2022	6757.84	
		ALANA SULLIVAN Total		6757.84	\$6,757.84
EFT62730	06/10/2022	AUDRA SMITH	Payment		\$6,757.84
CRFEE20220929	29/09/2022	AUDRA SMITH	Councillor payments 01/07/2022 - 30/09/2022	6757.84	
		AUDRA SMITH Total		6757.84	\$6,757.84
EFT62731	06/10/2022	AUSTRALIAN TAXATION OFFICE- PAYG	Payment		\$309,377.00
EXPENSE20220930	30/09/2022	AUSTRALIAN TAXATION OFFICE- PAYG	Monthly PAYG withholding September 2022	309377.00	
		AUSTRALIAN TAXATION OFFICE- PAYG Total		309377.00	\$309,377.00
EFT62732	06/10/2022	AUTOPRO TOM PRICE	Payment		\$529.99
00000700	29/09/2022	AUTOPRO TOM PRICE	Supply 2 x Battery switch for PTR31 - Hino 500 series pole borer/ Hiab (1GHN008)	280.00	
00000787	03/10/2022	AUTOPRO TOM PRICE	Brake adjuster drum and brake cleaner for Tom Price Depot	114.99	
00000794	04/10/2022	AUTOPRO TOM PRICE	Bendix brake pads for Tovota Hilux 4x4 (AS41)	135.00	
		AUTOPRO TOM PRICE Total		529.99	\$529.99
EFT62733	06/10/2022	AVANT EDGE CONSULTING	Payment		\$869.00
2022-1118	04/10/2022	AVANT EDGE CONSULTING	Probity advisory role for Design and Construction of Onslow Sun Chalets, Phase 2 Upgrade	869.00	
		AVANT EDGE CONSULTING Total		869.00	\$869.00
EFT62734	06/10/2022	BC PILBARA IRON ORE PTY LTD	Payment		\$1,564.18
A51193	30/09/2022	BC PILBARA IRON ORE PTY LTD	Rates refund for assessment A51193 E08/2544 Exploration licence unknown	483.22	
A505386	30/09/2022	BC PILBARA IRON ORE PTY LTD	Rates refund for assessment A505386 E08/1554 Exploration licence unknown	830.93	
A505607	30/09/2022	BC PILBARA IRON ORE PTY LTD	Rates refund for assessment A505607 E47/1538 Exploration licence unknown	250.03	
		BC PILBARA IRON ORE PTY LTD Total		1564.18	\$1,564.18
EFT62735	06/10/2022	BCA CONSULTANTS (WA) PTY LTD	Payment		\$3,853.80
00036027	04/10/2022	BCA CONSULTANTS (WA) PTY LTD	Building certification site visit and disbursements for Tom Price Childcare Centre	1926.90	
00036026	04/10/2022	BCA CONSULTANTS (WA) PTY LTD	Building certification site visit and disbursements for Tom Price CES Facility	1926.90	
		BCA CONSULTANTS (WA) PTY LTD Total		3853.80	\$3,853.80
EFT62736	06/10/2022	BENNCO GROUP	Payment		\$428.45
INV-6912	28/09/2022	BENNCO GROUP	Supply and replace light fitting 17 Lilac Street Tom Price	428.45	
		BENNCO GROUP Total		428.45	\$428.45
EFT62737	06/10/2022	BLACKWOODS PTY LTD	Payment		\$4,728.79
ON7820EO	26/07/2022	BLACKWOODS PTY LTD	Over boots Oil Skins for out door staff	11.44	
ON2018EX	25/08/2022	BLACKWOODS PTY LTD	Cricket Hats for Tom Price out door staff	22.58	
GS4982EU	26/08/2022	BLACKWOODS PTY LTD	Hi Vis Drill Shirts for waste and media staff	139.28	
NW1036FA	05/09/2022	BLACKWOODS PTY LTD	Workhorse pants for out door crew	81.84	
PE4115FE	22/09/2022	BLACKWOODS PTY LTD	Supply Ezstreet pothole mix for Shire roads	3698.64	

LIST OF PAYMENTS FOR OCTOBER 2022

Reference Number	Date	Name	Description	Invoice Amount	
GS7973FC	27/09/2022	BLACKWOODS PTY LTD	PPE uniforms for Onslow Project officer	152.46	
GS6296FE	30/09/2022	BLACKWOODS PTY LTD	PPE uniforms for fleet staff Tom Price	404.49	
PE0373FG	30/09/2022	BLACKWOODS PTY LTD	PPE uniforms for Tom Price infrastructure staff	218.06	
		BLACKWOODS PTY LTD Total		4728.79	\$4,728.79
EFT62738	06/10/2022	BLUE FORCE PTY LTD	Payment		\$204.60
148359	11/05/2022	BLUE FORCE PTY LTD	Replace all batteries in security panel in comms room at Onslow admin building	204.60	
		BLUE FORCE PTY LTD Total		204.60	\$204.60
EFT62739	06/10/2022	BOC GASES	Payment		\$470.28
4032214030	28/09/2022	BOC GASES	BOC container service 29/08/2022 - 27/09/2022 (BOC A/C 100347082)	35.90	
4032238402	28/09/2022	BOC GASES	BOC container service 29/08/2022 - 27/09/2022 (BOC A/C 100214351)	351.14	
4032321691	30/09/2022	BOC GASES	4 x Oxygen Medical Cindlers Size C for Paraburdoo pool	83.24	
		BOC GASES Total		470.28	\$470.28
EFT62740	06/10/2022	BYBLOS CONSTRUCTIONS-TOM PRICE	Payment		\$4,226.40
1564	29/09/2022	BYBLOS CONSTRUCTIONS-TOM PRICE	Investigate faulty BBQ Paraburdoo Skate Park	847.00	
1590	29/09/2022	BYBLOS CONSTRUCTIONS-TOM PRICE	Investigate and repair lighting tower fault Clem Thompson Oval Tom Price	693.00	
1589	29/09/2022	BYBLOS CONSTRUCTIONS-TOM PRICE	Provide repairs to faulty exhaust fan and automatic door Clem Thompson Pavilion Tom Price	924.00	
1587	29/09/2022	BYBLOS CONSTRUCTIONS-TOM PRICE	Investigate power fault Tom Price Administration Office	385.00	
1586	29/09/2022	BYBLOS CONSTRUCTIONS-TOM PRICE	Investigate faulty BBQs Doug Talbot Park Tom Price	924.00	
1606	30/09/2022	BYBLOS CONSTRUCTIONS-TOM PRICE	Supply and replace light fitting Tom Price Civic Centre	453.40	
		BYBLOS CONSTRUCTIONS-TOM PRICE Total		4226.40	\$4,226.40
EFT62741	06/10/2022	C MUNRO CONTRACTORS	Payment		\$22,264.50
133088	04/08/2022	C MUNRO CONTRACTORS	Refurb of existing demountable building for the Onslow cat impound facility	20614.50	
133483	14/09/2022	C MUNRO CONTRACTORS	Emergency works to clear & fix faulty toilet at the Onslow Business House	1650.00	
		C MUNRO CONTRACTORS Total		22264.50	\$22,264.50
EFT62742	06/10/2022	CADSULT IDS	Payment		\$4,015.00
INV-1928	30/09/2022	CADSULT IDS	Retic design and specification for Onslow Anzac Park	4015.00	
		CADSULT IDS Total		4015.00	\$4,015.00
EFT62743	06/10/2022	CCR HOSE & FITTINGS (ZOSKAR P/L)	Payment		\$266.32
201060	04/10/2022	CCR HOSE & FITTINGS (ZOSKAR P/L)	Couplings for diesel pod and fittings for Shindaiwa Genset	231.36	
201059	04/10/2022	CCR HOSE & FITTINGS (ZOSKAR P/L)	Coolant hose fittings for PLC01 - 2013 Bomag Landfill Compactor	34.96	
		CCR HOSE & FITTINGS (ZOSKAR P/L) Total		266.32	\$266.32
EFT62744	06/10/2022	CENTURION TRANSPORT CO PTY LTD	Payment		\$95.28
SI0479145	26/09/2022	CENTURION TRANSPORT CO PTY LTD	Freight charges Perth to Tom Price	47.64	
SI0479146	26/09/2022	CENTURION TRANSPORT CO PTY LTD	Freight charges Perth to Paraburdoo	47.64	
		CENTURION TRANSPORT CO PTY LTD Total		95.28	\$95.28
EFT62745	06/10/2022	CHAMPION MUSIC	Payment		\$278.55
INV-16013	12/09/2022	CHAMPION MUSIC	Pannawonica 50th event celebration - Entertainment car hire	278.55	
		CHAMPION MUSIC Total		278.55	\$278.55
EFT62746	06/10/2022	CHEELA PLAINS PASTORAL CO PTY LTD	Payment		\$530.00
6112-1	02/10/2022	CHEELA PLAINS PASTORAL CO PTY LTD	Accommodation and meals for Employee #1882 30/09/2022 - 01/10/2022	265.00	
6113-1	02/10/2022	CHEELA PLAINS PASTORAL CO PTY LTD	Accommodation and meals for Employee #1802 30/09/2022 - 01/10/2022	265.00	
		CHEELA PLAINS PASTORAL CO PTY LTD Total		530.00	\$530.00
EFT62747	06/10/2022	CLEVERPATCH PTY LTD	Payment		\$983.51
458586	02/09/2022	CLEVERPATCH PTY LTD	Items for Term 3 school holiday program - Tom Price	751.10	
458789	06/09/2022	CLEVERPATCH PTY LTD	Items for Term 3 school holiday program - Tom Price	232.41	
		CLEVERPATCH PTY LTD Total		983.51	\$983.51
EFT62748	06/10/2022	COATES HIRE - ONSLOW	Payment		\$9,722.00
21711473	31/08/2022	COATES HIRE - ONSLOW	Hire of smooth drum roller 31/07/2022 -31/08/2022 for Twitchin Road works	9722.00	
		COATES HIRE - ONSLOW Total		9722.00	\$9,722.00
EFT62749	06/10/2022	CORPORATE TRAVEL MANAGEMENT	Payment		\$1,412.25
I.0015429407	01/09/2022	CORPORATE TRAVEL MANAGEMENT	Booking #B11281994 Flights (Perth-Onslow) for Employee #1808 30/09/2022 - 05/10/2022	299.00	
I.0015481887	09/09/2022	CORPORATE TRAVEL MANAGEMENT	Booking #B11281994 Flight change (Para-Perth) for Employee #1808 28/09/2022 - 05/10/2022	351.59	
I.0015596858	30/09/2022	CORPORATE TRAVEL MANAGEMENT	Booking #B11497859 Flights (Para-Perth-Para) for Employee #1808 25/10/2022 - 27/10/2022	761.66	
		CORPORATE TRAVEL MANAGEMENT Total		1412.25	\$1,412.25

LIST OF PAYMENTS FOR OCTOBER 2022

Reference Number	Date	Name	Description	Invoice Amount	
EFT62750	06/10/2022	CTK CONTRACTING PTY LTD	Payment		\$160.00
REFUND20221003	03/10/2022	CTK CONTRACTING PTY LTD	Refund of accommodation booking at Onslow Sun Chalets	160.00	
		CTK CONTRACTING PTY LTD Total		160.00	\$160.00
EFT62751	06/10/2022	DATAKOM SYSTEMS (AU) PTY LTD	Payment		\$7,250.25
INV1271986	26/09/2022	DATAKOM SYSTEMS (AU) PTY LTD	Microsoft 365 fees 03/09/2022 - 02/10/2022	7250.25	
		DATAKOM SYSTEMS (AU) PTY LTD Total		7250.25	\$7,250.25
EFT62752	06/10/2022	DEPT OF PREMIER AND CABINET	Payment		\$280.80
1002367	09/09/2022	DEPT OF PREMIER AND CABINET	Publication of Shire of Ashburton Local Planning Scheme Amendment No. 33	280.80	
		DEPT OF PREMIER AND CABINET Total		280.80	\$280.80
EFT62753	06/10/2022	DEPT WATER & ENVIRO REGULATION	Payment		\$8,908.00
W-W6225/2019/1-	04/10/2022	DEPT WATER & ENVIRO REGULATION	Extension of the works approval Pilbara Regional Waste Management Facility	8908.00	
		DEPT WATER & ENVIRO REGULATION Total		8908.00	\$8,908.00
EFT62754	06/10/2022	DOONGURRA CIVIL MINING	Payment		\$14,652.00
INV-0376	02/10/2022	DOONGURRA CIVIL MINING	Plant operator for Rural road works 19/09/2022 - 02/10/2022	14652.00	
		DOONGURRA CIVIL MINING Total		14652.00	\$14,652.00
EFT62755	06/10/2022	E.LAW INTERNATIONAL	Payment		\$4,675.00
00098766	27/09/2022	E.LAW INTERNATIONAL	Caseroom hosting/user fees for web based legal and litigation document management Sept 2022	4675.00	
		E.LAW INTERNATIONAL Total		4675.00	\$4,675.00
EFT62756	06/10/2022	EDGELOE ENGINEERING PTY LTD	Payment		\$19,140.00
I000615	01/10/2022	EDGELOE ENGINEERING PTY LTD	Engineering services OVCP3. Additional design works	19140.00	
		EDGELOE ENGINEERING PTY LTD Total		19140.00	\$19,140.00
EFT62757	06/10/2022	ELAINE BERNADETTE JAMES	Payment		\$1,000.00
002	29/09/2022	ELAINE BERNADETTE JAMES	Support for Pannawonica 50 year celebrations	1000.00	
		ELAINE BERNADETTE JAMES Total		1000.00	\$1,000.00
EFT62758	06/10/2022	EMIRGE PTY LTD	Payment		\$169,538.00
V00000863	28/09/2022	EMIRGE PTY LTD	Design and construct Onslow Airport rotary wing decking and footpath	169538.00	
		EMIRGE PTY LTD Total		169538.00	\$169,538.00
EFT62759	06/10/2022	FIRST NATIONAL REAL ESTATE	Payment		\$6,952.38
017569	09/09/2022	FIRST NATIONAL REAL ESTATE	Rent for 10/327 Warara St. Tom Price 01/10/2022 - 31/10/2022	6952.38	
		FIRST NATIONAL REAL ESTATE Total		6952.38	\$6,952.38
EFT62760	06/10/2022	FOCUS CONSULTING WA PTY LTD	Payment		\$4,400.00
2122-191-3	30/09/2022	FOCUS CONSULTING WA PTY LTD	Provide electrical consulting services Onslow ANZAC Memorial Park - Phase 2	4400.00	
		FOCUS CONSULTING WA PTY LTD Total		4400.00	\$4,400.00
EFT62761	06/10/2022	GC SALES WA	Payment		\$16,202.72
13390	01/08/2022	GC SALES WA	Replacement of bins, lids and pins in all towns	16202.72	
		GC SALES WA Total		16202.72	\$16,202.72
EFT62762	06/10/2022	GREENFIELD TECHNICAL SERVICES	Payment		\$9,900.00
INV-2856	04/10/2022	GREENFIELD TECHNICAL SERVICES	Technical engineering and specifications for scour repair works on Mine Road	9900.00	
		GREENFIELD TECHNICAL SERVICES Total		9900.00	\$9,900.00
EFT62763	06/10/2022	GURUMA RESOURCES PTY LTD	Payment		\$2,158.46
A52179	30/09/2022	GURUMA RESOURCES PTY LTD	Rates refund for assessment A52179 E47/04382 Exploration licence unknown WA	2158.46	
		GURUMA RESOURCES PTY LTD Total		2158.46	\$2,158.46
EFT62764	06/10/2022	HAMES SHARLEY (WA) PTY LTD	Payment		\$61,337.38
WA015706	30/09/2022	HAMES SHARLEY (WA) PTY LTD	Consultancy Services for Community lifestyle and Infrastructure plan Tom Price and Paraburdoo	61337.38	
		HAMES SHARLEY (WA) PTY LTD Total		61337.38	\$61,337.38
EFT62765	06/10/2022	HEDLAND PROPERTY SHOP	Payment		\$3,258.93
2474-20221003	03/10/2022	HEDLAND PROPERTY SHOP	Rent for 26 Maunsell Cnr, Onslow 24/10/2022 - 23/11/2022	3258.93	
		HEDLAND PROPERTY SHOP Total		3258.93	\$3,258.93
EFT62766	06/10/2022	HERBERT SMITH FREEHILLS	Payment		\$5,434.11
51030583	29/09/2022	HERBERT SMITH FREEHILLS	Professional fees in regard to General IR/ER advice for period to 05/09/2022	5434.11	
		HERBERT SMITH FREEHILLS Total		5434.11	\$5,434.11
EFT62767	06/10/2022	HITACHI CONSTRUCTION MACHINERY	Payment		\$143.68
SI1109386	29/09/2022	HITACHI CONSTRUCTION MACHINERY	Service kit parts for PLD11 - 2012 John Deere 644K Loader (AS8758)	71.84	
SI1109378	29/09/2022	HITACHI CONSTRUCTION MACHINERY	Service kit parts for PLD11 - 2012 John Deere 644K Loader (AS8758)	71.84	

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Reference Number	Date	Name	Description	Invoice Amount	
		HITACHI CONSTRUCTION MACHINERY Total		143.68	\$143.68
EFT62768	06/10/2022	HORIZON POWER	Payment		\$6,882.07
185404-2101451896	30/09/2022	HORIZON POWER	Electricity consumption for Street light/retic box First Ave, Onslow 01/07/2022 - 30/09/2022	187.18	
199906-2101451862	30/09/2022	HORIZON POWER	Electricity consumption for Street lights, Onslow 01/09/2022 - 30/09/2022	6694.89	
		HORIZON POWER Total		6882.07	\$6,882.07
EFT62769	06/10/2022	IN THE BOOTH	Payment		\$1,240.00
JDHN114544	05/10/2022	IN THE BOOTH	Photo booth hire for Onslow's Annual Gala Ball 22nd October 2022 Final payment	1240.00	
		IN THE BOOTH Total		1240.00	\$1,240.00
EFT62770	06/10/2022	INDEPENDENT FUEL SOLUTIONS	Payment		\$15,655.24
INV-11447	28/09/2022	INDEPENDENT FUEL SOLUTIONS	20,000Lt Diesel tank hire Ashburton Downs Road works for October 2022.	1899.71	
INV-11502	29/09/2022	INDEPENDENT FUEL SOLUTIONS	Supply 5,000x litres diesel fuel for Onslow bulk fuel tank	10844.93	
INV-11553	30/09/2022	INDEPENDENT FUEL SOLUTIONS	Transport of fuel for Ashburton Downs Road Resheet	2910.60	
		INDEPENDENT FUEL SOLUTIONS Total		15655.24	\$15,655.24
EFT62771	06/10/2022	IT VISION AUSTRALIA PTY LTD	Payment		\$140,562.36
37225	29/06/2022	IT VISION AUSTRALIA PTY LTD	Altus Bank Rec Module with implementation and training services	9823.00	
37049	01/07/2022	IT VISION AUSTRALIA PTY LTD	Annual license fees - Synergy software system	118822.68	
37279	31/07/2022	IT VISION AUSTRALIA PTY LTD	Monthly payroll service	5958.34	
37560	30/09/2022	IT VISION AUSTRALIA PTY LTD	Monthly payroll service	5958.34	
		IT VISION AUSTRALIA PTY LTD Total		140562.36	\$140,562.36
EFT62772	06/10/2022	IW PROJECTS PTY LTD	Payment		\$48,761.16
1469	31/08/2022	IW PROJECTS PTY LTD	Provision of feasibility study for Class V facility	48761.16	
		IW PROJECTS PTY LTD Total		48761.16	\$48,761.16
EFT62773	06/10/2022	JAMIE RICHARDSON	Payment		\$6,757.84
CRFEE20220929	29/09/2022	JAMIE RICHARDSON	Councillor payments 01/07/2022 - 30/09/2022	6757.84	
		JAMIE RICHARDSON Total		6757.84	\$6,757.84
EFT62774	06/10/2022	JAPANESE TRUCK & BUS SPARES	Payment		\$582.05
459964	28/09/2022	JAPANESE TRUCK & BUS SPARES	Door check strap for PRS06 - 2016 Hino Road Sweeper (1GBG556)	582.05	
		JAPANESE TRUCK & BUS SPARES Total		582.05	\$582.05
EFT62775	06/10/2022	JB HIFI	Payment		\$1,970.80
BD0902404	23/08/2022	JB HIFI	Supply of 4 Jabra Evolve 65 UC stereo headsets	1230.80	
BD0907008	29/08/2022	JB HIFI	Supply of Jabra Speaker 510 conference microphone	740.00	
		JB HIFI Total		1970.80	\$1,970.80
EFT62776	06/10/2022	JOYCE KRANE	Payment		\$525.14
20223433	30/09/2022	JOYCE KRANE	Hire of Crane and operator for removal of shoring box at Onslow cemetery 27/09/2022	525.14	
		JOYCE KRANE Total		525.14	\$525.14
EFT62777	06/10/2022	KERRY WHITE	Payment		\$25,171.70
CRFEE20220929	29/09/2022	KERRY WHITE	Councillor payments 01/07/2022 - 30/09/2022	25171.70	
		KERRY WHITE Total		25171.70	\$25,171.70
EFT62778	06/10/2022	KEY2CREATIVE	Payment		\$759.00
50412	27/09/2022	KEY2CREATIVE	Supply Shire of Ashburton bushfire permit books	759.00	
		KEY2CREATIVE Total		759.00	\$759.00
EFT62779	06/10/2022	LANDGATE	Payment		\$1,128.00
1220349	01/10/2022	LANDGATE	Provide copies of documentation for Land & Asset compliance purposes	1128.00	
		LANDGATE Total		1128.00	\$1,128.00
EFT62780	06/10/2022	LAVAZZA AUSTRALIA	Payment		\$569.25
P0899460	13/09/2022	LAVAZZA AUSTRALIA	Supply coffee and milk powder for Tom Price Administration Office	569.25	
		LAVAZZA AUSTRALIA Total		569.25	\$569.25
EFT62781	06/10/2022	LINTON RUMBLE	Payment		\$6,757.84
CRFEE20220929	29/09/2022	LINTON RUMBLE	Councillor payments 01/07/2022 - 30/09/2022	6757.84	
		LINTON RUMBLE Total		6757.84	\$6,757.84
EFT62782	06/10/2022	MARKETFORCE PRODUCTIONS	Payment		\$1,426.41
40114	01/09/2022	MARKETFORCE PRODUCTIONS	Marketforce early settlement discount for July 2022	-115.65	
45079	28/09/2022	MARKETFORCE PRODUCTIONS	Advertising for provision of corporate wear and personal protective equipment	652.47	
45080	28/09/2022	MARKETFORCE PRODUCTIONS	Advertising for Design and construction of Onslow Sun Chalets phase 2 upgrade	423.28	

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Reference Number	Date	Name	Description	Invoice Amount	
45081	28/09/2022	MARKETFORCE PRODUCTIONS	Public Notice Advertising - Proposal to dispose of property	466.31	
		MARKETFORCE PRODUCTIONS Total		1426.41	\$1,426.41
EFT62783	06/10/2022	MATTHEW LYNCH	Payment		\$10,849.70
CRFEE20220929	29/09/2022	MATTHEW LYNCH	Councillor payments 01/07/2022 - 30/09/2022	10849.70	
		MATTHEW LYNCH Total		10849.70	\$10,849.70
EFT62784	06/10/2022	MELANIE GALLANAGH	Payment		\$6,757.84
CRFEE20220929	29/09/2022	MELANIE GALLANAGH	Councillor payments 01/07/2022 - 30/09/2022	6757.84	
		MELANIE GALLANAGH Total		6757.84	\$6,757.84
EFT62785	06/10/2022	MESSAGEMEDIA	Payment		\$53.90
INV02637109	30/09/2022	MESSAGEMEDIA	SMS notifications for Onslow Airport Building Management System October 2022	53.90	
		MESSAGEMEDIA Total		53.90	\$53.90
EFT62786	06/10/2022	MODERN TEACHING AIDS PTY LTD	Payment		\$832.98
45039787	12/09/2022	MODERN TEACHING AIDS PTY LTD	Items for Tom Price library programs	439.32	
45051113	16/09/2022	MODERN TEACHING AIDS PTY LTD	Items for Tom Price library programs	74.58	
45054736	20/09/2022	MODERN TEACHING AIDS PTY LTD	Items for Paraburdoo Library programs	319.08	
		MODERN TEACHING AIDS PTY LTD Total		832.98	\$832.98
EFT62787	06/10/2022	MODUS AUSTRALIA	Payment		\$22,344.96
00010741	30/09/2022	MODUS AUSTRALIA	20% deposit - supply and delivery of Toilet Block for Onslow Sun Chalet and Anzac Memorial	22344.96	
		MODUS AUSTRALIA Total		22344.96	\$22,344.96
EFT62788	06/10/2022	NORTH WEST ALLIANCE PTY LTD	Payment		\$1,439.92
6670146985	30/09/2022	NORTH WEST ALLIANCE PTY LTD	Hydrocarbon bin servicing, equipment and operator hire	1439.92	
		NORTH WEST ALLIANCE PTY LTD Total		1439.92	\$1,439.92
EFT62789	06/10/2022	NORWEST REFRIGERATION SERVICES	Payment		\$1,117.90
00039648	03/10/2022	NORWEST REFRIGERATION SERVICES	Repairs to 2-door glass refrigerator - BFB	1117.90	
		NORWEST REFRIGERATION SERVICES Total		1117.90	\$1,117.90
EFT62790	06/10/2022	OFFICEWORKS SUPERSTORES PTY LTD	Payment		\$787.28
602825020	10/09/2022	OFFICEWORKS SUPERSTORES PTY LTD	Welcome to Town lanyards for Junior Rugby players Paraburdoo	229.33	
602824594	14/09/2022	OFFICEWORKS SUPERSTORES PTY LTD	Chairs for facilities offices in Paraburdoo	557.95	
		OFFICEWORKS SUPERSTORES PTY LTD Total		787.28	\$787.28
EFT62791	06/10/2022	ONSITE RENTAL GROUP	Payment		\$959.23
3570473	30/09/2022	ONSITE RENTAL GROUP	Hire of a 45KVA Diesel Genset for the camp at Ashburton Downs 24/09/2022 - 30/09/2022	959.23	
		ONSITE RENTAL GROUP Total		959.23	\$959.23
EFT62792	06/10/2022	ONSLow BEACH RESORT	Payment		\$448.00
24817	21/09/2022	ONSLow BEACH RESORT	Meal vouchers for Onslow's Men's Mental Health facilitators	148.00	
24816	21/09/2022	ONSLow BEACH RESORT	Catering for Men's Mental Health seminar	227.00	
24960	30/09/2022	ONSLow BEACH RESORT	Meal vouchers for Employee #1892 27/09/2022 - 29/09/2022	73.00	
		ONSLow BEACH RESORT Total		448.00	\$448.00
EFT62793	06/10/2022	ONSLow GENERAL STORE	Payment		\$926.61
PO74236-PE18/09/22	18/09/2022	ONSLow GENERAL STORE	Onslow airport catering	150.00	
PO74455-PE18/09/22	18/09/2022	ONSLow GENERAL STORE	Refreshments for Onslow administration office	190.15	
PE-18/09/2022-1	18/09/2022	ONSLow GENERAL STORE	Onslow outdoor consumables	35.80	
PE-18/09/2022-2	18/09/2022	ONSLow GENERAL STORE	Onslow pool consumables	83.19	
PE-18/09/2022-3	18/09/2022	ONSLow GENERAL STORE	Onslow airport consumables	158.67	
PE-25/09/2022-1	25/09/2022	ONSLow GENERAL STORE	Onslow Chalet and OVCP consumables	74.00	
PE-25/09/2022-2	25/09/2022	ONSLow GENERAL STORE	Onslow outdoor consumables	127.40	
PE-25/09/2022-3	25/09/2022	ONSLow GENERAL STORE	Onslow airport consumables	56.69	
PO74147-PE25/09/22	25/09/2022	ONSLow GENERAL STORE	Beverage supplies for Onslow's Men's Mental Health Seminar	50.71	
		ONSLow GENERAL STORE Total		926.61	\$926.61
EFT62794	06/10/2022	P SHADLER CONTRACTING PTY LTD	Payment		\$13,662.00
365	29/09/2022	P SHADLER CONTRACTING PTY LTD	Provide labour hire for Old Onslow Road grading works 19-25/09/2022	7392.00	
366	03/10/2022	P SHADLER CONTRACTING PTY LTD	Provide labour hire for Ashburton Downs Road resheet works 26/09/2022 - 30/09/2022	6270.00	
		P SHADLER CONTRACTING PTY LTD Total		13662.00	\$13,662.00
EFT62795	06/10/2022	PARA CLEANING & MAINTENANCE	Payment		\$6,000.00
INV-0064	30/09/2022	PARA CLEANING & MAINTENANCE	Short term cleaning contract for Paraburdoo facilities	6000.00	

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Reference Number	Date	Name	Description	Invoice Amount	
		PARA CLEANING & MAINTENANCE Total		6000.00	\$6,000.00
EFT62796	06/10/2022	PENSKE POWER SYSTEMS	Payment		\$5,963.93
CMDPE144925P	24/06/2022	PENSKE POWER SYSTEMS	Credit to invoice 144925P dated 09/12/2021 - Part no. 4931694D	-1320.00	
DPE162308P	06/07/2022	PENSKE POWER SYSTEMS	Supply service kits for Western Star prime mover (4800AS)	467.86	
DPE162526P	12/07/2022	PENSKE POWER SYSTEMS	Service kit for 2017 Western Star 4800 FS Prime Mover (4800AS)	618.83	
DPE163419P	20/07/2022	PENSKE POWER SYSTEMS	Pollen filter for 2017 Western Star 4800 FS Prime Mover (4800AS)	59.71	
DPE168943P	30/09/2022	PENSKE POWER SYSTEMS	Clutch kit and Installation kit for 2017 Western Star 4800 FS Prime Mover (4800AS)	6137.53	
		PENSKE POWER SYSTEMS Total		5963.93	\$5,963.93
EFT62797	06/10/2022	PILBARA FOOD SERVICES	Payment		\$988.62
SI134892	09/09/2022	PILBARA FOOD SERVICES	Supplies for on sale at Paraburdoo pool kiosk	87.34	
SI35542	30/09/2022	PILBARA FOOD SERVICES	Refreshments for Tom Price Depot	98.00	
SI35529	30/09/2022	PILBARA FOOD SERVICES	Items for on sale at Paraburdoo pool kiosk	803.28	
		PILBARA FOOD SERVICES Total		988.62	\$988.62
EFT62798	06/10/2022	PILBARA IRON	Payment		\$3,709.52
A6261	28/09/2022	PILBARA IRON	Rates refund for assessment A6261 E47/01539 Exploration licence Koodaideri South 1	3709.52	
		PILBARA IRON Total		3709.52	\$3,709.52
EFT62799	06/10/2022	PLACE LABORATORY PTY LTD	Payment		\$6,380.00
2170_03	01/10/2022	PLACE LABORATORY PTY LTD	Provide landscape architecture services Onslow Promenade	6380.00	
		PLACE LABORATORY PTY LTD Total		6380.00	\$6,380.00
EFT62800	06/10/2022	RAY WHITE EXMOUTH	Payment		\$5,214.28
005800-5MCGRATH	02/10/2022	RAY WHITE EXMOUTH	Rent for 5 McGrath Ave, Onslow 24/10/2022 - 23/11/2022	2824.40	
005799-109FIRST	02/10/2022	RAY WHITE EXMOUTH	Rent for 10/09 First Ave, Onslow 17/10/2022 - 16/11/2022	2389.88	
		RAY WHITE EXMOUTH Total		5214.28	\$5,214.28
EFT62801	06/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 347 Jacaranda Dr, Tom Price JUL-SEP 2022		\$3,714.75
5000705102	30/08/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 347 Jacaranda Dr, Tom Price JUL-SEP 2022	3294.73	
1004445662	27/09/2022	RIO TINTO - PILBARA IRON	Electricity consumption for 178 Cassia St, Tom Price 02/09/2022 - 18/09/2022	110.43	
1004445829	27/09/2022	RIO TINTO - PILBARA IRON	Electricity consumption for 1152 Tarwonga Cct, Tom Price 31/08/2022 - 20/09/2022	77.09	
1004458889	30/09/2022	RIO TINTO - PILBARA IRON	Electricity consumption for 159 Cassia St, Tom Price 02/09/2022 - 27/09/2022	119.99	
1004458855	30/09/2022	RIO TINTO - PILBARA IRON	Electricity consumption for Lot 586 King Ave, Paraburdoo 22/08/2022 - 30/09/2022	112.51	
		RIO TINTO - PILBARA IRON Total		3714.75	\$3,714.75
EFT62802	06/10/2022	RORY DE PLEDGE	Payment		\$6,757.84
CRFEE20220929	29/09/2022	RORY DE PLEDGE	Councillor payments 01/07/2022 - 30/09/2022	6757.84	
		RORY DE PLEDGE Total		6757.84	\$6,757.84
EFT62803	06/10/2022	ROYAL LIFE SAVING SOCIETY WA	Payment		\$124.50
177545	17/08/2022	ROYAL LIFE SAVING SOCIETY WA	PPE items for lifeguards Onslow Aquatic Centre	124.50	
		ROYAL LIFE SAVING SOCIETY WA Total		124.50	\$124.50
EFT62804	06/10/2022	SPOTLIGHT PTY LTD	Payment		\$100.00
52034227458	06/09/2022	SPOTLIGHT PTY LTD	Canvas/Gift bags for Rugby Welcome to Town Gala event 10/09/2022	100.00	
		SPOTLIGHT PTY LTD Total		100.00	\$100.00
EFT62805	06/10/2022	STRATAGREEN	Payment		\$332.46
147250	09/08/2022	STRATAGREEN	Envirodye blue for Onslow Street verges	332.46	
		STRATAGREEN Total		332.46	\$332.46
EFT62806	06/10/2022	SUNNY DAY MUSIC	Payment		\$1,110.00
INV-006	17/09/2022	SUNNY DAY MUSIC	Sunny Day Solo set plus travel to Tom Price and Paraburdoo	1110.00	
		SUNNY DAY MUSIC Total		1110.00	\$1,110.00
EFT62807	06/10/2022	SUNNY SIGN COMPANY PTY LTD	Payment		\$200.20
484555	30/08/2022	SUNNY SIGN COMPANY PTY LTD	Blank A Frame sign for Paraburdoo Swimming Pool	200.20	
		SUNNY SIGN COMPANY PTY LTD Total		200.20	\$200.20
EFT62808	06/10/2022	T.J. DEPIAZZI & SONS	Payment		\$35,816.84
124713	30/09/2022	T.J. DEPIAZZI & SONS	Lawn mix for Tom Price Ovals revitalisation	35816.84	
		T.J. DEPIAZZI & SONS Total		35816.84	\$35,816.84
EFT62809	06/10/2022	TELSTRA	Payment		\$1,485.00
1467928485-T311-	02/10/2022	TELSTRA	Monthly telephone charges	540.00	
1467928501-T311-	02/10/2022	TELSTRA	Monthly telephone charges	945.00	

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Reference Number	Date	Name	Description	Invoice Amount	
		TELSTRA Total		1485.00	\$1,485.00
EFT62810	06/10/2022	THE EVENT MILL PTY LTD	Payment		\$8,229.10
15355	30/09/2022	THE EVENT MILL PTY LTD	Furniture hire for Onslow's Annual Gala - 1920's Swing Themed	8229.10	
		THE EVENT MILL PTY LTD Total		8229.10	\$8,229.10
EFT62811	06/10/2022	THE WORKWEAR GROUP	Payment		\$620.15
14330194	15/09/2022	THE WORKWEAR GROUP	Supply uniforms for Shire employees	100.77	
14325532	15/09/2022	THE WORKWEAR GROUP	Uniform order for Employee #726	216.56	
14336333	26/09/2022	THE WORKWEAR GROUP	Uniform order for Employee #1902	141.35	
14339144	26/09/2022	THE WORKWEAR GROUP	Uniform order for Employee #937	161.47	
		THE WORKWEAR GROUP Total		620.15	\$620.15
EFT62812	06/10/2022	TINA MLADENOVIC	Payment		\$6,757.84
CRFEE20220929	29/09/2022	TINA MLADENOVIC	Councillor payments 01/07/2022 - 30/09/2022	6757.84	
		TINA MLADENOVIC Total		6757.84	\$6,757.84
EFT62813	06/10/2022	TOLL GLOBAL EXPRESS (2085060)	Payment		\$201.08
1623-3VA230	02/10/2022	TOLL GLOBAL EXPRESS (2085060)	Freight charges	201.08	
		TOLL GLOBAL EXPRESS (2085060) Total		201.08	\$201.08
EFT62814	06/10/2022	TOLL GLOBAL EXPRESS (1050717)	Payment		\$146.27
738722	28/09/2022	TOLL GLOBAL EXPRESS (1050717)	Freight charges	146.27	
		TOLL GLOBAL EXPRESS (1050717) Total		146.27	\$146.27
EFT62815	06/10/2022	TOLL GLOBAL EXPRESS (2085599)	Payment		\$22.45
0437-80742816	02/10/2022	TOLL GLOBAL EXPRESS (2085599)	Freight charges	22.45	
		TOLL GLOBAL EXPRESS (2085599) Total		22.45	\$22.45
EFT62816	06/10/2022	TOM PRICE DRIVE-IN INC	Payment		\$500.00
15A-SHIRE	24/09/2022	TOM PRICE DRIVE-IN INC	Tom Price Drive In Advertising for 2022/2023, approx. 10 showings	500.00	
		TOM PRICE DRIVE-IN INC Total		500.00	\$500.00
EFT62817	06/10/2022	TOM PRICE HOTEL MOTEL	Payment		\$590.95
228609	27/06/2022	TOM PRICE HOTEL MOTEL	Late payment fee on accommodation and meals booking	7.95	
229750	11/08/2022	TOM PRICE HOTEL MOTEL	Meal vouchers for Employees #1979 and 1940 15/08/2022 - 18/08/2022	293.00	
230176	25/08/2022	TOM PRICE HOTEL MOTEL	Meal vouchers for Employee #1661 26/08/2022 - 01/09/2022	192.50	
230888	21/09/2022	TOM PRICE HOTEL MOTEL	Meal vouchers for Employee #1922 20/09/2022 - 21/09/2022	57.50	
230995	23/09/2022	TOM PRICE HOTEL MOTEL	Meal voucher for Employee #1895 27/09/2022 - 28/09/2022	40.00	
		TOM PRICE HOTEL MOTEL Total		590.95	\$590.95
EFT62818	06/10/2022	TOM PRICE PRIMARY SCHOOL P&C	Payment		\$1,000.00
T14	29/09/2022	TOM PRICE PRIMARY SCHOOL P&C	Refund of security bond Community hall	1000.00	
		TOM PRICE PRIMARY SCHOOL P&C Total		1000.00	\$1,000.00
EFT62819	06/10/2022	ULTRASHADE	Payment		\$3,046.00
INV-20649	20/09/2022	ULTRASHADE	2 x Heavy Duty square canopy's for Onslow airport	3046.00	
		ULTRASHADE Total		3046.00	\$3,046.00
EFT62820	06/10/2022	WELDING SOLUTIONS	Payment		\$6,340.00
INV-06909	30/09/2022	WELDING SOLUTIONS	Stalker Water Pump 80 HL for Ashburton Downs Road Resheet	6248.00	
INV-06923	04/10/2022	WELDING SOLUTIONS	Brass silencer spray head exhaust for Duraquip Hydrator Water Tanker (1TRO090)	92.00	
		WELDING SOLUTIONS Total		6340.00	\$6,340.00
EFT62821	06/10/2022	WESTERN ENVIRONMENTAL APPROVALS	Payment		\$34,378.85
INV-0086	30/09/2022	WESTERN ENVIRONMENTAL APPROVALS	Project management for Onslow Northern Precinct - Environmental clearances	34378.85	
		WESTERN ENVIRONMENTAL APPROVALS PTY		34378.85	\$34,378.85
EFT62822	06/10/2022	WHITEHAUS ARCHITECTS PTY LTD	Payment		\$895.13
INV-22192	14/10/2022	WHITEHAUS ARCHITECTS PTY LTD	Provide concept planning for extensions to Onslow Shire Administration Centre	895.13	
		WHITEHAUS ARCHITECTS PTY LTD Total		895.13	\$895.13
EFT62823	06/10/2022	WINC AUSTRALIA PTY LIMITED	Payment		\$1,376.20
9040384620	20/09/2022	WINC AUSTRALIA PTY LIMITED	Stationery for Onslow Admin Office, Onslow Swimming Pool and Twitchin Rd works	940.08	
9040383624	20/09/2022	WINC AUSTRALIA PTY LIMITED	Refreshments for Paraburdoo administration staff	118.24	
9040388901	21/09/2022	WINC AUSTRALIA PTY LIMITED	Refreshments for Paraburdoo administration staff	15.95	
9040428259	28/09/2022	WINC AUSTRALIA PTY LIMITED	Pannawonica September school holiday program supplies	16.06	
9040435561	28/09/2022	WINC AUSTRALIA PTY LIMITED	Pannawonica September school holiday program supplies	124.76	

LIST OF PAYMENTS FOR OCTOBER 2022

Reference Number	Date	Name	Description	Invoice Amount	
9040455221	29/09/2022	WINC AUSTRALIA PTY LIMITED	Stationary order for Tom Price Depot	161.11	
		WINC AUSTRALIA PTY LIMITED Total		1376.20	\$1,376.20
EFT62845	13/10/2022	4CABLING PTY LTD	Payment		\$4,247.10
2689621	04/10/2022	4CABLING PTY LTD	Supply 24x transceivers for servers	3960.00	
2689781	04/10/2022	4CABLING PTY LTD	Supply 4k KVM for Onslow Council Chamber	287.10	
		4CABLING PTY LTD Total		4247.10	\$4,247.10
EFT62846	13/10/2022	ALLMAKES PTY LTD	Payment		\$3,150.14
766847	28/09/2022	ALLMAKES PTY LTD	Supply lifeguard uniforms for Tom Price Swimming Pool staff	1799.25	
766853	28/09/2022	ALLMAKES PTY LTD	Supply lifeguard uniforms for Paraburdoo Swimming Pool staff	1350.89	
		ALLMAKES PTY LTD Total		3150.14	\$3,150.14
EFT62847	13/10/2022	AMART FURNITURE PTY LTD	Payment		\$3,096.00
20221005 PO: 74817	05/10/2022	AMART FURNITURE PTY LTD	Supply 3x Dominique 3 Seat Sofas Item code 70349	3096.00	
		AMART FURNITURE PTY LTD Total		3096.00	\$3,096.00
EFT62848	13/10/2022	AMGROW AUSTRLIA PTY LTD	Payment		1111.00
284034	14/09/2022	AMGROW AUSTRLIA PTY LTD	Double Time and Fertech special fertiliser for Peter Sutherland Oval	1111.00	
		AMGROW AUSTRLIA PTY LTD Total		1111.00	\$1,111.00
EFT62849	13/10/2022	AMPOL AUSTRALIA PETROLEUM	Payment		\$22,009.29
0302064471	30/09/2022	AMPOL AUSTRALIA PETROLEUM	Fuel usage for the period - 01/09/2022 - 30/09/2022	22009.29	
		AMPOL AUSTRALIA PETROLEUM Total		22009.29	\$22,009.29
EFT62850	13/10/2022	AERODROME MANAGEMENT SERVICES	Payment		\$38,586.86
AMSINV-07683	30/09/2022	AERODROME MANAGEMENT SERVICES	Onslow Airport Passenger and baggage screening services 01/09/2022 - 30/09/2022	38586.86	
		AERODROME MANAGEMENT SERVICES Total		38586.86	\$38,586.86
EFT62851	13/10/2022	ASK WASTE MANAGEMENT	Payment		\$6,254.60
864	01/09/2022	ASK WASTE MANAGEMENT	Provide groundwater sampling, analysis and reporting at Tom Price Waste Disposal Site	6254.60	
		ASK WASTE MANAGEMENT Total		6254.60	\$6,254.60
EFT62852	13/10/2022	AUST INSTITUTE COMPANY DIRECTORS	Payment		\$840.00
11296123	07/10/2022	AUST INSTITUTE COMPANY DIRECTORS	AICD Membership for employee #1836 to 31/10/2023	840.00	
		AUST INSTITUTE COMPANY DIRECTORS total		840.00	\$840.00
EFT62853	13/10/2022	BROOKS HIRE SERVICE PTY LTD	Payment		\$9,886.80
213443	30/09/2022	BROOKS HIRE SERVICE PTY LTD	Hire of Vibrating Roller Padfoot Drum 23-30/09/22 for Regional Waste Facility Construction	3110.80	
213488	30/09/2022	BROOKS HIRE SERVICE PTY LTD	Mobilisation of Vibrating Roller Padfoot Drum to site - Regional Waste Facility Construction	6776.00	
		BROOKS HIRE SERVICE PTY LTD Total		9886.80	\$9,886.80
EFT62854	13/10/2022	BUILDING & CONSTRUCTION IT	Payment		\$1,883.50
T1	12/10/2022	BUILDING & CONSTRUCTION IT	CITF Levy collected for the month of September 2022	1883.50	
		BUILDING & CONSTRUCTION IT Total		1883.50	\$1,883.50
EFT62855	13/10/2022	BUNNINGS GROUP LIMITED	Payment		\$15,772.19
2435/99819476	28/09/2022	BUNNINGS GROUP LIMITED	Supply sink fittings for kitchen refurb for 126 Cedar Street, Tom Price	405.88	
2435/99819477	28/09/2022	BUNNINGS GROUP LIMITED	Supply cabinets and fittings for kitchen refurb 126 Cedar St Tom Price	6122.73	
2435/99819478	28/09/2022	BUNNINGS GROUP LIMITED	Supply cabinets and fittings for kitchen refurb 797 Kulai Street Tom Price	5405.37	
2435/99819479	28/09/2022	BUNNINGS GROUP LIMITED	Supply sink fittings and benchtop for kitchen refurb 797 Kulai St	1772.48	
2432/99844485	28/09/2022	BUNNINGS GROUP LIMITED	Supply cooktop, oven and rangehood for kitchen refurb 797 Kulai St Tom Price	1146.65	
2432/99844486	28/09/2022	BUNNINGS GROUP LIMITED	Supply rangehood for kitchen refurb 126 Cedar St Tom Price	272.65	
2435/99819493	28/09/2022	BUNNINGS GROUP LIMITED	Supply various housing maintenance consumables	479.63	
2435/99819494	28/09/2022	BUNNINGS GROUP LIMITED	Supply pool accessory parts for 1143 Yanagin Place Tom Price	166.80	
		BUNNINGS GROUP LIMITED Total		15772.19	\$15,772.19
EFT62856	13/10/2022	BYBLOS CONSTRUCTIONS-TOM PRICE	Payment		\$348,394.42
584	23/06/2022	BYBLOS CONSTRUCTIONS-TOM PRICE	Provide fencing set up for Tom Price 50 Years Celebration event	1430.00	
1099	16/08/2022	BYBLOS CONSTRUCTIONS-TOM PRICE	Provide replacement lighting to the Paraburdoo Mall toilets	1894.42	
1655	30/09/2022	BYBLOS CONSTRUCTIONS-TOM PRICE	Design and Construction of Tom Price bike park facility	345070.00	
		BYBLOS CONSTRUCTIONS-TOM PRICE Total		348394.42	\$348,394.42
EFT62857	13/10/2022	C MUNRO CONTRACTORS	Payment		\$5,758.94
133533	05/10/2022	C MUNRO CONTRACTORS	Supply and install 2 x new aluminium flywire security doors at V Swans facility	2333.10	
133573	05/10/2022	C MUNRO CONTRACTORS	Excavate grave and insert shoring box at Onslow cemetery 21/09/2022	726.00	
133547	05/10/2022	C MUNRO CONTRACTORS	Provide installation of wall mount brackets for promotional TVs in various Onslow properties	1368.84	

LIST OF PAYMENTS FOR OCTOBER 2022

Reference Number	Date	Name	Description	Invoice Amount	
133568	05/10/2022	C MUNRO CONTRACTORS	Provide repairs to fallen cover strips on the eaves 20 Third Ave Onslow	1331.00	
		C MUNRO CONTRACTORS Total		5758.94	\$5,758.94
EFT62858	13/10/2022	CASTLEDINE GREGORY	Payment		\$4,020.50
00005569	06/10/2022	CASTLEDINE GREGORY	Provide legal services in respect of matter 0162-0012 period 12-29/09/2022	556.60	
00005568	06/10/2022	CASTLEDINE GREGORY	Provide legal services in respect of matter 0162-0034 period 14-30/09/2022	506.00	
00005570	06/10/2022	CASTLEDINE GREGORY	Provide legal services in respect of matter 0162-0038 period 12-29/09/2022	556.60	
00005567	06/10/2022	CASTLEDINE GREGORY	Provide legal services in respect of matter 0162-0039 period 15-30/09/2022	2401.30	
		CASTLEDINE GREGORY Total		4020.50	\$4,020.50
EFT62859	13/10/2022	CENTURION TRANSPORT CO PTY LTD	Payment		\$600.80
SI0480325	02/10/2022	CENTURION TRANSPORT CO PTY LTD	Freight charges Perth to Paraburdoo	600.80	
		CENTURION TRANSPORT CO PTY LTD Total		600.80	\$600.80
EFT62860	13/10/2022	CHARLES CHEVRIER	Payment		\$75.00
REFUND20221003	03/10/2022	CHARLES CHEVRIER	Refund for cancelled Tom Price dog kennel booking 17-19/09/2022	75.00	
		CHARLES CHEVRIER Total		75.00	\$75.00
EFT62861	13/10/2022	CHEELA PLAINS PASTORAL CO PTY LTD	Payment		24288.00
1500	30/09/2022	CHEELA PLAINS PASTORAL CO PTY LTD	Provide plant and operator for maintenance grade of Hamersley Mt Bruce Rd (30km)	24288.00	
		CHEELA PLAINS PASTORAL CO PTY LTD Total		24288.00	\$24,288.00
EFT62862	13/10/2022	CHEFMASTER AUSTRALIA	Payment		\$3,167.20
00057711	10/08/2022	CHEFMASTER AUSTRALIA	240L Bin liners for Tom price public bins	3167.20	
		CHEFMASTER AUSTRALIA Total		3167.20	\$3,167.20
EFT62863	13/10/2022	CLAYTON UTZ	Payment		\$4,528.15
4183653	28/09/2022	CLAYTON UTZ	Provide professional services in regard to Commercial Lease reference 19628/22572/81024380	4528.15	
		CLAYTON UTZ Total		4528.15	\$4,528.15
EFT62864	13/10/2022	CORPORATE TRAVEL MANAGEMENT	Payment		\$4,720.40
I.0015599448	30/09/2022	CORPORATE TRAVEL MANAGEMENT	Booking #B11511006 Flights (Kta-Perth-Kta) for Employee #1990 03/11/2022 - 07/11/2022	1116.43	
I.0015599457	30/09/2022	CORPORATE TRAVEL MANAGEMENT	Booking #B11511015 Flights (Kta-Perth-Kta) for Employee #1963 03/11/2022 - 07/11/2022	1116.43	
I.0015598910	30/09/2022	CORPORATE TRAVEL MANAGEMENT	Booking #B11510625 Flights (Para-Perth-Para) for Employee #680 03/11/2022 - 07/11/2022	803.76	
I.0015616751	04/10/2022	CORPORATE TRAVEL MANAGEMENT	Booking #B11523385 Flights (Para-Perth-Para) for Employee #1901 04/11/2022 - 06/11/2022	803.76	
I.0015619025	05/10/2022	CORPORATE TRAVEL MANAGEMENT	Booking #B11457249 Accommodation and meals for Councillor 27/09/2022 - 01/10/2022	880.02	
		CORPORATE TRAVEL MANAGEMENT Total		4720.40	\$4,720.40
EFT62865	13/10/2022	CROWN PERTH LIMITED	Payment		\$6,815.00
674770	05/10/2022	CROWN PERTH LIMITED	Provide accommodation for Councillor 01-04/10/2022	1536.00	
674771	05/10/2022	CROWN PERTH LIMITED	Provide accommodation and meals for Councillor 01-05/10/2022	1865.00	
674772	05/10/2022	CROWN PERTH LIMITED	Provide accommodation and meals for Councillor 01-04/10/2022	1659.00	
674774	05/10/2022	CROWN PERTH LIMITED	Provide accommodation for employee #1808 02-04/10/2022	837.00	
674775	05/10/2022	CROWN PERTH LIMITED	Provide accommodation and meals for Councillor 02-05/10/2022	918.00	
		CROWN PERTH LIMITED Total		6815.00	\$6,815.00
EFT62866	13/10/2022	DATA#3 LIMITED	Payment		\$4,016.17
SIN000046274	14/09/2022	DATA#3 LIMITED	Supply 12x Dell monitors	4016.17	
		DATA#3 LIMITED Total		4016.17	\$4,016.17
EFT62867	13/10/2022	DEPT MINES, INDUSTRY REG'S & SAFETY	Payment		\$4,422.02
T2	12/10/2022	DEPT MINES, INDUSTRY REG'S & SAFETY	BRB Levv collected on approved applications September 2022	4422.02	
		DEPT MINES, INDUSTRY REG'S & SAFETY		4422.02	\$4,422.02
EFT62868	13/10/2022	DICKSON FAMILY TRUST	Payment		\$1,536.48
INV-0459	04/10/2022	DICKSON FAMILY TRUST	Parts and repairs to WIN / 10 TV Transmitter Onslow	1536.48	
		DICKSON FAMILY TRUST Total		1536.48	\$1,536.48
EFT62869	13/10/2022	FIRST NATIONAL REAL ESTATE	Payment		\$6,952.38
018180	10/10/2022	FIRST NATIONAL REAL ESTATE	Rent for 10/327 Warara St, Tom Price 01/11/2022 - 30/11/2022	6952.38	
		FIRST NATIONAL REAL ESTATE Total		6952.38	\$6,952.38
EFT62870	13/10/2022	FMG PILBARA PTY LTD	Payment		\$4,791,715.07
REFUND20221010	10/10/2022	FMG PILBARA PTY LTD	Refund for overpayment of rates already paid on 23/09/2022	4791715.07	
		FMG PILBARA PTY LTD Total		4791715.07	\$4,791,715.07
EFT62871	13/10/2022	FUJIFILM BUSINESS	Payment		\$81.07
CV214654	30/09/2022	FUJIFILM BUSINESS	SES Printer Serial #761541 - black & white and colour impressions 01/09/2022 - 30/09/2022	81.07	

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Reference Number	Date	Name	Description	Invoice Amount	
		FUJIFILM BUSINESS Total		81.07	\$81.07
EFT62872	13/10/2022	HENDRY GROUP PTY LTD	Payment		\$2,640.00
IN026196	31/07/2022	HENDRY GROUP PTY LTD	Building surveying and consultancy services for MPC Tom Price and Paraburdoo	2640.00	
		HENDRY GROUP PTY LTD Total		2640.00	\$2,640.00
EFT62873	13/10/2022	HORIZON POWER	Payment		\$3,993.39
429663-2101452406	04/10/2022	HORIZON POWER	Electricity consumption for Lot 643 McRae Pl, Onslow 02/09/2022 - 03/10/2022	3993.39	
		HORIZON POWER Total		3993.39	\$3,993.39
EFT62874	13/10/2022	HOWARD PORTER	Payment		\$90,950.00
30659	10/10/2022	HOWARD PORTER	Supply Howard Porter 45' Drop Deck with Ramp Semi Trailer	90950.00	
		HOWARD PORTER Total		90950.00	\$90,950.00
EFT62875	13/10/2022	INDEPENDENT FUEL SOLUTIONS	Payment		\$76,888.55
INV-11593	04/10/2022	INDEPENDENT FUEL SOLUTIONS	Supply 12,000 litres diesel fuel for Ashburton Downs road works bulk fuel tank	26884.90	
INV-11594	04/10/2022	INDEPENDENT FUEL SOLUTIONS	Supply 23,000 litres diesel fuel for Tom Price bulk fuel tank	50003.65	
		INDEPENDENT FUEL SOLUTIONS Total		76888.55	\$76,888.55
EFT62876	13/10/2022	JBS&G AUSTRALIA PTY LTD	Payment		\$30,090.50
95463	31/07/2022	JBS&G AUSTRALIA PTY LTD	Pilbara Regional Waste Management Facility - environmental licence and operations support	5128.20	
96355	30/09/2022	JBS&G AUSTRALIA PTY LTD	Strategic masterplan workshop for ECO Industrial Park	10945.00	
96713	30/09/2022	JBS&G AUSTRALIA PTY LTD	Pilbara Regional Waste Management Facility - environmental licence and operations support	14017.30	
		JBS&G AUSTRALIA PTY LTD Total		30090.50	\$30,090.50
EFT62877	13/10/2022	JEROME DAVENPORT	Payment		\$52,228.00
20220909 PO 74652	09/09/2022	JEROME DAVENPORT	Apply anti-graffiti seal to protect Onslow Water Tank Mural	40084.00	
20221003-PO74001	03/10/2022	JEROME DAVENPORT	Facilitator for 8 days filming, underwater, interviews and on site Onslow Tanks project	7744.00	
20221003-PO74724	03/10/2022	JEROME DAVENPORT	Painting Workshop for Onslow's School Holiday Program October 4th 2022.	4400.00	
		JEROME DAVENPORT Total		52228.00	\$52,228.00
EFT62878	13/10/2022	JULIE MANGIONE	Payment		\$9,872.40
10/22	10/10/2022	JULIE MANGIONE	Rent for Unit 1/05 Anketell Ct, Onslow 01/07/2022 - 31/10/2022	9872.40	
		JULIE MANGIONE Total		9872.40	\$9,872.40
EFT62879	13/10/2022	KARRATHA FLORIST	Payment		\$500.00
WS12017KFG	03/10/2022	KARRATHA FLORIST	Supply bouquets for presentation to Onslow Water Tank Mural Working Group	500.00	
		KARRATHA FLORIST Total		500.00	\$500.00
EFT62880	13/10/2022	KHB MOBILE MECHANICAL PTY LTD	Payment		\$684.20
00026216	04/10/2022	KHB MOBILE MECHANICAL PTY LTD	Maintenance, repairs and travel for Komatsu 655 - 7 Motor Grader	505.45	
00026236	04/10/2022	KHB MOBILE MECHANICAL PTY LTD	Repair leaking regulator on gurney trailer	178.75	
		KHB MOBILE MECHANICAL PTY LTD Total		684.20	\$684.20
EFT62881	13/10/2022	KLEENHEAT GAS	Payment		\$1,357.27
63659517-4459454	01/09/2022	KLEENHEAT GAS	Yearly facility fees for 190KG VAP CYL Clem Thompson Sports Pavilion Tom Price	303.60	
63659517-22000215	08/09/2022	KLEENHEAT GAS	Supply and delivery of 409.7L LPG bulk for Ocean View Caravan Park 08/09/2022	1053.67	
		KLEENHEAT GAS Total		1357.27	\$1,357.27
EFT62882	13/10/2022	LOCAL GEOTECHNICS	Payment		\$12,375.00
INV-2726	07/10/2022	LOCAL GEOTECHNICS	Provide geotechnical investigation and reports for Onslow Foreshore sites	12375.00	
		LOCAL GEOTECHNICS Total		12375.00	\$12,375.00
EFT62883	13/10/2022	MARKETFORCE PRODUCTIONS	Payment		\$5,241.72
45077	28/09/2022	MARKETFORCE PRODUCTIONS	Advertisement in The West Australian 03/09/2022 - Professional appointments	5241.72	
		MARKETFORCE PRODUCTIONS Total		5241.72	\$5,241.72
EFT62884	13/10/2022	MARSH ADVISORY	Payment		\$6,820.00
060-1402132	10/10/2022	MARSH ADVISORY	Supply Emergency Evacuation Diagrams for new and upgraded Tom Price facilities	6820.00	
		MARSH ADVISORY Total		6820.00	\$6,820.00
EFT62885	13/10/2022	MCLEODS BARRISTERS & SOLICITORS	Payment		\$8,800.00
126483	30/09/2022	MCLEODS BARRISTERS & SOLICITORS	Review of roads throughout the Shire regarding ownership	8800.00	
		MCLEODS BARRISTERS & SOLICITORS Total		8800.00	\$8,800.00
EFT62886	13/10/2022	MCMAHON BURNETT TRANSPORT	Payment		\$182.30
00030690	30/09/2022	MCMAHON BURNETT TRANSPORT	Freight charges Perth to Onslow	182.30	
		MCMAHON BURNETT TRANSPORT Total		182.30	\$182.30
EFT62887	13/10/2022	MOBECRETE AND CONSTRUCTION	Payment		\$1,130.80

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Reference Number	Date	Name	Description	Invoice Amount	
00007960	29/09/2022	MOBECRETE AND CONSTRUCTION	Truck and operator hire for Paraburdoo Ovals revitalisation	1130.80	
		MOBECRETE AND CONSTRUCTION Total		1130.80	\$1,130.80
EFT62888	13/10/2022	MODERN TEACHING AIDS PTY LTD	Payment		\$240.80
45002903	22/08/2022	MODERN TEACHING AIDS PTY LTD	Program Expenses for August 2022 Paraburdoo Library	235.24	
45014422	29/08/2022	MODERN TEACHING AIDS PTY LTD	Book box for Tom Price library	5.56	
		MODERN TEACHING AIDS PTY LTD Total		240.80	\$240.80
EFT62889	13/10/2022	MONSTERBALL AMUSEMENTS	Payment		\$7,495.00
11854427	13/10/2022	MONSTERBALL AMUSEMENTS	Deposit payment for inflatable and furniture hire for Paraburdoo 50 Years Celebration	7495.00	
		MONSTERBALL AMUSEMENTS Total		7495.00	\$7,495.00
EFT62890	13/10/2022	NAMELESS CARPET CLEANING	Payment		\$260.00
237	04/10/2022	NAMELESS CARPET CLEANING	Provide carpet cleaning 20 Lilac St Tom Price	260.00	
		NAMELESS CARPET CLEANING Total		260.00	\$260.00
EFT62891	13/10/2022	NETLINK GROUP PTY LTD	Payment		\$349.25
53725	03/10/2022	NETLINK GROUP PTY LTD	Exclaimer Cloud - Signatures for Office 365 Licence	349.25	
		NETLINK GROUP PTY LTD Total		349.25	\$349.25
EFT62892	13/10/2022	NEVERFAIL SPRINGWATER LTD	Payment		\$480.48
100048345-955489	20/10/2020	NEVERFAIL SPRINGWATER LTD	Rental of cooler MH99281124 Tom Price Waste Depot 17/11/2020 - 17/11/2021	143.00	
100063791-INV-	29/10/2021	NEVERFAIL SPRINGWATER LTD	Rental of cooler WH12080729 Onslow Works Depot 15/10/2021 - 15/10/2022	132.00	
100063679-INV-	22/04/2022	NEVERFAIL SPRINGWATER LTD	Rental of cooler WH12110376 Lot 307 First Ave Onslow 14/04/2022 - 14/04/2023	102.74	
100063680-INV-	22/04/2022	NEVERFAIL SPRINGWATER LTD	Rental of cooler WH12111024 Lot 675 Second Ave Onslow 14/04/2022 - 14/02/2023	102.74	
		NEVERFAIL SPRINGWATER LTD Total		480.48	\$480.48
EFT62893	13/10/2022	NTC CONTRACTING	Payment		\$15,767.40
0000003085	11/08/2022	NTC CONTRACTING	Provide hire of a 6-wheeler water truck and operator August 2022	4081.00	
0000003147	30/09/2022	NTC CONTRACTING	Vacuum Trailer and 2 operators to clean out grids at SLK18.83, SLK 22.40 & SLK 38.65 Twitchin Rd	7304.00	
0000003146	30/09/2022	NTC CONTRACTING	Vacuum Trailer and 2 operators to clean out grids at SLK64.15 and SLK57.83 Onslow Peedamulla Rd	4382.40	
		NTC CONTRACTING Total		15767.40	\$15,767.40
EFT62894	13/10/2022	OFFICE NATIONAL PERTH	Payment		\$375.00
896028	30/09/2022	OFFICE NATIONAL PERTH	Supplv sliding door credenza for Onslow Airport	375.00	
		OFFICE NATIONAL PERTH Total		375.00	\$375.00
EFT62895	13/10/2022	ONSLow BEACH RESORT	Payment		\$1,152.50
24186	11/08/2022	ONSLow BEACH RESORT	Provide meals for employee #1903 08-11/08/2022	130.50	
24815	21/09/2022	ONSLow BEACH RESORT	Provide meals for employee #1952 19-21/09/2022	175.00	
25047	06/10/2022	ONSLow BEACH RESORT	School holiday program Facilitator meals 05/10/2022 - 06/10/2022	178.00	
25040	06/10/2022	ONSLow BEACH RESORT	Provide catering for Onslow Airport event 05/10/2022	590.00	
25080	07/10/2022	ONSLow BEACH RESORT	Provide meals for employee #1981 05-07/07/2022	79.00	
		ONSLow BEACH RESORT Total		1152.50	\$1,152.50
EFT62896	13/10/2022	ONSLow GENERAL STORE	Payment		\$4,304.71
PE-02/10/2022-1	02/10/2022	ONSLow GENERAL STORE	Onslow Airport consumables	182.57	
PE-02/10/2022-2	02/10/2022	ONSLow GENERAL STORE	Onslow Aquatic centre consumables	117.19	
PO74671-PE02/10/22	02/10/2022	ONSLow GENERAL STORE	Items for on sale Onslow Aquatic centre kiosk	99.02	
PO74797-PE09/10/22	09/10/2022	ONSLow GENERAL STORE	Staff refreshments for Onslow admin building	87.11	
PE-09/10/2022-1	09/10/2022	ONSLow GENERAL STORE	Onslow Depot consumables	25.00	
PE-09/10/2022-2	09/10/2022	ONSLow GENERAL STORE	Onslow Airport consumables	133.27	
PO74431-PE09/10/22	09/10/2022	ONSLow GENERAL STORE	Catering of Pizzas for Onslow event	150.00	
PO74723-PE09/10/22	09/10/2022	ONSLow GENERAL STORE	Catering for Onslow Keepers October 2022	104.59	
PO74759-PE09/10/22	09/10/2022	ONSLow GENERAL STORE	White goods for Onslow Sun Chalets	3386.00	
PO74788-PE09/10/22	09/10/2022	ONSLow GENERAL STORE	Bags of Ice for Onslow Water tank launch	19.96	
		ONSLow GENERAL STORE Total		4304.71	\$4,304.71
EFT62897	13/10/2022	PARABURDOO MAORI CULTURE CLUB	Payment		\$200.00
DONATION20220915	15/09/2022	PARABURDOO MAORI CULTURE CLUB	Donation to club for assistance at Paraburdoo Welcome to Town Event	200.00	
		PARABURDOO MAORI CULTURE CLUB Total		200.00	\$200.00
EFT62898	13/10/2022	PEOPLESENSE BY ALTIUS	Payment		\$398.49
30698	30/09/2022	PEOPLESENSE BY ALTIUS	EAP counselling September 2022	398.49	
		PEOPLESENSE BY ALTIUS Total		398.49	\$398.49

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Reference Number	Date	Name	Description	Invoice Amount	
EFT62899	13/10/2022	PFD FOOD SERVICES PTY LTD	Payment		\$3,771.05
LE211750	13/09/2022	PFD FOOD SERVICES PTY LTD	Supply food items for on sale at Onslow Aquatic Centre kiosk	672.55	
LE413729	04/10/2022	PFD FOOD SERVICES PTY LTD	Supply food items for on sale at Onslow Aquatic Centre Kiosk	3098.50	
		PFD FOOD SERVICES PTY LTD Total		3771.05	\$3,771.05
EFT62900	13/10/2022	PILBARA FOOD SERVICES	Payment		\$1,604.13
SI134829	07/09/2022	PILBARA FOOD SERVICES	Consumable supplies for the Tom Price Waste facility	136.10	
SI135569	03/10/2022	PILBARA FOOD SERVICES	Items for on sale at Tom Price pool kiosk	1443.53	
SI135598	03/10/2022	PILBARA FOOD SERVICES	Kitchen supplies for Tom Price Admin Building	24.50	
		PILBARA FOOD SERVICES Total		1604.13	\$1,604.13
EFT62901	13/10/2022	PILBARA KITCHEN	Payment		\$325.00
INV-0038	06/10/2022	PILBARA KITCHEN	Provide catering for Shire Emergency Management in Local Government training	325.00	
		PILBARA KITCHEN Total		325.00	\$325.00
EFT62902	13/10/2022	PILBARA MOTOR GROUP	Payment		\$205.38
P125143220	05/10/2022	PILBARA MOTOR GROUP	Spring Kit RR Drum & Insulator Engine Mo for Toyota Hilux 4x4 (AS41)	205.38	
		PILBARA MOTOR GROUP Total		205.38	\$205.38
EFT62903	13/10/2022	PIVOTEL SATELLITE PTY LTD	Payment		\$982.25
3418862	01/10/2022	PIVOTEL SATELLITE PTY LTD	Monthly subscription fee for spot trackers in Shire vehicles October 2022	982.25	
		PIVOTEL SATELLITE PTY LTD Total		982.25	\$982.25
EFT62904	13/10/2022	PTM PILBARA TRAFFIC MANAGEMENT	Payment		\$132.00
03857	23/09/2022	PTM PILBARA TRAFFIC MANAGEMENT	Amendments to traffic management plan for Onslow Staircase Festival	132.00	
		PTM PILBARA TRAFFIC MANAGEMENT Total		132.00	\$132.00
EFT62905	13/10/2022	RAY WHITE EXMOUTH	Payment		\$205.74
005941-	11/10/2022	RAY WHITE EXMOUTH	Water consumption for 5 McGrath Ave Onslow 11/08/2022 - 06/10/2022	140.97	
005939-	11/10/2022	RAY WHITE EXMOUTH	Water consumption for 42 Third Ave Onslow 11/08/2022 - 06/10/2022	64.77	
		RAY WHITE EXMOUTH Total		205.74	\$205.74
EFT62906	13/10/2022	SHIRE OF ASHBURTON	Payment		\$116.50
T1	12/10/2022	SHIRE OF ASHBURTON	CITF Commissions collected for September 2022	16.50	
T2	12/10/2022	SHIRE OF ASHBURTON	BRB Commissions collected on approved applications September 2022	100.00	
		SHIRE OF ASHBURTON Total		116.50	\$116.50
EFT62907	13/10/2022	SHIRE OF ASHBURTON	Payment		\$1,696.46
DEDUCTION	09/10/2022	SHIRE OF ASHBURTON	Payroll deductions	696.46	
DEDUCTION	09/10/2022	SHIRE OF ASHBURTON	Payroll deductions	1000.00	
		SHIRE OF ASHBURTON Total		1696.46	\$1,696.46
EFT62908	13/10/2022	SODEXO - RENTAL PAYMENTS	Payment		\$1,321.66
PM01-037838	18/05/2022	SODEXO - RENTAL PAYMENTS	Rent for 816 Kulai St, Tom Price 01/06/2022 - 30/06/2022	1321.66	
		SODEXO - RENTAL PAYMENTS Total		1321.66	\$1,321.66
EFT62909	13/10/2022	SPIN-AFFIX TOUCH FOOTBALL	Payment		\$500.00
DONATION20220929	29/09/2022	SPIN-AFFIX TOUCH FOOTBALL	Small assistance donation to club to purchase equipment	500.00	
		SPIN-AFFIX TOUCH FOOTBALL Total		500.00	\$500.00
EFT62910	13/10/2022	STRATAGREEN	Payment		\$5,561.67
148730	29/09/2022	STRATAGREEN	Supply edging and fixings for Town Maintenance works, Paraburdoo CHUB grounds	5561.67	
		STRATAGREEN Total		5561.67	\$5,561.67
EFT62911	13/10/2022	SUNNY SIGN COMPANY PTY LTD	Payment		\$79.20
486516	04/10/2022	SUNNY SIGN COMPANY PTY LTD	Supply sign for Onslow Community Boating Precinct Boat Ramp and Jetty (Beadon Creek)	79.20	
		SUNNY SIGN COMPANY PTY LTD Total		79.20	\$79.20
EFT62912	13/10/2022	T-QUIP	Payment		\$1,440.00
113762#5	03/10/2022	T-QUIP	Supply side brooms for Hako Citymaster 1650 Pavement Sweeper	1440.00	
		T-QUIP Total		1440.00	\$1,440.00
EFT62913	13/10/2022	TE KOHUNGA REO ITI O PARABURDOO	Payment		\$200.00
DONATION20220915	15/09/2022	TE KOHUNGA REO ITI O PARABURDOO	Donation to club for assistance at Paraburdoo Welcome to Town event	200.00	
		TE KOHUNGA REO ITI O PARABURDOO Total		200.00	\$200.00
EFT62914	13/10/2022	TELSTRA	Payment		\$446.58
5762935200-	06/09/2022	TELSTRA	Monthly telephone charges	275.69	
5762935200-	06/10/2022	TELSTRA	Monthly telephone charges	170.89	

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Reference Number	Date	Name	Description	Invoice Amount	
		TELSTRA Total		446.58	\$446.58
EFT62915	13/10/2022	THALANYJI SERVICE STATIONS	Payment		\$155.00
INV-3747	06/10/2022	THALANYJI SERVICE STATIONS	Provide event support for WTO Seniors Support Event 10-11/10/2022	155.00	
		THALANYJI SERVICE STATIONS Total		155.00	\$155.00
EFT62916	13/10/2022	THANOMSUP BREEN	Payment		\$660.00
00722	05/10/2022	THANOMSUP BREEN	Provide house cleaning service 17B Cogelup Way Tom Price	660.00	
		THANOMSUP BREEN Total		660.00	\$660.00
EFT62917	13/10/2022	THE NINTIRRI CENTRE	Payment		\$785.10
00001696	08/09/2022	THE NINTIRRI CENTRE	Provide catering for Naidoc Art Exhibition 05/08/2022	500.00	
00001695	08/09/2022	THE NINTIRRI CENTRE	Provide meals for employees #1940 and #1979 16-19/08/2022	285.10	
		THE NINTIRRI CENTRE Total		785.10	\$785.10
EFT62918	13/10/2022	TNT EXPRESS (FEDEX EXPRESS T/AS)	Payment		\$180.68
64856371	01/10/2022	TNT EXPRESS (FEDEX EXPRESS T/AS)	Week 18 - Con# 980206501590 - freight water samples Tom Price to Pathwest 04/09/2022	180.68	
		TNT EXPRESS (FEDEX EXPRESS T/AS) Total		180.68	\$180.68
EFT62919	13/10/2022	TOLL GLOBAL EXPRESS (2085060)	Payment		\$1,262.80
1624-3VA230	09/10/2022	TOLL GLOBAL EXPRESS (2085060)	Freight charges	1262.80	
		TOLL GLOBAL EXPRESS (2085060) Total		1262.80	\$1,262.80
EFT62920	13/10/2022	TOLL GLOBAL EXPRESS (1050717)	Payment		\$350.59
741640	05/10/2022	TOLL GLOBAL EXPRESS (1050717)	Freight charges	350.59	
		TOLL GLOBAL EXPRESS (1050717) Total		350.59	\$350.59
EFT62921	13/10/2022	TOM PRICE PHYSIO PTY LTD	Payment		\$490.00
0003636	16/09/2022	TOM PRICE PHYSIO PTY LTD	Provide musculoskeletal assessment 16/09/2022	245.00	
0003687	28/09/2022	TOM PRICE PHYSIO PTY LTD	Provide musculoskeletal assessment 28/09/2022	245.00	
		TOM PRICE PHYSIO PTY LTD Total		490.00	\$490.00
EFT62922	13/10/2022	TOM PRICE SENIOR HIGH SCHOOL	Payment		\$2,618.01
9805-1	10/10/2022	TOM PRICE SENIOR HIGH SCHOOL	Electricity usage Tom Price Recreation Centre 01/09/2022 - 10/10/2022	2618.01	
		TOM PRICE SENIOR HIGH SCHOOL Total		2618.01	\$2,618.01
EFT62923	13/10/2022	TOM PRICE TENNIS CLUB	Payment		\$415.00
4	07/10/2022	TOM PRICE TENNIS CLUB	Provide 3x tennis workshops for Tom Price school holiday program	415.00	
		TOM PRICE TENNIS CLUB Total		415.00	\$415.00
EFT62924	13/10/2022	URBAN RETREAT GARDEN DESIGN	Payment		\$2,510.00
22231-01	04/10/2022	URBAN RETREAT GARDEN DESIGN	Supply detailed landscaping design and documentation for ANZAC Memorial Park Onslow	2510.00	
		URBAN RETREAT GARDEN DESIGN Total		2510.00	\$2,510.00
EFT62925	13/10/2022	VIVA ENERGY AUSTRALIA PTY LTD	Payment		\$10,470.03
6987468	30/09/2022	VIVA ENERGY AUSTRALIA PTY LTD	Fuel usage for the period - 01/09/2022 - 30/09/2022	8290.02	
6987468	30/09/2022	VIVA ENERGY AUSTRALIA PTY LTD	Fuel usage for the period - 01/09/2022 - 30/09/2022	2180.01	
		VIVA ENERGY AUSTRALIA PTY LTD Total		10470.03	\$10,470.03
EFT62926	13/10/2022	WATER CORPORATION	Payment		\$31,479.87
9008513047-0171	04/10/2022	WATER CORPORATION	Water consumption for 14 Second Av Onslow Lot 312 08/08/2022 - 03/10/2022	9315.21	
9018028109-0063	04/10/2022	WATER CORPORATION	Water service charge Unit 2/09 Second Av Onslow 01/09/2022 - 31/10/2022	197.80	
9018028117-0061	04/10/2022	WATER CORPORATION	Water service charge Unit 3/09 Second Av Onslow 01/09/2022 - 31/10/2022	197.80	
9018831794-0067	04/10/2022	WATER CORPORATION	Water use 9 Second Av Onslow 08/08/2022 - 03/10/2022	411.48	
9020481690-0046	04/10/2022	WATER CORPORATION	Water use 7 Anketell Ct Onslow 08/08/2022 - 03/10/2022	2082.17	
9020481703-0045	04/10/2022	WATER CORPORATION	Water service charge 1/07 Anketell Ct Onslow 01/08/2022 - 31/10/2022	183.57	
9020481711-0045	04/10/2022	WATER CORPORATION	Water service charge 2/07 Anketell Ct Onslow 01/08/2022 - 31/10/2022	175.67	
9020481738-0045	04/10/2022	WATER CORPORATION	Water service charge 3/07 Anketell Ct Onslow 01/08/2022 - 31/10/2022	175.67	
9020481746-0045	04/10/2022	WATER CORPORATION	Water service charge 4/07 Anketell Ct Onslow 01/08/2022 - 31/10/2022	183.57	
9020481754-0045	04/10/2022	WATER CORPORATION	Water service charge 5/07 Anketell Ct Onslow 01/08/2022 - 31/10/2022	183.57	
9020481762-0045	04/10/2022	WATER CORPORATION	Water service charge 6/07 Anketell Ct Onslow 01/08/2022 - 31/10/2022	175.67	
9008513100-0191	04/10/2022	WATER CORPORATION	Water consumption for 7 First Av Onslow 05/08/2022 - 03/10/2022	312.14	
9020481770-0045	04/10/2022	WATER CORPORATION	Water service charge 7/07 Anketell Ct Onslow 01/08/2022 - 31/10/2022	175.67	
9008513151-0181	04/10/2022	WATER CORPORATION	Water consumption for 15 First Av Onslow 08/08/2022 - 03/10/2022	279.71	
9008513290-0179	04/10/2022	WATER CORPORATION	Water consumption for 60 Second Av Onslow 08/08/2022 - 03/10/2022	16196.98	
9008513645-0162	04/10/2022	WATER CORPORATION	Water consumption for 32 Second Av Onslow 08/08/2022 - 03/10/2022	666.09	

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Reference Number	Date	Name	Description	Invoice Amount	
9008514162-0182	04/10/2022	WATER CORPORATION	Water consumption for 3 First St Onslow 08/08/2022 - 03/10/2022	158.28	
9008514197-0110	04/10/2022	WATER CORPORATION	Water consumption for Lot 381 Third Ave Onslow 08/08/2022 - 03/10/2022	46.08	
9008514226-0190	04/10/2022	WATER CORPORATION	Water consumption for 9 Third Ave Onslow 08/08/2022 - 03/10/2022	164.94	
9018028096-0061	04/10/2022	WATER CORPORATION	Water service charge Unit 1/09 Second Av Onslow 01/09/2022 - 31/10/2022	197.80	
		WATER CORPORATION Total		31479.87	\$31,479.87
EFT62927	13/10/2022	WALGA	Payment		\$10,956.00
SI-001833	30/09/2022	WALGA	Councillor training - Emergency Management Foundations for LG 29/09/2022	759.00	
SI-001834	30/09/2022	WALGA	Councillor training - Planning Practices Essentials 28/09/2022	638.00	
SI-001872	30/09/2022	WALGA	In house training - Classification and Indexing of Business Records 28/09/2022	4400.00	
SI-001871	30/09/2022	WALGA	In house training - Procurement Planning and Risk Management 20/09/2022	4400.00	
SI-001832	30/09/2022	WALGA	Councillor training - Community Disaster Recovery for LG 30/09/2022	759.00	
		WALGA Total		10956.00	\$10,956.00
EFT62928	13/10/2022	WESTRAC PTY LTD	Payment		\$123.55
PI7478013	04/10/2022	WESTRAC PTY LTD	Supply high tensile bolts for Western Star 4800 FS Prime Mover (4800AS)	123.55	
		WESTRAC PTY LTD Total		123.55	\$123.55
EFT62929	13/10/2022	WINC AUSTRALIA PTY LIMITED	Payment		\$1,004.33
9039980601	06/08/2022	WINC AUSTRALIA PTY LIMITED	Supply stationery items for Tom Price Waste Depot	36.83	
9039980857	06/08/2022	WINC AUSTRALIA PTY LIMITED	Supply stationery items for Tom Price Waste Depot	391.08	
9040396105	21/09/2022	WINC AUSTRALIA PTY LIMITED	Supply stationery items for Pannawonica Library	198.37	
9040449115	29/09/2022	WINC AUSTRALIA PTY LIMITED	Supply stationery items for Tom Price Library	10.98	
9040461287	30/09/2022	WINC AUSTRALIA PTY LIMITED	Supply stationery items for Tom Price Works Depot	164.12	
9040469855	03/10/2022	WINC AUSTRALIA PTY LIMITED	Supply stationery items for Tom Price Administration Office	5.87	
9040497428	05/10/2022	WINC AUSTRALIA PTY LIMITED	Supply 2x wireless mouse for Tom Price Works Depot	197.08	
		WINC AUSTRALIA PTY LIMITED Total		1004.33	\$1,004.33
EFT62930	20/10/2022	ACERO CONSTRUCTION PTY	Payment		\$4,610.00
4358	14/10/2022	ACERO CONSTRUCTION PTY	Provide compulsory brake module upgrade for accommodation unit and service trailer	4610.00	
		ACERO CONSTRUCTION PTY Total		4610.00	\$4,610.00
EFT62931	20/10/2022	ALANA SULLIVAN	Payment		\$664.85
CRTRAVEL20221011	11/10/2022	ALANA SULLIVAN	Councillor travel expense to attend Ordinary Meeting of Council Pannawonica and WALGA conference	664.85	
		ALANA SULLIVAN Total		664.85	\$664.85
EFT62932	20/10/2022	ALICIA PERKINS	Payment		\$600.00
T8	20/10/2022	ALICIA PERKINS	REFUND - Swipe card and facility bond Para netball	600.00	
		ALICIA PERKINS Total		600.00	\$600.00
EFT62933	20/10/2022	AMEK ENGINEERING PTY LTD	Payment		\$575.30
71353	13/10/2022	AMEK ENGINEERING PTY LTD	Provide electrical equipment testing and tagging - Tom Price Visitors Centre	220.00	
71354	13/10/2022	AMEK ENGINEERING PTY LTD	Provide electrical equipment testing and tagging - Tom Price Waste Facility	355.30	
		AMEK ENGINEERING PTY LTD Total		575.30	\$575.30
EFT62934	20/10/2022	AUDRA SMITH	Payment		\$166.46
CRTRAVEL20221011	11/10/2022	AUDRA SMITH	Councillor travel expense to attend Ordinary Meeting of Council in Paraburdoo 11/10/2022	166.46	
		AUDRA SMITH Total		166.46	\$166.46
EFT62935	20/10/2022	AUSTRALIA POST	Payment		\$973.25
1011803680	03/09/2022	AUSTRALIA POST	Postal charges period ending 31/08/2022	760.56	
1011875803	03/10/2022	AUSTRALIA POST	Postal charges period ending 30/09/2022	212.69	
		AUSTRALIA POST Total		973.25	\$973.25
EFT62936	20/10/2022	AIM WA	Payment		\$9,801.00
7142973	30/09/2022	AIM WA	Provide Leadership Development Program Course Supervisor M4 High Performance Teams	3652.00	
7142974	30/09/2022	AIM WA	Provide Leadership Development Program Course Supervisor M3 Leading Others	3652.00	
7142971	30/09/2022	AIM WA	Provide Creating a Safe & Inclusive Workplace virtual session 30/09/2022	2497.00	
		AIM WA Total		9801.00	\$9,801.00
EFT62937	20/10/2022	BERNICE MOORE (GYM REFUND)	Payment		\$15.00
T3	13/10/2022	BERNICE MOORE (GYM REFUND)	Refund of gym swipe card bond	15.00	
		BERNICE MOORE (GYM REFUND) Total		15.00	\$15.00
EFT62938	20/10/2022	BS BUILDING MAINTENANCE	Payment		\$1,408.00
1335	16/10/2022	BS BUILDING MAINTENANCE	Reglaze broken glass door at 17B Cogelup Way Tom Price	1408.00	

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Reference Number	Date	Name	Description	Invoice Amount	
		BS BUILDING MAINTENANCE Total		1408.00	\$1,408.00
EFT62939	20/10/2022	CAKEWALK MEDIA	Payment		\$8,184.62
296	06/10/2022	CAKEWALK MEDIA	Expenses for production of Travel Shooters episode 27/06/2022 - 03/07/2022	8184.62	
		CAKEWALK MEDIA Total		8184.62	\$8,184.62
EFT62940	20/10/2022	CASTLEDINE GREGORY	Payment		\$7,920.00
00005577	11/10/2022	CASTLEDINE GREGORY	Provide legal services in respect of matter 0162-0012 on 11/10/2022	7920.00	
		CASTLEDINE GREGORY Total		7920.00	\$7,920.00
EFT62941	20/10/2022	CHEELA PLAINS PASTORAL CO PTY LTD	Payment		\$6,360.00
6138-1	10/10/2022	CHEELA PLAINS PASTORAL CO PTY LTD	Provide accommodation and meals for Ashburton Downs road crew 27/09/2022 - 05/10/2022	2385.00	
6144-2	10/10/2022	CHEELA PLAINS PASTORAL CO PTY LTD	Provide accommodation and meals for Ashburton Downs road crew 20/09/2022	265.00	
6146-1	11/10/2022	CHEELA PLAINS PASTORAL CO PTY LTD	Provide accommodation and meals for Ashburton Downs road crew 04-10/10/2022	1855.00	
6147-1	11/10/2022	CHEELA PLAINS PASTORAL CO PTY LTD	Provide accommodation and meals for Ashburton Downs road crew 04-10/10/2022	1855.00	
		CHEELA PLAINS PASTORAL CO PTY LTD Total		6360.00	\$6,360.00
EFT62942	20/10/2022	COMPU-STOR	Payment		\$188.98
293078	30/09/2022	COMPU-STOR	Provide off-site storage for October 2022 and payment of services September 2022	188.98	
		COMPU-STOR Total		188.98	\$188.98
EFT62943	20/10/2022	CORACCIN GUILLAUME	Payment		\$15.00
T3	13/10/2022	CORACCIN GUILLAUME	Refund of gym swipe card bond	15.00	
		CORACCIN GUILLAUME Total		15.00	\$15.00
EFT62944	20/10/2022	CORE SECURITY GROUP PTY LTD	Payment		\$11,817.73
22230358	03/10/2022	CORE SECURITY GROUP PTY LTD	Certificate II in Transport Security Protection training for Onslow Airport employees	11817.73	
		CORE SECURITY GROUP PTY LTD Total		11817.73	\$11,817.73
EFT62945	20/10/2022	CREATIVE ADM	Payment		\$7,762.98
4774	31/07/2022	CREATIVE ADM	Provide Branding Study Proposal for Shire of Ashburton	1694.00	
4766	31/07/2022	CREATIVE ADM	Provide tourism brand visual concepts for Shire of Ashburton	1156.38	
4838	31/08/2022	CREATIVE ADM	Provide design services for Shire and Rio Tinto Partnership branding project	4912.60	
		CREATIVE ADM Total		7762.98	\$7,762.98
EFT62946	20/10/2022	CROWN PERTH LIMITED	Payment		\$1,132.90
674821	05/10/2022	CROWN PERTH LIMITED	Provide accommodation and meals for Councillor 02-05/10/2022	1132.90	
		CROWN PERTH LIMITED Total		1132.90	\$1,132.90
EFT62947	20/10/2022	DATA#3 LIMITED	Payment		\$26,529.78
SIN000055689	07/10/2022	DATA#3 LIMITED	Supply Dell LTO9 tape drive refresh	26529.78	
		DATA#3 LIMITED Total		26529.78	\$26,529.78
EFT62948	20/10/2022	DIRECT TRADES SUPPLY PTY LTD	Payment		\$2,199.00
571224	28/09/2022	DIRECT TRADES SUPPLY PTY LTD	Supply plate compactor for Onslow Towns Maintenance	2199.00	
		DIRECT TRADES SUPPLY PTY LTD Total		2199.00	\$2,199.00
EFT62949	20/10/2022	DTS INTERNATIONAL SYDNEY	Payment		\$3,245.00
INV-00014394	14/10/2022	DTS INTERNATIONAL SYDNEY	DISC Accreditation for employee #1836	3245.00	
		DTS INTERNATIONAL SYDNEY Total		3245.00	\$3,245.00
EFT62950	20/10/2022	EASTERN METRO REGIONAL COUNCIL	Payment		\$5,500.00
5917-EMRC47271	14/10/2022	EASTERN METRO REGIONAL COUNCIL	Site visit to undertake WARR consultancy work 20-21/10/2022	5500.00	
		EASTERN METRO REGIONAL COUNCIL Total		5500.00	\$5,500.00
EFT62951	20/10/2022	EMIRGE PTY LTD	Payment		\$1,290,623.37
V00000869	30/09/2022	EMIRGE PTY LTD	Construction of Tom Price Childcare and Combined Emergency Services Claim 11	857553.09	
V00000868	30/09/2022	EMIRGE PTY LTD	Design and Construction of Tom Price and Paraburdoo Multipurpose Courts claim 4	433070.28	
		EMIRGE PTY LTD Total		1290623.37	\$1,290,623.37
EFT62952	20/10/2022	FIRST NATIONAL REAL ESTATE	Payment		\$6,083.33
018379	17/10/2022	FIRST NATIONAL REAL ESTATE	Rent for 5/327 Warara St, Tom Price 01/11/2022 - 30/11/2022	6083.33	
		FIRST NATIONAL REAL ESTATE Total		6083.33	\$6,083.33
EFT62953	20/10/2022	HART SPORT	Payment		\$267.50
20225399A	10/10/2022	HART SPORT	Supply water sports equipment for Onslow Aquatic Centre	267.50	
		HART SPORT Total		267.50	\$267.50
EFT62954	20/10/2022	HEDLAND PROPERTY SHOP	Payment		\$118.11
84365	12/10/2022	HEDLAND PROPERTY SHOP	Water consumption charge for 26 Maunsell Cnr, Onslow 11/08/2022 - 06/10/2022	118.11	

LIST OF PAYMENTS FOR OCTOBER 2022

Reference Number	Date	Name	Description	Invoice Amount	
		HEDLAND PROPERTY SHOP Total		118.11	\$118.11
EFT62955	20/10/2022	HERBERT SMITH FREEHILLS	Payment		\$1,110.40
51029833	09/08/2022	HERBERT SMITH FREEHILLS	Provide professional services in regard to Enterprise Bargaining period to 30/06/2022	1110.40	
		HERBERT SMITH FREEHILLS Total		1110.40	\$1,110.40
EFT62956	20/10/2022	HORIZON POWER	Payment		\$44.03
543851-2101466123	13/10/2022	HORIZON POWER	Electricity consumption for 7/07 Anketell Crt, Onslow 08/09/2022 - 12/10/2022	44.03	
		HORIZON POWER Total		44.03	\$44.03
EFT62957	20/10/2022	HUGH BROWN	Payment		\$2,563.00
1256	18/10/2022	HUGH BROWN	Supply books for sale in Tom Price Visitor Centre	2563.00	
		HUGH BROWN Total		2563.00	\$2,563.00
EFT62958	20/10/2022	INCLUSION SOLUTIONS LIMITED	Payment		\$980.00
1360	16/06/2022	INCLUSION SOLUTIONS LIMITED	Provide community webinars, online training series and professional development sessions	980.00	
		INCLUSION SOLUTIONS LIMITED Total		980.00	\$980.00
EFT62959	20/10/2022	INDEPENDENT FUEL SOLUTIONS	Payment		\$24,330.05
INV-11724	13/10/2022	INDEPENDENT FUEL SOLUTIONS	Supply 10,000x litres fuel for Ashburton Downs bulk fuel tank	24330.05	
		INDEPENDENT FUEL SOLUTIONS Total		24330.05	\$24,330.05
EFT62960	20/10/2022	IW PROJECTS PTY LTD	Payment		\$48,761.17
1485	30/09/2022	IW PROJECTS PTY LTD	Feasibility study for licence reclassification of Pilbara Regional Waste Management Facility - September	48761.17	
		IW PROJECTS PTY LTD Total		48761.17	\$48,761.17
EFT62961	20/10/2022	JAMIE RICHARDSON	Payment		\$434.78
CRTRAVEL20221011	11/10/2022	JAMIE RICHARDSON	Councillor travel expense to attend Ordinary Meeting of Council in Paraburdoo 11/10/2022	434.78	
		JAMIE RICHARDSON Total		434.78	\$434.78
EFT62962	20/10/2022	KARORINA KINGI	Payment		\$2,000.00
20221018 PO74921	18/10/2022	KARORINA KINGI	Provide entertainment for Pannawonica NAIDOC event 14/10/2022	2000.00	
		KARORINA KINGI Total		2000.00	\$2,000.00
EFT62963	20/10/2022	KARRATHA ADULT RIDING CLUB	Payment		\$800.00
00000094	18/10/2022	KARRATHA ADULT RIDING CLUB	Provide photography services to Pannawonica 50 year mural event	800.00	
		KARRATHA ADULT RIDING CLUB Total		800.00	\$800.00
EFT62964	20/10/2022	KARRATHA SECURITY WA	Payment		\$2,919.40
3192	15/10/2022	KARRATHA SECURITY WA	Provide security services for Paraburdoo 50 Years event	2919.40	
		KARRATHA SECURITY WA Total		2919.40	\$2,919.40
EFT62965	20/10/2022	KARTHI PERUMAL	Payment		\$600.00
T19	20/10/2022	KARTHI PERUMAL	Refund- Karthi Perumal Keys 238-17/8 238-17	600.00	
		KARTHI PERUMAL Total		600.00	\$600.00
EFT62966	20/10/2022	KELSEY STEPHENS EMP #1919	Payment		\$66.42
EXPENSE20221018	18/10/2022	KELSEY STEPHENS EMP #1919	Reimbursement for purchase of batteries and cable ties for Paraburdoo 50 Years event	66.42	
		KELSEY STEPHENS EMP #1919 Total		66.42	\$66.42
EFT62967	20/10/2022	KHB MOBILE MECHANICAL PTY LTD	Payment		\$800.31
00026006	30/08/2022	KHB MOBILE MECHANICAL PTY LTD	Provide servicing and parts of gurney trailer 1TTP 186	621.56	
00026267	07/10/2022	KHB MOBILE MECHANICAL PTY LTD	Provide service of Onslow MPC Floor Cleaner T3	178.75	
		KHB MOBILE MECHANICAL PTY LTD Total		800.31	\$800.31
EFT62968	20/10/2022	L.E'S PHOTOGRAPHY	Payment		\$350.00
3009	03/09/2022	L.E'S PHOTOGRAPHY	Provide photography services for Tom Price Welcome to town event 11/09/2022	350.00	
		L.E'S PHOTOGRAPHY Total		350.00	\$350.00
EFT62969	20/10/2022	LANDGATE	Payment		\$550.00
378176	05/09/2022	LANDGATE	Provide desktop valuation for Part of Lot 67 Rocklea Road, Paraburdoo	550.00	
		LANDGATE Total		550.00	\$550.00
EFT62970	20/10/2022	LAVAZZA AUSTRALIA	Payment		\$83.25
PO901680	03/10/2022	LAVAZZA AUSTRALIA	Supply skim milk powder for Tom Price Administration Office	83.25	
		LAVAZZA AUSTRALIA Total		83.25	\$83.25
EFT62971	20/10/2022	MATTHEW LYNCH	Payment		\$165.63
CRTRAVEL20221011	11/10/2022	MATTHEW LYNCH	Councillor travel expense for Ordinary Meeting of Council 11/10/2022	165.63	
		MATTHEW LYNCH Total		165.63	\$165.63
EFT62972	20/10/2022	MOORE AUSTRALIA (WA) PTY LTD	Payment		\$4,125.00

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Reference Number	Date	Name	Description	Invoice Amount	
426511	30/09/2022	MOORE AUSTRALIA (WA) PTY LTD	Provide professional services for payroll and HR internal audit	2200.00	
426551	30/09/2022	MOORE AUSTRALIA (WA) PTY LTD	Provide professional services in relation to audit log management September 2022	1925.00	
		MOORE AUSTRALIA (WA) PTY LTD Total		4125.00	\$4,125.00
EFT62973	20/10/2022	MUNRO KELLY SUPER FUND	Payment		\$1,800.00
142	17/10/2022	MUNRO KELLY SUPER FUND	Rent for 7/09 First Ave, Onslow 28/10/2022 - 24/11/2022	1800.00	
		MUNRO KELLY SUPER FUND Total		1800.00	\$1,800.00
EFT62974	20/10/2022	NORWEST REFRIGERATION SERVICES	Payment		\$3,401.53
00039664	11/10/2022	NORWEST REFRIGERATION SERVICES	Provide repairs to freezer at Paraburdoo Childcare Centre	1025.53	
00039665	11/10/2022	NORWEST REFRIGERATION SERVICES	Provide repairs to air-conditioning vents Paraburdoo Gym	374.00	
00039671	13/10/2022	NORWEST REFRIGERATION SERVICES	Provide repairs to fridge Paraburdoo CHUB kitchen	2002.00	
		NORWEST REFRIGERATION SERVICES Total		3401.53	\$3,401.53
EFT62975	20/10/2022	NTC CONTRACTING	Payment		\$52,245.60
000000313	31/08/2022	NTC CONTRACTING	Provide hire of plant and operator for Twitchin Road upgrade works	52245.60	
		NTC CONTRACTING Total		52245.60	\$52,245.60
EFT62976	20/10/2022	NWMC MINING & CIVIL PTY LTD	Payment		\$2,488.53
A12845	14/10/2022	NWMC MINING & CIVIL PTY LTD	Rates refund for assessment A12845 368 POINSETTIA ST TOM PRICE 6751	2488.53	
		NWMC MINING & CIVIL PTY LTD Total		2488.53	\$2,488.53
EFT62977	20/10/2022	OCLC (UK) LTD	Payment		\$4,259.31
7000002958	08/07/2022	OCLC (UK) LTD	Provide Amlib maintenance 01/07/2022 - 30/06/2023	4259.31	
		OCLC (UK) LTD Total		4259.31	\$4,259.31
EFT62978	20/10/2022	ONSLow TOURISM & PROGRESS	Payment		\$120.00
00000118	14/10/2022	ONSLow TOURISM & PROGRESS	Advertising in Onslow Pipeline September edition	120.00	
		ONSLow TOURISM & PROGRESS Total		120.00	\$120.00
EFT62979	20/10/2022	P SHADLER CONTRACTING PTY LTD	Payment		\$12,540.00
367	14/10/2022	P SHADLER CONTRACTING PTY LTD	Provide plant operator for Ashburton Downs resheet works 04-13/10/2022	12540.00	
		P SHADLER CONTRACTING PTY LTD Total		12540.00	\$12,540.00
EFT62980	20/10/2022	PARABURDOO RED DIRT ROCKS	Payment		\$200.00
DONATION20221013	13/10/2022	PARABURDOO RED DIRT ROCKS	Donation to club for hire of furniture and decor for Paraburdoo 50 years event	200.00	
		PARABURDOO RED DIRT ROCKS Total		200.00	\$200.00
EFT62981	20/10/2022	PILBARA ENVIRONMENTAL SERVICES	Payment		\$129,068.24
2543049	31/08/2022	PILBARA ENVIRONMENTAL SERVICES	Provide Waste Haulage from Onslow Waste Transfer Station - July 2022	57794.79	
2543055	31/08/2022	PILBARA ENVIRONMENTAL SERVICES	Provide Waste Haulage from Onslow Waste Transfer Station - May 2022	19514.61	
2543058	31/08/2022	PILBARA ENVIRONMENTAL SERVICES	Provide Waste Haulage from Onslow Waste Transfer Station - June 2022	50751.40	
2545966	31/08/2022	PILBARA ENVIRONMENTAL SERVICES	Provide Waste Haulage from Onslow Waste Transfer Station - August 2022	1007.44	
		PILBARA ENVIRONMENTAL SERVICES Total		129068.24	\$129,068.24
EFT62982	20/10/2022	PILBARA INLAND CCI	Payment		\$5,000.00
INV-0344	08/10/2022	PILBARA INLAND CCI	Platinum Sponsorship Pilbara Inland Chamber of Commerce & Industry Business Awards 2022	5000.00	
		PILBARA INLAND CCI Total		5000.00	\$5,000.00
EFT62983	20/10/2022	PILBARA MOTOR GROUP	Payment		\$51,981.39
P125143154	04/10/2022	PILBARA MOTOR GROUP	Spring Kit RR Drum & Insulator Engine Mo for Toyota Hilux 4x4	344.06	
P125143350	11/10/2022	PILBARA MOTOR GROUP	Credit for invoice P125143154 - double charged	-344.06	
RI10756156	13/10/2022	PILBARA MOTOR GROUP	Supply Toyota Fortuner GX T/D A/T Silver AS9635	51580.29	
RI10756157	13/10/2022	PILBARA MOTOR GROUP	Registration costs for Toyota Fortuner GX T/D A/T Silver AS9635	401.10	
		PILBARA MOTOR GROUP Total		51981.39	\$51,981.39
EFT62984	20/10/2022	PILBARA TREES	Payment		\$8,965.00
INV-1080	13/10/2022	PILBARA TREES	Provide removal of dead trees corner Karingal and Yaruga St Tom Price	1342.00	
INV-1081	13/10/2022	PILBARA TREES	Provide removal of diseased tree 557 Algona St Tom Price	1903.00	
INV-1082	14/10/2022	PILBARA TREES	Provide removal and pruning of trees 126 Cedar Street Tom Price	2860.00	
INV-1083	14/10/2022	PILBARA TREES	Provide removal of 3x trees 126 Cedar Street Tom Price	2860.00	
		PILBARA TREES Total		8965.00	\$8,965.00
EFT62985	20/10/2022	PLATINUM SURVEYS	Payment		\$7,150.00
INV-0065	13/10/2022	PLATINUM SURVEYS	Access licence to survey data	7150.00	
		PLATINUM SURVEYS Total		7150.00	\$7,150.00
EFT62986	20/10/2022	RAY WHITE EXMOUTH	Payment		\$74.30

LIST OF PAYMENTS FOR OCTOBER 2022

Reference Number	Date	Name	Description	Invoice Amount	
006021-19CLARKE	17/10/2022	RAY WHITE EXMOUTH	Water consumption for 19 Clarke Pl, Onslow 11/08/2022 - 06/10/2022	74.30	
		RAY WHITE EXMOUTH Total		74.30	\$74.30
EFT62987	20/10/2022	RIO TINTO - PILBARA IRON	Payment		\$564.90
5000860204	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 61 Pine St, Tom Price OCT - DEC 2022	192.08	
3004447987	04/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for 811A Ashburton Ave, Tom Price 22/08/2022 - 27/09/2022	127.74	
1004461248	10/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for Lot 39 Joffre Ave, Tom Price 22/08/2022 - 30/09/2022	245.08	
		RIO TINTO - PILBARA IRON Total		564.90	\$564.90
EFT62988	20/10/2022	ROCKEND TECHNOLOGY PTY LTD	Payment		\$357.00
MRIAUS172982	09/10/2022	ROCKEND TECHNOLOGY PTY LTD	Property Tree Monthly Subscription October 2022	357.00	
		ROCKEND TECHNOLOGY PTY LTD Total		357.00	\$357.00
EFT62989	20/10/2022	RORY DE PLEDGE	Payment		\$236.02
CRTRAVEL20221011	11/10/2022	RORY DE PLEDGE	Councillor travel expense to attend Ordinary Meeting of Council in Paraburdoo 11/10/2022	236.02	
		RORY DE PLEDGE Total		236.02	\$236.02
EFT62990	20/10/2022	SIGMA CHEMICALS	Payment		\$4,873.97
159910/01	23/08/2022	SIGMA CHEMICALS	Supply 30x 10kg chlorine for Paraburdoo Swimming Pool	2145.00	
160066/01	30/08/2022	SIGMA CHEMICALS	Supply battery for pool cleaner Paraburdoo Swimming Pool	434.50	
160041/01	01/09/2022	SIGMA CHEMICALS	Supply chemicals and cleaning materials for Paraburdoo Swimming Pool	2294.47	
CR160041/01	01/09/2022	SIGMA CHEMICALS	Credit for 10x magic sponge pack inv 160041/01	-660.00	
160798/01	03/10/2022	SIGMA CHEMICALS	Supply 10x magic sponge pack for Paraburdoo Swimming Pool	660.00	
		SIGMA CHEMICALS Total		4873.97	\$4,873.97
EFT62991	20/10/2022	TARA L COLUM	Payment		\$118.00
REFUND20221010	10/10/2022	TARA L COLUM	Refund for overcharging error in processing Onslow Pool Season pass	118.00	
		TARA L COLUM Total		118.00	\$118.00
EFT62992	20/10/2022	TELSTRA	Payment		\$58,767.82
1599493000-	03/10/2022	TELSTRA	Monthly telephone charges	194.73	
0460869000-	09/10/2022	TELSTRA	Monthly telephone and communication charges	58573.09	
		TELSTRA Total		58767.82	\$58,767.82
EFT62993	20/10/2022	TERESA VANDERSLINK	Payment		\$15.00
T3	13/10/2022	TERESA VANDERSLINK	REFUND OF GYM SWIPE CARD	15.00	
		TERESA VANDERSLINK Total		15.00	\$15.00
EFT62994	20/10/2022	THANOMSUP BREEN	Payment		\$1,100.00
00723	10/10/2022	THANOMSUP BREEN	Provide house cleaning at 20 Lilac St and 2/4 Canberra Dr Tom Price	1100.00	
		THANOMSUP BREEN Total		1100.00	\$1,100.00
EFT62995	20/10/2022	THE PILBARA GAMING HUB	Payment		1100.00
20220901 PO 74294	01/09/2022	THE PILBARA GAMING HUB	Provide bar assistance, licences and security for INXS tribute concert Tom Price	1100.00	
		THE PILBARA GAMING HUB Total		1100.00	\$1,100.00
EFT62996	20/10/2022	THE WORKWEAR GROUP	Payment		\$94.91
14352679	30/09/2022	THE WORKWEAR GROUP	Provide uniforms for employee #1841	94.91	
		THE WORKWEAR GROUP Total		94.91	\$94.91
EFT62997	20/10/2022	TINA MLADENOVIC	Payment		\$166.46
CRTRAVEL20221011	11/10/2022	TINA MLADENOVIC	Councillor travel expense to attend Ordinary Meeting of Council in Paraburdoo 11/10/2022	166.46	
		TINA MLADENOVIC Total		166.46	\$166.46
EFT62998	20/10/2022	TOM PRICE HOTEL MOTEL	Payment		\$777.50
230468	06/09/2022	TOM PRICE HOTEL MOTEL	Provide meals for School Holiday Program Facilitators 11/09/2022 - 03/10/2022	664.00	
231191	04/10/2022	TOM PRICE HOTEL MOTEL	Provide meals for employee #1922 04-06/10/2022	113.50	
		TOM PRICE HOTEL MOTEL Total		777.50	\$777.50
EFT62999	20/10/2022	TOP MACHINE SERVICES	Payment		\$270.00
00040983	05/10/2022	TOP MACHINE SERVICES	Supply slushie mixes for Onslow Aquatic Centre	270.00	
		TOP MACHINE SERVICES Total		270.00	\$270.00
EFT63000	20/10/2022	TREVOR MOLLER (GYM BOND REFUND)	Payment		\$15.00
T3	13/10/2022	TREVOR MOLLER (GYM BOND REFUND)	Refund of gym swipe card bond	15.00	
		TREVOR MOLLER (GYM BOND REFUND) Total		15.00	\$15.00
EFT63001	20/10/2022	WATER CORPORATION	Payment		\$23,388.25
9008513258-0147	04/10/2022	WATER CORPORATION	Water consumption for Lot opposite 447 First Ave, Onslow 08/08/2022 - 03/10/2022	3353.60	

LIST OF PAYMENTS FOR OCTOBER 2022

Reference Number	Date	Name	Description	Invoice Amount	
9008516571-0160	04/10/2022	WATER CORPORATION	Water consumption for Standpipe Onslow Rd, Onslow 08/08/2022 - 02/10/2022	6204.79	
9020481789-0046	04/10/2022	WATER CORPORATION	Water service charge for 8/07 Anketell Cr, Onslow 01/09/2022 - 31/10/2022	183.57	
9008515886-0144	04/10/2022	WATER CORPORATION	Water consumption for 16 Onslow Rd, Onslow 08/08/2022 - 02/10/2022	2248.79	
9008513709-0144	04/10/2022	WATER CORPORATION	Water consumption for Garden at Lot Opp 309 Second Ave, Onslow 08/08/2022 - 03/10/2022	33.56	
9008515851-0161	10/10/2022	WATER CORPORATION	Water consumption for Lot 385 Simpson St, Onslow 09/08/2022 - 06/10/2022	118.47	
9008516029-0138	10/10/2022	WATER CORPORATION	Water consumption for Depot at Lot 500 Beadon Creek Rd, Onslow 11/08/2022 - 06/10/2022	1037.69	
9018501162-0052	10/10/2022	WATER CORPORATION	Water consumption for 8C Anketell Cr, Onslow 11/08/2022 - 06/10/2022	365.31	
9018501170-0053	10/10/2022	WATER CORPORATION	Water consumption for 8A Anketell Cr, Onslow 11/08/2022 - 06/10/2022	327.21	
9018842565-0058	10/10/2022	WATER CORPORATION	Water consumption for 2/05 Anketell Cr, Onslow 10/08/2022 - 06/10/2022	218.71	
9018842573-0059	10/10/2022	WATER CORPORATION	Water consumption for 3/05 Anketell Cr, Onslow 11/08/2022 - 06/10/2022	209.19	
9020871832-0037	10/10/2022	WATER CORPORATION	Water consumption for 56 Yungu Rd, Onslow 11/08/2022 - 06/10/2022	385.72	
9021006867-0034	10/10/2022	WATER CORPORATION	Water consumption for 6 Carlyon Rd, Onslow 11/08/2022 - 06/10/2022	409.68	
9008513338-0170	10/10/2022	WATER CORPORATION	Water consumption for Garden at 86 Second Ave, Onslow 11/08/2022 - 06/10/2022	749.60	
9021007093-0036	10/10/2022	WATER CORPORATION	Water consumption for 16 Tink St, Onslow 11/08/2022 - 06/10/2022	518.26	
9008514074-0183	10/10/2022	WATER CORPORATION	Water consumption for 20 Third Ave, Onslow 12/08/2022 - 05/10/2022	262.17	
9008514218-0185	10/10/2022	WATER CORPORATION	Water consumption for 11 Third Ave, Onslow 12/08/2022 - 05/10/2022	421.82	
9008514234-0190	10/10/2022	WATER CORPORATION	Water consumption for 13 Third Ave, Onslow 12/08/2022 - 05/10/2022	255.03	
9008514728-0063	10/10/2022	WATER CORPORATION	Water consumption for Lot 643 McRae Pl, Onslow 11/08/2022 - 06/10/2022	4506.03	
9008514875-0139	10/10/2022	WATER CORPORATION	Water consumption for Lot 1000 Second Ave, Onslow 11/08/2022 - 06/10/2022	1211.10	
9008515237-0154	10/10/2022	WATER CORPORATION	Water consumption for 8B Anketell Cr, Onslow 11/08/2022 - 06/10/2022	367.95	
		WATER CORPORATION Total		23388.25	\$23,388.25
EFT63002	20/10/2022	WALGA	Payment		\$1,620.45
SI-001802	30/09/2022	WALGA	Supply 3x kiss and drive signs for Paraburdo	120.45	
SI-002129	12/10/2022	WALGA	Registration fees WALGA week for employee #1808	1500.00	
		WALGA Total		1620.45	\$1,620.45
EFT63003	20/10/2022	WA TREASURY CORPORATION	Payment		\$187,122.12
122	17/10/2022	WA TREASURY CORPORATION	Loan No. 122 Interest payment	187122.12	
		WA TREASURY CORPORATION Total		187122.12	\$187,122.12
EFT63004	20/10/2022	RACHEL GREEN ENTERPRISES	Payment		\$1,920.00
RGE-0089	20/10/2022	RACHEL GREEN ENTERPRISES	Provide recruitment assessment services	1920.00	
		RACHEL GREEN ENTERPRISES Total		1920.00	\$1,920.00
EFT63005	24/10/2022	SLATER & GORDON TRUST	Payment		\$96,899.56
LIGHTONWITTENOOM	21/10/2022	SLATER & GORDON TRUST	CONFIDENTIAL: Wittenoom Claim - Shire's share of compensation - Lighton v CSR Ltd & Others	96899.56	
		SLATER & GORDON TRUST Total		96899.56	\$96,899.56
EFT63006	27/10/2022	3E ADVANTAGE PTY LTD	Payment		\$6,464.84
INV-75694-M0V3F2	24/10/2022	3E ADVANTAGE PTY LTD	A3 lease and printer maintenance costs October 2022	6464.84	
		3E ADVANTAGE PTY LTD Total		6464.84	\$6,464.84
EFT63007	27/10/2022	4CABLING PTY LTD	Payment		\$178.20
2691695	11/10/2022	4CABLING PTY LTD	Supply 4x fibre transceivers for Tom Price Works Depot	178.20	
		4CABLING PTY LTD Total		178.20	\$178.20
EFT63008	27/10/2022	ABCO PRODUCTS	Payment		\$3,604.25
INV825113	16/09/2022	ABCO PRODUCTS	Supply cleaning products for Tom Price Facilities	316.29	
INV829055	07/10/2022	ABCO PRODUCTS	Supply toilet paper, hand towels and toilet brushes for Tom Price facilities	3287.96	
		ABCO PRODUCTS Total		3604.25	\$3,604.25
EFT63009	27/10/2022	AIRSAFE TRANSPORT TRAINING	Payment		\$160.00
A 49656	12/10/2022	AIRSAFE TRANSPORT TRAINING	Provide Dangerous Goods By Air Awareness training online for employee #726 on 12/10/2022	160.00	
		AIRSAFE TRANSPORT TRAINING Total		160.00	\$160.00
EFT63010	27/10/2022	AIT SPECIALISTS PTY LTD	Payment		\$318.89
INV-12685	17/10/2022	AIT SPECIALISTS PTY LTD	Fuel rebate calculations for period 01-30/09/2022	318.89	
		AIT SPECIALISTS PTY LTD Total		318.89	\$318.89
EFT63011	27/10/2022	ALANA SULLIVAN	Payment		\$401.30
CREXPENSE20221019	19/10/2022	ALANA SULLIVAN	Reimbursement of expenses to purchase uniforms	139.90	
CREXPENSE20221019	19/10/2022	ALANA SULLIVAN	Reimbursement of meal expenses for WALGA week attendance 27-30/09/2022	261.40	
		ALANA SULLIVAN Total		401.30	\$401.30

LIST OF PAYMENTS FOR OCTOBER 2022

Reference Number	Date	Name	Description	Invoice Amount	
EFT63012	27/10/2022	ALL INTERACTIVE DISTRIBUTION	Payment		\$206.59
169603	10/10/2022	ALL INTERACTIVE DISTRIBUTION	Supply DVD stock for Shire libraries - October 2022	206.59	
		ALL INTERACTIVE DISTRIBUTION Total		206.59	\$206.59
EFT63013	27/10/2022	AERODROME MANAGEMENT SERVICES	Payment		\$230.00
AMSINV-07783	10/10/2022	AERODROME MANAGEMENT SERVICES	Provision of ASIC Card for Employee #2010	230.00	
		AERODROME MANAGEMENT SERVICES		230.00	\$230.00
EFT63014	27/10/2022	AQUA PUMP & IRRIGATION	Payment		\$18,246.07
INV-15478	27/09/2022	AQUA PUMP & IRRIGATION	Supply operational pumps for the Class IV Pilbara Regional Waste Management Facility	7281.71	
INV-15558	27/09/2022	AQUA PUMP & IRRIGATION	Supply operational pumps for the Class IV Pilbara Regional Waste Management Facility	10216.36	
INV-15630	27/09/2022	AQUA PUMP & IRRIGATION	Freight to deliver pumps Midvale to Onslow	748.00	
		AQUA PUMP & IRRIGATION Total		18246.07	\$18,246.07
EFT63015	27/10/2022	AURORA ENVIRONMENTAL	Payment		\$352.00
07125	13/10/2022	AURORA ENVIRONMENTAL	Consulting services September 2022 - Data gaps assessment for Lot 385 Simpson St Onslow	352.00	
		AURORA ENVIRONMENTAL Total		352.00	\$352.00
EFT63016	27/10/2022	BLACKWOODS PTY LTD	Payment		\$4,386.38
PE0930FH	04/10/2022	BLACKWOODS PTY LTD	Supply gloves and disposal respirators for Tom Price PPE room	444.97	
PE0931FH	05/10/2022	BLACKWOODS PTY LTD	Supply 1x 5l cooler jug for Town Maintenance team	32.76	
PE9808FH	06/10/2022	BLACKWOODS PTY LTD	Supply safety glasses, ear muffs and lip balm for Tom Price PPE room	577.80	
PE9810FH	07/10/2022	BLACKWOODS PTY LTD	Supply insect repellent for Tom Price PPE room	68.04	
PE9809FH	08/10/2022	BLACKWOODS PTY LTD	Supply sunscreen, respirators, hand cleaner and gloves for Tom Price PPE room	765.34	
PE0849FJ	10/10/2022	BLACKWOODS PTY LTD	Supply 80x black line marking paint for Shire ovals	1153.86	
GS1175FH	10/10/2022	BLACKWOODS PTY LTD	Supply work shirt and pants for Facilities and Town Maintenance Employees	416.19	
NW5374FJ	11/10/2022	BLACKWOODS PTY LTD	Supply work boots for employee #1882	182.33	
266891 CREDIT	11/10/2022	BLACKWOODS PTY LTD	Credit for incorrectly charged safety boots charged on invoice NW6639EY	-182.33	
GS3339FI	13/10/2022	BLACKWOODS PTY LTD	Supply work pants for Town Maintenance Employee	222.37	
ON9126FK	14/10/2022	BLACKWOODS PTY LTD	Supply rapid set concrete for Onslow Town Maintenance	351.12	
PE0053FL	15/10/2022	BLACKWOODS PTY LTD	Supply workpants for Town Maintenance employees	185.12	
AW3943FL	17/10/2022	BLACKWOODS PTY LTD	Supply safety boots for employee #1892	168.81	
		BLACKWOODS PTY LTD Total		4386.38	\$4,386.38
EFT63017	27/10/2022	BLUE DIAMOND MACHINERY	Payment		\$5,995.00
SI-00078696	20/09/2022	BLUE DIAMOND MACHINERY	Supply 1,200 litre fuel tank with hoses for Ashburton Downs Road resheet works	5995.00	
		BLUE DIAMOND MACHINERY Total		5995.00	\$5,995.00
EFT63018	27/10/2022	BLUE FORCE PTY LTD	Payment		\$728.29
157336	06/10/2022	BLUE FORCE PTY LTD	Shire of Ashburton Onslow offices 24 Hour alarm monitoring service period 18/09/2022 - 17/09/2023	728.29	
		BLUE FORCE PTY LTD Total		728.29	\$728.29
EFT63019	27/10/2022	BREE MAHER EMP#2006	Payment		\$144.95
EXPENSE20221026	26/10/2022	BREE MAHER EMP#2006	Reimbursement of expenses incurred for Onslow Gala event purchases	144.95	
		BREE MAHER EMP#2006 Total		144.95	\$144.95
EFT63020	27/10/2022	BUCHER MUNICIPAL	Payment		\$188.64
1045996	10/10/2022	BUCHER MUNICIPAL	Supply mirror assembly for Hino FG1628 Johnston VT651 Road Sweeper (1GBG556)	188.64	
		BUCHER MUNICIPAL Total		188.64	\$188.64
EFT63021	27/10/2022	BYBLOS CONSTRUCTIONS-TOM PRICE	Payment		\$26,228.88
1459	20/09/2022	BYBLOS CONSTRUCTIONS-TOM PRICE	Provide tap replacement at Paraburdoo Train Park	980.10	
1704	10/10/2022	BYBLOS CONSTRUCTIONS-TOM PRICE	Provide waste removal services Tom Price Visitors Bay dump point 27/09/2022	1023.00	
1726	11/10/2022	BYBLOS CONSTRUCTIONS-TOM PRICE	Provide repairs to urinals Clem Thompson Pavilion Tom Price	1995.90	
1727	11/10/2022	BYBLOS CONSTRUCTIONS-TOM PRICE	Provide vac works Tom Price Village Green	3113.00	
1756	12/10/2022	BYBLOS CONSTRUCTIONS-TOM PRICE	Remove and install new soap dispensers Paraburdoo CHUB	2173.60	
1750	12/10/2022	BYBLOS CONSTRUCTIONS-TOM PRICE	Provide repairs to faulty lights Paraburdoo basketball courts	504.90	
1751	12/10/2022	BYBLOS CONSTRUCTIONS-TOM PRICE	Provide repairs to leak at Paraburdoo dog kennels	557.70	
1824	20/10/2022	BYBLOS CONSTRUCTIONS-TOM PRICE	Provide reticulation repairs Minha Oval Tom Price	4235.55	
1840	20/10/2022	BYBLOS CONSTRUCTIONS-TOM PRICE	Provide reticulation repairs Tom Price Skate Park	1441.00	
1822	20/10/2022	BYBLOS CONSTRUCTIONS-TOM PRICE	Provide reticulation repairs Tom Price Swimming Pool	1166.00	
1860	24/10/2022	BYBLOS CONSTRUCTIONS-TOM PRICE	Provide repairs to retic Minna Oval at end of Jabbarup Place Tom Price	4228.40	
1919	25/10/2022	BYBLOS CONSTRUCTIONS-TOM PRICE	Supply and install replacement lighting Paraburdoo Dog Park	1614.23	

LIST OF PAYMENTS FOR OCTOBER 2022

Reference Number	Date	Name	Description	Invoice Amount	
1952	26/10/2022	BYBLOS CONSTRUCTIONS-TOM PRICE	Provide reticulation repairs to Minha Oval Tom Price	2816.00	
1542	30/10/2022	BYBLOS CONSTRUCTIONS-TOM PRICE	Provide repairs to leaking toilet 172 Hardy Ave Paraburdoo	379.50	
		BYBLOS CONSTRUCTIONS-TOM PRICE Total		26228.88	\$26,228.88
EFT63022	27/10/2022	C MUNRO CONTRACTORS	Payment		\$2,417.31
133618	12/10/2022	C MUNRO CONTRACTORS	Provide removal and disposal of rubbish from Onslow Gym	294.86	
133631	13/10/2022	C MUNRO CONTRACTORS	Onslow Airport Waste Water Treatment Unit Service Calls September 2022	572.00	
133664	14/10/2022	C MUNRO CONTRACTORS	Provide repairs to laundry tap 9 Third Ave Onslow	347.60	
133662	14/10/2022	C MUNRO CONTRACTORS	Provide annual backflow testing of water meter BC1232723 Lot 343, 32 Second Avenue, Onslow	209.00	
133659	14/10/2022	C MUNRO CONTRACTORS	Provide repairs to blocked toilet Ocean View Caravan Park	130.35	
133681	17/10/2022	C MUNRO CONTRACTORS	Provide repairs to Onslow truck stop toilets	143.00	
133679	17/10/2022	C MUNRO CONTRACTORS	Provide repairs to hot water unit 15 First Ave Onslow	143.00	
133693	17/10/2022	C MUNRO CONTRACTORS	Remove canopy from 2x shade umbrellas and replace with new at Onslow Airport	577.50	
		C MUNRO CONTRACTORS Total		2417.31	\$2,417.31
EFT63023	27/10/2022	CABCHARGE PAYMENTS PTY LTD	Payment		\$664.97
2506995P2210	03/10/2022	CABCHARGE PAYMENTS PTY LTD	Cab charges for period 05/09/2022 - 02/10/2022	664.97	
		CABCHARGE PAYMENTS PTY LTD Total		664.97	\$664.97
EFT63024	27/10/2022	CAMPBELL'S CANNING VALE	Payment		\$688.05
08187	10/10/2022	CAMPBELL'S CANNING VALE	Supply food items for sale at Onslow Airport Kiosk	688.05	
		CAMPBELL'S CANNING VALE Total		688.05	\$688.05
EFT63025	27/10/2022	CCR HOSE & FITTINGS (ZOSKAR P/L)	Payment		\$89.92
201285	09/10/2022	CCR HOSE & FITTINGS (ZOSKAR P/L)	Supply Hydraulic Hose for 2012 John Deere 644K Loader (AS8758)	89.92	
		CCR HOSE & FITTINGS (ZOSKAR P/L) Total		89.92	\$89.92
EFT63026	27/10/2022	CENTURION TRANSPORT CO PTY LTD	Payment		\$2,348.31
SI0482223	09/10/2022	CENTURION TRANSPORT CO PTY LTD	Freight charges Perth - Tom Price	1263.55	
SI0483641	16/10/2022	CENTURION TRANSPORT CO PTY LTD	Freight charges Perth - Paraburdoo	368.98	
SI0483642	16/10/2022	CENTURION TRANSPORT CO PTY LTD	Freight charges Perth - Tom Price	169.76	
SI0483643	16/10/2022	CENTURION TRANSPORT CO PTY LTD	Freight charges Perth - Onslow	546.02	
		CENTURION TRANSPORT CO PTY LTD Total		2348.31	\$2,348.31
EFT63027	27/10/2022	CHEELA PLAINS PASTORAL CO PTY LTD	Payment		\$6,625.00
6161-1	15/10/2022	CHEELA PLAINS PASTORAL CO PTY LTD	Provide accommodation for Ashburton Downs Road Resheet crew 06-13/10/2022	1855.00	
6163-1	15/10/2022	CHEELA PLAINS PASTORAL CO PTY LTD	Provide accommodation for Ashburton Downs Road Resheet crew 07-13/10/2022	1590.00	
6164-1	15/10/2022	CHEELA PLAINS PASTORAL CO PTY LTD	Provide accommodation for Ashburton Downs Road Resheet crew 05-13/10/2022	2120.00	
6165-2	15/10/2022	CHEELA PLAINS PASTORAL CO PTY LTD	Provide accommodation for Ashburton Downs Road Resheet crew 11-13/10/2022	530.00	
6166-1	15/10/2022	CHEELA PLAINS PASTORAL CO PTY LTD	Provide accommodation for Ashburton Downs Road Resheet crew 11-13/10/2022	530.00	
		CHEELA PLAINS PASTORAL CO PTY LTD Total		6625.00	\$6,625.00
EFT63028	27/10/2022	CHEFMASTER AUSTRALIA	Payment		\$6,334.40
00058812	10/10/2022	CHEFMASTER AUSTRALIA	Supply bin liners for Paraburdoo and Onslow waste collections	6334.40	
		CHEFMASTER AUSTRALIA Total		6334.40	\$6,334.40
EFT63029	27/10/2022	CHOICES FLOORING GERALDTON	Payment		\$2,117.00
307672	18/10/2022	CHOICES FLOORING GERALDTON	Supply 10x roller blinds for 653 Kiah St Tom Price	2117.00	
		CHOICES FLOORING GERALDTON Total		2117.00	\$2,117.00
EFT63030	27/10/2022	COATES HIRE - ONSLOW	Payment		\$9,506.47
21796329	30/09/2022	COATES HIRE - ONSLOW	Hire of smooth drum roller for Ashburton Downs Road Resheet 24-30/09/2022	2203.01	
21837344	24/10/2022	COATES HIRE - ONSLOW	Hire of smooth drum roller for Ashburton Downs Rd resheet period 30/09/2022 - 24/10/2022	7303.46	
		COATES HIRE - ONSLOW Total		9506.47	\$9,506.47
EFT63031	27/10/2022	COATES HIRE OPERATIONS	Payment		\$3,569.50
21741142	16/09/2022	COATES HIRE OPERATIONS	Provide portaloos hire for Paraburdoo Welcome to Town Event 10/09/2022	3569.50	
		COATES HIRE OPERATIONS Total		3569.50	\$3,569.50
EFT63032	27/10/2022	COCA-COLA AMATIL	Payment		\$2,154.18
229678363	17/10/2022	COCA-COLA AMATIL	Supply refreshments for sale at Onslow Aquatic Centre	588.78	
229678364	17/10/2022	COCA-COLA AMATIL	Supply assorted drinks for sale at Onslow Airport Kiosk	895.86	
229691472	19/10/2022	COCA-COLA AMATIL	Supply refreshments for sale at Tom Price Swimming Pool Kiosk	669.54	
		COCA-COLA AMATIL Total		2154.18	\$2,154.18
EFT63033	27/10/2022	CONNECT CALL CENTRE SERVICES	Payment		\$451.50

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Reference Number	Date	Name	Description	Invoice Amount	
00112934	15/10/2022	CONNECT CALL CENTRE SERVICES	After hours Call Centre Service - September 2022	451.50	
		CONNECT CALL CENTRE SERVICES Total		451.50	\$451.50
EFT63034	27/10/2022	COOLIBAH COLLECTIVE	Payment		\$1,450.00
2022.001	24/09/2022	COOLIBAH COLLECTIVE	Provide musical entertainment at Tom Price Welcome to Town event 11/09/2022	1450.00	
		COOLIBAH COLLECTIVE Total		1450.00	\$1,450.00
EFT63035	27/10/2022	CORE ENTERTAINMENT	Payment		\$800.00
334	24/10/2022	CORE ENTERTAINMENT	Performance fee for Onslow Gala event 22/10/2022	800.00	
		CORE ENTERTAINMENT Total		800.00	\$800.00
EFT63036	27/10/2022	CORSIGN WA PTY LTD	Payment		\$502.70
00069777	04/10/2022	CORSIGN WA PTY LTD	Supply Rubber Wheel Stop for Paraburdoo CHUB grounds maintenance	361.90	
00069385	17/10/2022	CORSIGN WA PTY LTD	Supply 2x replacement name plate signs for Third Ave Onslow	140.80	
		CORSIGN WA PTY LTD Total		502.70	\$502.70
EFT63037	27/10/2022	DARREN MOORE EMP#1985	Payment		\$155.14
EXPENSE20221019	19/10/2022	DARREN MOORE EMP#1985	Reimbursement for purchase of materials for Onslow housing works	155.14	
		DARREN MOORE EMP#1985 Total		155.14	\$155.14
EFT63038	27/10/2022	DATA#3 LIMITED	Payment		\$4,434.77
SIN000056858	11/10/2022	DATA#3 LIMITED	Annual Adobe Licensing for Media	4434.77	
		DATA#3 LIMITED Total		4434.77	\$4,434.77
EFT63039	27/10/2022	DATACOM SYSTEMS (AU) PTY LTD	Payment		\$7,286.16
INV1284009	26/10/2022	DATACOM SYSTEMS (AU) PTY LTD	Microsoft 365 fees 03/10/2022 - 02/11/2022	7286.16	
		DATACOM SYSTEMS (AU) PTY LTD Total		7286.16	\$7,286.16
EFT63040	27/10/2022	DEPT FIRE & EMERGENCY SERVICES	Payment		\$27,736.16
154490	30/09/2022	DEPT FIRE & EMERGENCY SERVICES	2022/23 ESL	21193.84	
154490	30/09/2022	DEPT FIRE & EMERGENCY SERVICES	2022/23 ESL	5459.86	
154490	30/09/2022	DEPT FIRE & EMERGENCY SERVICES	2022/23 ESL	1082.46	
		DEPT FIRE & EMERGENCY SERVICES Total		27736.16	\$27,736.16
EFT63041	27/10/2022	DICE SOLUTIONS	Payment		\$2,454.39
17931	21/10/2022	DICE SOLUTIONS	Supply and replace airconditioning unit 8A Anketell Court Onslow	2454.39	
		DICE SOLUTIONS Total		2454.39	\$2,454.39
EFT63042	27/10/2022	E & MJ ROSHER PTY LTD	Payment		\$2,817.06
1449182	20/10/2022	E & MJ ROSHER PTY LTD	Supply 24x12-12 turf tyres for Kubota F3690 4x4 Ride on Mower (1GHN976)	1016.40	
1449183	20/10/2022	E & MJ ROSHER PTY LTD	Supply service kit for 2012 Kubota M9540 DHC Tractor with 4 in 1 bucket (1EBN978)	413.44	
1449184	20/10/2022	E & MJ ROSHER PTY LTD	Supply service kit for Kubota M110 GX 4x4 Tractor (1G00555)	585.12	
1449185	20/10/2022	E & MJ ROSHER PTY LTD	Supply service kit for Kubota F3690 Centre Discharge Mower (1GVA785)	802.10	
		E & MJ ROSHER PTY LTD Total		2817.06	\$2,817.06
EFT63043	27/10/2022	EATON ELECTRICAL	Payment		\$3,737.46
947828866	16/10/2022	EATON ELECTRICAL	UPS Service Contract Renewal - 16 Oct 2022 - 15 Oct 2023	3737.46	
		EATON ELECTRICAL Total		3737.46	\$3,737.46
EFT63044	27/10/2022	ENVIRONEX INTERNATIONAL	Payment		\$708.05
305305	11/10/2022	ENVIRONEX INTERNATIONAL	Supply Pacflocc for Onslow Waste Water Treatment plant	708.05	
		ENVIRONEX INTERNATIONAL Total		708.05	\$708.05
EFT63045	27/10/2022	FARMARAMA PTY LTD	Payment		\$1,306.80
00022484	18/10/2022	FARMARAMA PTY LTD	Supply 2 x 20ltr drums of Apparent Ravage Herbicide for Tom Price ovals	1306.80	
		FARMARAMA PTY LTD Total		1306.80	\$1,306.80
EFT63046	27/10/2022	FOUR TONE ARTISTS	Payment		\$16,900.00
FTA-2258	17/10/2022	FOUR TONE ARTISTS	Provide musical acts for Paraburdoo 50 Years Event 15/10/2022	16900.00	
		FOUR TONE ARTISTS Total		16900.00	\$16,900.00
EFT63047	27/10/2022	FREESTYLE NOW	Payment		\$1,507.00
2224	25/10/2022	FREESTYLE NOW	Deposit for 2x BMX facilitators to attend Tom Price Pump track opening event 10/11/2022	1507.00	
		FREESTYLE NOW Total		1507.00	\$1,507.00
EFT63048	27/10/2022	FUJIFILM BUSINESS	Payment		\$133.10
Q5773686	24/10/2022	FUJIFILM BUSINESS	SES Printer Serial #761541 Lease/Rental Agreement for period 22/11/2022 - 21/12/2022	133.10	
		FUJIFILM BUSINESS Total		133.10	\$133.10
EFT63049	27/10/2022	GLOBAL SYNTHETICS PTY LTD	Payment		\$34,137.40

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Reference Number	Date	Name	Description	Invoice Amount	
4141775	12/10/2022	GLOBAL SYNTHETICS PTY LTD	Supply geofabrics for Pilbara Regional Waste Management Facility construction	34137.40	
		GLOBAL SYNTHETICS PTY LTD Total		34137.40	\$34,137.40
EFT63050	27/10/2022	GO WEST TOURS	Payment		\$403.56
39207	13/10/2022	GO WEST TOURS	Provide bus transfer for Men's Mental Health workshop facilitator 17/09/2022	33.63	
39208	13/10/2022	GO WEST TOURS	Provide bus transfers for New Sensations band 17-18/09/2022	336.30	
39209	13/10/2022	GO WEST TOURS	Provide bus transfers for musician Tom Price Welcome to Town Event 12/09/2022	33.63	
		GO WEST TOURS Total		403.56	\$403.56
EFT63051	27/10/2022	GRASSTREES AUSTRALIA	Payment		\$1,415.00
00011427	05/10/2022	GRASSTREES AUSTRALIA	Supply and deliver 2x grass trees for towns greening programs	1415.00	
		GRASSTREES AUSTRALIA Total		1415.00	\$1,415.00
EFT63052	27/10/2022	GREENFIELD TECHNICAL SERVICES	Payment		\$767.25
INV-2898	17/10/2022	GREENFIELD TECHNICAL SERVICES	Provide civil engineering services to review scope of works for Paraburdoo Cenotaph	767.25	
		GREENFIELD TECHNICAL SERVICES Total		767.25	\$767.25
EFT63053	27/10/2022	HAMES SHARLEY (WA) PTY LTD	Payment		\$52,006.24
WA015643	31/08/2022	HAMES SHARLEY (WA) PTY LTD	Consultancy services for Community Lifestyle and Infrastructure Plan for Tom Price and Paraburdoo	52006.24	
		HAMES SHARLEY (WA) PTY LTD Total		52006.24	\$52,006.24
EFT63054	27/10/2022	HEMA MAPS PTY LTD	Payment		\$2,865.72
INV-134038	04/10/2022	HEMA MAPS PTY LTD	Supply maps for sale at Tom Price Visitor Centre	2865.72	
		HEMA MAPS PTY LTD Total		2865.72	\$2,865.72
EFT63055	27/10/2022	HISCO	Payment		\$1,411.26
1252171	05/10/2022	HISCO	Supply cutlery and stockpots for Onslow Sun Chalets	1411.26	
		HISCO Total		1411.26	\$1,411.26
EFT63056	27/10/2022	HUMBLE SOUL	Payment		\$1,425.00
000113	24/10/2022	HUMBLE SOUL	Provide services for Shire and Chevron Working Together for Aged Care program	1425.00	
		HUMBLE SOUL Total		1425.00	\$1,425.00
EFT63057	27/10/2022	JAMES BENNETT PTY LTD	Payment		\$925.14
4780013	29/09/2022	JAMES BENNETT PTY LTD	Supply books for Pannawonica Library - August 2022	76.26	
4780009	29/09/2022	JAMES BENNETT PTY LTD	Supply books for Onslow Library - August 2022	63.67	
4780010	29/09/2022	JAMES BENNETT PTY LTD	Supply books for Tom Price Library - August 2022	67.87	
4780012	29/09/2022	JAMES BENNETT PTY LTD	Supply books for Tom Price Library - August 2022	88.16	
4780011	29/09/2022	JAMES BENNETT PTY LTD	Supply books for Pannawonica Library - August 2022	118.94	
4780008	29/09/2022	JAMES BENNETT PTY LTD	Supply books for Paraburdoo Library - August 2022	73.48	
4780652	05/10/2022	JAMES BENNETT PTY LTD	Supply books for Paraburdoo Library - August 2022	34.82	
4780653	05/10/2022	JAMES BENNETT PTY LTD	Supply books for Onslow Library - August 2022	27.97	
4780654	05/10/2022	JAMES BENNETT PTY LTD	Supply books for Tom Price Library - August 2022	23.09	
4780844	10/10/2022	JAMES BENNETT PTY LTD	Supply books for Paraburdoo Library - September 2022	125.92	
4780845	10/10/2022	JAMES BENNETT PTY LTD	Supply books for Onslow Library - September 2022	81.15	
4780847	10/10/2022	JAMES BENNETT PTY LTD	Supply books for Pannawonica Library - September 2022	23.09	
4780842	10/10/2022	JAMES BENNETT PTY LTD	Supply books for Onslow Library - August 2022	26.29	
4780843	10/10/2022	JAMES BENNETT PTY LTD	Supply books for Tom Price Library - August 2022	41.26	
4780846	10/10/2022	JAMES BENNETT PTY LTD	Supply books for Tom Price Library - September 2022	53.17	
		JAMES BENNETT PTY LTD Total		925.14	\$925.14
EFT63058	27/10/2022	JEROME DAVENPORT	Payment		\$82,500.00
20220722 PO73625	22/07/2022	JEROME DAVENPORT	Design and Paint Murals on Onslow Water Tanks - final payment	82500.00	
		JEROME DAVENPORT Total		82500.00	\$82,500.00
EFT63059	27/10/2022	JYE'S MECHANICAL SERVICES	Payment		\$3,225.00
INV-0128	24/10/2022	JYE'S MECHANICAL SERVICES	Provide servicing for ride on mowers and Isuzu tipper, investigate overheating on tractor	1452.00	
INV-0129	25/10/2022	JYE'S MECHANICAL SERVICES	Provide mechanical repairs for Paraburdoo plant	1773.00	
		JYE'S MECHANICAL SERVICES Total		3225.00	\$3,225.00
EFT63060	27/10/2022	KARRATHA FLORIST	Payment		\$925.00
WS12106KFG	18/10/2022	KARRATHA FLORIST	Supply Medium Silk Wreath 36cm For Remembrance Day 2022	925.00	
		KARRATHA FLORIST Total		925.00	\$925.00
EFT63061	27/10/2022	KENNARDS HIRE	Payment		\$305.80
24261782	10/10/2022	KENNARDS HIRE	Provide camp shower and heater 26/09/2022 - 10/10/2022 for Ashburton Downs road camp	305.80	

LIST OF PAYMENTS FOR OCTOBER 2022

Reference Number	Date	Name	Description	Invoice Amount	
		KENNARDS HIRE Total		305.80	\$305.80
EFT63062	27/10/2022	KHB MOBILE MECHANICAL PTY LTD	Payment		\$348.65
00026341	14/10/2022	KHB MOBILE MECHANICAL PTY LTD	Provide 70,000km service for Toyota Hilux 4x2 3.0L T/D Extra Cab (AS8784)	348.65	
		KHB MOBILE MECHANICAL PTY LTD Total		348.65	\$348.65
EFT63063	27/10/2022	KIARA PARKER	Payment		\$500.00
REFUND20221910	19/10/2022	KIARA PARKER	Reimbursement of cancelled booking for Ocean View Caravan Park	500.00	
		KIARA PARKER Total		500.00	\$500.00
EFT63064	27/10/2022	KOMATSU AUSTRALIA PTY LTD	Payment		\$1,789.96
002957878	21/10/2022	KOMATSU AUSTRALIA PTY LTD	Supply service kit and air filters for Komatsu 655 - 7 Motor Grader	1351.49	
002959157	22/10/2022	KOMATSU AUSTRALIA PTY LTD	Supply service kit for Komatsu WA380-6 Wheel Loader with attachments (1GHT540)	438.47	
		KOMATSU AUSTRALIA PTY LTD Total		1789.96	\$1,789.96
EFT63065	27/10/2022	LA3 PTY LTD	Payment		13750.00
INV-0277.02REV	18/10/2022	LA3 PTY LTD	Provide design development and fabrication of Paraburdoo Cenotaph	13750.00	
		LA3 PTY LTD Total		13750.00	\$13,750.00
EFT63066	27/10/2022	LANDGATE	Payment		\$127.50
378980	18/10/2022	LANDGATE	Mining tenements chargeable schedule M2022/9 06/08/2022 - 05/09/2022	127.50	
		LANDGATE Total		127.50	\$127.50
EFT63067	27/10/2022	LASER CORPS WA	Payment		\$5,200.00
20 1026	21/10/2022	LASER CORPS WA	Balance of payment for Laser Tag facilitation for Shire School Holiday Programs	5200.00	
		LASER CORPS WA Total		5200.00	\$5,200.00
EFT63068	27/10/2022	LAVAZZA AUSTRALIA	Payment		\$759.00
P0903058	13/10/2022	LAVAZZA AUSTRALIA	Supplv 2x coffee vending machines for Tom Price and 1x coffee vending machine for Onslow	759.00	
		LAVAZZA AUSTRALIA Total		759.00	\$759.00
EFT63069	27/10/2022	LEIDOS SECURITY	Payment		\$536.80
I04000000841	04/10/2022	LEIDOS SECURITY	Supply sieve canisters for Onslow Airport	536.80	
		LEIDOS SECURITY Total		536.80	\$536.80
EFT63070	27/10/2022	M & S SHEDS AND CONSTRUCTION	Payment		\$194.40
REFUND20221013	13/10/2022	M & S SHEDS AND CONSTRUCTION	Refund of cancelled building application BA20220150	132.75	
T2	24/10/2022	M & S SHEDS AND CONSTRUCTION	Refund of cancelled building application BA20220151	61.65	
		M & S SHEDS AND CONSTRUCTION Total		194.40	\$194.40
EFT63071	27/10/2022	M J MAINTENANCE	Payment		\$1,680.00
0025	24/10/2022	M J MAINTENANCE	Provide weed control and garden maintenance Onslow Airport 10-23/10/2022	1680.00	
		M J MAINTENANCE Total		1680.00	\$1,680.00
EFT63072	27/10/2022	MANTRA ON MURRAY	Payment		\$630.00
1121097	13/09/2022	MANTRA ON MURRAY	Deposit payment for conference room booking 30/09/2022	450.00	
1121248	15/09/2022	MANTRA ON MURRAY	Balance of payment for conference room booking with morning tea 30/09/2022	180.00	
		MANTRA ON MURRAY Total		630.00	\$630.00
EFT63073	27/10/2022	MARKETFORCE PRODUCTIONS	Payment		\$1,526.50
45078	28/09/2022	MARKETFORCE PRODUCTIONS	Local Government Tender advertising RFT 12.22 - Rural Unsealed Roads 10/09/2022	609.66	
45082	28/09/2022	MARKETFORCE PRODUCTIONS	Local Government recruitment advertising 24/09/2022	916.84	
		MARKETFORCE PRODUCTIONS Total		1526.50	\$1,526.50
EFT63074	27/10/2022	MCMAHON BURNETT TRANSPORT	Payment		\$1,311.77
00030936	15/10/2022	MCMAHON BURNETT TRANSPORT	Freight charges Perth - Onslow	1311.77	
		MCMAHON BURNETT TRANSPORT Total		1311.77	\$1,311.77
EFT63075	27/10/2022	MICHAEL WILLIAMS (GYM REFUND)	Payment		\$15.00
T3	26/10/2022	MICHAEL WILLIAMS (GYM REFUND)	Swipe card bond refund	15.00	
		MICHAEL WILLIAMS (GYM REFUND) Total		15.00	\$15.00
EFT63076	27/10/2022	MODERN TEACHING AIDS PTY LTD	Payment		\$174.43
45071913	04/10/2022	MODERN TEACHING AIDS PTY LTD	Supply craft items for Paraburdoo Library programs	46.99	
45073462	05/10/2022	MODERN TEACHING AIDS PTY LTD	Supply craft items for Paraburdoo Library programs	113.19	
45082933	11/10/2022	MODERN TEACHING AIDS PTY LTD	Supply craft items for Paraburdoo Library programs	14.25	
		MODERN TEACHING AIDS PTY LTD Total		174.43	\$174.43
EFT63077	27/10/2022	MONSTERBALL AMUSEMENTS	Payment		\$7,495.00
11854551	13/10/2022	MONSTERBALL AMUSEMENTS	Provide inflatable and furniture hire for Paraburdoo 50 Years Event - balance of payment	7495.00	

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Reference Number	Date	Name	Description	Invoice Amount	
		MONSTERBALL AMUSEMENTS Total		7495.00	\$7,495.00
EFT63078	27/10/2022	MOORE AUSTRALIA (WA) PTY LTD	Payment		\$2,200.00
426794	18/10/2022	MOORE AUSTRALIA (WA) PTY LTD	Provide professional services in relation to HR and Pavroll Processes internal audit to 30/06/2022	2200.00	
		MOORE AUSTRALIA (WA) PTY LTD Total		2200.00	\$2,200.00
EFT63079	27/10/2022	NAPA (GPC ASIA PACIFIC T/AS)	Payment		\$695.76
5470076936	04/10/2022	NAPA (GPC ASIA PACIFIC T/AS)	Credit on Inv 5470066587 - Rallye 4000 LED Pencil Beam light	-462.00	
5470077261	06/10/2022	NAPA (GPC ASIA PACIFIC T/AS)	Supply facia kit for 2010 Mitsubishi Fuso Prime Mover (AS8327)	38.01	
5470078899	19/10/2022	NAPA (GPC ASIA PACIFIC T/AS)	Supply grease and wash wax cleaner for Tom Price Works Depot	335.28	
5470078892	19/10/2022	NAPA (GPC ASIA PACIFIC T/AS)	Supply grease for Tom Price Works Depot	746.46	
5470078888	19/10/2022	NAPA (GPC ASIA PACIFIC T/AS)	Supply stereo, voltage reducer and facia kit for PTR27 - 2014 Hino 500 series Side Loader Refuse Truck	38.01	
		NAPA (GPC ASIA PACIFIC T/AS) Total		695.76	\$695.76
EFT63080	27/10/2022	NETLINK GROUP PTY LTD	Payment		\$9,774.46
54135	24/10/2022	NETLINK GROUP PTY LTD	Supply 3x Cel-Fi boosters for Onslow Infrastructure	9774.46	
		NETLINK GROUP PTY LTD Total		9774.46	\$9,774.46
EFT63081	27/10/2022	NORWEST REFRIGERATION SERVICES	Payment		\$19,395.15
00039703	19/10/2022	NORWEST REFRIGERATION SERVICES	Supply and install 5x split system airconditioning units 1104B Jabbarup Place Tom Price	18361.20	
00039701	19/10/2022	NORWEST REFRIGERATION SERVICES	Provide repairs to airconditioning units in Tom Price Administration Office server room	1033.95	
		NORWEST REFRIGERATION SERVICES Total		19395.15	\$19,395.15
EFT63082	27/10/2022	NTC CONTRACTING	Payment		\$28,009.30
0000003142	30/09/2022	NTC CONTRACTING	Provide plant and operators for Regional Waste Facility Construction works September 2022	25320.90	
0000003143	30/09/2022	NTC CONTRACTING	Provide watercart and operator for Twitchin Road grading works	2688.40	
		NTC CONTRACTING Total		28009.30	\$28,009.30
EFT63083	27/10/2022	OFFICEWORKS SUPERSTORES PTY LTD	Payment		\$165.73
603163689	04/10/2022	OFFICEWORKS SUPERSTORES PTY LTD	Supply stationery for Paraburdoo Reception/Library	165.73	
		OFFICEWORKS SUPERSTORES PTY LTD Total		165.73	\$165.73
EFT63084	27/10/2022	ONSLow BEACH RESORT	Payment		\$790.00
25329	21/10/2022	ONSLow BEACH RESORT	Provide catering for EMRC dinner 20/10/2022	194.00	
25351	22/10/2022	ONSLow BEACH RESORT	Provide meals for employee #1903 21-22/10/2022	78.00	
25361	23/10/2022	ONSLow BEACH RESORT	Provide meals for Onslow Gala facilitators 22-23/10/2022	518.00	
		ONSLow BEACH RESORT Total		790.00	\$790.00
EFT63085	27/10/2022	ONSLow BUS AND TAXI SERVICE	Payment		\$430.00
00001263	23/10/2022	ONSLow BUS AND TAXI SERVICE	Provide taxi service for Onslow Gala event 22/10/2022	430.00	
		ONSLow BUS AND TAXI SERVICE Total		430.00	\$430.00
EFT63086	27/10/2022	ONSLow CONTRACTING	Payment		\$9,632.45
13552	21/10/2022	ONSLow CONTRACTING	Installation of valves at Pilbara Regional Waste Management Facility Class IV receival bays	9632.45	
		ONSLow CONTRACTING Total		9632.45	\$9,632.45
EFT63087	27/10/2022	ONSLow GENERAL STORE	Payment		\$1,031.45
PE-16/10/2022-1	16/10/2022	ONSLow GENERAL STORE	Onslow Depot consumables	111.84	
PE-16/10/2022-2	16/10/2022	ONSLow GENERAL STORE	Onslow Ranger consumables	36.15	
PE-16/10/2022-3	16/10/2022	ONSLow GENERAL STORE	Onslow Aquatic centre consumables	33.84	
PE-16/10/2022-4	16/10/2022	ONSLow GENERAL STORE	Onslow Airport consumables	197.59	
PE-16/10/2022-5	16/10/2022	ONSLow GENERAL STORE	Onslow OVCP consumables	28.48	
PO74482-PE16/10/22	16/10/2022	ONSLow GENERAL STORE	Catering Pizzas for on sale at Onslow Airport Kiosk	150.00	
PO74835-PE16/10/22	16/10/2022	ONSLow GENERAL STORE	Catering for seniors event Onslow	306.01	
PO74895-PE16/10/22	16/10/2022	ONSLow GENERAL STORE		167.54	
		ONSLow GENERAL STORE Total		1031.45	\$1,031.45
EFT63088	27/10/2022	ONSLow MARINE SUPPORT BASE	Payment		\$10,087.00
REFUND20221017	17/10/2022	ONSLow MARINE SUPPORT BASE	Refund of rent overpayment following lease termination on 28/09/2021	10087.00	
		ONSLow MARINE SUPPORT BASE Total		10087.00	\$10,087.00
EFT63089	27/10/2022	PARABURDOO INN	Payment		\$116.50
3585	13/10/2022	PARABURDOO INN	Provide meals for Councillors 11/10/2022	116.50	
		PARABURDOO INN Total		116.50	\$116.50
EFT63090	27/10/2022	PENSKE POWER SYSTEMS	Payment		\$229.58
DPE170513P	11/10/2022	PENSKE POWER SYSTEMS	Supply pushrod cylinder for Western Star 4800 FS Prime Mover (4800AS)	48.82	

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Reference Number	Date	Name	Description	Invoice Amount	
DPE170559P	11/10/2022	PENSKE POWER SYSTEMS	Supply transmission filter for Western Star 4800 FS Prime Mover (4800AS)	104.13	
DPE170766P	13/10/2022	PENSKE POWER SYSTEMS	Supply transmission filter for Western Star 4800 FS Prime Mover (4800AS)	76.63	
		PENSKE POWER SYSTEMS Total		229.58	\$229.58
EFT63091	27/10/2022	PERTH EXPO	Payment		\$302.50
73818	23/10/2022	PERTH EXPO	Perth Expo electrical order for Visit Ashburton Stand #216 - Perth 4x4 Show	302.50	
		PERTH EXPO Total		302.50	\$302.50
EFT63092	27/10/2022	PFD FOOD SERVICES PTY LTD	Payment		\$1,405.75
LE492658	11/10/2022	PFD FOOD SERVICES PTY LTD	Supply food items for sale at Onslow Airport kiosk	1332.30	
LE492659	11/10/2022	PFD FOOD SERVICES PTY LTD	Supply food items for sale at Onslow Airport Kiosk	141.10	
LE566203 CREDIT	17/10/2022	PFD FOOD SERVICES PTY LTD	Credit for invoice LE413729 - items not received	-67.65	
		PFD FOOD SERVICES PTY LTD Total		1405.75	\$1,405.75
EFT63093	27/10/2022	PILBARA ENVIRONMENTAL SERVICES	Payment		\$60,736.25
2566959	29/09/2022	PILBARA ENVIRONMENTAL SERVICES	Total Waste Management Services (incl Pilbara Regional Waste Management Facility) August 2022	60736.25	
		PILBARA ENVIRONMENTAL SERVICES Total		60736.25	\$60,736.25
EFT63094	27/10/2022	PILBARA FOOD SERVICES	Payment		\$2,921.04
SI135745	07/10/2022	PILBARA FOOD SERVICES	Supply snack items for sale at Tom Price Swimming Pool Kiosk	247.78	
SI135813	10/10/2022	PILBARA FOOD SERVICES	Supply snack items for sale at Tom Price Swimming Pool Kiosk	37.28	
SI135849	11/10/2022	PILBARA FOOD SERVICES	Supply snack items for sale at Tom Price Swimming Pool Kiosk	1396.11	
SI135836	11/10/2022	PILBARA FOOD SERVICES	Supply snack items for sale at Paraburdoo Swimming Pool Kiosk	30.47	
SI135871	12/10/2022	PILBARA FOOD SERVICES	Supply 10x 10Litre water bottles for Tom Price Community Hall office	104.50	
SI135978	18/10/2022	PILBARA FOOD SERVICES	Supply snack items for sale at Paraburdoo Swimming Pool Kiosk	391.03	
SI136109	21/10/2022	PILBARA FOOD SERVICES	Supply snack items for sale at Tom Price Swimming Pool Kiosk	482.91	
SI136089	21/10/2022	PILBARA FOOD SERVICES	Supply snack items for Tom Price library programs	87.80	
SI136188	25/10/2022	PILBARA FOOD SERVICES	Supply snack items for sale at Tom Price Swimming Pool Kiosk	74.56	
SI136190	25/10/2022	PILBARA FOOD SERVICES	Supply 2x cartons UHT milk for Tom Price Depot	68.60	
		PILBARA FOOD SERVICES Total		2921.04	\$2,921.04
EFT63095	27/10/2022	PILBARA MITRE10	Payment		\$6,301.40
747413	01/09/2022	PILBARA MITRE10	Paint, tape measure, rollers, edge cutter, masking tape for 653 Kiah Street	422.15	
747456	01/09/2022	PILBARA MITRE10	Cow manure for Tom Price shopping mall grounds	39.80	
747589	02/09/2022	PILBARA MITRE10	Construction grout, face masks, bondcrete 4lt pail for Paraburdoo pathways	136.40	
747873	03/09/2022	PILBARA MITRE10	Granular Chlorine and garden maintenance materials for Paraburdoo swimming pool	401.80	
747953	05/09/2022	PILBARA MITRE10	Paint, turpentine, roller covers, paint tray for 653 Kiah Street	157.25	
748082	05/09/2022	PILBARA MITRE10	Micro fibre cloths, bathroom wipes for 1167 Tarwonga Circuit	7.90	
748034	05/09/2022	PILBARA MITRE10	Wire ties for Tom Price reticulated verges	16.75	
748308	07/09/2022	PILBARA MITRE10	Screws, coveralls, door sealant, paint for 653 Kiah Street	120.45	
748332	07/09/2022	PILBARA MITRE10	Letter box and numbers for 1166 Tarwonga Circuit	50.25	
748334	07/09/2022	PILBARA MITRE10	Sink pump, caustic drain cleaner for Tom Price Community Centre	23.35	
748458	07/09/2022	PILBARA MITRE10	Toilet cistern for Tom Price Depot	122.50	
748459	07/09/2022	PILBARA MITRE10	Cistern inlet valve for 261 Poinciana Street	73.90	
748461	07/09/2022	PILBARA MITRE10	Cistern inlet valve for 1/7 Anketell Court	73.90	
748331	07/09/2022	PILBARA MITRE10	Items for community development events Tom Price	166.70	
748599	08/09/2022	PILBARA MITRE10	Garden hose, calcium cleaner for 7 Anketell Court	273.85	
748603	08/09/2022	PILBARA MITRE10	Screen door for Tom Price Civic Centre	102.75	
748749	09/09/2022	PILBARA MITRE10	Paint, staple gun and staples for 1104B Jabbarup Place	124.65	
748705	09/09/2022	PILBARA MITRE10	Chainsaw sharpener for Tom Price Street trees	20.25	
749168	12/09/2022	PILBARA MITRE10	Power board 4 outlet for Ordinary Council Meetings	52.50	
749318	13/09/2022	PILBARA MITRE10	Brush and scourgers for 653 Kiah Street	13.80	
749301	13/09/2022	PILBARA MITRE10	Cable ties for Clem Thompson oval surface	4.00	
749346	13/09/2022	PILBARA MITRE10	PVC tee faucet, pvc reducing bush, poly elbow, thread tape for Tom Price Community centre	57.70	
749503	14/09/2022	PILBARA MITRE10	Poly nipple for 1166 Tarwonga Circuit	3.25	
749560	14/09/2022	PILBARA MITRE10	Risers, poly elbow, poly nipple, poly swivels for 653 Kiah Street	46.15	
749575	14/09/2022	PILBARA MITRE10	Poly swivel for 653 Kiah Street	10.00	
749606	14/09/2022	PILBARA MITRE10	Nylon valve, handle set for 565 Brockman Avenue	30.10	
749608	14/09/2022	PILBARA MITRE10	Wheels and axles, lever handle for 172 Hardy Avenue	53.00	

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Reference Number	Date	Name	Description	Invoice Amount	
749552	14/09/2022	PILBARA MITRE10	Lawn mower oil for Tom Price Dry Parks and Reserves	78.05	
749629	15/09/2022	PILBARA MITRE10	Toilet seat for 172 Hardv Avenue	74.75	
749630	15/09/2022	PILBARA MITRE10	Refund on toilet seat for 172 Hardv Avenue	-74.75	
749632	15/09/2022	PILBARA MITRE10	Lever set for 172 Hardy Avenue	64.50	
749633	15/09/2022	PILBARA MITRE10	Toilet seat for 2/7 Anketell Court	74.75	
749721	15/09/2022	PILBARA MITRE10	Builders bog for 1104B Jabbarup Place	52.95	
749636	15/09/2022	PILBARA MITRE10	PVC couplings, pvc tee for Tom Price Dry Parks and Reserves	101.75	
749799	16/09/2022	PILBARA MITRE10	Indoor and outdoor paint for 1104B Jabbarup Place	480.50	
749866	16/09/2022	PILBARA MITRE10	Poly parts, sprinklers, repair plug for 1104B Jabbarup Place	36.30	
749936	16/09/2022	PILBARA MITRE10	Poly parts and batteries for 1104A Jabbarup Place	75.25	
749855	16/09/2022	PILBARA MITRE10	Ratchet tie down for Tom Price Dry Parks and reserves	61.00	
749842	16/09/2022	PILBARA MITRE10	Bondcrete pail, construction grout for Paraburdoo Shopping Mall grounds	254.90	
750271	19/09/2022	PILBARA MITRE10	Caustic drain cleaner, plastic bucket for Tom Price Visitor Centre	19.45	
750217	19/09/2022	PILBARA MITRE10	Pro series rollers for Tom Price swimming pool	17.50	
750218	19/09/2022	PILBARA MITRE10	Pool scoop and shovel for Tom Price Swimming pool	66.75	
750199	19/09/2022	PILBARA MITRE10	Adaptors, poly nipple, tape, sockets, batteries for Ashburton Downs Road Resheet	144.50	
750201	19/09/2022	PILBARA MITRE10	Box of disposable respirators for Tom Price Dry Parks and reserves	53.25	
750204	19/09/2022	PILBARA MITRE10	Extension lead for Ashburton Downs Road Resheet	93.50	
750425	20/09/2022	PILBARA MITRE10	Key set, wall mate, bondcrete for 2/5 Anketell Court	89.45	
750426	20/09/2022	PILBARA MITRE10	Cut of wheels, rollers, brush, rake for 13 Third Avenue	79.75	
750470	20/09/2022	PILBARA MITRE10	Weed killer for 20 Lilac Street	80.50	
750490	20/09/2022	PILBARA MITRE10	Wall top assembly for 2/4 Kanberra Drive	87.50	
750482	20/09/2022	PILBARA MITRE10	Bulk cable ties for Clem Thompson Oval	13.70	
750561	20/09/2022	PILBARA MITRE10	Kwikset concrete for Waste Facilities Paraburdoo	72.50	
750607	21/09/2022	PILBARA MITRE10	Paint, extension pole, cut off disks, rollers for 1104A Jabbarup Place	227.85	
750666	21/09/2022	PILBARA MITRE10	Shower head for 604 Boolee Street	54.00	
750773	21/09/2022	PILBARA MITRE10	Clear sealant for CAT 140 Motor Grader	49.50	
751550	27/09/2022	PILBARA MITRE10	Cut off wheel and return of cut off disks for 9 Third Avenue	8.80	
751553	27/09/2022	PILBARA MITRE10	Aluminium frame, silicone, door closer, insect screen for 3/5 Anketell Court	57.25	
751554	27/09/2022	PILBARA MITRE10	Brass padlock, hex head screws for Lot 383 Simpson Street	63.45	
751556	27/09/2022	PILBARA MITRE10	Ramtoggle, shower heads for 4/07 Anketell Court	72.40	
751558	27/09/2022	PILBARA MITRE10	Poly ratchet clamp, poly joiners, pop up sprinklers for 3/09 Second Avenue	23.75	
751560	27/09/2022	PILBARA MITRE10	Poly ratchet clamp, poly joiners, pop up sprinklers for 3/09 Second Avenue	23.75	
751495	27/09/2022	PILBARA MITRE10	Extension leads for Twitchin Road camp	321.05	
751503	27/09/2022	PILBARA MITRE10	Kick resistant hose for Twitchin Road camp	116.50	
751806	28/09/2022	PILBARA MITRE10	Safety magnalatch for Tom Price Swimming pool	101.00	
751747	28/09/2022	PILBARA MITRE10	6 Outlet Power Board for Tom Price Administration building	26.00	
751788	28/09/2022	PILBARA MITRE10	Long nose pliers for Tom Price Dry Parks and reserves	15.25	
752227	30/09/2022	PILBARA MITRE10	1166 Tarwonga St, Tom Price Fortnightly Pool Service 23/09/2022	437.45	
		PILBARA MITRE10 Total		6301.40	\$6,301.40
EFT63096	27/10/2022	PILBARA MOTOR GROUP	Payment		\$52,647.44
P125143595	21/10/2022	PILBARA MOTOR GROUP	Supply service kits for 6x Toyota vehicles Tom Price Works Depot	1355.05	
RI10756172	25/10/2022	PILBARA MOTOR GROUP	Supply Toyota Fortuner GX T/D A/T (AS9636)	50905.29	
RI10756173	25/10/2022	PILBARA MOTOR GROUP	On road costs for Toyota Fortuner GX T/D A/T (AS9636)	387.10	
		PILBARA MOTOR GROUP Total		52647.44	\$52,647.44
EFT63097	27/10/2022	PLATINUM SURVEYS	Payment		\$1,000.00
INV-0067	21/10/2022	PLATINUM SURVEYS	Provide survey works for GA Hangar Carpark Onslow Airport	1000.00	
		PLATINUM SURVEYS Total		1000.00	\$1,000.00
EFT63098	27/10/2022	PLAY CHECK	Payment		\$3,399.00
INV-03839	11/10/2022	PLAY CHECK	Provide playground audits for Tom Price Childcare Centre	3399.00	
		PLAY CHECK Total		3399.00	\$3,399.00
EFT63099	27/10/2022	PRECISION COLLISION	Payment		\$300.00
11884	05/08/2022	PRECISION COLLISION	Payment of excess for claim #6126130	300.00	

LIST OF PAYMENTS FOR OCTOBER 2022

Reference Number	Date	Name	Description	Invoice Amount	
		PRECISION COLLISION Total		300.00	\$300.00
EFT63100	27/10/2022	RAY WHITE EXMOUTH	Payment		\$2,824.40
006050-19CLARKE	19/10/2022	RAY WHITE EXMOUTH	Rent for 19 Clarke Pl, Onslow 10/11/2022 - 09/12/2022	2824.40	
		RAY WHITE EXMOUTH Total		2824.40	\$2,824.40
EFT63101	27/10/2022	RED DIRT PLUMBING AND GAS	Payment		\$1,012.00
INV-1090 PO:74880	11/10/2022	RED DIRT PLUMBING AND GAS	Replace leaking shower tap timer Tom Price Swimming Pool	1012.00	
		RED DIRT PLUMBING AND GAS Total		1012.00	\$1,012.00
EFT63102	27/10/2022	REECES EVENTS HIRE	Payment		\$1,435.21
109387	21/10/2022	REECES EVENTS HIRE	Site booking for Perth 4WD Show 24/10/2022 - 07/11/2022	1435.21	
		REECES EVENTS HIRE Total		1435.21	\$1,435.21
EFT63103	27/10/2022	REMA TIP TOP AUTOMOTIVE	Payment		\$1,359.94
1883604	05/10/2022	REMA TIP TOP AUTOMOTIVE	Supply tyre fitting equipment for motor graders	1359.94	
		REMA TIP TOP AUTOMOTIVE Total		1359.94	\$1,359.94
EFT63104	27/10/2022	RIO TINTO - PILBARA IRON	Payment		\$39,420.55
1004460315	03/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for 1143 Yanagin Pl, Tom Price 31/08/2022 - 26/09/2022	123.33	
5000860543	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 1004 Marradong Pl, Tom Price OCT - DEC 2022	192.08	
5000865039	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 215B Grevillea St, Tom Price OCT - DEC 2022	192.08	
5000865104	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Courts Stadium Rd, Tom Price OCT - DEC 2022	71.49	
5000865351	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 27 East Rd, Tom Price OCT - DEC 2022	192.08	
5000860659	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 875 Central Rd, Tom Price OCT - DEC 2022	192.08	
5000860725	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 2004 Boonderoo Rd, Tom Price OCT - DEC 2022	192.08	
5000861921	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 22 Lilac St, Tom Price OCT - DEC 2022	192.08	
5000862002	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Tourist bureau 865 Central Rd, Tom Price OCT - DEC 2022	192.08	
5000862127	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 347 Jacaranda Dr, Tom Price OCT - DEC 2022	3294.73	
5000862218	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 302 South Rd, Tom Price OCT - DEC 2022	38.43	
5000862333	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 498 Sirius St, Tom Price OCT - DEC 2022	192.08	
5000864933	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 797 Kulai St, Tom Price OCT - DEC 2022	192.08	
5000865765	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 1143 Yanagin Pl, Tom Price OCT - DEC 2022	192.08	
5000870047	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 215A Grevillea St, Tom Price OCT - DEC 2022	192.08	
5000870237	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 1152 Tarwonga Cct, Tom Price OCT - DEC 2022	192.08	
5000870708	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 1104B Jabbarup Pl, Tom Price OCT - DEC 2022	192.08	
5000870799	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 825 Warara St, Tom Price OCT - DEC 2022	192.08	
5000865856	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Tennis club house 849B Willow Rd, Tom Price OCT - DEC 2022	71.49	
5000865948	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 17 Lilac St, Tom Price OCT - DEC 2022	192.08	
5000866185	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 874 North Rd, Tom Price OCT - DEC 2022	71.49	
5000867480	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 604 Boolee St, Tom Price OCT - DEC 2022	192.08	
5000867670	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 710 Yiluk St, Tom Price OCT - DEC 2022	192.08	
5000867811	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 981 Stadium Rd, Tom Price OCT - DEC 2022	38.43	
5000869544	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Pool 849 Willow Rd, Tom Price OCT - DEC 2022	71.49	
5000869999	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 398 Acalypha St, Tom Price OCT - DEC 2022	192.08	
5000871185	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Bird park Central Rd, Tom Price OCT - DEC 2022	38.43	
5000879030	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Lot 2001 Boonderoo Rd, Tom Price OCT - DEC 2022	213.67	
5000879303	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 758 Mungarra St, Tom Price OCT - DEC 2022	192.08	
5000879766	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 987 Central Rd, Tom Price OCT - DEC 2022	192.08	
5000879949	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 178 Cassia St, Tom Price OCT - DEC 2022	192.08	
5000880269	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 605 Boolee St, Tom Price OCT - DEC 2022	192.08	
5000880426	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 246 Poinciana St, Tom Price OCT - DEC 2022	71.49	
5000880509	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Area W bore 897 Tanunda St, Tom Price OCT - DEC 2022	38.43	
5000873082	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 279 Carob St, Tom Price OCT - DEC 2022	192.08	
5000873124	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 248 Kanberra Dr, Tom Price OCT - DEC 2022	192.08	
5000873223	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 844 East Rd, Tom Price OCT - DEC 2022	68.09	
5000874056	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Area W kiosk, Tom Price OCT - DEC 2022	38.43	
5000875657	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Library Central Rd, Tom Price OCT - DEC 2022	71.49	

LIST OF PAYMENTS FOR OCTOBER 2022

Reference Number	Date	Name	Description	Invoice Amount
5000875681	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 825B Warara St, Tom Price OCT - DEC 2022	192.08
5000876853	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Oval and pavilion Stadium Rd, Tom Price OCT - DEC 2022	38.43
5000877810	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 602 Boolee St, Tom Price OCT - DEC 2022	192.08
5000881580	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 261 Poinciana St, Tom Price OCT - DEC 2022	192.08
5000886795	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Community centre 856 Central Rd, Tom Price OCT - DEC 2022	71.49
5000887132	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 1104A Jabbarup Pl, Tom Price OCT - DEC 2022	192.08
5000887553	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 126 Cedar St, Tom Price OCT - DEC 2022	192.08
5000887694	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 283 Carob St, Tom Price OCT - DEC 2022	192.08
5000888460	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 293 Willow Rd, Tom Price OCT - DEC 2022	38.43
5000882299	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 787 Larnook St, Tom Price OCT - DEC 2022	192.08
5000882745	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 98 Oleander St, Tom Price OCT - DEC 2022	192.08
5000883701	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 773 Larnook St, Tom Price OCT - DEC 2022	192.08
5000884543	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 653 Kiah St, Tom Price OCT - DEC 2022	192.08
5000884600	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Lot 978 Stadium Rd, Tom Price OCT - DEC 2022	192.08
5000884824	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 54 Nameless Valley Dr, Tom Price OCT - DEC 2022	35.03
5000886092	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Rec centre 898 Tanunda St, Tom Price OCT - DEC 2022	71.49
5000886118	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Soundshell/toilet, Tom Price OCT - DEC 2022	192.08
2004460289	03/10/2022	RIO TINTO - PILBARA IRON	Water consumption for Lot 39 Joffre Ave, Parabungoo 25/05/2022 - 12/08/2022	568.96
2004460339	03/10/2022	RIO TINTO - PILBARA IRON	Water consumption for Lot 39 Joffre Ave, Parabungoo 12/08/2022 - 22/08/2022	20.87
5000859016	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Lot 172 Hardy Ave, Parabungoo OCT - DEC 2022	192.08
5000873033	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Lot 193 Capricorn Ave, Parabungoo OCT - DEC 2022	192.08
5000873538	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Pavilion at 615 De Grey Rd, Parabungoo OCT - DEC 2022	71.49
5000861533	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Lot 67 Camp Rd Visitor Bay, Parabungoo OCT - DEC 2022	38.43
5000861863	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Lot 56 Whaleback Ave, Parabungoo OCT - DEC 2022	192.08
5000863224	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Garden at Ashburton Ave, Parabungoo OCT - DEC 2022	38.43
5000866763	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Toilets Lot 810 Ashburton Ave, Parabungoo OCT - DEC 2022	3431.48
5000868322	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Lot 586 King Ave, Parabungoo OCT - DEC 2022	192.08
5000870617	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Lot 516 Lockyer Ave, Parabungoo OCT - DEC 2022	192.08
5000871235	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Centre at 803 Ashburton Ave, Parabungoo OCT - DEC 2022	71.49
5000872134	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 667 Joffre Ave, Parabungoo OCT - DEC 2022	38.43
5000876911	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Lot 39 Joffre Ave, Parabungoo OCT - DEC 2022	192.08
5000887918	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 811 Ashburton Ave, Parabungoo OCT - DEC 2022	799.39
5000887926	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Lot 571 Brockman Ave, Parabungoo OCT - DEC 2022	192.08
5000888254	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Pool at 616 Fortescue Rd, Parabungoo OCT - DEC 2022	71.49
5000877836	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Sports ground Fortescue Rd, Parabungoo OCT - DEC 2022	71.49
5000878693	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 625 Meeka Ave, Parabungoo OCT - DEC 2022	38.43
5000879840	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for 556 Margaret Ave, Parabungoo OCT - DEC 2022	192.08
5000880293	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Oval changerooms Fortescue Rd, Parabungoo OCT - DEC 2022	71.49
5000881366	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Lot 565 Fortescue Rd, Parabungoo OCT - DEC 2022	68.09
5000882273	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Lot 90 Pilbara Ave, Parabungoo OCT - DEC 2022	192.08
5000883925	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Lot 565 Brockman Ave, Parabungoo OCT - DEC 2022	192.08
5000885409	03/10/2022	RIO TINTO - PILBARA IRON	Water and sewerage rates for Lot 23 Turee Way, Parabungoo OCT - DEC 2022	136.75
3004446682	04/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for Area W kiosk, Tom Price 23/08/2022 - 27/09/2022	114.06
3004446708	04/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for Bird park Central Rd, Tom Price 23/08/2022 - 28/09/2022	153.76
3004446757	04/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for 293 Willow Rd, Tom Price 30/08/2022 - 28/09/2022	237.05
3004446799	04/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for Community centre 856 Central Rd, Tom Price 23/08/2022 - 28/09/2022	759.86
1004460422	04/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for 773 Larnook St, Tom Price 01/09/2022 - 01/10/2022	79.89
1004460513	04/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for 144 Cedar St, Tom Price 02/09/2022 - 29/09/2022	27.81
1004460521	04/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for 17 Lilac St, Tom Price 02/09/2022 - 28/09/2022	154.17
3004446609	04/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for Pool at 849 Willow Rd, Tom Price 23/08/2022 - 28/09/2022	4634.50
3004446617	04/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for Tennis lights at 849 Willow Rd, Tom Price 23/08/2022 - 28/09/2022	1104.15
3004446674	04/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for Rec centre 898 Tanunda St, Tom Price 23/08/2022 - 27/09/2022	318.86
4004460434	04/10/2022	RIO TINTO - PILBARA IRON	Water consumption for 874 North Rd, Tom Price 14/04/2022 - 26/05/2022	786.52
4004460442	04/10/2022	RIO TINTO - PILBARA IRON	Water consumption for 874 North Rd, Tom Price 26/05/2022 - 30/08/2022	3310.55

LIST OF PAYMENTS FOR OCTOBER 2022

Reference Number	Date	Name	Description	Invoice Amount	
3004447110	04/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for Library Central Rd, Tom Price 23/08/2022 - 28/09/2022	278.30	
3004447151	04/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for Lot 2001 Boonderoo Rd, Tom Price 23/08/2022 - 28/09/2022	825.18	
3004447334	04/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for Oval change lights 2 East Rd, Tom Price 23/08/2022 - 28/09/2022	382.09	
3004447425	04/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for 246 Poinciana St, Tom Price 23/08/2022 - 28/09/2022	119.71	
3004447623	04/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for Tourist bureau Central Rd, Tom Price 23/08/2022 - 28/09/2022	485.60	
3004447839	04/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for 874 North Rd, Tom Price 23/08/2022 - 27/09/2022	467.48	
3004447979	04/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for Oval and Pavilion Stadium Rd, Tom Price 23/08/2022 - 27/09/2022	96.62	
3004448084	04/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for Centre 803 Ashburton Ave, Paraburdoo 22/08/2022 - 27/09/2022	197.92	
3004448191	04/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for Tennis courts De Grey Rd, Paraburdoo 23/08/2022 - 28/09/2022	67.68	
3004446179	04/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for Lot 23 Turee Way, Paraburdoo 23/08/2022 - 28/09/2022	258.64	
3004446328	04/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for Lot 37 Fortescue Rd, Paraburdoo 22/08/2022 - 27/09/2022	175.90	
3004446344	04/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for CHUB 555 Ashburton Ave, Paraburdoo 22/08/2022 - 27/09/2022	123.59	
3004446385	04/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for 625 Meeka Ave, Paraburdoo 22/08/2022 - 27/09/2022	73.22	
3004446534	04/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for Pavilion 615 de Gray Rd, Paraburdoo 22/08/2022 - 27/09/2022	623.14	
3004447672	04/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for Lot 67 Camp Rd, Paraburdoo 22/08/2022 - 27/09/2022	277.76	
3004447920	04/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for Oval lights De Grey Rd, Paraburdoo 22/08/2022 - 27/09/2022	2267.10	
3004448050	04/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for Courts De Grey Rd, Paraburdoo 23/08/2022 - 28/09/2022	160.40	
1004460612	05/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for 3/10 Kanberra Dve, Tom Price 31/08/2022 - 29/09/2022	66.77	
1004460638	05/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for 4/04 Kanberra Dve, Tom Price 31/08/2022 - 05/09/2022	14.66	
1004460711	06/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for 604 Boolee St, Tom Price 31/08/2022 - 30/09/2022	341.87	
1004460786	06/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for 10/327 Warara St, Tom Price 31/08/2022 - 01/10/2022	87.26	
1004460828	06/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for Lot 90 Pilbara Ave, Paraburdoo 22/08/2022 - 29/09/2022	421.87	
3004461392	11/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for Area W basketball 897 Tanunda St, Tom Price 23/08/2022 - 27/09/2022	292.84	
1004461966	19/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for Lot 280 Ashburton Ave, Paraburdoo 22/08/2022 - 10/10/2022	488.82	
1004462063	20/10/2022	RIO TINTO - PILBARA IRON	Electricity consumption for Lot 294 Samson Ave, Paraburdoo 22/08/2022 - 22/09/2022	196.78	
		RIO TINTO - PILBARA IRON Total		39420.55	\$39,420.55
EFT63105	27/10/2022	ROCKEND TECHNOLOGY PTY LTD	Payment		\$308.00
MRIAUS165119	09/09/2022	ROCKEND TECHNOLOGY PTY LTD	Property Tree Monthly Subscription September 2022	308.00	
		ROCKEND TECHNOLOGY PTY LTD Total		308.00	\$308.00
EFT63106	27/10/2022	SAS LOCKSMITHS	Payment		\$304.56
176569	04/10/2022	SAS LOCKSMITHS	Supply Abloy cylinder for Onslow Goods Shed Museum	211.93	
177251	18/10/2022	SAS LOCKSMITHS	Supply combination padlock for Onslow Community Garden	92.63	
		SAS LOCKSMITHS Total		304.56	\$304.56
EFT63107	27/10/2022	SCORCHED RETINA GALLERY	Payment		\$1,100.00
INV-905441	06/10/2022	SCORCHED RETINA GALLERY	Provide photography services for Paraburdoo 50 Years event 15/10/2022	1100.00	
		SCORCHED RETINA GALLERY Total		1100.00	\$1,100.00
EFT63108	27/10/2022	SELECT MECHANICAL SERVICES	Payment		\$6,982.80
00004846	31/08/2022	SELECT MECHANICAL SERVICES	Connection of solar inverters to Onslow Airport Terminal Building Management System	6982.80	
		SELECT MECHANICAL SERVICES Total		6982.80	\$6,982.80
EFT63109	27/10/2022	SHIRE OF ASHBURTON	Payment		\$1,850.00
DEDUCTION	23/10/2022	SHIRE OF ASHBURTON	Payroll deductions	600.00	
DEDUCTION	23/10/2022	SHIRE OF ASHBURTON	Payroll deductions	1250.00	
		SHIRE OF ASHBURTON Total		1850.00	\$1,850.00
EFT63110	27/10/2022	SKIPPER TRANSPORT PARTS	Payment		\$1,144.00
V60426	11/10/2022	SKIPPER TRANSPORT PARTS	Supply brake boosters for Shire of Ashburton plant	1144.00	
		SKIPPER TRANSPORT PARTS Total		1144.00	\$1,144.00
EFT63111	27/10/2022	SONIC HEALTHPLUS PTY LTD	Payment		\$606.10
2755715	11/10/2022	SONIC HEALTHPLUS PTY LTD	Provide pre-employment medical assessment 10/10/2022	606.10	
		SONIC HEALTHPLUS PTY LTD Total		606.10	\$606.10
EFT63112	27/10/2022	STATE WIDE TURF SERVICES	Payment		\$28,490.00
7684	07/10/2022	STATE WIDE TURF SERVICES	Supply renovation works for Tom Price and Paraburdoo ovals	28490.00	
		STATE WIDE TURF SERVICES Total		28490.00	\$28,490.00
EFT63113	27/10/2022	STIHL SHOP OSBORNE PARK	Payment		\$594.00
74383#3	19/10/2022	STIHL SHOP OSBORNE PARK	Supply FS94 Brush cutter bull bar model	594.00	

LIST OF PAYMENTS FOR OCTOBER 2022

Reference Number	Date	Name	Description	Invoice Amount	
		STIHL SHOP OSBORNE PARK Total		594.00	\$594.00
EFT63114	27/10/2022	STRATAGREEN	Payment		\$481.28
149342	21/10/2022	STRATAGREEN	Supply Silky Sugoi for Tom Price town maintenance works	481.28	
		STRATAGREEN Total		481.28	\$481.28
EFT63115	27/10/2022	T-QUIP	Payment		\$1,269.75
114008#26	10/10/2022	T-QUIP	Supply adjusting nut and spring for Hako Citymaster 650 Sweeper	37.20	
114273#5	19/10/2022	T-QUIP	Supply service kit and recirculated water hose for Hako Citymaster 650 Sweeper	1232.55	
		T-QUIP Total		1269.75	\$1,269.75
EFT63116	27/10/2022	T.J. DEPIAZZI & SONS	Payment		\$54,459.17
124806	11/10/2022	T.J. DEPIAZZI & SONS	Supply and deliver lawn mix for Paraburdoo Oval revitalisation	54459.17	
		T.J. DEPIAZZI & SONS Total		54459.17	\$54,459.17
EFT63117	27/10/2022	TOLL GLOBAL EXPRESS (2085060)	Payment		\$1,284.73
1625-3VA230	16/10/2022	TOLL GLOBAL EXPRESS (2085060)	Freight charges	660.85	
1626-3VA230	23/10/2022	TOLL GLOBAL EXPRESS (2085060)	Freight charges	623.88	
		TOLL GLOBAL EXPRESS (2085060) Total		1284.73	\$1,284.73
EFT63118	27/10/2022	TOLL GLOBAL EXPRESS (2085599)	Payment		\$44.90
0438-80742816	16/10/2022	TOLL GLOBAL EXPRESS (2085599)	Freight charges	44.90	
		TOLL GLOBAL EXPRESS (2085599) Total		44.90	\$44.90
EFT63119	27/10/2022	TOM PRICE AUTOPRO (TOWNSEND)	Payment		\$174.99
00000989	11/10/2022	TOM PRICE AUTOPRO (TOWNSEND)	Supply Ultra Black OEM for Western Star 4800 FS Prime Mover (4800AS)	74.99	
00001167	19/10/2022	TOM PRICE AUTOPRO (TOWNSEND)	Supply SEFS oil for Tom Price Works Depot	35.00	
00001191	21/10/2022	TOM PRICE AUTOPRO (TOWNSEND)	Supply wrap around bracket for Toyota Hilux 4x4	65.00	
		TOM PRICE AUTOPRO (TOWNSEND)		174.99	\$174.99
EFT63120	27/10/2022	TOM PRICE BETTA HOME LIVING	Payment		\$799.00
43010013475	06/10/2022	TOM PRICE BETTA HOME LIVING	Supply electric cooker for 39 Joffre Ave Paraburdoo	799.00	
		TOM PRICE BETTA HOME LIVING Total		799.00	\$799.00
EFT63121	27/10/2022	TOM PRICE HOTEL MOTEL	Payment		\$240.50
231209	04/10/2022	TOM PRICE HOTEL MOTEL	Provide meals for training presenter 04-05/10/2022	38.50	
231332	10/10/2022	TOM PRICE HOTEL MOTEL	Provide catering for Community Business Roundtable meeting Tom Price 10/10/2022	202.00	
		TOM PRICE HOTEL MOTEL Total		240.50	\$240.50
EFT63122	27/10/2022	TOM PRICE PHYSIO PTY LTD	Payment		\$270.00
0003816	20/10/2022	TOM PRICE PHYSIO PTY LTD	Provide musculoskeletal assessment 20/10/2022	270.00	
		TOM PRICE PHYSIO PTY LTD Total		270.00	\$270.00
EFT63123	27/10/2022	TOM PRICE TYRES	Payment		\$6,960.00
10043516	11/10/2022	TOM PRICE TYRES	Supply 8x 11R22.5 fs d664 Drive tyres for Hino Rear loading Refuse Truck (1ETQ313)	4640.00	
10043515	11/10/2022	TOM PRICE TYRES	Supply 4x 11r22.5 FSA D664 drive tyres for Iveco Side Loading Refuse Truck (1GPU601)	2320.00	
		TOM PRICE TYRES Total		6960.00	\$6,960.00
EFT63124	27/10/2022	TORQUE TECH MECHANICAL & TYRE	Payment		\$1,995.00
54.968	19/10/2022	TORQUE TECH MECHANICAL & TYRE	Provide windscreen replacement for Toyota Hilux 4x4 (AS41)	530.00	
55.008	19/10/2022	TORQUE TECH MECHANICAL & TYRE	Provide windscreen replacement for Toyota Hilux 4x4 (AS9359)	530.00	
55.493	20/10/2022	TORQUE TECH MECHANICAL & TYRE	Supply, fit and calibrate windscreen for Toyota Hilux 4x4 (AS9517)	935.00	
		TORQUE TECH MECHANICAL & TYRE Total		1995.00	\$1,995.00
EFT63125	27/10/2022	TOWNSITE EAGLES FOOTBALL CLUB	Payment		\$100.00
T22	19/07/2022	TOWNSITE EAGLES FOOTBALL CLUB	Refund of key Bond #128 - REF 80850	100.00	
		TOWNSITE EAGLES FOOTBALL CLUB Total		100.00	\$100.00
EFT63126	27/10/2022	TYRES4U PTY LTD	Payment		\$5,544.00
PS908057	18/10/2022	TYRES4U PTY LTD	Supply 14x 11r22.5 Giti GAR827 truck tyres for Duraquip Hydrator Water Tanker (1TRO090)	5544.00	
		TYRES4U PTY LTD Total		5544.00	\$5,544.00
EFT63127	27/10/2022	VANGUARD PRESS (VANPRESS T/AS)	Payment		\$648.99
00035349	30/09/2022	VANGUARD PRESS (VANPRESS T/AS)	Provide storage and distribution of the Visit Ashburton Guide	648.99	
		VANGUARD PRESS (VANPRESS T/AS) Total		648.99	\$648.99
EFT63128	27/10/2022	VORGEE PTY LTD	Payment		\$1,375.00
00169099	19/10/2022	VORGEE PTY LTD	Supply swimming accessories for sale at Onslow Aquatic Centre	1375.00	
		VORGEE PTY LTD Total		1375.00	\$1,375.00

LIST OF PAYMENTS FOR OCTOBER 2022

Reference Number	Date	Name	Description	Invoice Amount	
EFT63129	27/10/2022	WA RETICULATION SUPPLIES	Payment		\$1,155.65
M8592	20/10/2022	WA RETICULATION SUPPLIES	Supply Y45650 5004 plus, 4 Part/Reverse Full Circle Rotor with SAM for Tom Price Town Maintenance"	694.00	
M9296	24/10/2022	WA RETICULATION SUPPLIES	Supply Toro T5 Gear drive for Tom Price Civic Centre reticulation	461.65	
		WA RETICULATION SUPPLIES Total		1155.65	\$1,155.65
EFT63130	27/10/2022	WATER 2 WATER	Payment		\$4,353.95
INV258758	21/09/2022	WATER 2 WATER	Maintenance of water systems located in Tom Price and Paraburdoo - September 2022	3788.95	
INV258759	21/09/2022	WATER 2 WATER	Maintenance of water softeners located in Tom Price and Paraburdoo - September 2022	496.00	
INV257334	23/10/2022	WATER 2 WATER	Monthly service fee water cooler Paraburdoo Shire office October 2022	69.00	
		WATER 2 WATER Total		4353.95	\$4,353.95
EFT63131	27/10/2022	WATER CORPORATION	Payment		\$23,723.28
9008513274-0186	04/10/2022	WATER CORPORATION	Water consumption for Units at 46 Second Ave, Onslow 10/08/2022 - 03/10/2022	1228.01	
9014648570-0082	04/10/2022	WATER CORPORATION	Water consumption for Unit 2/46 Second Ave, Onslow 10/08/2022 - 03/10/2022	100.97	
9014648589-0082	04/10/2022	WATER CORPORATION	Water consumption for Unit 3/46 Second Ave, Onslow 10/08/2022 - 03/10/2022	47.63	
9014648597-0079	04/10/2022	WATER CORPORATION	Water consumption for Unit 4/46 Second Ave, Onslow 10/08/2022 - 03/10/2022	20.96	
9014648618-0082	04/10/2022	WATER CORPORATION	Water consumption for Unit 5/46 Second Ave, Onslow 10/08/2022 - 03/10/2022	95.25	
9014648626-0082	04/10/2022	WATER CORPORATION	Water consumption for Unit 6/46 Second Ave, Onslow 10/08/2022 - 03/10/2022	142.88	
9014648634-0079	04/10/2022	WATER CORPORATION	Water consumption for Unit 7/46 Second Ave, Onslow 10/08/2022 - 03/10/2022	81.92	
9014648642-0082	04/10/2022	WATER CORPORATION	Water consumption for Unit 8/46 Second Ave, Onslow 10/08/2022 - 03/10/2022	9.53	
9014648650-0077	04/10/2022	WATER CORPORATION	Water consumption for Unit 9/46 Second Ave, Onslow 10/08/2022 - 03/10/2022	91.44	
9014648669-0080	04/10/2022	WATER CORPORATION	Water consumption for Unit 10/46 Second Ave, Onslow 10/08/2022 - 03/10/2022	156.21	
9008513311-0171	04/10/2022	WATER CORPORATION	Water consumption for 82 Second Ave, Onslow 08/08/2022 - 03/10/2022	163.41	
9021131158-0049	04/10/2022	WATER CORPORATION	Water consumption for Lot 8001 Tink St, Onslow 08/08/2022 - 03/10/2022	3742.39	
9021259143-0045	04/10/2022	WATER CORPORATION	Water consumption for Lot 127 Macedon Rd, Onslow 07/08/2022 - 02/10/2022	1046.08	
9008513952-0194	04/10/2022	WATER CORPORATION	Water consumption for 29 Second Ave, Onslow 08/08/2022 - 03/10/2022	584.09	
9014625002-0091	04/10/2022	WATER CORPORATION	Water consumption for 52 Second Ave, Onslow 08/08/2022 - 03/10/2022	222.15	
9014648562-0084	04/10/2022	WATER CORPORATION	Water consumption for Unit 1/46 Second Ave, Onslow 08/08/2022 - 03/10/2022	64.77	
9017509568-0065	10/10/2022	WATER CORPORATION	Water consumption for Lot 500 McGrath Ave, Onslow 08/08/2022 - 06/10/2022	467.65	
9020549296-0049	10/10/2022	WATER CORPORATION	Water consumption for Lot 500 Onslow Rd, Onslow 11/08/2022 - 06/10/2022	50.35	
9020941589-0058	10/10/2022	WATER CORPORATION	Water consumption for Lot 8000 Yungu Rd, Onslow 11/08/2022 - 06/10/2022	4858.39	
9008513530-0197	10/10/2022	WATER CORPORATION	Water consumption for 253 Second Ave, Onslow 11/08/2022 - 06/10/2022	146.63	
9008514736-0142	10/10/2022	WATER CORPORATION	Water consumption for Lot 555 Cameron Ave, Onslow 11/08/2022 - 06/10/2022	316.06	
9008515843-0137	10/10/2022	WATER CORPORATION	Water consumption for Toilets at Back Beach Rd, Onslow 08/08/2022 - 06/10/2022	1378.92	
9009029679-0146	10/10/2022	WATER CORPORATION	Water consumption for 51 Third Ave, Onslow 08/08/2022 - 06/10/2022	8707.59	
		WATER CORPORATION Total		23723.28	\$23,723.28
EFT63132	27/10/2022	WALGA	Payment		\$9,055.00
SI-002438	12/10/2022	WALGA	WALGA week 2022 - convention fee for Councillor	1420.00	
SI-002128	12/10/2022	WALGA	WALGA week 2022 - convention fee for Councillor	1500.00	
SI-002120	12/10/2022	WALGA	WALGA week 2022 - convention fee for Councillor	125.00	
SI-002121	12/10/2022	WALGA	WALGA week 2022 - convention fee for Councillor	125.00	
SI-002122	12/10/2022	WALGA	WALGA week 2022 - convention fee for Councillor	125.00	
SI-002123	12/10/2022	WALGA	WALGA week 2022 - convention fee for Councillor	125.00	
SI-002124	12/10/2022	WALGA	WALGA week 2022 - convention fee for Councillor	1405.00	
SI-002125	12/10/2022	WALGA	WALGA week 2022 - convention fee for Councillor	1405.00	
SI-002126	12/10/2022	WALGA	WALGA week 2022 - convention fee for Councillor	1405.00	
SI-002127	12/10/2022	WALGA	WALGA week 2022 - convention fee for Councillor	1420.00	
		WALGA Total		9055.00	\$9,055.00
EFT63133	27/10/2022	WEX AUSTRALIA PTY LTD	Payment		\$736.43
18	15/10/2022	WEX AUSTRALIA PTY LTD	Fuel usage and card fees for period ending 15/10/2022 (299.03x litres)	736.43	
		WEX AUSTRALIA PTY LTD Total		736.43	\$736.43
EFT63134	27/10/2022	WINC AUSTRALIA PTY LIMITED	Payment		\$295.35
9040308713	12/09/2022	WINC AUSTRALIA PTY LIMITED	Supply stationery items for Paraburdoo Library	281.40	
9040466509	30/09/2022	WINC AUSTRALIA PTY LIMITED	Supply stationery items for Tom Price Library	13.95	
		WINC AUSTRALIA PTY LIMITED Total		295.35	\$295.35
EFT63135	27/10/2022	WURTH AUSTRALIA	Payment		\$1,317.64

LIST OF PAYMENTS FOR OCTOBER 2022

Reference Number	Date	Name	Description	Invoice Amount	
4320253142	13/10/2022	WURTH AUSTRALIA	Supply workshop consumables for Tom Price Works Depot	1317.64	
		WURTH AUSTRALIA Total		1317.64	\$1,317.64
			TOTAL	9937115.07	\$9,937,115.07
Superannuation					
PAYMENT	05/10/2022	CLICKSUPER	Payment		\$99,072.60
SUPER		CLICKSUPER	Superannuation contributions 12/09/2022 - 25/09/2022	99072.60	
		CLICKSUPER		99072.60	\$99,072.60
PAYMENT	06/10/2022	CLICKSUPER	Payment		\$93,403.94
SUPER		CLICKSUPER	Superannuation contributions 29/08/2022 - 11/09/2022	93403.94	
		CLICKSUPER		93403.94	\$93,403.94
PAYMENT	27/10/2022	CLICKSUPER	Payment		\$100,936.29
SUPER		CLICKSUPER	Superannuation contributions 26/09/2022 - 09/10/2022	100936.29	
		CLICKSUPER		100936.29	\$100,936.29
			TOTAL	293412.83	\$293,412.83

Shire of Ashburton**CEO's Delegated Payment List - Regulation 13(1) Local
Government (Financial Management) Regulation 1996****Corporate Credit Cards
Payment Total for Month of September 2022**

Description	Amount
Director Projects and procurement	\$ 1,478.79
Director Corporate Services	\$ -
Director Infrastructure Services	\$ -
Director People and Places	\$ 1,797.52
Manager Human Resources	\$ -
Grand Total	\$ 3,276.31

LIST OF PAYMENTS FOR SEPTEMBER 2022

Trans No.	Date	Name	Description	Payment	
DIRECTOR PROJECTS AND PROCUREMENT - \$10,000					
CM-OCT-22-01	05/09/2022	RMS COMMERCIAL	Monthly flat fee for OSC online booking software 01/09/2022 - 30/09/2022	216.87	
CM-OCT-22-02	07/09/2022	SODEXO REMOTE SITES	Catering for morning tea and lunch, September OCM in Pannawonica	369.42	
CM-OCT-22-03	07/09/2022	SODEXO REMOTE SITES	24 x meal vouchers for breakfast in Pannawonica 13-14/09/2022	185.59	
CM-OCT-22-04	14/09/2022	SODEXO REMOTE SITES	Councillor dinners for September OCM in Pannawonica	299.60	
CM-OCT-22-05	14/09/2022	SODEXO REMOTE SITES	Councillor refreshments for September OCM in Pannawonica	5.00	
CM-OCT-22-06	03/10/2022	RMS COMMERCIAL	Monthly fee for OVCPonline booking software 01/09/2022 - 30/09/2022	185.44	
CM-OCT-22-07	03/10/2022	RMS COMMERCIAL	Monthly flat fee for OSC online booking software 01/10/2022 - 31/10/2022	216.87	
				Total	\$ 1,478.79
DIRECTOR PEOPLE AND PLACES - \$10,000					
TM-OCT-22-01	08/09/2022	COLES	1st prize gift voucher for TP Welcome to Town event 22/09/2022	100.00	
TM-OCT-22-02	08/09/2022	COLES	Catering for TP Welcome to Town event sausage sizzle, 11/09/2022	605.01	
TM-OCT-22-03	08/09/2022	COLES	Refreshments for performers at TP Multicultural Gala, 09/09/2022	65.00	
TM-OCT-22-04	08/09/2022	JB HI-FI ONLINE	Rise of Gru" DVD for TP SHP	25.97	
TM-OCT-22-05	12/09/2022	COLES	Refreshments for September OCM in Pannawonica	139.12	
TM-OCT-22-06	14/09/2022	SODEXO REMOTE SITES	Refreshments for September OCM in Pannawonica	45.00	
TM-OCT-22-07	16/09/2022	COLES	Catering & utensils for Pool Part BBQ at Vic Hayton Swimming Pool in TP, 17/09/2022	101.33	
TM-OCT-22-08	19/09/2022	SODEXO REMOTE SITES	Dinner for Councillors after September OCM in Pannawonica	339.00	
TM-OCT-22-09	19/09/2022	MAILCHIMP	Monthly subscription for online survey software	100.75	
TM-OCT-22-10	23/09/2022	COLES	Snacks & refreshments for TP SHP 29/09/2022 - 07/10/2022	91.16	
TM-OCT-22-11	26/09/2022	CANVA	Annual software subscription, 4 users	167.88	
TM-OCT-22-12	30/09/2022	MIB BAKERIES	Catering for morning tea meeting, Police Remembrance Day	17.30	
				Total	\$ 1,797.52
				Total Credit Cards	\$ 3,276.31



Cardholder statement

Run Date: 5 October 2022

Company details

ATTN: SENIOR FINANCE OFFI
SHIRE OF ASHBURTON
SHIRE OF ASHBURTON
PO BOX 567
ONSLow WA 6710

Cardholder name: CHANTELLE BRYCE
Cardholder number: [REDACTED]

Cost centre no:
Statement date: 03/10/22

Opening balance: 0.00

For enquiries please call: 1300 650 107

C indicates a credit or payment

*Closing balance: 0.00

* The closing balance will be transferred automatically in terms of the authority held.

Payment due date: 28/10/22 Credit limit: 10,000.00 Annual percentage rate: 19.96%
Past due: 0.00 Available credit: 10,000.00 Monthly percentage rate: 1.66%
Mimimum payment due: 0.00

Date	Description of transaction	Amount	Ref.
05/09/22	RMS- Commercial 0383999462 AUS	216.87	7011
07/09/22	SODEXO REMOTE SITES AU BALCATT A AUS	369.42	5811
07/09/22	SODEXO REMOTE SITES AU BALCATT A AUS	185.59	5811
14/09/22	SODEXO REMOTE SITES PANNAWONICA AUS	299.60	5813
14/09/22	SODEXO REMOTE SITESQPS PANNAWONICA AUS	5.00	5814
03/10/22	RMS- Commercial 0383999462 AUS	185.44	7011
03/10/22	RMS- Commercial 0383999462 AUS	216.87	7011
03/10/22	PRINCIPAL CREDIT	1,478.79 C	7011

*** END OF LIST ***

Westpac Banking Corporation ABN 33 007 457 141.

I have checked the above details and verify that they are correct.

Cardholder Signature Chantelle McGurk Date 10/10/2022

Transactions examined and approved.

Manager/Supervisor Signature [Signature] Date 10/10/2022



Cardholder statement

Run Date: 5 October 2022

Company details

ATTN: SENIOR FINANCE OFFI
SHIRE OF ASHBURTON
SHIRE OF ASHBURTON
PO BOX 567
TOM PRICE WA 6751

Cardholder name: TY MATSON

Cardholder number: [REDACTED]

Cost centre no:

Statement date: 03/10/22

Opening balance: 0.00

For enquiries please call: 1300 650 107

C indicates a credit or payment

*Closing balance: 0.00

* The closing balance will be transferred automatically in terms of the authority held.

Payment due date: 28/10/22 Credit limit: 10,000.00 Annual percentage rate: 19.96%
Past due: 0.00 Available credit: 10,000.00 Monthly percentage rate: 1.66%
Minimum payment due: 0.00

Date	Description of transaction	Amount	Ref.
08/09/22	COLES 0328 TOM PRICE AUS C0487	100.00	5411
08/09/22	COLES 0328 TOM PRICE AUS C0487	605.01	5411
08/09/22	COLES 0328 TOM PRICE AUS C0151	65.00	5411
08/09/22	SP JB HI-FI ONLINE SOUTHBANK AUS C0384	25.97	5732
12/09/22	COLES 0328 TOM PRICE AUS EM24037	139.12	5411
14/09/22	SODEXO REMOTE SITES PANNAWONICA AUS EM24037	45.00	5814
16/09/22	COLES 0328 TOM PRICE AUS C24046	101.33	5411
19/09/22	SODEXO REMOTE SITES PANNAWONICA AUS EM24037	339.00	5813
19/09/22	MailChimp Atlanta USA MC22008	100.75	5818
23/09/22	COLES 0328 TOM PRICE AUS C0384	91.16	5411
26/09/22	Canva* 03554-4953816 Sydney AUS MC22008	167.88	7333
30/09/22	MIB BAKERIES PTY LTD TOM PRICE AUS PP22009	17.30	5462
03/10/22	PRINCIPAL CREDIT	1,797.52 C	5462

*** END OF LIST ***

Westpac Banking Corporation ABN 33 007 457 141.

I have checked the above details and verify that they are correct.

Cardholder Signature [Signature] Date 06/10/2022

Transactions examined and approved.

Manager/Supervisor Signature [Signature] Date 27/10/22



Agenda Item 12.2 - Attachment 1

Monthly Financial Statements - October 2022

SHIRE OF ASHBURTON
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 July 2022

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

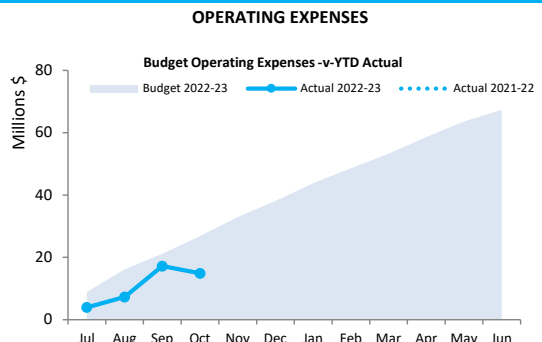
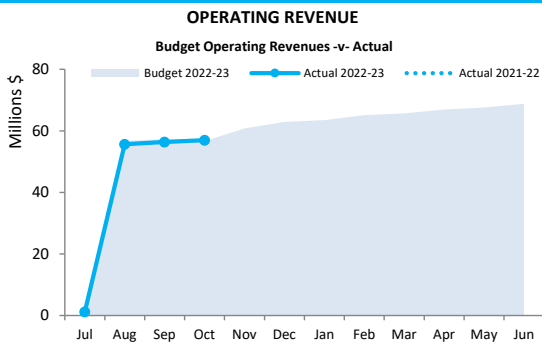
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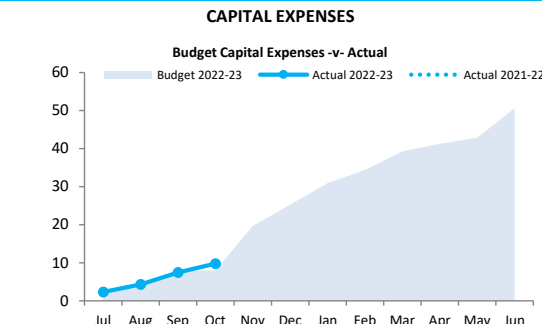
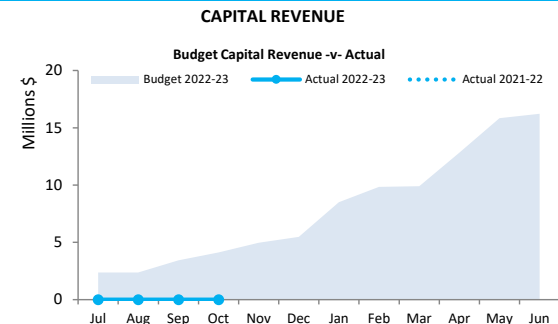
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 OCTOBER 2022**

SUMMARY INFORMATION - GRAPHS

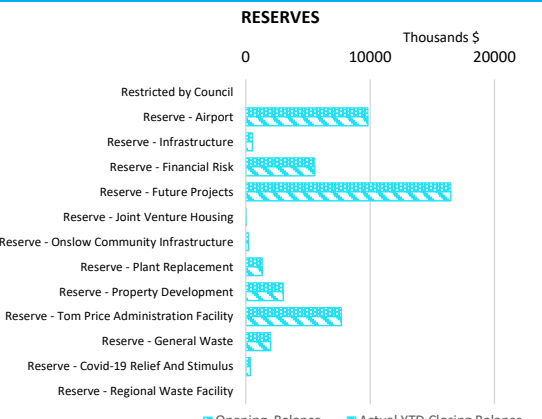
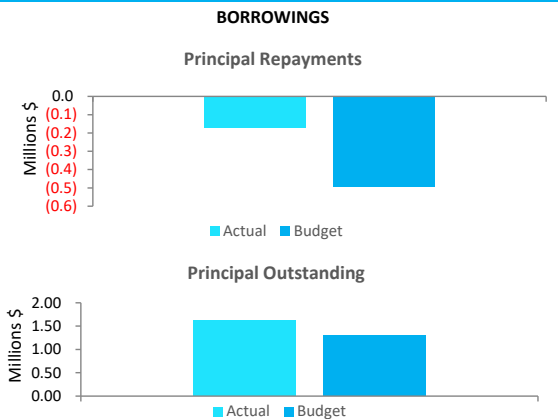
OPERATING ACTIVITIES



INVESTING ACTIVITIES



FINANCING ACTIVITIES



**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 OCTOBER 2022**

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$11.46 M	\$11.46 M	\$7.50 M	(\$3.96 M)
Closing	\$0.00 M	\$36.85 M	\$39.60 M	\$2.75 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$102.82 M	% of total
Unrestricted Cash	\$55.84 M	54.3%
Restricted Cash	\$46.98 M	45.7%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$6.85 M	% Outstanding
Trade Payables	\$0.22 M	
0 to 30 Days		99.6%
Over 30 Days		0.5%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$2.25 M	% Collected
Rates Receivable	\$2.00 M	95.5%
Trade Receivable	\$2.25 M	% Outstanding
Over 30 Days		78.9%
Over 90 Days		42.8%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$15.33 M	\$33.66 M	\$41.93 M	\$8.27 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$51.85 M	% Variance
YTD Budget	\$51.87 M	(0.0%)

Refer to Statement of Financial Activity

Operating Grants and Contributions		
YTD Actual	\$0.84 M	% Variance
YTD Budget	\$1.58 M	(46.7%)

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$3.95 M	% Variance
YTD Budget	\$4.09 M	(3.6%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$33.45 M)	(\$7.64 M)	(\$9.66 M)	(\$2.02 M)

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.00 M	%
Adopted Budget	\$0.94 M	(100.0%)

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$9.79 M	% Spent
Adopted Budget	\$50.61 M	(80.7%)

Refer to Note 7 - Capital Acquisitions

Capital Grants		
YTD Actual	\$0.00 M	% Received
Adopted Budget	\$16.22 M	(100.0%)

Refer to Note 7 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$6.65 M	(\$0.64 M)	(\$0.17 M)	\$0.47 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.17 M
Interest expense	\$0.02 M
Principal due	\$1.62 M

Refer to Note 8 - Borrowings

Reserves	
Reserves balance	\$46.98 M
Interest earned	\$0.00 M

Refer to Note 10 - Cash Reserves

Lease Liability	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M

Refer to Note 9 - Lease Liabilities

This information is to be read in conjunction with the accompanying Financial Statements and notes.

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 OCTOBER 2022**

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Excludes administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, and other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates, reimbursements etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets. Excluding Land.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

BY NATURE OR TYPE

	Ref	Adopted Budget	YTD Budget	YTD Actual	Variance \$	Variance % ((c) - (b))/(b)	Var.
	Note	(a)	(b)	(c)	(c) - (b)		
Opening funding surplus / (deficit)	1(c)	\$ 11,464,289	\$ 11,464,289	\$ 7,500,093	\$ (3,964,196)	(34.58%)	▼
Revenue from operating activities							
Rates		52,255,600	51,868,300	51,851,136	(17,164)	(0.03%)	
Rates (excluding general rate)		0	0	0	0	0.00%	
Operating grants, subsidies and contributions	12	7,824,262	1,582,364	843,612	(738,752)	(46.69%)	▼
Fees and charges		7,487,473	4,094,461	3,946,220	(148,241)	(3.62%)	
Service charges		0	0	(65,534)	(65,534)	0.00%	▼
Interest earnings		1,525,565	502,624	51,532	(451,092)	(89.75%)	▼
Other revenue		518,200	152,600	211,687	59,087	38.72%	▲
Profit on disposal of assets	6	162,604	0	0	0	0.00%	
		69,773,704	58,200,349	56,838,653	(1,361,696)	(2.34%)	
Expenditure from operating activities							
Employee costs		(23,069,034)	(6,538,222)	(6,502,180)	36,042	0.55%	
Materials and contracts		(27,130,366)	(16,275,807)	(6,619,337)	9,656,470	59.33%	▲
Utility charges		(1,585,400)	(513,720)	(502,368)	11,352	2.21%	
Depreciation on non-current assets		(14,105,200)	(4,700,948)	0	4,700,948	100.00%	▲
Interest expenses		(58,100)	(16,300)	(16,395)	(95)	(0.58%)	
Insurance expenses		(1,248,600)	(703,700)	(682,932)	20,768	2.95%	
Other expenditure		(1,185,600)	(493,768)	(581,889)	(88,121)	(17.85%)	▼
Loss on disposal of assets	6	(163,756)	0	0	0	0.00%	
		(68,546,056)	(29,242,465)	(14,905,101)	14,337,364	(49.03%)	
Non-cash amounts excluded from operating activities	1(a)	14,106,352	4,700,948	0	(4,700,948)	(100.00%)	▼
Amount attributable to operating activities		15,334,000	33,658,832	41,933,552	8,274,720	24.58%	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	16,221,500	4,127,300	125,000	(4,002,300)	(96.97%)	▼
Proceeds from disposal of assets	6	939,000	0	0	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans	8	0	0	0	0	0.00%	
Payments for financial assets at amortised cost - self supporting loans	8	0	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	7	(50,612,500)	(11,763,351)	(9,785,673)	1,977,678	16.81%	▲
		(33,452,000)	(7,636,051)	(9,660,673)	(2,024,622)	26.51%	
Non-cash amounts excluded from investing activities	1(b)	0	0	0	0	0.00%	
Amount attributable to investing activities		(33,452,000)	(7,636,051)	(9,660,673)	(2,024,622)	26.51%	
Financing Activities							
Proceeds from new debentures	8	0	0	0	0	0.00%	
Transfer from reserves	10	12,941,500	0	0	0	0.00%	
Payments for principal portion of lease liabilities	9	0	0	0	0	0.00%	
Repayment of debentures	8	(492,861)	(170,727)	(170,727)	0	0.00%	
Transfer to reserves	10	(5,794,928)	(468,024)	0	468,024	100.00%	▲
Amount attributable to financing activities		6,653,711	(638,751)	(170,727)	468,024	(73.27%)	
Closing funding surplus / (deficit)	1(c)	0	36,848,319	39,602,245	2,753,926	(7.47%)	

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 15 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 OCTOBER 2022**

BASIS OF PREPARATION

BASIS OF PREPARATION

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying Regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 06 December 2022

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022**

**NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(162,604)	0	0
Add: Loss on asset disposals	6	163,756	0	0
Add: Depreciation on assets		14,105,200	4,700,948	0
Total non-cash items excluded from operating activities		14,106,352	4,700,948	0

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

	Notes	Adopted Budget Opening 30 June 2022	Last Year Closing 30 June 2022	Year to Date 31 October 2022
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(40,551,081)	(46,979,764)	(46,979,764)
Add: Borrowings	8	(492,861)	492,862	322,135
Add: Provisions employee related provisions	11		1,816,689	1,831,651
Total adjustments to net current assets		(41,043,942)	(44,606,430)	(44,762,195)

(c) Net current assets used in the Statement of Financial Activity

Current assets

Cash and cash equivalents	2		71,720,364	102,819,350
Rates receivables	3		631,721	2,001,443
Receivables	3		1,464,511	2,252,455
Other current assets	4		737,877	734,520

Less: Current liabilities

Payables	5		(6,465,286)	(6,854,939)
Borrowings	8		(492,862)	(322,135)
Contract liabilities	11		(13,609,330)	(13,622,554)
Provisions	11		(1,816,689)	(1,831,651)

Less: Total adjustments to net current assets

	1(b)		(44,606,430)	(44,762,195)
--	------	--	--------------	--------------

Closing funding surplus / (deficit)

0 7,500,093 40,350,511

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$				
Westpac	Cash and cash equivalents	55,661,730	5,648,272	61,310,002		Westpac	0.00%	On-call
Commonwealth Bank	Cash and cash equivalents	173,156	0	173,156		CBA	0.00%	On-call
Cash on hand	Cash and cash equivalents	4,700	0	4,700		-	-	-
WA Treasury Corporation	Cash and cash equivalents	(0)	196,513	196,513		WATC	0.20%	On-going
Trust	Cash and cash equivalents	0	0	0	257,859	Westpac	0.00%	On-call
Reserves saving Account	Cash and cash equivalents	0	2,283	2,283		Westpac	0.00%	On-call
Term Deposit	Cash and cash equivalents	0	3,000,000	3,000,000		NAB	2.50%	11/2022
Term Deposit	Cash and cash equivalents	0	5,000,000	5,000,000		NAB	2.75%	12/2022
Term Deposit	Cash and cash equivalents	0	5,000,000	5,000,000		AMP	3.95%	06/2023
Term Deposit	Cash and cash equivalents	0	4,020,712	4,020,712		AMP	4.30%	06/2023
Term Deposit	Cash and cash equivalents	0	3,007,019	3,007,019		NAB	3.05%	01/2023
Term Deposit	Cash and cash equivalents	0	10,027,575	10,027,575		NAB	3.50%	03/2023
Term Deposit	Cash and cash equivalents	0	3,021,699	3,021,699		NAB	3.60%	04/2023
Term Deposit	Cash and cash equivalents	0	3,021,699	3,021,699		NAB	3.60%	04/2023
Term Deposit	Cash and cash equivalents	0	5,033,992	5,033,992		NAB	3.65%	04/2023
Total		55,839,586	46,979,764	102,819,351	257,859			
Comprising								
Cash and cash equivalents		55,839,586	46,979,764	102,819,351	257,859			
		55,839,586	46,979,764	102,819,351	257,859			

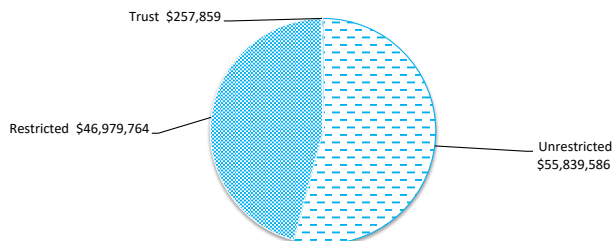
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

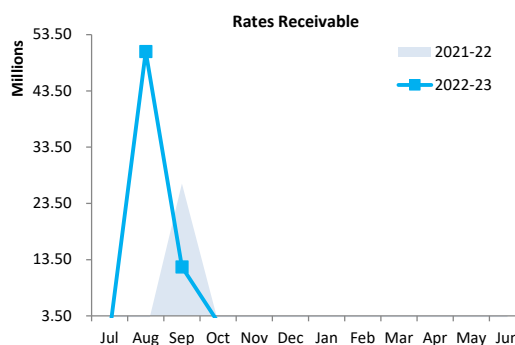
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates receivable	30 Jun 2022	31 Oct 2022
	\$	\$
Opening arrears previous years	457,690	308,043
Levied this year	51,851,136	51,851,136
Less - collections to date	(51,677,105)	(49,834,058)
Gross rates collectable	631,721	2,325,121
Allowance for impairment of rates receivable	(323,678)	(323,678)
Net rates collectable	308,043	2,001,443
% Collected	98.8%	95.5%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(25,522)	296,532	127,952	335,022	548,561	1,282,544
Percentage	(2.0%)	23.1%	10%	26.1%	42.8%	
Balance per trial balance						
Sundry receivable						1,282,544
GST receivable						969,911
Total receivables general outstanding						2,252,455

Amounts shown above include GST (where applicable)

KEY INFORMATION

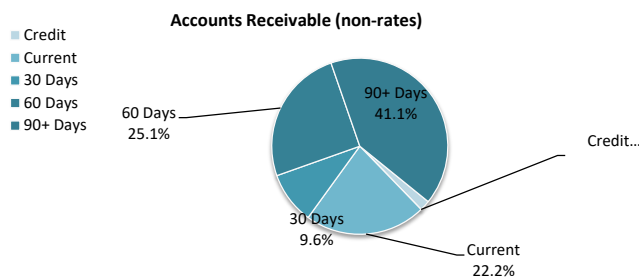
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 31 October 2022
	\$	\$	\$	\$
Other current assets				
Inventory				
Fuel	163,009	208,141	(211,498)	159,652
Tom Price Tourist Bureau	82,293	0	0	82,293
Corporate Uniforms	2,913	0	0	2,913
Land held for resale				
Cost of acquisition	108,733			108,733
Other Assets				
Prepayments	15,145			15,145
Accrued income	365,784	0	0	365,784
Total other current assets	737,877	208,141	(211,498)	734,520
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

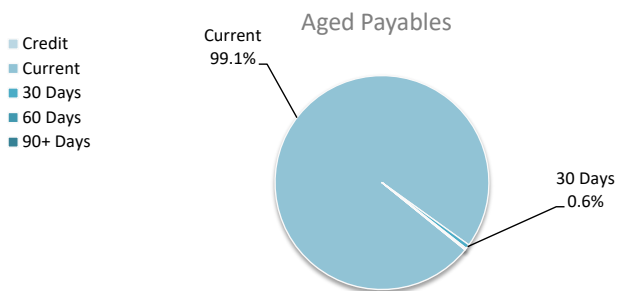
OPERATING ACTIVITIES
NOTE 5
PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	216,429	1,416	(506)	(100)	217,240
Percentage	0%	99.6%	0.7%	-0.2%	0%	
Balance per trial balance						
Sundry creditors						219,570
ATO liabilities						560,518
Other payables						121,929
Accrued Interest On Loans						7,137
Accrued Expenses						5,018,073
Payroll Creditors						11,744
Bonds And Deposits Not Held In Trust						387,447
Total payables general outstanding						6,854,939

Amounts shown above include GST (where applicable)

KEY INFORMATION

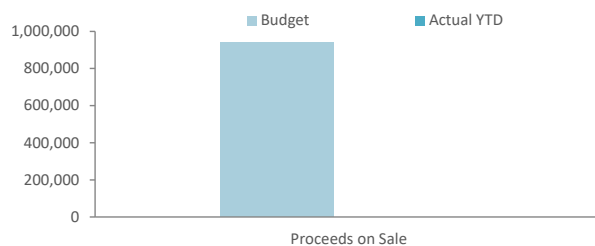
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book		Profit	(Loss)	Net Book		Profit	(Loss)
		Value	Proceeds			Value	Proceeds		
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Law, order, public safety								
	Hilux 4x4 - AS9357	29,600	33,000	3,400	0			0	0
	Hilux 4x4 - AS9366	29,275	33,000	3,725	0			0	0
	Health								
	Hilux 4x4 - AS9370	29,795	35,000	5,205	0			0	0
	Housing								
	Isuzu Dmas - AS340	13,567	20,000	6,433	0			0	0
	Community amenities								
	Rubbish Compactor - 1EQM927	197,031	40,000	0	(157,031)			0	0
	Toyota Fortuner - AS9167	27,075	35,000	7,925	0			0	0
	Toyota Fortuner - AS9374	28,500	35,000	6,500	0			0	0
	Recreation and culture								
	Hilux W/Mate - AS9107	8,633	10,000	1,367	0			0	0
	Isuzu MUX - AS61	19,733	20,000	267	0			0	0
	Toyota Fortuner - AS32	28,500	35,000	6,500	0			0	0
	Transport								
	Hilux 4x4 - AS9162	19,733	28,000	8,267	0			0	0
	Hilux 4x4 - AS41	29,600	25,000	0	(4,600)			0	0
	HP 20 tonne Float - 1tgw196	12,125	10,000	0	(2,125)			0	0
	Isuzu Dmax - AS002	11,100	20,000	8,900	0			0	0
	Landcruiser - AS8718	52,725	60,000	7,275	0			0	0
	Landcruiser - AS9355	52,825	60,000	7,175	0			0	0
	Landcruiser - AS136	35,150	58,000	22,850	0			0	0
	Other property and services								
	Hiace Van - AS9124	15,417	25,000	9,583	0			0	0
	Hiace Van - AS9109	14,800	25,000	10,200	0			0	0
	Hilux 4x4 - AS9359	28,983	30,000	1,017	0			0	0
	Toyota Prado - 1004AS	49,126	58,000	8,874	0			0	0
	Toyota Fortuner - AS9163	27,075	35,000	7,925	0			0	0
	Toyota Fortuner - AS9358	31,350	35,000	3,650	0			0	0
	Toyota Prado - 1001AS	49,417	58,000	8,583	0			0	0
	Toyota Prado - 1002AS	49,890	58,000	8,110	0			0	0
	Toyota Prado - 1005AS	49,126	58,000	8,874	0			0	0
		940,151	939,000	162,605	(163,756)	0	0	0	0



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022**

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - specialised	9,525,900	3,234,350	5,247,726	2,013,376
Furniture and equipment	399,000	59,500	24,118	(35,382)
Plant and Machinery	2,815,000	446,702	570,647	123,945
Infrastructure - roads	6,321,100	66,086	312,951	246,865
Infrastructure - Drainage	200,000	0	0	0
Infrastructure - Coastal Infrastructure	767,000	67,155	207,264	140,109
Infrastructure - Parks and Recreation	20,687,800	7,132,689	2,806,643	(4,326,046)
Infrastructure - Town Infrastructure	4,455,200	0	106,961	106,961
Infrastructure - General Waste	75,000	0	0	0
Infrastructure - Airport	1,904,000	0	192,382	192,382
Infrastructure - Regional Waste Facility	3,462,500	756,869	316,981	(439,888)
Payments for Capital Acquisitions	50,612,500	11,763,351	9,785,673	(1,977,678)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	16,221,500	4,127,300	0	(4,127,300)
Other (disposals & C/Fwd)	939,000	0	0	0
Cash backed reserves				
Reserve - Airport	(2,557,900)		0	0
Reserve - Infrastructure	(532,100)		0	0
Reserve - Future Projects	(5,987,500)		0	0
Reserve - Plant Replacement	(1,659,200)		0	0
Reserve - General Waste	(2,020,900)		0	0
Reserve - Covid-19 Relief And Stimulus	(183,900)		0	0
Contribution - operations	46,393,500	7,636,051	9,785,673	2,149,622
Capital funding total	50,612,500	11,763,351	9,785,673	(1,977,678)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Initial recognition and measurement for assets held at cost

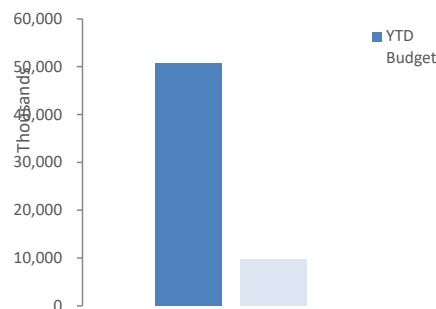
Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between

mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Payments for Capital Acquisitions

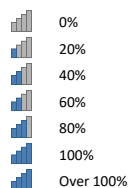


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

		Adopted			Variance	
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over	
		\$	\$	\$	\$	
Buildings						
	X2321	Ashburton Hall Window Treatments Renewal	15,000	0	0	0
	X2327	Sun Chalets Construction	1,287,200	50,000	19,847	(30,153)
	X2328	Onslow Men's Shed Construction	800,000	0	0	0
	X2329	Tom Price Childcare Construction	3,093,300	1,546,650	3,137,433	1,590,783
	X2330	Tom Price Emergency Services Facility	3,275,400	1,637,700	2,009,771	372,071
	X2290	Tom Price Depot Gate Automation	30,000	0	0	0
	X0165	Tom Price Cat Impound Construction	0	0	18,740	18,740
	X0177	Accommodation Strategy	1,000,000	0	0	0
	X0180	Storage Container	25,000	0	0	0
	X0522	Senior Citizen Unit 1 Renewal	0	0	21,453	21,453
	X0523	Senior Citizen Unit 4 Renewal	0	0	40,482	40,482
	Buildings Total		9,525,900	3,234,350	5,247,726	2,013,376
Furniture and Equipment						
	X2909	Onslow Gymnasium Equipment Renewal	23,500	23,500	0	(23,500)
	X2332	Vic Hayton Swimming Pool Cleaner	6,000	6,000	0	(6,000)
	X2293	Pipe Inspection Camera	10,000	0	0	0
	X0183	Office Furniture	50,000	0	0	0
	X2853	Information and Communication Technology	300,000	30,000	24,118	(5,882)
	X3225	Drones	9,500	0	0	0
	Furniture and Equipment Total		399,000	59,500	24,118	(35,382)
Plant and Machinery						
	X3059	20 Tonne Float - TGW196	90,000	0	82,691	82,691
	X3065	4WD Dual Cab - AS9355	71,500	71,500	0	(71,500)
	X3052	4WD Dual Cab Utility - AS9357	52,000	0	0	0
	X3053	4WD Dual Cab Utility - AS9366	52,000	0	0	0
	X3054	4WD Dual Cab Utility - AS9370	52,000	0	0	0
	X3055	4WD Extra Cab Utility - AS41	60,000	0	0	0
	X3056	4WD Extra Cab Utility - AS9359	52,000	0	0	0
	X3066	4WD Single Cab - AS136	70,000	0	0	0
	X3073	4WD Vehicle - 1001AS	62,500	0	0	0
	X3074	4WD Vehicle - 1002AS	62,500	0	0	0
	X3067	4WD Vehicle - 1004AS	62,500	0	0	0
	X3075	4WD Vehicle - 1005AS	62,500	0	0	0
	X3068	4WD Vehicle - AS32	48,000	0	47,400	47,400
	X3062	4WD Vehicle - AS61	48,000	0	46,278	46,278
	X3064	4WD Vehicle - AS8718	56,500	0	0	0
	X3069	4WD Vehicle - AS9163	48,000	0	0	0
	X3070	4WD Vehicle - AS9167	48,000	0	0	0
	X3071	4WD Vehicle - AS9358	48,000	0	0	0
	X3072	4WD Vehicle - AS9374	48,000	0	0	0
	X3057	Dual Cab Utility - AS9107	52,000	0	0	0
	X3061	Extra Cab Utility - AS002	41,000	0	0	0
	X3060	Extra Cab Utility - AS340	52,000	0	0	0
	X3050	Van - AS9109	40,000	0	0	0
	X3049	Van - AS9124	40,000	0	0	0
	X0744	Accommodation Unit / Service Trailer	186,000	202	4,393	4,191
	X3076	Auger - Earth Drill	15,000	0	0	0
	X3077	Auger - Mini Excavator	10,000	0	154	154
	X3048	Rear Loader Waste Compactor - PTR28	375,000	375,000	362,457	(12,543)
	X3063	Side Loader - 1GPU601	360,000	0	0	0

	Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
■	X0174 Bedford Fire Truck Restoration	100,000	0	27,273	27,273
■	X3078 Tractor With Reach Arm Deck	450,000	0	0	0
■	Plant and Machinery Total	2,815,000	446,702	570,647	123,945
Roads					
■	X3026 Ashburton Downs Road Resheet - 21.10 to 24.00	278,000	0	60,358	60,358
■	X3027 Ashburton Downs Road Resheet - 24.00 to 29.00	730,000	0	179,220	179,220
■	X3028 Ashburton Downs Road Resheet - 29.00 to 34.00	480,000	0	0	0
■	X3029 Ashburton Downs Road Resheet - 34.00 to 39.00	480,000	0	0	0
■	X3030 Ashburton Downs Road Resheet - 39.00 to 44.00	80,000	0	0	0
■	X3031 Burt Close Reseal - 0.00 to 0.15	36,000	0	0	0
■	X3032 Cedar Street Reseal - 0.00 to 0.45	129,800	0	0	0
■	X3033 Cogelup Way Reseal - 0.00 to 0.49	140,800	0	0	0
■	X3034 Coolibah Street Reseal - 0.00 to 0.30	0	0	0	0
■	X3035 Hope Close Reseal - 0.00 to 0.21	50,000	0	0	0
■	X3036 Marradong Place Reseal - 0.00 to 0.15	64,900	0	0	0
■	X3037 Millstream - Pannawonica Road Resheet	800,000	0	5,811	5,811
■	X0173 Mine Road Reconstruct and Reprofile	109,900	28,091	30,041	1,950
■	X3038 Moonah Street Reseal - 0.00 to 0.19	55,000	0	0	0
■	X0160 Nameless Valley Drive Road Works	309,500	36,415	36,414	(1)
■	X3039 Pepper Street Reseal - 0.00 to 0.16	66,000	0	0	0
■	X3040 Pine Street Reseal - 0.00 to 0.20	63,800	0	0	0
■	X3041 Roebourne - Wittenoom Road Works	1,604,000	1,580	1,106	(474)
■	X3042 Tanunda Street - 0.00 to 0.47	393,400	0	0	0
■	X3224 Bindi Bindi Road Renewal	450,000	0	0	0
■	Roads Total	6,321,100	66,086	312,951	246,865
Drainage					
■	X3045 Millstream - Pannawonica Road	200,000	0	0	0
■	Drainage Total	200,000	0	0	0
Coastal					
■	X2342 ANZAC Park Seawall	477,000	67,155	207,264	140,109
■	X2334 Seawall Extension	290,000	0	0	0
■	Coastal Total	767,000	67,155	207,264	140,109
Parks and Recreation					
■	X2890 Doug Talbot Park Softfall Renewal	70,000	0	0	0
■	X2905 Four Mile Rest Area Decking Renewal	150,000	150,000	128,849	(21,151)
■	X2322 Four Mile Rest Area Renewal	70,000	0	0	0
■	X2892 Lions Park BBQ Renewal	36,000	0	0	0
■	X2893 Minna Oval Bollards Renewal	250,000	0	0	0
■	X2894 Minna Oval Irrigation Renewal	220,000	0	0	0
■	X2323 Onslow Community Garden Renewal	50,000	0	0	0
■	X2324 Paraburdoo Parks Softfall Renewal	150,000	0	0	0
■	X2895 Tjiluna Oval Softball Netting Renewal	29,000	0	0	0
■	X2891 Tom Price Irrigation Bore Renewal	50,000	0	0	0
■	X2889 Clem Thompson Oval Equipment Gate	12,000	0	6,991	6,991
■	X2325 Peter Sutherland Oval Rugby Goals	35,000	0	0	0
■	X2344 Foreshore Masterplan Works	431,900	71,983	17,050	(54,933)
■	X2862 Paraburdoo Sports Court Cover	6,000,000	2,666,664	631,351	(2,035,313)
■	X2347 Quentin Broad Swimming Pool Access Steps	20,000	0	0	0
■	X2350 Tom Price Bicycle Track	1,578,500	1,578,500	1,021,270	(557,230)
■	X2353 Tom Price Sports Court Cover	5,944,400	2,641,952	815,447	(1,826,505)
■	X2331 Vic Hayton Swimming Pool Shed	65,000	0	0	0
■	X2858 Onslow Water Spray Park Renewal	60,000	0	0	0
■	X3046 ANZAC Park Foreshore	1,000,000	0	51,570	51,570
■	X0157 Old Onslow Additional Road Signage	46,000	0	0	0
■	X0159 Old Onslow Contingency Works	15,500	0	0	0
■	X0164 Old Onslow Heritage Street Signs	13,000	0	0	0
■	X0171 Old Onslow Information App	31,400	20,000	0	(20,000)
■	X0186 Old Onslow Pedestrian and Parking Access	52,100	0	0	0
■	X3047 Paraburdoo Cenotaph	430,000	0	13,198	13,198
■	X3025 Onslow Basin Beautification ²	2,000,000	0	0	0
■	X2292 Tom Price Skate Park Expansion ^{1 and 2}	868,000	3,590	3,590	0
■	X3043 Barrarda Estate Irrigation Tanks	40,000	0	0	0
■	X3023 Basin Beautification Discharge Pipe ²	350,000	0	1,006	1,006
■	X3024 Basin Beautification Overflow Path ²	400,000	0	0	0
■	X3044 Tom Price Water Tank Relining	80,000	0	0	0

Account Description		Budget	YTD Budget	YTD Actual	Variance (Under)/Over
X2291	Onslow Ovals Revitalisation	0	0	0	0
X2295	Paraburdoo Ovals Revitalisation	70,000	0	50,536	50,536
X2298	Tom Price Ovals Revitalisation	70,000	0	65,786	65,786
Parks and Recreation Total		20,687,800	7,132,689	2,806,643	(4,326,046)
Town Infrastructure					
X2326	Onslow Cartoon Tank Works	10,000	0	2,559	2,559
X0996	Onslow Cartoon Tank Works	40,000	0	500	500
X2333	Ocean View Caravan Park Stage 2 ¹	532,200	0	42,739	42,739
X2336	Paraburdoo Tourist Bay Sculpture ¹	138,000	0	0	0
X2339	Ocean View Caravan Park - Stage 3	3,710,000	0	61,163	61,163
X3226	Digital Signs	25,000	0	0	0
Town Infrastructure Total		4,455,200	0	106,961	106,961
General Waste					
X0176	Paraburdoo Alternative Daily Cover	75,000	0	0	0
General Waste Total		75,000	0	0	0
Airport					
X2315	Hangar Ablution Block Restoration	25,000	0	0	0
X2316	Outdoor Shade Replacement	14,000	0	3,294	3,294
X2317	Terminal Lighting Renewal	7,000	0	0	0
X2831	CCTV Camera Expansion	23,000	0	15,794	15,794
X2318	Airport Secure Car Park	270,000	0	0	0
X2827	Airside Civil Works	390,000	0	2,090	2,090
X2828	Aviation Area Development	363,300	0	0	0
X2319	Hangar Car Park Construction	110,000	0	909	909
X2826	Mixed Business Land Development	61,500	0	6,100	6,100
X2837	Promotional Televisions	7,500	0	1,244	1,244
X2829	Rotary Wing Base	110,700	0	154,125	154,125
X2836	Water Softener	0	0	8,826	8,826
X2320	Taxiway Echo Construction	522,000	0	0	0
Airport Total		1,904,000	0	192,382	192,382
Regional Waste Facility					
X0182	Regional Waste Facility Construction	3,247,000	656,869	272,653	(384,216)
X0185	Waste Site CCTV System	215,500	100,000	0	(100,000)
X0179	Liquid Waste Facility	0	0	44,328	44,328
Regional Waste Facility Total		3,462,500	756,869	316,981	(439,888)
Total		50,612,500	11,763,351	9,785,673	(1,977,678)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

FINANCING ACTIVITIES
NOTE 8
BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2022	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Housing										
Staff Housing	117	80,060		0	0	(80,058)	80,060	2	0	(3,300)
Community amenities										
Onslow Transfer Station	122	1,064,620		0	(170,727)	(344,083)	893,893	720,537	(16,395)	(30,200)
Transport										
Airport Upgrade	119	93,428		0	0	(21,129)	93,428	72,299	0	(5,600)
Other property and services										
Onslow Administration Centre	124	555,130		0	0	(47,591)	555,130	507,539	0	(19,000)
Total		1,793,238	0	0	(170,727)	(492,861)	1,622,511	1,300,377	(16,395)	(58,100)
Current borrowings		492,861					322,135			
Non-current borrowings		1,300,377					1,300,376			
		1,793,238					1,622,511			

All debenture repayments were financed by general purpose revenue.

The Shire has no unspent debenture funds as at 30th June 2021, nor is it expected to have unspent funds as at 30th June 2022.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

OPERATING ACTIVITIES
NOTE 10
RESERVE ACCOUNTS

Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
Reserve - Airport	9,816,642	294,000	0	294,000	0	(2,557,900)	0	7,846,742	9,816,642
Reserve - Infrastructure	535,492	16,000	0	16,000	0	(532,100)	0	35,392	535,492
Reserve - Financial Risk	5,550,885	166,000	0	166,000	0	0	0	5,882,885	5,550,885
Reserve - Future Projects	16,486,674	494,000	0	3,936,928	0	(5,987,500)	0	14,930,102	16,486,674
Reserve - Joint Venture Housing	5,070	65	0	0	0	0	0	5,135	5,070
Reserve - Onslow Community Infrastruc	199,126	5,000	0	5,000	0	0	0	209,126	199,126
Reserve - Plant Replacement	1,330,733	39,000	0	887,000	0	(1,659,200)	0	597,533	1,330,733
Reserve - Property Development	3,009,244	90,000	0	90,000	0	0	0	3,189,244	3,009,244
Reserve - Tom Price Administration Faci	7,683,072	230,000	0	230,000	0	0	0	8,143,072	7,683,072
Reserve - General Waste	1,995,292	59,000	0	159,000	0	(2,020,900)	0	192,392	1,995,292
Reserve - Covid-19 Relief And Stimulus	367,534	11,000	0	11,000	0	(183,900)	0	205,634	367,534
Reserve - Regional Waste Facility	0	0	0	0	0	0	0	0	0
	46,979,764	1,404,065	0	5,794,928	0	(12,941,500)	0	41,237,257	46,979,764

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

	Note	Opening Balance	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance
Other current liabilities		1 July 2022				31 October 2022
		\$		\$	\$	\$
Other liabilities						
- Contract liabilities		212,799	0	0		212,799
- Capital grant/contribution liabilities		13,386,257	0	0	0	13,386,257
- Income Received In Advance		9,643	0	13,755		23,498
- Other Liability - Trust		631	0		(531)	0
Total other liabilities		13,609,330	0	13,755	(531)	13,622,554
Employee Related Provisions						
Annual leave		1,038,598	0			1,038,598
Long service leave		778,091	0		14,962	793,053
Total Employee Related Provisions		1,816,689	0	0	14,962	1,831,651
Total other current assets		15,426,019	0	13,755	14,431	15,454,205
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12 and 13

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022**

**NOTE 14
TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2022	Amount Received	Amount Paid	Closing Balance 31 Oct 2022
	\$	\$	\$	\$
Public open Spaces	236,555			236,555
Retention Funds	15,188			15,188
	251,743	0	0	251,743

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022**

**NOTE 15
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2022-23 year is \$10,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
Opening funding surplus / (deficit)	(3,964,196)	(34.58%)			EOY Adjustment	Increase in accrued expense and other EOY adjustments
Revenue from operating activities						
Operating grants, subsidies and contributions	(738,752)	(46.69%)			Pending Inspire Funding Timing of other funding	
Service charges	(65,534)	0.00%			Incorrect Nature and Type allocation - to be corrected	
Interest earnings	(451,092)	(89.75%)			Timing of Term Deposits maturing and processing	
Other revenue	59,087	38.72%			Budget profile timing	
Expenditure from operating activities						
Materials and contracts	9,656,470	59.33%			Pending Internal Allocations Overhead allocations adjustment pending Various budget profile variances	
Depreciation on non-current assets	4,700,948	100.00%			Monthly Depn pending	
Other expenditure	(88,121)	(17.85%)			Budget profile timing	
Non-cash amounts excluded from operating activities	(4,700,948)	(100.00%)			Monthly Depn pending	
Investing activities						
Proceeds from non-operating grants, subsidies and contributions	(4,002,300)	(96.97%)			Timing of receipt of funding for - - TP Courts Cover - Roads to recovery - LRCIP Funding	
Payments for property, plant and equipment and infrastructure	1,977,678	16.81%		Budget profile timing	Budget profile timing	
Financing activities						
Transfer to reserves	468,024	100.00%			Timing of Term Deposits maturing and processing	



Agenda Item 12.3 - Attachment 1

Monthly Financial Report November 2022

SHIRE OF ASHBURTON
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 July 2022

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

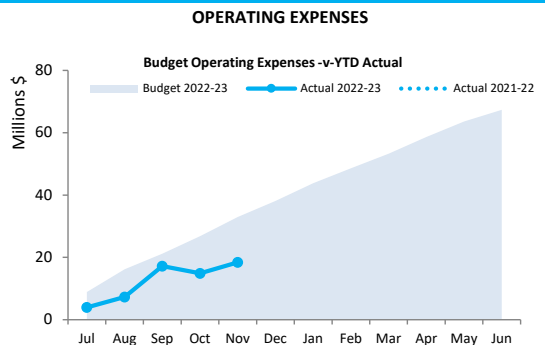
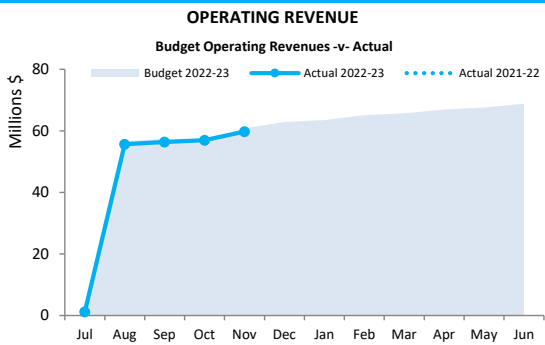
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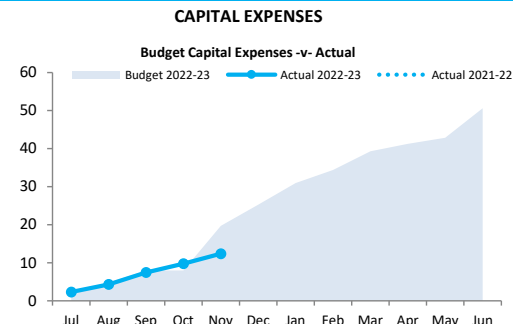
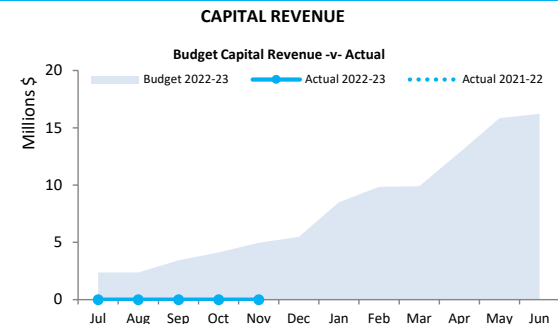
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

SUMMARY INFORMATION - GRAPHS

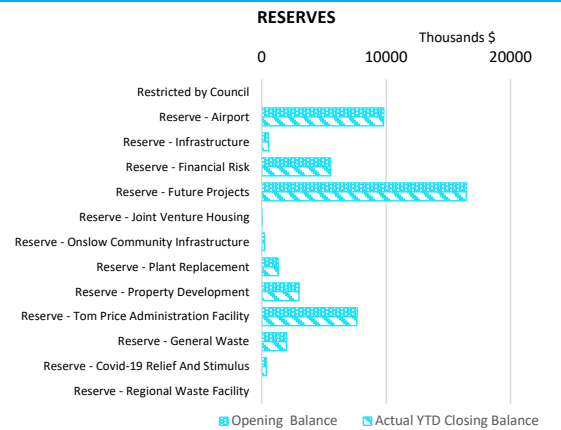
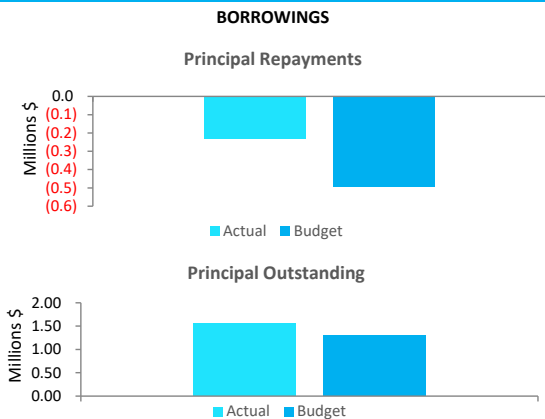
OPERATING ACTIVITIES



INVESTING ACTIVITIES



FINANCING ACTIVITIES



**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$11.46 M	\$11.46 M	\$7.50 M	(\$3.96 M)
Closing	\$0.00 M	\$26.16 M	\$36.09 M	\$9.93 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$99.32 M	% of total
Unrestricted Cash	\$52.31 M	52.7%
Restricted Cash	\$47.01 M	47.3%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$7.08 M	% Outstanding
Trade Payables	\$0.10 M	
0 to 30 Days		101.4%
Over 30 Days		(1.4%)
Over 90 Days		-0.6%

Refer to Note 5 - Payables

Receivables		
	\$4.40 M	% Collected
Rates Receivable	\$1.41 M	96.7%
Trade Receivable	\$4.40 M	% Outstanding
Over 30 Days		33.3%
Over 90 Days		29.3%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$15.33 M	\$30.11 M	\$39.10 M	\$8.99 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$51.86 M	% Variance
YTD Budget	\$51.92 M	(0.1%)

Refer to Statement of Financial Activity

Operating Grants and Contributions		
YTD Actual	\$1.00 M	% Variance
YTD Budget	\$3.76 M	(73.3%)

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$4.27 M	% Variance
YTD Budget	\$4.51 M	(5.4%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$33.45 M)	(\$14.71 M)	(\$10.13 M)	\$4.58 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.00 M	%
Adopted Budget	\$0.94 M	(100.0%)

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$12.39 M	% Spent
Adopted Budget	\$50.61 M	(75.5%)

Refer to Note 7 - Capital Acquisitions

Capital Grants		
YTD Actual	\$0.00 M	% Received
Adopted Budget	\$16.22 M	(100.0%)

Refer to Note 7 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$6.65 M	(\$0.70 M)	(\$0.38 M)	\$0.32 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.23 M
Interest expense	\$0.03 M
Principal due	\$1.56 M

Refer to Note 8 - Borrowings

Reserves	
Reserves balance	\$46.84 M
Interest earned	(\$0.14 M)

Refer to Note 10 - Cash Reserves

Lease Liability	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M

Refer to Note 9 - Lease Liabilities

This information is to be read in conjunction with the accompanying Financial Statements and notes.

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Excludes administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, and other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates, reimbursements etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets. Excluding Land.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022

BY NATURE OR TYPE

	Ref	Adopted Budget	YTD Budget	YTD Actual	Variance \$	Variance % ((c) - (b))/(b)	Var.
	Note	(a)	(b)	(c)	(c) - (b)		
Opening funding surplus / (deficit)	1(c)	\$ 11,464,289	\$ 11,464,289	\$ 7,500,093	\$ (3,964,196)	% (34.58%)	▼
Revenue from operating activities							
Rates		52,255,600	51,915,300	51,859,303	(55,997)	(0.11%)	
Operating grants, subsidies and contributions	12	7,824,262	3,759,064	1,003,130	(2,755,934)	(73.31%)	▼
Fees and charges		7,487,473	4,508,950	4,266,679	(242,271)	(5.37%)	
Interest earnings		1,525,565	627,330	198,815	(428,515)	(68.31%)	▼
Other revenue		518,200	162,400	181,002	18,602	11.45%	▲
Profit on disposal of assets	6	162,604	0	0	0	0.00%	
		69,773,704	60,973,044	57,508,929	(3,464,115)	(5.68%)	
Expenditure from operating activities							
Employee costs		(23,067,138)	(8,235,102)	(8,166,066)	69,036	0.84%	
Materials and contracts		(27,132,262)	(20,239,425)	(7,653,381)	12,586,044	62.19%	▲
Utility charges		(1,585,400)	(598,680)	(603,646)	(4,966)	(0.83%)	
Depreciation on non-current assets		(14,105,200)	(5,876,164)	0	5,876,164	100.00%	▲
Interest expenses		(58,100)	(25,400)	(27,748)	(2,348)	(9.24%)	
Insurance expenses		(1,248,600)	(1,225,400)	(1,287,426)	(62,026)	(5.06%)	
Other expenditure		(1,185,600)	(539,835)	(673,974)	(134,139)	(24.85%)	▼
Loss on disposal of assets	6	(163,756)	0	0	0	0.00%	
		(68,546,056)	(36,740,006)	(18,412,241)	18,327,765	(49.89%)	
Non-cash amounts excluded from operating activities	1(a)	14,106,352	5,876,164	0	(5,876,164)	(100.00%)	▼
Amount attributable to operating activities		15,334,000	30,109,202	39,096,688	8,987,486	29.85%	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	16,221,500	4,968,600	2,257,974	(2,710,626)	(54.56%)	▼
Proceeds from disposal of assets	6	939,000	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	7	(50,612,500)	(19,680,688)	(12,388,765)	7,291,923	37.05%	▲
Amount attributable to investing activities		(33,452,000)	(14,712,088)	(10,130,791)	4,581,297	(31.14%)	
Financing Activities							
Transfer from reserves	10	12,941,500	0	0	0	0.00%	
Repayment of debentures	8	(492,861)	(233,809)	(233,809)	0	0.00%	
Transfer to reserves	10	(5,794,928)	(468,024)	(143,512)	324,512	69.34%	▲
Amount attributable to financing activities		6,653,711	(701,833)	(377,321)	324,512	(46.24%)	
Closing funding surplus / (deficit)	1(c)	0	26,159,570	36,088,669	9,929,099	(37.96%)	▲

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 15 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

BASIS OF PREPARATION

BASIS OF PREPARATION

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying Regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

SIGNIFICANT ACCOUNTING POLICIES

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 08 December 2022

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022

NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(162,604)	0	0
Add: Loss on asset disposals	6	163,756	0	0
Add: Depreciation on assets		14,105,200	5,876,164	0
Total non-cash items excluded from operating activities		14,106,352	5,876,164	0

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

	Notes	Adopted Budget Opening 30 June 2022	Last Year Closing 30 June 2022	Year to Date 30 November 2022
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(40,551,081)	(46,979,764)	(46,836,252)
Add: Borrowings	8	(492,861)	492,862	259,053
Add: Provisions employee related provisions	11		1,816,689	1,831,651
Total adjustments to net current assets		(41,043,942)	(44,606,430)	(44,681,765)

(c) Net current assets used in the Statement of Financial Activity

Current assets				
Cash and cash equivalents	2		71,720,364	99,316,540
Rates receivables	3		631,721	1,406,421
Receivables	3		1,464,511	4,404,486
Other current assets	4		737,877	876,011
Less: Current liabilities				
Payables	5		(6,465,286)	(9,455,984)
Borrowings	8		(492,862)	(259,053)
Contract liabilities	11		(13,609,330)	(13,622,554)
Provisions	11		(1,816,689)	(1,831,651)
Less: Total adjustments to net current assets	1(b)		(44,606,430)	(44,681,765)
Closing funding surplus / (deficit)		0	7,500,093	36,088,669

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$				
Westpac	Cash and cash equivalents	52,126,712	5,648,272	57,774,984		Westpac	0.00%	On-call
Commonwealth Bank	Cash and cash equivalents	174,131	0	174,131		CBA	0.00%	On-call
Cash on hand	Cash and cash equivalents	4,700	0	4,700		-	-	-
WA Treasury Corporation	Cash and cash equivalents	(0)	196,513	196,513		WATC	0.20%	On-going
Trust	Cash and cash equivalents	0	0	0	257,859	Westpac	0.00%	On-call
Reserves saving Account	Cash and cash equivalents	0	2,283	2,283		Westpac	0.00%	On-call
Term Deposit	Cash and cash equivalents	0	3,031,233	3,031,233		NAB	3.75%	05/2023
Term Deposit	Cash and cash equivalents	0	5,000,000	5,000,000		NAB	2.75%	12/2022
Term Deposit	Cash and cash equivalents	0	5,000,000	5,000,000		AMP	3.95%	06/2023
Term Deposit	Cash and cash equivalents	0	4,020,712	4,020,712		AMP	4.30%	06/2023
Term Deposit	Cash and cash equivalents	0	3,007,019	3,007,019		NAB	3.05%	01/2023
Term Deposit	Cash and cash equivalents	0	10,027,575	10,027,575		NAB	3.50%	03/2023
Term Deposit	Cash and cash equivalents	0	3,021,699	3,021,699		NAB	3.60%	04/2023
Term Deposit	Cash and cash equivalents	0	3,021,699	3,021,699		NAB	3.60%	04/2023
Term Deposit	Cash and cash equivalents	0	5,033,992	5,033,992		NAB	3.65%	04/2023
Total		52,305,543	47,010,997	99,316,541	257,859			
Comprising								
Cash and cash equivalents		52,305,543	47,010,997	99,316,541	257,859			
		52,305,543	47,010,997	99,316,541	257,859			

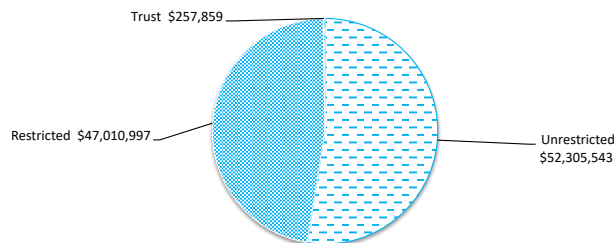
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

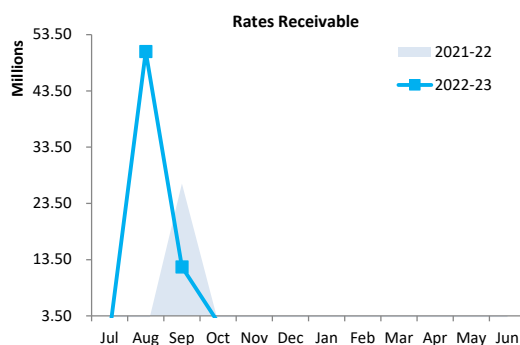
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates receivable	30 Jun 2022	30 Nov 2022
	\$	\$
Opening arrears previous years	457,690	308,043
Levied this year	51,859,303	51,859,303
Less - collections to date	(51,685,272)	(50,437,247)
Gross rates collectable	631,721	1,730,099
Allowance for impairment of rates receivable	(323,678)	(323,678)
Net rates collectable	308,043	1,406,421
% Collected	98.8%	96.7%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(27,996)	2,021,730	0	120,544	877,414	2,991,693
Percentage	(0.9%)	67.6%	0%	4%	29.3%	
Balance per trial balance						
Sundry receivable						2,991,693
GST receivable						1,412,793
Total receivables general outstanding						4,404,486

Amounts shown above include GST (where applicable)

KEY INFORMATION

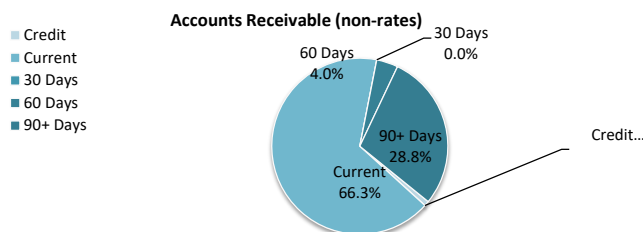
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

Other current assets	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 30 November 2022
	\$	\$	\$	\$
Inventory				
Fuel	163,009	453,219	(315,085)	301,143
Tom Price Tourist Bureau	82,293	0	0	82,293
Corporate Uniforms	2,913	0	0	2,913
Land held for resale				
Cost of acquisition	108,733			108,733
Other Assets				
Prepayments	15,145			15,145
Accrued income	365,784	0	0	365,784
Total other current assets	737,877	453,219	(315,085)	876,011

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

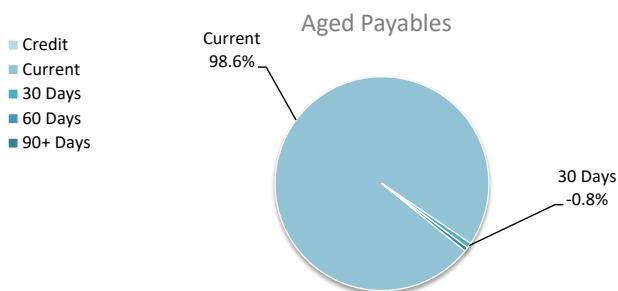
**OPERATING ACTIVITIES
NOTE 5
PAYABLES**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	102,127	(832)	0	(606)	100,689
Percentage	0%	101.4%	-0.8%	0%	-0.6%	
Balance per trial balance						
Sundry creditors						101,970
Accrued salaries and wages						528,521
ATO liabilities						832,826
Other payables						111,429
Accrued Interest On Loans						7,137
Accrued Expenses						5,018,073
Payroll Creditors						11,192
Bonds And Deposits Not Held In Trust						387,447
Prepaid Rates - Excess Rates						78,095
Total payables general outstanding						7,076,690

Amounts shown above include GST (where applicable)

KEY INFORMATION

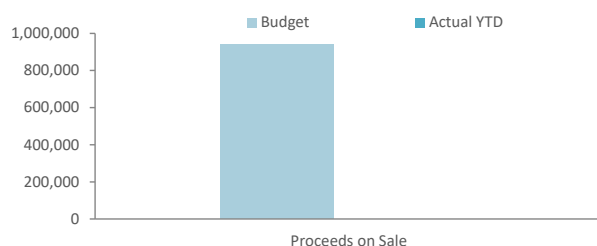
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022

OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book		Profit	(Loss)	Net Book		Profit	(Loss)
		Value	Proceeds			Value	Proceeds		
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Law, order, public safety								
	Hilux 4x4 - AS9357	29,600	33,000	3,400	0			0	0
	Hilux 4x4 - AS9366	29,275	33,000	3,725	0			0	0
	Health								
	Hilux 4x4 - AS9370	29,795	35,000	5,205	0			0	0
	Housing								
	Isuzu Dmas - AS340	13,567	20,000	6,433	0			0	0
	Community amenities								
	Rubbish Compactor - 1EQM927	197,031	40,000	0	(157,031)			0	0
	Toyota Fortuner - AS9167	27,075	35,000	7,925	0			0	0
	Toyota Fortuner - AS9374	28,500	35,000	6,500	0			0	0
	Recreation and culture								
	Hilux W/Mate - AS9107	8,633	10,000	1,367	0			0	0
	Isuzu MUX - AS61	19,733	20,000	267	0			0	0
	Toyota Fortuner - AS32	28,500	35,000	6,500	0			0	0
	Transport								
	Hilux 4x4 - AS9162	19,733	28,000	8,267	0			0	0
	Hilux 4x4 - AS41	29,600	25,000	0	(4,600)			0	0
	HP 20 tonne Float - 1tgw196	12,125	10,000	0	(2,125)			0	0
	Isuzu Dmax - AS002	11,100	20,000	8,900	0			0	0
	Landcruiser - AS8718	52,725	60,000	7,275	0			0	0
	Landcruiser - AS9355	52,825	60,000	7,175	0			0	0
	Landcruiser - AS136	35,150	58,000	22,850	0			0	0
	Other property and services								
	Hiace Van - AS9124	15,417	25,000	9,583	0			0	0
	Hiace Van - AS9109	14,800	25,000	10,200	0			0	0
	Hilux 4x4 - AS9359	28,983	30,000	1,017	0			0	0
	Toyota Prado - 1004AS	49,126	58,000	8,874	0			0	0
	Toyota Fortuner - AS9163	27,075	35,000	7,925	0			0	0
	Toyota Fortuner - AS9358	31,350	35,000	3,650	0			0	0
	Toyota Prado - 1001AS	49,417	58,000	8,583	0			0	0
	Toyota Prado - 1002AS	49,890	58,000	8,110	0			0	0
	Toyota Prado - 1005AS	49,126	58,000	8,874	0			0	0
		940,151	939,000	162,605	(163,756)	0	0	0	0



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - specialised	9,525,900	4,295,800	5,346,078	1,050,278
Furniture and equipment	399,000	59,500	53,759	(5,741)
Plant and Machinery	2,815,000	446,702	702,288	255,586
Infrastructure - roads	6,321,100	2,865,291	902,834	(1,962,457)
Infrastructure - Drainage	200,000	0	0	0
Infrastructure - Coastal Infrastructure	767,000	477,000	207,445	(269,555)
Infrastructure - Parks and Recreation	20,687,800	8,731,826	4,421,914	(4,309,912)
Infrastructure - Town Infrastructure	4,455,200	1,532,200	120,475	(1,411,725)
Infrastructure - General Waste	75,000	0	0	0
Infrastructure - Airport	1,904,000	0	194,717	194,717
Infrastructure - Regional Waste Facility	3,462,500	1,272,369	439,254	(833,115)
Payments for Capital Acquisitions	50,612,500	19,680,688	12,388,765	(7,291,923)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	16,221,500	4,968,600	0	(4,968,600)
Other (disposals & C/Fwd)	939,000	0	0	0
Cash backed reserves				
Reserve - Airport	(2,557,900)		0	0
Reserve - Infrastructure	(532,100)		0	0
Reserve - Future Projects	(5,987,500)		0	0
Reserve - Plant Replacement	(1,659,200)		0	0
Reserve - General Waste	(2,020,900)		0	0
Reserve - Covid-19 Relief And Stimulus	(183,900)		0	0
Contribution - operations	46,393,500	14,712,088	12,388,765	(2,323,323)
Capital funding total	50,612,500	19,680,688	12,388,765	(7,291,923)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Initial recognition and measurement for assets held at cost

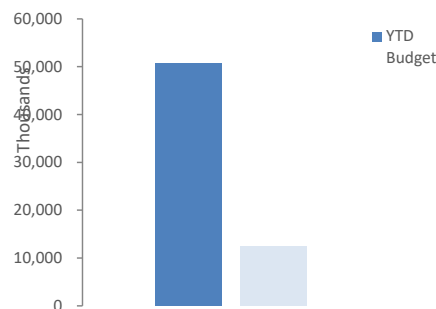
Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between

mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Payments for Capital Acquisitions

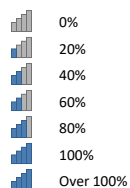


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

		Adopted			Variance	
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over	
		\$	\$	\$	\$	
Buildings						
	X2321	Ashburton Hall Window Treatments Renewal	15,000	0	0	0
	X2327	Sun Chalets Construction	1,287,200	50,000	19,847	(30,153)
	X2328	Onslow Men's Shed Construction	800,000	0	0	0
	X2329	Tom Price Childcare Construction	3,093,300	2,062,200	3,174,780	1,112,580
	X2330	Tom Price Emergency Services Facility	3,275,400	2,183,600	2,069,263	(114,337)
	X2290	Tom Price Depot Gate Automation	30,000	0	0	0
	X0165	Tom Price Cat Impound Construction	0	0	18,740	18,740
	X0177	Accommodation Strategy	1,000,000	0	1,512	1,512
	X0180	Storage Container	25,000	0	0	0
	X0522	Senior Citizen Unit 1 Renewal	0	0	21,453	21,453
	X0523	Senior Citizen Unit 4 Renewal	0	0	40,482	40,482
	Buildings Total		9,525,900	4,295,800	5,346,078	1,050,278
Furniture and Equipment						
	X2909	Onslow Gymnasium Equipment Renewal	23,500	23,500	5,700	(17,800)
	X2332	Vic Hayton Swimming Pool Cleaner	6,000	6,000	4,963	(1,037)
	X2293	Pipe Inspection Camera	10,000	0	0	0
	X0183	Office Furniture	50,000	0	0	0
	X2853	Information and Communication Technology	300,000	30,000	41,280	11,280
	X3225	Drones	9,500	0	1,816	1,816
	Furniture and Equipment Total		399,000	59,500	53,759	(5,741)
Plant and Machinery						
	X3059	20 Tonne Float - TGW196	90,000	0	86,691	86,691
	X3065	4WD Dual Cab - AS9355	71,500	71,500	71,789	289
	X3052	4WD Dual Cab Utility - AS9357	52,000	0	0	0
	X3053	4WD Dual Cab Utility - AS9366	52,000	0	0	0
	X3054	4WD Dual Cab Utility - AS9370	52,000	0	0	0
	X3055	4WD Extra Cab Utility - AS41	60,000	0	0	0
	X3056	4WD Extra Cab Utility - AS9359	52,000	0	0	0
	X3066	4WD Single Cab - AS136	70,000	0	0	0
	X3073	4WD Vehicle - 1001AS	62,500	0	0	0
	X3074	4WD Vehicle - 1002AS	62,500	0	0	0
	X3067	4WD Vehicle - 1004AS	62,500	0	0	0
	X3075	4WD Vehicle - 1005AS	62,500	0	0	0
	X3068	4WD Vehicle - AS32	48,000	0	47,400	47,400
	X3062	4WD Vehicle - AS61	48,000	0	46,787	46,787
	X3064	4WD Vehicle - AS8718	56,500	0	0	0
	X3069	4WD Vehicle - AS9163	48,000	0	0	0
	X3070	4WD Vehicle - AS9167	48,000	0	0	0
	X3071	4WD Vehicle - AS9358	48,000	0	0	0
	X3072	4WD Vehicle - AS9374	48,000	0	0	0
	X3057	Dual Cab Utility - AS9107	52,000	0	0	0
	X3061	Extra Cab Utility - AS002	41,000	0	0	0
	X3060	Extra Cab Utility - AS340	52,000	0	0	0
	X3050	Van - AS9109	40,000	0	39,428	39,428
	X3049	Van - AS9124	40,000	0	0	0
	X0744	Accommodation Unit / Service Trailer	186,000	202	4,393	4,191
	X3076	Auger - Earth Drill	15,000	0	0	0
	X3077	Auger - Mini Excavator	10,000	0	6,979	6,979
	X3048	Rear Loader Waste Compactor - PTR28	375,000	375,000	362,457	(12,543)
	X3063	Side Loader - 1GPU601	360,000	0	0	0

	Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
X0174	Bedford Fire Truck Restoration	100,000	0	36,364	36,364
X3078	Tractor With Reach Arm Deck	450,000	0	0	0
Plant and Machinery Total		2,815,000	446,702	702,288	255,586
Roads					
X3026	Ashburton Downs Road Resheet - 21.10 to 24.00	278,000	278,000	60,358	(217,642)
X3027	Ashburton Downs Road Resheet - 24.00 to 29.00	730,000	0	563,912	563,912
X3028	Ashburton Downs Road Resheet - 29.00 to 34.00	480,000	0	105,604	105,604
X3029	Ashburton Downs Road Resheet - 34.00 to 39.00	480,000	0	59,942	59,942
X3030	Ashburton Downs Road Resheet - 39.00 to 44.00	80,000	80,000	38,030	(41,970)
X3031	Burt Close Reseal - 0.00 to 0.15	36,000	36,000	0	(36,000)
X3032	Cedar Street Reseal - 0.00 to 0.45	129,800	129,800	0	(129,800)
X3033	Cogelup Way Reseal - 0.00 to 0.49	140,800	140,800	0	(140,800)
X3034	Coolibah Street Reseal - 0.00 to 0.30	0	0	0	0
X3035	Hope Close Reseal - 0.00 to 0.21	50,000	50,000	0	(50,000)
X3036	Marradong Place Reseal - 0.00 to 0.15	64,900	64,900	0	(64,900)
X3037	Millstream - Pannawonica Road Resheet	800,000	420,000	5,811	(414,189)
X0173	Mine Road Reconstruct and Reprofile	109,900	28,091	30,041	1,950
X3038	Moonah Street Reseal - 0.00 to 0.19	55,000	55,000	0	(55,000)
X0160	Nameless Valley Drive Road Works	309,500	309,500	36,414	(273,086)
X3039	Pepper Street Reseal - 0.00 to 0.16	66,000	66,000	0	(66,000)
X3040	Pine Street Reseal - 0.00 to 0.20	63,800	63,800	0	(63,800)
X3041	Roebourne - Wittenoom Road Works	1,604,000	300,000	2,721	(297,279)
X3042	Tanunda Street - 0.00 to 0.47	393,400	393,400	0	(393,400)
X3224	Bindi Bindi Road Renewal	450,000	450,000	0	(450,000)
Roads Total		6,321,100	2,865,291	902,834	(1,962,457)
Drainage					
X3045	Millstream - Pannawonica Road	200,000	0	0	0
Drainage Total		200,000	0	0	0
Coastal					
X2342	ANZAC Park Seawall	477,000	477,000	207,445	(269,555)
X2334	Seawall Extension	290,000	0	0	0
Coastal Total		767,000	477,000	207,445	(269,555)
Parks and Recreation					
X2890	Doug Talbot Park Softfall Renewal	70,000	0	0	0
X2905	Four Mile Rest Area Decking Renewal	150,000	150,000	128,849	(21,151)
X2322	Four Mile Rest Area Renewal	70,000	0	0	0
X2892	Lions Park BBQ Renewal	36,000	0	0	0
X2893	Minna Oval Bollards Renewal	250,000	50,000	0	(50,000)
X2894	Minna Oval Irrigation Renewal	220,000	0	0	0
X2323	Onslow Community Garden Renewal	50,000	0	6,549	6,549
X2324	Paraburdoo Parks Softfall Renewal	150,000	0	0	0
X2895	Tjiluna Oval Softball Netting Renewal	29,000	0	0	0
X2891	Tom Price Irrigation Bore Renewal	50,000	0	0	0
X2889	Clem Thompson Oval Equipment Gate	12,000	12,000	6,991	(5,009)
X2325	Peter Sutherland Oval Rugby Goals	35,000	0	0	0
X2344	Foreshore Masterplan Works	431,900	143,966	17,050	(126,916)
X2862	Paraburdoo Sports Court Cover	6,000,000	3,333,330	776,247	(2,557,083)
X2347	Quentin Broad Swimming Pool Access Steps	20,000	0	0	0
X2350	Tom Price Bicycle Track	1,578,500	1,578,500	1,167,486	(411,014)
X2353	Tom Price Sports Court Cover	5,944,400	3,302,440	2,107,274	(1,195,166)
X2331	Vic Hayton Swimming Pool Shed	65,000	0	0	0
X2858	Onslow Water Spray Park Renewal	60,000	0	0	0
X3046	ANZAC Park Foreshore	1,000,000	0	53,010	53,010
X0157	Old Onslow Additional Road Signage	46,000	46,000	0	(46,000)
X0159	Old Onslow Contingency Works	15,500	15,500	0	(15,500)
X0164	Old Onslow Heritage Street Signs	13,000	13,000	422	(12,578)
X0171	Old Onslow Information App	31,400	31,400	0	(31,400)
X0186	Old Onslow Pedestrian and Parking Access	52,100	52,100	0	(52,100)
X3047	Paraburdoo Cenotaph	430,000	0	22,261	22,261
X3025	Onslow Basin Beautification ²	2,000,000	0	0	0
X2292	Tom Price Skate Park Expansion ^{1 and 2}	868,000	3,590	17,800	14,210
X3043	Barrarda Estate Irrigation Tanks	40,000	0	0	0
X3023	Basin Beautification Discharge Pipe ²	350,000	0	1,653	1,653
X3024	Basin Beautification Overflow Path ²	400,000	0	0	0
X3044	Tom Price Water Tank Relining	80,000	0	0	0

Account Description		Budget	YTD Budget	YTD Actual	Variance (Under)/Over
X2291	Onslow Ovals Revitalisation	0	0	0	0
X2295	Paraburdoo Ovals Revitalisation	70,000	0	50,536	50,536
X2298	Tom Price Ovals Revitalisation	70,000	0	65,786	65,786
Parks and Recreation Total		20,687,800	8,731,826	4,421,914	(4,309,912)
Town Infrastructure					
X2326	Onslow Cartoon Tank Works	10,000	0	2,559	2,559
X0996	Onslow Cartoon Tank Works	40,000	0	500	500
X2333	Ocean View Caravan Park Stage 2 ¹	532,200	532,200	44,039	(488,161)
X2336	Paraburdoo Tourist Bay Sculpture ¹	138,000	0	0	0
X2339	Ocean View Caravan Park - Stage 3	3,710,000	1,000,000	73,377	(926,623)
X3226	Digital Signs	25,000	0	0	0
Town Infrastructure Total		4,455,200	1,532,200	120,475	(1,411,725)
General Waste					
X0176	Paraburdoo Alternative Daily Cover	75,000	0	0	
General Waste Total		75,000	0	0	
Airport					
X2315	Hangar Ablution Block Restoration	25,000	0	0	0
X2316	Outdoor Shade Replacement	14,000	0	3,294	3,294
X2317	Terminal Lighting Renewal	7,000	0	0	0
X2831	CCTV Camera Expansion	23,000	0	15,794	15,794
X2318	Airport Secure Car Park	270,000	0	0	0
X2827	Airside Civil Works	390,000	0	2,090	2,090
X2828	Aviation Area Development	363,300	0	0	0
X2319	Hangar Car Park Construction	110,000	0	909	909
X2826	Mixed Business Land Development	61,500	0	6,100	6,100
X2837	Promotional Televisions	7,500	0	3,579	3,579
X2829	Rotary Wing Base	110,700	0	154,125	154,125
X2836	Water Softener	0	0	8,826	8,826
X2320	Taxiway Echo Construction	522,000	0	0	0
Airport Total		1,904,000	0	194,717	194,717
Regional Waste Facility					
X0182	Regional Waste Facility Construction	3,247,000	1,056,869	285,542	(771,327)
X0185	Waste Site CCTV System	215,500	215,500	109,383	(106,117)
X0179	Liquid Waste Facility	0	0	44,328	44,328
Regional Waste Facility Total		3,462,500	1,272,369	439,254	(833,115)
Total		50,612,500	19,680,688	12,388,765	(7,291,923)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022

FINANCING ACTIVITIES

NOTE 8

BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2022	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Housing										
Staff Housing	117	80,060		0	(39,481)	(80,058)	40,579	2	(2,182)	(3,300)
Community amenities										
Onslow Transfer Station	122	1,064,620		0	(170,727)	(344,083)	893,893	720,537	(16,395)	(30,200)
Transport										
Airport Upgrade	119	93,428		0	0	(21,129)	93,428	72,299	0	(5,600)
Other property and services										
Onslow Administration Centre	124	555,130		0	(23,600)	(47,591)	531,530	507,539	(9,171)	(19,000)
Total		1,793,238	0	0	(233,809)	(492,861)	1,559,429	1,300,377	(27,748)	(58,100)
Current borrowings		492,861					259,053			
Non-current borrowings		1,300,377					1,300,376			
		1,793,238					1,559,429			

All debenture repayments were financed by general purpose revenue.

The Shire has no unspent debenture funds as at 30th June 2021, nor is it expected to have unspent funds as at 30th June 2022.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022

OPERATING ACTIVITIES
NOTE 10
RESERVE ACCOUNTS

Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
Reserve - Airport	9,816,642	294,000	(30,115)	294,000	0	(2,557,900)	0	7,846,742	9,786,527
Reserve - Infrastructure	535,492	16,000	(1,643)	16,000	0	(532,100)	0	35,392	533,849
Reserve - Financial Risk	5,550,885	166,000	(17,029)	166,000	0	0	0	5,882,885	5,533,856
Reserve - Future Projects	16,486,674	494,000	(50,577)	3,936,928	0	(5,987,500)	0	14,930,102	16,436,097
Reserve - Joint Venture Housing	5,070	65	(16)	0	0	0	0	5,135	5,054
Reserve - Onslow Community Infrastruc	199,126	5,000	0	5,000	0	0	0	209,126	199,126
Reserve - Plant Replacement	1,330,733	39,000	(4,082)	887,000	0	(1,659,200)	0	597,533	1,326,651
Reserve - Property Development	3,009,244	90,000	(9,232)	90,000	0	0	0	3,189,244	3,000,012
Reserve - Tom Price Administration Fac	7,683,072	230,000	(23,570)	230,000	0	0	0	8,143,072	7,659,502
Reserve - General Waste	1,995,292	59,000	(6,121)	159,000	0	(2,020,900)	0	192,392	1,989,171
Reserve - Covid-19 Relief And Stimulus	367,534	11,000	(1,128)	11,000	0	(183,900)	0	205,634	366,406
Reserve - Regional Waste Facility	0	0	0	0	0	0	0	0	0
	46,979,764	1,404,065	(143,512)	5,794,928	0	(12,941,500)	0	41,237,257	46,836,252

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022

OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

	Note	Opening Balance	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance
Other current liabilities		1 July 2022				30 November 2022
		\$		\$	\$	\$
Other liabilities						
- Contract liabilities		212,799	0	0		212,799
- Capital grant/contribution liabilities		13,386,257	0	0	0	13,386,257
- Income Received In Advance		9,643	0	13,755		23,498
- Other Liability - Trust		631	0		(531)	0
Total other liabilities		13,609,330	0	13,755	(531)	13,622,554
Employee Related Provisions						
Annual leave		1,038,598	0			1,038,598
Long service leave		778,091	0		14,962	793,053
Total Employee Related Provisions		1,816,689	0	0	14,962	1,831,651
Total other current assets		15,426,019	0	13,755	14,431	15,454,205

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12 and 13

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled. The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**NOTE 14
TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2022	Amount Received	Amount Paid	Closing Balance 30 Nov 2022
	\$	\$	\$	\$
Public open Spaces	236,555			236,555
Retention Funds	15,188			15,188
	251,743	0	0	251,743

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**NOTE 15
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2022-23 year is \$10,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
Opening funding surplus / (deficit)	(3,964,196)	(34.58%)			EOY Adjustment	Increase in accrued expense and other EOY adjustments
Revenue from operating activities						
Operating grants, subsidies and contributions	(2,755,934)	(73.31%)			Pending Inspire Funding Timing of other funding	
Interest earnings	(428,515)	(68.31%)			Timing of Term Deposits maturing and processing	
Other revenue	18,602	11.45%			Budget profile timing	
Expenditure from operating activities						
Materials and contracts	12,586,044	62.19%			Pending Internal Allocations Overhead allocations adjustment pending Various budget profile variances	
Depreciation on non-current assets	5,876,164	100.00%			Monthly Depn pending	
Other expenditure	(134,139)	(24.85%)			Budget profile timing	
Non-cash amounts excluded from operating activities	(5,876,164)	(100.00%)			Monthly Depn pending	
Investing activities						
Proceeds from non-operating grants, subsidies and contributions	(2,710,626)	(54.56%)			Timing of receipt of funding for - - TP Courts Cover - Roads to recovery - LRCIP Funding	
Payments for property, plant and equipment and infrastructure	7,291,923	37.05%		Budget profile timing	Budget profile timing	
Financing activities						
Transfer to reserves	324,512	69.34%			Timing of Term Deposits maturing and processing	
Closing funding surplus / (deficit)	9,929,099	(37.96%)		Budget profile timing EOY Adjustments		



Agenda Item 12.5 - Attachment 1

Community Leases and Licences Policy



Community Policy – Community Leases and Licences

Responsible Directorate	Office of the Chief Executive Officer
Responsible Business Unit/s	Land and Asset Compliance
Responsible Officer	Manager Land and Asset Compliance
Affected Business Unit/s	Land and Asset Compliance

Objective

To provide a structured, equitable and consistent approach to the management of Council’s community lease and licence agreements with local community groups for the use of Shire of Ashburton (Shire) owned and controlled facilities, buildings, and land.

Scope

Applies to all relevant community, sporting and not-for-profit clubs, associations and groups.

Policy Statement

Local communities across the Shire are actively engaged in running a range of sport, recreation, and youth programs. These sporting clubs and community groups contribute greatly to community life in the towns as well as improving social capital, quality of life and wellness outcomes. The Shire recognises the important role local groups have to play in community wellbeing and invests heavily in community infrastructure and programming to support these local groups.

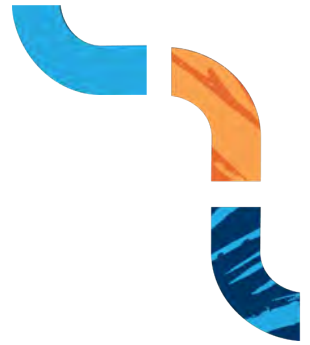
This policy aims to encourage and support volunteerism and physical activity in clubs and associations by providing community lease and licence agreements to groups that contribute to the community.

Community lease and licence agreements optimise use of community facilities, catering for storage, meeting rooms, recreation areas and reserves. The agreements provide an avenue for groups to build capacity within and to sustain their organisation into the future.

This policy should be read in conjunction with the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996*.

Function

A standard lease or licence document created by Solicitors is to be used in respect of all agreements. The Shire reserves the right to attach a schedule to the agreement setting out special conditions, fees, or concessions as appropriate and to amend the template lease or licence document as it sees fit.



Lessee/Licensee

The Shire may enter a lease or licence with the following entities:

- Incorporated associations, and
- The Crown, statutory authority and other Government bodies.

Types of agreements

A lease will be entered into where the intention is to grant exclusive possession of the property or part of the property.

A licence will be entered into where the intention is to grant non-exclusive possession of the property or part of the property. All property rights will be granted in writing.

Lease and licence templates

Shire templates are to be provided for each type of use envisaged by this policy regarding creating a lease or licence agreement for community groups to utilise Shire facilities, buildings or land.

Community Lease Template

This template is used when the Shire is leasing out the whole or a portion of a facility, building or land which is Shire owned or managed property. Groups that lease community facilities have sole occupancy of the leased area meaning that other groups do not have access to this area at any stage for the entirety of the lease agreement. For example: the whole of the land contained in a Certificate of Title, a room within a larger facility or an entire building.

The lease template will continue to evolve and will be updated from time to time as the need arises.

Community Licence Template

This template is used where the licensee does not have exclusive possession of the premises. It provides the Shire with flexibility to licence the premises to other parties at different times and better utilise the land and buildings. For example: a group may wish to hire out a storage room for six months of the year during their sporting season or they may share the area with another group who would also enter into a non-exclusive licence agreement to use the storage room on a shared basis.

The licence template will continue to evolve and will be updated from time to time as the need arises.

Community user licences are not to be used for general hire of a facility for example, utilising a venue in the Shire's Fees and Charges on a weekly basis for six hours per week.





Term

The term will depend on many factors:

- Council needs and Strategic Community Plan objectives.
- Community needs.
- The Lessee.
- The ongoing need for the property or the provided use.
- The Management Order for the property (if Crown land) and the requirements of the Minister for Lands.

The maximum tenure of a lease or licence granted by the Shire on Crown land will be 21 years including any further term option/s.

The maximum tenure of a lease or licence granted by the Shire on freehold land will be at the discretion of Council.

Variation

If a Lessee requests a variation to a lease or licence, the Shire may grant a variation on condition that the variation is achieved by surrender of the existing lease or licence and the grant of a new lease or licence with additional conditions the Shire considers appropriate, at the Lessee's cost.

Assignment

A Lessee must not assign a lease or licence without the Shire's prior written consent, which may be withheld in the Shire's absolute discretion. Assignors continue to be liable for the remainder term of the lease and will be required to prove suitability of an assignee.

Further term/renewal

If a lease or licence provides for a further term, the Shire may grant the Lessee an extension of the lease or licence if the Lessee is not or has not been in default and complies with the procedures in the lease or licence for renewal. Where an option to renew is stated in the lease or licence agreement, a Deed of Renewal template is to be used to exercise this option. Both party's signatures are required.

Planning consent and approvals

Planning Scheme consent/approval (if required) must be obtained from the Shire as the local planning authority, prior to a request for a lease or licence.

Where the Shire manages Crown land, grant of the lease or licence and each renewal, if any, will be conditional on Minister for Lands approval. The Lessee or Licensee is solely responsible for obtaining all approvals, licences, and authorities necessary to conduct the proposed activities on any premises.

The Shire makes no representation that a premises is suitable for any activity, whether permitted or otherwise.





Works

A Lessee may only undertake works on the property in accordance with the Shire's prior written consent. A Lessee will also be responsible for any planning or building approvals that may be required. As landowner or manager of the land, the Shire will be required to arrange any signing of planning and building applications. All works are to be conducted in a safe and professional manner.

Environmental

A Lessee must not clear vegetation on the property without the Shire's prior written consent.

Vacant possession and expiry of term

Removal of a Lessee's effects, buildings or infrastructure, apparent cessation of activities, or the continued vacancy of premises, without notice, may be deemed a surrender of lease or licence.

If a Lessee remains in occupation of property after expiry of the term, with the consent of the Shire, it will do so from month to month unless the lease/licence or Shire otherwise provides different holding over arrangements. On expiry or termination of a lease or licence, a Lessee may be directed to remove all Lessee's improvements at the Lessee's cost, unless otherwise directed by the Shire. A Lessee must make good damage caused by removal of its improvements and restore the property to the same condition as at the beginning of the term.

Risk management and insurance

The Shire requires that all leases and licences contain appropriate risk management measures including an obligation on the Lessee to:

- indemnify the Shire (and the Minister for Lands if on Crown land) for loss or damage to persons or property, wherever occurring,
- maintain adequate public liability insurance,
- ensure that appropriate documentation and insurance is in place for the hired use of the property,
- carry appropriate worker's compensation insurance commensurate with activities; and
- be responsible for emergency and evacuation procedures.

A Lessee must maintain a minimum of \$20 million public liability insurance per occurrence during the term. If activities undertaken on the leased or licensed property are considered high risk, a higher level of public liability insurance may be required by the Shire. A Lessee is recommended to insure their personal property (including contents) for the full replacement value as the Shire will not be responsible for any such replacements under any circumstances.





A Lessee will be required to provide the Shire with a copy of certificates of currency before possession is granted under the lease or licence commences and annually thereafter.

Annual fees

An annual rent is to be charged for the use of the facility, building or land as per the Fees and Charges schedule adopted in the Annual Budget.

Guidelines on annual fees

- Annual Fees and Charges are not to be incorporated into a lease or licence agreement for general hire of a facility. E.g., Utilising a venue on a weekly basis for six hours per week.
- Fees apply to club/associations regardless of financial stability.
- Facilities, buildings or reserves will be charged at the same rate per annum regardless of size and location.
- Fees apply regardless of new, old, or renovated facility, building or land.
- Fees apply regardless of any work carried out by the club or association.
- Only one room, storeroom, building, facility, or reserve to one lease/licence agreement. Groups are entitled to more than one lease/licence agreement should the Shire have facilities, buildings, rooms or reserves available.

Definitions

Community or sporting group means a not-for-profit (does not operate as a business, corporation, or organisation) social, sporting, recreational, occupational, or religious group of any size whose members reside in the Shire, who contribute to active people, clubs and associations. Groups must be incorporated to enter a lease or licence with the Shire and comprise of a committee consisting of a President, Vice President, Treasurer and Secretary.

Community lease means a legally binding agreement granted to community, sporting or recreation associations, government bodies or other organisations that provide services solely for the benefit of the community.

Crown Land means land owned by the Crown and vested in the Shire through the granting of a Management Order by the Minister for Lands.

Freehold land (or fee simple) provides the most complete form of ownership of that land, in perpetuity. It allows the land holder to deal with the land including selling, leasing, licensing or mortgaging the land, subject to compliance with applicable laws such as planning and environment laws.

Fees and Charges means the rates set annually by Council as part of the Annual Budget for the purpose of community leases/licences.





Incorporated means a group of people who are recognised as a legal entity, separate from individual members as defined under the *Associations Incorporation Act 1987*.

Lease means a legally binding agreement by which one party (Lessor) in consideration of rent, grants exclusive use and possession of real property to a third party (Lessee) for a specified purpose and term. A lease creates an interest in the property.

Lease or licence variation means the addition, removal or change of one or more of the lease or licence provisions. The Shire Deed of Variation template is utilised for lease and licence variations. This template allows an arrangement for the lease or licence to be amended, provided the amendment is signed by all parties.

Lessee means an authorised third party that has entered a lease or licence with the Shire for the use of Shire owned or managed real property and pays rent to occupy the property (and where the context permits include a licensee).

Lessor means the Shire being the owner or management body of property with power to lease or licence to a third party (Lessee).

Licence permits a person to occupy property, or part thereof on conditions. The main feature that distinguishes a licence from a lease is that a licence does not permit exclusive use of the property. A licence does not create an interest in the property.

Licensee means a person that holds an approved licence. For this document (where context permits) a Licensee will also be referred to as 'Lessee'.

Management Order means an authorisation provided by the Crown giving the Shire both the power and authority to manage a parcel of land on behalf of the Crown.

Planning Scheme consent is a Local Planning Authority requirement if proposing to change a land use, develop or use any land including the erection, construction or alteration of any building, excavation, or other works on any land.

Property means the property that is subject to or intended to be subject to a lease or licence.

Reserve means a defined area of land belonging to the Crown which has been vested in the Shire by way of a Management Order.

Relevant policies/documents

Community Lease template
Community Licence template
Deed of Renewal template





Relevant legislation/local laws

Section 3.58 of the *Local Government Act 1995*

Regulation 30 of the *Local Government (Functions and General) Regulations 1996*

Shire of Ashburton Local Government Property Local Law 2013

Office use only				
Relevant delegations				
Council adoption	Date		Resolution #	
Reviewed/modified	Date		Resolution #	
Next review due	Date		Resolution #	





Agenda Item 12.5 - Attachment 2

Council and Committee Meetings - Order of Business
Policy



Council Policy – Council and Committee Meetings - Order of Business

Responsible Directorate	Corporate Services
Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance
Affected Business Unit/s	Governance

Objective

To outline the Order of Business at Ordinary Council Meetings and committee meetings in accordance with the *Shire of Ashburton Standing Orders Local Law 2012*.

Scope

This policy applies to all Ordinary Council Meetings and committee meetings.

Policy Statement

Ordinary Council Meetings

The order of business at an Ordinary Council Meeting shall be as follows:

1. Declaration of Opening
 - 1.1 Acknowledgement to Country
2. Announcement of Visitors
3. Attendance
 - 3.1 Present
 - 3.2 Apologies
 - 3.3 Approved Leave of Absence
4. Public Question Time
 - 4.1 Response to Previous Public Questions taken on Notice
 - 4.2 Public Question Time
5. Declaration by Members
 - 5.1 Due Consideration by Councillors to the Agenda
 - 5.2 Declarations of Interest



6. Announcements by the Presiding Member and Councillors without Discussion
7. Petitions/Deputations/Presentations
 - 7.1 Petitions
 - 7.2 Deputations
 - 7.3 Presentations
8. Applications for Leave of Absence
9. Confirmation of Minutes
 - 9.1 Confirmation of Council Minutes
 - 9.2 Receipt of Committee and Other Minutes
10. En Bloc Resolutions
 - 10.1 Agenda Items Adopted En Bloc
11. Office of the Chief Executive Officer Reports
12. Corporate Services Reports
13. Infrastructure Services Reports
14. People and Place Reports
15. Projects and Procurement Reports
16. Councillor Agenda Items / Notices of Motions
17. Recommendations from Committee
18. New Business of an Urgent Nature Introduced by Council Decision
19. Confidential Matters
20. Next Meeting
21. Closure of Meeting.

Committee meetings

The order of business at a committee meeting shall be as follows:

1. Declaration of Opening
 - 1.1 Acknowledgement of Country
2. Announcement of Visitors





- 3. Attendance
 - 3.1 Present
 - 3.2 Apologies
 - 3.3 Approved Leave of Absence
- 4. Declaration by Members
 - 4.1 Due Consideration by Councillors to the Agenda
 - 4.2 Declaration of Interest
- 5. Confirmation of Minutes
 - 5.1 Confirmation of Previous Minutes
- 6. Public Agenda Items
- 7. New Business of an Urgent Nature Introduced by Council Decision
- 8. Confidential Agenda Items
- 9. Next Meeting
- 10. Closure of Meeting

Definitions

Nil

Relevant policies/documents

Nil

Relevant legislation/local laws

Clause 5.2 of the *Shire of Ashburton Standing Orders Local Law 2012*

Office use only				
Relevant delegations				
Council adoption	Date		Resolution #	
Reviewed/modified	Date		Resolution #	
Next review due	Date		Resolution #	





Agenda Item 12.5 - Attachment 3

Disposal of Property (Other than Land) Policy



Council Policy – Disposal of Property (Other than Land)

Responsible Directorate	Corporate Services
Responsible Business Unit/s	Finance
Responsible Officer	Manager Finance and Administration
Affected Business Unit/s	All

Objective

To provide guidance on the management of the disposition of property (other than land) valued less than \$20,000, ensuring full compliance with applicable legislative obligations and principles of transparency.

Scope

This policy applies to all disposition of property (other than land) valued less than \$20,000.

Policy Statement

The disposal of property (other than land) valued less than \$20,000, based on a reasonable judgement valuation, shall be as follows:

Property type	Method of disposition
Fleet, plant or machinery valued less than \$20,000	<p>The CEO shall have discretion to dispose of the property through either a:</p> <ol style="list-style-type: none"> 1. Public auction process, 2. Public tender process, or 3. Trade-in (in accordance with regulation 30(3)(b) of the <i>Local Government (Functions and General) Regulations 1996</i>.
Furniture, equipment, or goods valued from \$5,000 and less than \$20,000	<p>The CEO shall have discretion to dispose of the property through either a:</p> <ol style="list-style-type: none"> 1. Public auction process, or 2. Public tender process. <p>In the event of there being no response to the auction or tender process, the property shall be offered to local community groups, sporting clubs or charities through a locally advertised expression of interest process which may comprise either an expression of interest or be on a "first in, first served" response basis.</p>



	<p>Where more than one interest is received, the CEO shall determine the order of priority, with preference given to local not-for-profit community groups where practicable.</p> <p>If no interest is received, the property will be disposed of through a waste collection service.</p>
Furniture, equipment or goods valued from \$1,000 and less than \$5,000	<p>Property will be offered to local community groups, sporting clubs, charities or schools through a locally advertised expression of interest process which may comprise either an expression of interest or be on a "first in, first served" response basis.</p> <p>Where more than one interest is received, the CEO shall determine the order of priority, with preference given to local not-for-profit community groups where practicable.</p> <p>If no interest is received, the property will be disposed of through a waste collection service.</p>
Furniture, equipment or goods valued less than \$1,000	<p>Property will be offered to local community groups, sporting clubs or charities through a locally advertised expression of interest process which may comprise either an expression of interest or be on a "first in, first served" response basis.</p> <p>Where more than one interest is received, the CEO shall determine the order of priority, with preference given to local not-for-profit community groups where practicable.</p> <p>If no interest is received, the property will be disposed of through a waste collection service.</p>
<p>Items surrendered at the security screening points at Onslow Airport (not including weapons, dangerous or hazardous items)</p> <p>and</p> <p>Lost and/or uncollected items after a three month period.</p>	<p>The CEO shall have discretion to dispose of the property:</p> <ul style="list-style-type: none"> to local community groups, sporting clubs or charities through a locally advertised expression of interest process as detailed above, or through a waste collection service, dependant on the condition of the items.





The Asset Register shall reflect the disposal where applicable.

Dispositions not outlined in this policy are prescribed by legislation.

Definitions

Dispose means to sell, donate or dispose of in an environmentally responsible method.

Property means any local government property (valued less than \$20,000) not including money or land.

Relevant policies/documents

Asset Register

Relevant legislation/local laws

Regulation 30(3) of the *Local Government (Functions and General) Regulations 1996*

Office use only			
Relevant delegations	01.01.04 Disposing of Confiscated or Uncollected Goods and Sick or Injured Animals 01.01.12 Disposing of Property		
Council adoption	Date		Resolution #
Reviewed/modified	Date		Resolution #
Next review due	Date		Resolution #





Agenda Item 12.5 - Attachment 4

Elected Member Briefing Forums Policy



Council Policy – Elected Member Briefing Forums

Responsible Directorate	Corporate Services
Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance
Affected Business Unit/s	All

Objective

To provide a forum at which elected members can become fully informed on matters that will be considered by Council and can raise and discuss a broad range of matters of strategic significance.

Scope

Applies to all relevant forums for elected members of the Shire of Ashburton (the Shire).

Policy Statement

This policy provides guidelines governing the conduct of the Elected Member Briefing Forums (Briefing Forums) to ensure compliance with the intent of the *Local Government Act 1995* including the principles of open and accountable decision making.

Briefing Forums shall be held each Ordinary Council Meeting day with sessions held both prior to, and after the Ordinary Council Meeting.

Where deemed necessary, a Briefing Forum may be scheduled for a particular matter, with the approval of the CEO in consultation with the Shire President.

Briefing Forums may consist of, but are not limited to, workshops, presentations and elected member training.

Workshop/presentation

Workshops and presentations provide elected members the opportunity to be informed and have input into strategic direction related issues.

Where available, copies of presentations made during Briefing Forums will be provided to elected members following the Briefing Forum via the Elected Member Teams Channel. All presentations are confidential.

Training

Training provides elected members information on matters relevant to their role and systems implemented for their use.



Format

Briefing Forums are not open to the public.

Forums are to be attended by all elected members and relevant officers. Where required, external presenters may attend Briefing Forums for their allocated session.

Decisions or agreement must not be made in respect to any matter raised during the Briefing Forum that requires a Council resolution.

All principles of the *Local Government Act 1995* and Council’s Code of Conduct for Council Members, Committee Members and Candidates (the Code) apply to Briefing Forums. Subject to complying with the Code, discussion during Briefing Forums should be open, honest, and frank to engender a team approach to problem solving and to enable elected members to become fully informed on matters which may come before them.

Definitions

Elected members includes the Shire President and all Councillors.

Relevant policies/documents

Code of Conduct for Council Members, Committee Members and Candidates

Relevant legislation/local laws

Local Government Act 1995

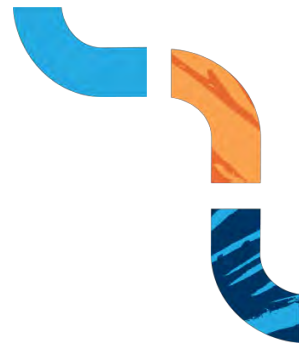
Office use only				
Relevant delegations				
Council adoption	Date		Resolution #	
Reviewed/modified	Date		Resolution #	
Next review due	Date		Resolution #	





Agenda Item 12.5 - Attachment 5

Elected Member Photographs Policy



Council Policy – Elected Member Photographs

Responsible Directorate	Corporate Services
Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance
Affected Business Unit/s	Governance Media and Communications

Objective

To set out the arrangements for official photographs following each ordinary election.

Scope

This policy applies to all elected members and the Chief Executive Officer (CEO) of the Shire of Ashburton (the Shire) following each ordinary election.

Policy Statement

Official photographs

Official photographs of elected members (individual and group) and the CEO will be taken following each ordinary election.

In the event of Council membership changing partway through a term of office, then an updated photograph shall be taken as soon as possible after any new elected members are sworn in.

A new photograph will not be required where any retiring member is not replaced partway through a term of office.

Council photographs may be displayed in the Shire office foyer or Council Chamber.

Copies of individual elected member photographs or Council photographs may be supplied in an electronic format to elected members upon request, at no charge.

Honour board

The Council honour board will be updated following the ordinary election.

Use of official photographs

Official photographs may be used in accordance with the following conditions:

- In Council documents (e.g., Strategic Plans, Annual Reports, on Shire website, etc),
- Provided to the media (upon request). Elected members will be notified if an official portrait photograph is provided for use by the media or a third party.
- For Shire related purposes (i.e., promotion of Council and its members).



- Photographs cannot be reproduced without the written permission of the Shire (as copyright owners).
- Photographs provided by the Shire shall not be used for private purposes or election campaign purposes (see Council Policy – Election Caretaker).

Definitions

Elected members include the Shire President and all Councillors.

Relevant policies/documents

Council Policy – Election Caretaker

Council Policy – History Collection

Relevant legislation/local laws

Nil

Office use only			
Relevant delegations			
Council adoption	Date		Resolution #
Reviewed/modified	Date		Resolution #
Next review due	Date		Resolution #





Agenda Item 12.5 - Attachment 6

Elected Member Recordkeeping Policy



Council Policy – Elected Member Recordkeeping

Responsible Directorate	Corporate Services
Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance
Affected Business Unit/s	Governance

Objective

The objective of this policy is to provide guidance to elected members regarding their record keeping responsibilities and establish appropriate practices to facilitate the ease of capture of elected member records.

Scope

This policy applies to all elected members of the Shire of Ashburton (the Shire).

Policy Statement

Elected members’ records are important and necessary as they serve as a history of the transaction and business process of local government and member accountability functions arising from their participation in the decision-making processes of Council and committees.

Some local government records created and received by elected members have continuing value to the Shire and should be incorporated into the Shire’s records management system.

Government records

Records created or received by elected members that relate to local government business must be captured, regardless of a record’s format or where it was received, as part of the local government’s corporate memory in accordance with the Shire’s Recordkeeping Plan.

Government records include:

- Correspondence and communications
- File notes made after verbal communications, meetings, phone calls etc.
- Video and audio recordings
- Photographs
- Email
- Social Media posts (e.g. Facebook, Twitter)
- Databases
- Websites



- Messages from Apps (e.g. WhatsApp, Messenger)
- TXT messages.

When to create and capture a record:

- Information is related to Council business
- An action is required
- A decision or commitment is made
- Business need: for future reference by yourself or others
- Historical: identifies Council activity over time.

What should be recorded?

Communications	Examples
Written	<ul style="list-style-type: none"> • Complaints and compliments • Correspondence concerning corporate matters • Submissions, petitions and lobbying • Information for Council's interest relating to local government business activity and functions.
Verbal	<ul style="list-style-type: none"> • Telephone, meetings and other verbal conversations regarding local government projects or business activities • Addresses, speeches and presentations delivered as part of an elected member's official duties.
Social media	Where the post: <ul style="list-style-type: none"> • Creates interest from the public or media • Communicates decisions or commits the local government to an action • Seek feedback • Addresses issues of safety, and/or • Relate to sensitive or contentious issues.
Work diaries/appointment books	Where it contains information that may be significant to the conduct of the elected member on behalf of the local government.

What doesn't need to be recorded?

Communications	Examples
Duplicate copies	Council meeting agenda, minutes and papers.
Draft documents or working papers	Where they are already captured at the local government.
Publications	Newsletters, circulars, journals etc.





Invitations	To community events where an elected member is not representing Council or the local government.
Verbal	Which: <ul style="list-style-type: none"> convey routine information only, or do not relate to local government business or functions.
Elections	Electioneering or party-political information.
Personal records	Communications not related to an elected member’s official duties.

How to capture records

Elected members can forward records of continuing value to the Shire for incorporation into the records management system.

Elected members can do this by:

- forwarding emails/electronic records to emrecords@ashburton.wa.gov.au, or
- hard copy records can be hand delivered to the Shire’s administration offices or given to the Governance Officer at the monthly ordinary Council meeting.

Elected member correspondence

Correspondence addressed to elected members received at the Shire office, including those marked Private, Confidential, Personal will be opened by designated officers, and if of continuing value, incorporated into the records management system, before forwarding to the elected member.

Definitions

Record means information recorded in any form created or received and maintained by an organisation in the transaction of business and kept as evidence of such activity and includes:

- anything in which there is writing or Braille,
- a map, plan, diagram, or graph,
- a drawing, pictorial or graphic work, or photograph,
- anything on which there are figure marks, perforations, or symbols, having a meaning for persons qualified to interpret them,
- anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
- anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.





Relevant policies/documents

Shire of Ashburton Recordkeeping Plan
 State Records Office – Records Management Advice – Local Government Elected Members’ Records

Relevant legislation/local laws

Section 2.7 of the *Local Government Act 1995*
State Records Act 2000
Freedom of Information Act 1992

Office use only				
Relevant delegations				
Council adoption	Date		Resolution #	
Reviewed/modified	Date		Resolution #	
Next review due	Date		Resolution #	





Agenda Item 12.5 - Attachment 7

Equal Employment Opportunity Policy



Council Policy – Equal Employment Opportunity

Responsible Directorate	Office of the Chief Executive Officer
Responsible Business Unit/s	Human Resources
Responsible Officer	Manager Human Resources
Affected Business Unit/s	All

Objective

The Shire recognises their legal obligations under the *Equal Opportunity Act 1984*, in relation to anti-discrimination legislation and ensures that all employment practices will follow the criteria for providing employment opportunities that are based solely on the principle of merit and equity.

The Shire prohibits discrimination of any type and ensures equal opportunities to employees and applicants without regard to race, age, sex, marital status, pregnancy, political conviction, religious conviction, impairment, family responsibilities or family status, sexual orientation, gender history or any other characteristic covered by law.

Scope

This policy applies to all elected members, the Chief Executive Officer (CEO), and all employees at the Shire, and where relevant, those performing work (paid and unpaid) for the Shire, including but not limited to direct employees, contractors, labour hire, volunteers and those performing work through a third party.

Policy Statement

Council and the Shire affirm its commitment to the principles of equal employment opportunity (EEO).

The Shire's commitment

EEO at the Shire means the Shire will ensure that all policies, procedures, and actions reflect and value the social and cultural diversity within the Shire and the community it serves through:

- Structured recruitment and selection policies that are designed to select the best candidate based solely on qualifications, skills, competency and experience.
- The implementation and constant monitoring of EEO policies to ensure that social and cultural backgrounds of all members of the organisation and customers are recognised and respected.
- Learning and development opportunities are linked to the future needs of the Shire.



- The adherence to the Shire's organisational values that support our commitment to respect, fairness, dignity, diversity, and equity.
- Implementation and constant monitoring of a zero-tolerance approach, identifying the responsibilities of all contractors, employees, managers, directors, the CEO and elected members of their rights and responsibilities in respect of EEO.
- Provision of equal employment opportunity by making decisions concerning all members of the organisation based on merit and fairness only.
- The requirement that all employees are required to participate in EEO training and managers, line supervisors, directors and the CEO receive formal training on managing EEO complaints and understanding the Shire's grievance management process.
- The implementation of a structured grievance management process, by which all EEO complaints are investigated.
- Provide an enjoyable, challenging, involving and harmonious working environment for all members of the organisation where each can progress to the extent of their ability based solely on merit.

The Shire is committed to the principles of equal employment opportunity. The Shire acknowledges and celebrates diversity and commits to actively and flexibly seeking to appoint and accommodate the unique needs of many different employees.

The Shire is committed to providing an environment free from all forms of direct and indirect discrimination and providing an environment where all employees are treated in a fair and equitable manner in all decisions and processes. This includes providing equal access to improving the skills and competency levels of all employees, so they have equal access to further employment opportunities or career path progression.

Environment

The Shire recognises that when discrimination occurs in the workplace, job satisfaction, morale and productivity suffer. A healthy and safe work environment free from discrimination is a primary objective of the Shire.

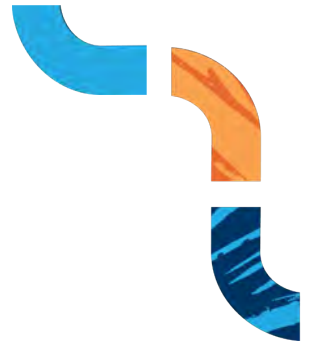
Diversity

The Shire appreciates the inherent value in a diverse workforce. Diversity may result from a range of factors including origin, age, gender, race, cultural heritage, religion, lifestyle, education, physical ability, appearance, language, or other factors.

Awareness

Upon appointment, all employees are to be given a copy of this policy. It is also readily accessible electronically on the Shire's website and intranet.





Monitoring

Employment related practices are to be periodically reviewed in accordance with this policy, with consideration of practices covering:

- Recruitment,
- Conditions of employment,
- Appointment, promotion, and transfer; and
- Training and development.

Lodging a complaint

Any member of the organisation who feels that they have being discriminated against, or witnessed a fellow member being discriminated against, is expected to report the alleged behaviour as follows:

Employees will be required to immediately report any such behaviour to their line supervisor or manager. In the case that the alleged behaviour is in respect of their direct line supervisor, the employee should advise their director, or a member of the Human Resources Team.

Elected members will be required to immediately report any such behaviour to the Shire President. In the case that the alleged behaviour is in respect of the Shire President, the elected member should report the behaviour to the Deputy President.

Consequences of breaching EEO

Any breach of equal employment and anti-discrimination legislation by an employee of the Shire will be a serious breach, and the individual concerned will be required to participate in the Shire's performance counselling process. The outcome of a breach may result in the employee facing disciplinary action up to and including termination of employment.

Any breach of equal employment legislation by a contractor of the Shire will be a serious breach, and the contractor will be required to explain their actions to the CEO. The outcome of a breach may result in the contractor providing a written apology or the contract being terminated for breach of conditions.

Any breach of equal employment legislation by an elected member of the Shire will be a serious breach, and as such the elected member may be required to participate in disciplinary action.

Responsibilities

The Human Resources Team will be responsible for:

- The collection, analysis, reporting and maintenance of EEO statistics.
- The writing, distribution, and maintenance of this policy and the EEO Management Plan in accordance with the relevant legislation.



- The provision of up to date and relevant EEO information to management.
- Design, distribution, analysis, and reporting of employee survey data.
- Educating employees at all levels on their EEO rights and responsibilities.
- Championing a zero-tolerance policy on any form of discrimination, harassment, or bullying.
- Providing support and advice on EEO matters.

Definitions

Discrimination occurs when a person is treated less favourably than another person or group because of their background or certain personal characteristics.

Relevant policies/documents

- Code of Conduct for Employees
- Code of Conduct for Council Members, Committee Members and Candidates
- Disability Access and Inclusion Plan
- Workplace Health and Safety Policy
- CEO Directive – Discrimination, Harassment and Bullying
- CEO Directive – Employee Recruitment, Selection and Promotion
- CEO Directive – Grievance Investigation and Resolution

Relevant legislation/local laws

- Equal Opportunity Act 1984*
- Section 5.40 of the Local Government Act 1995*
- Gender Reassignment Act 2000*
- Age Discrimination Act 2004* (Commonwealth)
- Australian Human Rights Act 1986* (Commonwealth)
- Disability Discrimination Act 1992* (Commonwealth)
- Racial Discrimination Act 1975* (Commonwealth)
- Sex Discrimination Act 1984* (Commonwealth)
- Work Health and Safety Act 2020*

Office use only			
Relevant delegations			
Council adoption	Date		Resolution #
Reviewed/modified	Date		Resolution #
Next review due	Date		Resolution #





Agenda Item 12.5 - Attachment 8

Legal Representation for Elected Members and
Employees Policy



Council Policy – Legal Representation for Elected Members and Employees

Responsible Directorate	Corporate Services
Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance
Affected Business Unit/s	All

Objective

The objective of this policy is to:

- establish the principles under which funding for legal representation may be provided, the level of funding that may be provided and the processes to be followed by the applicant when making a request.
- facilitate full, frank, and impartial decision-making and actions by relevant persons (meaning current and former serving elected members, committee members and employees) in the performance of their roles and responsibilities in pursuit of good government of the Shire of Ashburton (the Shire).

Scope

Applies to all elected members and employees of the Shire.

Policy Statement

Legal representation criteria

There are four major criteria for determining whether the Shire will pay the legal representation costs of an elected member or employee:

- The legal representation costs must relate to a matter that arises from the performance, by the elected member or employee, in fulfilling his or her functions for the Shire,
- The legal representation cost must be in respect of legal proceedings that have been, or may be, commenced,
- In performing his or her functions, to which the legal representation relates, the elected member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct, and
- The legal representation costs do not relate to a matter that is of a personal or private nature.



Examples of legal representation costs that may be approved

If the criteria in this policy is satisfied, the Shire may approve the payment of legal representation costs:

- Where proceedings are brought against an elected member or employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the elected member or employee,
- To enable proceedings to be commenced and/or maintained by an elected member or employee to permit him or her to carry out his or her functions – for example where an elected member or employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the elected member or employee, or
- Where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about an elected member or employee.

The Shire will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a negligence action, instituted by an elected member or employee.

Application for payment

An elected member or employee who seeks assistance under this policy is to make an application, in writing, to the Chief Executive Officer (CEO).

The written application for payment of legal representation costs is to give details of:

- the matter for which legal representation is sought,
- how that matter relates to the functions of the applicant,
- the lawyer (or law firm) who is to be asked to provide the legal representation,
- the nature of legal representation to be sought (such as advice, representation in Court, preparation of a document etc.),
- an estimated cost of the legal representation, and
- why it is in the interests of the Shire for payment to be made.

As far as possible the application is to be made before commencement of the legal representation to which the application relates.

The application is to be accompanied by a signed written declaration by the applicant that he or she:

- has read, and understands, the terms of this policy,





- acknowledges that any approval of legal representation costs is conditional on the repayment provisions of this policy and any other conditions to which the approval is subject,
- undertakes to repay to the Shire any legal representation costs in accordance with the provisions of this policy, and
- that he or she has acted in good faith and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.

An application is also to be accompanied by a Council report, prepared by the CEO or where the CEO is the applicant by an appropriate employee, such as the Director Corporate Services.

Legal representation costs limit

The Council in approving an application in accordance with this policy shall set a limit on the costs to be paid based on the estimated costs in the application.

An elected member or employee may make a further application to the Council in respect of the same matter.

Council's powers

The Council may:

- refuse,
- grant, or
- grant subject to conditions,

an application for payment of legal representation costs.

Conditions under the above may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.

In assessing an application, the Council may have regard to any insurance benefits that may be available to the applicant under the Shire's insurance policy or its equivalent.

The Council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.

The Council may, subject to this policy, determine that an elected member or employee, whose application for legal representation costs has been approved, has in respect of the matter for which legal representation costs were approved:

- not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct, or
- given false or misleading information in respect of the application.





A determination may be made by the Council only based on, and consistent with, the findings of a Court, tribunal, or inquiry.

Where the Council determines the legal representation costs are to be repaid by the elected member or employee, it is to be done so, in accordance with this policy.

Authorisation to CEO

In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant, the CEO may exercise, on behalf of the Council, any of the powers of the Council under this policy, to a maximum of \$5,000 in respect of each application.

An application approved by the CEO, is to be submitted to the next Ordinary Council Meeting of the Council or if deemed necessary by the Shire President, a Special Council Meeting. Council may exercise any of its powers under this Policy.

Repayment of legal representation costs

An elected member or employee whose legal representation costs have been paid by the Shire, is to repay the Shire:

- all or part of those costs – in accordance with a determination by the Council,
- as much of those costs as are available to be paid by way of set-off – where the elected member or employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the Shire paid the legal representation costs.

The Shire act in a Court of competent jurisdiction to recover any monies due to it under this policy.

Definitions

Approved lawyer means:

- a 'certified practitioner' under the *Legal Practice Act 2003* and from a law firm on the Shire's panel of legal service providers, or as otherwise determined by Council based on need for a specific skill and/or expertise, or
- a person or firm approved in writing by the Council or the CEO under delegated authority.

Elected member or employee means a current or former commissioner, elected member, non-elected member of a Council committee or employee of the Shire.

Legal proceedings mean civil, criminal, or investigative.





Legal representation means the provision of legal services to or on behalf of an elected member or employee, by an approved lawyer that is in respect of:

- a matter or matters arising from the performance of the functions of the elected member or employee, and
- legal proceedings involving the elected member or employee that have been or may be commenced.

Legal representation costs mean costs, including fees and disbursements, properly incurred in providing legal representation.

Legal services mean advice, representation or documentation that is provided by an approved lawyer.

Payment means payment by the Shire of legal representation costs either by:

- a direct payment to the approved lawyer (or the relevant firm), or
- a reimbursement to the elected member or employee.

Relevant policies/documents

Application for Assistance – Legal Representation Costs

Relevant legislation/local laws

Local Government Act 1995

Office use only				
Relevant delegations				
Council adoption	Date		Resolution #	
Reviewed/modified	Date		Resolution #	
Next review due	Date		Resolution #	





Agenda Item 12.5 - Attachment 9

Employee Recognition and Gratuity Policy



Council Policy – Employee Recognition and Gratuity

Responsible Directorate	Office of the Chief Executive Officer
Responsible Business Unit/s	Human Resources
Responsible Officer	Manager Human Resources
Affected Business Unit/s	All

Objective

The Shire of Ashburton (the Shire) is committed to recognising employees within the parameters set by section 5.50 of the *Local Government Act 1995* (the Act) and regulation 19A *Local Government (Administration) Regulations 1996*.

This policy sets out the:

- circumstances upon which the Shire will pay an employee an amount in addition to any amount which the employee is entitled under a contract of employment, award, industrial agreement or order by a Court or Tribunal relating to the employee; and
- manner of assessment of the additional amount.

Scope

This policy applies to all employees of the Shire.

Policy Statement

Gratuity payments

When an employee resigns from their employment with the Shire or is made redundant, they may be given a good or service as a token of appreciation for their commitment and service to the Shire.

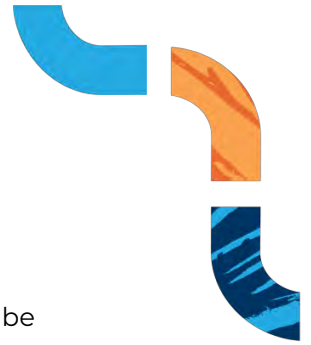
A gratuity payment is paid in addition to any amount which an employee is entitled to under a contract of employment or industrial instrument.

This policy does not form a contractual entitlement for any employee of the Shire.

Eligibility for gratuity payments

An employee may be entitled to a gratuity payment as outlined within this policy, when an employee's services are ceasing with the local government for any of the reasons identified below:

- Resignation (not as a result of any performance management or investigation being conducted by the Shire);
- Retirement; or
- Redundancy.



An employee who has been dismissed by the Shire for any reason, will not be eligible to receive any gratuity payment under this policy.

Prescribed amount for gratuity payments

Any gratuity payment will not exceed the amounts prescribed in regulation 19A of the *Local Government (Administration) Regulations 1996*.

Years of service	Gratuity provided
Continuous service less than 5 years	Statement of Service and a gift or contribution towards a gift of \$10 for each year of service.
Continuous service greater than 5 years but less than 10 years	Statement of Service and a gift or contribution towards a gift of \$20 for each year of service.
Continuous service greater than 10 years but less than 15 years	Statement of Service and a gift or contribution towards a gift of \$30 for each year of service.
Continuous service greater than 15 years but less than 20 years	Statement of Service and a gift or contribution towards a gift of \$40 for each year of service.
Continuous service over 20 years	Statement of Service and a gift or contribution towards a gift of \$50 for each year of service.

Determining service

For the purpose of this policy, continuous service includes any period of:

- Paid leave as set out in the Shire of Ashburton Enterprise Agreement 2022;
- Public holidays;
- Paid personal leave to the extent of three months in each calendar; and
- Absence that has been supported by an approved workers compensation claim to the extent of one year.





For the purpose of this policy, continuous service does not include any period of:

- Unauthorised absence;
- Unpaid leave; and
- Parental leave.

Final determination

The Chief Executive Officer shall make the final determination with respect to whether an employee will receive and the form of the gratuity to be made, taking into consideration the employee’s performance over the period of service.

Financial liability for taxation

The employee accepts full responsibility for any taxation payable on a gratuity payment and agrees to fully indemnify the Shire in relation to any claims or liabilities for taxation in relation to the gratuity payment.

Years of service recognition

The Shire will formally recognise continuous service from five years and at subsequent five-year intervals. All employees will be awarded a certificate presented to the employee by the Chief Executive Officer or relevant Director.

End of year recognition

At the end of the calendar year, the Shire may provide all employees a gift card to the value of \$50 at the CEO’s discretion.

Financial implications

The Shire acknowledges that at the time the policy was introduced, the financial implications to the Shire were understood and that these financial implications had been investigated based on the workforce position current at that time.

Funds will be allocated as part of the local government’s Annual Budget.

Payments in addition to this policy

The Shire will not make any gratuity payment in addition to that contained within this policy, in accordance with section 5.50 of the *Local Government Act 1995*.

Definitions

Nil


Relevant policies/documents

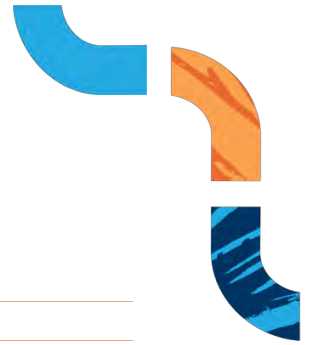
Nil

Relevant legislation/local laws

Section 5.50 of the *Local Government Act 1995*

Regulation 19A of the *Local Government (Administration) Regulations 1996*

Office use only			
Relevant delegations			
Council adoption	Date	Resolution #	
			 



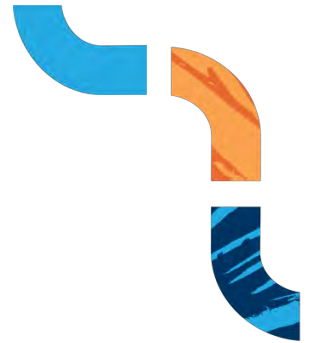
Reviewed/modified	Date		Resolution #	
Next review due	Date		Resolution #	





Agenda Item 12.5 - Attachment 10

Purchasing and Procurement Policy



Council Policy – Purchasing and Procurement

Responsible Directorate	Projects and Procurement
Responsible Business Unit/s	Projects and Procurement
Responsible Officer	Senior Procurement Officer
Affected Business Unit/s	All

Objective

The Shire of Ashburton (the Shire) is committed to delivering 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.

Scope

Applies to all relevant purchasing and procurement undertaken by, or on behalf of the Shire.

Policy Statement

1. Objectives

The Shire’s purchasing activities will:

- a. achieve best value for money that may consider sustainable benefits, such as environmental, social, and local economic factors,
- b. foster economic development by maximising participation of local businesses in the delivery of goods and services,
- c. use consistent, efficient, and accountable purchasing processes and decision-making, including competitive quotation processes, assessment of best value for money for all purchasing activity, including tender exempt arrangements,
- d. apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly, and consistently,
- e. commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest,
- f. comply with the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996* (the Regulations), other relevant legislation, Codes of Practice, Standards and the Shire’s policies and procedures,
- g. ensure purchasing outcomes contribute to efficiencies (time and resources) for the Shire of Ashburton,
- h. identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the Shire’s Risk Management Framework,



- i. ensure records evidence purchasing activities in accordance with the *State Records Act 2000* and the Shire's Recordkeeping Plan, and
- j. ensure confidentiality that protects commercial-in-confidence information and only releases information where appropriately approved.

2. Ethics and integrity

The Shire's Codes of Conduct apply when undertaking purchasing activities and decision making, requiring elected members and employees to always observe the highest standards of ethics and integrity and act in an honest and professional manner.

3. Value for money

The Shire will apply value for money principles in critically assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

3.1 Assessing value for money

Value for money assessment will consider:

- a. all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, and other costs such as, but not limited to, holding costs, consumables, deployment, training, maintenance, and disposal,
- b. the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, the supplier's resource availability, capacity, and capability, value-adds offered, warranties, guarantees, repair and replacement policies and response times, ease of inspection and maintenance, ease of after sales service, ease of communications, etc,
- c. the supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history,
- d. a strong element of competition by obtaining enough competitive quotations consistent with this policy, where practicable,
- e. the safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation, and maintenance,
- f. the environmental, economic, and social benefits arising from the goods, services or works required, including consideration of these benefits regarding the supplier's operations, in accordance with this policy and any other relevant policies including Council Policy – Regional Price Preference, and





- g. analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier/s and the goods or services required.

4. Purchasing thresholds and practices

4.1 Defining the purchasing value

The Shire will apply reasonable and consistent methodologies to assess and determine purchasing values, which ensure:

- a. the appropriate purchasing threshold and practice is applied in all purchasing activities, and
- b. wherever possible, purchasing activity for the same category of supply is aggregated into single contract arrangements to achieve best value and efficiency in future purchasing activities where the requirements can be provided by a single supplier.

A category of supply can be defined as groupings of similar goods or services with common supply and demand drivers; market characteristics; or suppliers.

4.1.1 Strategic purchasing value assessments

The Shire will periodically review recent past purchasing activity across its operations to identify categories of supply for which the Shire will have continuing need, and which can be aggregated into single contract arrangements to achieve best value for money and efficiency in future purchasing activity.

The assessment of aggregated expenditure for the same category of supply capable of being supplied by a single supplier will determine the purchasing value threshold applicable to future purchasing activity. This assessment should apply to the maximum period of the contract.

4.1.2 Individual purchasing value assessments

In any case, where there is no relevant current contract, each purchasing activity is to assess the purchasing value based upon the following considerations:

- a. Exclusive of Goods and Services Tax (GST); and
- b. The estimated total expenditure for the proposed supply including the value of all contract extension options and where applicable, the total cost of ownership considerations.
- c. The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.
- d. Requirements must not be split to avoid purchasing or tendering thresholds [F&G Reg.12].

The calculated estimated purchasing value will determine the applicable threshold and purchasing practice to be undertaken.





4.2 Table of purchasing thresholds and practices

4.2.1 Supplier order of priority

The Shire will consider and apply, where applicable, the following supplier order of priority:

Priority	Threshold Description
Priority 1	<p>Existing pre-qualified supplier panel or other contract</p> <p>Current contracts, including a Panel of Prequalified Suppliers or contracted supplier, must be used where the Shire’s supply requirements can be met through the existing contract.</p>
Priority 2	<p>Local suppliers</p> <p>Where the purchasing value does not exceed the tender threshold and a relevant local supplier can provide the required supply, the Shire will ensure that wherever possible quotations are obtained from local suppliers permanently located within the Shire as a first priority, and those permanently located within Shires as detailed in the Regional Price Preference Policy as the second priority.</p>
Priority 3	<p>Tender exempt – WALGA Preferred Supplier Arrangement (PSA)</p> <p>Use a relevant WALGA PSA regardless of whether the purchasing value will exceed the tender threshold. However, if a relevant PSA exists but an alternative supplier is considered to provide best value, then the CEO, or an officer authorised by the CEO, must approve the alternative supplier. Reasons for not using a PSA may include:</p> <ul style="list-style-type: none"> a Local supplier availability (that are not within the PSA); or, b Social procurement – preference to use Aboriginal business or Disability Enterprise. <p>Tender exempt - WA State Government Common Use Arrangement (CUA)</p> <p>Use a relevant CUA regardless of whether the purchasing value will exceed the tender threshold. However, if a relevant CUA exists, but an alternative supplier is considered to provide best value for money, then the proposed alternative supplier must be approved by the CEO, or an officer authorised by the CEO. If no relevant CUA is available, then a tender exempt [F&G Reg.11(2)] arrangement may be used.</p>





	<p>Other Exempt arrangement [F&G Reg. 11(2)]</p> <p>Regardless of whether the purchasing value will exceed the tender threshold, the Shire will investigate and seek quotations from tender exempt suppliers, and will specifically ensure that wherever possible, quotations are obtained from a WA Disability Enterprise and/or an Aboriginal Owned Business that is capable of providing the required supply. However, the Shire may not use a tender exempt supplier if the supplier cannot provide the required supply to a standard acceptable to the Shire, or the Shire is not satisfied that using a tender exempt supplier presents value for money.</p>
Priority 4	<p>Other suppliers</p> <p>Where there is no relevant existing contract or tender exempt arrangement available, purchasing activity from any other supplier is to be in accordance with relevant purchasing value threshold and purchasing practice specified in the table below.</p>

4.2.2 Purchasing Practice Purchasing Value Thresholds

The purchasing value, assessed in accordance with clause 4.1, determines the purchasing practice to be applied to the Shire’s purchasing activities.

Purchase Value Threshold (ex GST)	Purchasing Practice
Up to \$9,999 (ex GST)	Obtain at least one (1) verbal or written quotation from a suitable supplier in accordance with the Supplier Order of Priority detailed in clause 4.2.1. The purchasing decision is to be evidenced in accordance with the Shire’s Recordkeeping Plan.
From \$10,000 and up to \$49,999 (ex GST)	<p>Seek at least two (2) written quotations and obtain at least (1) written quotation, from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 4.2.1.</p> <p>If purchasing from a WALGA PSA, CUA or other tender exempt arrangement, a minimum of one (1) written quotation is to be obtained.</p> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • a brief outline of the specified requirement for the goods; services or works required, and





	<ul style="list-style-type: none"> • value for money criteria, not necessarily the lowest price. <p>The purchasing decision may be evidenced using the Brief Evaluation Report Template retained in accordance with the Shire's Recordkeeping Plan.</p>
<p>From \$50,000 and up to \$99,999 (ex GST)</p>	<p>Seek at least three (3) written quotations and obtain at least one (1) written quotation, from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 4.2.1 except if purchasing from a WALGA PSA, CUA or other tender exempt arrangement, where a minimum of one (1) written quotation is to be obtained.</p> <p>The purchasing decision is to be based upon assessment of the suppliers' responses to:</p> <ul style="list-style-type: none"> • a brief outline of the specified requirement for the goods; services or works required, and • value for money criteria, not necessarily the lowest quote. <p>The purchasing decision may be assessed using the Brief Evaluation Report Template and retained in accordance with the Shire's Recordkeeping Plan.</p>
<p>From \$100,000 and up to \$249,999 (ex GST)</p>	<p>Seek at least three (3) written responses and obtain at least one (1) written quotation, from suppliers by invitation under a formal Request for Quotation via Tenderlink or WALGA eQuotes in accordance with the Supplier Order of Priority detailed in clause 4.2.1. The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • a detailed written specification for the goods, services or works required, and • pre-determined selection criteria that assess all best and sustainable value considerations. <p>The procurement decision may be evidenced using the Evaluation Report template retained in accordance with the Shire's Recordkeeping Plan.</p> <p>Purchases in this threshold are to be undertaken by the Shire's Procurement Department.</p>
<p>Over \$250,000 (ex GST)</p>	<p>Tender exempt arrangements (i.e., WALGA PSA, CUA or other tender exemption under F&G Reg.11(2)) seek at least three (3) written responses and obtain at least one (1) written quotation from suppliers by invitation under a</p>





	<p>formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 4.2.1.</p> <p>OR</p> <p>Public Tender undertaken in accordance with the <i>Local Government Act 1995</i> and relevant Shire policy and procedures.</p> <p>The tender exempt or public tender purchasing decision is to be based on the suppliers response to:</p> <ul style="list-style-type: none"> • A detailed specification, and • Pre-determined selection criteria that assess all best and sustainable value considerations. <p>The purchasing decision must be evidenced using the Evaluation Report template and be retained in accordance with the Shire’s Recordkeeping Plan.</p> <p>Purchases in this threshold are to be undertaken by the Shire’s Procurement Department.</p>
<p>Emergency Purchases (within budget) Refer to Clause 4.3</p>	<p>Where goods or services are required for an emergency response and are within scope of an established panel of pre-qualified suppliers or existing contract, the emergency supply must be obtained from the panel or existing contract using relevant unallocated budgeted funds.</p> <p>If there is no existing panel or contract, then clause 4.2.1 Supplier Order of Priority will apply wherever practicable.</p> <p>However, where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply.</p> <p>OR</p> <p>Compliance with this policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply.</p> <p>However, an emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice. The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire’s Recordkeeping Plan.</p>





<p>Emergency Purchases (no budget allocation available) Refer for Clause 4.3</p>	<p>Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with section 6.8 of the <i>Local Government Act 1995</i>, the President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred.</p> <p>The CEO is responsible for ensuring that an authorised emergency expenditure under section 6.8 of the <i>Local Government Act 1995</i> is reported to the next Ordinary Council Meeting. The purchasing practices prescribed for Emergency Purchases (within budget) above, then apply.</p>
<p>LGIS Services section 9.58(6)(b) <i>Local Government Act 1995</i></p>	<p>The suite of LGIS insurances is established in accordance with section 9.58(6)(b) of the <i>Local Government Act 1995</i> and are provided as part of a mutual, where WALGA member local governments are the owners of LGIS.</p> <p>Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this policy.</p> <p>Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this policy is required.</p>

4.3 Emergency purchases

Emergency purchases are defined as the supply of goods or services associated with a:

- a. local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets, or
- b. local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with section 6.8 of the *Local Government Act 1995* and regulation 11(2) of the Regulations, or
- c. State of Emergency declared under the *Emergency Management Act 2005* and therefore, regulation 11(2)(aa), (ja) and (3) of the Regulations apply to vary the application of this policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate purchasing requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes or tenders, as applicable.





4.4 Inviting tenders though not required to do so

The Shire may determine to invite public tenders, despite the estimated purchase value being less than the \$250,000 prescribed tender threshold, but only where an assessment determines that the purchasing requirement cannot be met through a tender exempt arrangement and the use of a public tender process will enhance, value for money, efficiency, risk mitigation and sustainable procurement benefits.

In such cases, the tender process must comply with the legislative requirements and the Shire's tendering procedures [F&G Reg.13].

4.5 Expressions of interest

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process [F&G Reg.21] where the required supply evidence one or more of the following criteria:

- a. Unable to sufficiently scope or specify the requirement,
- b. There is significant variability for how the requirement may be met,
- c. There is potential for suppliers to offer unique solutions and / or multiple options for how the purchasing requirement may be obtained, specified, created, or delivered,
- d. Subject to a creative element, or
- e. Provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes will be based upon qualitative and other non-price information only.

4.6 Unique nature of supply (sole supplier)

An arrangement with a supplier based on the unique nature of the goods or services required or for any other reason, where it is unlikely that there is more than one potential supplier may only be approved where the Shire can evidence that there is only one source of supply. The Shire must conduct market research to determine that a sole source of supply genuinely exists and only one potential supplier has been identified as capable of meeting the purchase requirement.

Authority to approve a sole supplier is in accordance with Council's Delegated Authority Register.

4.7 Anti-avoidance

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of 'splitting' the purchase value or the contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a public tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.





4.8 Contract renewals, extensions and variations

Where a contract has been entered into as the result of a publicly invited tender process, regulation 21A of the Regulations applies.

For any other contract, the contract must not be varied unless:

- a. The variation is necessary for the goods or services to be supplied and does not change the scope of the contract, or
- b. The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the Shire is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this policy.

5. Sustainable procurement

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection and local economic benefits). Sustainable procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (i.e. initiatives such as corporate philanthropy). Requests for quotation and tenders may include a request for suppliers to provide information regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

5.1 Local economic benefit

The Shire promotes economic development through the encouragement of competitive participation in the delivery of goods and services by local suppliers permanently located within the Shire first, and secondly, those permanently located within its surrounding Shire's. The Shire will apply a regional price preference when undertaking all purchasing activities over \$50,000 in accordance with the policy adopted at that time.

5.2 Socially sustainable procurement

The Shire will support the purchasing of requirements from socially sustainable suppliers such as Australian Disability Enterprises and Aboriginal businesses wherever a value for money assessment demonstrates benefit towards achieving the Shire's strategic and operational objectives.

5.3 Environmentally sustainable procurement

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefit toward achieving the Shire's strategic and operational objectives.





6. Panels of pre-qualified suppliers

6.1 Objectives

The Shire will consider creating a panel of pre-qualified suppliers (panel) when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

- a. there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money',
- b. the panel will streamline and will improve procurement processes, and
- c. the Shire has the capability to establish a panel and manage the risks and achieve the benefits expected of the proposed panel through a Contract Management Plan.

6.2 Establishing and managing a panel

If the Shire decides that a panel is to be created, it will establish the panel in accordance with the Regulations.

Panels will be established for one supply requirement, or several similar supply requirements under defined categories.

This will be undertaken through an invitation procurement process advertised via a State-wide notice.

Panels may be established for a maximum of three years.

The length of time of a local panel is decided with the approval of the Chief Executive Officer (CEO)/Director. Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the panel.

If a panel member leaves the panel, the Shire will consider replacing that organisation with the next ranked supplier that meets/exceeds the requirements in the value for money assessment – subject to that supplier agreeing.

The Shire will disclose this approach in the detailed information when establishing the panel.

A panel contract arrangement needs to be managed to ensure that the performance of the panel contract and the panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved.





A Contract Management Plan should be established that outlines the requirements for the panel contract and how it will be managed.

6.3 Distributing work amongst panel members

To satisfy regulation 24AD(5) of the Regulations, when establishing a panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the panel will prescribe one of the following as to whether the Shire intends to:

- a. obtain quotations from each pre-qualified supplier on the panel with respect to all discreet purchases, or
- b. purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances, or
- c. develop a ranking system for selection to the panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among panel members, the detailed information will also prescribe whether:

- a. each panel member will have the opportunity to bid for each item of work under the panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for items of work. Contracts under the pre-qualified panel will be awarded based on value for money in every instance, or
- b. work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under regulation 24AD(5)(f) of the Regulations when establishing the panel:
 - i. The Shire will invite the highest ranked panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken.
 - ii. Should the offer be declined, an invitation to the next ranked panel member is to be made and so forth until a panel member accepts a contract.
 - iii. Should the list of panel members invited be exhausted with no panel member accepting the offer to provide goods/services under the panel, the Shire may then invite suppliers that are not pre-qualified under the panel, in accordance with the purchasing thresholds stated in clause 4.2.2 of this policy.
 - iv. When a ranking system is established, the panel will not operate for a period exceeding 12 months.
 - v. In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.





6.4 Purchasing from the panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every panel member (within each category, if applicable) of the panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

6.5 Communications with panel members

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be captured in accordance with the Shire's Recordkeeping Plan. A separate file is to be maintained for each quotation process made under each panel that captures all communications between the Shire and panel members.

7. Record keeping

All local government purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the Shire's Recordkeeping Plan. In addition, the Shire must consider and will include in each contract for the provision of works or services, the contractor's obligations for creating, maintaining and where necessary the transferral of records to the Shire relevant to the performance of the contract.

8. Policy non-compliance

This policy is mandated under the *Local Government Act 1995* and regulation 11A of the Regulations and therefore the policy forms part of the legislative framework in which the local government is required to conduct business.

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision-making processes that substantiate the non-compliance. Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire's policies and procedures.

If non-compliance with; legislation, this policy, or the Codes of Conduct, is identified it must be reported to the CEO or the Director Projects and Procurement.

A failure to comply with legislation or policy requirements, including compliance with the Codes of Conduct when undertaking purchasing activities, may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority, and reasonable expectations for performance of their role.





Where a breach is substantiated, it may be treated as:

- a. an opportunity for additional training to be provided,
- b. a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*, or
- c. where the breach is also identified as potentially serious misconduct, the matter will be reported in accordance with the *Corruption, Crime and Misconduct Act 2003*.

Definitions

Codes of Conduct includes both the Code of Conduct for Council Members, Committee Members and Candidates and the Code of Conduct for employees.

Panel members are suppliers appointed to a panel of pre-qualified suppliers.

Panel of pre-qualified suppliers means a panel of pre-qualified suppliers of goods or services established in accordance with the Divisions 3 of the Regulations.

Pre-qualified supplier means a supplier who is part of a pre-qualified supplier panel for the supply of goods or services.

Relevant policies/documents

- Council Policy – Regional Price Preference
- Directive FIN22 – Authority to purchase or procure
- PP 067 – Contract variation request form
- Shire of Ashburton Recordkeeping Plan
- Code of Conduct for Council Members, Committee Members and Candidates
- Code of Conduct for employees

Relevant legislation/local laws

- Local Government Act 1995*
 - Section 6.5(a) Accounts and Records
 - Section 3.57 Tenders for providing goods and services
- Local Government (Financial Management) Regulations 1996*
- Local Government (Functions and General) Regulations 1996*

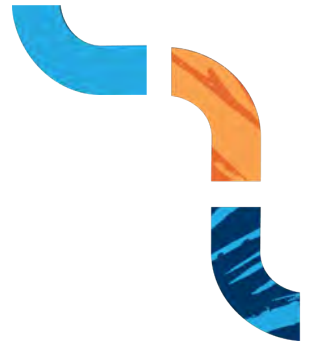
Office use only			
Relevant delegations	01.01.14 Tenders for Goods and Services		
Council adoption	Date		Resolution #
Reviewed/modified	Date		Resolution #
Next review due	Date		Resolution #





Agenda Item 12.5 - Attachment 11

Recognition of Aboriginal Culture and History Policy



Council Policy – Recognition of Aboriginal Culture and History

Responsible Directorate	People and Place
Responsible Business Unit/s	Communities
Responsible Officer	Manager Communities
Affected Business Unit/s	All

Objective

To provide clear guidelines to the Shire of Ashburton (the Shire) elected members and employees to recognise the unique position of Aboriginal people in Australian culture and history.

Aboriginal people are the original custodians/traditional owners of the land. It is important this unique position is recognised to enable the wider community to share in Aboriginal culture and heritage, facilitating better relationships between Indigenous people and other Australians.

Scope

This policy applies to all elected members and employees of the Shire.

Policy Statement

These guidelines apply to all elected members and employees responsible for organising events, functions, ceremonies and meetings where ‘Acknowledgement of Country’ or ‘Welcome to Country’ ceremonies should be included in official proceedings.

Acknowledgement of Country

Appropriate place

When planning an official event, elected members or employees should ensure that an Acknowledgement of Country is delivered where possible. An Acknowledgement of Country should be given by a speaker at the beginning of the event.

Events

An Acknowledgement of Country should be given at events including, but are not limited to, the following:

- Significant events where members of the public, representatives of governments and/or the media are present,
- Council meetings; and
- Forums, conferences, briefing sessions, and major workshops, where the public are present.



Phraseology

For events, it is proposed the following will be read out:

“On behalf of the Shire of Ashburton, we respectfully acknowledge the local Indigenous people, the traditional custodians of this land on which we are gathering today and pay our respects to them and all their elders both past, present and emerging.

For Council meetings, the following will be read out and this may rotate amongst each elected member on a voluntary basis:

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 their elders past, present, and emerging.

Welcome to Country

Appropriate place

Steps should be taken to ensure that the appropriate representative is invited to perform the Welcome to Country, as it is a significant recognition and formal process.

A Welcome to Country should always occur at the opening of the event, preferably as the first item in the order of proceedings.

Events

Events for a Welcome to Country include, but are not limited to, the following:

- Significant events involving the State/Federal government,
- Significant civic functions/ceremonies and significant launches/openings of new buildings.

The Welcome to the Country is conducted by a recognised representative/s of the relevant local Aboriginal community.

A Welcome to the Country may consist of a single speech by the representative of the local Aboriginal community, or it may also include a performance of some description. For example, a:

- traditional welcoming song,
- traditional dance,
- didgeridoo performance,
- smoking ceremony, or
- combination of any of the above.

It is necessary for the speaker who follows immediately after the Welcome to Country ceremony to provide a response. Part of the response should acknowledge the person who delivered the Welcome to Country.





The following is a suggested response:

I would like to, as a Shire of Ashburton representative, highlight that we too pay our respects to the local Indigenous people, the traditional custodians of this land where we are gathering here today. On behalf of the traditional custodians, past and present, we welcome you all to today's event.

Other recognition actions

There are other actions the Shire can undertake to further enhance the recognition of Aboriginal culture and Council wishes to use the following means to do that by including the following statement in key documents, namely its Community Strategic Plan, Corporate Business Plan, and Council agenda and minutes as well as its official webpage:

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

Cultural protocols to be observed

There are certain indigenous protocols that must be observed (noting that in most cases, members of the Aboriginal community will advise of appropriate/inappropriate behaviour and/or if they are not permitted to discuss the protocol or ceremony with employees because of age, gender, status etc:

- The practice of not mentioning the name of a deceased Aboriginal person, or displaying photographic images of a deceased person unless agreed and approved by the relevant family,
- Sensitivity to knowledge that is specific to gender (commonly referred to as 'Women's Business' or 'Men's Business'); and appropriate acknowledgement of guest artists that are either from or supported by the local community.

Definitions

Acknowledgement of Country is an acknowledgement of traditional Aboriginal and Torres Strait Islander custodians/traditional owners of land to pay respect to them. It is a means by which all people can show respect for the Aboriginal culture and heritage and the ongoing relationship the traditional custodians have with the land. The Acknowledgement of Country can be performed by any person, Aboriginal or non-Aboriginal.

Traditional custodians mean a local descent group of Aboriginals who:

- have common spiritual affiliations to a site on the land, being affiliations that place the group under a primary spiritual responsibility for that site and for the land, and
- are entitled by Aboriginal tradition to forage as of right over that land.





Welcome to Country is where the traditional Aboriginal custodians' welcome people to their land by providing historical and cultural information to the people in attendance.

Relevant policies/documents

Nil

Relevant legislation/local laws

Nil

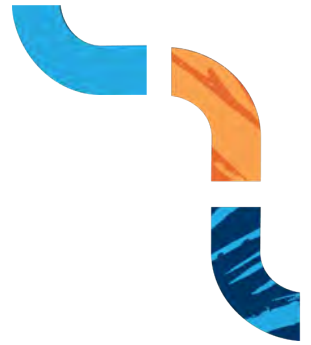
Office use only			
Relevant delegations			
Council adoption	Date		Resolution #
Reviewed/modified	Date		Resolution #
Next review due	Date		Resolution #





Agenda Item 12.5 - Attachment 12

Risk Management Policy



Council Policy – Risk Management

Responsible Directorate	Corporate Services
Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance
Affected Business Unit/s	All

Objective

The objective of this policy is to state the Shire of Ashburton’s (the Shire) intention to identify potential risks before they occur so that opportunities can be realised and impacts can be minimised to ensure the Shire achieves its strategic and corporate objectives efficiently, effectively and within good corporate governance principles.

Scope

This policy applies to Council, the Executive Leadership Team and all employees and contractors involved in any Shire operations.

Policy Statement

It is the Shire’s policy to strive to achieve the best practices it can, in the management of all risks that may affect the Shire meeting its objectives.

Risk management functions will be resourced to match the size and scale of the Shire’s operations and will form part of the strategic, operational, and project responsibilities and be incorporated within the Shire’s Risk Management Framework.

The following points provide detail on the objective specifics:

- Optimises the achievement of the Shire’s values, strategies, goals and objectives.
- Aligns with and assists the implementation of Shire policies.
- Provides transparent and formal oversight of the risk and control environment enabling effective decision-making.
- Reflects risk versus return considerations within the Shire’s risk appetite.
- Embeds appropriate and effective controls to mitigate risk.
- Achieves effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhances organisational resilience.
- Identifies and provides for the continuity of critical operations.



Roles and responsibilities

The Chief Executive Officer (CEO) is responsible for the:

- Implementation of this policy.
- Measurement and reporting on the performance of risk management.
- Review and improvement of this policy and the Shire's Risk Management Framework at least biennially, or in response to a material event or change in circumstances.

The Shire's Risk Management Framework outlines in detail all roles and responsibilities associated with managing risks within the Shire.

Risk assessment and acceptance criteria

The Shire has quantified its broad risk appetite through the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Framework.

All organisational risks are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

Monitor and review

The Shire will implement and integrate a monitor and review process to report on the achievement of the risk management objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by the Executive Leadership Team and be formally reviewed triennially.

Definitions

Executive Leadership Team includes the CEO and all Directors of the Shire.

Risk means the effect of uncertainty on objectives.

- Note 1: An effect is a deviation from the expected – positive or negative.
- Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, operational, project, product or process).

Risk management means coordinated activities to direct and control an organisation with regard to risk.





Risk management process means systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Relevant policies/documents

Shire of Ashburton Risk Management Framework
 Shire of Ashburton Risk Profile

Relevant legislation/local laws

Nil

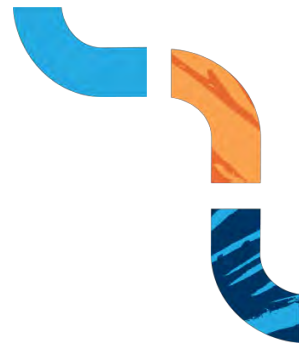
Office use only			
Relevant delegations			
Council adoption	Date		Resolution #
Reviewed/modified	Date		Resolution #
Next review due	Date		Resolution #





Agenda Item 12.5 - Attachment 13

Shire of Ashburton Logo and Crest Policy



Council Policy – Shire of Ashburton Logo and Crest

Responsible Directorate	Office of the Chief Executive Officer
Responsible Business Unit/s	Media and Communications
Responsible Officer	Manager Media and Communications
Affected Business Unit/s	All

Objective

To establish guidelines for the use of the Shire of Ashburton (the Shire) logo and crest.

Scope

This policy applies to all elected members and employees.

Policy Statement

The Shire has two primary logos, the:

1. traditional Council crest, and
2. corporate logo.

Council crest

When the Shire was renamed to Ashburton, the Council changed the design of the crest by replacing the Sturt Pea with the Ashburton Pea, which is native to the Ashburton area.

The FE symbol represents iron, which is mined in Tom Price, Paraburdoo and Pannawonica. The cattle and sheep represent the stations and pastoral land located within the Shire. The railway symbolises the expansion of the land due to the iron ore industry and the ship refers to the bulk carriers that transport the iron ore to overseas markets. The fish depict the mullet, which translates to 'Pilbara' in traditional Aboriginal language.

Corporate logo

The Shire corporate brand identity is a stylised design concept that depicts the symbolic connection of the Mackerel Islands and the iconic Hamersley Ranges.

As a visual representation of the 'reef to range' connection, these two powerful images are featured as the Shire's logo icon which highlights the diversity of the landscape and the grand distance within the Shire.

The inspiration for the colour palette is drawn from the iconic landscapes of the Shire's region. These colours provide a strong visual connection to the natural beauty of the Pilbara region as well as the shire's culture and community.



The Shire logo is accompanied by the positioning statement, or tagline, ‘opportunity to community’, is the preferred choice in most cases, however in certain applications (e.g., where the logo would be reproduced so small as to make the tagline illegible, or where the positioning statement is already featured prominently within the same application), the logo without the line can be used.

No other logos are approved to be used.

When another brand is to be used in conjunction with the Shire logo, then the guidelines below must be applied:

1. Both logos are to be positioned next to each other proportionately.
2. The Shire logo is always placed on the left-hand side of the co-branded logo.
3. Logos are to be divided by a 1-point stroke in either mid-blue (pantone 295C) or white.
4. The spacing on either side of this line is equal to the height of the letter ‘A’ in the name ‘Ashburton’.

Use of the Council crest and corporate logo

The Council highlights a distinction between the role of the Council and the organisation by using the Council crest of the Shire (for Council and elected member functions) and the use of the corporate logo (for administrative functions and activities).

A version of the Shire logo is available as a lock-up with the Council crest. Whilst the use of this lock-up can be flexible depending on the application, its core purpose would be considered for ‘corporate’ or ‘official’ applications.

For example, it may be used on the Shire’s stationery, the Annual Report, corporate advertising or signage for the Council. In most cases, it would not be considered appropriate on more ‘socially orientated’ promotional communications.

The lock-up should never be deconstructed or altered in any way. Also, the ‘opportunity to community’ tagline is not to be used in this context.

Any Shire marketing that includes the logo with the Council crest must be approved by the Shire’s Media and Communications team. Any use of the Shire’s logos must be in accordance with the Corporate Style Guide.

Below is a table that clarifies the different uses.





COUNCIL	ADMINISTRATION
Use of crest	Use of corporate logo
President/Councillor correspondence (letterhead and e-signatures, With Compliments slips)	Employee business cards, letterhead, With Compliments slips, e-signatures, invoices
Council policies	Operational directives
Rates notices	Vehicles/plant
Elected member name badges, business cards and uniforms	Employee uniforms and name badges
Entry doors to offices (as applicable e.g., Council Chambers)	Entry doors to offices (as applicable) e.g., Administration Centre/Offices
Council plaques and gifts	Community communications – newsletter
Website	Website
Banners (Shire related)	Promotional materials e.g., schools, giveaways
Shire street signage	Banners (marketing/organisational)

Secondary logos

The Shire has developed the following secondary logos which will be used for tourism and location specific promotions.

- Visit Ashburton
- Tom Price logo
- Onslow logo

Use of logos by external groups

Where an external group requests permission to use the logos on printed and other materials, the following conditions will apply:

- All applications to use the Shire logos must be made in writing to the Chief Executive Officer (CEO) and include details of the purpose, form and extent of the proposed use and the reason for such use. Although permission to use the logos in the first instance is to be referred to the CEO, he/she may delegate this assessment to another employee. The artwork for the promotional material must be supplied for assessment against this policy. Approval may be granted providing the group:
 - Is based in the area and provides a service to the Shire residents; and
 - Has a direct relationship with the Shire, either through funding or operational arrangements.





- Eligible groups will be advised in writing that approval has been granted to use the logo, which must be in accordance with the Shire’s corporate standards and style guide.
- Ineligible groups will be advised in writing that approval has not been granted to use the logo and provided with an explanation under the guidelines of this policy.
- No fees will be charged for the use of the Shire’s logos, but eligible groups will be responsible for any costs associated with artwork, design and production.
- The Shire may exercise its right to withdraw any authorisation at any time if the approved user is deemed to be not complying with the conditions as set out in this policy or any approval.

Any unauthorised use of any Shire logos is a breach of copyright and any application that is not consistent with this policy is to be approved by Council.

Local government elections

The Shire logos are not to be used for any purpose during a local government election that seeks to promote an individual candidate over another candidate.

This inappropriate use includes candidate based promotional ballot papers, fliers, advertising, posters, letters, or any other form of electoral material.

A breach of this section will be considered a serious breach by the Shire.

Definitions

Paragraph text

Relevant policies/documents

- Corporate Style Guide
- Tourism Style Guide
- Council Policy – Election Caretaker
- Council Policy – Media and Communications

Relevant legislation/local laws

Nil

Office use only				
Relevant delegations				
Council adoption	Date		Resolution #	
Reviewed/modified	Date		Resolution #	
Next review due	Date		Resolution #	





Agenda Item 12.5 - Attachment 14

Verge Lawns and Gardens Policy



Council Policy – Verge Lawns and Gardens

Responsible Directorate	Infrastructure Services
Responsible Business Unit/s	Town Maintenance
Responsible Officer	Manager Town Maintenance
Affected Business Unit/s	Town Maintenance

Objective

To describe the Shire of Ashburton’s (the Shire) approach to street lawns and gardens within townsites of the Shire.

Scope

Applies to all relevant street lawns and gardens within townsites of the Shire.

Policy Statement

Permit to plant a street lawn or garden

A person shall not plant a garden in a street road reserve without a permit issued by the Shire in accordance with this policy.

The Shire shall only issue a permit for the planting of a garden in any portion of a street road reserve to the owner or occupier of the land abutting that portion of the street road reserve.

The applicant must:

- demonstrate they are the owner of the land which abuts the road reserve verge and indemnify the Council against liability in respect of any injury or damage caused to any person or property by the treatments to be installed.
- where the applicant is the occupier of the land, include the written consent of the owner of that land together with a statement from the owner indemnifying the Shire against liability in respect of any injury or damage caused to any person or property by the treatments to be installed.
- submit to the Shire, a sketch plan setting out:
 - details of the proposed garden, including the plants, trees and shrubs in relationship to the road assets and the trafficable carriageway, and
 - any garden treatment of material other than lawn or garden plants, including the location of the treatment and details of the materials to be used.



Consideration of application

Each application for a permit will be considered on its merits, including the intent to minimise water consumption by plant ground cover treatments and other material treatments.

Excessive verge treatments will not be approved.

Paved areas on the street road reserve in a residential area for purposes other than landscaping or a pedestrian thoroughfare is prohibited.

The permit application shall be considered by the Shire in accordance with this policy and it will be approved with conditions or not approved.

Conditions

The Shire may issue a permit with conditions as it sees fit to be complied with by the applicant.

The general compliance conditions for the establishment of a lawn or garden in a street road reserve are as follows:

- Works are to be carried out under an approved Shire "Permit to Work within a Shire Reserve".
- It is limited to the frontage of the land that abuts the area owned or occupied.
- It does not encroach on the pavement of a carriageway or on a made footpath.
- It complies with any levels and grades established by the Shire.
- It does not contain shrubs which are hazardous in nature (e.g. oleander) or grow to a height or other dimension causing an obstruction that impairs the vision of motorists travelling along the carriageway or persons along the footpath within the street road reserve.
- The location of all services is to be determined prior to works commencing and any subsequent damage will be repaired at the cost of the permit holder recovered by the respective utility authority or corporation.
- Any material used to landscape the verge in front of a property shall be approved by the Shire prior to installation.
- Any materials for paving other than paving blocks, paving bricks, precast concrete slabs must be approved by the Shire.
- An even grading of the lawn, garden or materials is to be achieved with limited vertical contouring.





Other considerations

- A person shall not water a street lawn or garden in such manner to cause inconvenience or obstruction to persons using the adjoining carriageway or footpath, or excessively water causing damage to the road pavement.
- On the establishment of the lawn or garden in a street road reserve by a permit holder, all reasonable maintenance of the lawn or garden shall be undertaken including the repair of any subsequent damage. The lawn specifically shall be kept to a reasonable height.
- Lawn clippings, leaves etc shall not be blown/swept onto the road by the owner/occupier or their contractor at any time.
- Maintenance of the lawn or garden shall remain the perpetual responsibility of the property owner.
- Fences, enclosure, or other obstruction on or about a lawn or garden in a street road reserve are prohibited.
- Plants, trees, or shrubs are not to exceed 0.75 metres in height and are not to be within 12 metres of an intersection.

Authorised works

The Shire or any other authority or corporation authorised to undertake works within a street road reserve may give notice to the owner or occupier of the land abutting the lawn or garden to remove the installation and any piping until the completion of their works. Where the owner or occupier does not comply with the notice, these will be removed at the expense of the owner or occupier, and this may be recovered by due remedy.

The Shire, any other authority or corporation is not liable for damage to any lawn, garden or piping installed by the adjoining owner/occupier in a street road reserve because of carrying out authorised works.

Liability

The Shire shall not be liable for any damage sustained by a person by reason of or arising out of the planting, placement, or existence of a lawn, garden, landscaping, pavement, or other materials in a street road reserve and in the application for a permit.

Exemption

Existing lawns and gardens established by adjoining owners/occupiers prior to the adoption of this policy shall be exempt from the requirements of a Shire permit for these works.





Definitions

Carriageway means a part of a road used for vehicular traffic and includes the shoulders and areas including embankments at the side or centre of the road used for the standing or parking of vehicles but does not include a lane, right of way or driveway.

Footpath includes the part of a road reserve as an established footway, pavement, lane, or thoroughfare set apart or constructed for the use of pedestrians and where any part of a road is not set apart or constructed is the portion on both sides of a road reserve three metres in width measured from the property line and extends along the reservation.

Garden means an area within a road reserve, which is developed or treated with plants and materials other than lawn grass.

Intersection includes the area comprised within the extension of straight lines from the adjoining property title lines abutting two or more roads that meet each other; except where the property lines are curved at any corner it is the extension of the curved property lines to the point where they meet.

Lawn means an open space area within a road reserve planted with grass and/or trees or shrubs planted by the Shire or by the landowner immediately adjacent with the approval of the Shire.

Property line means the boundary between the occupied land and the road reserve.

Relevant policies/documents

Permit to Work within a Shire Reserve

Relevant legislation/local laws

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

Office use only			
Relevant delegations			
Council adoption	Date		Resolution #
Reviewed/modified	Date		Resolution #
Next review due	Date		Resolution #





Agenda Item 12.5 - Attachment 15

Senior Employees and Acting Chief Executive Officer



Council Policy – Senior Employees and Acting Chief Executive Officer

Responsible Directorate	Office of the Chief Executive Officer
Responsible Business Unit/s	Human Resources
Responsible Officer	Manager Human Resources
Affected Business Unit/s	Human Resources

Objective

To designate a class of employees to be 'senior employees' pursuant to the *Local Government Act 1995* (the Act) and to provide guidance for those designated senior employees to be appointed to act as the Chief Executive Officer (CEO) during limited absences.

Scope

Applies to all employees designated by the Council (or the CEO under delegation) to be senior employees.

Policy Statement

Designated senior employees

The Council, pursuant to section 5.37 of the Act, determines that the class of positions with the title 'Director' and reporting directly to the CEO, are designated as senior employees.

Pursuant to section 5.37 of the Act, the CEO, with support from Human Resources must ensure that whenever a senior employee is to be engaged or dismissed, that the statutory consultation with Council takes place.

Acting CEO

In accordance with section 5.36(2)(a) of the *Local Government Act 1995*, Council has determined that persons appointed as senior employees in accordance with section 5.37 of the Act, are suitably qualified to perform the role of acting CEO.

In the event of an absence of the CEO, an incumbent of the position of Director may be appointed, for a period not exceeding 30 working days.

Such an appointment shall be made by the CEO, under delegated authority, or may be made by the Council.

Elected members and the Executive Leadership Team will be advised via email, of the appointment of the acting CEO.



Definitions

Nil

Relevant policies/documents

Nil

Relevant legislation/local laws

Local Government Act 1995

Section 5.36(2)(a) Local government employees

Section 5.37 Senior employees

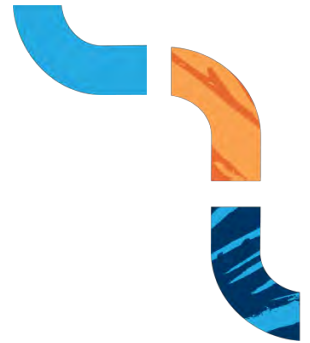
Office use only			
Relevant delegations	01.01.27 Appointment of an Acting Chief Executive Officer		
Council adoption	Date		Resolution #
Reviewed/modified	Date		Resolution #
Next review due	Date		Resolution #





Agenda Item 12.5 - Attachment 16

Complaints Management Policy



Council Policy – Complaints Management

Responsible Directorate	Corporate Services
Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance
Affected Business Unit/s	All

Objective

The objective of this policy is to:

- provide guidelines for dealing with complaints received by the Shire of Ashburton (the Shire) from external persons,
- assure the community that complaints may be made without fear of recrimination,
- ensure that all complaints will be promptly dealt with, and will receive a response, and
- use complaints statistics to improve the effectiveness and efficiency of the Shire’s operations.

Scope

This policy applies to external complaints lodged against elected members and employees of the Shire.

Policy Statement

The Shire encourages and recognises the right of its customers to make complaints about services or service delivery and will make it a priority to address those complaints and rectify unsatisfactory consequences.

The Council and its employees will be open and honest in its dealings with customers and where no action is proposed in response to the complaint, will provide the reasons why.

The Council recognises that good complaints handling is an integral part of customer service and provides an effective way of reviewing performance and monitoring standards.

What is a complaint?

Complaints that will be dealt with under this policy include, but are not limited to, expressions of dissatisfaction regarding:

- decisions made by Council or employees,
- inappropriate behaviour of employees or elected members such as rudeness, discrimination, or harassment,



- the standard of works or services provided by Shire, and/or
- failure of Shire to comply with the *Local Government Act 1995*, Council policies, local laws and other laws administered by the Shire.

The following issues will not be regarded as complaints and will not be dealt with under this policy:

- requests for services,
- requests for information or explanations of policies and/or procedures,
- the lodging of a formal objection or appeal in accordance with the *Local Government Act 1995* and other legislation or in accordance with Council policies or standard procedures,
- the lodging of a submission in response to an invitation for comment,
- asset maintenance related complaints/works requests – requests of this nature are to be lodged via the Customer Action Request (CAR) system on the Shire's [website](#), and/or
- matters relating to alleged breaches of the Code of Conduct for Council Members, Committee Members and Candidates or Code of Conduct for employees – matters of this nature are to be lodged on the relevant complaint form available on the Shire's [website](#).

The CEO may cease review of a complaint if it:

- has previously been dealt with by the Shire,
- was lodged more than 12 months after the alleged action took place, except where a complaint alleges that an action more than 12 months previously may have caused the issue of current concern, or
- if another statutory authority could more effectively deal with the complaint, in which case an explanation will be provided along with the contact details of the appropriate organisation.

Making a complaint

Any person or their representative may lodge a complaint.

Complaints will be accepted:

- in writing to Shire of Ashburton, PO Box 567, Tom Price WA 6751,
- in person at any Shire administration office/library,
- online via the webform available at www.ashburton.wa.gov.au
- by email to soa@ashburton.wa.gov.au, or
- by telephone on 9188 4444.

If a verbal complaint alleges a criminal offence, corruption or other serious matter, the receiving officer is to advise the complainant that the matter must be submitted in writing.





Complaints regarding elected members, employees or Shire services are to be directed to the Chief Executive Officer (CEO). The CEO is responsible for investigation and administrative responses.

Where a complaint relates to the CEO, it is to be referred to, and dealt with by the Shire President.

Confidentiality

All complaints are treated confidentially, unless required by law or the complainant provides their permission to release information. There will be no adverse repercussions by the Shire for a complainant who, in good faith, chooses to make a complaint.

Anonymous complaints

The Shire accepts anonymous complaints, however, reserves the right to take no action except where the matter alleges a criminal offence, or poses a risk to public health or safety.

Complaint management

The following standard response times will be adhered to when dealing with complaints:

- Acknowledgement of receipt of the complaint is to be sent, in writing, within three working days.
- A formal response to the complainant will be given within 10 working days.
- Where a delay in response is expected, the complainant is to be notified prior to the expiry of the period above and provided with an estimated response timeframe. The complainant should be provided with status updates from time to time until the complaint is resolved.

When a complaint is received, the receiving officer will attempt to satisfy the complainant as soon as possible. If a resolution/response cannot be provided immediately, or on the same day, the receiving officer will issue to the complainant, a written acknowledgement of the complaint.

Complaints received will be investigated by the designated officer.

Complaint resolution

Where a complaint has been investigated and found to be justified, the designated officer will ensure that the remedy is carried out and will advise the complainant that the Shire has substantiated the complaint and the specific action that has/will be taken by the Shire to respond to the circumstances of the complaint.

Where a complaint has been investigated and the complaint has not been substantiated, the designated officer will provide a formal response to the complainant outlining the reasons why no further action will be taken.



Complaints register

The CEO shall establish and maintain an appropriate record of all complaints. The record will provide the following:

- nature of each complaint
- services or facilities about which the complaints are made
- time taken to conclude complaint investigations
- outcomes
- trends
- other relevant information.

The designated receiving officer of any complaint shall be responsible for ensuring that all details pertaining to the complaint are recorded in the Shire’s records management system.

Definitions

Anonymous complaint means a complaint made without providing any identifying details of the sender.

Complainant means the person, organisation or their representative who has made the complaint.

Designated officer means the employee designated with the responsibility to investigate the complaint.

Receiving officer means the employee who received the complaint.

Relevant policies/documents

Shire of Ashburton Customer Service Charter

Relevant legislation/local laws

Corruption, Crime and Misconduct Act 2003

Freedom of Information Act (WA) 1992

Local Government Act 1995

Public Interest Disclosure Act 2003

Public Sector Management Act 1994

State Administrative Tribunal Act 2004

State Records Act 2000

Office use only				
Relevant delegations				
Council adoption	Date		Resolution #	
Reviewed/modified	Date		Resolution #	
Next review due	Date		Resolution #	





Agenda Item 12.5 - Attachment 17

Elected Member and Chief Executive Officer Attendance at
Events Policy



Council Policy – Elected Member and Chief Executive Officer Attendance at Events

Responsible Directorate	Corporate Services
Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance
Affected Business Unit/s	Governance Office of the Chief Executive Officer

Objective

To address attendance at any events, including concerts, functions, or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government and to provide transparency about the attendance at events of elected members and the Chief Executive Officer (CEO) of the Shire of Ashburton (the Shire).

Scope

This policy applies to all elected members and the CEO of the Shire.

Policy Statement

Elected members and the CEO occasionally receive tickets or invitations to attend events to represent the Shire to fulfil their leadership roles in the community. The event may be a paid event, or a ticket/invitation may be gifted in kind, or indeed it may be to a free/open invitation event for the community in general.

Attendance at an event in accordance with this policy will exclude the recipient from the requirement to disclose a potential conflict of interest if the ticket is a gift from a donor and the value of the donation or discount is valued over \$300 and the donor has a matter before Council.

Any gift of a free or discounted ticket or attendance received that is \$300 or less (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest.

All values quoted in this policy are exclusive of GST where relevant.

If an elected member receives a gifted or discounted ticket in their name, in their role as an elected member, of \$300 or greater value, they are still required to comply with normal gift disclosure requirements.

An event does not include training, which is dealt with via Council Policy – Elected Member Continuing Professional Development.



Attendance at an event by an elected member or the CEO not contemplated by this policy shall be determined by the Council.

Pre-approved events

To meet the policy requirements, tickets and invitations to events must be received by the Shire (as opposed to in the name of a specific person in their role with the Shire).

Individual tickets and associated hospitality value over \$1,000 (inclusive of travel if relevant) provided to the Shire, elected member or the CEO are to be referred to Council for determination.

Council approves attendance at the following events by elected members and the CEO:

- Advocacy or lobbying of Members of Parliament or Ministerial briefings,
- Any free event held within the Shire,
- Events run by ALGA, WALGA, LGIS or major professional bodies associated with local government at a local, state, and federal level and Local, State or Federal Government or Government Agency or Department,
- Meetings or events hosted by clubs, organisations, schools or Not for Profit Organisations within the Shire or District to which the elected member or CEO has been officially invited,
- Shire hosted, run or sponsored ceremonies, tournaments, functions and events,
- Community art exhibitions within the Shire or District,
- Cultural events/festivals within the Shire or District,
- Opening or launch of an event or facility within the Shire or District,
- Recognition of service events within the Shire or District,
- Returned and Services League of Australia events within the Shire or District,
- Meetings or events hosted by the Shire State Agreement Strategic Partners (Rio Tinto Iron Ore and Chevron Australia Pty Ltd), and
- Where elected member or CEO representation has been formally requested.

Elected members and the CEO are entitled to attend a pre-approved event. If there are more elected members wishing to attend the event than free or discounted tickets provided, the Shire President shall allocate the tickets.

Approval process

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval prior to the event as follows:

- Events for the Shire President may be approved by the Deputy Shire President.





- Events for elected members may be approved by the Shire President.
- Events for the CEO may be approved by the Shire President.

Considerations for approval of the event includes any justification provided by the applicant when the event is submitted for approval, the benefit to the Shire of the person attending, alignment to the Shire's Strategic Objectives and the number of Shire representatives already approved to attend.

Where an elected member or the CEO attends a pre-approved event or has an event approved through this process and there is a fee associated with the event, including for attendance of a partner, then the cost of the event, together with reasonable cost of accommodation and travel, if required, may be authorised for payment by the CEO from the Shire's relevant budget line.

Other matters

Any event that is not pre-approved above, is not submitted through an approval process as detailed herein or is received personally is considered a non-approved event and must be submitted to the Council for determination, except under the following circumstances:

- The event is a free event to the public.
- The event is ticketed and the elected member or CEO pays the full ticketed price and does not seek reimbursement.

Conferences

Expenses related to the attendance at a conference shall be dealt with in accordance with Council Policy – Elected Member Continuing Professional Development.

Dispute resolution

All disputes regarding the approval of attendance at events by Councillors and the CEO are to be determined by the Shire President.

Disputes regarding the approval of attendance at events by the Shire President shall be determined by the CEO.

Protocols

Formal duties

Where Council representation is required (for formal duties) at an event, the following protocols apply:

1. The Shire President is the principal representative of the Council and will be invited to attend in the first instance.
2. Where the Shire President is unable to attend, the Deputy Shire President will be invited to attend.





3. Where the Deputy Shire President is unable to attend, the Shire President in consultation with the Deputy Shire President, will nominate another elected member to represent the Council.

Invitations from outside organisations

Organisations that desire attendance at an event by a particular person(s), such as the Shire President, Deputy Shire President, Councillor or the CEO, should clearly indicate that on the offer, together with what is expected of that individual, should they be available, and whether the invite/offer or ticket is transferable to another Shire representative.

Open invitations

Free or discounted invitations/offers or tickets that are provided to the Shire without denotation as to who they are for, are provided to the CEO and attendance determined by the CEO, in liaison with the Shire President, based on relative benefit to the organisation in attending the event, the overall cost in attending the event, inclusive of travel or accommodation, availability of representatives, and the expected role of the relevant elected member.

Forms and templates

The 'Gifts Register Report' Form is required to be completed and lodged within 10 days if a gift of a ticket or attendance is made to the recipient for a concert, conference, function, or sporting event to them in their name, due to or as part of their role with the Shire, as follows:

- If the gift is provided to the elected member and the discount or free value is over \$300, with the CEO, or
- If the gift is provided to the CEO and the discount or free value is over \$300, with the Shire President.

Definitions

District means the Pilbara Region of Western Australia and includes the local government areas of Karratha, Port Hedland, East Pilbara, Meekatharra, Upper Gascoyne, Carnarvon, and Exmouth.

Elected member includes the Shire President and all Councillors.

Event is as defined in section 5.90A(1) of the *Local Government Act 1995*.

Gift means a single gift or cumulative gifts within any rolling 12-month period and is not limited to either calendar or financial year.





Relevant policies/documents

Code of Conduct for Council Members, Committee Members and Candidates
 Council Policy – Elected Member Continuing Professional Development

Relevant legislation/local laws

Section 5.90A of the *Local Government Act 1995*

Office use only				
Relevant delegations				
Council adoption	Date		Resolution #	
Reviewed/modified	Date		Resolution #	
Next review due	Date		Resolution #	





Agenda Item 12.5 - Attachment 18

Elected Member Information Requests Policy



Council Policy – Elected Member Information Requests

Responsible Directorate	Corporate Services
Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance
Affected Business Unit/s	All

Objective

The objective of this policy is to:

- provide guidelines for elected members when requesting information relevant to performing their roles, from the Shire of Ashburton (the Shire) administration.
- ensure that all elected members are equally informed regarding queries, issues or any concerns raised, particularly on matters requiring a Council decision.

Scope

This policy applies to all elected members and the Executive Leadership Team of the Shire.

Policy Statement

Requests for information

Section 5.92 of the *Local Government Act 1995* states that an elected member can access information held by the Shire that is relevant to the performance of their functions under the Act, or any other relevant legislation.

To ensure consistency and integrity in the way requests from elected members are dealt with, requests for information are limited to information that is relevant to the performance of elected members' functions under Sections 2.8, 2.9 and 2.10 of the *Local Government Act 1995*.

Elected members are to make their requests for information by email to the 'Councillor Support' email address. The following are considered information requests:

- Questions that are policy or strategic in nature, or as required by delegation, and
- Questions regarding content of Council agenda (e.g., clarification of issues or request for further information).



Requests for information will be acknowledged, and a response will be provided by the Chief Executive Officer (CEO), or relevant Director via the 'Councillor Support' email address.

All requests for information are to be responded to within five working days, unless further time is required, in which case the request will be acknowledged, and an estimated time of final response provided.

Except for requests made in confidence to the CEO, all final responses provided to requests will be sent to all elected members.

All correspondence relating to information requests will be recorded in accordance with the *State Records Act 2000*.

Elected member information requests register

A register of elected member requests for information shall be maintained by the CEO, recording the details of all requests for information made by elected members, including the date of the request, the name of the requesting elected member, a description of the information requested, the date of the response to the request and the name of the officer who responded to the request.

Maintaining confidentiality

Elected members must send confidential requests to the CEO and indicate that a request is being made in confidence. Responses to confidential requests will not be sent to all elected members.

Limitations on requests for information

Elected members shall not request information relating to operational matters.

Requests for services

Governance support

Such provision of services, and/or administrative requests, from elected members are to be sent and resolved through the 'Councillor Support' email address. These requests include, but are not limited to:

- General governance advice including declarations of interest,
- Declaration of gifts received,
- Reimbursement claims,
- Travel arrangements,
- Management of event invitations (including Citizenship Ceremonies),
- Training and conference requests,
- Support in relation to Council meetings,
- IT support, and
- Support in the attendance of external meetings relevant to their role.





IT support

Where IT support is requested, Governance will coordinate with IT and the elected member to resolve the issue.

Council property damage or service requests

If an elected member wishes to report damage to property, repairs required, requests for service etc. the Customer Action Request (CAR) system should be used. These requests can be made via the Shire's [website](#).

If an elected member receives a report of damage from a member of the public via email, please forward the email to the Shire's administration for action, soa@ashburton.wa.gov.au.

Verbal requests

Verbal requests and provision of information, in person or by phone, should be limited to the following circumstances:

- matters considered to be urgent,
- gaining support or information to assist in representing the Shire on an external body or committee,
- an event briefing when representing the Shire in an official capacity,
- a media briefing when representing the Shire in an official capacity, and
- seeking clarification on a request made in writing.

Elected Member Teams Channel

The Elected Member Teams Channel has been designed to provide consistent and easily accessible information for elected members. The information available to elected members via this method is as follows:

- Council and Committee minutes and agendas,
- Confidential presentations and information received during an Elected Member Information Forum,
- Documents for consultation,
- Forms,
- Procedures, guidelines etc, and
- Training material.

Definitions

Operational matters are matters considered to be of a procedural nature or in relation to staff.

Requests require a response or actioning and include asking for further information, asking a question or seeking clarity on an issue.





Relevant policies/documents

Code of Conduct for Council Members, Committee Members and Candidates
 Elected Member Information Forums

Relevant legislation/local laws

Local Government Act 1995

Section 2.8 Role of mayor or president

Section 2.9 Role deputy mayor or deputy president

Section 2.10 Role of councillors

Section 5.92 Access to information by council, committee members

State Records Act 2000

Office use only				
Relevant delegations				
Council adoption	Date		Resolution #	
Reviewed/modified	Date		Resolution #	
Next review due	Date		Resolution #	





Agenda Item 12.5 - Attachment 19

Regional Price Preference Policy



Council Policy – Regional Price Preference

Responsible Directorate	Projects and Procurement
Responsible Business Unit/s	Projects and Procurement
Responsible Officer	Senior Procurement Officer
Affected Business Unit/s	All

Objective

To promote local business partnerships within the Pilbara region and Shire of Ashburton (the Shire) by giving preference to regional suppliers in the procurement of goods or services via tender or quotation.

Scope

Applies to all relevant purchasing and procurement undertaken by, or on behalf of the Shire.

Policy Statement

This policy establishes the guidelines to promote local business partnerships within the Shire by giving preferential consideration to regional suppliers in the procurement of goods and/or services via tender or formal quotation.

The Shire will encourage local industry to do business with Council through the adoption of a regional price preference advantage in conjunction with standard tender and quotation considerations.

This policy will apply to all Shire tenders and quotations where prices are being sought from both local and non-local businesses.

1. Content

Regional Price Preference will be applied to all quotes and tenders over \$50,000, however only to the goods or services that are being supplied by a relevant regional supplier. Regional suppliers that intend to claim a regional price preference under this policy may be required to submit suitable proof of eligibility with their tender/quotation.

If, in the opinion of the Shire, a supplier has deliberately provided false or misleading information to benefit from this policy, their tender/quotation may be considered nonconforming and as such may be excluded from evaluation.



2. Price preference levels

A price preference may be given to a local business by assessing the tender from that local business as if the price bids were reduced by the values set out in regulation 24D(1) of the *Local Government (Functions and General) Regulations 1996*.

Level 1 – Suppliers located within the Shire’s municipal boundary

A preference may be given to a regional tenderer by assessing the tender from that regional tenderer as if the price bids were reduced by:

- (a) 10% - where the contract is for goods or services, up to a maximum price reduction of \$50 000, or
- (b) 5% - where the contract is for construction (building) services, up to a maximum price reduction of \$50 000, or
- (c) 10% - where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500 000, if the local government is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the local government.

Level 2 – Suppliers located within neighbouring municipalities

A preference may be given to a regional tenderer by assessing the tender from that regional tenderer as if the price bids were reduced by:

- (a) 5% - where the contract is for goods or services, up to a maximum price reduction of \$50 000, or
- (b) 2.5% - where the contract is for construction (building) services, up to a maximum price reduction of \$50 000, or
- (c) 5% - where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500 000, if the local government is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the local government.

3. Proof of eligibility

Businesses who claim the regional price preference must indicate on their tender or quotation submission that they wish to claim the regional price preference and on which criteria they claim it.

Suitable proof of eligibility must be provided.





Where a price preference is being claimed by non-local business based on goods or services being supplied from regional sources only those goods or services identified in the tender or quotation as being from regional sources may be included in the discounted calculations that form a part of the assessments of a tender or quotation when a regional price preference policy is in operation.

If, in the opinion of the Shire, a supplier has deliberately provided false or misleading information to benefit from this policy, their quotation or tender may be considered non-conforming and, as such, may be disqualified.

4. Competitive purchasing

Price is only one factor that the Shire considers when evaluating a quotation or Tender. There is nothing contained within this policy that compels acceptance of the lowest price. The tender or quotation that is determined to be both cost effective and advantageous to the Shire will be the most likely to be accepted.

5. Consequences

This policy represents the formal policy and expected standards of the Shire. Elected members and employees are reminded of their obligations under the relevant Codes of Conduct to give full effect to the lawful policies, decisions, and practices of the Shire.

6. Roles and responsibilities

Employees will use the local market for their procurement requirements to encourage economic growth and local business partnerships where it is practical and reasonable to do so.

Employees are to ensure that the application of a regional price preference is clearly identified within the tender and quotation documents to which the preference is to be applied and that this policy is made available to businesses as part of the quotation or tender.

Definitions

Construction is the carrying out of any works that are construction, reconstruction, renovation, or alteration to any structure where there is a design element that has been initiated by the Shire. This includes but is not limited to residential buildings, commercial buildings, shelters, and civil construction including roads and other public infrastructure.

Quotation means a statement from a supplier setting out the cost for the supply of goods or services.

Local business in this policy is a regional tenderer as defined in the regulation 24(b) of the *Local Government (Functions and General) Regulations 1996*.





Regional tenderer means a supplier of goods or services who submits a tender and satisfies the following criteria:

- (a) that supplier has been operating a business continuously out of premises in the appropriate region for at least six months before the time after which further tenders cannot be submitted, or
- (b) some or all the goods or services are to be supplied from regional sources.

Region is defined as all businesses located within the Shire’s municipal boundary (level 1 suppliers), or in a neighbouring municipality (Pilbara and Gascoyne Development Commission Areas (East Pilbara, Port Hedland, Karratha, Carnarvon, Exmouth, Shark Bay and Upper Gascoyne) (level 2 suppliers):

To claim level 1 regional price preference, a supplier must demonstrate that:

- (a) it has continually operated a business within the Town for at least six months; or
- (b) some or all the goods or services are to be supplied from Town sources.

To claim level 2 regional price preference, a supplier must demonstrate that:

- (a) it has continually operated a business for at least six months within a neighbouring municipality; or
- (b) some or all the goods or services are to be supplied from a neighbouring municipality. Regional Price Preference: when applied in relation to a quotation or tender submitted by an eligible local business, involves assessing the price component of the tender or quotation as if the tendered/quoted price were discounted in accordance with this policy.

Tender means a tender required under regulation 11 of the *Local Government (Function and General) Regulations 1996* or other tender procedure as determined by Council.

Relevant policies/documents

Council Policy – Purchasing and Procurement

Relevant legislation/local laws

Section 3.57 of the *Local Government Act 1995*

Part 4 of the *Local Government (Functions and General) Regulations 1996*

Office use only			
Relevant delegations	01.01.14 Tenders for Goods and Services		
Council adoption	Date		Resolution #
Reviewed/modified	Date		Resolution #
Next review due	Date		Resolution #





Agenda Item 12.6 - Attachment 1

Proposed Shire of Ashburton Extractive Industries Repeal
Local Law 2023

Local Government Act 1995
Shire of Ashburton
Extractive Industries Repeal Local Law 2023

Under the powers conferred by the *Local Government Act 1995*, and all other powers enabling it, the Council of the Shire of Ashburton resolved on dd mm 2023 to make the following local law:

- 1. Citation**
 This local law is cited as the *Shire of Ashburton Extractive Industries Repeal Local Law 2023*.
- 2. Commencement**
 This local law comes into operation 14 days after its publication in the *Government Gazette*.
- 3. Extractive Industries Local Law repealed**
 The *Shire of Ashburton Extractive Industries Local Law 2013* published in the *Government Gazette* on 8 March 2013 is repealed.

Dated:

The Common Seal of the Shire of Ashburton was affixed by authority of a resolution of the Council in the presence of –

.....
 K White
 Shire President

.....
 K Donohoe
 Chief Executive Officer



Agenda Item 12.6 - Attachment 2

Shire of Ashburton Extractive Industries Local Law 2013

8 March 2013

GOVERNMENT GAZETTE, WA

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LOCAL GOVERNMENT ACT 1995

SHIRE OF ASHBURTON

EXTRACTIVE INDUSTRIES LOCAL LAW 2013

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Schedule 1

Prescribed Offences

LOCAL GOVERNMENT ACT 1995

SHIRE OF ASHBURTON

EXTRACTIVE INDUSTRIES LOCAL LAW 2013

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the *Shire of Ashburton* resolved on 13 February 2013 to make the following local law.

PART 1—PRELIMINARY

1.1 Definitions

In this local law, unless the context otherwise requires—

Act means the *Local Government Act 1995*;

Carry on an extractive industry means quarrying and excavating for stone, gravel, sand, and other material;

CEO means the Chief Executive Officer of the local government;

district means the district of the local government;

excavation includes quarry;

land, unless the context otherwise requires, means the land on which the applicant proposes carrying on the extractive industry to which the licence application relates;

licence means a licence issued under this local law;

licensee means the person named in the licence as the licensee;

local government means the *Shire of Ashburton*

occupier has the meaning given to it in the Act;

owner has the meaning given to it in the Act;

person does not include the local government;

secured sum means the sum required to be paid or the amount of a bond, guarantee or other security under clause 5.1;

site means the land specified by the local government in a licence.

1.2 Application

(1) The provisions of this local law—

(a) Subject to paragraphs (b), (c), (d) and (e);

(i) apply and have force and effect throughout the whole of the district; and

(ii) apply to every excavation whether commenced prior to or following the coming into operation of this local law;

(b) do not apply to the extraction of minerals under the *Mining Act 1978*;

(c) do not apply to the carrying on of an extractive industry on Crown land;

(d) do not apply to the carrying on of an extractive industry on land by the owner or occupier of that land for use on that land; and

(e) do not affect the validity of any licence issued under the local law repealed by clause 1.3 of this local law if that licence is currently in force at the date of gazettal of this local law.

(2) In sub clause (1)(d) land includes adjoining lots or locations in the same occupation or ownership of the owner or occupier referred to in sub clause (1)(d).

PART 2—LICENSING REQUIREMENTS FOR AN EXTRACTIVE INDUSTRY

2.1 Extractive Industries Prohibited Without Licence

A person must not carry on an extractive industry—

(a) unless the person is the holder of a valid and current licence; and

(b) otherwise than in accordance with any terms and conditions set out in, or applying in respect of, the licence.

Penalty \$5,000 and a daily penalty not exceeding a fine of \$500 in respect of each day or part of a day during which an offence has continued.

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2.2 Applicant To Advertise Proposal

(1) Unless the local government first approves otherwise, a person seeking the issue of a licence shall, before applying to the local government for a licence—

- (a) forward by registered mail a notice in the form determined by the local government from time to time to—
 - (i) the owners and occupiers of all land adjoining the land upon which it is proposed to excavate, or within an area determined by the local government as likely to be affected by the granting of a licence, advising of the application and specifying that they may, within twenty-one days from the date of service of the letter, object to or make representations in writing in respect of the issue of a licence by the local government;
 - (ii) every authority or person having control or jurisdiction over any of the things referred to in clause 2.3(1)(a)(vii) and (viii) within 500 metres from the boundaries of the land, or within an area determined by the local government as likely to be affected by the granting of a licence; and
- (b) as soon as practicable after complying with the requirements of paragraph (a)—
 - (i) forward a copy of the notice to the CEO; and
 - (ii) publish the notice in a newspaper circulating in the area in which the proposed excavation is located.

(2) The local government may, within 14 days after receiving a copy of a notice referred to in sub clause (1), cause to be displayed, or require the proposed applicant to display, in a prominent position on the land one or more notices—

- (a) in the form determined by the local government from time to time;
- (b) the content, size and construction of which have been approved by the CEO;
- (c) specifying particulars of the proposed excavation; and
- (d) inviting objections or comments within 21 days from the placement of the notice.

2.3 Application For Licence

(1) Subject to sub clause (3), a person seeking the issue of a licence in respect of any land shall apply in the form determined by the local government from time to time and must forward the application duly completed and signed by each of the applicant, the owner of the land and any occupier of the land to the CEO together with—

- (a) 3 copies of a plan of the excavation site to a scale of between 1:500 and 1:2000 showing—
 - (i) the existing and proposed land contours based on the Australian Height Datum and plotted at 1-metre contour intervals;
 - (ii) the land on which the excavation site is to be located;
 - (iii) the external surface dimensions of the land;
 - (iv) the location and depth of the existing and proposed excavation of the land;
 - (v) the location of existing and proposed thoroughfares or other means of vehicle access to and egress from the land and to public thoroughfares in the vicinity of the land;
 - (vi) the location of buildings, treatment plant, tanks and other improvements and developments existing on, approved for or proposed in respect of the land;
 - (vii) the location of existing power lines, telephone cables and any associated poles or pylons, sewers, pipelines, reserves, bridges, railway lines and registered grants of easement or other encumbrances over, on, under or adjacent to or in the vicinity of the land;
 - (viii) the location of all existing dams, watercourses, drains or sumps on or adjacent to the land;
 - (ix) the location and description of existing and proposed fences, gates and warning signs around the land; and
 - (x) the location of the areas proposed to be used for stockpiling excavated material, treated material, overburden and soil storage on the land and elsewhere;
- (b) 3 copies of a works and excavation programme containing—
 - (i) the nature and estimated duration of the proposed excavation for which the licence is applied;
 - (ii) the stages and the timing of the stages in which it is proposed to carry out the excavation;
 - (iii) details of the methods to be employed in the proposed excavation and a description of any on-site processing works;
 - (iv) details of the depth and extent of the existing and proposed excavation of the site;
 - (v) an estimate of the depth of and description of the nature and quantity of the overburden to be removed;
 - (vi) a description of the methods by which existing vegetation is to be cleared and topsoil and overburden removed or stockpiled;
 - (vii) a description of the means of access to the excavation site and the types of thoroughfares to be constructed;

- (viii) details of the proposed number and size of trucks entering and leaving the site each day and the route or routes to be taken by those vehicles;
 - (ix) a description of any proposed buildings, water supply, treatment plant, tanks and other improvements;
 - (x) details of drainage conditions applicable to the land and methods by which the excavation site is to be kept drained;
 - (xi) a description of the measures to be taken to minimise sand drift, dust nuisance, erosion, watercourse siltation and dangers to the general public;
 - (xii) a description of the measures to be taken to comply with the *Environmental Protection (Noise) Regulations 1997*;
 - (xiii) a description of the existing site environment and a report on the anticipated effect that the proposed excavation will have on the environment in the vicinity of the land;
 - (xiv) details of the nature of existing vegetation, shrubs and trees and a description of measures to be taken to minimise the destruction of existing vegetation; and
 - (xv) a description of the measures to be taken in screening the excavation site, or otherwise minimising adverse visual impacts, from nearby thoroughfares or other areas;
- (c) 3 copies of a rehabilitation and decommissioning programme indicating—
- (i) the objectives of the programme, having due regard to the nature of the surrounding area and the proposed end-use of the excavation site;
 - (ii) whether restoration and reinstatement of the excavation site is to be undertaken progressively or upon completion of excavation operations;
 - (iii) how any face is to be made safe and batters sloped;
 - (iv) the method by which topsoil is to be replaced and revegetated;
 - (v) the numbers and types of trees and shrubs to be planted and other landscaping features to be developed;
 - (vi) how rehabilitated areas are to be maintained; and
 - (vii) the programme for the removal of buildings, plant, waste and final site clean up;
- (d) evidence that a datum peg has been established on the land related to a point approved by the local government on the surface of a constructed public thoroughfare or such other land in the vicinity;
- (e) a certificate from a licensed surveyor certifying the correctness of—
- (i) the plan referred to in paragraph (a); and
 - (ii) the datum peg and related point referred to in paragraph (d);
- (f) evidence that the requirements of clause 2.2(1) and (2) have been carried out;
- (g) copies of all land use planning approvals required under any planning legislation;
- (h) copies of any environmental approval required under any environmental legislation;
- (i) copies of any geotechnical information relating to the excavation site;
- (j) the consent in writing to the application from the owner of the excavation site;
- (k) the licence application fee specified by the local government from time to time; and
- (l) any other information that the local government may reasonably require.
- (2) All survey data supplied by an applicant for the purpose of sub clause (1) shall comply with Australian Height Datum and Australian Map Grid standards.
- (3) Where in relation to a proposed excavation—
- (a) the surface area is not to exceed 2,000 square metres; and
 - (b) the extracted material is not to exceed 2,000 cubic metres;
- the local government may exempt a person making application for a licence under sub clause (1) from supplying any of the data specified in paragraphs (b), (d), (e) and (i) of sub clause (1).

PART 3—DETERMINATION OF APPLICATION

3.1 Determination Of Application

- (1) The local government may refuse to consider an application for a licence that does not comply with the requirements of clause 2.3, and in any event shall refuse an application for a licence where planning approval for an extractive industry use of the land has not first been obtained.
- (2) The local government may, in respect of an application for a licence—
- (a) refuse the application; or
 - (b) approve the application—
 - (i) over the whole or part of the land in respect of which the application is made; and
 - (ii) on such terms and conditions, if any, as it sees fit.
- (3) Where the local government approves an application for a licence, it shall—
- (a) determine the licence period, not exceeding 21 years from the date of issue; and
 - (b) approve the issue of a licence in the form determined by the local government from time to time.

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(4) Where the local government approves the issue of a licence, the CEO upon receipt by the local government of—

- (a) payment of the annual licence fee, or the relevant proportion of the annual licence fee to 30th June, determined by the local government from time to time;
- (b) payment of the secured sum if any, imposed under clause 5.1;
- (c) the documents, if any, executed to the satisfaction of the CEO, under clause 5.1; and
- (d) a copy of the public liability insurance policy required under clause 7.1(1) shall issue the licence to the applicant.

(5) Without limiting sub clause (2), the local government may impose conditions in respect of the following matters—

- (a) the orientation of the excavation to reduce visibility from other land;
- (b) the appropriate siting of access thoroughfares, buildings and plant;
- (c) the stockpiling of material;
- (d) the hours during which any excavation work may be carried out;
- (e) the hours during which any processing plant associated with, or located on, the site may be operated;
- (f) requiring all crushing and treatment plant to be enclosed within suitable buildings to minimise the emission of noise, dust, vapour and general nuisance to the satisfaction of the local government;
- (g) the depths below which a person shall not excavate;
- (h) distances from adjoining land or thoroughfares within which a person must not excavate;
- (i) the safety of persons employed at or visiting the excavation site;
- (j) the control of dust and wind-blown material;
- (k) the planting, care and maintenance of trees, shrubs and other landscaping features during the time in which the extractive industry is carried out in order to effectively screen the area to be excavated and to provide for progressive rehabilitation;
- (l) the prevention of the spread of dieback or other disease;
- (m) the drainage of the excavation site and the disposal of water;
- (n) the restoration and reinstatement of the excavation site, the staging of such works, and the minimising of the destruction of vegetation;
- (o) the provision of retaining walls to prevent subsidence of any portion of the excavation or of land abutting the excavation;
- (p) requiring the licensee to furnish to the local government a surveyor's certificate each year, prior to the renewal fee being payable, to certify the quantity of material extracted and that material has not been excavated below the final contour levels outlined within the approved excavation programme;
- (q) requiring the licensee to enter into an agreement with the local government by which it agrees to pay any extraordinary expenses incurred by the local government in repairing damage caused to thoroughfares in the district by heavy or extraordinary traffic conducted by or on behalf of the licensee under the licence;
- (r) requiring the licensee to enter into an agreement with the local government in respect of any condition or conditions imposed under this local law; and
- (s) any other matter for properly regulating the carrying on of an extractive industry.

3.2 Payment Of Annual Licence Fee

On or before 30 June in each year, a licensee shall pay to the local government the annual licence fee determined by the local government from time to time.

PART 4—TRANSFER, CANCELLATION AND RENEWAL OF LICENCE

4.1 Transfer Of Licence

(1) An application for the transfer of a licence shall—

- (a) be made in writing;
- (b) be signed by the licensee and the proposed transferee of the licence;
- (c) be accompanied by the current licence;
- (d) be accompanied by the consent in writing to the transfer from the owner of the excavation site;
- (e) include any information that the local government may reasonably require; and
- (f) be forwarded to the CEO together with the fee determined by the local government from time to time.

(2) Upon receipt of any application for the transfer of a licence, the local government may—

- (a) refuse the application; or
- (b) approve the application on such terms and conditions, if any, as it sees fit.

(3) Where the local government approves an application for the transfer of a licence, the local government shall transfer the licence by an endorsement on the licence in the form determined by the local government from time to time, signed by the CEO.

(4) Where the local government approves the transfer of a licence it shall not be required to refund any part of the fees paid by the former licensee in respect of the transferred licence.

4.2 Cancellation Of Licence

(1) The local government may cancel a licence where the licensee has—

- (a) been convicted of an offence against—
 - (i) this local law; or
 - (ii) any other law relating to carrying on an extractive industry; or
- (b) transferred or assigned or attempted to transfer or assign the licence without the consent of the local government;
- (c) permitted another person to carry on an extractive industry otherwise than in accordance with the terms and conditions of the licence and of the provisions of this local law;
- (d) failed to pay the annual licence fee under clause 3.2; or
- (e) failed to have a current public liability insurance policy under clause 7.1(1) or failed to provide a copy of the policy or evidence of its renewal as the case may be, under clause 7.1(2).

(2) Where the local government cancels a licence under this clause—

- (a) the local government shall advise the licensee in writing of the cancellation;
- (b) the cancellation takes effect on and from the day on which the licensee is served with the cancellation advice; and
- (c) the local government shall not be required to refund any part of the fees paid by the licensee in respect of the cancelled licence.

4.3 Renewal Of Licence

(1) A licensee who wishes to renew a licence must apply in writing to the local government at least 45 days before the date of expiry of the licence and shall submit with the application for renewal—

- (a) the fee determined by the local government from time to time;
- (b) a copy of the current licence;
- (c) a plan showing the contours of the excavation carried out to the date of that application;
- (d) details of the works, excavation and rehabilitation stages reached and of any changes or proposed changes with respect to any of the things referred to in clauses 2.3(1)(b) and (c); and
- (e) any other things referred to in clauses 2.3 and 3.1.

(2) The local government may waive any of the requirements specified in clause 4.3 (1)(d) or (e).

(3) If—

- (a) an application to renew a licence is in relation to land in respect of which the current licence was issued less than 12 months prior to the date from which the new licence if granted would apply; and
- (b) the methods to be employed in the proposed land excavation are identical to those being employed at the date of the application,

then the applicant shall not be obliged, unless otherwise required by the local government to submit details of any of the things referred to in clauses 2.3 and 3.1.

(4) Upon receipt of an application for the renewal of a licence, the local government may—

- (a) refuse the application; or
- (b) approve the application on such terms and conditions, if any, as it sees fit.

PART 5—SECURED SUM AND APPLICATION THEREOF

5.1 Security For Restoration And Reinstatement

(1) For the purpose of ensuring that an excavation site is properly restored or reinstated, the local government may require that—

- (a) as a condition of a licence; or
- (b) before the issue of a licence, the licensee shall give to the local government a bond, bank guarantee or other security, of a kind and in a form acceptable to the local government, in or for a sum determined by the local government from time to time.

(2) A bond required under sub clause (1) is to be paid into a fund established by the local government for the purposes of this clause.

5.2 Use By The Local Government Of Secured Sum

(1) If a licensee fails to carry out or complete the restoration and reinstatement works required by the licence conditions either—

- (a) within the time specified in those conditions; or
- (b) where no such time has been specified, within 60 days of the completion of the excavation or portion of the excavation specified in the licence conditions, then; subject to the local government giving the licensee 14 days notice of its intention to do so—
 - (i) the local government may carry out or cause to be carried out the required restoration and reinstatement work or so much of that work as remains undone; and

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- (ii) the licensee shall pay to the local government on demand all costs incurred by the local government or which the local government may be required to pay under this clause.
- (2) The local government may apply the proceeds of any bond, bank guarantee or other security provided by the licensee under clause 5.1 towards its costs under this clause.
- (3) The liability of a licensee to pay the local government's costs under this clause is not limited to the amount, if any, secured under clause 5.1.

PART 6—LIMITATIONS, OBLIGATIONS OF THE LICENSEE AND PROHIBITIONS

6.1 Limits On Excavation Near Boundary

Subject to any licence conditions imposed by the local government, a person shall not, without the written approval of the local government, excavate within—

- (a) 20 metres of the boundary of any land on which the excavation site is located;
- (b) 20 metres of any land affected by a registered grant of easement;
- (c) 40 metres of any thoroughfare; or
- (d) 40 metres of any watercourse.

Penalty \$2,000

6.2 Obligations Of The Licensee

A licensee shall—

- (a) where the local government so requires, securely fence the excavation to a standard determined by the local government and keep the gateways locked when not actually in use in order to prevent unauthorised entry;
- (b) erect and maintain warning signs along each of the boundaries of the area excavated under the licence so that each sign—
 - (i) is not more than 200 metres apart;
 - (ii) is not less than 1.8 metres high and not less than 1 metre wide; and
 - (iii) bears the words "DANGER EXCAVATIONS KEEP OUT";
- (c) except where the local government approves otherwise, drain and keep drained to the local government's satisfaction any excavation to which the licence applies so as to prevent the accumulation of water;
- (d) restore and reinstate the excavation site in accordance with the terms and conditions of the licence, the site plans and the works and excavation programme approved by the local government;
- (e) take all reasonable steps to prevent the emission of dust, noise, vibration and other forms of nuisance from the excavation site; and
- (f) otherwise comply with the conditions imposed by the local government in accordance with clause 3.1.

Penalty \$5,000 for each offence, and if an offence is of a continuing nature, to a daily penalty not exceeding a fine of \$500 in respect of each day or part of a day during which the offence has continued.

6.3 Prohibitions

A licensee shall not—

- (a) remove any trees or shrubs within 40 metres (or such lesser distance as may be allowed, in writing, by the local government) of the boundary of any thoroughfare on land in respect of which a licence has been granted, except for the purpose of constructing access thoroughfares, erecting buildings or installing plant for use in connection with the excavation and then only with the express approval of the local government and subject to any conditions which the local government may impose in accordance with clause 3.1;
- (b) store, or permit to be stored, any explosives or explosive devices on the site to which the licence applies other than with the approval of the local government and the Department of Minerals and Energy; or
- (c) fill or excavate, other than in accordance with the terms and conditions of the licence, the site plans and the works and excavation programme approved by the local government.

Penalty \$5,000 for each offence, and if an offence is of a continuing nature, to a daily penalty not exceeding a fine of \$500 in respect of each day or part of a day during which the offence has continued.

6.4 Blasting

(1) A person shall not carry out or permit to be carried out any blasting in the course of excavating unless—

- (a) the local government has otherwise given approval in respect of blasting generally or in the case of each blast;
- (b) subject to sub clause (2), the blasting takes place only between the hours of 8.00am and 5.00pm, or as determined by the local government, on Mondays to Fridays inclusive;
- (c) the blasting is carried out in strict accordance with the AS2187 SAA Explosives Code, the *Mines Safety and Inspection Act 1994*, the *Environmental Protection Act 1986*, and all relevant local laws of the local government; and

- (d) in compliance with any other conditions imposed by the local government concerning—
- (i) the time and duration of blasting;
 - (ii) the purposes for which the blasting may be used; and
 - (iii) such other matters as the local government may reasonably require in the interests of the safety and protection of members of the public and of property within the district.

Penalty \$5,000 for each offence, and if the offence is of a continuing nature, to a daily penalty not exceeding a fine of \$500 in respect of each day or part of a day during which the offence has continued.

(2) A person shall not carry out or permit to be carried out any blasting on a Saturday, Sunday or public holiday except with the prior approval of the local government.

Penalty \$2,000

PART 7—MISCELLANEOUS PROVISIONS

7.1 Public Liability

(1) A licensee shall have at all times a current public liability insurance policy taken out in the joint names of the licensee and the local government indemnifying the licensee and the local government for a sum of not less than \$10,000,000 in respect of any one claim relating to any of the excavation operations.

(2) The licensee shall provide to the local government a copy of the policy taken out under sub clause (1), within 14 days after the issue of that policy and shall provide to the local government evidence of renewal within 14 days of each renewal date.

7.2 Mines Safety and Inspection Act and Environmental Protection Act

(1) In any case where the *Mines Safety and Inspection Act 1994* or the *Environmental Protection Act 1986* applies to any excavation carried on or proposed to be carried on at a site, the licensee in respect of that site shall—

- (a) comply with all applicable provisions of that Act or those Acts; and
- (b) provide to the local government within 14 days full particulars of any inspection or report made under that Act or those Acts.

(2) In this clause, the *Mines Safety and Inspection Act 1994* and the *Environmental Protection Act 1986* include all subsidiary legislation made under those Acts.

7.3 Notice Of Cessation Of Operations

(1) Where a licensee intends to cease carrying on an extractive industry—

- (a) temporarily for a period in excess of 12 months; or
- (b) permanently,

the licensee shall, as well as complying with clause 7.4, give the local government written notice of the cessation not later than 1 week after those operations have ceased.

(2) Where a licensee has given written notice to the local government of the intention to permanently cease carrying on an extractive industry on the site to which the licence applies the licence is deemed to have expired on the date such cessation is so notified.

(3) The temporary or permanent cessation of the carrying on of an extractive industry on a site or the deemed expiration or cancellation of a licence does not entitle the licensee to any refund of any licence fee.

7.4 Works To Be Carried Out On Cessation Of Operations

Where the carrying on of an extractive industry on the site permanently ceases or on the expiration or cancellation of the licence applicable to the site, whichever first occurs, the licensee shall, as well as complying with the provisions of clause 7.3—

- (a) restore and reinstate the excavated site in accordance with the proposals approved by the local government or in such other manner as the local government may subsequently agree in writing with the licensee;
- (b) ensure that any face permitted to remain upon the excavation site is left safe with all loose materials removed and where the excavation site is—
 - (i) sand, the sides are sloped to a batter of not more than 1:3 (vertical:horizontal); and
 - (ii) limestone or material other than sand, the sides are sloped to a batter which, in the opinion of the local government, would enable the site to be left in a stable condition;
- (c) ensure that the agreed floor level of the excavation is graded to an even surface or is otherwise in accordance with the rehabilitation and decommissioning programme approved by the local government;
- (d) ensure that all stockpiles or dumps of stone, sand or other materials are left so that no portion of that material can escape onto land not owned or occupied by the licensee nor into any stream, watercourse or drain that is not wholly situated within the land owned or occupied by the licensee;
- (e) erect retaining walls where necessary to prevent subsidence of land in the vicinity of any excavation;
- (f) remove from the site all buildings, plant and equipment erected, installed or used for or in relation to the carrying on of an extractive industry on the site and fill all holes remaining

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after such removal to the level of the surrounding ground and compact such filled holes sufficiently to prevent settling; and

- (g) break up, scarify, cover with topsoil and plant with grass, trees and shrubs all parts of the site where buildings, plant and equipment were erected or installed and all areas which were used for stockpiling unless otherwise specified under this local law.

Penalty \$5,000 for each offence, and if the offence is of a continuing nature, to a daily penalty not exceeding a fine of \$500 in respect of each day or part of a day during which the offence has continued.

PART 8—OBJECTIONS AND APPEALS

8.1 Objections and Appeals

When the local government makes a decision as to whether it will—

- (a) Grant a person a licence under this local law; or
- (b) Renew, vary or cancel a licence that a person has under this local law,

The provisions of Division 1 of Part 9 of the Act and Regulation 33 of the *Local Government (Functions and General) Regulations 1996* shall apply to that decision.

PART 9—MODIFIED PENALTIES

9.1 Prescribed Offences

An offence against a clause specified in the Schedule is a prescribed offence for the purposes of section 9.16(1) of the Act.

9.2 Modified Penalties

The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 1.

9.3 Forms

For the purposes of this local law—

- (a) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*; and
- (b) the form of the notice sent under section 9.20 of the Act withdrawing an infringement notice is that of Form 3 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

Schedule 1
PRESCRIBED OFFENCES

Clause	Description	Modified Penalty \$
2.1	Carry on extractive industry without licence or in breach of terms and conditions	350
6.1	Excavate near boundary	250
6.2(a)	Gateways not kept locked where required	350
6.2(b)	Warning signs not erected or maintained as required	350
6.2(c)	Excavation not drained as required	350
6.3(a)	Remove trees or shrubs near boundary without approval	300
6.3(b)	Store without required approval explosives or explosive devices	350
6.3(c)	Fill or excavate in breach of licence	350
6.4(1)(a)	Blasting without approval of the local government	250
6.4(1)(b)	Blasting outside times authorised	350
6.4(1)(d)	Blasting in breach of conditions imposed by the local government	350
6.4(2)	Blasting without approval on Saturday, Sunday or public holiday	250

Dated: 13 February 2013.

The Common Seal of the Shire of Ashburton was affixed by authority of a resolution of the Council in the presence of—

RONALD YURYEVICH, Commissioner.
F. LUDOVICO, Acting Chief Executive Officer.



Agenda Item 12.7 - Attachment 1

Proposed Shire of Ashburton Cats Local Law 2023

Local Government Act 1995
Cat Act 2011

Shire of Ashburton

Cats Local Law 2023

Published in the Government Gazette on dd/mm 2022; number 1234
Amended:
Disclaimer: This version is an administrative version and while every attempt to ensure it is correct, only the Gazetted version as amended should be relied on. In particular, text boxes and notes in this version do not form part of the local law.

Shire of Ashburton Cats Local law 2023

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Shire of Ashburton Cats Local law 2023

CAT ACT 2011
LOCAL GOVERNMENT ACT 1995

Shire of Ashburton
CATS LOCAL LAW 2023

Under the powers conferred by the *Cat Act 2011*, the *Local Government Act 1995* and all other powers enabling it, the Council of the Shire of Ashburton resolved on dd mm 2022 to make the following local law.

Part 1 - Preliminary

1.1 Title

This is the *Shire of Ashburton Cats Local Law 2023*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Repeal

The *Shire of Ashburton Local Law Relating to the Control of Cats* published in the *Government Gazette* on 3 June 1998 is repealed.

1.4 Terms used

(1) In this local law, unless the context otherwise requires -

Act means the *Cat Act 2011*;

applicant means a person who applies for an approval;

application means an application for an approval;

approval means approval under regulation 9 of the *Cat (Uniform Local Provisions) Regulations 2013* and Part 2 of this local law;

approved person means the person to whom an approval is granted;

authorised person means a person appointed by the local government to perform the functions conferred on an authorised person under this local law;

cat has the meaning given to it in the Act;

cat means an animal of the species *felis catus* or a hybrid of that species.

s3(1) of the *Cat Act 2011*.

Shire of Ashburton Cats Local law 2023

cat management facility has the meaning given to it in the Act;

cat management facility means —

- (a) a facility operated by a local government that is, or may be, used for keeping cats; or
- (b) a facility for keeping cats that is operated by a person or body prescribed; or
- (c) a facility for keeping cats that is operated by a person or body approved in writing by a local government;

S3(1) of the *Cat Act 2011*

CEO means the Chief Executive Officer of the local government;

district means the district of the local government;

local government means the Shire of Ashburton;

local planning scheme means a local planning scheme made by the local government under the *Planning and Development Act 2005*;

nuisance means —

- (a) an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;
- (b) an unreasonable interference with the use and enjoyment of a person of his or her ownership or occupation of land; or
- (c) interference which causes material damage to land or other property on the land affected by the interference;

owner has the meaning given to it in the Act;

4. Term used: owner

(1) In this Act —

owner, in relation to a cat, means any of these persons —

- (a) in the case of a cat that is registered, the registered owner of the cat; or
- (b) in the case of a cat that is not registered, a person who, or an owner of a business or organisation that, ordinarily keeps and cares for the cat; or
- (c) if a person referred to in paragraph (b) is a child under 18 years of age, that child's parent or guardian.

(2) In the case of a cat that is not registered, but is microchipped, a person whose name is recorded as the owner of the cat in a microchip database is to be taken, in the absence of evidence to the contrary, to be a person who ordinarily keeps and cares for the cat.

s4 Cat Act 2011

Shire of Ashburton Cats Local law 2023

premises has the meaning given to it in the Act; and

premises includes the following —

- (a) land (whether or not vacant);
- (b) the whole or part of a building or structure (whether of a permanent or temporary nature);
- (c) a vehicle;

s3(1) Cat Act 2011.

veterinarian has the meaning given to it in the Act.

veterinarian means a registered veterinary surgeon as defined in the Veterinary Surgeons Act 1960 section 2.

s3(1) of the Cat Act 2011.

- (2) A term that is used in this local law and is not defined in subclause (1) has the same meaning given to it in the Act or, if not defined in the Act, the same meaning given to it in the *Cat Regulations 2012*, the *Cat (Uniform Local Provisions) Regulations 2013* or the *Local Government Act 1995*.

1.5 Application

This local law applies throughout the district.

Part 2 - Number of cats that may be kept

2.1 Interpretation

For the purposes of applying this Part, a **cat** does not include a cat less than 6 months old.

2.2 Prescribed premises

For the purposes of the definition of **prescribed premises** in regulation 4(1) of the *Cat (Uniform Local Provisions) Regulations 2013*, this local law limits the number of cats that may be kept at any premises within the district except –

- (a) a cat management facility operated by a body prescribed as a cat management facility operator under the *Cat Regulations 2012*;
- (b) a cat management facility operated by the local government; or
- (c) a veterinary clinic or veterinary hospital as defined under section 2 of the *Veterinary Surgeons Act 1960*, but only in relation to cats kept on those premises for treatment.

Shire of Ashburton Cats Local law 2023

Regulation 4 of the Cat Regulations 2012 states –

4. Cat management facility operators (s. 3(1))

For the purposes of the definition of cat management facility paragraph (b) in section 3(1) of the Act, each of the following bodies are prescribed as operators of a facility for keeping cats —

- (a) Cat Welfare Society Inc., trading as “Cat Haven”;
- (b) Royal Society for the Prevention of Cruelty to Animals (Inc) of Western Australia

2.3 Standard number of cats

For the purposes of the definition of **standard number of cats** in regulation 4(1) of the *Cat (Uniform Local Provisions) Regulations 2013*, no more than 2 cats may be kept on premises within the district at which a member of a cat organisation is not ordinarily resident.

Regulation 7 of the *Cat (Uniform Local Provisions) Regulations 2013* states -

‘If a member of a cat organisation is ordinarily resident at prescribed premises, the number of cats that may be kept at the premises is 3 times the number of cats that could be kept at the premises under the local law that applies to the premises’.

A “member of a cat organisation” is defined to mean a person referred to in regulation 23(c) of the *Cat Regulations 2012*;

Regulation 23(3) of the *Cat Regulations 2012* refers to a person who -

- (c) is a current member of one of the following organisations and associations —
 - (i) the Cat Owners Association of Western Australia (COAWA);
 - (ii) the Feline Control Council of Western Australia (FCCWA);
 - (iii) the Australian National Cats (ANCATS).

2.4 Application for approval

- (1) An application for approval to keep an additional number of cats at prescribed premises is dealt with in regulation 8 of the *Cat (Uniform Local Provisions) Regulations 2013*.
- (2) An application for approval must be accompanied by the application fee determined by the local government in accordance with the Act.

Note - under the *Cat (Uniform Local Provisions) Regulations 2013* –

- (1) A cat that is under 6 months of age is not to be included when calculating the number of cats ordinarily kept at prescribed premises (regulation 5);
- (2) A person who is ordinarily resident at prescribed premises may apply to the local government for approval to keep an additional number of cats at its premises (regulation 8(1)); and
- (3) There are detailed provisions dealing with the application and approval processes and requirements (see regulations 8-11).

Shire of Ashburton Cats Local law 2023

2.5 Determining an application

Note - under regulation 9 of the *Cat (Uniform Local Provision) Regulations 2013*, the local government must not grant approval for an additional number of cats on prescribed premises unless it is satisfied that the premises are suitable for the additional number of cats.

- (1) For the purpose of determining whether to grant approval for an application to keep an additional number of cats at prescribed premises, the local government must have regard to -
 - (a) the zoning of the land under the local planning scheme;
 - (b) the physical suitability of the premises for the proposed use;
 - (c) the environmental sensitivity and general nature of the location surrounding the premises for the proposed use;
 - (d) the structural suitability of any enclosure in which any cat is to be kept;
 - (e) the likelihood of a cat causing a nuisance, inconvenience or annoyance to an occupier of adjoining land;
 - (f) the likely effect on the amenity of the surrounding area of the proposed use;
 - (g) the likely effect on the local environment including any pollution or other environmental damage, which may be caused by the proposed use; and
 - (h) any other factors which the local government considers to be relevant in the circumstances of the application.
- (2) An approval is to be in the form determined by the local government and is to be issued to the approved person.

2.6 Conditions

Regulation 9(3) of the *Cat (Uniform Local Provision) Regulations 2013* states:

An approval is subject to any condition that the local government –

- (a) reasonably considers is necessary to ensure that the premises are suitable for the additional number of cats; and
- (b) specifies in the approval.

- (1) For the purpose of ensuring that the premises to which an application relates are suitable for the additional number of cats, the local government may impose any condition that it considers to be reasonably necessary for that purpose, including -
 - (a) that the premises must be adequately fenced (and premises will be taken not to be adequately fenced if there is more than one escape of a cat from the premises);
 - (b) that there must be adequate space for the exercise of the cats;

Shire of Ashburton Cats Local law 2023

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- (c) that, in the case of multiple dwellings where there is no suitable dividing fence, each current occupier of the adjoining multiple dwellings must give their written consent to the approval; and
 - (d) that, without the consent of the local government, the approved person must not substitute or replace any cat that dies or is permanently removed from the premises.
- (2) An approved person who does not comply with a condition of the approval, commits an offence.

Penalty: a fine of not less than \$1,000 and not exceeding \$5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

2.7 Renewal of an application

- (1) An application is to be renewed if –
- (a) the approved person has not breached the conditions of the approval;
 - (b) the approval would have been granted if a fresh application for approval had been made; and
 - (c) the renewal fee, imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995*, is paid to the local government before the expiry of the approval.
- (2) On the renewal of an approval, the conditions of the approval that applied immediately before the renewal continue to have effect.

Regulation 10 of the Cat (Uniform Local Provisions) Regulations 2013 states that an approval has effect for the period specified in the approval.

2.8 Transfer of an approval

- (1) An approval relates only to the premises specified in the approval, and only to the approved person specified in the approval, and is transferrable only in accordance with this clause .
- (2) An application for the transfer of an approval from the approved person to another person must be –
- (a) made in the form determined by the local government;
 - (b) made by the proposed transferee;
 - (c) made with the consent of the approved person; and
 - (d) lodged with the local government together with the fee for the application for the transfer of an approval that is imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995*.

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- (3) The local government is not to determine an application for the transfer of an approval until the proposed transferee has complied with subclause (2).
 - (4) The local government may grant, or refuse to grant, an application for the transfer of an approval, and this approval will be subject to such conditions as the local government may impose under Regulation 9(3) of the *Cat (Uniform Local Provisions) Regulations 2013*.
 - (5) Where the local government grants an application for the transfer of an approval –
 - (a) it is to issue to the transferee an approval in the form determined by the local government; and
 - (b) on the date of approval, unless otherwise specified in the approval, the transferee becomes the approved person for the purposes of this local law.

2.9 Variation or cancellation of an approval

- (1) The local government may, at any time, vary the conditions of an approval by giving written notice to the permit holder and specifying the date on which the changes will become effective.
- (2) The local government may cancel an approval –
 - (a) on the request of the approved person;
 - (b) if the approved person breaches the Act, the *Cat Regulations 2012*, the *Cat (Uniform Local Provisions) Regulations 2013* or this local law; or
 - (c) if the approved person is not a fit and proper person to provide for the health and welfare of the cats.
- (3) If an approval is cancelled, the fee paid for the approval is not refundable for the term of the approval that has not yet expired.

2.10 Objection and review rights

A decision of the local government made under clauses 2.7, 2.8 or 2.9 is a decision to which Division 1, Part 9 of the *Local Government Act 1995* applies.

Regulation 11 of the *Cat (Uniform Local Provisions) Regulations 2013* states –

11. Review by the State Administrative Tribunal

A person who applies for approval to keep an additional number of cats may apply to the State Administrative Tribunal for a review of a decision of the local government to –

- (a) refuse to grant approval; or
- (b) grant approval to keep an additional number of cats that is less than the number specified in the application; or

Shire of Ashburton Cats Local law 2023

(c) grant approval subject to conditions.

Part 3 - Cat not to be a nuisance

3.1 Cat not to be a nuisance

The owner or occupier of premises on which a cat is ordinarily kept shall prevent the cat from creating a nuisance on other premises, to another person or exposing another person to health and/or safety risks by:

- (a) The noise or odour generated by the presence of the cat/s;
- (b) The aggressive nature of the cat/s; or
- (c) A cat that wanders outside the premises where it is ordinarily kept.

Part 4 - Enforcement

4.1 Infringement notices

- (1) An offence against clauses 2.6(2) and 3.1 are prescribed offences for the purposes of section 62(1) of the Act and the modified penalty for the offence is a fine of \$200.
- (2) The form of an infringement notice is Form 6 in the *Cat Regulations 2012*, Schedule 1.
- (3) The form of withdrawal of the infringement notice is Form 7 in the *Cat Regulations 2012*, Schedule 1.

Regulations 6 and 13 of the Cat (Uniform Local Provisions) Regulations 2013 state:

6. Offence to keep more than standard number of cats

- (1) A person who is ordinarily resident at prescribed premises must ensure that the number of cats ordinarily kept at the premises is not more than the standard number of cats for the premises.

Penalty: a fine of \$5 000.

13. Infringement notices

- (1) An offence against regulation 6(1) is a prescribed offence for the purposes of section 62(1) of the Act and the modified penalty for the offence is a fine of \$200.
- (2) The form of an infringement notice is Form 6 in the *Cat Regulations 2012* Schedule 1.
- (3) The form of withdrawal of an infringement notice is Form 7 in the *Cat Regulations 2012* Schedule 1

Shire of Ashburton Cats Local law 2023

Dated:

The Common Seal of the Shire of Ashburton was affixed by authority of a resolution of the Council in the presence of –

.....
K White
Shire President

.....
K Donohoe
Chief Executive Officer

DRAFT



Agenda Item 12.7 - Attachment 2

Shire of Ashburton Local Law Relating to the Control of
Cats

3 June 1998]

GOVERNMENT GAZETTE, WA

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LOCAL GOVERNMENT ACT 1995

SHIRE OF ASHBURTON

LOCAL LAW RELATING TO THE CONTROL OF CATS

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LOCAL GOVERNMENT ACT 1995

SHIRE OF ASHBURTON

LOCAL LAW RELATING TO THE CONTROL OF CATS

In pursuance of the powers conferred upon it by the above mentioned Act and of all other powers enabling it the Council of the Shire of Ashburton hereby records having resolved on the 19 May 1998 to make the following local law.

PART 1—PRELIMINARY**1. Citation**

This local law may be cited as the Shire of Ashburton “Local Law Relating to the Control of Cats”.

2. Commencement

This local law comes into effect thirty (30) days after the date of its publication in the *Government Gazette*.

3. Content and Intent

This local law provides for rules and guidelines for the proper management and control of cats throughout the whole of the district, to—

- (a) encourage responsible cat ownership;
- (b) reduce public and environmental nuisance caused by cats;
- (c) promote the effective management of cats; and
- (d) limit the damage to and loss of wildlife caused by cats.

4. Interpretation

(1) In this local law unless the context otherwise requires—

“Act” means the Local Government Act 1995.

“attack” in relation to the behaviour of a cat, does not include behaviour which was an immediate response to and was induced by provocation, but includes—

- (a) aggressively rushing at or harassing any person or animal;
- (b) biting or otherwise causing physical injury to a person or an animal;
- (c) tearing clothing on, or otherwise causing damage to the property of the person attacked;
or
- (d) attempting to attack, or behaviour in such a manner toward a person as would cause a reasonable person to fear physical injury, unless the keeper establishes that the behaviour was justified by a reasonable cause.

“authorised person” means a person appointed by the local government for the purposes of this local law.

“district” means the Local Government district of the Shire of Ashburton.

“food premises” has the meaning given to it by the Health Act 1911

“identified cat” means a cat identified in the manner of having a collar around its neck and tag securely attached to the collar with the tag being marked with the name and current address or telephone number of the owner or other person entitled to possession of the cat.

“keeper” in relation to a cat means each of the following persons—

- (a) the owner of the cat;
- (b) the person by whom the cat is ordinarily kept;
- (c) a person who has or appears to have immediate custody or control of the cat;
- (d) a person who keeps the cat, or has the cat in his or her possession for the time being;
or
- (e) a person who occupies any premises in which the cat is ordinarily kept or ordinarily permitted to live;

“local government” means the local government of the Shire of Ashburton.

“premises” shall, for the purpose of determining who is occupier, be taken to refer to any land or building, or part of any land or building, that is intended to be occupied as a separate residence from any adjacent tenement.

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“public place” includes each of the following—

- churches;
- Cinemas/Drive Inn
- community, sporting and recreation centres and public swimming pools;
- premises licensed under the Liquor Licensing Act 1988; and
- public and private primary, secondary and tertiary places of education.

“unidentified cat” means a cat that is not identified in the manner as prescribed for an “identified cat”.

(2) Unless otherwise defined herein, the terms and expressions used in this local law shall have the same meaning given to them in the Act.

(3) Where a term is not defined in this local law, the Act or its regulations the terminology is to be taken from the Oxford Dictionary.

PART 2—KEEPING OF CATS

5. Identified Cats

(1) No person shall, without the permission of the local government, keep a cat over the age of six (6) months on any premises unless the cat is an identified cat.

(2) Subclause (1) does not apply to a cat—

- (a) kept at any refuge conducted by the RSPCA or any other animal welfare organisation;
- (b) kept at an animal pound which has been approved by the local government;
- (c) kept at a pet shop;
- (d) kept at a veterinarian surgery;
- (e) where an exemption has been granted by the local government.

(3) A person must not, without reasonable excuse, interfere with or remove the means by which a cat is identified under this local law.

6. Maximum Number of Cats to be Kept

(1) No keeper shall keep or allow to remain on any premises of which he or she is the owner or occupier, unless an exemption is granted under subclause (2) more than two (2) cats over the age of six (6) months and the young of those cats under that age anywhere within the District.

(2) The local government may grant an exemption in respect of those premises but such exemption:

- (a) may be made subject to conditions, including a condition that it applies to the cats specified therein;
- (b) shall not operate to authorise the keeping of more than three (3) cats on those premises unless special permission is granted by the local government.

(3) An applicant to keep more than two (2) cats shall be made in the form of the Fourth Schedule.

PART 3—CONTROL OF KEPT CATS

7. Cat Not to be a Nuisance

(1) A keeper shall not keep or allow to remain on any premises of which he or she is the owner or occupier, any cat or cats as to be a nuisance to another person or animal or injurious to the health of another person or animal by reason of—

- (a) the number of cats;
- (b) the noise or odour generated by the presence of the cat or cats;
- (c) the aggressive nature of the cat or cats; and
- (d) the wandering of the cat or cats.

(2) A cat shall not attack or threaten to attack a person or an animal.

(3) If a cat attacks or threatens to attack a person or an animal, every keeper of the cat commits an offence.

(4) The local government may make a destruction order in respect of a cat which has attacked or threatened to attack a person or an animal.

(5) The local government, in respect of any cat which has on three (3) separate occasions within a 12 month period, been observed by an authorised person to be unrestrained or not under effective control off the keepers premises may—

- (a) require the keeper to confine the cat in a manner to the satisfaction of the local government;
- or
- (b) make a destruction order.

(6) A cat shall not be in any food premises or public place.

8. Abandonment of Cats

(1) A person must not abandon a cat.

(2) A person who delivers a cat into the custody of an authorised person or to a cat pound is not to be regarded as having abandoned the cat.

PART 4—IMPOUNDING AND TRAPPING OF CATS**9. Cat Pounds**

(1) The local government may establish and maintain a pound or pounds, and may approve an animal pound maintained by any person, for the impounding of cats under this local law.

(2) The local government shall have regard to any policy statements it has in relation to the establishment of a cat pound.

10. Dealing with Impounded Cats

(1) If a cat is impounded and the authorised person who impounds the cat knows, or can readily find out, the name and address of the keeper of the cat, the authorised person must give the keeper written notice of the impounding which states that the cat may be reclaimed within a specified period on the payment of specified fees.

(2) The payment of any fees by a keeper in respect of the seizure, impounding and detention of a cat does not relieve the keeper of any liability to a penalty for an offence against any provision of this local law.

(3) Where an unidentified cat is impounded and is not reclaimed within 3 days of its impounding, the local government may—

- (a) offer the cat for sale through the cat pound; or
- (b) cause the cat to be destroyed;

(4) Subject to subclause (5), where an impounded cat is diseased, emaciated, injured or sick, the local government may destroy the cat without the requirement to hold the cat, upon advice of a veterinarian surgeon.

(5) Unless the condition of a cat is such that it should be destroyed immediately, where an identified cat is diseased, emaciated or sick, the local government shall not destroy the cat under subclause (4) until reasonable steps have been taken to notify a keeper of the condition of the cat.

(6) Where an identified cat, is impounded and it is not reclaimed within the period specified in a notice of impounding, the local government may—

- (a) offer the cat for sale through a cat pound; or
- (b) cause the cat to be destroyed.

(7) If an impounded cat is sold under clause 3 or 6, the proceeds of sale become the property of the local government and may be disposed of in such manner as the local government think fit.

11. Trapping of Cats

Unless the occupier or the owner of premises consents, a person shall not trap or set a trap for a cat on premises of which he or she is not the occupier or the owner.

PART 5—PENALTIES AND INFRINGEMENTS**12. Penalties**

A person who contravenes or fails to comply with any provision of this Local Law is, upon conviction, liable to a penalty of \$200 for each offence.

13. Modified Penalties

(1) The offences described in the table set out in the First Schedule to this Local Law are prescribed pursuant to Section 3.10 and 9.17 of the Act as an offence to which a modified penalty applies.

(2) The amount appearing in that table directly opposite an offence is the prescribed modified penalty payable in respect of that offence if dealt with pursuant to this sub-clause.

(3) Where a person does not contest an allegation that the person committed an offence of the kind to which this clause applies, the production of an acknowledgment from the local government that the modified penalty has been paid to the local government is a defence to a charge of the offence in respect of which the modified penalty was paid.

14. Authorised Person May Issue an Infringement

(1) Where an authorised person has reason to believe that a person has committed an offence of the kind described in the First Schedule a notice may be served on that person in the form contained in the Second Schedule informing the person that if the person does not wish to have a complaint of the alleged offence heard and determined by a Court the person may pay to the local government within the time therein specified the amount prescribed as the modified penalty.

(2) An Infringement Notice may be served on an alleged offender personally or by posting it to that person's address as ascertained from that person at the time of or immediately following the occurrence giving rise to the allegation of the offence.

(3) Where a person who received an Infringement Notice fails to pay the prescribed penalty within the time specified in the Notice, or within any further time as in any particular case is allowed by the local government, the person is deemed to have declined to have the allegation dealt with by way of a modified penalty.

(4) An alleged offender on whom an Infringement Notice has been served may, within the time specified in the Notice or further time as in any particular case is allowed by the local government, send or deliver to the local government the amount of the prescribed penalty with or without a reply as to the circumstances giving rise to the allegation.

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15. Infringement Notice Maybe Withdrawn

(1) An Infringement Notice may, whether or not the prescribed penalty has been paid be withdrawn by the local government by sending, of a Notice in the form contained in the Third Schedule to the alleged offender at the address specified in the Notice or to the person's last known place of residence or business.

(2) In the case of an event any amount received by way of a modified penalty shall be refunded and any acknowledgment of the receipt of that amount shall for the purpose of any proceedings in respect of the alleged offence be deemed not to have been issued.

PART 6—MISCELLANEOUS PROVISIONS

16. Objection and Appeal Rights

When the local government makes a decision in relation to—

- (a) grant or refuse to grant a person a permit under this local law; or
- (b) renew, vary or cancel a permit that a person has under this local law; or
- (c) the local government makes a destruction order.

the provisions of Division 1 of Part 9 of the Act and Regulations 33 and 34 of the Local Government (Functions and General) Regulations 1996 shall apply to that decision or destruction order.

17. Fees and Charges

The fees and charges in relation to this Local Law will be set in accordance with Part 6, Division 5 and subdivision 2 of the Act.

First Schedule

LOCAL LAW RELATING TO THE CONTROL OF CATS

Shire of Ashburton

MODIFIED PENALTIES

Item	Clause	Nature of Offence	Modified Penalty
1	5(1)	Keeping an unidentified cat over the age of six (6) months	\$50
2	6(1)	Keeping more than the approved limit on the number of cats	\$50
3	7(1)	Keeping a cat so to be a nuisance or injurious to health	\$50
4	7(6)	Cat in any food premises or public place.	\$50
5	8	Abandonment of cat	\$60
6	11	Setting an unlawful trap	\$50

Second Schedule

LOCAL LAW RELATING TO THE CONTROL OF CATS

Shire of Ashburton

INFRINGEMENT NOTICE

No:.....

Date:/...../.....

To:....., of.....

It is alleged that on the.....day of.....19..... you committed an offence that you—

You may dispose of this matter—

- (1) By payment of a penalty of \$..... within twenty-eight days of this Notice at any Shire office or;
- (2) By having it dealt with by a Court.

If this modified penalty is not paid within the time specified, Court proceedings may be taken against you.

.....
Name of Authorised Person

.....
Signature of Authorised Person

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[3 June 1998

Third Schedule
LOCAL LAW RELATING TO THE CONTROL OF CATS
Shire of Ashburton
WITHDRAWAL OF INFRINGEMENT NOTICE

No:.....
Date:/...../.....
To:....., of.....
Infringement Notice No:....., dated/...../..... for.....

with a penalty of \$..... is hereby withdrawn.
No further action will be taken / It is proposed to institute Court proceedings for the alleged offence
(delete which is not applicable).

.....
Name of Authorised Person
.....
Signature of Authorised Person
.....
Chief Executive Officer

Fourth Schedule
LOCAL LAW RELATING TO THE CONTROL OF CATS
Shire of Ashburton
APPLICATION TO KEEP MORE THAN TWO CATS

I/We
(Full Name)
of.....
(Postal Address)

hereby make application to keep more than two (2) cats in accordance with clause 6(1) of the Local Law relating to the Control of Cats at:

.....
(Property Address)

for (give details of all cats proposed to be kept on the above mentioned premises)

No.	Breed	Sex	Colour	Name	Age
1					
2					
3					

It is necessary for me to keep more than two (2) cats because:
.....
.....

DATED this.....day of.....

.....
Signature of Applicant(s)

Dated this 19 day of May 1998.

The Common Seal of the Shire of Ashburton was hereunto affixed in the presence of—

BRIAN HAYES, President.
DAVID CAREY, Chief Executive Officer



Agenda Item 12.8 - Attachment 1

Proposed Shire of Ashburton Public Places and Local
Government Property Local Law 2023

**LOCAL GOVERNMENT ACT 1995
SHIRE OF ASHBURTON**

**PUBLIC PLACES AND
LOCAL GOVERNMENT PROPERTY
LOCAL LAW 2023**

DRAFT

Published in the Government Gazette on dd mm yy, No 1234
Amended:
Disclaimer: This version is an administrative version and while every attempt to ensure it is correct, only the Gazetted version as amended should be relied on. In particular, text boxes and notes in this version do not form part of the local law.

Local Government Act 1995

Shire of Ashburton

Public Places and Local Government Property Local Law 2023

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Local Government Act 1995**Shire of Ashburton****Public Places and Local Government Property Local Law 2023**

Under the powers conferred on it by the *Local Government Act 1995* and under all other enabling powers, the Council of the Shire of Ashburton resolved on dd mm 2023 to make this local law.

Part 1 - Preliminary**1.1 Title**

This is the *Shire of Ashburton Public Places and Local Government Property Local Law 2023*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

Note:

In accordance with s3.6 of the *Local Government Act 1995*, approval from the Governor to apply the local law into the sea adjoining the district for a distance of 200 metres seawards from the low water mark at ordinary spring tides was received and published in the *Government Gazette* on dd mm 2022 (p xx).

1.4 Repeal and transitional provisions

- (1) The following local laws are repealed –
- (a) The *Shire of Ashburton Activities on Thoroughfares and Public Places and Trading Amendment Local Law 2013* published in the *Government Gazette* on 5 April 2013 and amended in the *Government Gazette* on 15 November 2013;
 - (b) The *Shire of Ashburton Local Government Property Local Law 2013* published in the *Government Gazette* on 5 April 2013 and amended in the *Government Gazette* on 15 November 2013; and
 - (c) The *Shire of Ashburton Swimming Pools, Public Management and Control Local Law 2000* published in the *Government Gazette* on 3 November 2000.

- (2) An application for, or an application for the renewal of, a licence, permit or other authorisation made under a repealed local law that has not been finally determined before the commencement day is to be dealt with and determined as if it were an application under this local law.
- (3) A licence, permit or other authorisation under a repealed local law that is in force before the commencement day is to be regarded on and after that day as a permit under this local law and may be dealt with accordingly.

1.5 Definitions

In this local law -

Act means the *Local Government Act 1995*;

applicant means a person who applies for a permit;

application means an application for a permit;

application fee means the fee payable on the lodgement of an application for a permit and which relates to the lodgement, assessment and determination of the application but does not include the permit fee;

authorised person means a person appointed by the CEO under section 9.10 of the Act to perform any of the functions of an authorised person under this local law;

boat means any ship, vessel or structure capable of being used in navigation by water, however propelled or moved, and includes a jet ski;

building means any building which is local government property and includes any –

- (a) hall or room;
- (b) corridor, stairway or annexe of any hall or room; and
- (c) jetty;

bulk rubbish container means a bin or container designed or used for holding a substantial quantity of rubbish and which is unlikely to be lifted without mechanical assistance, but does not include a bin or container used in connection with the local government's regular domestic rubbish collection service;

carriageway has the meaning given to it by the *Road Traffic Code 2000*;

carriageway means a portion of a road that is improved, designed or ordinarily used for vehicular traffic, and includes the shoulders, and areas, including embayments, at the side or centre of the carriageway, used for the stopping or parking of vehicles; and, where a road has 2 or more of those portions divided by a median strip, the expression means each of those portions, separately;

Regulation 3 of the Road Traffic Code 2000

CEO means the chief executive officer of the local government;

commencement day means the day on which this local law comes into operation;

Council means the council of the local government;

crossing means a crossing giving access from a public thoroughfare to -

- (a) private land; or
- (b) a private thoroughfare serving private land;

determination means a determination made under clause 2.1;

district means the district of the local government and any area outside the district of the local government in respect of which the Governor's approval under section 3.6(1) of the Act has been obtained;

Note:

In accordance with s3.6 of the *Local Government Act 1995*, approval from the Governor to apply the local law into the sea adjoining the district for a distance of 200 metres seawards from the low water mark at ordinary spring tides was received and published in the Government Gazette on 26 October 2022 (p4826).

entertainment means the action of providing or being provided with amusement or enjoyment, an event, performance, or activity designed to entertain others.

function means an event or activity characterised by all or any of the following -

- (a) formal organisation and preparation;
- (b) its occurrence is generally advertised or notified in writing to particular persons;
- (c) organisation by or on behalf of a club;
- (d) payment of a fee to attend it; and
- (e) systematic recurrence in relation to the day, time and place;

garden means any part of a street planted, developed or treated, otherwise than as a lawn, with one or more plants;

hire includes offer to hire and expose for hire;

intersection has the meaning given to it in the *Road Traffic Code 2000*;

intersection means —

- (a) the area where 2 or more carriageways meet; or
- (b) the area within which vehicles, travelling by, on or from different carriageways may come into conflict;

Rea 3 Road Traffic Code 2000

kerb includes the edge of a carriageway;

lawn means any part of a street which is planted only with grass, or with a similar plant, but will include any other plant provided that it has been planted by the local government;

liquor has the meaning given to it in section 3 of the *Liquor Control Act* ;

Liquor Control Act means the *Liquor Control Act 1988* and all regulations made under that Act;

local government means the Shire of Ashburton;

local government property means anything –

- (a) which belongs to or leased by the local government;
- (b) of which the local government is the management body under the *Land Administration Act 1997*; or
- (c) which is an otherwise unvested facility within section 3.53 of the Act;

except a street.

local public notice has the meaning given to it by the Act;

1.7. Local public notice

- (1) Where under this Act local public notice of a matter is required to be given, a notice of the matter is to be —
 - (a) published in a newspaper circulating generally throughout the district; and
 - (b) exhibited to the public on a notice board at the local government’s offices; and
 - (c) exhibited to the public on a notice board at every local government library in the district.
- (2) Unless expressly stated otherwise it is sufficient if the notice is —
 - (a) published under subsection (1)(a) on at least one occasion; and
 - (b) exhibited under subsection (1)(b) and (c) for a reasonable time, being not less than —
 - (i) the time prescribed for the purposes of this paragraph; or
 - (ii) if no time is prescribed, 7 days.

lot has the meaning given to it in the *Planning and Development Act 2005*;

lot means a defined portion of land —

- (a) depicted on a plan or diagram available from, or deposited with, the Authority and for which a separate Crown grant or certificate of title has been or can be issued; or

- (b) depicted on a diagram or plan of survey of a subdivision approved by the Commission; or
- (c) which is the whole of the land the subject of —
- (i) a Crown grant issued under the *Land Act 1933*²; or
 - (ii) a certificate of title registered under the *Transfer of Land Act 1893*; or
 - (iii) a survey into a location or lot under section 27(2) of the *Land Administration Act 1997* or a certificate of Crown land title the subject of such a survey; or
 - (iv) a part-lot shown on a diagram or plan of survey of a subdivision deposited with the Authority; or
 - (v) a conveyance registered under the *Registration of Deeds Act 1856*,

but does not include a lot in relation to a strata scheme, a lot in relation to a survey-strata scheme, or a lot shown as common property on a survey-strata plan, as those terms are defined in the *Strata Titles Act 1985*;

Section 4 *Planning and Development Act 2005*

market means a collection of stalls, stands or displays erected for the purpose of selling or hiring goods or services or carrying out any other transaction;

nuisance means any activity, thing, condition, circumstance or state of affairs caused or contributed to by a person which —

- (a) is injurious or dangerous to the health or safety of another person of normal susceptibility; or
- (b) which has a disturbing effect on the state of reasonable physical, mental or social well being of another person;

owner or occupier, in relation to land, does not include the local government;

permit means a permit under this local law;

permit fee means the fee payable on the issue of a permit;

permit document means a permit document issued under this local law;

permit holder means a person who holds a permit;

permissible verge treatment means any one of the treatments described in clause 8.4(2), and includes any associated reticulation pipes and sprinklers;

person does not include the local government;

private property means any land that —

- (a) has a separate certificate of title; and
- (b) is in private ownership or is the subject of a lease or agreement with a person enabling its use for private purposes,

and includes any building or structure on the land;

prohibited drug has the meaning given to it by the *Misuse of Drugs Act 1981*;

prohibited drug means a drug to which this Act applies by virtue of section 4;

4. Drugs and plants to which Act applies

(1) Subject to subsection (4), the drugs to which this Act applies are —

- (a) drugs of addiction;
- (b) specified drugs; and
- (c) whether or not they are also drugs of addiction or specified drugs, the drugs specified in Schedule I.

(2) Subject to subsection (3), the plants to which this Act applies are —

- (a) prohibited plants as defined by section 5 of the Poisons Act 1964; and
- (b) whether or not they are also prohibited plants as defined by section 5 of the Poisons Act 1964, the plants specified in Schedule II.

(3) This Act does not apply to the non-viable seeds of the opium poppy *Papaver somniferum*.

(4) This Act does not apply to processed industrial hemp.

Extract from the Misuse of Drugs Act 1981

public place means —

- (a) a street;
- (b) any local government property; or
- (c) a place to which the public have access;

Regulations means the *Local Government (Functions and General) Regulations 1996*;

repealed local law means a local law repealed under clause 1.4;

retailer means a the owner or occupier of a shop in respect of which shopping trolleys are provided for the use of customers of the shop;

Schedule means a schedule to this local law;

sell includes —

- (a) offer or attempt to sell;
- (b) display for sale;
- (c) send, forward or deliver for sale or on sale;

- (d) barter or exchange;
- (e) dispose, by lot or chance or by auction;
- (f) supply, or offer, agree or attempt to supply –
 - (i) in circumstances which the supplier derives or would be likely to derive a direct or indirect pecuniary benefit; or
 - (ii) gratuitously, but with a view to gaining or maintaining custom or other commercial advantage; or
- (g) authorise, direct, cause or permit to be done any act referred to in this definition;

shopping trolley means a wheeled container or receptacle supplied by a retailer to enable a person to transport goods;

sign includes a notice, flag, mark, structure or device approved by the local government on which may be shown words, numbers, expressions or symbols;

stall means a movable or temporarily fixed structure, stand or table in, on or from which goods or services are sold and includes a vehicle;

street means any highway, thoroughfare or land used for vehicular or pedestrian traffic, and includes all the land lying between property lines, including the verge and footpath;

street tree means any tree planted or self sown in the street, of an appropriate species and in an appropriate location, for the purposes of contributing to the streetscape;

thoroughfare has the meaning given to it by the Act;

thoroughfare means a road or other thoroughfare and includes structures or other things appurtenant to the thoroughfare that are within its limits, and nothing is prevented from being a thoroughfare only because it is not open at each end;

Extract from s1.4 Local Government Act 1995

trading means selling or hiring goods or services and includes the setting up of a stall and conducting business at a stall;

vehicle includes –

- (a) every conveyance and every object capable of being propelled or drawn on wheels, tracks or otherwise; and
- (b) an animal being ridden or driven,

but excludes –

- (c) a wheel-chair or any device designed for use, by a physically impaired person on a footpath; and

- (d) a pram, stroller or similar device, or a shopping trolley;

verge means that part of a street between the carriageway and the land which abuts the street, but does not include any footpath; and

waste includes matter –

- (a) whether liquid, solid, gaseous or radioactive and whether useful or useless, which is discharged into the environment; or
- (b) prescribed by regulations under the *Waste Avoidance and Resource Recovery Act 2007* to be waste.

1.6 Interpretation

In this local law, a reference to local government property includes a reference to any part of local government property.

1.7 Overriding power to hire and agree

Despite anything to the contrary in this local law, the CEO or an authorised person, on behalf of the local government, may –

- (a) hire local government property to any person; or
- (b) enter into an agreement with any person regarding the use of any local government property.

Part 2 - Determinations in respect of local government property

2.1 Determinations as to use of local government property

- (1) The local government may make a determination in accordance with clause 2.2 –
 - (a) setting aside specified local government property for the pursuit of all or any of the activities referred to in clause 2.7;
 - (b) prohibiting a person from pursuing all or any of the activities referred to in clause 2.8 on specified local government property;
 - (c) as to the matters in clauses 2.7(2) and 2.8(2); and
 - (d) as to any matter ancillary or necessary to give effect to a determination.
- (2) The determinations in Schedule 1 –
 - (a) are to be taken to have been made in accordance with clause 2.2;

- (b) may be amended or revoked in accordance with clause 2.6; and
- (c) have effect on the commencement day.

2.2 Procedure for making a determination

- (1) The CEO or an authorised person is to give local public notice of the local government's intention to make a determination.
- (2) The local public notice referred to in subclause (1) is to state that –
 - (a) the local government intends to make a determination, the purpose and effect of which is summarised in the notice;
 - (b) a copy of the proposed determination may be inspected and obtained from the offices of the local government; and
 - (c) submissions in writing about the proposed determination may be lodged with the local government within 21 days after the date of publication.
- (3) If no submissions are received in accordance with subclause (2)(c), the Council may decide –
 - (a) to give local public notice that the proposed determination has effect as a determination on and from the date of publication;
 - (b) to amend the proposed determination, in which case subclause (5) is to apply; or
 - (c) not to continue with the proposed determination.
- (4) If submissions are received in accordance with subclause (2)(c), the Council –
 - (a) is to consider those submissions; and
 - (b) may decide –
 - (i) whether or not to amend the proposed determination; or;
 - (ii) whether or not to continue with the proposed determination.
- (5) If the Council decides to amend the proposed determination, it is to give local public notice –
 - (a) of the effect of the amendments; and
 - (b) that the proposed determination has effect as a determination on and from the date of publication.

- (6) If the Council decides not to amend the proposed determination, it is to give local public notice that the proposed determination has effect as a determination on and from the date of publication.
- (7) A proposed determination is to have effect as a determination on and from the date of publication of the local public notice referred to in subclauses (3), (5) and (6).
- (8) A decision under subclause (3) or (4) is not to be delegated by the Council.

2.3 Discretion to erect sign

The local government may erect a sign on local government property to give notice of the effect of a determination which applies to that property.

2.4 Determination to be complied with

A person must comply with a determination.

2.5 Register of determinations

- (1) The local government is to keep a register of determinations made under clause 2.1, and of any amendments to or revocations of determinations made under clause 2.6.
- (2) Sections 5.94 and 5.95 of the Act apply to the register referred to in subclause (1) and for that purpose the register is to be taken to be information within section 5.94(u)(i) of the Act.

2.6 Amendment or revocation of a determination

- (1) The local government may amend or revoke a determination.
- (2) The provisions of clause 2.2 are to apply to an amendment of a determination as if the amendment were a proposed determination.
- (3) If the local government revokes a determination it is to give local public notice of the revocation and the determination is to cease to have effect on the date of publication.

2.7 Activities which may be pursued on specified local government property

- (1) A determination may provide that specified local government property is set aside as an area on which a person may –
 - (a) take, ride or drive a vehicle, or a particular class of vehicle;
 - (b) fly or use a motorised model aeroplane;
 - (c) use a children's playground provided that the person is under an age specified in the determination, but the determination is not to apply to a person having the charge of a person under the specified age;

- (d) launch, beach or leave a boat;
 - (e) take or use a boat, or a particular class of boat;
 - (f) play or practise –
 - (i) golf or archery;
 - (ii) pistol or rifle shooting, but subject to the compliance of that person with the *Firearms Act 1973*; or
 - (iii) a similar activity, specified in the determination, involving the use of a projectile which, in the opinion of the local government may cause injury or damage to a person or property; or
 - (g) ride a bicycle, a skateboard, roller skates, rollerblades, a sandboard or a similar device.
- (2) A determination may specify the extent to which and the manner in which an activity referred to in subclause (1) may be pursued and in particular –
- (a) the days and times during which the activity may be pursued;
 - (b) that an activity may be pursued on a class of local government property, specified local government property or all local government property;
 - (c) that an activity is to be taken to be prohibited on all local government property other than that specified in the determination;
 - (d) may limit the activity to a class of vehicles, equipment or things, or may extend it to all vehicles, equipment or things;
 - (e) may specify that the activity can be pursued by a class of persons or all persons; and
 - (f) may distinguish between different classes of the activity.

2.8 Activities which may be prohibited on specified local government property

- (1) A determination may provide that a person is prohibited from pursuing all or any of the following activities on specified local government property –
- (a) riding a bicycle, a skateboard, roller skates, rollerblades, a sandboard or a similar device;
 - (b) taking, riding or driving a vehicle or a particular class of vehicle;

- (c) riding or driving above a specified speed a vehicle or a particular class of vehicle;
 - (d) taking or using a boat, or a particular class of boat;
 - (e) the playing or practice of –
 - (i) golf, archery, pistol shooting or rifle shooting; or
 - (ii) a similar activity, specified in the determination, involving the use of a projectile which, in the opinion of the local government may cause injury or damage to a person or property;
 - (f) the playing or practice of any ball game which may cause detriment to the property or any fauna on the property; and
 - (g) the traversing of land which in the opinion of the local government has environmental value warranting such protection, either absolutely or except by paths provided for that purpose.
- (2) A determination may specify the extent to which and the manner in which a person is prohibited from pursuing an activity referred to in subclause (1) and, in particular –
- (a) the days and times during which the activity is prohibited;
 - (b) that an activity is prohibited on a class of local government property, specified local government property or all local government property;
 - (c) that an activity is prohibited in respect of a class of vehicles, equipment or things, or all vehicles, equipment or things;
 - (d) that an activity is prohibited in respect of a class of persons or all persons; and
 - (e) may distinguish between different classes of the activity.

Note: smoking on local government property, and in other places, is regulated by the *Tobacco Products Control Regulations 2006*.

2.9 Sign under repealed local law taken to be determination

- (1) Where an approved sign erected on local government property has been erected under a repealed local law, then it is to be taken to be and have effect as a determination on and from the commencement day, except to the extent that the sign is inconsistent with any provision of this local law or any determination made under clause 2.1.
- (2) Clause 2.5 does not apply to a sign referred to in subclause (1).

Part 3 - Activities on local government property requiring a permit**3.1 Activities requiring a permit**

- (1) A person must not without a permit –
- (a) subject to subclause (3) hire local government property;
 - (b) advertise anything by any means on local government property;
 - (c) erect, on local government property a structure for public amusement or for any performance, whether for gain or otherwise;
 - (d) teach, coach or train, for profit, a person or animal on local government property;
 - (e) plant any plant or sow any seeds on local government property;
 - (f) carry on any trading on local government property or public place unless the trading is conducted –
 - (i) with the consent of a person who holds a permit to conduct a function, and where the trading is carried on under and in accordance with the permit; or
 - (ii) by a person who has a permit or permit to carry on trading on local government property under any written law;
 - (g) conduct or set up a market on local government property or public place;
 - (h) unless an employee of the local government in the course of her or his duties or on an area set aside for that purpose –
 - (i) drive or ride or take any vehicle on to local government property; or
 - (ii) park or stop any vehicle on local government property;
 - (i) conduct a function on local government property ;
 - (j) charge any person for entry to local government property, unless the charge is for entry to land or a building hired by a voluntary non-profit organisation;
 - (k) light a fire on local government property except in a facility provided for that purpose;

- (l) parachute, hang glide, abseil or base jump from or on to local government property;
 - (m) erect a building or a refuelling site on local government property;
 - (n) make any excavation on or erect or remove any fence on local government property;
 - (o) erect or install any structure above or below ground of local government property, for the purpose of supplying any water, power, sewer, communication, television or similar service to a person;
 - (p) conduct or take part in any gambling game or contest or bet, or offer to bet, publicly on local government property;
 - (q) erect, install, operate or use any broadcasting, public address system, loudspeaker or other device for the amplification of sound on local government property;
 - (r) conduct an entertainment event on local government property;
 - (s) fly or land a drone, balloon, unmanned aircraft or similar device from or on local government property; or
 - (t) film or make a recording as part of or for commercial gain on local government property.
- (2) The CEO or an authorised person may exempt a person from compliance with subclause (1) on the application of that person.
- (3) The CEO or an authorised person may exempt specified local government property or a class of local government property from the application of subclause (1)(a).

3.2 Erecting structures or camping

- (1) In this clause –

camp unless the context requires otherwise has the same meaning as given to it in section 5 of the *Caravan Parks and Camping Grounds Act 1995*;

camp means any portable shed or hut, tent, tent fly, awning, blind or other portable thing used as or capable of being used for habitation and includes a vehicle of a prescribed type or in prescribed circumstances;

Extract from s5 *Caravan Parks and Camping Grounds Act 1995*

caravan has the same meaning as given to it in section 5 of the *Caravan Parks and Camping Grounds Act 1995*;

caravan means a vehicle that is fitted or designed for habitation, and unless the contrary intention appears, includes an annexe;

Extract from s5 *Caravan Parks and Camping Grounds Act 1995*

facility has the same meaning as is given to it in section 5(1) of the *Caravan Parks and Camping Grounds Act 1995*.

facility means a caravan park or camping ground;

Extract from s5 *Caravan Parks and Camping Grounds Act 1995*

park home has the same meaning as given to it in section 5 of the *Caravan Parks and Camping Grounds Act 1995*; and

park home means a vehicle of a prescribed class or description that is fitted or designed for habitation;

prescribed means prescribed by regulation;

Extract from s5 *Caravan Parks and Camping Grounds Act 1995*

structure includes a caravan, park home, or camp.

- (2) This clause does not apply to a facility operated by the local government.
- (3) A person must not without a permit –
- (a) camp on, lodge at or occupy any structure at night for the purpose of sleeping on local government property;
 - (b) erect, on local government property, any tent, camp, hut or similar structure; or
 - (c) erect, on local government property that is not enclosed, an umbrella or temporary shade structure unless –
 - (i) it is erected for protection from the sun or other elements;
 - (ii) it has an area of no more than 18 square metres;
 - (iii) it has a height of no less than 2.5 metres;
 - (iv) it is removed by that person –
 - (I) immediately on leaving that local government property; and
 - (II) during daylight on the same day on which it was erected; and
 - (v) it is for a private use.
- (4) The maximum period for which the CEO or an authorised person may approve an application for a permit in respect of paragraph (a)

or (b) of subclause (3) is that provided in regulation 11(2)(a) of the *Caravan Parks and Camping Grounds Regulations 1997*.

Sections 3.37 – 3.38 of the *Local Government Act 1995* set out the requirements and processes for impounding animals, vehicles or goods that may have been involved in a contravention of a Regulation or Local Law.

Regulation 29 of the Local Government (Functions and General) Regulations 1996 further provides that:

(1) *A contravention of a regulation or local law made under the Act can lead to the impounding of goods involved in the contravention if —*

(a) *it occurs in a public place; and*

(b) *either —*

(i) *the presence of the goods —*

(I) *presents a hazard to public safety; or*

(II) *obstructs the lawful use of any place;*

or

(ii) *where the regulation or local law prohibits or regulates the placement of the goods, the goods are located in a place contrary to that regulation or local law.*

3.3 Licence required for possession and consumption of liquor

- (1) A person, on local government property, must not consume any liquor or have in her or his possession or under her or his control any liquor, unless —
- (a) that is permitted under the *Liquor Control Act*; and
- (b) a licence has been obtained for that purpose.
- (2) Subclause (1) does not apply where the liquor is in a sealed container.

Part 4 - Advertising Signs On Thoroughfares

4.1 Interpretation

In this Part, unless the context otherwise requires—

advertising sign means a sign used for the purpose of advertisement;

direction sign means a sign which indicates the direction of another place, activity or event, but does not include any such sign erected or affixed by the local government or the Commissioner of Main Roads;

portable direction sign means a portable free standing direction sign; and portable sign means a portable free standing advertising sign.

4.2 Advertising signs and portable direction signs

- (1) A person shall not, without a permit—
- (a) erect or place an advertising sign on a thoroughfare; or

- (b) post any bill or paint, place or affix any advertisement on a thoroughfare.
- (2) Notwithstanding subclause (1), a permit is not required in respect of a portable direction sign which neither exceeds 500 millimetres in height nor 0.5 square metres in area, provided that the sign is placed or erected on a thoroughfare on an infrequent or occasional basis only to direct attention to a place, activity or event during the hours of that activity or event.
- (3) Notwithstanding subclause (1), a person shall not erect or place an advertising sign—
 - (a) on a footpath;
 - (b) over any footpath where the resulting vertical clearance between the sign and the footpath is less than 2.5 metres;
 - (c) on or within 3 metres of a carriageway;
 - (d) in any other location where, in the opinion of the local government, the sign is likely to obstruct lines of sight along a thoroughfare or cause danger to any person using the thoroughfare; or
 - (e) on any natural feature, including a rock or tree, on a thoroughfare, or on any bridge or the structural approaches to a bridge.

4.3 Matters to be considered in determining application for permit

In determining an application for a permit for the purpose of clause 4.2(1), the local government is to have regard to—

- (a) any other written law regulating the erection or placement of signs within the district;
- (b) the dimensions of the sign;
- (c) other advertising signs already approved or erected in the vicinity of the proposed location of the sign;
- (d) whether or not the sign will create a hazard to persons using a thoroughfare; and
- (e) the amount of the public liability insurance cover, if any, to be obtained by the applicant.

4.4 Conditions on portable sign

- (1) If the local government approves an application for a permit for a portable sign, the application is to be taken to be approved subject to the following conditions —
 - (a) the portable sign shall—

- (i) not exceed 1 metre in height;
 - (ii) not exceed an area of 1 square metre on any side;
 - (iii) relate only to the business activity described on the permit;
 - (iv) contain letters not less than 200 millimetres in height;
 - (v) not be erected in any position other than immediately adjacent to the building or the business to which the sign relates;
 - (vi) be removed each day at the close of the business to which it relates and not be erected again until the business next opens for trading;
 - (vii) be secured in position in accordance with any requirements of the local government;
 - (viii) be placed so as not to obstruct or impede the reasonable use of a thoroughfare or access to a place by any person; and
 - (ix) be maintained in good condition.
- (2) No more than one portable sign shall be erected in relation to the one building or business.
- (3) A person must not place or erect a sign in contravention of a condition of a permit issued under this clause.

Part 5 - Behaviour on all local government property

Division 1 - Prohibited behaviour

5.1 Behaviour which interferes with others

A person must not, in or on any local government property, behave in a manner which –

- (a) is likely to interfere with the enjoyment of a person who might use the property or who might otherwise lawfully be on the property; or
- (b) interferes with the enjoyment of a person using, or otherwise lawfully on, the property.

5.2 Behaviour detrimental to property

- (1) A person must not behave in or on local government property in a way which is or might be detrimental to the property.

- (2) In subclause (1) –

detrimental to the property includes –

- (a) removing any thing from the local government property including a rock, a plant or a seat provided for the use of any person; and
- (b) destroying, defacing or damaging any thing on the local government property, including a plant, a seat provided for the use of any person or a building.

5.3 Taking or injuring fauna

- (1) A person must not take, injure or kill, or attempt to take, injure or kill, any fauna which is on or above any local government property, unless that person is authorised under a written law to do so.

- (2) In this clause and in clause 5.5 –

animal means any living thing that is not a human being, fly or plant; and

fauna has the meaning given to it under s5 of the *Biodiversity Conservation Act 2016*.

fauna means —

- (a) an animal that —

- (i) belongs to a native species unless the animal is determined by order under section 9(2) not to be fauna for the purposes of this Act; or

- (ii) is determined by order under section 9(1) to be fauna for the purposes of this Act;

or

- (b) a native species or taxonomic grouping of native species that is determined by order under section 10(1) or (2) to be fauna for the purposes of this Act;

5.4 Flora

- (1) Unless authorised to do so under a written law or with the written approval of the CEO or an authorised person, a person must not –

- (a) remove, damage or interfere with any flora that is on or above any local government property; or
- (b) cultivate, plant or deposit any flora on local government property.

- (2) In this clause –

flora means all vascular plants, seeds and other flora, whether living or dead.

5.5 Animals

- (1) Unless authorised by a written law, permit or under this local law, a person must not:
 - (a) tether any animal to a tree, shrub, tree guard, wall or fence on local government property; or
 - (b) permit any animal to enter upon or into any local government property.
- (2) In subclause (1), 'animal' does not include a dog or an 'assistance animal' as defined in section 9(2) of the Disability Discrimination Act 1992 (Cth).

Note:

Dogs, and areas where they are prohibited from being, where they may be exercised off leash and other related matters are dealt with under the *Dog Act 1976*, the *Dogs Regulations 2012* and the *Shire of Ashburton Dogs Local Law 2022*.

5.6 Intoxicated persons not to be on local government property

A person must not enter or remain on local government property while under the influence of liquor or a prohibited drug.

5.7 Only specified gender to use entry of toilet block or change room

- (1) Where a sign on a toilet block or change room specifies that a particular entry of the toilet block or change room is to be used by –
 - (a) females - then a person of the male gender must not use that entry of the toilet block or change room;
 - (b) males - then a person of the female gender must not use that entry of the toilet block or change room; or
 - (c) families - then, where the toilet block or change room is being used by a family, only an immediate member of that family may use that entry of the toilet block or change room.
- (2) Paragraphs (a) and (b) of subclause (1) do not apply to a child, when accompanied by a parent, guardian or caregiver, where the child is –
 - (a) under the age of 8 years; or
 - (b) otherwise permitted by an authorised person to use the relevant entry.

Division 2 - Signs and powers to give directions**5.8 Signs**

- (1) The CEO or an authorised person may erect a sign on local government property –
 - (a) specifying any conditions of use which apply to that property; and
 - (b) for any other purpose relevant to this local law, including giving notice of a breach of clause 5.4 and substituting a sign for flora that has been removed, damaged or interfered with contrary to clause 5.4.
- (2) A person must comply with a sign erected under subclause (1).
- (3) A condition of use specified on a sign erected under subclause (1) is –
 - (a) not to be inconsistent with any provision of this local law or any determination; and
 - (b) to be for the purpose of giving notice of the effect of a provision of this local law.

5.9 Authorised person to be obeyed

A person on local government property must obey any lawful direction of the CEO or an authorised person and must not in any way obstruct or hinder the CEO or an authorised person in the execution of her or his duties.

5.10 Refusal of entry and removal

- (1) If the CEO or an authorised person reasonably suspects that a person is breaching, or has just breached, a provision of this local law or any other written law, the CEO or authorised person may –
 - (a) refuse to allow that person to enter local government property;
 - (b) if the person is on local government property, direct the person to leave the local government property; and
 - (c) specify a period of up to 30 calendar days within which the person is not to re-enter the local government property.
- (2) A person who has been refused entry or who has been directed to leave under subclause (1) must immediately leave the local government property quickly and peaceably.
- (3) If a person fails to comply with subclause (2), the CEO or an authorised person may remove the person, or arrange for the person to be removed, from the local government property.

- (4) The CEO or an authorised person may reduce the period specified in subclause (1)(c) on application of the person who has been directed not to re-enter local government property.

5.11 Disposal of lost property

An article left on any local government property, and not claimed within a period of 3 months, may be disposed of by the CEO or an authorised person

- (a) if the value of the property is reasonably believed to exceed the amount prescribed by regulation 30(3) of the *Local Government (Functions and General) Regulations 1996*, using the process under section 3.58 of the Act for the sale of the article as if it was property referred to in that section;
- (b) if the article is reasonably believed to be of a negligible or little value or likely to be of no interest to a not for profit body, in any manner he or she thinks fit; or
- (c) in any other case, by donation to a not for profit body incorporated under the *Associations Incorporations Act 2015*.

Part 6 - Matters relating to particular local government property

Division 1 - Functions and closed property

6.1 No unauthorised entry to function

- (1) A person must not enter local government property on such days or during such times as the property is set aside for a function for which a charge for admission is authorised, except –
- (a) through the proper entrance for that purpose; and
 - (b) on payment of the fee chargeable for admission at the time.
- (2) The CEO or an authorised person may exempt a person from compliance with subclause (1)(b).

6.2 No entry to fenced or closed local government property

A person must not enter local government property which has been fenced off or closed to the public by a sign or otherwise, unless that person is authorised to do so by the CEO or an authorised person.

Division 2 - Golf courses

6.3 Interpretation

In this Division –

controller means an authorised person who has been appointed to control and manage a golf course;

golf course means that portion of a local government property which is laid out as a golf course and includes –

- (a) all tees, fairways, greens, practice tees, practice fairways, practice greens and any driving range; and
- (b) all buildings, structures, fittings, fixtures and equipment on that property.

Note: under these definitions, the provisions of this Division apply to a 'golf course' on 'local government property', whether operated by the local government or, for example, by a contractor or lessee.

6.4 Observance of special conditions of play

While on a golf course, a player must –

- (a) observe and comply with a direction of the controller in respect of any special conditions of play;
- (b) observe and comply with a requirement of any notice erected to direct or control play; and
- (c) not be accompanied by a non playing person without the permission of the controller or an authorised person.

6.5 Children under the age of 10 years

A person under the age of 10 years must not enter, play or practise on a golf course unless accompanied by a person of 18 years or older.

Division 3 - Beaches

6.6 Powers of authorised persons or surf life saving club members

- (1) An authorised person employed by the local government may perform all or any of the following functions in relation to a beach -
 - (a) patrol any beach;
 - (b) carry out any activity on any beach;
 - (c) erect signs designating bathing areas and signs regulating, prohibiting or restricting specified activities on the whole or any part of a beach or in or on the water adjacent to the beach and to direct persons on the beach or in or on the water to comply with such signs;
 - (d) temporarily enclose any area with rope, hessian, wire or any other means for the conduct of surf life saving club activities; and

- (e) direct persons to leave the water adjacent to a beach during dangerous conditions or if a shark is suspected of being in the vicinity of a beach.
- (2) Subject to subclause (3), the local government may authorise, under section 9.10 of the Act, one or more members of a surf life saving club to perform all or any of the functions listed in subclause (1).
- (3) Members authorised by the local government under subclause (2) must have been recommended by the surf life saving club as competent to perform the functions referred to in that subclause in respect of which they are authorised.
- (4) Under subclause (2), the local government may authorise members generally, or in relation to particular times, days or months.

6.7 Authority of local government employee to prevail

If the local government has authorised a person under clause 6.6(1) and a member of a surf life saving club under clause 6.6(2) in relation to the same beach, where they could perform a function referred to in clause 6.6(1) contemporaneously, the authority of an authorised person employed by the local government under clause 6.6(1) is to prevail.

6.8 Persons to comply with signs and directions

A person must -

- (a) not act in contravention of a sign erected on a beach under clause 6.6(1)(c);
- (b) not enter an area which has been temporarily closed with rope, hessian, wire or any other means for the conduct of surf life saving club activities, unless he or she is a member of the club or has obtained permission to enter from the club;
- (c) comply with any direction given under clause 6.6(1)(c) or 6.6(1)(e); and
- (d) not interfere with, obscure, obstruct, or hang any item of clothing or towel on a flag, sign, notice or item of life saving equipment.

Division 4 - Airports

6.9 Application

This Part applies to each airport which is local government property within the district.

6.10 Use by aircraft

- (1) The owner of every aircraft, upon payment of the set fee and compliance with this local law and other written law, shall be entitled to use the airport for the landing, servicing and departure of their aircraft and the embarkment and disembarkment of passengers and freight.
- (2) The local government may close the airport to aircraft movements if it considers the surface of the airport to be unsafe.

6.11 Right of entry to airport

- (1) Except as provided, a person other than:
 - (a) a person lawfully employed upon duties in or about the supervision and control of the airport, or acting under a permit or other agreement of or with the local government, in or about the arrival, departure and servicing of or other attention to aircraft lawfully using the airport; or
 - (b) a passenger or intending passenger of an aircraft lawfully using the airport; or
 - (c) a person greeting or seeing off a passenger or intending passenger of an aircraft lawfully using the airport;shall not enter or remain upon the airport or any part thereof without the approval of the local government.
- (2) The local government may from time to time designate or set apart any specified part or parts of the Airport:-
 - (a) to which only persons from time to time designated by the local government shall be admitted;
 - (b) to which persons other than those mentioned in subclause (1) shall not be admitted;
 - (c) to which the general public, or any limited classes of the general public, may be admitted, either at all times or at specified times, or for limited periods and generally upon such terms and conditions as the local government may resolve;
 - (d) to which no vehicle may be admitted or to which a limited class of vehicles may be admitted or to which vehicles may be admitted only on such terms and conditions as the local government may resolve;
 - (e) to which no aircraft may be admitted or to which a limited class of aircraft may be admitted or to which aircraft may be admitted only on such terms and conditions as the local government resolves.

- (3) Signs, markings or notices may be placed by the local government at the airport indicating the limits of any part of the airport set apart for any special or limited use under subclause (2).
- (4) Notwithstanding the provisions of this clause the local government may on special occasions, for instance, an aerial pageant or other event of public interest, make such arrangements for the control of the airport as it may by resolution impose.

6.12 Access of animals restricted

- (1) A person shall not bring an animal on to an airport unless –
 - (a) the person is a person referred to in section 8 of the *Dog Act 1976* acting in accordance with that provision;
 - (b) the animal is being air freighted from the airport;
 - (c) the animal has been air freighted to the airport; or
 - (d) the person is authorized to do so by the local government.
- (2) A person in charge of an animal shall keep the animal under control and shall not allow it to wander at large on the airport.
- (3) If an animal is at any time on an airport in contravention of subclause (2), in addition to the person specified in that subclause, the owner of the animal at that time commits an offence against subclause (2).
- (4) This clause is subject to any written law and law of the Commonwealth about assistance animals as defined in the *Disability Discrimination Act 1992 (Commonwealth)* Section 9(2).

Division 5 - Jetties

6.13 Interpretation

- (1) This Division only applies to jetties which are local government property.

- (2) In this Division –

jetty means any jetty, pier, wharf or landing place which is local government property; and

bulk cargo means bulk produce, such as grain, coal, oil or mineral ore, which is not packaged.

6.14 Application for consent and application fee

- (1) Where a person is required to obtain the consent of the local government under this Part, the person is to apply for that consent in the manner required by the local government.

- (2) The local government may require an application for consent made under subclause (1) to be accompanied by a fee.
- (3) If an application for consent is not made in the manner required by the local government or the fee which is to accompany that application is not paid, the local government may refuse to consider the application for consent.
- (4) The local government shall give its decision on an application for consent, in writing to the person who applied for that consent.
- (5) Where a fee is referred to in this Part, the fee must be imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act inclusive.

6.15 When use of jetty is prohibited

A person shall not land at, use or go on any part of a jetty which is -

- (a) under construction or repair; or
- (b) closed,

unless that person has first obtained the consent of the local government.

6.16 Method of berthing boat

A person in control of a boat shall not berth or make fast the boat to a jetty, or to any part of the jetty, except to such berthing piles, ring bolts or other fastenings as are provided.

6.17 When boat may remain berthed

A person in control of a boat shall not berth or make fast the boat to a jetty unless –

- (a) the boat is in distress and then only to effect the minimum repairs necessary to enable the boat to be moved elsewhere;
- (b) the embarking or disembarking of passengers is in progress, and then not for a consecutive period exceeding 2 hours without the prior consent of the local government;
- (c) the loading or discharging of cargo or other goods is in progress in accordance with this Division;
- (d) where the boat is used at that time for commercial purposes, the person has first paid the fee (if any) for such berthing or making fast to the local government; or
- (e) to facilitate sea trials for newly launched vessels for a period as specified and approved by an authorised person.

6.18 Authorised person may order removal of boat

Notwithstanding anything to the contrary in this Part, a person in control of a boat berthed or fastened to or alongside a jetty shall remove it immediately upon being directed to do so by an authorised person.

6.19 Restrictions on launching

A person shall not launch a boat from or over any jetty (other than a boat ramp) unless she or he has first obtained the consent of the local government.

6.20 Loading and discharging

A person in control of a boat shall not allow the boat to come alongside or be berthed or made fast to a jetty for the purpose of loading or discharging cargo or other goods-

- (a) until the cargo or other goods are ready to be loaded or discharged; or
- (b) without the consent of the local government –
 - (i) between the hours of 6.00pm to 6.00am on the next day; or
 - (ii) for longer than 2 consecutive hours.

6.21 Outgoing cargo not to be stored on jetty

A person in control of cargo or other goods intended for loading on to a boat shall -

- (a) not allow them to be stored or placed on a jetty unless and until the boat is berthed or fastened to or alongside the jetty; and
- (b) load them on to the boat as soon as practicable after the boat is berthed or fastened to or alongside the jetty.

6.22 Removal of incoming cargo from jetty

Any person unloading cargo or other goods from a boat on to a jetty shall remove them, or cause them to be removed from the jetty as soon as practicable, but not later than 6.00pm on the day on which they were placed there.

6.23 Authorised person may direct removal

An authorised person may direct a person who, in the opinion of the authorised person, is in charge of cargo or other goods which remain on a jetty contrary to any provision of this Division to remove them from the jetty.

6.24 Handling of bulk cargo

Except with the prior consent of the local government, a person shall not place or deposit bulk cargo from a vehicle, boat or container on to a jetty.

6.25 Limitations on fishing

A person shall not -

- (a) fish from a jetty so as to obstruct or interfere with the free movement of a boat approaching or leaving the jetty or so as to unreasonably interfere with the use of the jetty by any other person; or
- (b) hang or spread a fishing net from, on or over any part of a jetty.

Part 7 - Activities in streets

Division 1 - General

7.1 General prohibitions

A person must not –

- (a) plant, or allow to remain, in a street a plant that is or may become an obstruction to a reasonable sight line hazard for a driver of any vehicle negotiating or using the street;
- (b) damage a lawn or a garden, or remove any plant or part of a plant from a lawn or a garden, in a street unless –
 - (i) the person is the owner or the occupier of the lot abutting that portion of the street and the lawn or the garden or the particular plant has not been installed or planted by the local government ; or
 - (ii) the person is acting under the authority of a written law;
- (c) damage, or remove a street tree, or part of a street tree, irrespective of whether it was planted by the owner or occupier of the lot abutting the street or by the local government , unless –
 - (i) the damage to, or removal of, the street tree is authorised by the CEO or an authorised person in writing; or
 - (ii) the person is acting under authority of written law;
- (d) place, or allow to be placed or remain, on a street any thing (except water) that –
 - (i) obstructs the street; or
 - (ii) results in a hazard for any person using the street;
- (e) unless at the direction of the CEO or an authorised person, damage, remove or interfere with any part of a street, or any structure erected on a street, by the local government or a person acting under the authority of a written law; or
- (f) play or participate in any game or sport so as to cause danger to any person or thing or impede the movement of vehicles or persons on a street.

7.2 Activities allowed with a permit

- (1) A person must not, without a permit –
- (a) dig or otherwise create a trench through or under a kerb or footpath;
 - (b) throw, place or deposit any thing on a verge or street except for removal by the local government under a bulk rubbish collection, and then only in accordance with the terms and conditions and during the period of time advertised in connection with that collection by the local government;
 - (c) cause any obstruction to a vehicle or a person using a street as a street;
 - (d) cause any obstruction to a water channel or a water course in a street;
 - (e) throw, place or drain offensive, noxious or dangerous fluid onto a street;
 - (f) damage a street;
 - (g) fell or damage any street tree;
 - (h) fell any tree onto a street;
 - (i) light any fire or burn any thing on a street other than in a stove or fireplace provided for that purpose;
 - (j) unless installing, or in order to maintain, a permissible verge treatment –
 - (i) lay pipes under or provide taps on any verge; or
 - (ii) place or install, on any part of a street, any thing such as gravel, stone, flagstone, cement, concrete slabs, blocks, bricks, pebbles, plastic sheeting, kerbing, wood chips, bark or sawdust;
 - (k) provide, erect, install or use in or on any building, structure or land abutting on a street any hoist or other thing for use over the street;
 - (l) on a street use anything or do anything so as to create a nuisance;
 - (m) place or cause to be placed on a street a bulk rubbish container;
 - (n) interfere with the soil of, or anything in, a street or take anything from a street;
 - (o) conduct or carry on any trading on a street or public place;

- (p) conduct, carry on or set up a market or stall on a street or public place;
 - (q) conduct or carry on an entertainment event on a street or public place; or
 - (r) film or make a recording as part of or for commercial gain on a street or public place.
- (2) The CEO or an authorised person may exempt a person from compliance with subclause (1) on the application of that person.

7.3 Notice to owner or occupier

The CEO or an authorised person may give a notice in writing to the owner or the occupier of a lot abutting on a verge to make good, within the time specified in the notice, any breach of a provision of this Part.

Division 2 - Permissible verge treatments

7.4 Permissible verge treatments

- (1) An owner or occupier of land which abuts on a verge may, on that part of the verge directly in front of her or his land, install a permissible verge treatment.
- (2) A permissible verge treatment is—
- (a) the planting and maintenance of a lawn;
 - (b) the planting and maintenance of a garden provided that —
 - (i) clear sight visibility is maintained at all times for a person using the abutting street in the vicinity of an intersection or bend in the street or using a driveway on land adjacent to the street for access to or from the street;
 - (ii) where there is no footpath, a pedestrian has safe and clear access of a minimum width of 2m along that part of the verge immediately adjacent to the kerb;
 - (iii) it does not include a wall or built structure; and
 - (iv) it is not of a thorny, poisonous or hazardous nature; and
 - (c) the installation of an acceptable material.
- (3) In this clause ***acceptable material*** means any material which would create a hard surface, and which has been approved by the local government.
- (4) A person must not install or maintain a verge treatment which is not a permissible verge treatment.

- (5) The owner and occupier of the lot abutting a verge treatment referred to in subclause (1) are each to be taken to have installed and maintained that verge treatment for the purposes of this clause and clause 8.5.

7.5 Obligations of owner or occupier

An owner or occupier who installs or maintains a permissible verge treatment must –

- (a) keep the permissible verge treatment in a good and tidy condition and ensure, where the verge treatment is a garden or lawn, that a footpath on the verge and a carriageway adjoining the verge are not obstructed by the verge treatment;
- (b) ensure that clear sight visibility is maintained at all times for a person using the abutting thoroughfare in the vicinity of an intersection or bend in a thoroughfare, or using a driveway on land adjacent to the thoroughfare for access to or from the thoroughfare;
- (c) not place any obstruction on or around the verge treatment;
- (d) not disturb a footpath on the verge;
- (e) ensure that the verge treatment does not damage or obstruct a drain, manhole, galley, inspection pit, channel, kerb or tree planted by the local government; and
- (f) ensure that any sprinklers or pipes installed to irrigate a verge treatment –
 - (i) do not protrude above the level of the lawn or verge treatment when not in use;
 - (ii) are not used at such times so as to cause unreasonable inconvenience to pedestrians or other persons; and
 - (iii) do not otherwise present a hazard to pedestrians or other persons.

7.6 Transitional provision

- (1) In this clause –

former provisions means the provisions of the repealed local laws which permitted certain types of verge treatments, whether with or without the consent of the local government.

- (2) A verge treatment which –

- (a) was installed prior to the commencement day; and

- (b) on the commencement day is a type of verge treatment which was permitted under and complied with the former provisions,

is to be taken to be a permissible verge treatment for so long as the verge treatment remains of the same type and continues to comply with the former provisions.

7.7 Power to carry out public works on verge

Where the local government or an authority empowered to do so under a written law disturbs a verge, the local government or the authority –

- (a) is not liable to compensate any person for that disturbance;
- (b) may backfill with sand, if necessary, any garden or lawn; and
- (c) is not liable to replace or restore any –
 - (i) verge treatment and, in particular, any plant or any acceptable material or other hard surface; or
 - (ii) sprinklers, pipes or other reticulation equipment.

Division 3 - Vehicle crossings

Note:
 Regulations 12 – 15 of the *Local Government (Uniform Local Provisions) Regulations 1996* apply to crossovers.
 This Division deals with temporary crossovers and removal of redundant crossovers.

7.8 Temporary crossings

- (1) Where it is likely that works on a lot will involve vehicles leaving a street and entering the lot, the person responsible for the works must obtain a permit for the construction of a temporary crossing to protect the existing carriageway, kerb, drains, footpath, existing materials and street trees, where –
 - (a) a crossing does not exist; or
 - (b) a crossing does exist, but the nature of the vehicles and their loads is such that they are likely to cause damage to the crossing.
- (2) The **person responsible for the works** in subclause (1) is to be taken to be –
 - (a) the builder named on the building permit issued under the *Building Act 2011*, if one has been issued in relation to the works; or
 - (b) the owner of the lot, if no building permit has been issued under the *Building Act 2011* in relation to the works.

- (3) If the permit authority for the purpose of subclause (1) is the local government, the permit is taken to be issued on the condition that until such time as the temporary crossing is removed, the person to whom the permit is given must keep the temporary crossing in good repair and in such a condition so as not to create any danger or obstruction to persons using the street.

7.9 Removal of redundant crossing

- (1) Where works on a lot will result in a crossing no longer giving access to a lot, the crossing is to be removed and the kerb, drain, footpath, verge and any other part of the street affected by the removal are to be reinstated to the satisfaction of the CEO.
- (2) The CEO may give written notice to the owner or occupier of a lot requiring her or him to –
 - (a) remove any part of or all of a crossing which does not give access to the lot; and
 - (b) reinstate the kerb, drain, footpath, verge and any other part of the street, which may be affected by the removal,

within the period of time stated in the notice, and the owner or occupier of the lot must comply with that notice.

Division 4 - Property numbers

7.10 Assignment of numbers

- (1) The CEO or an authorised person may assign a number to a lot in the district and may assign another number to the lot instead of that previously assigned.
- (2) In this clause, **number** means a number of a lot with or without an alphabetical suffix indicating the address of a lot by reference to a thoroughfare.

Division 5 - Fencing

7.11 Public place – Item 4(1) of Division 1, Schedule 3.1 of Act

A public place, as that term is defined in clause 1.5, is specified as a public place for the purpose of item 4(1) of Division 1 of Schedule 3.1 of the Act.

Division 6 - Signs erected by the local government

7.12 Signs

- (1) The local government may erect a sign in a street specifying any conditions of use which apply to that street.
- (2) A person must comply with a sign erected under subclause (1).

- (3) A condition of use specified on a sign erected under subclause (1) is to be for the purpose of giving notice of the effect of a provision of this local law.

7.13 Transitional

Where a sign erected in a street has been erected under a repealed local law then, on and from the commencement day, it is to be taken to be a sign erected under clause 8.12 if –

- (a) the sign specifies a condition of use relating to the street which gives notice of the effect of a provision of this local law; and
- (b) the condition of use specified is not inconsistent with any provision of this local law.

Division 7 - Driving on a closed street

7.14 No driving on closed street

- (1) A person must not drive or take a vehicle on a closed street unless –

- (a) it is in accordance with any limit or exception specified in the order made under section 3.50 of the Act; or
- (b) the person has first obtained a permit.

- (2) In this clause –

closed street means a thoroughfare wholly or partially closed under section 3.50 or 3.50A of the Act.

Division 8 - Notices

7.15 Notice to redirect or repair sprinkler

Where a lawn or a garden is being watered with a sprinkler which is on the lawn or the garden, in a manner which causes or may cause an inconvenience or obstruction to any person using a street, the CEO or an authorised person may give a written notice to the owner or the occupier of the land abutting the lawn or the garden, requiring the owner or the occupier or both to move or alter the direction of the sprinkler or other watering equipment.

7.16 Notice to remove hazardous plants

- (1) Where a plant in a garden creates or may create a hazard for any person using a street, the CEO or an authorised person may give a written notice to the owner or the occupier of the land abutting on the garden to remove, cut, move or otherwise deal with that plant so as to remove the hazard.
- (2) Subclause (1) does not apply where the plant was planted by the local government.

7.17 Notice to remove any thing unlawfully placed on street

Where any thing is placed on a street in contravention of this local law, the CEO or an authorised person may give a written notice –

- (a) to the owner or the occupier of the property which abuts that portion of the street where the thing has been placed; or
- (b) to any other person who may be responsible for the thing being so placed,

requiring the person to remove the thing.

Note: other provisions relating to notices are set out in Division 1 of Part 12 of this local law.

Part 8 – Activities in public places***Division 1 - General provisions*****8.1 Leaving animal or vehicle in public place**

- (1) A person must not leave an animal or a vehicle, or any part of a vehicle, in a public place so that it obstructs the use of any part of that public place, unless that person has first obtained a permit or is authorised to do so under a written law.
- (2) A person does not contravene subclause (1) where the animal is secured or tethered for a period not exceeding 1 hour.
- (3) A person does not contravene subclause (1) where the vehicle is left for a period not exceeding 24 hours.

8.2 Prohibitions relating to animals

- (1) In subclause (2), **owner** in relation to an animal includes –
 - (a) an owner of it;
 - (b) a person in possession of it;
 - (c) a person who has control of it; and
 - (d) a person who ordinarily occupies the premises where the animal is permitted to stay.
- (2) An owner of an animal must not –
 - (a) allow the animal to enter or remain for any time on any public place except for the use of the public place as a thoroughfare and unless it is led, ridden or driven;
 - (b) allow the animal, if it has a contagious or infectious disease, to be led, ridden or driven in a public place; or

- (c) train or race the animal in a public place.
- (3) An owner of a horse must not lead, ride or drive the horse on a street, unless that person does so under a permit or under the authority of a written law.
- (4) This clause is subject to any written law and law of the Commonwealth about assistance animals as defined in the *Disability Discrimination Act 1992* (Commonwealth) Section 9(2).

8.3 Shopping trolley to be marked

A retailer must clearly mark its name or its trading name on any shopping trolley made available for the use of customers.

8.4 Person not to leave trolley in public place

A person must not leave a shopping trolley in a public place other than in an area set aside for the storage of shopping trolleys.

3.37. Contraventions that can lead to impounding

- (1) Regulations may prescribe any contravention of a regulation or local law made under this Act to be a contravention that can lead to impounding.
- (2) Regulations may exclude the application of particular provisions of this Subdivision.

[Section 3.37 *Local Government Act 1995*]

29. Contraventions that may lead to impounding of goods (Act s. 3.37)

- (1) A contravention of a regulation or local law made under the Act can lead to the impounding of goods involved in the contravention if —
 - (a) it occurs in a public place; and
 - (b) either —
 - the presence of the goods —
 - (I) presents a hazard to public safety; or
 - (II) obstructs the lawful use of any place;
 - or

where the regulation or local law prohibits or regulates the placement of the goods, the goods are located in a place contrary to that regulation or local law.

(1a) A contravention of a regulation or local law made under the Act can lead to the impounding of goods that are animals (if they are involved in the contravention) whether or not the contravention takes place in a private or a public place.

- (2) In subregulation (1) or (1a) —
 - public place** includes a place that is on private property that the public are allowed to use.

[R29 *Local Government (Functions and General) Regulations 1996*]

3.38. Terms used

goods means any goods involved in a contravention that can lead to impounding, and includes —

- (a) a vehicle; or
- (ab) an animal; or

- (b) a stall or other structure temporarily placed on land, involved in such a contravention;
[Section 3.37 *Local Government Act 1995*]

8.5 Retailer to remove abandoned trolley

- (1) If a shopping trolley is found in a public place, other than in an area set aside for the storage of shopping trolleys, the CEO or an authorised officer may advise (verbally or in writing) a retailer whose name is marked on the trolley of the location of the shopping trolley.
- (2) A retailer must remove a shopping trolley within 24 hours of being so advised under subclause (1).

8.6 Retailer taken to own trolley

In the absence of any proof to the contrary, a shopping trolley is to be taken to belong to a retailer whose name is marked on the trolley.

Part 9 - Permits

Division 1 - Applying for a permit

9.1 Application for permit

- (1) Where a person is required to obtain a permit under this local law, that person must apply for the permit in accordance with subclause (2).
- (2) An application for a permit under this local law must -
 - (a) be in the form determined by the CEO;
 - (b) be signed by the applicant;
 - (c) provide the information required by the form; and
 - (d) be forwarded to the CEO together with any fee imposed by the Council under sections 6.16 to 6.19 of the Act.
- (3) The CEO or an authorised person may require an applicant to provide additional information reasonably related to the application before determining the application.
- (4) The CEO or an authorised person may require an applicant to give local public notice of the application .
- (5) The CEO or an authorised person may refuse to consider an application which is not in accordance with subclause (2) or where the requirements of subclause (3) or (4) have not been satisfied.

9.2 Decision on application

- (1) The CEO or an authorised person may –
 - (a) approve an application unconditionally or subject to any conditions; or
 - (b) refuse to approve an application.
- (2) If the CEO or an authorised person approves an application, he or she is to issue to the applicant a permit in the form determined by the CEO.
- (3) If the CEO or an authorised person refuses to approve an application, he or she is to give written notice of that refusal to the applicant.
- (4) The CEO or an authorised person may, at any time, amend a condition of approval and the amended condition takes effect when written notice of it is given to the permit holder.

9.3 General restrictions on grant of permit

- (1) The CEO or an authorised person must not grant a permit if there are reasonable grounds for believing that the carrying on of the activity to which the application relates would constitute an unacceptable risk to the safety of the public.
- (2) The CEO or an authorised person must not grant a permit unless the CEO or an authorised person is satisfied that –
 - (a) the applicant is capable of carrying on the activity in accordance with this local law and the terms and conditions of the permit;
 - (b) the public place at which the activity is to be carried on is suitable for that purpose;
 - (c) a permit or similar authority granted or issued to the applicant has not been cancelled in the period of 5 years before the application is made; and
 - (d) the applicant is a fit and proper person to carry on the activity.

9.4 Amendment of permit

- (1) In this clause –

amend includes –

 - (a) to impose any new condition; and
 - (b) to change or remove any existing condition.

- (2) The CEO or an authorised person may, by written notice given to the permit holder, amend a permit.
- (3) An amendment may be made on application made by the permit holder or on the CEO or authorised person's initiative.

Division 2 - Conditions

9.5 Examples of conditions

- (1) Examples of the conditions that the CEO or an authorised person may impose on a permit under clause 10.2(1)(a) or 10.4(2) are conditions relating to -
 - (a) the payment of a fee;
 - (b) compliance with a standard or a policy adopted by the local government;
 - (c) the duration and commencement of the permit;
 - (d) the commencement of the permit being contingent on the happening of an event;
 - (e) the rectification, remedying or restoration of a situation or circumstance reasonably related to the application;
 - (f) the approval of another application for a permit which may be required by the local government under any written law;
 - (g) the area of the district to which the permit applies;
 - (h) where a permit is issued for an activity which will or may cause damage to local government property, the payment of a deposit or bond against such damage; and
 - (i) the obtaining of public risk insurance in an amount and on terms reasonably required by the CEO or an authorised person.
- (2) Examples of the type and content of the conditions on which a permit to hire local government property may be issued include –
 - (a) when fees and charges are to be paid;
 - (b) payment of a bond against possible damage or cleaning expenses or both;
 - (c) restrictions on the erection of material or external decorations;
 - (d) rules about the use of furniture, plant and effects;
 - (e) limitations on the number of persons who may attend any function in or on local government property;

- (f) the duration of the hire;
- (g) the right of the CEO or an authorised person to cancel a booking during the course of an annual or seasonal booking, if the CEO or an authorised person sees fit;
- (h) a prohibition on the sale, supply or consumption of liquor unless a liquor licence is first obtained for that purpose under the Liquor Control Act;
- (i) whether or not the hire is for the exclusive use of the local government property;
- (j) the obtaining of a policy of insurance in the names of both the local government and the hirer, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the hire of the local government property by the hirer; and
- (k) the provision of an indemnity from the hirer, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the hire of the local government property by the hirer.

9.6 Imposing conditions under a policy

- (1) In this clause –

policy means a local government policy adopted by the Council under section 2.7 of the Act containing conditions subject to which an application for a permit may be approved under clause 10.2.
- (2) Under clause 10.2(1)(a) the CEO or an authorised person may approve an application subject to conditions by reference to a policy.
- (3) The CEO or an authorised person must give to the permit holder a copy of the policy or, at the discretion of the CEO or the authorised person, the part of the policy which is relevant to the application for a permit, with the form of permit referred to in clause 10.2(2).
- (4) An application for a permit is not to be taken to have been approved subject to the conditions contained in a policy until the CEO or an authorised person gives the permit holder a copy of the policy or the part of the policy which is relevant to the application.
- (5) Sections 5.94 and 5.95 of the Act apply to a policy and, for that purpose, a policy is deemed to be information within section 5.94(u)(i) of the Act.

9.7 Compliance with conditions

Where an application for a permit has been approved subject to conditions, the permit holder must comply with each of those conditions, as amended.

Division 3 - Duration of permits**9.8 Duration of permit**

A permit is valid for one year from the date on which it is issued, unless it is –

- (a) otherwise stated in this local law or in the permit; or
- (b) suspended or cancelled under this Division.

9.9 Renewal of permit

- (1) A permit holder may apply to the CEO for the renewal of a permit.
- (2) An application for renewal must –
 - (a) be in the form determined by the CEO;
 - (b) be signed by the permit holder;
 - (c) provide the information required by the form;
 - (d) be forwarded to the CEO no later than 28 days before the expiry of the permit, or within a shorter period that the CEO in a particular case permits; and
 - (e) be accompanied by any fee imposed by the Council under section 6.16 to 6.19 of the Act.
- (3) The provisions of this Part that apply to an application for a permit also apply to an application for the renewal of a permit as though it were an application for a permit.

9.10 Transfer of permit

- (1) An application for the transfer of a valid permit is -
 - (a) to be made in writing;
 - (b) to be signed by the permit holder and the proposed transferee of the permit;
 - (c) to include such information as the CEO or an authorised person may require to enable the application to be determined; and
 - (d) to be forwarded to the CEO together with any fee imposed by the Council under sections 6.16 to 6.19 of the Act.

- (2) The CEO or an authorised person may approve an application for the transfer of a permit, refuse to approve it or approve it subject to any conditions.
- (3) Where the CEO or an authorised person approves an application for the transfer of a permit, the transfer may be effected by an endorsement on the permit signed by the CEO or the authorised person.
- (4) Where the CEO or an authorised person approves the transfer of a permit, the local government is not required to refund any part of any fee paid by the former permit holder.

9.11 Suspension of permit

- (1) The CEO may, subject to clause 10.12, by written notice given to the permit holder, suspend a permit if there are reasonable grounds for believing that –
 - (a) the permit holder has contravened a term or condition of a permit;
 - (b) the permit holder has contravened a provision of this local law; or
 - (c) the continued carrying on of the activity authorised by the permit constitutes or will constitute an unacceptable risk to the safety of the public.
- (2) The suspension notice must –
 - (a) state the day, or the day and time, on or at which the suspension takes effect;
 - (b) state the reasons for the CEO's decision to suspend the permit; and
 - (c) where appropriate, indicate what steps need to be taken to ensure that there is compliance with the relevant provision, term or condition or that there is no longer a risk as described in subclause (1)(c); and
 - (d) inform the permit holder that he/she has a right to apply under the Act for a review of the CEO's decision to suspend the permit.

Note – Part 11 of this local law deals with objection and review rights.

9.12 Proposed suspension

- (1) If the CEO proposes to suspend a permit for the reason mentioned in clause 10.11(1)(a), the CEO must give written notice to the permit holder of the proposed suspension.
- (2) The notice must –

- (a) state that the CEO proposes to suspend the permit;
 - (b) state the reasons for the proposed suspension; and
 - (c) inform the permit holder that the permit holder is entitled to make representations to the CEO in respect of the proposed suspension within 7 days after the day on which the permit holder is given the notice.
- (3) In considering whether to suspend the permit, the CEO must have regard to any representations made by the permit holder within the period referred to in subclause (2)(c).

9.13 Revocation of suspension

- (1) The CEO must, by written notice given to the permit holder, revoke the suspension of a permit if the CEO is satisfied that the steps specified in the suspension notice have been taken.
- (2) The CEO may, by written notice given to the permit holder, revoke the suspension of the permit if the CEO considers that it is appropriate to do so in the circumstances of a particular case.

9.14 Period of suspension

The suspension of a permit has effect on the day, or the day and time, specified in the suspension notice until one of the following happens –

- (a) the suspension is revoked under clause 10.13;
- (b) the permit is cancelled under clause 10.15 or expires; or
- (c) the permit is surrendered in accordance with the provisions of this local law.

9.15 Cancellation of permit

A permit may be cancelled by the CEO if -

- (a) the permit was obtained improperly by including false or misleading information;
- (b) the permit holder has persistently or frequently contravened a term or condition of the permit, or a provision of this local law, whether or not the permit is or has been suspended on the grounds of a contravention; or
- (c) there are reasonable grounds for believing that the continued carrying on of the activity constitutes or would constitute an unacceptable risk to the safety of the public, whether or not the permit has been suspended on the grounds of that risk.

Note – objection and appeal rights under Part 11 apply to the suspension or cancellation of a permit
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9.16 Surrender of permit

A permit holder may, at any time by notice in writing to the CEO, surrender the permit.

Division 4 - Responsibilities of permit holders and others**9.17 Production of permit**

A permit holder must produce to an authorised person her or his permit immediately after being required to do so by that authorised person.

9.18 Other responsibilities of permit holder

A permit holder must, in respect of local government property to which the permit relates -

- (a) ensure that an authorised person has unobstructed access to the local government property for the purpose of inspecting the property or enforcing any provision of this local law;
- (b) comply with a direction from the CEO or an authorised person to take the action specified in the direction for the purpose of maintaining public safety;
- (c) leave the local government property in a clean and tidy condition after its use;
- (d) report any damage or defacement of the local government property to the CEO or an authorised person; and
- (e) take reasonable action to prevent the consumption of any liquor on the local government property unless the permit allows it and a licence has been obtained under the *Liquor Control Act* for that purpose.

9.19 Production of permit document for amendment

If the CEO or an authorised person amends or renews a permit, the permit holder must, if required by the CEO or authorised person, produce the permit document to the CEO or authorised person for amendment within the period specified by the CEO or authorised person.

9.20 Return of permit document if permit no longer in effect

If a permit –

- (a) has expired or has not been renewed;
- (b) has been suspended or cancelled; or
- (c) has been surrendered,

the person who was the permit holder must, as soon as practicable after the expiry, suspension, cancellation or surrender, return the permit document to the CEO.

9.21 Advertising

A person must not advertise, or otherwise hold out in any way, that the person conducts a commercial activity in any public place unless that person holds a permit authorising that commercial activity.

9.22 False or misleading statement

A person must not make a false or misleading statement in connection with an application in respect of a permit under this local law.

Part 10 – Objections and review

10.1 Objection and review rights

Division 1 of Part 9 of the Act applies to a decision under this local law in respect of the grant, renewal, transfer, amendment, suspension or cancellation of a permit.

Part 11 – Enforcement

Division 1 - Notices

11.1 Definition

In this Division –

costs of the local government include its administrative costs.

11.2 Damage to local government property

If a person unlawfully removes, damages or interferes with local government property or portion of a street, the CEO or an authorised person may give the person a notice requiring that person, within the time specified in the notice, to do any one or more of the following (at the local government's option) –

- (a) reinstate the property to the state it was in before the removal, damage or interference;
- (b) replace that property; or
- (c) pay for the costs of reinstatement or replacement.

11.3 Breach of a permit

If a permit holder breaches a condition of the permit, or fails to comply with a direction under this local law, the CEO or an authorised person may give the person a notice.

11.4 Notice requirements

A notice under this Division must –

- (a) be in writing;
- (b) specify the reason for giving the notice, the work or action that is required to be undertaken and the time within which it is to be undertaken; and
- (c) be given to the person referred to in clause 12.2 or 12.3, as the case may be.

11.5 Local government may undertake requirements of notice

- (1) If a person fails to comply with a notice referred to in clause 12.2, the local government may –
 - (a) do the thing specified in the notice, including replace the property, or reinstate the property to the state it was in before the removal, damage or interference; and
 - (b) recover from the person, as a debt, the costs of doing so.
- (2) If a person fails to comply with a notice referred to in clause 12.3, the local government may –
 - (a) take whatever remedial action it considers appropriate to put the local government in the position it would have been in if the breach or failure had not occurred; and
 - (b) recover from the person, as a debt, the costs of doing so.

11.6 Offence to fail to comply with notice

A person who fails to comply with a notice given to him or her under this local law commits an offence.

Division 2 - Offences and penalties**11.7 Offences and general penalty**

- (1) A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.
- (2) A person who commits an offence under this local law is liable, on conviction, to a penalty not less than \$500 and not exceeding \$5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

11.8 Prescribed offences

- (1) An offence against a clause specified in Schedule 3 is a prescribed offence for the purposes of section 9.16(1) of the Act.

- (2) The modified penalty for a prescribed offence is the amount specified adjacent to the clause in Schedule 3.
- (3) For the purpose of guidance only, before giving an infringement notice to a person in respect of the commission of a prescribed offence, the local government should be satisfied that –
 - (a) commission of the prescribed offence is a relatively minor matter; and
 - (b) only straightforward issues of law and fact are involved in determining whether the prescribed offence was committed, and the facts in issue are readily ascertainable.

11.9 Form of notices

- (1) For the purposes of this local law -
 - (a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the Regulations;
 - (b) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the Regulations; and
 - (c) the form of the notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the Regulations.
- (2) Where an infringement notice is given under section 9.16 of the Act in respect of an alleged offence against clause 2.4, the notice is to contain a description of the alleged offence.

11.10 Evidence of a determination

- (1) In any legal proceedings, evidence of a determination may be given by tendering the register referred to in clause 2.5 or a certified copy of an extract from the register.
- (2) It is to be presumed, unless the contrary is proved, that the determination was properly made and that every requirement for it to be made and have effect has been satisfied.
- (3) Subclause (2) does not make valid a determination that has not been properly made.

SCHEDULE 1 - DETERMINATIONS

[Clause 2.1]

The following determinations are to be taken to have been made by the local government under clause 2.1.

Part 1 - Preliminary

1.1 Definition

In these determinations –

local law means the *Public Places and Local Government Property Local Law 2022* made by the local government.

1.2 Interpretation

Where a term is used but not defined in a determination and that term is defined in this local law then the term is to have the meaning given to it in this local law.

Part 2 - Application

2.1 Vehicles on local government property

- (1) Unless authorised by a permit or determination, a person must not take or cause a vehicle to be taken onto or driven on local government property unless –
- (a) subject to subclause (3), the local government property is clearly designated as a road, access way or car park;
 - (b) the vehicle is driven by a local government employee, authorised person or contractor engaged by the local government, who is engaged in –
 - (i) providing a service or making a delivery in connection with the local government property; or
 - (ii) maintaining the local government property;
 - (c) the person is driving an emergency vehicle in the course of his or her duties;
 - (d) the vehicle is –
 - (i) driven on local government property that has been designated as a golf course;
 - (ii) used in accordance with the conditions set down by the local government, the controller or an authorised person; and

- (iii) of a type allowed to be taken onto the golf course by the local government, the controller or an authorised person; or
 - (e) the vehicle is a motorised wheelchair, and the driver of that vehicle is a disabled person.
- (2) A person must not drive a vehicle or allow a vehicle to be driven on local government property at a speed exceeding 10 kilometres per hour or as otherwise indicated by a sign, or in such a manner as to cause danger to any person.
- (3) Other than in accordance with paragraphs (b), (c), (d) or (e) of subclause (1), a person must not drive a vehicle on local government property that is being used for a function for which a permit has been obtained unless permitted to do so by the permit holder or an authorised person.

2.2 Motorised model aeroplanes, toys or ships

A person must not use, launch or fly a drone, motorised model aeroplane, toy, ship, glider or rocket that is propelled by mechanical, hydraulic, combustion or pyrotechnic means on or from local government property except in accordance with a permit or determination that specifies that particular local government property.

2.3 Children's playgrounds

- (1) The local government may set aside a public reserve or any portion of a public reserve as a children's playground.
- (2) The local government may limit the ages of persons who are permitted to use a children's playground and may erect a sign under clause 2.3 of this local law to that effect on or in the immediate vicinity of the playground.
- (3) A person over the age specified on that sign, other than a person having the charge of a child or children in the playground, must not use a playground or interfere with the use by children of the playground.

2.4 Launching and retrieval of boats

A person must not take a boat onto, launch a boat from, or retrieve a boat on, local government property except in accordance with permit or a determination that specifies that particular local government property unless

- (a) the person is
 - (i) a local government employee or authorised person; or
 - (ii) a contractor engaged by the local government and who is engaged in providing a service,

maintaining or making a delivery in connection with, the local government property.

- (b) the person is in charge of a boat engaged in rescue services or dealing with an emergency; or
- (c) the local government property is a boat ramp that is delineated by a sign to that effect.

2.5 Activities prohibited on local government property

- (1) A person must not play or practise archery or pistol or rifle shooting on local government property except on land which is reserved by the local government for that purpose, or as otherwise permitted by a determination or permit.
- (2) A person must not play or practise golf on local government property except on a reserve set aside by the local government as a golf course.
- (3) A person must not, on any local government property, use or ride a bicycle or wheeled recreational device, skateboard, or sand board –
 - (a) inside, or on the curtilage to, a building;
 - (b) on a golf course except to the extent permitted under clause 2.1(1)(d) of these Determinations; or
 - (c) in or on a lakebed or waterway.
- (4) A person must not use on, or take on to, any local government property, a spear gun, hand spear, gidgie or similar device unless permitted by a determination or permit.
- (5) A person shall not traverse sand dunes except along pathways designated by signs or fences for the purpose.

SCHEDULE 2 - PRESCRIBED OFFENCES

[Clause 12.8]

Item number	Clause	Description	Modified Penalty (\$)
1	2.4	Failure to comply with a determination	100
2	3.1	Undertaking activity on local government property without a permit	100
3	3.2	Camping on local government property or erecting an unauthorised structure	100
4	3.3	Failure to obtain licence for liquor	100
5	4.2	Failure to obtain permit for sign	100
6	4.4(3)	Failure to comply with sign permit condition	100
7	5.1	Behaviour interfering with others	100
8	5.2	Behaviour detrimental to local government property	100
9	5.3	Taking or injuring fauna without authorisation	100
10	5.4	Removing, damaging or depositing flora without authorisation	100
11	5.5	Animal on local government property without a permit	100
12	5.6	Under influence of liquor or prohibited drug on local government property	100
13	5.8	Failure to comply with sign	100
14	5.9	Failure to comply with direction of authorised person	100
15	6.1, 6.2	Unauthorised entry to event, closed or fenced local government property	100
16	6.4	Failure to observe conditions of play or direction of course controller on golf course	100
17	6.8	Failure to comply with sign or direction on beach	100
18	6.11	Unauthorised entry to airport premises	100
19	6.12	Animal on airport premises without approval	100
20	6.15	Unauthorised use of any part of jetty which is closed or under repair or construction	100
21	6.16	Berthing of boats in unauthorised manner	100
22	6.17	Unauthorised berthing of a boat to jetty	100
23	6.18	Failure to remove berthed boat on direction of authorised person	100
24	6.19	Launching of boat from jetty without consent	100

Item number	Clause	Description	Modified Penalty (\$)
25	6.20	Berthing when not ready to load or discharge cargo, at times not permitted or for longer than permitted	100
26	6.21	Unlawful storing of goods on jetty	100
27	6.22	Removing goods from jetty during other than permitted hours	100
28	6.23	Failure to remove cargo on jetty on direction of authorised person	100
29	6.24	Unauthorised deposit of bulk cargo on jetty	100
30	6.25	Fishing from jetty so as to obstruct a boat or another person	100
31	7.1(a), 7.4(2)(b)	Planting or allowing plant or verge treatment in street to become a sightline hazard	100
32	7.1(b)	Damaging a street lawn or garden	100
33	7.1(c)	Damaging or removing whole or part of a street tree without authorisation	300
34	7.1(d)	Obstruction of street	100
35	7.1(e)	Damaging, removing or interfering with street, part of street, sign or structure in a street without authorisation	100
36	7.1(f)	Playing games in street so as to impede vehicles or persons	100
37	7.2	Carry on or undertake prohibited activity in street or damage local government property in a street without authorisation	300
38	7.4(4)	Install verge treatment that is not a permissible treatment	100
39	7.5(a), 7.5(d) 7.5(e)	Failure to keep permissible verge treatment in good and tidy condition, obstruct a street, footpath, drain, or driveway	100
40	7.5(c)	Placing an obstruction on or around a verge treatment	100
41	7.5(f)	Failure to ensure sprinklers or reticulation pipes do not protrude above level of verge treatment when not in use, not used at such times as to cause inconvenience to pedestrians, or otherwise present a hazard	100
42	7.8	Failure to obtain permit for a temporary crossing	100
43	7.9	Failure to remove redundant crossing or reinstate kerb, drain, footpath, verge or street	100
44	7.12	Failure to comply with condition of use of a street indicated by a sign	100

Item number	Clause	Description	Modified Penalty (\$)
45	8.1(1)	Animal or vehicle obstructing public place without authorisation	100
46	8.2(2)	Animal in public place when not led, ridden or driven	100
47	8.3	Failure to clearly mark name or trading name on shopping trolley	100
48	8.4	Person leaving a shopping trolley in a public place other than trolley bay	100
49	8.5	Failure to remove shopping trolley after being advised of location	100
50	9.7	Failure to comply with permit condition	100
51	9.18	Failure to comply with permit condition in relation to local government property	100
52	9.17, 9.19, 9.20	Failure to produce permit for inspection, amendment or to return permit when no longer in effect	100
53	11.6	Failure to comply with notice	300
54	11.7	All other offences not specified	100

Dated:

The Common Seal of the Shire of Ashburton was affixed by authority of a resolution of the Council in the presence of –

.....
K White
Shire President

.....
K Donohoe
Chief Executive Officer

DRAFT



Agenda Item 12.8 - Attachment 2

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

LOCAL GOVERNMENT ACT 1995

SHIRE OF ASHBURTON

**ACTIVITIES ON THOROUGHFARES AND PUBLIC PLACES AND
TRADING LOCAL LAW 2013**

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LOCAL GOVERNMENT ACT 1995

SHIRE OF ASHBURTON

ACTIVITIES ON THOROUGHFARES AND PUBLIC PLACES AND
TRADING LOCAL LAW 2013

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Ashburton resolved on 13 February 2013 to make the following local law.

PART 1—PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Ashburton Activities on Thoroughfares and Public Places and Trading Local Law 2013*.

1.2 Definitions

In this local law unless the context otherwise requires—

Act means the *Local Government Act 1995*;

applicant means a person who applies for a permit;

built-up area has the meaning given to it in the *Road Traffic Code 2000*;

bulk rubbish container means a bin or container designed or used for holding a substantial quantity of rubbish and which is unlikely to be lifted without mechanical assistance, but does not include a bin or container used in connection with the local government's regular domestic rubbish collection service;

carriageway has the meaning given to it in the *Road Traffic Code 2000*;

CEO means the chief executive officer of the local government;

commencement day means the day on which this local law comes into operation;

Council means the council of the local government;

crossing means a crossing giving access from a public thoroughfare to—

- (a) private land; or
- (b) a private thoroughfare serving private land;

district means the district of the local government;

footpath has the meaning given to it in the *Road Traffic Code 2000*;

garden means any part of a thoroughfare planted, developed or treated, otherwise than as a lawn, with one or more plants;

intersection has the meaning given to it in the *Road Traffic Code 2000*;

kerb includes the edge of a carriageway;

lawn means any part of a thoroughfare which is planted only with grass, or with a similar plant, but will include any other plant provided that it has been planted by the local government;

liquor has the meaning given to it in section 3 of the *Liquor Control Act 1988*;

local government means the *Shire of Ashburton*;

local government property means anything except a thoroughfare—

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the *Land Administration Act 1997*; or
- (c) which is an “otherwise unvested facility” within section 3.53 of the Act;

lot has the meaning given to it in the *Planning and Development Act 2005*;

owner or occupier in relation to land does not include the local government;

permissible verge treatment means any one of the 4 treatments described in clause 2.8(2), and includes any reticulation pipes and sprinklers;

permit means a permit issued under this local law;

permit holder means a person who holds a valid permit;

person does not include the local government;

person authorized means a person authorized by the local government under section 9.10 of the Act to perform any of the functions of an authorized person under this local law;

premises for the purpose of the definition of “public place” in both this clause and clause 6.1, means a building or similar structure, but does not include a carpark or a similar place;

public place includes any thoroughfare or place which the public are allowed to use, whether or not the thoroughfare or place is on private property, but does not include—

- (a) premises on private property from which trading is lawfully conducted under a written law; and
- (b) local government property;

Regulations means the *Local Government (Functions and General) Regulations 1996*;

sign includes a notice, flag, mark, structure or device on which may be shown words, numbers, expressions or symbols;

thoroughfare has the meaning given to it in the Act, but does not include a private thoroughfare which is not under the management control of the local government;

town planning scheme means a town planning scheme, or a local planning scheme, of the local government made under the *Planning and Development Act 2005*;

townsite means the townsites within the district which are—

- (a) constituted under section 26(2) of the *Land Administration Act 1997*; or
- (b) referred to in clause 37 of Schedule 9.3 of the Act;

vehicle includes—

- (a) every conveyance and every object capable of being propelled or drawn on wheels, tracks or otherwise; and
- (b) an animal being ridden or driven,

but excludes—

- (a) a wheel-chair or any device designed for use by a physically impaired person on a footpath; and
- (b) a pram, a stroller or a similar device; and

verge means that part of a thoroughfare between the carriageway and the land which abuts the thoroughfare, but does not include any footpath.

1.3 Application

This local law applies throughout the district.

1.4 Repeal

The *Shire of Ashburton Local Law Relating to Trading in Public Places* as published in the *Government Gazette* on 10 March 1998 is repealed.

1.5 Commencement

This local law comes into operation 14 days after the date of publication in the *Government Gazette*.

PART 2—ACTIVITIES ON THOROUGHFARES AND PUBLIC PLACES

Division 1—General

2.1 General prohibitions

A person shall not—

- (a) plant any plant (except grasses or a similar plant) within 6m of an intersection;
- (b) damage a lawn or a garden or remove any plant or part of a plant from a lawn or a garden unless—
 - (i) the person is the owner or the occupier of the lot abutting that portion of the thoroughfare and the lawn or the garden or the particular plant has not been installed or planted by the local government; or
 - (ii) the person is acting under the authority of a written law;
- (c) plant any plant (except grass or a similar plant) on a thoroughfare so that it is within 2m of a carriageway;
- (d) place on any footpath any fruit, fruit skins or other substance or fluid (whether vegetable or otherwise, but not water) which may create a hazard for any person using the footpath;
- (e) unless at the direction of the local government, damage, remove or interfere with any signpost, direction plate, guidepost, notice, shelter, shed, fence or any structure erected on a thoroughfare by the local government or a person acting under the authority of a written law;
- (f) play or participate in any game or sport so as to cause danger to any person or thing or impede the movement of vehicles or persons on a thoroughfare; or
- (g) within a mall, arcade or verandah of a shopping centre, ride any bicycle, skateboard, rollerblades or similar device.

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2.2 Activities allowed with a permit—general

- (1) A person shall not, without a permit—
- (a) dig or otherwise create a trench through or under a kerb or footpath;
 - (b) subject to Division 3 of this Part, throw, place or deposit any thing on a verge except for removal by the local government under a bulk rubbish collection, and then only in accordance with the terms and conditions and during the period of time advertised in connection with that collection by the local government;
 - (c) cause any obstruction to a vehicle or a person using a thoroughfare as a thoroughfare;
 - (d) cause any obstruction to a water channel or a water course in a thoroughfare;
 - (e) throw, place or drain offensive, noxious or dangerous fluid onto a thoroughfare;
 - (f) damage a thoroughfare;
 - (g) light any fire or burn any thing on a thoroughfare other than in a stove or fireplace provided for that purpose or under a permit issued under clause 5.13;
 - (h) fell any tree onto a thoroughfare;
 - (i) unless installing, or in order to maintain, a permissible verge treatment—
 - (i) lay pipes under or provide taps on any verge; or
 - (ii) place or install any thing on any part of a thoroughfare, and without limiting the generality of the foregoing, any gravel, stone, flagstone, cement, concrete slabs, blocks, bricks, pebbles, plastic sheeting, kerbing, wood chips, bark or sawdust;
 - (j) provide, erect, install or use in or on any building, structure or land abutting on a thoroughfare any hoist or other thing for use over the thoroughfare;
 - (k) on a public place use anything or do anything so as to create a nuisance;
 - (l) place or cause to be placed on a thoroughfare a bulk rubbish container; or
 - (m) interfere with the soil of, or anything in a thoroughfare or take anything from a thoroughfare.
- (2) The local government may exempt a person from compliance with subclause (1) on the application of that person.

2.3 No possession and consumption of liquor on thoroughfare

- (1) A person shall not consume any liquor or have in her or his possession or under her or his control any liquor on a thoroughfare unless—
- (a) that is permitted under the *Liquor Control Act 1988* or under another written law; or
 - (b) the person is doing so in accordance with a permit.
- (2) Subclause (1) does not apply where the liquor is in a sealed container.

Division 2—Vehicle crossing

Subdivision 1—Temporary crossings

2.4 Permit required

- (1) Where it is likely that works on a lot will involve vehicles leaving a thoroughfare and entering the lot, the person responsible for the works shall obtain a permit for the construction of a temporary crossing to protect the existing carriageway, kerb, drains and footpath, where—
- (a) a crossing does not exist; or
 - (b) a crossing does exist, but the nature of the vehicles and their loads is such that they are likely to cause damage to the crossing.
- (2) The “person responsible for the works” in subclause (1) is to be taken to be—
- (a) the builder named on the building licence issued under the *Building Act 2011*, if one has been issued in relation to the works; or
 - (b) the registered proprietor of the lot, if no building licence has been issued under the *Building Act 2011* in relation to the works.
- (3) If the local government approves an application for a permit for the purpose of subclause (1), the permit is taken to be issued on the condition that until such time as the temporary crossing is removed, the permit holder shall keep the temporary crossing in good repair and in such a condition so as not to create any danger or obstruction to persons using the thoroughfare.

Subdivision 2—Redundant vehicle crossings

2.5 Removal of redundant crossing

- (1) Where works on a lot will result in a crossing no longer giving access to a lot, the crossing is to be removed and the kerb, drain, footpath, verge and any other part of the thoroughfare affected by the removal are to be reinstated to the satisfaction of the local government.
- (2) The local government may give written notice to the owner or occupier of a lot requiring her or him to—
- (a) remove any part of or all of a crossing which does not give access to the lot; and
 - (b) reinstate the kerb, drain, footpath, verge and any other part of the thoroughfare, which may be affected by the removal,

within the period of time stated in the notice, and the owner or occupier of the lot shall comply with that notice.

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Division 3—Verge treatments

Subdivision 1—Preliminary

2.6 Interpretation

In this Division, unless the context otherwise requires—

acceptable material means any material which will create a hard surface, and which appears on a list of acceptable materials maintained by the local government.

2.7 Application

This Division only applies to the townsite.

Subdivision 2—Permissible verge treatments

2.8 Permissible verge treatments

An owner or occupier of land which abuts on a verge may on that part of the verge directly in front of her or his land install a permissible verge treatment.

2.9 Only permissible verge treatments to be installed

(1) A person shall not install or maintain a verge treatment which is not a permissible verge treatment.

(2) The owner and occupier of the lot abutting a verge treatment referred to in subclause (1) are each to be taken to have installed and maintained that verge treatment for the purposes of this clause and clause 2.10.

2.10 Obligations of owner or occupier

An owner or occupier who installs or maintains a permissible verge treatment shall—

- (a) keep the permissible verge treatment in a good and tidy condition and ensure, where the verge treatment is a garden or lawn, that a footpath on the verge and a carriageway adjoining the verge is not obstructed by the verge treatment;
- (b) not place any obstruction on or around the verge treatment; and
- (c) not disturb a footpath on the verge.

2.11 Notice to owner or occupier

The local government may give a notice in writing to the owner or the occupier of a lot abutting on a verge to make good, within the time specified in the notice, any breach of a provision of this Division.

Subdivision 3—Existing verge treatments

2.12 Transitional provision

(1) In this clause—

former provisions means the local law of the local government which permitted certain types of verge treatments, whether with or without the consent of the local government, and which was repealed by this local law.

(2) A verge treatment which—

- (a) was installed prior to the commencement day; and
- (b) on the commencement day is a type of verge treatment which was permitted under and complied with the former provisions,

is to be taken to be a permissible verge treatment for so long as the verge treatment remains of the same type and continues to comply with the former provisions.

Subdivision 4—Public works

2.13 Power to carry out public works on verge

Where the local government or an authority empowered to do so under a written law disturbs a verge, the local government or the authority—

- (a) is not liable to compensate any person for that disturbance;
- (b) may backfill with sand, if necessary, any garden or lawn; and
- (c) is not liable to replace or restore any—
 - (i) verge treatment and, in particular, any plant or any acceptable material or other hard surface; or
 - (ii) sprinklers, pipes or other reticulation equipment.

Division 4—Property numbers

Subdivision 1—Preliminary

2.14 Interpretation

In this Division, unless the context requires otherwise—

number means a number of a lot with or without an alphabetical suffix indicating the address of the lot by reference to a thoroughfare.

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Subdivision 2—Assignment and marking of numbers

2.15 Assignment of numbers

The local government may assign a number to a lot in the district and may assign another number to the lot instead of that previously assigned.

*Division 5—Fencing***2.16 Public place—Item 4(1) of Division 1, Schedule 3.1 of Act**

The following places are specified as a public place for the purpose of item 4(1) of Division 1 of Schedule 3.1 of the Act—

- (a) a public place, as that term is defined in clause 1.2; and
- (b) local government property.

*Division 6—Signs erected by the local government***2.17 Signs**

- (1) A local government may erect a sign on a public place specifying any conditions of use which apply to that place.
- (2) A person shall comply with a sign erected under subclause (1).
- (3) A condition of use specified on a sign erected under subclause (1) is to be for the purpose of giving notice of the effect of a provision of this local law.

2.18 Transitional

Where a sign erected on a public place has been erected under a local law of the local government repealed by this local law, then on and from the commencement day, it is to be taken to be a sign erected under clause 2.17 if—

- (a) the sign specifies a condition of use relating to the public place which gives notice of the effect of a provision of this local law; and
- (b) the condition of use specified is not inconsistent with any provision of this local law.

*Division 7—Driving on a closed thoroughfare***2.19 No driving on closed thoroughfare**

- (1) A person shall not drive or take a vehicle on a closed thoroughfare unless—
 - (a) that is in accordance with any limits or exceptions specified in the order made under section 3.50 of the Act; or
 - (b) the person has first obtained a permit.
- (2) In this clause—

closed thoroughfare means a thoroughfare wholly or partially closed under section 3.50 or 3.50A of the Act.

PART 3—ADVERTISING SIGNS ON THOROUGHFARES*Division 1—Preliminary***3.1 Interpretation**

In this Part, unless the context otherwise requires—

advertising sign means a sign used for the purpose of advertisement and includes an “election sign”;

direction sign means a sign which indicates the direction of another place, activity or event, but does not include any such sign erected or affixed by the local government or the Commissioner of Main Roads;

election sign means a sign or poster which advertises any aspect of a forthcoming Federal, State or Local Government election; and

portable direction sign means a portable free standing direction sign; and

portable sign means a portable free standing advertising sign.

*Division 2—Permit***3.2 Advertising signs and portable direction signs**

- (1) A person shall not, without a permit—
 - (a) erect or place an advertising sign on a thoroughfare; or
 - (b) post any bill or paint, place or affix any advertisement on a thoroughfare.
- (2) Notwithstanding subclause (1), a permit is not required in respect of a portable direction sign which neither exceeds 500mm in height nor 0.5m² in area, provided that the sign is placed or erected on a thoroughfare on an infrequent or occasional basis only to direct attention to a place, activity or event during the hours of that activity or event.
- (3) Notwithstanding subclause (1), a person shall not erect or place an advertising sign—
 - (a) on a footpath;

- (b) over any footpath where the resulting vertical clearance between the sign and the footpath is less than 2.5m;
- (c) on or within 3m of a carriageway;
- (d) in any other location where, in the opinion of the local government, the sign is likely to obstruct lines of sight along a thoroughfare or cause danger to any person using the thoroughfare; or
- (e) on any natural feature, including a rock or tree, on a thoroughfare, or on any bridge or the structural approaches to a bridge.

3.3 Matters to be considered in determining application for permit

In determining an application for a permit for the purpose of clause 3.2(1), the local government is to have regard to—

- (a) any other written law regulating the erection or placement of signs within the district;
- (b) the dimensions of the sign;
- (c) other advertising signs already approved or erected in the vicinity of the proposed location of the sign;
- (d) whether or not the sign will create a hazard to persons using a thoroughfare; and
- (e) the amount of the public liability insurance cover, if any, to be obtained by the applicant.

Division 3—Conditions on permit

3.4 Conditions on portable sign

If the local government approves an application for a permit for a portable sign, the application is to be taken to be approved subject to the following conditions—

- (a) the portable sign shall—
 - (i) not exceed 1m in height;
 - (ii) not exceed an area of 1m² on any side;
 - (iii) relate only to the business activity described on the permit;
 - (iv) contain letters not less than 200mm in height;
 - (v) not be erected in any position other than immediately adjacent to the building or the business to which the sign relates;
 - (vi) be removed each day at the close of the business to which it relates and not be erected again until the business next opens for trading;
 - (vii) be secured in position in accordance with any requirements of the local government;
 - (viii) be placed so as not to obstruct or impede the reasonable use of a thoroughfare or access to a place by any person;
 - (ix) be maintained in good condition; and
- (b) no more than one portable sign shall be erected in relation to the one building or business.

3.5 Conditions on election sign

If the local government approves an application for a permit for the erection or placement of an election sign on a thoroughfare, the application is to be taken to be approved subject to the sign—

- (a) being erected at least 30m from any intersection;
- (b) being free standing and not being affixed to any existing sign, post, power or light pole, or similar structure;
- (c) being placed so as not to obstruct or impede the reasonable use of a thoroughfare, or access to a place by any person;
- (d) being placed so as not to obstruct or impede the vision of a driver of a vehicle entering or leaving a thoroughfare or crossing;
- (e) being maintained in good condition;
- (f) not being erected until the election to which it relates has been officially announced;
- (g) being removed within 24 hours of the close of polls on voting day;
- (h) not being placed within 100m of any works on the thoroughfare;
- (i) being securely installed;
- (j) not being an illuminated sign;
- (k) not incorporating reflective or fluorescent materials; and
- (l) not displaying only part of a message which is to be read with other separate signs in order to obtain the whole message.

PART 4—OBSTRUCTING ANIMALS, VEHICLES OR SHOPPING TROLLEYS

Division 1—Animals and vehicles

4.1 Leaving animal or vehicle in public place or on local government property

(1) A person shall not leave an animal or a vehicle, or any part of a vehicle, in a public place or on local government property so that it obstructs the use of any part of that public place or local

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government property, unless that person has first obtained a permit or is authorized to do so under a written law.

(2) A person will not contravene subclause (1) where the animal is secured or tethered for a period not exceeding 1 hour.

(3) A person will not contravene subclause (1) where the vehicle is left for a period not exceeding 24 hours.

4.2 Prohibitions relating to animals

(1) In subclause (2), "owner" in relation to an animal includes—

- (a) an owner of it;
- (b) a person in possession of it;
- (c) a person who has control of it; and
- (d) a person who ordinarily occupies the premises where the animal is permitted to stay.

(2) An owner of an animal shall not—

- (a) allow the animal to enter or remain for any time on any thoroughfare except for the use of the thoroughfare as a thoroughfare and unless it is led, ridden or driven;
- (b) allow an animal which has a contagious or infectious disease to be led, ridden or driven in a public place; or
- (c) train or race the animal on a thoroughfare.

(3) An owner of a horse shall not lead, ride or drive a horse on a thoroughfare in a built-up area, unless that person does so under a permit or under the authority of a written law.

Division 2—Shopping trolleys

4.3 Interpretation

In this Division—

retailer means a proprietor of a shop in respect of which shopping trolleys are provided for the use of customers of the shop; and

shopping trolley means a wheeled container or receptacle supplied by a retailer to enable a person to transport goods.

4.4 Shopping trolley to be marked

A retailer shall clearly mark its name or its trading name on any shopping trolley made available for the use of customers.

4.5 Person not to leave trolley in public place

A person shall not leave a shopping trolley in a public place other than in an area set aside for the storage of shopping trolleys.

4.6 Retailer to remove abandoned trolley

(1) If a shopping trolley is found in a public place, other than in an area set aside for the storage of shopping trolleys, the local government may advise (verbally or in writing) a retailer whose name is marked on the trolley of the location of the shopping trolley.

(2) A retailer shall remove a shopping trolley within 24 hours of being so advised under subclause (1), unless the retailer—

- (a) requests the local government to collect and deliver the shopping trolley to the retailer; and
- (b) pays any fee for that collection and delivery (imposed and determined under and in accordance with sections 6.16 to 6.19 of the Act) within the period specified by the local government.

4.7 Impounding of abandoned trolley

An authorised person may impound a shopping trolley that is—

- (a) left on a thoroughfare, verge or local government property that is not marked in accordance with clause 4.5; or
- (b) not removed by a retailer after having been so advised under clause 4.6.

PART 5—ROADSIDE CONSERVATION

Division 1—Preliminary

5.1 Interpretation

In this Part—

MRWA means Main Roads Western Australia;

protected flora has the meaning given to it in section 6(1) of the *Wildlife Conservation Act 1950*;

rare flora has the meaning given to it in section 23F of the *Wildlife Conservation Act 1950*;

Roadside Conservation Committee means the Roadside Conservation Committee established under the Land Resource Policy Council within the Office of Premier and Cabinet; and

special environmental area means an area designated as such under clause 5.7.

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5.2 Application

This Part does not apply to the townsite.

*Division 2—Flora roads***5.3 Declaration of flora road**

The local government may declare a thoroughfare which has, in the opinion of the local government, high quality roadside vegetation to be a flora road.

5.4 Construction works on flora roads

Construction and maintenance work carried out by the local government on a flora road is to be in accordance with the “Code of Practice for Roadside Conservation and Road Maintenance” prepared by the Roadside Conservation Committee.

5.5 Signposting of flora roads

The local government may signpost flora roads with the standard MRWA “flora road” sign.

5.6 Driving only on carriageway of flora roads

(1) A person driving or riding a vehicle on a flora road shall only drive or ride the vehicle on the carriageway.

(2) Subclause (1) does not apply where—

- (a) conditions on the thoroughfare do not reasonably permit a vehicle to remain on the carriageway;
- (b) there is no carriageway; or
- (c) an exemption from the application of subclause (1) has been obtained from the local government.

*Division 3—Special environmental areas***5.7 Designation of special environmental areas**

The local government may designate a thoroughfare, or any part of a thoroughfare, as a special environmental area which—

- (a) has protected flora or rare flora; or
- (b) in the opinion of the local government, has environmental, aesthetic or cultural significance.

5.8 Marking of special environmental areas

The local government is to mark and keep a register of each thoroughfare, or part of a thoroughfare, designated as a special environmental area.

*Division 4—Planting in thoroughfares***5.9 Permit to plant**

A person shall not plant any plant or sow any seeds in a thoroughfare without first obtaining a permit.

5.10 Relevant considerations in determining application

In determining an application for a permit for the purpose of clause 5.9, the local government is to have regard to—

- (a) existing vegetation within that part of the thoroughfare in which the planting is to take place; and
- (b) the diversity of species and the prevalence of the species which are to be planted or sown.

*Division 5—Clearance of vegetation***5.11 Permit to clear**

A person shall not clear and maintain in a cleared state, the surface of a thoroughfare within 1m of that person’s land without first obtaining a permit and any other approvals which may be required under any written law.

5.12 Application for permit

In addition to the requirements of clause 7.1(2), a person making an application for a permit for the purpose of clause 5.11 shall submit a sketch plan clearly showing the boundary of the person’s land and the portions of the thoroughfare joining that person’s land which are to be cleared.

*Division 6—Fire management***5.13 Permit to burn thoroughfare**

A person shall not burn part of a thoroughfare without first obtaining a permit or unless acting under the authority of any other written law.

5.14 Application for permit

In addition to the requirements of clause 7.1(2), an application for a permit for the purposes of clause 5.13 shall—

- (a) include a sketch plan showing the portions of a thoroughfare which are proposed to be burned; and

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- (b) advise of the estimated fire intensity and the measures to be taken to protect upper storey vegetation from the burn.

5.15 When application for permit can be approved

The local government may approve an application for a permit for the purpose of clause 5.13 only if the burning of the particular part of the thoroughfare will—

- (a) reduce a fire hazard and alternative means of reducing that hazard, such as slashing or the use of herbicides, are considered by the local government to be not feasible or more detrimental to native flora and fauna than burning; or
- (b) in the opinion of the local government, be beneficial for the preservation and conservation of native flora and fauna.

Division 7—Firebreaks

5.17 Permit for firebreaks on thoroughfares

A person shall not construct a firebreak on a thoroughfare without first obtaining a permit.

5.18 When application for permit cannot be approved

- (1) The local government is not to approve an application for a permit for the purpose of clause 5.17 where the thoroughfare is less than 20m wide.
- (2) Subclause (1) does not apply where the firebreak is, in the opinion of the local government, desirable for the protection of roadside vegetation.

Division 8—Commercial wildflower harvesting on thoroughfares

5.19 General prohibition on commercial wildflower harvesting

Subject to clause 5.20, a person shall not commercially harvest native flora on a thoroughfare.

5.20 Permit for revegetation projects

- (1) A person shall not collect seed from native flora on a thoroughfare without first obtaining a permit.
- (2) The local government may approve an application for a permit under subclause (1) only where—
 - (a) the seed is required for a revegetation project in any part of the district; and
 - (b) the thoroughfare, or the relevant part of it, is not a special environmental area.
- (3) Unless the local government specifically provides to the contrary on a permit, if the local government approves an application for a permit for the purpose of subclause (1) it is to be taken to be approved subject to the following conditions—
 - (a) the collection of the seed is to be carried out so as not to endanger the long time survival of the native flora on the thoroughfare; and
 - (b) any licence or approval which may be required under any other written law is to be obtained by the applicant.

PART 6—TRADING IN THOROUGHFARES AND PUBLIC PLACES

Division 1—Stallholders and traders

Subdivision 1—Preliminary

6.1 Interpretation

In this Division, unless the context otherwise requires—

Competition Principles Agreement means the Competition Principles Agreement executed by each State and Territory of the Commonwealth and the Commonwealth of Australia on 11 April 1995;

public place includes—

- (a) any thoroughfare or place which the public are allowed to use whether or not the thoroughfare or place is on private property; and
- (b) local government property,

but does not include premises on private property from which trading is lawfully conducted under a written law.

stall means a movable or temporarily fixed structure, stand or table in, on or from which goods or services are sold, hired or offered for sale or hire;

stallholder means a person in charge of a stall;

stallholder's permit means a permit issued to a stallholder;

trader means a person who carries on trading;

trader's permit means a permit issued to a trader; and

trading includes—

- (a) the selling or hiring of, the offering for sale or hire of or the soliciting of orders for goods or services in a public place;
- (b) displaying goods in any public place for the purpose of—
 - (i) offering them for sale or hire;

- (ii) inviting offers for their sale or hire;
- (iii) soliciting orders for them; or
- (iv) carrying out any other transaction in relation to them; and
- (c) the going from place to place, whether or not public places, and—
 - (i) offering goods or services for sale or hire; or
 - (ii) inviting offers or soliciting orders for the sale or the hire of goods or services,
 but does not include—
 - (d) the delivery of pre-ordered goods or services to the purchaser of those goods or services or to the person nominated by the purchaser of those goods or services whether or not payment for those goods or services is accepted on delivery; or
 - the taking of further orders for goods or services from the purchaser of those pre-ordered goods or services or from the person nominated by the purchaser of those pre-ordered goods or services when those orders are taken at the same time as a previous order is being delivered, whether or not payment is made for those goods or services at the time of taking the order;
 - (e) the setting up of a stall or the conducting of a business at a stall under the authority of a stallholder's permit;
 - (f) the selling or the offering for sale of goods and services to, or the soliciting of orders for goods and services from a person who sells those goods or services;
 - (g) the selling or the offering for sale or hire by a person of goods of her or his own manufacture or services which he or she provides; and
 - (h) the selling or hiring or the offering for sale or hire of—
 - (i) goods by a person who represents a manufacturer of the goods; or
 - (ii) services by a person who represents a provider of the services,
 which are only sold directly to consumers and not through a shop.

Subdivision 2—Permits

6.2 Stallholder's permit

- (1) A person shall not conduct a stall on a public place unless that person is—
 - (a) the holder of a valid stallholder's permit; or
 - (b) an assistant specified in a valid stallholder's permit.
- (2) Every application for a stallholder's permit shall—
 - (a) state the full name and address of the applicant;
 - (b) specify the proposed number of assistants to be engaged by the applicant in conducting the stall, as well as their names and addresses if already engaged;
 - (c) specify the proposed location of the stall;
 - (d) specify the period of time for which the permit is sought, together with the proposed days and hours of operation;
 - (e) specify the proposed goods or services to be sold or hired or offered for sale or hire from the stall; and
 - (f) be accompanied by an accurate plan and description of the proposed stall.

6.3 Trader's permit

- (1) A person shall not carry on trading unless that person is—
 - (a) the holder of a valid trader's permit; or
 - (b) an assistant specified in a valid trader's permit.
- (2) Every application for a trader's permit shall—
 - (a) state the full name and address of the applicant;
 - (b) specify the proposed number of assistants, if any, to be engaged by the applicant in trading, as well as their names and addresses if already engaged;
 - (c) specify the location or locations in which the applicant proposes to trade;
 - (d) specify the period of time for which the permit is sought, together with the proposed days and hours of trading;
 - (e) specify the proposed goods or services which will be traded; and
 - (f) be accompanied by an accurate plan and description of any proposed structure or vehicle which may be used by the applicant in trading.

6.4 No permit required to sell newspaper

Notwithstanding any other provision of this local law, a person who sells, or offers for sale, a newspaper only is not required to obtain a permit.

6.5 Relevant considerations in determining application for permit

- (1) In determining an application for a permit for the purposes of this Division, the local government is to have regard to—
 - (a) any relevant policies of the local government;

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- (b) the desirability of the proposed activity;
 - (c) the location of the proposed activity;
 - (d) the principles set out in the Competition Principles Agreement; and
 - (e) such other matters as the local government may consider to be relevant in the circumstances of the case.
- (2) The local government may refuse to approve an application for a permit under this Division on any one or more of the following grounds—
- (a) that the applicant has committed a breach of any provision of this local law or of any written law relevant to the activity in respect of which the permit is sought;
 - (b) that the applicant is not a desirable or suitable person to hold a permit;
 - (c) that—
 - (i) the applicant is an undischarged bankrupt or is in liquidation;
 - (ii) the applicant has entered into any composition or arrangement with creditors; or
 - (iii) a manager, an administrator, a trustee, a receiver, or a receiver and manager has been appointed in relation to any part of the applicant's undertakings or property; or
 - (d) such other grounds as the local government may consider to be relevant in the circumstances of the case.

6.6 Conditions of permit

- (1) If the local government approves an application for a permit under this Division subject to conditions, those conditions may include—
- (a) the place, the part of the district, or the thoroughfare to which the permit applies;
 - (b) the days and hours during which a permit holder may conduct a stall or trade;
 - (c) the number, type, form and construction, as the case may be, of any stand, table, structure or vehicle which may be used in conducting a stall or in trading;
 - (d) the goods or services in respect of which a permit holder may conduct a stall or trade. In some cases food stalls may require registration as determined by the Shire of Ashburton;
 - (e) the number of persons and the names of persons permitted to conduct a stall or trade;
 - (f) the requirement for personal attendance at the stall or the place of trading by the permit holder and the nomination of assistants, nominees or substitutes for the permit holder;
 - (g) whether and under what terms the permit is transferable;
 - (h) any prohibitions or restrictions concerning the—
 - (i) causing or making of any noise or disturbance which is likely to be a nuisance to persons in the vicinity of the permit holder;
 - (ii) the use of amplifiers, sound equipment and sound instruments;
 - (iii) the use of signs; and
 - (iv) the use of any lighting apparatus or device;
 - (i) the manner in which the permit holder's name and other details of a valid permit are to be displayed;
 - (j) the care, maintenance and cleansing of the stall or any structure used for trading and the place of the stall or any structure;
 - (k) the vacating of the place of a stall or trading when the stall is not being conducted or trading is not being carried on;
 - (l) the acquisition by the stallholder or trader of public risk insurance;
 - (m) the period for which the permit is valid; and
 - (n) the designation of any place or places where trading is wholly or from time to time prohibited by the local government.
- (2) Where a permit holder by reason of illness, accident or other sufficient cause is unable to comply with this local law, the local government may at the request of that permit holder authorize another person to be a nominee of the permit holder for a specified period, and this local law and the conditions of the permit shall apply to the nominee as if he or she was the permit holder.

6.7 Exemptions from requirement to pay fee or to obtain a permit

- (1) In this clause—
- charitable organisation** means an institution, association, club, society or body whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and from which any member does not receive any pecuniary profit except where the member is an employee or the profit is an honorarium; and
- commercial participant** means any person who is involved in operating a stall or in conducting any trading activity for personal gain or profit.
- (2) The local government may waive any fee required to be paid by an applicant for a stallholder's permit or a trader's permit on making an application for or on the issue of a permit, or may return any such fee which has been paid, if the stall is conducted or the trading is carried on—
- (a) on a portion of a public place adjoining the normal place of business of the applicant; or

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- (b) by a charitable organisation that does not sublet space to, or involve commercial participants in the conduct of a stall or trading, and any assistants that may be specified in the permit are members of that charitable organisation.
- (3) The local government may exempt a person or a class of persons, whether or not in relation to a specified public place, from the requirements of this Division.

Subdivision 3—Conduct of stallholders and traders

6.8 Conduct of stallholders and traders

- (1) A stallholder while conducting a stall or a trader while trading shall—
 - (a) display her or his permit to do so in a conspicuous place on the stall, vehicle or temporary structure or if there is no stall, vehicle or temporary structure, carry the permit with her or him while conducting a stall or trading;
 - (b) not display a permit unless it is a valid permit; and
 - (c) when selling goods by weight, carry and use for that purpose, scales tested and certified in accordance with the provisions of the *Trade Measurement Administration Act 2006*.
- (2) A stallholder or trader shall not—
 - (a) deposit or store any box or basket containing goods on any part of a thoroughfare so as to obstruct the movement of pedestrians or vehicles;
 - (b) act in an offensive manner;
 - (c) use or cause to be used any apparatus or device including any flap or shelf, whereby the dimensions of a stall, vehicle or structure are increased beyond those specified in the permit; or
 - (d) in the case of a trader, carry on trading from a public place, unless there is adequate parking for customers' vehicles reasonably close to the place of trading.

Division 2—Street entertainers

Subdivision 1—Preliminary

6.9 Interpretation

In this Division, unless the context otherwise requires—

perform includes to play a musical instrument, sing, mime, dance, give an acrobatic or aerobic display or entertain, but does not include public speaking;

permit means a permit issued for the purpose of clause 6.10;

permitted area means the area or areas, specified in a permit, in which the permit holder may perform; and

permitted time means the time or times, specified in a permit, during which the permit holder may perform.

Subdivision 2—Permits

6.10 Permit required to perform

A person shall not perform in a public place without a permit.

6.11 Variation of permitted area and permitted time

- (1) The local government may by notice in writing to a permit holder vary—

- (a) the permitted area;
- (b) the permitted time; or
- (c) both the permitted area and the permitted time,

shown on a permit.

- (2) The local government may direct a permit holder to move from one permitted area to another permitted area, if more than one area is specified in a permit.

6.12 Duration of permit

A permit is valid for a period of the event applied for or some other period approved by the Health Officer but no longer than 3 months after the date on which it is issued unless it is sooner cancelled under this local law.

6.13 Cancellation of permit

The CEO may cancel a permit if in her or his opinion the volume of sound caused by the permit holder in connection with the performance adversely affects the enjoyment, convenience or comfort of other persons in a public place, or if, in her or his opinion, or in the opinion of an authorized person, the performance otherwise constitutes a nuisance.

6.14 Obligations of permit holder

A permit holder shall not in a public place—

- (a) perform wearing dirty, torn or ragged clothing;
- (b) act in an offensive manner; or

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- (c) place, install, erect, play or use any musical instrument or any device which emits music, including a loud speaker or an amplifier—
 - (i) other than in the permitted area; and
 - (ii) unless the musical instrument or device is specified in the permit.

Division 3—Outdoor eating facilities on public places

6.15 Interpretation

In this Division—

Facility means an outdoor eating facility or establishment on any part of a public place, but does not include such a facility or establishment on private land;

permit holder means the person to whom a permit has been issued for the purpose of clause 6.16; and

public place has the meaning given to it in clause 6.1.

6.16 Permit required to conduct Facility

A person shall not establish or conduct a Facility without a permit.

6.17 Matters to be considered in determining application

In determining an application for a permit for the purpose of clause 6.16, the local government may consider in addition to any other matter it considers relevant, whether or not—

- (a) the Facility is conducted in conjunction with and as an extension of food premises which abut on the Facility, and whether the applicant is the person conducting such food premises;
- (b) users of the Facility will have access to proper and sufficient sanitary and ablutionary conveniences;
- (c) the Facility would—
 - (i) obstruct the visibility or clear sight lines at an intersection of thoroughfares of any person; or
 - (ii) impede pedestrian access; and
- (d) the tables, chairs and other equipment to be used may obstruct or impede the use of the public place for the purpose for which it was designed.

6.18 Obligations of permit holder

(1) The permit holder for a Facility shall—

- (a) ensure that the Facility is conducted at all times in accordance with the provisions of this local law and any local law made under section 172 of the *Food Act 2008*;
- (b) ensure that the eating area is kept in a clean and tidy condition at all times;
- (c) maintain the chairs, tables and other structures in the eating area in a good, clean and serviceable condition at all times;
- (d) be solely responsible for all and any costs associated with the removal, alteration, repair, reinstatement or reconstruction of any part of the public place arising from the conduct of the Facility; and
- (e) be solely responsible for all rates and taxes levied upon the land occupied by the Facility.

(2) Whenever, in the opinion of the local government, any work is required to be carried out to a Facility, the local government may give a notice to the permit holder for the Facility to carry out that work within the time limited by the notice.

(3) In subclause (2), “work” includes the removal, alteration, repair, reinstatement or reconstruction of any part of a public place arising from or in connection with the setting up or conduct of a Facility.

6.19 Removal of Facility unlawfully conducted

Where a Facility is conducted without a permit, or in contravention of a condition of a permit, any tables, chairs, umbrellas or other equipment may be removed by an authorized person and impounded in accordance with the Act.

6.20 Use of Facility by public

(1) A person shall not occupy a chair or otherwise use the equipment in a Facility the subject of a permit unless the person uses them for the purpose of consuming food or drinks provided by the Facility.

(2) A person shall leave a Facility when requested to do so by the permit holder.

6.21 Temporary removal of Facility may be requested

(1) The permit holder for a Facility is to temporarily remove the Facility when requested to do so on reasonable grounds by an authorized person or a member of the Police Service or an emergency service.

(2) The permit holder may replace the Facility removed under subclause (1) as soon as the person who directed her or him to remove it allows it to be replaced.

PART 7—PERMITS*Division 1—Applying for a permit***7.1 Application for permit**

- (1) Where a person is required to obtain a permit under this local law, that person shall apply for the permit in accordance with subclause (2).
- (2) An application for a permit under this local law shall—
- (a) be in the form determined by the local government;
 - (b) be signed by the applicant;
 - (c) provide the information required by the form;
 - (d) contain any other information require, for that particular type of permit, under this local law; and
 - (e) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.
- (3) The local government may require an applicant to provide additional information reasonably related to an application before determining an application for a permit.
- (4) The local government may require an applicant to give local public notice of the application for a permit.
- (5) The local government may refuse to consider an application for a permit which is not in accordance with subclause (2).

7.2 Decision on application for permit

- (1) The local government may—
- (a) approve an application for a permit unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for a permit.
- (2) If the local government approves an application for a permit, it is to issue to the applicant a permit in the form determined by the local government.
- (3) If the local government refuses to approve an application for a permit, it is to give written notice of that refusal to the applicant.
- (4) Where a clause of this local law refers to conditions which may be imposed on a permit or which are to be taken to be imposed on a permit, the clause does not limit the power of the local government to impose other conditions on the permit under subclause (1)(a).
- (5) Where a clause of this local law refers to the grounds on which an application for a permit may be or is to be refused, the clause does not limit the power of the local government to refuse the application for a permit on other grounds under subclause (1)(b).

*Division 2—Conditions***7.3 Conditions which may be imposed on a permit**

The local government may approve an application for a permit subject to conditions relating to—

- (a) the payment of a fee;
- (b) the duration and commencement of the permit;
- (c) the commencement of the permit being contingent on the happening of an event;
- (d) the rectification, remedying or restoration of a situation or circumstance reasonably related to the application;
- (e) the approval of another application for a permit which may be required by the local government under any written law;
- (f) the area of the district to which the permit applies;
- (g) where a permit is issued for an activity which will or may cause damage to a public place, the payment of a deposit or bond against such damage;
- (h) the obtaining of public risk insurance in an amount and on terms reasonably required by the local government; and
- (i) the provision of an indemnity from the permit holder indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the use of the public place by the permit holder.

7.4 Imposing conditions under a policy

- (1) In this clause—

policy means a policy of the local government adopted by the Council containing conditions subject to which an application for a permit may be approved under clause 7.2(1)(a).

- (2) Under clause 7.2(1)(a) the local government may approve an application subject to conditions by reference to a policy.
- (3) The local government is to give a copy of the policy, or the part of the policy which is relevant to the application for a permit, with the form of permit referred to in clause 7.2(2).
- (4) An application for a permit is to be taken not to have been approved subject to the conditions contained in a policy until the local government gives the permit holder a copy of the policy or the part of the policy which is relevant to the application.

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(5) Sections 5.94 and 5.95 of the Act shall apply to a policy and for that purpose a policy is to be taken to be information within section 5.94(u)(i) of the Act.

7.5 Compliance with and variation of conditions

(1) Where an application for a permit has been approved subject to conditions, or where a permit is to be taken to be subject to conditions under this local law, the permit holder shall comply with each of those conditions.

(2) The local government may vary the conditions of a permit, and the permit holder shall comply with those conditions as varied.

Division 3—General

7.6 Duration of permit

A permit is valid for one year from the date on which it is issued, unless it is—

- (a) otherwise stated in this local law or in the permit; or
- (b) cancelled under clause 7.10.

7.7 Renewal of permit

(1) A permit holder may apply to the local government in writing prior to expiry of a permit for the renewal of the permit.

(2) The provisions of—

- (a) this Part; and
- (b) any other provision of this local law relevant to the permit which is to be renewed,

shall apply, with appropriate modifications, to an application for the renewal of a permit.

7.8 Transfer of permit

(1) An application for the transfer of a valid permit is to—

- (a) be made in writing;
- (b) be signed by the permit holder and the proposed transferee of the permit;
- (c) provide such information as the local government may require to enable the application to be determined; and
- (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.

(2) The local government may approve an application for the transfer of a permit, refuse to approve it or approve it subject to any conditions.

(3) Where the local government approves an application for the transfer of a permit, the transfer may be effected by—

- (a) an endorsement on the permit signed by the CEO; or
- (b) issuing to the transferee a permit in the form determined by the local government.

(4) Where the local government approves an application for the transfer of a permit, it is not required to refund any part of any fee paid by the former permit holder.

7.9 Production of permit

A permit holder is to produce to an authorized person her or his permit immediately upon being required to do so by that authorized person.

7.10 Cancellation of permit

(1) Subject to clause 8.1, a permit may be cancelled by the local government if the permit holder has not complied with a—

- (i) condition of the permit; or
- (ii) provision of any written law which may relate to the activity regulated by the permit.

(2) On the cancellation of a permit the permit holder—

- (a) shall return the permit as soon as practicable to the local government; and
- (b) is to be taken to have forfeited any fees paid in respect of the permit.

PART 8—OBJECTIONS AND REVIEW

8.1 Objections and review

When the local government makes a decision—

- (a) under clause 7.2(1); or
- (b) as to whether it will renew, vary, or cancel a permit,

the provisions of Division 1 of Part 9 of the Act and regulation 33 of the Regulations apply to that decision.

PART 9—MISCELLANEOUS NOTICES**9.1 Notice to redirect or repair sprinkler**

Where a lawn or a garden is being watered with a sprinkler which is on the lawn or the garden, in a manner which causes or may cause an inconvenience or obstruction to any person using a thoroughfare, the local government may give a notice to the owner or the occupier of the land abutting on the lawn or the garden, requiring the owner or the occupier or both to move or alter the direction of the sprinkler or other watering equipment.

9.2 Hazardous plants

(1) Where a plant in a garden creates or may create a hazard for any person using a thoroughfare, the local government may give a notice to the owner or the occupier of the land abutting on the garden to remove, cut, move or otherwise deal with that plant so as to remove the hazard.

(2) Subclause (1) does not apply where the plant was planted by the local government.

9.3 Notice to repair damage to thoroughfare

Where any portion of a thoroughfare has been damaged, the local government may by notice to the person who caused the damage order the person to repair or replace that portion of the thoroughfare to the satisfaction of the local government.

9.4 Notice to remove thing unlawfully placed on thoroughfare

Where any thing is placed on a thoroughfare in contravention of this local law, the local government may by notice in writing to the owner or the occupier of the property which abuts on that portion of the thoroughfare where the thing has been placed, or such other person who may be responsible for the thing being so placed, require the relevant person to remove the thing.

PART 10—ENFORCEMENT*Division 1—Notices given under this local law***10.1 Offence to fail to comply with notice**

Whenever the local government gives a notice under this local law requiring a person to do any thing, if the person fails to comply with the notice, the person commits an offence.

10.2 Local government may undertake requirements of notice

Where a person fails to comply with a notice referred to in clause 10.1, the local government may do the thing specified in the notice and recover from that person, as a debt, the costs incurred in so doing.

*Division 2—Offences and penalties**Subdivision 1—General***10.3 Offences**

(1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.

(2) Any person who commits an offence under this local law is liable, upon conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

*Subdivision 2—Infringement notices and modified penalties***10.4 Prescribed offences**

(1) An offence against a clause specified in Schedule 1 is a prescribed offence for the purposes of section 9.16(1) of the Act.

(2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 1.

(3) For the purpose of guidance only, before giving an infringement notice to a person in respect of the commission of a prescribed offence, an authorized person should be satisfied that—

- (a) commission of the prescribed offence is a relatively minor matter; and
- (b) only straightforward issues of law and fact are involved in determining whether the prescribed offence was committed, and the facts in issue are readily ascertainable.

10.5 Forms

Unless otherwise specified, for the purposes of this local law—

- (a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the Regulations;
- (b) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the Regulations; and
- (c) the form of the notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the Regulations.

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SCHEDULE 1—PRESCRIBED OFFENCES

(Clause 10.4)

Clause	Description	Modified Penalty \$
2.1(a)	Plant any plant (except grasses or a similar plant) within 6m of an intersection	125
2.1(b)	Damaging lawn or garden	125
2.1(c)	Plant (except grass) on thoroughfare within 2m of carriageway	125
2.1(d)	Placing hazardous substance on footpath	125
2.1(e)	Damaging or interfering with signpost or structure on thoroughfare	350
2.1(f)	Playing games so as to impede vehicles or persons on thoroughfare	125
2.1(g)	Riding of bicycle, skateboard or similar device on mall or verandah of shopping centre	125
2.2(1)(a)	Digging a trench through a kerb or footpath without a permit	125
2.2(1)(b)	Throwing or placing anything on a verge without a permit	125
2.2(1)(c)	Causing obstruction to vehicle or person on thoroughfare without a permit	125
2.2(1)(d)	Causing obstruction to water channel on thoroughfare without a permit	250
2.2(1)(e)	Placing or draining offensive fluid on thoroughfare without a permit	250
2.2(1)(g)	Lighting a fire on a thoroughfare without a permit	350
2.2(1)(h)	Felling tree onto thoroughfare without a permit	125
2.2(1)(i)	Installing pipes or stone on thoroughfare without a permit	125
2.2(1)(j)	Installing a hoist or other thing on a structure or land for use over a thoroughfare without a permit	350
2.2(1)(k)	Creating a nuisance on a thoroughfare without a permit	125
2.2(1)(l)	Placing a bulk rubbish container on a thoroughfare without a permit	125
2.2(1)(m)	Interfering with anything on a thoroughfare without a permit	125
2.3(1)	Consumption or possession of liquor on thoroughfare	125
2.4(1)	Failure to obtain permit for temporary crossing	250
2.5(2)	Failure to comply with notice to remove crossing and reinstate kerb	350
2.9(1)	Installation of verge treatment other than permissible verge treatment	250
2.10	Failure to maintain permissible verge treatment or placement of obstruction on verge	125
2.11	Failure to comply with notice to rectify default	125
2.17(2)	Failure to comply with sign on public place	125
2.19(1)	Driving or taking a vehicle on a closed thoroughfare	350
3.2(1)	Placing advertising sign or affixing any advertisement on a thoroughfare without a permit	125
3.2(3)	Erecting or placing of advertising sign in a prohibited area	125
4.1(1)	Animal or vehicle obstructing a public place or local government property	125
4.2(2)(a)	Animal on thoroughfare when not led, ridden or driven	125
4.2(2)(b)	Animal on public place with infectious disease	125
4.2(2)(c)	Training or racing animal on thoroughfare in built-up area	125
4.2(3)	Horse led, ridden or driven on thoroughfare in built-up area	125
4.5	Person leaving shopping trolley in public place other than trolley bay	125
4.6(2)	Failure to remove shopping trolley upon being advised of location	125
5.6(1)	Driving a vehicle on other than the carriageway of a flora road	250
5.9	Planting in thoroughfare without a permit	250
5.11	Failure to obtain permit to clear a thoroughfare	500
5.13	Burning of thoroughfare without a permit	500
5.17	Construction of firebreak on thoroughfare without a permit	500
5.19	Commercial harvesting of native flora on thoroughfare	500
5.20(1)	Collecting seed from native flora on thoroughfare without a permit	350
6.2(1)	Conducting of stall in public place without a permit	350
6.3(1)	Trading without a permit	350

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Clause	Description	Modified Penalty \$
6.8(1)(a)	Failure of stallholder or trader to display or carry permit	125
6.8(1)(b)	Stallholder or trader not displaying valid permit	125
6.8(1)(c)	Stallholder or trader not carrying certified scales when selling goods by weight	125
6.8(2)	Stallholder or trader engaged in prohibited conduct	125
6.10	Performing in a public place without a permit	125
6.11(2)	Failure of performer to move onto another area when directed	125
6.14	Failure of performer to comply with obligations	125
6.16	Establishment or conduct of outdoor eating facility without a permit	350
6.18	Failure of permit holder of outdoor eating facility to comply with obligations	125
6.20(1)	Use of equipment of outdoor eating facility without purchase of food or drink from facility	60
6.20(2)	Failure to leave outdoor eating facility when requested to do so by permit holder	60
7.5	Failure to comply with a condition of a permit	125
7.9	Failure to produce permit on request of authorized person	125
10.1	Failure to comply with notice given under local law	125

Dated: 13 February 2013.

The Common Seal of the Shire of Ashburton was affixed by authority of a resolution of the Council in the presence of—

RON YURYEVICH, Commissioner.

F. LUDOVICO, Acting Chief Executive Officer.



Agenda Item 12.8 - Attachment 3

Shire of Ashburton Local Government Property Local Law
2013

LOCAL GOVERNMENT ACT 1995

SHIRE OF ASHBURTON

LOCAL GOVERNMENT PROPERTY LOCAL LAW 2013

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LOCAL GOVERNMENT ACT 1995

SHIRE OF ASHBURTON

LOCAL GOVERNMENT PROPERTY LOCAL LAW 2013

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Ashburton resolved on 13 March 2013 to make the following local law.

PART 1—PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Ashburton Local Government Property Local Law 2013*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Repeal

The following local laws are repealed—

- (a) *The Municipality of the Shire of Ashburton By-Laws Relating to Aerodromes* as published in the *Government Gazette* on 6 December 1996; and
- (b) *The Shire of Ashburton "Local Law Relating to the Management and Control of Public Swimming Pools"* as published in the *Government Gazette* on 3 June 1998.

1.4 Application

This local law applies throughout the district.

1.5 Definitions

In this local law unless the context otherwise requires—

Act means the *Local Government Act 1995*;

applicant means a person who applies for a permit under clause 3.2;

authorised person means a person appointed by the local government under section 9.10 of the Act to perform any of the functions of an authorised person under this local law;

boat means any ship, vessel or structure capable of being used in navigation by water, however propelled or moved, and includes a jet ski;

building means any building which is local government property and includes a—

- (a) hall or room;
- (b) corridor, stairway or annexe of any hall or room; and
- (c) jetty;

Code means the Code of Practice for the Design, Operation, Management and Maintenance of Aquatic Facilities as published by the Executive Director, Public Health, pursuant to the provisions of section 344A (2) of the *Health Act 1911*;

CEO means the chief executive officer of the local government;

closely related adult means a parent, grandparent, brother, sister, uncle or aunt;

commencement day means the day on which this local law comes into operation;

costs of the local government include its administrative costs;

Council means the council of the local government;

date of publication means, where local public notice is required to be given of a matter under this local law, the date on which notice of the matter is published in a newspaper circulating generally throughout the district;

determination means a determination made under clause 2.1;

district means the district of the local government;

function means an event or activity characterised by all or any of the following—

- (a) formal organisation and preparation;
- (b) its occurrence is generally advertised or notified in writing to particular persons;
- (c) organisation by or on behalf of a club;

- (d) payment of a fee to attend it; and
- (e) systematic recurrence in relation to the day, time and place;

General Regulations means the *Local Government (Functions and General) Regulations 1996*;

Health Act means the *Health Act 1911*;

liquor has the same meaning as is given to it in section 3 of the *Liquor Control Act 1988*;

local government means the Shire of Ashburton;

local government property means anything except a thoroughfare—

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the *Land Administration Act 1997*; or
- (c) which is an “otherwise unvested facility” within section 3.53 of the Act;

local public notice has the same meaning as in section 1.7 of the Act;

Manager means the person for the time being employed by the local government to control and manage a pool area or other facility which is local government property and includes the person’s assistant or deputy;

nuisance means—

- (a) anything, condition, circumstance, or state of affairs which is injurious or dangerous to the health of a reasonable person, or which has a disturbing effect on the state of reasonable physical, mental or social well-being of a person.
- (b) anything a person does or permits or causes to be done which interferes with or is likely to interfere with the enjoyment or safe use by another person of any public place; and
- (c) anything a person does on public or private land which detracts from or interferes with the enjoyment or value of lands owned by another person.

permit means a permit issued under this local law;

permit holder means a person who holds a valid permit;

person does not include the local government;

pool area means any swimming and wading pools and spas and all buildings, structures, fittings, fixtures, machinery, chattels, furniture and equipment forming part of or used in connection with such swimming and wading pools and spas which are local government property;

sign includes a notice, flag, mark, structure or device approved by the local government on which may be shown words, numbers, expressions or symbols;

trading means the selling or hiring, or the offering for sale or hire of goods or services, and includes displaying goods for the purpose of—

- (a) offering them for sale or hire;
- (b) inviting offers for their sale or hire;
- (c) soliciting orders for them; or
- (d) carrying out any other transaction in relation to them;

vehicle includes—

- (a) every conveyance and every object capable of being propelled or drawn on wheels, tracks or otherwise; and
- (b) an animal being ridden or driven,

but excludes—

- (c) a wheel-chair or any device designed for use, by a physically impaired person on a footpath;
- (d) a pram, a stroller or a similar device; and
- (e) a boat.

1.6 Interpretation

In this local law, a reference to local government property includes a reference to any part of that local government property.

1.7 Overriding power to hire or agree

Despite anything to the contrary in this local law, the local government may—

- (a) hire local government property to any person; or
- (b) enter into an agreement with any person regarding the use of any local government property.

PART 2—DETERMINATIONS IN RESPECT OF LOCAL GOVERNMENT PROPERTY

Division 1—Determinations

2.1 Determinations as to use of local government property

- (1) The local government may make a determination in accordance with clause 2.2—
 - (a) setting aside specified local government property for the pursuit of all or any of the activities referred to in clause 2.7;

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- (b) prohibiting a person from pursuing all or any of the activities referred to in clause 2.8 on specified local government property;
- (c) as to the matters in clauses 2.7(2) and 2.8(2); and
- (d) as to any matter ancillary or necessary to give effect to a determination.

2.2 Procedure for making a determination

- (1) The local government is to give local public notice of its intention to make a determination.
- (2) The local public notice referred to in subclause (1) is to state that—
 - (a) the local government intends to make a determination, the purpose and effect of which is summarised in the notice;
 - (b) a copy of the proposed determination may be inspected and obtained from the offices of the local government; and
 - (c) submissions in writing about the proposed determination may be lodged with the local government within 21 days after the date of publication.
- (3) If no submissions are received in accordance with subclause (2)(c), the Council is to decide to—
 - (a) give local public notice that the proposed determination has effect as a determination on and from the date of publication;
 - (b) amend the proposed determination, in which case subclause (5) will apply; or
 - (c) not continue with the proposed determination.
- (4) If submissions are received in accordance with subclause (2)(c) the Council is to—
 - (a) consider those submissions; and
 - (b) decide—
 - (i) whether or not to amend the proposed determination; or
 - (ii) not to continue with the proposed determination.
- (5) If the Council decides to amend the proposed determination, it is to give local public notice—
 - (a) of the effect of the amendments; and
 - (b) that the proposed determination has effect as a determination on and from the date of publication.
- (6) If the Council decides not to amend the proposed determination, it is to give local public notice that the proposed determination has effect as a determination on and from the date of publication.
- (7) A proposed determination is to have effect as a determination on and from the date of publication of the local public notice referred to in subclauses (3), (5) and (6).
- (8) A decision under subclause (3) or (4) is not to be delegated by the Council.

2.3 Discretion to erect sign

The local government may erect a sign on local government property to give notice of the effect of a determination which applies to that property.

2.4 Determination to be complied with

A person must comply with a determination.

2.5 Register of determinations

- (1) The local government is to keep a register of determinations made under clause 2.1, and of any amendments to or revocations of determinations made under clause 2.6.
- (2) Sections 5.94 and 5.95 of the Act are to apply to the register referred to in subclause (1) and for that purpose the register is to be taken to be information within section 5.94(u)(i) of the Act.

2.6 Amendment or revocation of a determination

- (1) The Council may amend or revoke a determination.
- (2) The provisions of clause 2.2 are to apply to an amendment of a determination as if the amendment were a proposed determination.
- (3) If the Council revokes a determination it is to give local public notice of the revocation and the determination is to cease to have effect on the date of publication.

Division 2—Activities which may be pursued or prohibited under a determination

2.7 Activities which may be pursued on specified local government property

- (1) A determination may provide that specified local government property is set aside as an area on which a person may—
 - (a) bring, ride or drive an animal;
 - (b) take, ride or drive a vehicle, or a particular class of vehicle;
 - (c) fly or use a motorised model aeroplane;
 - (d) use a children's playground provided that the person is under an age specified in the determination, but the determination is not to apply to a person having the charge of a person under the specified age;
 - (e) launch, beach or leave a boat;

- (f) take or use a boat, or a particular class of boat;
 - (g) deposit refuse, rubbish or liquid waste, whether or not of particular classes, and whether or not in specified areas of that local government property;
 - (h) play or practice—
 - (i) golf or archery;
 - (ii) pistol or rifle shooting, but subject to the compliance of that person with the *Firearms Act 1973*; or
 - (iii) a similar activity, specified in the determination, involving the use of a projectile which, in the opinion of the local government may cause injury or damage to a person or property;
 - (i) ride a bicycle, a skateboard, rollerblades, a sandboard or a similar device; and
 - (j) wear no clothing.
- (2) A determination may specify the extent to which and the manner in which an activity referred to in subclause (1) may be pursued and in particular—
- (a) the days and times during which the activity may be pursued;
 - (b) that an activity may be pursued on a class of local government property, specified local government property or all local government property;
 - (c) that an activity is to be taken to be prohibited on all local government property other than that specified in the determination;
 - (d) may limit the activity to a class of vehicles, boats, equipment or things, or may extend it to all vehicles, boats, equipment or things;
 - (e) may specify that the activity can be pursued by a class of persons or all persons; and
 - (f) may distinguish between different classes of the activity.

2.8 Activities which may be prohibited on specified local government property

(1) A determination may provide that a person is prohibited from pursuing all or any of the following activities on specified local government property—

- (a) smoking on premises;
 - (b) riding a bicycle, a skateboard, rollerblades, a sandboard or a similar device;
 - (c) taking, riding or driving a vehicle on the property or a particular class of vehicle;
 - (d) riding or driving a vehicle of a particular class or any vehicle above a specified speed;
 - (e) taking or using a boat, or a particular class of boat;
 - (f) the playing or practice of—
 - (i) golf, archery, pistol shooting or rifle shooting; or
 - (ii) a similar activity, specified in the determination, involving the use of a projectile which, in the opinion of the local government may cause injury or damage to a person or property;
 - (g) the playing or practice of any ball game which may cause detriment to the property or any fauna on the property; and
 - (h) the traversing of sand dunes or land which in the opinion of the local government has environmental value warranting such protection, either absolutely or except by paths provided for that purpose.
- (2) A determination may specify the extent to which and the manner in which a person is prohibited from pursuing an activity referred to in subclause (1) and, in particular—
- (a) the days and times during which the activity is prohibited;
 - (b) that an activity is prohibited on a class of local government property, specified local government property or all local government property;
 - (c) that an activity is prohibited in respect of a class of vehicles, boats, equipment or things, or all vehicles, boats, equipment or things;
 - (d) that an activity is prohibited in respect of a class of persons or all persons; and
 - (e) may distinguish between different classes of the activity.
- (3) In this clause—

premises means a building, stadium or similar structure which is local government property, but not an open space such as a park or a playing field.

Division 3—Transitional

2.9 Signs taken to be determinations

- (1) Where a sign erected on local government property has been erected under a local law of the local government repealed by this local law, then it is to be taken to be and have effect as a determination on and from the commencement day, except to the extent that the sign is inconsistent with any provision of this local law or any determination made under clause 2.1.
- (2) Clause 2.5 does not apply to a sign referred to in subclause (1).

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PART 3—PERMITS*Division 1—Preliminary***3.1 Application of Part**

This Part does not apply to a person who uses or occupies local government property under a written agreement with the local government to do so.

3.2 Application for permit

(1) Where a person is required to obtain a permit under this local law, that person shall apply for the permit in accordance with subclause (2).

(2) An application for a permit under this local law shall—

- (a) be in the form determined by the local government;
- (b) be signed by the applicant;
- (c) provide the information required by the form; and
- (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.

(3) The local government may require an applicant to provide additional information reasonably related to an application before determining an application for a permit.

(4) The local government may require an applicant to give local public notice of the application for a permit.

(5) The local government may refuse to consider an application for a permit which is not in accordance with subclause (2) or where the requirements of subclause (3) or (4) have not been satisfied.

3.3 Decision on application for permit

(1) The local government may—

- (a) approve an application for a permit unconditionally or subject to any conditions; or
- (b) refuse to approve an application for a permit.

(2) If the local government approves an application for a permit, it is to issue to the applicant, a permit in the form determined by the local government.

(3) If the local government refuses to approve an application for a permit, it is to give written notice of that refusal to the applicant.

(4) The local government may, at any time, amend a condition of approval and the amended condition takes effect when written notice of it is given to the permit holder.

3.4 Conditions which may be imposed on a permit

(1) Examples of the conditions that the local government may impose on a permit are conditions relating to—

- (a) the payment of a fee;
- (b) compliance with a standard or a policy of the local government adopted by the local government;
- (c) the duration and commencement of the permit;
- (d) the commencement of the permit being contingent on the happening of an event;
- (e) the rectification, remedying or restoration of a situation or circumstance reasonably related to the application;
- (f) the approval of another application for a permit which may be required by the local government under any written law;
- (g) the area of the district to which the permit applies;
- (h) where a permit is issued for an activity which will or may cause damage to local government property, the payment of a deposit or bond against such damage; and
- (i) the obtaining of public risk insurance in an amount and on terms reasonably required by the local government.

(2) Examples of the type and content of the conditions on which a permit to hire local government property may be issued—

- (a) when fees and charges are to be paid;
- (b) payment of a bond against possible damage or cleaning expenses or both;
- (c) restrictions on the erection of material or external decorations;
- (d) rules about the use of furniture, plant and effects;
- (e) limitations on the number of persons who may attend any function in or on local government property;
- (f) the duration of the hire;
- (g) the right of the local government to cancel a booking during the course of an annual or seasonal booking, if the local government sees fit;
- (h) a prohibition on the sale, supply or consumption of liquor unless a liquor licence is first obtained for that purpose under the *Liquor Control Act 1988*;
- (i) whether or not the hire is for the exclusive use of the local government property;

- (j) the obtaining of a policy of insurance in the names of both the local government and the hirer, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the hire of the local government property by the hirer; and
- (k) the provision of an indemnity from the hirer, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the hire of the local government property by the hirer.

3.5 Imposing conditions under a policy

(1) In this clause—

policy means a policy of the local government adopted by the Council containing conditions subject to which an application for a permit may be approved under clause 3.3(1)(a).

(2) Under clause 3.3(1)(a) the local government may approve an application subject to conditions by reference to a policy.

(3) The local government must give a copy of the policy, or the part of the policy which is relevant to the application for a permit, with the form of permit referred to in clause 3.3(2).

(4) An application for a permit shall not be taken to have been approved subject to the conditions contained in a policy until the local government gives the permit holder a copy of the policy or the part of the policy which is relevant to the application.

(5) Sections 5.94 and 5.95 of the Act shall apply to a policy and for that purpose a policy shall be deemed to be information within section 5.94(u)(i) of the Act.

3.6 Compliance with conditions

Where an application for a permit has been approved subject to conditions, the permit holder shall comply with each of those conditions.

3.7 Agreement for building

Where a person applies for a permit to erect a building on local government property the local government may enter into an agreement with the permit holder in respect of the ownership of the materials in the building.

3.8 Duration of permit

A permit is valid for one year from the date on which it is issued, unless—

- (a) it is otherwise stated in this local law or in the permit; or
- (b) it is cancelled under clause 3.12.

3.9 Renewal of permit

(1) A permit holder may apply to the local government in writing prior to expiry of a permit for the renewal of the permit.

(2) The provisions of this Part apply to an application for the renewal of a permit as though it were an application for a permit.

3.10 Transfer of permit

(1) An application for the transfer of a valid permit is to—

- (a) be made in writing;
- (b) be signed by the permit holder and the proposed transferee of the permit;
- (c) provide such information as the local government may require to enable the application to be determined; and
- (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.

(2) The local government may approve an application for the transfer of a permit, refuse to approve it or approve it subject to any conditions.

(3) Where the local government approves an application for the transfer of a permit, the transfer may be effected by an endorsement on the permit signed by the Chief Executive Officer.

(4) Where the local government approves the transfer of a permit, it is not required to refund any part of any fee paid by the former permit holder.

3.11 Production of permit

A permit holder is to produce to an authorised person her or his permit immediately upon being required to do so by that authorised person.

3.12 Cancellation of permit

(1) Subject to clause 9.1, a permit may be cancelled by the local government if the permit holder has not complied with a—

- (a) condition of the permit; or
- (b) determination or a provision of any written law which may relate to the activity regulated by the permit.

(2) On the cancellation of a permit the permit holder—

- (a) shall return the permit as soon as practicable to the CEO; and
- (b) is to be taken to have forfeited any fees paid in respect of the permit.

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3.13 Activities needing a permit

- (1) A person shall not without a permit—
- (a) subject to subclause (3), hire local government property;
 - (b) advertise anything by any means on local government property;
 - (c) erect, on local government property, a structure for public amusement or for any performance, whether for gain or otherwise;
 - (d) teach, coach or train, for profit, any person in a pool area or an indoor recreation facility which is local government property;
 - (e) plant any plant or sow any seeds on local government property;
 - (f) carry on any trading on local government property unless the trading is conducted—
 - (i) with the consent of a person who holds a permit to conduct a function, and where the trading is carried on under and in accordance with the permit; or
 - (ii) by a person who has a licence or permit to carry on trading on local government property under any written law;
 - (g) unless an employee of the local government in the course of her or his duties or on an area set aside for that purpose—
 - (i) drive or ride or take any vehicle on to local government property; or
 - (ii) park or stop any vehicle on local government property;
 - (h) conduct a function on local government property;
 - (i) charge any person for entry to local government property, unless the charge is for entry to land or a building hired by a voluntary non-profit organisation;
 - (j) light a fire on local government property except in a facility provided for that purpose;
 - (k) parachute, hang glide, abseil or base jump from or on to local government property;
 - (l) erect a building or a refuelling site on local government property;
 - (m) make any excavation on or erect or remove any fence on local government property;
 - (n) erect or install any structure above or below ground, which is local government property, for the purpose of supplying any water, power, sewer, communication, television or similar service to a person;
 - (o) deposit or store anything on local government property;
 - (p) conduct or take part in any gambling game or contest or bet, or offer to bet, publicly; or
 - (q) erect, install, operate or use any broadcasting, public address system, loudspeaker or other device for the amplification of sound on local government property.
- (2) The local government may exempt a person from compliance with subclause (1) on the application of that person.
- (3) The local government may exempt specified local government property or a class of local government property from the application of subclause (1)(a).

3.14 Permit required to camp outside a facility

- (1) In this clause—
facility has the same meaning as is given to it in section 5(1) of the *Caravan Parks and Camping Grounds Act 1995*.
- (2) This clause does not apply to a facility operated by the local government.
- (3) Except in accordance a permit, a person must not—
- (a) camp on, lodge at or occupy any structure at night for the purpose of sleeping on local government property; or
 - (b) erect any tent, camp, hut or similar structure on local government property.
- (4) The maximum period for which the local government may approve an application for a permit in respect to paragraph (a) or (b) of subclause (3) is that provided in regulation 11(2)(a) of the *Caravan Parks and Camping Grounds Regulations 1997*.

3.15 Permit required for possession and consumption of liquor

- (1) A person, on local government property, shall not consume any liquor or have in her or his possession or under her or his control any liquor, unless—
- (a) that is permitted under the *Liquor Control Act 1988*; and
 - (b) a permit has been obtained for that purpose.
- (2) Subclause (1) does not apply where the liquor is in a sealed container.

3.16 Responsibilities of permit holder

- A holder of a permit shall in respect of local government property to which the permit relates—
- (a) ensure that an authorised person has unobstructed access to the local government property for the purpose of inspecting the property or enforcing any provision of this local law;
 - (b) leave the local government property in a clean and tidy condition after its use;
 - (c) report any damage or defacement of the local government property to the local government; and

- (d) prevent the consumption of any liquor on the local government property unless the permit allows it and a licence has been obtained under the *Liquor Control Act 1988* for that purpose.

PART 4—BEHAVIOUR ON ALL LOCAL GOVERNMENT PROPERTY

Division 1—Behaviour on and interference with local government property

4.1 Behaviour which interferes with others

A person shall not in or on any local government property behave in a manner which—

- (a) interferes with the enjoyment of a person who might use the property;
- (b) cause a disturbance to nearby residents; or
- (c) creates a nuisance.

4.2 Behaviour detrimental to property

(1) A person shall not behave in or on local government property in a way which is or might be detrimental to the property.

(2) In subclause (1)—

detrimental to the property includes—

- (a) removing anything from the local government property such as a rock, a plant or a seat provided for the use of any person; and
- (b) destroying, defacing or damaging any thing on the local government property, such as a plant, a seat provided for the use of any person or a building.

4.3 Taking or injuring any fauna

(1) A person shall not, take, injure or kill or attempt to take, injure or kill any fauna which is on or above any local government property, unless that person is authorised under a written law to do so.

(2) In this clause—

fauna means any animal indigenous to or which periodically migrates to any State or Territory of the Commonwealth or the territorial waters of the Commonwealth and includes, in relation to any such animal—

- (a) any class of animal or individual member; or
- (b) the eggs or larvae.

4.4 Removing or damaging any flora

(1) A person must not remove or damage any flora which is on or above any local government property, unless that person is authorised to do so under written law or with the written approval of the local government.

(2) In this clause—

flora means all vascular plants other than plants recognised as weeds.

4.5 Intoxicated persons not to enter local government property

A person must not enter or remain on local government property while under the influence of liquor or a prohibited drug.

4.6 No prohibited drugs

A person shall not take a prohibited drug on to, or consume or use a prohibited drug on, local government property.

4.7 Refusal of entry to local government property

(1) An authorised person may refuse to allow entry, or suspend admission, to any local government property by any person who he or she believes has behaved in a manner contrary to the provisions of this Part.

(2) This refusal or suspension can be for any period of up to 12 months as decided by that authorised person.

(3) A decision made under this clause is a decision to which Part 8 applies.

Division 2—Signs

4.8 Signs

(1) A local government may erect a sign on local government property specifying any conditions of use which apply to that property.

(2) A person shall comply with a sign erected under subclause (1).

(3) A condition of use specified on a sign erected under subclause (1) is—

- (a) not to be inconsistent with any provision of this local law or any determination; and
- (b) to be for the purpose of giving notice of the effect of a provision of this local law.

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PART 5—MATTERS RELATING TO PARTICULAR LOCAL GOVERNMENT PROPERTY*Division 1—Swimming pool areas***5.1 When entry must be refused**

- (1) A Manager or an authorised person must refuse admission to a pool area any person who—
- (a) in her or his opinion is—
 - (i) under the minimum age of that specified in the Code and who is unaccompanied by a responsible person over the age of that specified in the Code;
 - (ii) under the minimum age that specified in the Code and who is accompanied by a responsible person over the age of that specified in the Code where the responsible person is incapable of, or not providing, adequate supervision of, or care, for that person;
 - (iii) suffering from any contagious, infectious or cutaneous disease or complaint, or is in an unclean condition;
 - (iv) under the influence of liquor or a prohibited drug; or
 - (b) is to be refused admission under and in accordance with a decision of the local government for breaching a clause of this local law.
- (2) If a person referred to in paragraph (a) or (b) of subclause (1) is in a pool area, a Manager of an authorised person must—
- (a) direct the person to leave; and
 - (b) if the person refuses or fails to leave, remove the person or arrange for the person to be removed, from the pool area.

5.2 Consumption of food or drink may be prohibited

A person must not consume any food or drink in an area where consumption is prohibited by a sign.

*Division 2—Beaches***5.3 Powers of surf life saving club members**

- (1) Subject to subclause (2), the local government may authorize under section 9.10 of the Act the members of a surf life saving club to perform all or any of the following functions in relation to a beach—
- (a) patrol any beach;
 - (b) carry out any activity on any beach;
 - (c) erect signs designating bathing areas and signs regulating, prohibiting or restricting specified activities on the whole or any part of a beach or in or on the water adjacent to the beach and to direct persons on the beach or in or on the water to comply with such signs;
 - (d) temporarily enclose any area with rope, hessian, wire or any other means for the conduct of surf life saving club activities; and
 - (e) direct persons to leave the water adjacent to a beach during dangerous conditions or if a shark is suspected of being in the vicinity of a beach.
- (2) Under subclause (1), the local government shall authorize only those members who have been recommended by the surf life saving club as competent to perform the functions referred to in that subclause in respect of which they are authorized.
- (3) Under subclause (1), the local government may authorize members generally, or in relation to particular times, days or months.

5.4 Persons to comply with signs and directions

A person must—

- (a) not act in contravention of any sign erected on a beach under clause 5.3(1)(c);
- (b) not enter an area which has been temporarily closed with rope, hessian, wire or any other means for the conduct of surf life saving club activities, unless he or she is a member of the club or has obtained permission to enter from the club;
- (c) comply with any direction given under clause 5.3.1(1)(c) or 5.3.1(1)(e); and
- (d) not interfere with, obscure, obstruct, or hang any item of clothing or towel on a flag, sign, notice or item of life saving equipment.

*Division 3—Fenced or closed property***5.5 No entry to fenced or closed local government property**

A person must not enter local government property which has been fenced off or closed to the public by a sign or otherwise, unless that person is authorised to do so by the local government.

*Division 4—Toilet blocks and change rooms***5.6 Only specified gender to use entry of toilet block or change room**

- (1) Where a sign on a toilet block or change room specifies that a particular entry of the toilet block or change room is to be used by—
- (a) females—then a person of the male gender must not use that entry of the toilet block or change room; or

- (b) males—then a person of the female gender must not use that entry of the toilet block or change room;
 - (c) families—then, where the toilet block or change room is being used by a family, only an immediate member of that family may use that entry of the toilet block or change room.
- (2) Paragraphs (a) and (b) of subclause (1) do not apply to a child, when accompanied by a parent, guardian or care giver, where the child is—
- (a) under the age of 7 years; or
 - (b) otherwise permitted by an authorised person to use the relevant entry.

5.7 Use of shower facilities

A person may use a shower facility in change rooms only on condition that—

- (a) the facilities must be used by the person only for the purposes of cleansing and washing themselves;
- (b) use of the facilities must be restricted to a maximum period of 15 minutes, or such lesser time as required by an attendant; or
- (c) the facilities must not be used for the purposes of laundering or washing any clothing or other articles.

Division 5—Aerodrome (airport)

5.8 Interpretation

(1) In this Division—

Aerodrome means all that land comprising the Shire of Ashburton location 16.

Airport has the same meaning as Aerodrome.

Airport Manager means the person for the time being employed by the local government to control and manage the aerodrome.

(2) This Division applies only to aerodromes which are local government property.

5.9 When entry must be refused

(1) A Manager or authorised person must refuse admission an aerodrome area to any person who—

- (a) in her or his opinion—
 - (i) is under the influence of liquor, where the influence of liquor will make the persons presence on the aerodrome dangerous to themselves or to other persons, or offensive to others, or otherwise undesirable; or
 - (ii) is under the influence of a prohibited drug;
- (b) is to be refused admission by the local government for breaching a clause of this local law.

(2) If a person referred to in paragraph (a)(i) or (a)(ii) of subclause (1) is in an aerodrome area, a Manager or authorised person must—

- (a) direct the person to leave; and
- (b) if the person refuses, or fails to leave, remove the person or arrange for the person to be removed from the Aerodrome.

5.10 Access of animals restricted

(1) A person shall not bring an animal on to an aerodrome unless—

- (a) the person is a person referred to in section 8 of the *Dog Act 1976* acting in accordance with that provision;
- (b) the animal is being air freighted from the aerodrome;
- (c) the animal has been air freighted to the aerodrome; or
- (d) the person is authorised to do so by the local government.

(2) A person in charge of an animal shall keep the animal under control and shall not allow it to wander at large on the aerodrome.

(3) If an animal is at any time on an aerodrome in contravention of subclause (2), in addition to the person specified in that subclause, the owner of the animal at that time commits an offence against subclause (2).

Division 6—Golf course

5.11 Interpretation

In this Division—

controller means the person appointed by the local government to direct, control and manage a golf course;

golf course means that portion of a golf course reserve which is laid out as a golf course and includes all tees, fairways, greens, practice tees, practice fairways, practice greens and any driving range; and

golf course reserve means the local government property described in Schedule 3 and includes all buildings, structures, fittings, fixtures and equipment on that land.

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5.12 Observance of special conditions of play

While on a golf course, every player shall observe and comply with a—

- (a) direction of a controller in respect of any special conditions of play; and
- (b) requirement of any notice erected to direct or control play.

PART 6—FEES FOR ENTRY ON TO LOCAL GOVERNMENT PROPERTY**6.1 No unauthorised entry to function**

(1) A person shall not enter local government property on such days or during such times as the property may be set aside for a function for which a charge for admission is authorised, except—

- (a) through the proper entrance for that purpose; and
- (b) on payment of the fee chargeable for admission at the time.

(2) The local government may exempt a person from compliance with subclause (1)(b).

PART 7—JETTIES AND BRIDGES**7.1 Interpretation**

(1) This Part only applies to bridges and jetties which are local government property.

(2) In this Part—

jetty means any jetty, pier, wharf or landing place which is local government property.

7.2 Application for consent and application fee

(1) Where a person is required to obtain the consent of the local government under this Part, the person is to apply for that consent in the manner required by the local government.

(2) The local government may require an application for consent made under subclause (1) to be accompanied by a fee.

(3) If an application for consent is not made in the manner required by the local government or the fee which is to accompany that application is not paid, the local government may refuse to consider the application for consent.

(4) The local government shall give its decision on an application for consent, in writing to the person who applied for that consent.

(5) Where a fee is referred to in this Part, the fee must be imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.

7.3 When use of jetty is prohibited

A person shall not land at, use or go on any part of a jetty which is—

- (a) under construction or repair; or
- (b) closed,

unless that person has first obtained the consent of the local government.

7.4 Method of mooring boat

A person in control of a boat shall not moor or make fast the boat to a jetty, or to any part of the jetty, except to such mooring piles, ring bolts or other fastenings as are provided.

7.5 When boat may remain moored

A person in control of a boat shall not moor or make fast the boat to a jetty unless—

- (a) the boat is in distress and then only to effect the minimum repairs necessary to enable the boat to be moved elsewhere;
- (b) the embarking or disembarking of passengers is in progress, and then not for a consecutive period exceeding 2 hours without the prior consent of the local government;
- (c) where the boat is used at that time for commercial purposes, the person has first paid the fee (if any) for such mooring or making fast to the local government.

7.6 Authorised person may order removal of boat

Notwithstanding anything to the contrary in this Part, a person in control of a boat moored or fastened to or alongside a jetty shall remove it immediately upon being directed to do so by an authorised person.

7.7 Restrictions on launching

A person shall not launch a boat from or over any jetty (other than a boat ramp) unless she or he has first obtained the consent of the local government.

7.8 Limitations on fishing

A person shall not—

- (a) fish from a jetty or a bridge so as to obstruct or interfere with the free movement of a boat approaching or leaving the jetty or the bridge or so as to unreasonably interfere with the use of the jetty or the bridge by any other person; or
- (b) hang or spread a fishing net from, on or over any part of a jetty or a bridge.

PART 8—OBJECTIONS AND REVIEW**8.1 Objections and Review**

Division 1 of Part 9 of the Act and Regulation 33 of the General Regulations applies to a decision under this local law—

- (a) to grant a person a permit or consent under this local law; or
- (b) to renew, vary, or cancel a permit or consent that a person has under this local law.

PART 9—MISCELLANEOUS**9.1 Authorised person to be obeyed**

A person on local government property shall obey any lawful direction of an authorised person and shall not in any way obstruct or hinder an authorised person in the execution of her or his duties.

9.2 Persons may be directed to leave local government property

An authorised person may direct a person to leave, or temporarily suspend a person from, local government property where she or he reasonably suspects that the person has contravened a provision of any written law.

9.3 Disposal of lost property

An article left on any local government property, and not claimed within a period of 3 months, may be disposed of by the local government in any manner it thinks fit.

9.4 Liability for damage to local government property

(1) Where a person unlawfully damages local government property, the local government may by notice in writing to that person require that person within the time required in the notice to, at the option of the local government, pay the costs of—

- (a) reinstating the property to the state it was in prior to the occurrence of the damage; or
- (b) replacing that property.

(2) On a failure to comply with a notice issued under subclause (1), the local government may recover the costs referred to in the notice as a debt due to it.

PART 10—ENFORCEMENT**10.1 Offence to fail to comply with notice**

Whenever the local government gives a notice under this local law requiring a person to do any thing, if a person fails to comply with the notice, that person commits an offence.

10.2 Local government may undertake requirements of notice

Where a person fails to comply with a notice referred to in clause 10.1, the local government may do the thing specified in the notice and recover from the person to whom the notice was given, as a debt, the costs incurred in so doing.

10.3 Offences and general penalty

(1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.

(2) Any person who commits an offence under this local law is liable, upon conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

10.4 Prescribed offences

(1) An offence against a clause specified in Schedule 1 is a prescribed offence for the purposes of section 9.16(1) of the Act.

(2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 1.

(3) For the purpose of guidance only, before giving an infringement notice to a person in respect of the commission of a prescribed offence, an authorised person should be satisfied that—

- (a) commission of the prescribed offence is a relatively minor matter; and
- (b) only straightforward issues of law and fact are involved in determining whether the prescribed offence was committed, and the facts in issue are readily ascertainable.

10.5 Form of notices

(1) For the purposes of this local law—

- (a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the Regulations;
- (b) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the Regulations; and
- (c) the form of the notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the Regulations.

(2) Where an infringement notice is given under section 9.16 of the Act in respect of an alleged offence against clause 2.4, the notice is to contain a description of the alleged offence.

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10.6 Impounding of goods

Provisions dealing with the power to impound goods that are involved in a contravention, including a contravention of this local law, are contained in the Act and Regulations.

10.7 Evidence of a determination

(1) In any legal proceedings, evidence of a determination may be given by tendering the register referred to in clause 2.5 or a certified copy of an extract from the register.

(2) It is to be presumed, unless the contrary is proved, that the determination was properly made and that every requirement for it to be made and have effect has been satisfied.

(3) Subclause (2) does not make valid a determination that has not been properly made.

Schedule 1
PRESCRIBED OFFENCES
(Clause 10.4)

Clause	Description	Modified Penalty \$
2.4	Failure to comply with determination	125
3.6	Failure to comply with conditions of permit	125
3.13(1)	Failure to obtain a permit	125
3.14(3)	Failure to obtain permit to camp outside a facility	125
3.15(1)	Failure to obtain permit for liquor	125
3.16	Failure of permit holder to comply with responsibilities	125
4.1	Behaviour which interfered with others	125
4.2(1)	Behaviour detrimental to property	350
4.3(1)	Taking or injuring fauna	350
4.4(1)	Removing or damaging any flora	350
4.5	Under influence of liquor or prohibited drug	125
5.2	Consuming food or drink in prohibited area	125
5.4	Failure to comply with sign or direction on beach	125
5.5	Unauthorised entry to fenced or closed local government property	125
5.6	Gender not specified using entry of toilet block or change room	125
5.10(1)	Unauthorised presence of animal on aerodrome	350
5.10(2)	Animal wandering at large on aerodrome—person in charge	350
5.10(3)	Animal wandering at large on aerodrome—owner	350
5.12	Failure to comply with direction of controller or notice on golf course	125
6.1(1)	Unauthorised entry to function on local government property	125
7.3	Unauthorised use of any part of jetty which is closed or under repair or construction	125
7.4	Mooring of boats in unauthorised manner	125
7.5	Unauthorised mooring of a boat to jetty	125
7.6	Failure to remove moored boat on direction of authorised person	125
7.7	Launching of boat from jetty without consent	125
7.8	Fishing from jetty or bridge so as to obstruct a boat or another person	125
9.1	Failure to obey lawful direction of an authorised person on local government property	125
10.1	Failure to comply with notice	250

Schedule 2
GOLF COURSE RESERVE
(Clause 5.11)

The golf course reserve referred to in Part 5 Division 6 of this local law is described below—
Reserve 37453—Mountain View Golf Course, East Road, Tom Price WA 6751.

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GOVERNMENT GAZETTE, WA

5 April 2013

Dated: 13 March 2013.

The Common Seal of the Shire of Ashburton was affixed by authority of a resolution of the Council in the presence of—

RON YURYEVICH, Commissioner.
F. LUDOVICO, Acting Chief Executive Officer.



Agenda Item 12.8 - Attachment 4

Shire of Ashburton Local Law Relating to the Management
and Control of Public Swimming Pools

3 June 1998]

GOVERNMENT GAZETTE, WA

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LOCAL GOVERNMENT ACT 1995

SHIRE OF ASHBURTON

**LOCAL LAW RELATING TO THE MANAGEMENT AND
CONTROL OF PUBLIC SWIMMING POOLS**

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[3 June 1998

LOCAL GOVERNMENT ACT 1995

SHIRE OF ASHBURTON

LOCAL LAW RELATING TO THE MANAGEMENT AND CONTROL OF PUBLIC SWIMMING POOLS

In pursuance of the powers conferred upon it by the above mentioned Act, and all powers enabling it, the Council of the Shire of Ashburton hereby records having resolved on the 19 May 1998 to make the following local law.

PART 1—PRELIMINARY**1. Citation**

This local law shall be cited as the Shire of Ashburton "Local Law Relating to the Management and Control of Public Swimming Pools".

2. Application

This local law shall apply to the Vic Hayton Memorial Pool, Tom Price and the Paraburdoo Swimming Pool, Paraburdoo.

3. Commencement

This local law comes into effect fourteen (14) days after the date of its publication in the *Government Gazette*.

4. Repeal of Previous Local Law

The Shire of Ashburton's "Local Law Relating to the Management and Control of the Vic Hayton Memorial Swimming Pool, Tom Price and the Paraburdoo Swimming Pool" published in the *Government Gazette* on 28 September 1984 and all other Local Laws relating to public swimming pools are hereby repealed.

5. Content and Intent

This local law provides for rules and guidelines for the management and control of the Vic Hayton Memorial Pool in Tom Price and the Paraburdoo Swimming Pool in Paraburdoo.

6. Interpretation

(1) In this local law, unless the context otherwise requires—

"Act" means the Local Government Act 1995.

"adult" means any person aged eighteen (18) years and over.

"attendant" means an employee of the local government performing duties in connection with the pool.

"child" means any person under the age of eighteen (18) years.

"local government" means the local government of the Shire of Ashburton

"manager" means the person appointed by the local government to have control of and manage the pool, and the parking area and other surrounds of the pool, or other person who, for the time being is acting in that capacity.

"pool premises" means the Vic Hayton Memorial Swimming Pool, Tom Price and the Paraburdoo Swimming Pool, Paraburdoo and shall include all fencing, parking areas, turnstiles, dressing rooms, shower recesses, spectators' stands, seating, ablution facilities, and all other structures erected and facilities provided for use and convenience of persons using the pool.

"season" means the period of the consecutive months in which the pool is open to the public and agreed upon from time to time by the local government.

(2) Unless otherwise defined herein the terms and expressions used in the local law shall have the same meaning given to them in the Act.

(3) Where a term is not defined in this local law, the Act or regulations, the terminology is to be taken from the Oxford Dictionary.

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PART 2—CONDUCT OF PATRONS**7. Conditions of Use**

No person shall —

- (a) enter any portion of the pool premises set apart exclusively for the opposite sex except a person under the age of five (5) years or younger who are bona fide accompanying their parent or guardian or other responsible person delegated by their parent or guardian over the age of eighteen years;
- (b) enter or attempt to enter any cubicle, shower dressing area or other compartment which is already occupied;
- (c) in any way interfere with any other person in the pool premises or with another person's use thereof nor throw or push, or attempt to throw or push another person in any pool area or throw any stones, sticks or any other matter or thing to the annoyance of another person using the pool premises;
- (d) play a ball game except with the consent of the manager or attendant or do anything which in any way limits the enjoyment of the users of the pool premises, but nothing herein contained applies to the playing of any games or aquatic sports organised and conducted in the pool premises by a club, association, organisation or other person at times and in a manner approved by the manager;
- (e) permit an animal to enter or remain in or about the pool premises.
- (f) obstruct the Manager or attendant in carrying out their duties;
- (g) enter or depart from any part of the pool premises except by means of the respective entrances or exits set apart for that purpose;
- (h) appear in public unless properly attired in clothing or a costume of such nature as to preserve public decency and to cover the body so as to prevent indecent exposure of the person;
- (i) enter or be in the pool premises whilst in an intoxicated condition induced by alcohol or any illegal substance;
- (j) take into the pool premises, or have possession of intoxicating liquor or any illegal substance;
- (k) take into the pool premises, or have in possession any glass or metal container, unless with prior consent of the manager or attendant;
- (l) use soap or shampoo or detergent in any part of the pool premises other than in a dressing room or shower recess;
- (m) climb up or upon a roof, fence, wall, partition of the pool premises;
- (n) in any part of the pool premises behave in an unseemly, improper, disorderly, riotous or indecent manner or swear or use indecent, obscene, offensive or abusive language or gamble or act in a manner which is offensive;
- (o) bring onto or deposit in any part of the pool premises any refuse or rubbish except in receptacles set aside for that purpose;
- (p) consume food stuffs or drinks in any specific area in which consumption is prohibited;
- (q) wastefully use water or leave any taps flowing in the dressing rooms or elsewhere in the pool premises;
- (r) expectorate or spit in or on any part of the pool premises or in any way commit any nuisance on or in part of the pool premises;
- (s) use a substance or preparation whereby the water of any swimming pool may become discoloured or rendered turbid or otherwise unfit for the proper use of bathers;
- (t) foul or pollute the water in a shower, bath or any swimming pool or soil, damage, injure, destroy, use improperly, disfigure or write in or upon a dressing room closet, compartment or any other part of the pool premises or any furniture or other article of equipment therein;
- (u) damage, break, injure, improperly use, interfere with or destroy any fitting, appliance, equipment or any other property of the local government in or about the pool premises;
- (v) whilst suffering from any contagious, infectious or cutaneous disease, or whilst in an unclean condition, enter or attempt to enter or use any swimming pool of the pool premises or any part thereof.

8. Special Provisions for Guide Dogs

Notwithstanding anything contained within this local law a person who is blind or deaf or partially blind or deaf—

- (a) is entitled to be accompanied by a dog *bona fide* used by him or her as a guide dog in any part of the pool premises, excluding the actual pool; and
- (b) is not guilty of an offence by reason only that he or she takes that dog or permits that dog to enter the pool premises.

9. Control of Premises

(1) Every person using the pool premises shall obey all reasonable directions of the manager or attendant.

(2) The manager or attendant may temporarily suspend admittance to or clear the pool premises or any part thereof of all or any person or persons if in his or her opinion such action is necessary or desirable.

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10. Valuables

(1) Any person entering the pool may deposit valuables with the manager or attendant.

(2) Under no circumstances will the local government accept liability should such valuables be lost, stolen, damaged, destroyed or otherwise interfered with while in the custody of the manager or attendant.

11. Lost Property

(1) Every person finding in the pool premises any article which may have been left or lost therein shall immediately deliver the same to the manager or attendant who shall thereupon register a description of such article and all particulars relating thereto.

(2) Any person claiming any such article and who satisfies the manager or attendant that he or she is the lawful owner of the same shall have such article returned.

(3) The local government shall not under any circumstances incur any liability in respect of articles lost or left in the pool premises.

(4) All articles left at the pool and not claimed within a period of six calendar months shall be disposed of by the local government in accordance with the Act.

12. Carnivals

(1) Any person, club, association or organisation conducting any carnival held at the pool premises shall be responsible for the conduct of the competitors and spectators during such carnivals.

(2) Every club, person, association or organisation wishing to conduct any function apart from that mentioned in (1) above shall submit written application to the local government who may set conditions having regard to the number of persons anticipated to attend the function, together with the type and nature of the function.

PART 3—ADMISSION TO POOL**13. Hours of Admission**

(1) The pool shall be open for public use for such periods and at such times as the local government may from time to time decide.

(2) Such periods and such times shall be clearly displayed upon a notice board at the pool entrance and by such other means determined by the local government.

14. Age of Admission

(1) Subject to the conditional consent of the manager, children under the age of ten (10) years at or entering the pool premises must be accompanied by an adult.

(2) An adult shall be responsible for the supervision and safe conduct of the child or children up to four (4) in number.

PART 4—MISCELLANEOUS**15. Fees and Charges**

The fees and charges in relation to this local law will be set in accordance with Part 6, Division 5, and Subdivision 2 of the Act.

16. Persons Maybe Removed

(1) Any person who breaches any of the provisions of this local law or who shall permit any breach thereof may be summarily removed from the pool by the manager or attendant, or may be arrested and given into custody of the police.

(2) The local government may issue a written direction to the manager that any person named in such direction shall not be admitted to the pool premises and whilst such direction remains in force the manager shall not admit such person to the pool.

17. Objection and Appeal Rights

When the local government makes a decision as to whether it will not admit to the pool premises any person or a decision in relation to clause 12 the provisions of Division 1 of Part 9 of the Act and regulations 33 and 34 of the Local Government (Functions and General) Regulations 1996 shall apply to that decision.

Dated this 19 day of May 1998.

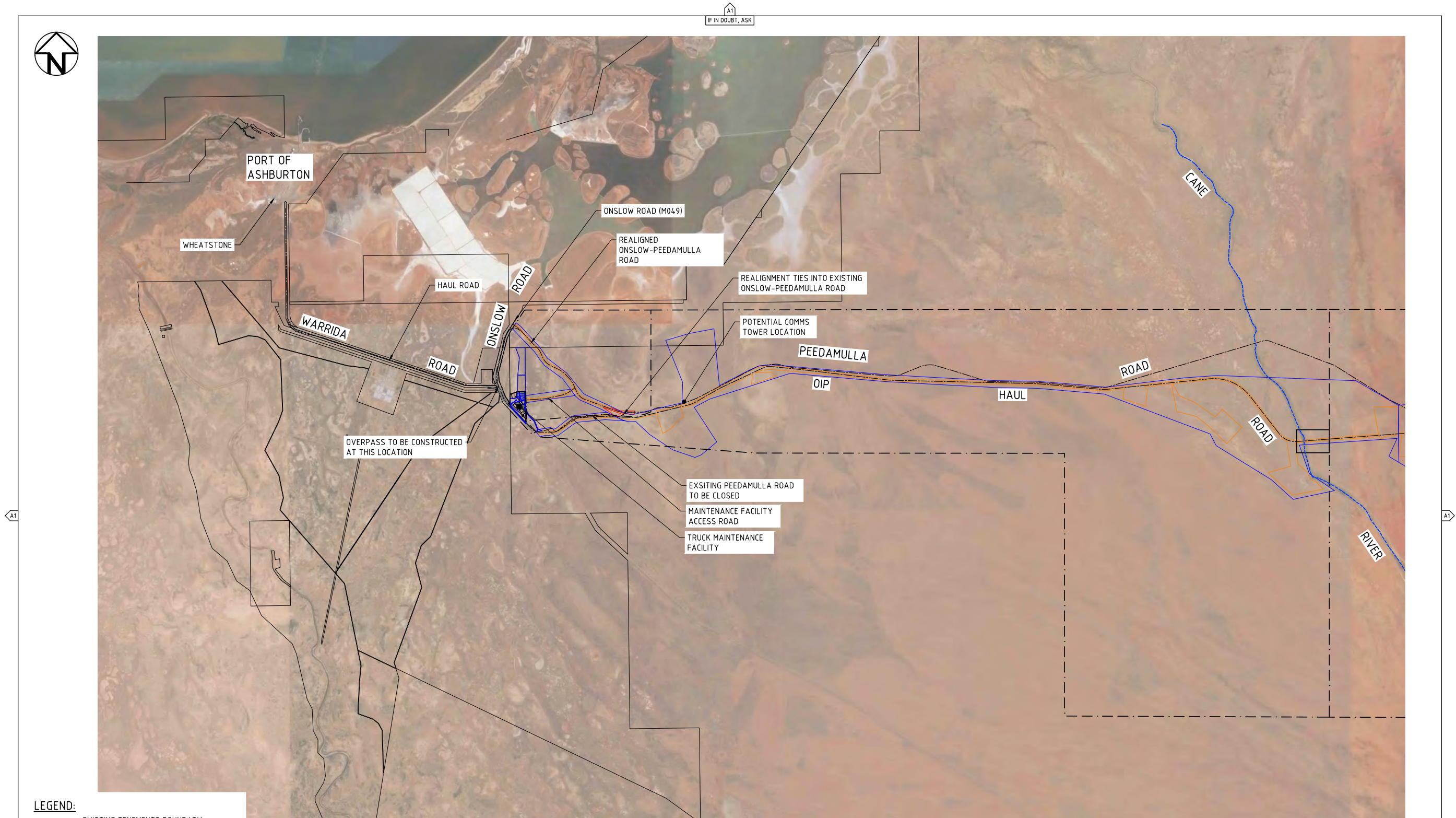
The Common Seal of the Shire of Ashburton was hereunto affixed in the presence of—

BRIAN HAYES, President.
DAVID G. CAREY, Chief Executive Officer.



Agenda Item 13.2 - Attachment 1

Proposed Haul Road Map



PLAN
SCALE 1:75,000

LEGEND:

- EXISTING TENEMENTS BOUNDARY
- EXISTING HERITAGE BOUNDARY
- ADDITIONAL REQUESTED HERITAGE BDY
- MESA AND BREAKWAY BOUNDARY
- GAS PIPELINE BOUNDARY
- GAS PIPELINE
- SEPARABLE PORTIONS
- DESIGN ALIGNMENT
- DESIGN BY OTHERS

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REV	DESCRIPTION	DATE	DRN	CHK	APP
B	MINOR AMENDMENTS	22/11/01	JG	RN	RN
A	ISSUED FOR INFORMATION	22/10/28	JG	RN	RN

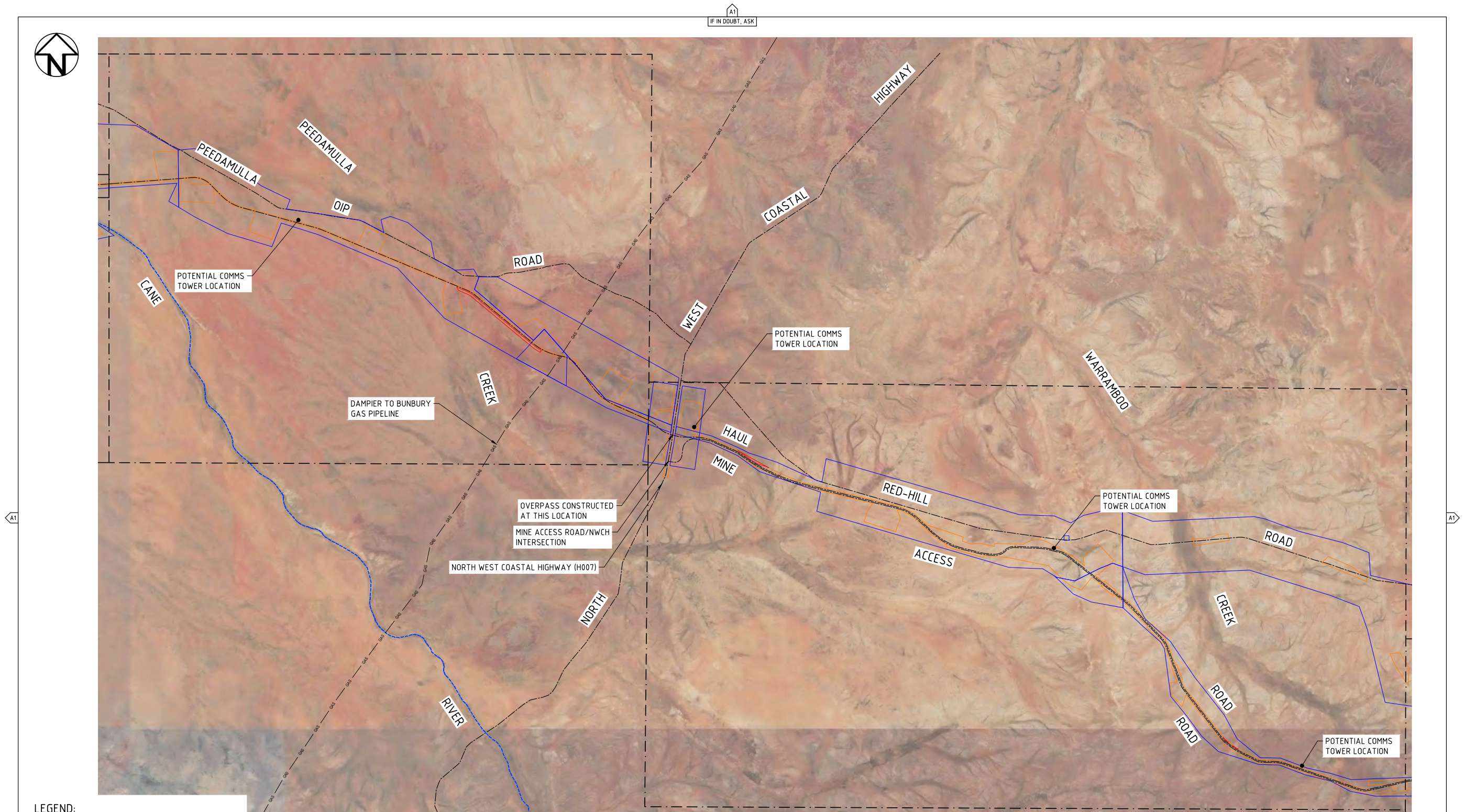


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DATE 22/08/01			
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LEGEND:

- EXISTING TENEMENTS BOUNDARY
- EXISTING HERITAGE BOUNDARY
- ADDITIONAL REQUESTED HERITAGE BDY
- - - MESA AND BREAKWAY BOUNDARY
- GAS PIPELINE BOUNDARY
- GAS PIPELINE
- - - SEPARABLE PORTIONS
- - - DESIGN ALIGNMENT
- - - DESIGN BY OTHERS

PLAN
SCALE 1:75,000

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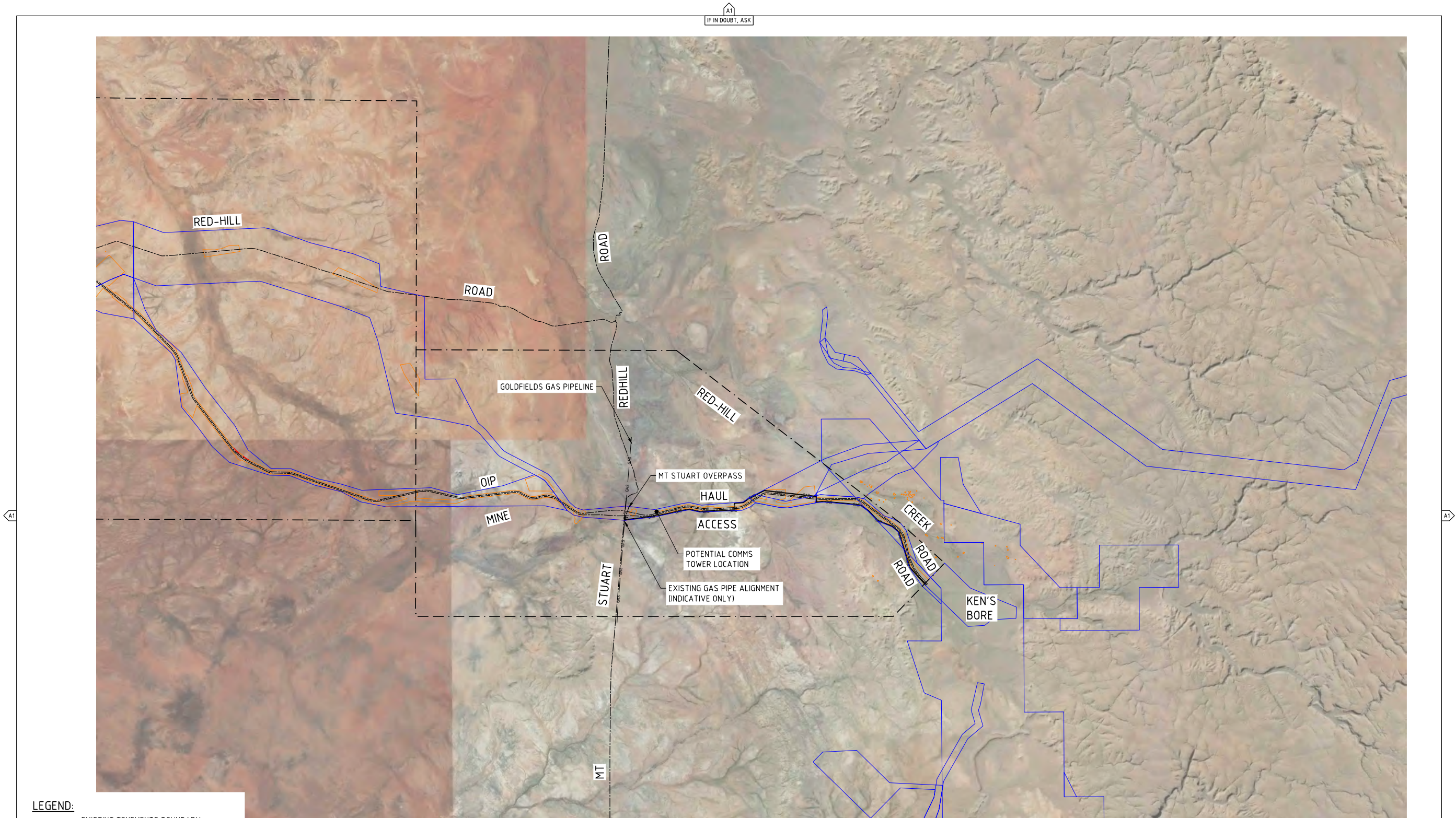
REV	DESCRIPTION	DATE	DRN	CHK	APP
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LEGEND:

- EXISTING TENEMENTS BOUNDARY
- EXISTING HERITAGE BOUNDARY
- ADDITIONAL REQUESTED HERITAGE BDY
- MESA AND BREAKWAY BOUNDARY
- GAS PIPELINE BOUNDARY
- GAS PIPELINE
- SEPARABLE PORTIONS
- DESIGN ALIGNMENT
- DESIGN BY OTHERS

PLAN
SCALE 1:75,000

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REV	DESCRIPTION	DATE	DRN	CHK	APP
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A	ISSUED FOR INFORMATION	22/10/28	JG	RN	RN



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SCALE 1:4,000		SHEET 3 OF 3	
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DATE 22/08/01	ENGINEER APPROVED RN	PROJECT MANAGER RN	A1

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Agenda Item 13.2 - Attachment 2

Proposed Haul Road Design



Owner's Requirements and Design Criteria

Project:	Onslow Iron Project – Peedamulla Road Realignment
Client:	Mineral Resources
Author:	R. Needham
Date:	28 th October 2022
Shawmac Document #:	2205005-DC-002
MRL Document #:	TBC

CONSULTING CIVIL AND TRAFFIC ENGINEERS
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ISO 9001 QUALITY
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Document Status: For Shire Review

Version	Prepared By	Reviewed By	Approved By	Date
A	R. Needham		R. Needham	28.10.22

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File Reference: Y:\Jobs Active 2022\CE - Roads and Drainage\MRL_OIP_Private Haul Road_2205005\3. Documents\3.6 Owners Requirements and Design Criteria\2205005-DC-002 (2).docx



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1. Introduction

1.1. The Project

MRL are currently progressing planning and design for their Onslow Iron Project (OIP) which involves mining a series of iron ore deposits in the far west Pilbara. These deposits are currently economically constrained due to the lack of access to rail and port infrastructure. MRL are seeking to provide a solution to these logistical issues by constructing new port facilities at the Port of Ashburton, a private haul road and ancillary infrastructure.

The proposed private haul road will have an alignment over or close to a section of the existing Onslow-Peedamulla Road (referred to as Peedamulla Road) near its intersection with Onslow Road. MRL propose to realign the affected section of Peedamulla Road from a new intersection approximately 5.5km north of the existing.

The realigned Peedamulla Road will also be used to provide access to MRL's Truck Maintenance Facility which will be situated just to the north of the existing Peedamulla Road and private haul road alignments. A new access road will be constructed off a new intersection with the realigned Peedamulla Road to provide access to this facility.

Shawmac has been commissioned by MRL to undertake the geometric and drainage design for the proposed private haul road, and the associated mine access road and Peedamulla Road realignment. **Figure 1** shows a general overview of the haul road alignment.

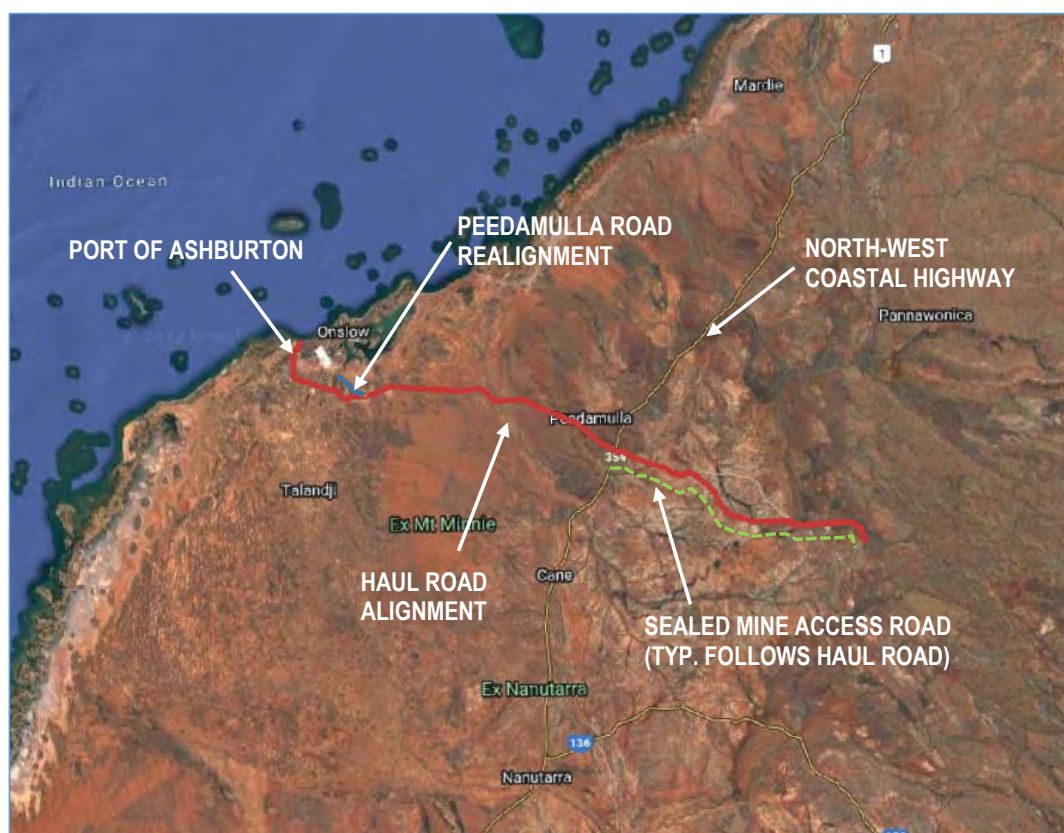


Figure 1: Site location

1.2. Purpose

The purpose of this Owner’s Requirements and Design Criteria (ORDC) document is to confirm MRL and the Shire of Ashburton’s requirements for the design of the Peedamulla Road realignment.

This document is intended to be live and will be updated at each design review phase.



2. Owner's Requirements

2.1. General

2.1.1. Peedamulla Road

The existing Peedamulla Road is an unsealed public road under the care and control of the Shire of Ashburton. Specific requirements from the Shire have not yet been obtained, but it is understood that MRL have agreed with the Shire that the realignment will be upgraded to a sealed rural road standard.

MRL have engaged Mainroads WA (MRWA) in relation to relocation of the Peedamulla Road/Onslow Road intersection. MRWA have advised that the intersection is to be located at SLK 65.68 which is approximately 5.5km north of the existing intersection. MRWA have also advised that an AUR treatment would be required. This would provide a widened shoulder to allow through moving vehicles to pass a vehicle turning right into the new intersection.

2.2. Transport Logistics

2.2.1. Peedamulla Road

Peedamulla Road is a public road under the care and control of the Shire of Ashburton. As mentioned previously, specific requirements from the Shire have not been obtained at this stage, but MRL have indicated to MRWA that the following mix and volume of vehicles would be required per day (round trips):

- Light Vehicles (LV's)– 11-20
- Single Unit Trucks – 1-10
- Semi-Trailers – 1-10
- Road Trains up to RAV 7 – 1-10
- Road Trains up to RAV 10 – 1-10

Movements would be made 24 hours per day, with a defined peak hour period for LV's at 6:00am and 6:00pm during shift changes. There is no defined peak period for heavy vehicles, and they are anticipated to be relatively evenly spread over daylight hours.

MRL have provided an indicative more specific breakdown of their required movements as follows:

- To/from south:
 - 5 x General freight trucks/week (2 trailers of mostly tyres, components)
 - 5 x Diesel fuel trucks/day (3 trailers) to support ~150kl/day usage
 - 5 x Heavy freight trucks/week - single trailer low loader (moving unregistered road haulage trucks/trailers)
 - Approx. 3 light vehicles in/out each day (contract service providers etc from Karratha)



-
- To/from north:
 - Approx. 10 light vehicles in/out each day (Ops Mgmt and contract service providers)
 - 2 x Buses / day

The Peedamulla Road requirements will be further refined upon the advice of the Shire of Ashburton.



3. Design Criteria

3.1. Guidelines and Standards

The following guidelines and standards are applicable:

- Austroads Guide to Road Design
- MRWA's Supplement to Austroads Guide to Road Design
- MRWA's Horizontal Curve Tables
- MRWA's Floodway Design Guide
- MRWA's Standard RAV Route Assessment Guidelines
- MRWA's Tri-Drive Route Assessment Guidelines
- ARRB's Unsealed Road Manual
- ARRB's "The collection and discharge of stormwater from the road infrastructure" (Research Report ARR 368)
- Australian Rainfall and Runoff (2019)
- Relevant Australian Standards including (but not limited to):
 - AS 1158.1.1 – Road Lighting – Performance and Design Requirements
 - AS 1742.2 – Traffic Control Devices for General Use
 - AS/NZS 2566.2 – Buried Flexible Pipelines – Installation
 - AS5100.1 – Bridge Design – Scope and General Principles
- MRWA Standard and Guideline Drawings
- MRWA Specifications



3.2. Peedamulla Road

The following sections show the pertinent specific design criteria adopted for Peedamulla Road. These criteria are not exhaustive and represent the most common design elements only.

3.2.1. Geometric Design

Table 1: Peedamulla Road Geometric Design

Aspect	Design Element	Criteria	Source/Justification	Comments
Design Speed	Operating Characteristic	High Speed Rural Road	AGRD Part 3	
	Design Speed (cars)	110km/h	MRWA Supplement to AGRD Part 3	
	Design Speed (trucks)	100km/h	Statutory Limit	
	Maximum reduction in design speed between geometric elements	0	AGRD Part 3	Refer Table 7.1 AGRD Part 3. No decrease in design speed permissible for high speed rural road
Cross Section	Lane Width	3.5m	MRL Direction	
	Shoulders	0.5m sealed 0.5m unsealed	MRL Direction	
	Pavement Depth	TBC	MRL Direction	TBC pending geotechnical advice
	Pavement Batter	1:6	MRWA Supplement to AGRD Part 3	Will be applied as a fixed width as per MRWA practice
	Fill Batter/Foreslope	1:6 desirable 1:4 max	AGRD Part 3	Steeper may be considered in combination with safety barriers
	Cut Batter/Backslope (Common)	1:3 desirable 1:2 max	AGRD Part 3	
	Cut Batter/Backslope (Rock)	1:1 (0-1m deep) 0.5:1 (1m + deep)	MRWA Supplement to AGRD Part 3	TBC pending geotechnical advice
	Crossfall	3%	AGRD Part 3	
	Superelevation	3% Desirable 4% Max	MRWA Supplement to AGRD Part 3	Limited to 4% max on account of potential cattle trucks
	Pavement Widening	Varies	AGRD Part 3	Refer AGRD Part 3 Table 7.13. A-triple requirements.
Horizontal Alignment	Minimum Curve Radii	800m (4% Super) 1100m (3% Super)	MRWA Horizontal Curve Tables	Based on 110km/h design speed
	Minimum Curve Radii (adverse)	3000 (3% Adverse)	MRWA Horizontal Curve Tables	Based on 110km/h design speed
	Superelevation Development Length	110m (6% Super) 73m (3% Super)	MRWA Horizontal Curve Tables	From 3% crown



Aspect	Design Element	Criteria	Source/Justification	Comments
	Superelevation Rounding Curve	N/A	MRWA Horizontal Curve Tables	Appearance purposes only – not applied.
	Minimum Curve Length	340m	AGRD Part 3	Based on 110km/h design speed
Vertical Alignment	Minimum Crest K Value	97.3	MRWA Supplement to AGRD Part 3	SSD for cars, 110km/h
	Minimum Sag K Value	51	MRWA Supplement to AGRD Part 3	Headlight Criteria, 110km/h
	Minimum Vertical Curve Length	100m	AGRD Part 3	Appearance/Constructability Criteria
	VPI Spacing	N/A	AGRD Part 3	No requirement (MRWA criteria only)
	Maximum grade	6%	AGRD Part 3 MRWA RAV Assessment Guidelines	Max length of grade criteria also applies (840m for 100km/h approach speed). Refer AGRD Part 3/MRWA RAV Assessment Guidelines Increased grades may be acceptable in specific areas subject to confirmation with MRL
	Minimum Grade	0% (fill) 0.3% (cut)	AGRD Part 3	
Sight Distance Parameters	Eye Height	1.1m cars 2.4m trucks	AGRD Part 3	Both cars and trucks to be checked
	Object Height	0.2m typ. 0.0m into floodways & intersection approaches	AGRD Part 3	
	Driver reaction time	2.5s cars	AGRD Part 3	Note truck reaction time of 4.0s from MRWA RAV assessment guidelines not considered
	Deceleration rate	0.36 cars 0.26 trucks	AGRD Part 3	

3.2.2. Pavement Design

Pavement design does not fall within Shawmac’s scope and a pavement design has not yet been completed by others. For the purposes of initial design progression, a 300mm thick pavement will be assumed. Floodway pavements will be cement stabilised basecourse.

3.2.3. Drainage

MRL have advised that in general, drainage elements should be designed for a serviceability criteria (i.e. trafficable depth) for the 1:10 year ARI event, and that structural integrity (i.e. extent/type of scour protection) be designed



for the 1:100 year ARI event. It is assumed that the structural integrity requirement applies to floodways only.

Specific criteria are summarised in **Table 2**

Table 2: Haul Road Drainage Design

Aspect	Design Element	Criteria	Source/Justification	Comments
Floodways	Trafficable Depth (Critical Depth)	200mm (1:10 ARI)	MRWA Floodway Design Guide	Road to be shut when depth >200mm
	Closure Period	N/A	MRWA Floodway Design Guide	No criteria for closure period – design based on peak 10 year event only
	Vertical profile	0% flat bottom	MRWA Floodway Design Guide	
	Maximum floodway length	300m	MRWA Floodway Design Guide	
	Cross Section	Crown	MRWA Floodway Design Guide	Based on relief culverts being applied at all floodways as a minimum
	Rock Protection Type	Varies (1:100 ARI)	MRWA Floodway Design Guide MRL Criteria	As per MRWA Floodway Design Guide Table 5.1 and 5.2
	Rock Protection Extents	Varies (1:100 ARI)	MRWA Floodway Design Guide MRL Criteria	
Culverts	Minimum culvert size	1200 x 375mm RCB 450mm pipe (TBC)	MRWA Supplement to AGRD Part 5B	Further confirmation on minimum pipe size through sheet flow areas needed.
	Headwater Level	300mm below shoulder	MRWA Supplement to AGRD Part 5	1:10 ARI
	Outlet Protection	Varies	MRWA Floodway Design Guide	As per MRWA Floodway Design Guide Table 5.1 and 5.2
Open Drains	Minimum Grade	0.5%	AGRD Part 5B	0.3% considered in special circumstances e.g. offshoot drains in accordance with MRWA guidelines or very flat terrain
	Table Drain minimum depth	300mm below subgrade	MRWA Supplement to AGRD Part 3	
	Freeboard	150mm	AGRD Part 5B	1:10 ARI
	Side Slopes	1:3	MRL Direction (WIP Haul Road Data Sheet)	As per cut batter requirement
	Max velocity (without protection)	TBC (typ. 0.8m/s)	AGRD Part 5B Table 2.6	TBC pending geotechnical investigation.
	Max offshoot drain spacing	120m	AGRD Part 5B	For <2% slopes. More frequent required in steeper areas.
	Rock Protection (Extents/Type)	Varies	MRWA Floodway Design Guide	As per MRWA Floodway Design Guide Table 5.1 and 5.2



3.2.4. Pavement Marking and Signage

Pavement Marking and Signage is to be designed in accordance with the relevant MRWA Guidelines and Australian Standards.

3.2.5. Typical Cross Section

Figure 2 over shows the typical cross section to be adopted for the Peedamulla Road realignment.

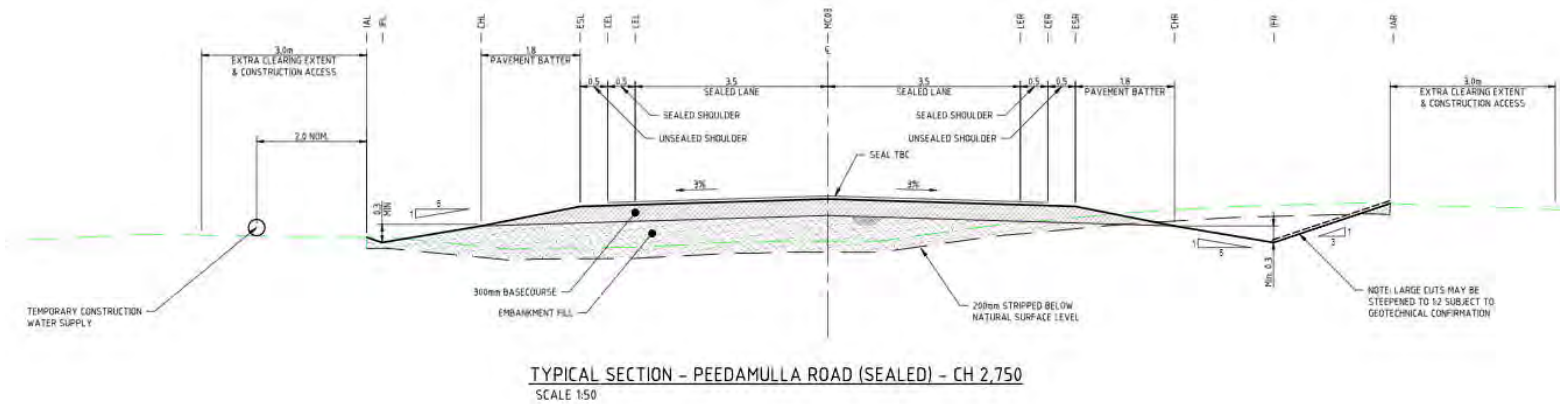
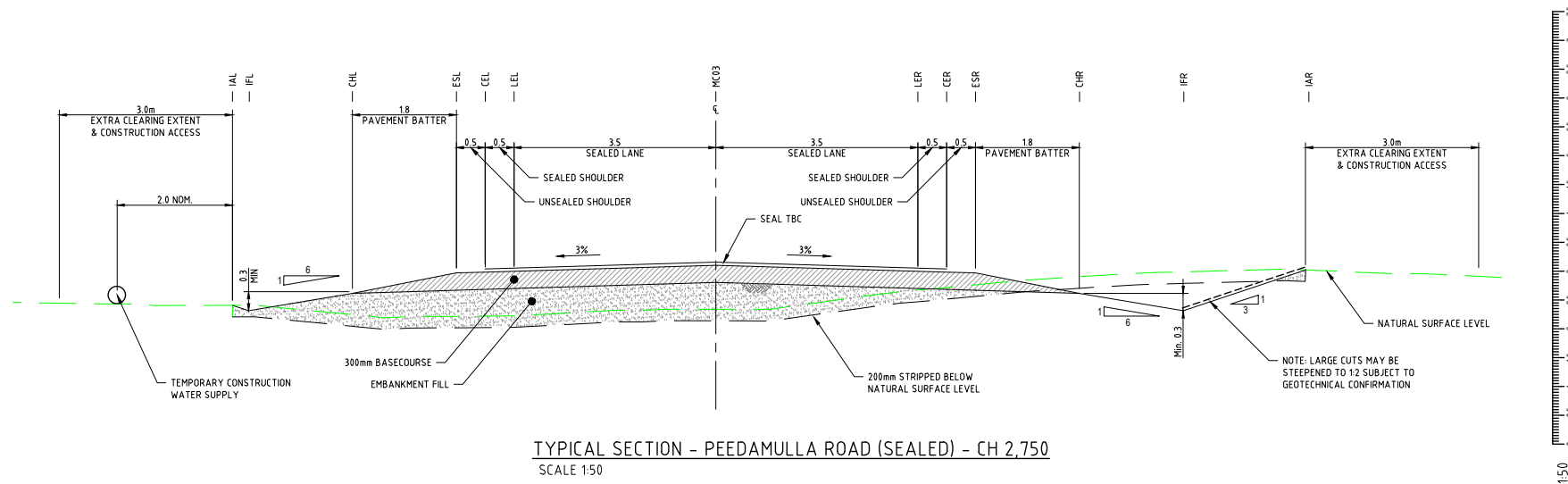


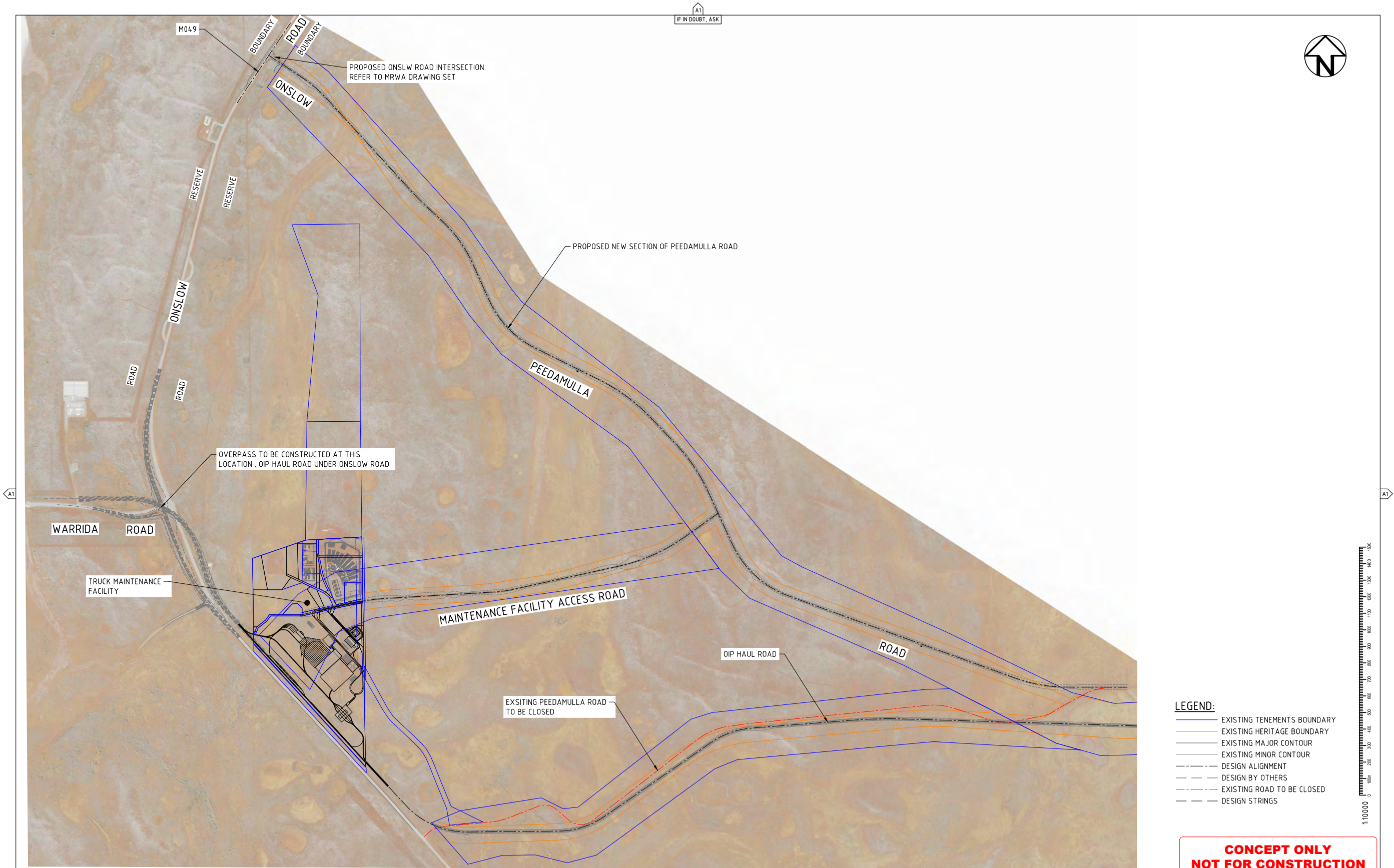
Figure 2: Typical Cross Section





Agenda Item 13.2 - Attachment 3

Proposed Haul Road Realignment and Truck Maintenance
Facility Map



PLAN
SCALE 1:10,000

- LEGEND:**
- EXISTING TENEMENTS BOUNDARY
 - EXISTING HERITAGE BOUNDARY
 - EXISTING MAJOR CONTOUR
 - EXISTING MINOR CONTOUR
 - DESIGN ALIGNMENT
 - DESIGN BY OTHERS
 - EXISTING ROAD TO BE CLOSED
 - DESIGN STRINGS

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DATE 22/08/01	ENGINEER APPROVED RN
	PROJECT MANAGER RN
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Agenda Item 13.2 - Attachment 4

Draft Road Construction, Maintenance and Use Deed



M&A amendments – clean version - 23.11.22

**ONSLow-PEEDAMULLA ROAD REALIGNMENT
ROAD CONSTRUCTION MAINTENANCE AND USE DEED**

**SHIRE OF ASHBURTON
and
MINERAL RESOURCES LIMITED**

Doc# 8,973,929

THIS DEED is made the _____ day of 20 _____

BETWEEN

SHIRE OF ASHBURTON (ABN 45 503 070 070) of Lot 246, Poinciana Street, Tom Price WA 6751 (**Shire**)

and

MINERAL RESOURCES LIMITED (ABN 33 118 549 910) of 20 Walters Drive, Osborne Park WA 6017 (**MRL**)

BACKGROUND

- A. The Shire is a local government constituted under section 2.5 of the *Local Government Act 1995 (WA)*.
- B. The Shire has the care, control and management of the Onslow-Peedamulla Road and will have the care, control and management of the Proposed Reserve and Realignment.
- C. MRL is developing the Onslow Iron Project (**Project**) located 150 kilometres east of Onslow and intends to haul iron ore from the Project to the Port of Ashburton.
- D. ACN 629 823 753 Pty Ltd (**ACN**) has applied for Miscellaneous Licence L08/202 and Miscellaneous Licence L08/212 in connection with the development of MRL's haul road from the Project to the Port of Ashburton. ACN is a wholly owned subsidiary of MRL.
- E. MRL is in the process of gaining statutory approvals to construct and operate the haul road. The alignment of the haul road is shown on the plan in Annexure 1 (**Haul Road**).
- F. The construction and operation of the Haul Road requires the realignment of the Onslow-Peedamulla Road as shown in Annexure 2 (**Realignment**)
- G. The Realignment will be constructed on the Proposed Reserve.
- H. The Realignment will be required by MRL for the purposes of the Project and will remain a public road accessible by the public.
- I. MRL and the Shire agree that:
 - (a) MRL shall procure the design and construction of the Realignment on the Miscellaneous Licences and the Proposed Reserve and Maintain the Realignment for the life of the Project, at its cost; and
 - (b) MRL shall be permitted to access and use the Realignment,in accordance with the terms of this Deed.

IT IS AGREED AS FOLLOWS:**1. DEFINITIONS AND INTERPRETATION****1.1 Definitions**

Terms defined above have the same meaning when used in the Deed and a reference to:

Authorisation means:

- (a) an authorisation, permit, licence, consent, declaration, exemption, notarisation or waiver, however it is described, given by an Authority; or
- (b) in relation to anything that could be prohibited or restricted by Law if an Authority acts in any way within a specified period, an authorisation that arises upon the expiry of that period without that action being taken,

including any renewal or amendment.

Authority means:

- (a) a government or government (or semi-government) department, board, instrumentality, agency, authority or other body (whether of the Commonwealth, State, local government or otherwise); and
- (b) a governmental, semi-governmental or judicial person (whether of the Commonwealth, State, local government or otherwise).

Benchmark Information means the condition of the Realignment at the date the Shire issues a Satisfaction Notice, being the information contained in the report agreed by the Parties and produced following the joint assessment of the Realignment referred to in clause 11(a) and any other information (including any photograph and videos) of the condition of the Realignment as the Parties agree are part of the Benchmark Information.

Business Day means a day that is not a Saturday, Sunday or public holiday in Western Australia.

Commencement Date means the date all the Conditions Precedent have been satisfied.

Condition Precedent 1, Condition Precedent 2 and Condition Precedent 3 have the meaning given to them respectively by clauses 2(b), (c) and (d).

Conditions Precedent has the meaning given by clause 2(a).

Contractors means all contractors of a Party or its subsidiaries and any director, officer, employee or contractor of such contractors.

Consequential Loss means any loss of business, loss of profit, economic loss, loss of use, loss of business reputation, loss of opportunities, loss of anticipated savings or wasted overheads, loss of production, loss of revenue or any special damages or damage to credit rating, howsoever arising and whether in any action in contract, tort (including negligence), equity, or product liability, under statute or any other basis.

Defect means any aspect of the design or construction of the Works that is not in accordance with any of the requirements of this Deed and the Specifications.

Design Criteria means the design criteria at Annexure 5.

DFES means the Department of Fire and Emergency Services (WA).

Dissatisfaction Notice means a written Notice given in accordance with clause 8(e), clause 11(g), and clause 18(a)(iii),

DMIRS means the Department principally assisting in the administration of the *Mining Act 1978* (WA), which at this time is the Department of Mining, Industry Regulation and Safety.

Execution Date means the date the last of the Parties signs this Deed.

Expiry Date means the end of the Term provided for under clause 3.

Force Majeure Event means any occurrence or omission as a direct or indirect result of which the party relying on it is prevented from, or delayed in, performing any of its obligations (other than a payment obligation) under this Deed and that is beyond the reasonable control of that party its contractors, sub-contractors and agents, including an act of war (whether declared or not) or terrorism, the mobilisation of armed forces, civil commotion or riot, malicious damage, industrial action or labour disturbance or restraint, currency restriction embargo action or inaction by a governmental agency, (but not those of the Shire's under this Deed), but does not include any weather event. Force Majeure Event also includes a Court order which satisfies the following description:

- (a) the Court order specifically prevents, restrains or impedes MRL or its Contractors from doing or causing to be done, work on the Realignment or other road, and for avoidance of doubt it does not include a Court order which merely has that effect as an indirect or consequential result of the Court order; and
- (b) the Court order does not arise as a direct or indirect consequence of any act or omission by MRL or its Contractors, sub-contractors or agents which would constitute a breach of this Deed; and

the making of the Court order is beyond the reasonable control of the party, its Contractors sub-contractors and agents.

Governmental Agency means a government or any governmental agency, department, office, minister, or semi-governmental or judicial entity or authority, including the Shire acting in accordance with its powers and duties under the *Local Government Act 1995* (WA). It also includes a self-regulatory organisation established under statute or a stock exchange and, where applicable, Main Roads.

Law means any of the following:

- (a) any statute, regulation, order, rule, subordinate legislation or other document enforceable under any statute, regulation, rule or subordinate legislation;
- (b) the common law;
- (c) any Authorisations; and
- (d) any guidelines of the Commonwealth, Western Australian or local government, or other Governmental Agency with which the Shire or MRL, or any other person involved in the Works, is required to comply.

Main Roads means the Commissioner of Main Roads, a body corporate pursuant to section 9 of the Main Roads act 1930 (WA) of Don Aitken Centre, Waterloo Crescent, East Perth WA 6004.

Maintain includes maintain, repair, replace, rebuild, resurface, and upgrade, and **Maintenance** and **Maintaining** have equivalent meanings.

Maintenance Standards means the maintenance standards for sealed roads that are specified in Annexure 4.

Miscellaneous Licences mean L08/202 and L08/212 and any tenement or licence granted or applied for in substitution, replacement or renewal thereof over the same or lesser area.

MRL means its Personnel, Related Body Corporates and/or the Personnel of its Related Body Corporates, as the context requires.

MRL Obligations means each covenant, obligation, and duty contained in this Deed or required by Law to be performed by MRL or its Personnel.

Notice means a notice in writing as provided for in clause 22.

Notice of Practical Completion means a Notice issued by MRL to the Shire advising of Practical Completion of the Realignment.

Other Road Closures means the redundant parts of roads and historical roads (paper roads) which will require closure, as well as a minor relocation of a section of the existing road reserve to the location of the existing constructed road as shown in Annexure 3.

Party means the Shire or MRL as the context requires and Parties means both of them.

Personnel means all directors, officers, employees, invitees and agents of a Party, its subsidiaries and any Contractors.

Permitted Use has the meaning given in clause 4 of this Deed.

Practical Completion means the stage when the construction Works have been completed, except for any minor Defects which MRL, considers that:

- (a) MRL has reasonable grounds for not promptly rectifying; and
- (b) rectification of which will not prejudice the convenient use of the Works.

Proposed Reserve means that area of land shown on the plan in Annexure 2 which will be the subject of gazettal in accordance with all Authorisations and Law.

Records means all information, including all **documents** and data however held, stored or recorded, drawings, plans, specifications, calculations, reports, models, concepts files, computerised or electronic data, photographic recordings and audio recordings which is owned by or in the control, custody or possession of a Party that directly relates to and is required for the purposes of the Permitted Use but does not include a Party's internal working papers.

Related Body Corporate has the meaning given in section 9 of the *Corporations Act 2001* (Cth) and for the avoidance of doubt, in relation to MRL includes Crushing Services International Pty Ltd ACN 069 303 377 trading as CSI Mining Services.

Satisfaction Notice means a written Notice given in accordance with clause 8(e)(iii) and clause 18(a)(ii).

Secured Amount means the secured amount in the sum of \$600,000 provided for and paid by MRL in accordance with clause 6.

Significant Wet Weather Event means a severe storm, cyclone, flood or other significant weather event which has the potential to be declared as an eligible event by the Department of Fire and Emergency Services under its Disaster Recovery Funding Arrangements – WA.

Specifications means the design specifications for the construction of the Realignment as approved by the Shire.

Term has the meaning given in clause 3 of this Deed.

Third Party means commercial users of the Realignment and their respective Personnel.

Traffic Management Plan means the traffic management plan to be prepared by MRL, in accordance with the Main Roads WA Traffic Management for Works on Roads Code of Practice (May 2022), to the satisfaction of the Shire, acting reasonably.

Trust Fund means the trust fund the Shire is required to maintain under s.6.6(1)(b) of the *Local Government Act 1995*.

Works means the construction of the Realignment and associated works on the Miscellaneous Licences and the Proposed Reserve, appropriate for MRL to construct and Maintain the Realignment.

1.2 Interpretation

In this Deed, unless the context indicates otherwise:

- (a) the singular includes the plural and vice versa;
- (b) a reference to any thing is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;
- (c) a reference to a gender includes other genders;
- (d) a reference to a person includes a State Agency, a public body, a Party and an incorporated or unincorporated association or body of persons;
- (e) a reference to a person includes a reference to the person's legal personal representatives, executors, administrators, successors, substitutes (including, but not limited to, a person taking by novation) and permitted assigns;
- (f) an agreement, obligation, representation, indemnity or warranty on the part of, or in favour of, 2 or more persons binds, or is for the benefit of, them jointly and severally;
- (g) a reference to this Deed or another instrument includes all variations and replacements of the Deed or instrument as varied or replaced, and notwithstanding any change in the identity of the Parties;
- (h) a reference to a clause, schedule, attachment, annexure or appendix is a reference to a clause in, or a schedule, attachment or appendix to, this Deed;
- (i) all the provisions in any schedule, attachment or appendix to this Deed are incorporated in, and form part of, this Deed and bind the Parties;
- (j) headings are included for convenience and do not affect the interpretation of this Deed;
- (k) a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any other legislative authority having jurisdiction);
- (l) no rule of interpretation is to be applied to disadvantage a Party on the basis that it was responsible for preparing this Deed;
- (m) if a word or phrase is defined, other grammatical forms of that word or phrase have a corresponding meaning;
- (n) if the word "including" or "includes" is used, the words "without limitation" are taken to immediately follow;
- (o) a reference to writing includes all means of representing or reproducing words in visible form including by electronic means such as email and facsimile transmission;

- (p) a reference to a liability includes all obligations to pay money and all other losses, costs and expenses of any kind;
- (q) a reference to a month is to a calendar month and a reference to a year is to a calendar year;
- (r) if a period of time is specified and dates from a given day or the day of an act or event, it is to be calculated inclusive of that day;
- (s) if a date stipulated for payment or for doing an act is not a Business Day, the payment must be made, or the act must be done, on the next Business Day;
- (t) if a word or phrase is used that is defined in the GST Act, it has the same meaning as in the GST Act;
- (u) a reference to a monetary amount means that amount in Australian currency;
- (v) “or” means “and/or”; and
- (w) the Background forms part of this Deed.

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2. CONDITIONS PRECEDENT

- (a) With the exception of clauses 1 (Definitions and Interpretation), 2 (Conditions Precedent), 3 (Term), 12 (Indemnity), 14 (GST), 16 (Default), 17 (Termination), 19 (Dispute Resolution), 22 (Notices) and 23-32 (General) which come into operation on the Execution Date, the provisions of this Deed do not come into operation unless and until Condition Precedent 1, Condition Precedent 2, and Conditions Precedent 3 (collectively referred to as the **Conditions Precedent**) set out in this clause have been satisfied. More specifically, the remaining clauses of this Deed come into operation when the last of the Conditions Precedent to be satisfied, has been satisfied.
- (b) Conditions Precedent 1 is that MRL has given written Notice to the Shire that Miscellaneous Licence L08/202 and Miscellaneous Licence L08/212 have both been granted under the *Mining Act 1978 (WA)* to ACN or other subsidiary of MRL.
- (d) Conditions Precedent 2 is that MRL has paid to the Shire the Secured Amount set out in clause 6(a)(i).
- (c) Conditions Precedent 3 is that the Proposed Reserve has been gazetted as a road reserve.
- (e) MRL is, at its cost, responsible for obtaining Conditions Precedent 1 and 2 and is to use its best endeavours to do so. The Shire (at the cost of MRL) will use its best endeavours to seek to satisfy Conditions Precedent 3.
- (f) If the Conditions Precedent are not able to be satisfied, then either Party may terminate the Deed by written Notice to the other Party.
- (g) If the Deed is terminated under this clause 2, the Parties are thereupon released from any further rights or liabilities under or in relation to this Deed except that the Parties remain entitled to and bound by any rights or liabilities accrued or incurred under or by virtue of the Deed prior to termination.

3. TERM

This Deed commences on the Execution Date and, subject to the satisfaction of clause 18, will terminate on termination of the Deed in accordance with clause 17, unless terminated earlier in accordance with the terms of this Deed.

4. PERMITTED USE

- (a) Subject to clauses 4(b), 8, and 9, the Shire agrees that MRL is permitted to enter, make use of, remain on and travel along the Proposed Reserve (once gazetted) for the purpose of accessing, and undertaking:
 - (i) the Works;
 - (ii) surveys and studies (including heritage and environmental surveys);
 - (iii) any work necessary to comply with clause 8 **Error! Reference source not found.**; and
 - (iv) subject to construction and completion of the Realignment to the satisfaction of the Shire, use of the Realignment in accordance with the terms of this Deed, including use of standard trailer configurations and up to RAV 10 vehicles.

(Permitted Use).

- (b) Except for the surveys and studies referred to in clause 4(a)(ii), MRL must not undertake the Permitted Use except wher
 - (i) the Miscellaneous Licences the subject of those activities are granted by DMIRS to MRL in accordance with the *Mining Act 1978* (WA) and remain valid and enforceable; and
 - (ii) all required Authorisations and approvals have been obtained, including environmental, Shire and planning approvals in relation to the relevant activities are granted by the relevant State Agencies or local government authority in respect of the MRL's Permitted Use and remain valid and enforceable.
- (c) At all times, MRL must comply with all terms imposed in the Miscellaneous Licences and the approvals and Authorisations specified in clause 4(b).
- (d) This Deed does not authorise MRL or its Personnel or Contractors to carry out any activities on any part of the Proposed Reserve other than for the Permitted Use

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5. SHIRE OBLIGATIONS

- (a) The Parties acknowledge that:
- (i) MRL has requested that the Shire realign a portion of the Onslow-Peedamulla Road at its western end (being the Realignment) for the purposes of the Project;
 - (ii) there are also several historical roads (paper roads) which will require closure, as well as a minor relocation of a section of the existing road reserve to the location of the existing constructed Road (**Other Road Closures**);
 - (iii) the proposed realignment and relocation comprises Crown land (Lot 149 on DP22384) and lies wholly within the Peedamulla Pastoral Lease. Portions of the proposed road closures are located within this lot and pastoral lease and the remaining portions or proposed road lie within Unallocated Crown Land Lot 150 on DP220207; and
 - (iv) MRL has agreed to pay all costs associated with or incidental to the Realignment and Other Road Closures and associated activities.
- (b) The proposed realignment will require a dedication be undertaken, and that the redundant section of the road and the paper roads be closed. The Shire (as a local government) may by application to the Minister request that land be dedicated as a road, and request the permanent closure of a road, under Part 5 of the *Land Administration Act 1997* (subject to the requirements of that Act).
- (c) The Shire undertakes to use its best endeavours to make an appropriate application to the Minister under Part 5 of the *Land Administration Act 1997* for the dedication of land for the Realignment, and the closure of roads and Other Road Closures as required.
- (d) MRL is responsible for and must pay to the Shire on demand all costs and expenses incurred by the Shire for or incidental to the Realignment and Other Road Closures.

6. SECURITY DEPOSIT

- (a) As security for the performance of the MRL Obligations under this Deed, MRL shall pay to the Shire the Secured Amount as follows:
- (i) the sum of \$100,000 on the Execution Date; and
 - (ii) the additional sum of \$500,000 within 10 days of the Shire issuing a Satisfaction Notice to MRL for the conclusion of the Works for the Realignment.
- (b) Subject to clause 6(d), the Shire is to hold the Secured Amount in the Trust Fund in accordance with section 6.9 of the *Local Government Act 1995*, and may invest it in accordance with section 6.14 of the *Local Government Act 1995* and regulation 19C of the *Local Government (Financial Management) Regulations 1996*.
- (c) The Parties agree:
- (i) the Secured Amount is to be paid to the Shire in cash or by electronic transfer into an account nominated in writing by the Shire from time to time;
 - (ii) the Secured Amount is to be held in trust for the purposes set out in this clause 5 and clause 16;

- (iii) interest accumulated on the Secured Amount (if any) will be the property of MRL; and
 - (iv) the Secured Amount shall be available to the Shire in accordance with clause 5 and clause 16.
- (d) The Shire may call on the Secured Amount:
- (i) Subject to clause 16 of the Deed, where the Shire claims in good faith that MRL is in breach of any of its obligations under the Deed and:
 - A. such breach has not been remedied by MRL within 30 days of a Notice from the Shire requiring it to do so; or
 - B. if remedy within 30 days is not practicable, MRL has failed to agree to take such action as advised by the Shire within a reasonable period of a Notice from the Shire; or
 - C. such breach is not, in the reasonable opinion of the Shire, capable of remedy; and
 - D. the Shire incurs any costs or expenses as a result of that breach; and
 - (ii) where MRL fails to pay any moneys payable to the Shire under this Deed when due and payable,
- then, the Shire may, on giving a Notice to MRL, call on the Secured Amount in full or in partial satisfaction of the Shire's costs, expenses, damages and losses.
- (e) In all instances of a claim for payment of the Secured Amount, the Shire is required to substantiate the calculation call of the Secured Amount value.
 - (f) If the Shire's costs exceed the Secured Amount the balance of the Shire's costs remaining after deduction of the Secured Amount shall be a claim recoverable by the Shire from MRL as a debt in a court of competent jurisdiction.
 - (g) MRL must replace any part of the Secured Amount that the Shire uses in accordance with this clause within thirty (30) days of demand by the Shire.k
 - (h) The Parties agree that the Secured Amount (or any remaining balance of the Secured Amount as the case may be) and any interest (if any) is to be returned to MRL at the later of:
 - (i) 10 Business Days of the expiry of the Term or earlier termination of this Deed;
 - (ii) the completion of all works required under clause 18, to the satisfaction of the Shire acting reasonably; and
 - (iii) the satisfaction of all claims on the Secured Amount by the Shire.

7. SHIRE AGREEMENT FOR MRL TO CONSTRUCT AND MAINTAIN THE REALIGNMENT

- (a) The Shire has the care, control and management of the Onslow Peedamulla Road (and Realignment) and other local government roads in its district under s.55(2) of the *Land Administration Act 1997* (WA) and agrees to MRL constructing and Maintaining the Realignment in accordance with this Deed.
- (b) The Shire agrees that MRL is permitted to access and use the Realignment for the Permitted Purpose, including use of standard trailer configurations and up to RAV 10 vehicles, on the terms of this Deed.
- (c) The Shire shall at all times retain control of the Realignment and Onslow Peedamulla Road.
- (d) The Shire may, in its absolute discretion, access and undertake works and Maintenance of all or any part of the Realignment and Onslow Peedamulla Road at any time.

8. CONSTRUCTION OF THE REALIGNMENT

- (a) MRL and its Contractors shall, at MRL's cost, undertake the Works for the Realignment in accordance with:
 - (i) to the standard as detailed in the document titled "Owners Design Criteria - Shawmac Reference 2205005-DC-002" dated 26 October 2022 (refer Annexure 5);
 - (ii) the Plans and Specifications approved by the Shire; and
 - (iii) the Traffic Management Plan approved by the Shire, to the satisfaction of the Shire acting reasonably.
- (b) MRL shall not undertake any Works on the Realignment without first submitting to the Shire the relevant Plans and Specifications (in accordance with applicable Design Criteria) and Traffic Management Plan and other documents reasonably requested by the Shire, and obtain the Shire's prior written approval, which approval the Shire may refuse or grant conditionally or unconditionally in the Shire's discretion, acting reasonably.
- (c) For the avoidance of doubt, MRL is responsible for all costs of the Works and the Realignment.
- (d) The Shire (or its Project Manager or other authorised person) may at any time access and inspect the Works and Realignment for the purpose of compliance and to give directions under clause 9.
- (e) Following completion of the Works for the Realignment, or other works identified by the Shire by written Notice to MRL:
 - (i) MRL shall give to the Shire in writing a Notice of Practical Completion;

- (ii) the Shire (or its Project Manager or other authorised person) will inspect the Works undertaken by MRL or its Contractors on the Realignment as soon as practicable after receiving the Notice of Practical Completion;
- (iii) if, after inspection and taking into account any relevant report the Shire is satisfied the Realignment is satisfactory and complete and fully complies with clause 6(a), the Shire may issue a Satisfaction Notice to the MRL;
- (iv) if, after inspection and taking into account any relevant report, the Shire is not satisfied that the Realignment is satisfactory or complete or fully complies with clause 6(a), the Shire may issue a Dissatisfaction Notice to MRL specifying the defects, the rectification required and the time frame for rectification.
- (v) MRL and its Contractors must comply with the Dissatisfaction Notice at MRL's cost and to the satisfaction of the Shire. If MRL fails to comply with the Dissatisfaction Notice within the specified time:
 - A. the Shire may undertake, or arrange to be undertaken, the works in the Dissatisfaction Notice; and
 - B. if the Shire carries out, or arranges for another party to carry out, the works in the Dissatisfaction Notice, all costs and expenses reasonably incurred by the Shire in doing so will be a liquidated debt owed by MRL to the Shire and must be paid within 60 days of a written demand from the Shire for payment. The Shire may call on the Secured Amount to the extent required.

9. DIRECTIONS

- (a) Notwithstanding any other clause in this Deed, the Shire or its Project Manager or other person authorised by the Shire, may give the MRL and its Contractors any reasonable and lawful direction with respect to the proper performance of the MRL's Obligations, including the Works and the construction of the Realignment and its Maintenance, and MRL (at its cost) and its Contractors must comply with any such direction.
- (b) MRL may use the means described in clause 19 if it disputes the direction given by the Shire.

10. ACCESS TO PUBLIC

Subject to clause 23 and the requirements for the Works and Maintenance under the terms of this Deed, MRL acknowledges that the Realignment (once constructed) is a public road and must remain open to and trafficable in a safe manner by the public.

11. ROAD MAINTENANCE OBLIGATIONS

- (a) The Parties agree that they will arrange a joint assessment of the Realignment within 30 days of the Shire's issue of a Notice of Satisfaction and produce a report agreed by the Parties. The information contained in the report agreed by the Parties and produced following the joint assessment of the Realignment will form the Benchmark Information.

- (b) The Benchmark Information will form the benchmark for ongoing compliance monitoring for the Term.
- (c) The Parties agree to jointly reassess the Realignment every 12 months.
- (d) MRL will Maintain the Realignment to the Maintenance Standards and to the Shire's satisfaction, acting reasonably.
- (e) MRL must pay all costs of and incidental to MRL's Maintenance of the Realignment. MRL may not seek or claim from the Shire a contribution towards MRL's costs of Maintaining the Realignment.
- (f) Notwithstanding any other clause in this Deed, the Shire or its Project Manager or other authorised person may inspect the Realignment at any time to ensure that MRL has complied with the Maintenance Standards and its obligations under the Deed.
- (g) If the Shire or its Project Manager or other authorised person (acting reasonably) is not satisfied that MRL has complied with the Maintenance Standards, then the Shire or Project Manager or other authorised person may give MRL a written Dissatisfaction Notice specifying the defects, the works required, and the time frame for the works.
- (h) MRL and its Contractors must comply with the Dissatisfaction Notice at MRL's cost and to the satisfaction of the Shire. If MRL fails to comply with the Dissatisfaction Notice within the specified time:
 - (i) the Shire may undertake, or arrange to be undertaken, the works in the Dissatisfaction Notice; and
 - (ii) if the Shire carries out, or arranges for another party to carry out, the works in the Dissatisfaction Notice, all costs and expenses reasonably incurred by the Shire in doing so will be a liquidated debt owed by MRL to the Shire and must be paid within 60 days of a written demand from the Shire for payment. The Shire may call on the Secured Amount to the extent required.
- (i) MRL acknowledges that a sealed road, even one constructed to a high standard, has a limited life span and that in general terms a sealed road will require resealing every 15 to 20 years. It is therefore likely that the realigned section of road will require a full reseal within the term of this agreement. The requirement for and timing of any such works will be based on annual inspections and other assessments which may be organised as part of that process. MRL therefore acknowledges that resealing of the road (including any associated works), based on condition assessment and deterioration over time, is a likely requirement, and that the cost of such works will need to be borne by MRL.

12. RESPONSIBILITY OF MRL

If MRL performs any of the MRL Obligations through the use of any Contractor or subcontractor, MRL will remain directly responsible for the performance of the MRL Obligations and the Shire will not be obliged to deal with the Contractors or subcontractors, unless it chooses to do so, but may choose to deal with MRL with respect to that performance.

13. INDEMNITY

- (a) Subject to clause 13(e), MRL must indemnify and hold harmless the Shire and its Personnel from any and all claims, demands, writs, judgements, losses, costs or

liability of whatsoever nature which may be commenced or brought against the Shire, or the Shire may suffer or incur, in connection with any loss, property damage, bodily injury or death arising from or out of any:

- (i) breach of the MRL Obligations;
- (ii) any act or omission by MRL arising out of or in connection with this Deed;
- (iii) any act or omission of MRL on or in relation to the Works; or
- (iv) use of the Realignment by MRL or its Personnel or Contractors,

except to the extent that such claims or liability is a result of any act or omission of the Shire, or its respective officers, employees or agents or a Third Party.

- (b) The indemnity in this clause 13 is a continuing obligation and survives termination or expiration of this Deed.
- (c) It is not necessary for a Party to incur expense or to make any payment before enforcing a right of indemnity conferred by this Deed.
- (d) The operation of the Part 1F of the *Civil Liability Act 2002 (WA)* is excluded.
- (e) Notwithstanding any other provisions to the contrary in this Deed and to the extent permitted by law, neither Party is liable to the other Party in any circumstances for any Consequential Loss.

14. INSURANCE

- (a) MRL must effect and maintain public liability insurance for an amount of at least \$20,000,000 in respect of any single event or accident and unlimited in the aggregate and MRL's liability for death, personal injuries and the loss, damage or destruction of any property arising out of or in consequence of the Works or acts or omissions by MRL under or pursuant to this Deed. .
- (b) MRL must ensure that it and any of its Contractors (and any Related Body Corporates accessing the Miscellaneous Licences and Proposed Reserve in connection with the Permitted Use) effect and maintain employers' indemnity insurance including workers' compensation insurance. Such cover must:
 - (i) be in respect of liability for death of or injury to persons employed including liability by statute and at common law; and
 - (ii) be maintained while any work under this Deed remains to be done; and
 - (iii) include a principal's indemnity extension for *Workers' Compensation and Injury Management Act 1981 (WA)* benefits and common law liability of at least \$20,000,000 (or such other agreed amount).
- (c) The policies of insurance referred to in clauses 14(a) and 14(b) must be taken out and be effective from the Execution Date until the termination of this Deed under clause 17.
- (d) All insurance referred to in this clause 14 which is required to cover the Shire and MRL must cover their respective employees, agents and consultants.
- (e) In relation to any insurance which MRL is required to take out:
 - (i) MRL must ensure that the policy of insurance is taken out with a reputable and solvent insurer carrying on business in Australia which is authorised by the Australian Prudential Regulation Authority;
 - (ii) MRL must not intentionally do or permit anything which prejudices that insurance;

- (iii) MRL must promptly rectify anything which might prejudice that insurance and reinstate it or require it be reinstated if it lapses;
- (iv) MRL must notify the Shire immediately if:
 - (A) an event occurs which gives rise or is reasonably likely to give rise to a claim by MRL or any third party in connection with the MRL's Works, or this Deed; or
 - (B) any policy is cancelled or there is a threat to cancel a policy; or
 - (C) any event occurs which results in or could result in a policy of insurance being invalidated or otherwise becoming unenforceable; and
- (v) MRL must, if requested by the Shire at any time, promptly provide a certificate of currency of any policy taken out or required to be taken out under this Deed.

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15. GST

- (a) Words in this clause have the same meaning as in the *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* unless the context makes it clear that another meaning is intended.
- (b) If a Party is a member of a GST group, references to GST which the Party must pay and to input tax credits to which the Party is entitled include GST which the representative member of the GST group must pay and input tax credits to which the representative member is entitled.
- (c) A recipient of a taxable supply under or in connection with this deed must pay to the supplier, in addition to the consideration for the taxable supply, an amount equal to any GST paid or payable by the supplier in respect of the taxable supply.
- (d) The recipient must make that payment to the supplier as and when the consideration or part of it is provided, except that the recipient need not pay unless the recipient has received a tax invoice (or an adjustment note) for that taxable supply.
- (e) Where a supplier incurs a cost or expense for which it may be reimbursed by, or indemnified against, or claim against or set-off against the other Party under this deed, the amount to be paid or credited is the cost or expense (reduced by the input tax credit that the supplier is entitled to claim in respect of that cost or expense) plus the amount in respect of GST payable by the recipient under paragraph (c).
- (f) If a payment under an indemnity gives rise to a liability to pay GST, the payer must pay, and indemnify the payee against, the amount of that GST.
- (g) This clause 15 is a continuing obligation and survives termination or expiration of this Deed.

16. DEFAULT AND SUSPENSION

- (a) If an Event of Default occurs, either Party may issue the other Party with a notice (**Default Notice**):
 - (i) specifying that it is a notice issued under the provisions of this clause 16;
 - (ii) specifying the alleged breach; and
 - (iii) requiring the Defaulting Party to remedy the breach within 30 days of the date of the Default Notice,but not may not exercise or purport to exercise any right of termination for that default except after following the procedure set out in clause 19.
- (b) Subject to clause 12(c), if the Defaulting Party fails to remedy the breach as required by clause 16(a) within the period of 30 days from the date of the Default Notice, or such other time agreed by the Parties, and has not issued a notice of dispute in accordance with clause 16(a), then the other Party may (without prejudice to any of its other rights or remedies under this Deed), within a reasonable time exercise all or any of the following powers:

- (i) give written notice to the Defaulting Party electing wholly or partly to suspend the requirement to perform its own obligations under the Deed until the default has been remedied; and
 - (ii) give written notice of not less than forty (40) Business Days' notice to the Defaulting Party, electing to terminate this Deed.
- (c) If MRL is the Defaulting Party and fails to remedy the default, the Shire may engage other persons to complete the Works and the costs incurred by the Shire as a result will be a debt due and payable by MRL to the Shire. The Shire may call on the Secured Amount to the extent required.
- (d) If:
- (i) MRL goes into liquidation whether compulsory or voluntary (not being a voluntary liquidation for the purpose of amalgamation or reconstruction), or a receiver or manager is appointed; or
 - (ii) MRL calls a meeting of MRL's creditors or makes any composition or arrangement with or assignment for the benefit of its creditors, or suffers any execution under any legal process issued or levied on or against any of its goods or chattels; or
 - (iii) any execution or process is made against MRL which is deemed to be an act of bankruptcy, then, in any of these cases (but subject to the Bankruptcy Act 1966 and the Corporations Act 2001), then
- the Shire may, by Notice in writing given to MRL, without prejudice to any other powers, rights, authorities or remedies against MRL under this Deed or otherwise, terminate the Deed, but without releasing MRL from liability for any previous breach or failure to observe or perform any term or condition of this Deed.

17. TERMINATION

- (a) Subject to clause 17, this Deed remains in force unless:
- (i) either Party gives a Notice under clause 2 for failure of the Conditions Precedent;
 - (ii) the non-defaulting Party gives a Notice to terminate under clause 16;
 - (iii) both Parties agree in writing to terminate the Deed;
 - (iv) subject to completion of all works to the Shire's satisfaction under clause 18, 30 days after the date of expiration of a written Notice issued by MRL to the Shire stating MRL no longer requires to use the Realignment for the purposes of the Project and MRL wishes to terminate the Deed; or;
 - (v) a varied, extended or new Deed as agreed between the Parties with respect to the Realignment comes into effect.
- (b) The Parties agree that termination of the Deed under clause 17 is subject to completion of all works required under clause 18.
- (c) Termination of this Deed under any circumstances does not abrogate, impair, release or extinguish any debt, obligation or liability of the Parties which may have accrued under this Deed prior to termination;

- (d) All covenants and obligations made by a Party which are by their terms intended to operate after the termination of this Deed will not merge on the completion of the matters referred to, or contemplated by, this Deed but will survive that completion and termination;
- (e) Without limiting the clauses that will survive termination, MRL's Obligations as they relate to the security deposit and Secured Amount, and completion of all works required under clause 18 shall continue.
- (f) The Shire is not liable to pay any costs, damages of any form, or compensation to MRL or its Contractors, and has no liability to MRL and its Contractors whatsoever for, or connected with, the termination of this Deed (including by the Shire).
- (g) MRL and its Contractors may not seek a contribution or compensation from, or make any claim whatsoever against, the Shire for or in connection with the termination of this Deed.

18. STANDARD OF REALIGNMENT AT HANDOVER

- (a) Following a Notice to terminate under clause 17 (or other termination event):
 - (i) The Shire (or its Project Manager or other authorised person) will undertake, or cause to be undertaken, an inspection of the Realignment to determine whether the condition of the Realignment at termination is consistent with MRL having Maintained the Realignment during the Term in accordance with the Maintenance Standards and clause 11.
 - (ii) if, after inspection and taking into account any relevant report the Shire is of the view that the Realignment is in a state that is consistent with MRL having Maintained the Realignment during the Term in accordance with the Maintenance Standards and clause 11 up to the point of termination, the Shire may issue a Satisfaction Notice to MRL
 - (iii) If the Shire is of the view that the Realignment is not in a state that is consistent with MRL having Maintained the Realignment during the Term in accordance with the Maintenance Standards and clause 10 up to the point of termination, then the Shire may issue a Dissatisfaction Notice to MRL and the process set out in clause 8(e)(iv)to(v) of this Deed shall apply.

19. DISPUTE RESOLUTION

- (a) If a dispute between the parties arises in relation to this Deed, the affected Party may give the other Party a notice setting out the material particulars of the dispute.
- (b) The Parties must continue to comply with their obligations under this Deed despite the dispute unless the parties agree otherwise.
- (c) If a notice is given under clause 19(a), each Party shall appoint a person in writing with authority to negotiate and reach settlement of the dispute to be its representative.
- (d) The Parties' representatives shall personally meet at the Shire's offices (or at a venue to be agreed by the Parties in writing) within 21 days of the date on which the notice is received or as soon as reasonably practicable in the case of an emergency situation.
- (e) The Parties' representatives shall attempt to resolve the dispute in good faith and using their best endeavours at all times.

- (f) Where the Parties are unable to resolve the dispute within 30 days of seeking to resolve the dispute under clause 19(d)&(e), either Party may refer the dispute for determination by commercial arbitration under the *Commercial Arbitration Act 2012* (WA). In the event that the Parties disagree on the appointment of an arbitrator, the arbitrator shall be appointed by the President of the Institute of Arbitrators & Mediators Australia.
- (g) For the avoidance of doubt, nothing in this clause 19 shall be construed as limiting the rights of either Party to seek urgent injunctive orders from a court of competent jurisdiction to restrain the other Party from an ongoing or repetitive breach of this Deed where an order for damages would not be an adequate remedy.

20. FORCE MAJEURE EVENT

- (a) If MRL becomes, or is likely to become unable wholly or in part by a Force Majeure Event to comply with or carry out for some period, some or all of the MRL Obligations:

- (i) It must give the Shire prompt written Notice of:
 - A. detailed particulars of the Force Majeure Event; and
 - B. so far as is known, the probable extent and/or timing to which MRL will be unable to perform or will be delayed in performing the following:
- (ii) the relevant MRL Obligations so far as it is affected by the Force Majeure Event, including advice of estimated duration of suspension caused by the Force Majeure Event;
 - (iv) MRL must use all reasonable efforts to overcome, remove or mitigate the effects of, the Force Majeure Event as quickly as possible; and
 - (v) subject to compliance by MRL with this clause 20:
 - A. MRL will not be deemed to be in breach of this Deed; and
 - B. the Shire acknowledges that MRL is not liable for any damage, loss, claim, cost, expense or other liability in relation to the Realignment (including in respect of repair costs to restore the Realignment to a safe condition for public use)

to the extent that the Force Majeure Event prevented, impeded or delayed MRL in undertaking what would otherwise have been, but for this clause 20, MRL Obligations.

- (b) For Significant Weather Events, in the event that a severe storm, cyclone or flood has the potential to be declared as an eligible event under the Disaster Recovery Funding Arrangements-WA, and that event causes significant damage to all or part of the Realignment or other road, the Shire may, depending on the severity of damage:

- (i) give Notice (through published Road Condition Reports or other Notices) that all or part of the Realignment and/or other roads have been closed to traffic or closed to certain classes of vehicle;
 - (ii) arrange for a formal flood damage inspection pick-up of the Realignment and affected roads;
 - (iii) arrange for emergency works using either Shire resources or contractors; and
 - (iv) once the emergency works have been completed, open the Realignment and roads for use by authorised vehicles.
- (c) MRL may give Notice to the Shire that it wishes to effect temporary repairs to the Realignment and roads so that operations as a RAV rated haul route can continue. In these circumstances, the MRL must:
- (i) provide photographs of the damaged section of the roads which comply with DFES requirements in relation to embedded data such as SLK and date information;
 - (ii) provide details of the damage and the effect on trafficability;
 - (iii) provide details as to how MRL proposes to deal with the damage;
 - (iv) undertake temporary repairs which may be subject to inspection by the Shire prior to the road being opened to traffic; and
 - (v) provide photographs of the repaired section of the roads which were damaged which comply with DFES requirements in relation to embedded data such as SLK and date information.
- (d) MRL acknowledges that the cost of temporary works undertaken under sub-clause (c) is not reimbursable under the WA Disaster Funding arrangements and that the cost of these works is to be borne by MRL.
- (e) Following the declaration of a Significant Weather Event, the Shire will arrange for permanent repairs to the Realignment or parts of the Realignment when flood damage claims have been approved through the DFES. MRL acknowledges that the time frame for approvals and completion of permanent repairs may extend over 12 to 18 months.
- (f) MRL may give Notice to the Shire that it wishes to effect permanent repairs to a Realignment or parts of the Realignment following a Significant Weather Event. In these circumstances, the MRL must:
- (i) provide details of the damage and the effect on trafficability; and
 - (ii) provide details as to how MRL proposes to deal with the damage.
- (g) Where the Shire disagrees with MRL's proposals as to how MRL will deal with permanent repairs under sub-clause (f), the parties are to confer in good faith to arrive at a mutually agreeable outcome. Should the parties fail to come to a satisfactory resolution, the Dispute provisions at clause 19 will apply.

- (h) MRL acknowledges that the cost of permanent works undertaken under sub-clause (e) and (f) is not reimbursable under the WA Disaster Funding arrangements and that the cost of these works is to be borne by MRL.

21. CONFIDENTIALITY

- (a) Subject to clause 21(b), any information provided by one Party (**Disclosing Party**) to the other (**Recipient**) in connection with matters the subject of this Deed are to be kept confidential and not disclosed to any third party.
- (b) This Deed and matters in connection with this Deed may be disclosed by a Party, to the extent that the disclosure is:
- (i) as authorised in writing by the Disclosing Party; or
 - (ii) to the extent that the confidential information is public knowledge (other than because of a breach of this clause by the recipient); or
 - (iii) as required by any law, stock exchange, judicial or parliamentary body or governmental agency including, without limitation, disclosure in response to parliamentary questions and ministerial inquiries; or
 - (iv) when appropriate (and only to the extent appropriate) to the Recipient's professional advisers, and the Recipient must ensure that such professional advisers are bound by the confidentiality obligations imposed on the recipient under this clause 21.
- (c) MRL acknowledges that:
- (i) this Deed; and
 - (ii) information held or compiled by MRL in relation to this Deed and provided to the Shire,
- are subject to the Freedom of Information Act 1992.

22. NOTICES

- (a) A notice, approval, consent, demand, certification, process or other communication (**Notice**) relating to this Deed must be in writing in English and may be given by an agent or solicitor of the sender.
- (b) In addition to any other lawful means, a Notice may be given under this Deed by being:
- (i) personally delivered to the recipient at the current address for Notices;
 - (ii) left at the recipient's current address for Notices;
 - (iii) sent to the recipient's current address for Notices by pre-paid ordinary mail or, if the address is outside Australia, by pre-paid airmail; or
 - (iv) emailed to the email address last notified by the recipient.
- (c) The particulars for delivery of Notices are:

Name: **Mineral Resources Limited**

Address: 20 Walters Drive, Osborne Park, WA 6017

Email:

For the attention of:

Name: **Shire of Ashburton**

Attention: Kenn Donohoe, Chief Executive Officer

Address: Lot 246, Poinciana Street, Tom Price, Western Australia 6751

Telephone: (08) 9188 4457

Email: ceo@ashburton.wa.gov.au

- (d) A Notice is given if posted:
 - (i) within Australia to an Australian address, five (5) Business Days after posting; or
 - (ii) in any other case, ten (10) Business Days after posting.
- (e) If a Notice is emailed, a delivery confirmation report received by the sender, which records the time that the email was delivered to the recipient's last notified email address is prima facie evidence of its receipt by the recipient, unless the sender receives a delivery failure notification, indicating that the electronic mail has not been delivered to the recipient.
- (f) If a Notice is given:
 - (i) after 5.00 pm in the place of receipt; or
 - (ii) on a day which is a Saturday, Sunday or bank or public holiday in the place of receipt;
 - (iii) it is taken as having been given at 9.00 am on the next day which is not a Saturday, Sunday or bank or public holiday in that place.
- (g) Any Party may change its details for receipt of Notices at any time by giving written notice of such change to each other Party in accordance with this clause.

23. SHIRE DISCRETION NOT FETTERED

- (a) Nothing in this Deed is to fetter, or is to be construed as an attempt to fetter, the discretion or the powers of the Shire under any Law.
- (b) MRL acknowledges that the Shire has powers under s.141 of the *Road Traffic (Administration) Act 2008 (WA)* and s.3.50 and s.3.50A of the *Local Government Act 1995 (WA)* to wholly or partially close the Onslow-Peedamula Road (including the Realignment) or any other local government road.
- (c) The Shire, acting reasonably, reserves its rights under statute to restrict access to, or close all or any part of the Onslow-Peedamula Road (including the Realignment) for so long as it considers necessary, provided that the Shire will use its best endeavours to:
 - (i) seek to provide MRL with as much advance notice as reasonably practicable; and
 - (ii) seek to minimise any period of restriction or closure of the Onslow-Peedamula Road (including the Realignment) by the Shire.
- (d) Road closures may be authorised or directed by other agencies to support safety or other issues and the Shire will inform MRL when it becomes aware of such instances.

- (e) The Shire will not be liable to pay any costs, damages or compensation to MRL or its Personnel or Contractors, for, arising from, or incidental to, the Shire exercising any of its rights pursuant to this Deed or at Law. MRL and its Personnel and Contractors may not make a claim against the Shire for, arising from, or incidental to, the Shire's exercise of its rights under this Deed or any Law.

24. OTHER VEHICLES OR TRAFFIC

- (a) If a Third Party and/or a significant addition to estimated or quantified current road usage generates, or proposes to operate or generate traffic over part or all of the Realignment using a standard trailer configuration, RAV, PBS, road train or other vehicle that is sufficiently heavy or in quantities to (in the opinion of the Shire) cause damage recoverable under section 132 of the *Road Traffic (Administration) Act 2008* the Shire may engage with the other entity to identify and mitigate the risks of damage to the roads subject to this Deed caused by the additional traffic. Shire actions may (but the Shire has legal obligation to) include some or all and not limited to the below actions:
 - (i) inform MRL of the expected additional traffic increases; and
 - (ii) review the appropriateness of and/or take action against the other party under section 132 of the *Road Traffic (Administration) Act 2008* to recover the cost of repairing any damage to the Realignment that is caused by such vehicles or traffic that are operated or generated by the other party, unless the other party enters into an agreement of a kind referred to in sub-clause (b).
- (b) MRL may seek to enter into an agreement with the other entity, that may include (amongst other things) a contribution payment to MRL

25. AMENDMENTS

This Deed may only be varied by a document signed by or on behalf of each Party.

26. COUNTERPARTS

This Deed may be executed in any number of counterparts. All counterparts will be taken to constitute one instrument.

27. ASSIGNMENT

- (a) MRL cannot transfer any of its rights or obligations under this Deed without the written consent of the Shire, which may not be unreasonably delayed or refused and which must be given where the assignee is of good repute, of sufficient means to discharge the obligations under this Deed of the assignor and executes a deed of assignment and assumption in a form reasonably required by the non-assigning party.
- (b) The Shire may novate or assign all its rights and obligations under this Deed to another department, agency or statutory authority of the State of Western Australia or its government if it becomes necessary or appropriate to do so as a result of any restructure or re-allocation of responsibilities within the government of Western Australia.

28. SEVERABILITY

Any provision of this Deed that is illegal, void or unenforceable will be ineffective to the extent of its illegality, voidness or unenforceability and will not invalidate the remaining provisions.

29. CAPACITY IN WHICH MRL CONTRACTS

- (a) The Parties acknowledge that MRL may conduct the Works referred to in this Deed itself or through one or more Related Body Corporate and that it enters into this Deed for itself and any such Related Body Corporate.
- (b) If one or more Related Body Corporate undertakes the Works, MRL agrees that:
 - (i) conducting the Works through the Related Body Corporate in no way relieves MRL from its liabilities or obligations under this Deed.
 - (ii) MRL is liable to the Shire for the acts, omissions, defaults and neglects of any Related Body Corporate or its Personnel while undertaking the Works as if they were the acts, omissions, defaults or neglects of MRL or its Personnel; and
 - (iii) If during the term, the Shire requests that MRL provide evidence that any person accessing the Proposed Reserve is authorised by MRL in accordance with this Deed, MRL must promptly provide the Shire reasonable evidence verifying this.

30. COSTS AND EXPENSES

- (a) MRL is responsible for and must pay all costs and expenses for or incidental to:
 - (i) the performance of the MRL Obligations. MRL is not entitled to seek or claim from the Shire any costs or contribution for the performance of the MRL Obligations;
 - (ii) the Realignment, including all engineering, design, and construction costs and costs to gazette the new road section and to close the existing reserve; and
 - (iii) the Other Road Closures and associated activities; and
 - (iv) all Maintenance of the Realignment under the Deed.
- (b) MRL is responsible for and must pay to the Shire on demand all costs and expenses incurred by the Shire for or incidental to:
 - (i) the Shire's legal costs and disbursements of and incidental to instructions for the review, drafting, preparation, negotiation and execution of this Deed, and each other instrument required to be prepared and executed associated with this Deed;
 - (ii) the Realignment, including all costs to gazette the new road section and to close the existing reserve;
 - (iii) the Other Road Closures and associated activities;
 - (iv) the Shire's performance or discharge of any of the Maintenance or other MRL Obligations under this Deed; and

- (v) the Shire's enforcement of the Deed or any breach of the MRL Obligations.

31. WAIVER

- (a) A waiver by a Party under this Deed must be in writing.
- (b) A waiver of one breach of any term or condition in this Deed shall not be a waiver of any other breach of this Deed.

32. ENTIRE AGREEMENT

This Deed:

- (a) embodies the entire understanding of the Parties and contains all the terms agreed on between the Parties; and
- (b) supersedes any earlier agreement between the Parties.

33. GOVERNING LAW

This Deed will be construed and interpreted in accordance with the laws of Western Australia and the Parties agree to submit to the jurisdiction of the courts of that State and of courts competent to hear appeals therefrom.

DRAFT

- Annexure 1 – Haul Road
- Annexure 2 – Realignment Plan
- Annexure 3 – Road Closure Plan
- Annexure 4 – Maintenance Standards
- Annexure 5 – Design Criteria

DRAFT

EXECUTED AS A DEED

THE COMMON SEAL of the)
SHIRE OF ASHBURTON)
was hereunto affixed pursuant)
to a resolution of the Shire)
in the presence of:)

.....
Shire President - Signature

.....
Chief Executive Officer – Signature

.....
Shire President – Full Name

.....
Chief Executive Officer – Full Name

Executed by **MINERAL RESOURCES**
LIMITED (ACN 118 549 910) pursuant)
to section 127 Corporations Act 2001)
in the presence of:)
)

Signature of Director

Signature of Director / Secretary

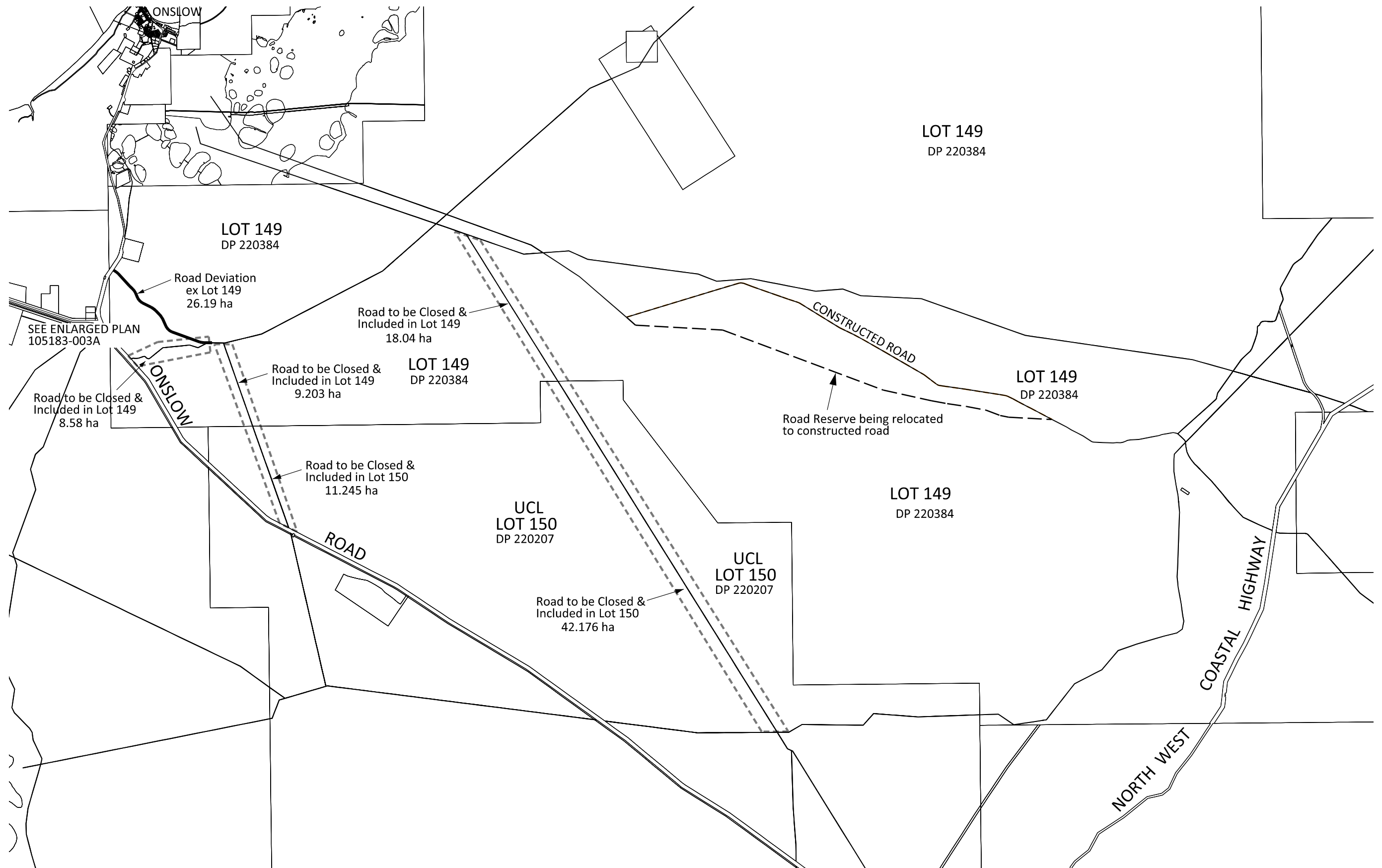
Full Name of Director

Full Name of Director / Secretary



Agenda Item 13.2 - Attachment 5

Map of roads to be closed



<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:5%;">No.</td> <td style="width:15%;">Description</td> <td style="width:5%;">Design</td> <td style="width:5%;">Date</td> <td style="width:5%;">Checked</td> </tr> <tr> <td>A</td> <td>Initial Issue</td> <td>RJR</td> <td>13/10/2022</td> <td>RJR</td> </tr> </table>	No.	Description	Design	Date	Checked	A	Initial Issue	RJR	13/10/2022	RJR	<p>SCALE - 1:175,000 @ A3</p> <p>2000 0 8000</p> <p>ALL DISTANCES ARE IN METRES</p> <p>For a true to scale reproduction of this plan, plot it to A3 with the Paging Scaling set to None.</p>			<p>AREAS APPROXIMATE AND SUBJECT TO SURVEY</p> <p>EXTENTS OF ROAD RESERVES TO CLOSE</p>	<p>OPTION 2 - ROAD RESERVE MOVED TO CONSTRUCTED ROAD</p> <p>ROAD RESERVE DEVIATION AND CLOSURES</p> <p>PEEDAMULLA AND TALANDJI</p>
No.	Description	Design	Date	Checked											
A	Initial Issue	RJR	13/10/2022	RJR											
<p>The contents of this plan are current and correct as of the date stated within the revision panel. All consultants and persons relying on this data should satisfy themselves of this plan's currency by contacting the Mullen Nolan Group.</p>		<p>FILES mapCOGO- Control Register- File Name- 105183mp-004a.dwg</p>		<p>MC MULLEN NOLAN GROUP Level 1, 2 Sabre Crescent Jandakot, W.A. 6164 PO Box 3526, Success W.A. 6984, Australia Offices in: Broome, Bunbury, Kununurra, Newman, Onslow, Port Hedland</p> <p>Tel: (08) 6436 1599 Fax: (08) 6436 1500 info@mngsurvey.com.au www.mngsurvey.com.au ABN 90 009 363 311</p>	<p>CLIENT: MINERAL RESOURCES</p> <p>Project Mng: Robert RHODES Datum: MGA94 Z50</p> <p>105183- 004 -A</p> <p>Job Plan Version</p>										



Agenda Item 13.2 - Attachment 6

Constructed Onslow-Peedamulla Road and Road Reserve
Map

