

Ordinary Meeting of Council

Tom Price



PUBLIC ATTACHMENTS

20 April 2021

Clem Thompson Sports Pavilion, Stadium Road
Tom Price

1.00 pm



The Shire of Ashburton 10 year Strategic Community Plan (2017-2027) provides focus, direction and represents the hopes and aspirations of the Shire.

Our Vision

We will embrace our unique Pilbara environment and lifestyle through the development of vibrant, connected and active communities that have access to quality services, exceptional amenities and economic vitality.



STRATEGIC DIRECTIONS

1. Vibrant and Active Communities
2. Economic Prosperity
3. Unique Heritage and Environment
4. Quality Services and Infrastructure
5. Inspiring Governance



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

UNCONFIRMED PUBLIC MINUTES – ORDINARY MEETING OF COUNCIL
16 MARCH 2021



**SHIRE OF ASHBURTON
UNCONFIRMED PUBLIC MINUTES**

**Onslow Sports Club, Third Avenue
Onslow**

16 March 2021

1.00 pm

UNCONFIRMED PUBLIC MINUTES – ORDINARY MEETING OF COUNCIL
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SHIRE OF ASHBURTON

ORDINARY MEETING OF COUNCIL

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

Mr Kenn Donohoe
Chief Executive Officer

Date: 16.03.2021

These minutes were confirmed by Council as a true and correct record of proceedings of the Ordinary Meeting of Council on the 16 March 2021.

Presiding Member: _____

Date: _____

DISCLAIMER

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

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4. QUESTION TIME

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
Nil

4.2 PUBLIC QUESTION TIME
There were no questions from the public for this meeting.

5. APPLICATIONS FOR LEAVE OF ABSENCE

Council Decision

MOVED: Cr D Diver

SECONDED: Cr L Rumble

That Council approve the written request for Approved Leave of Absence for Cr de Pledge for the Ordinary Meeting of Council to be held 20 April 2021; and

Council approve the written request for Approved Leave of Absence for Cr Dias for the Ordinary Meetings of Council to be held 18 May 2021, 17 August 2021 and 21 September 2021.

CARRIED 7/0

6. DECLARATION BY MEMBERS

6.1 DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA

All Councillors noted that they had given due consideration to all matters contained in the Agenda presently before the meeting.

6.2 DECLARATIONS OF INTEREST

Councillors to Note

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

- (a) In a written notice given to the Chief Executive Officer before the Meeting; or,
- (15) At the Meeting, immediately before the matter is discussed.

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

- (a) Preside at the part of the Meeting, relating to the matter; or,
- (b) Participate in or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

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NOTES ON DECLARING INTERESTS (FOR YOUR GUIDANCE)

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

These notes are included in each agenda for the time being so that Councillors may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measured in money terms. There are exceptions in the *Local Government Act 1995* but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc.), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
5. As stated in 6.2(b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **MUST** be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The **only** exceptions are:
 - 6.1 Where the Councillor discloses the **extent** of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the *Local Government Act 1995*; or
 - 6.2 Where the Minister allows the Councillor to participate under s.5.69 (3) of the *Local Government Act 1995*, with or without conditions.

Declarations of Interest provided:

Item Number/ Name	Type of Interest	Nature/Extent of Interest
11.2 PROGRESS OF IMPLEMENTATION OF COUNCIL DECISIONS FOR FEBRUARY 2021		
Cr Diver	Impartiality	The nature of my interest I am the resident of 626 Kiah Street Tom Price. The extent of my interest is Neo West has obtained building permits for 626 Kiah Street on behalf of Rio Tinto for refurbishment of this property.
12.4 HIRE FEES AND CHARGES OF FACILITIES		
Cr Dias	Indirect Financial	The nature of my interest is I am the secretary of the Paraburdoo Lifestyle Centre. The extent of my interest is Impartiality.

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14.1 COMMUNITY INFRASTRUCTURE AND SERVICES PARTNERSHIP -UNDERSPEND		
Cr Diver	Indirect Financial	The nature of my interest is I am employed by Rio Tinto. The extent of my interest is I receive a salary and housing subsidies (water / power) as part of my salary package.
Cr Dias	Financial	The nature of my interest is my wife is a Pilbara Iron employee and we both own shares in Rio Tinto Ltd Individually and collectively. Our primary residence is a house provided by Rio Tinto. We are potential recipients of all the benefits and gifts offered to employees and/or shareholders.
Cr Rumble	Financial	The nature of my interest is I have shares that are part of my retirement plan. The extent of my interest is I have shares in value greater than \$10,000. Holding shares past twenty years, they change each year.
Cr Lynch	Indirect Financial	The nature of my interest is I am an employee and tenant of Rio Tinto. The extent of my interest is I am paid a salary by Pilbara Iron.
15.1 TOM PRICE SKATE PARK UPGRADES		
Cr Lynch	Indirect Financial	The nature of my interest is I am an employee and tenant of Rio Tinto. The extent of my interest is I am paid a salary by Pilbara Iron.
Cr Diver	Indirect Financial	The nature of my interest is I am employed by Rio Tinto. The extent of my interest is I receive a salary, I also receive subsidised utilities (water / power) and rent as part of my salary package.
Cr Rumble	Financial	The nature of my interest is I am a shareholder with Rio Tinto. The extent of my interest is I have shares in value greater than \$10,000.

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15.1 TOM PRICE SKATE PARK UPGRADES		
Cr Foster Cr Foster did not attend this meeting.	Indirect Financial	The nature of my interest is my partner works for Rio Tinto and as a family we live in a Rio Tinto house paying subsidised rent and utilities.
Cr Dias	Financial	The nature of my interest is my wife is a Pilbara Iron employee and we both own shares in Rio Tinto Ltd Individually and collectively. Our primary residence is a house provided by Rio Tinto. We are potential recipients of all the benefits and gifts offered to employees and/or shareholders.
18.1 2020/21 ANNUAL BUDGET REVIEW		
Cr Diver	Indirect Financial	The nature of my interest is I am employed by Rio Tinto. The extent of my interest is I receive a salary, I also receive subsidised utilities (water / power) and rent as part of my salary package.
Cr Dias	Financial	The nature of my interest is my wife is a Pilbara Iron employee and we both own shares in Rio Tinto Ltd Individually and collectively. Our primary residence is a house provided by Rio Tinto. We are potential recipients of all the benefits and gifts offered to employees and/or shareholders.
Cr Rumble	Financial	The nature of my interest is I am a shareholder with Rio Tinto. The extent of my interest is I have shares in value greater than \$10,000.
Cr Lynch	Indirect Financial	The nature of my interest is I am an employee and tenant of Rio Tinto. The extent of my interest is I am paid a salary by Pilbara Iron.

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19.1 CONFIDENTIAL ITEM – A1054, ONSLOW		
Cr White	Impartiality	The nature of my interest is Impartiality The extent of my interest is a close friend.
19.2 CONFIDENTIAL ITEM – MT BROCKMAN ROAD		
Cr Lynch	Indirect Financial	The nature of my interest is I am an employee and tenant of Rio Tinto. The extent of my interest is I am paid a salary by Pilbara Iron.
Cr Diver	Indirect Financial	The nature of my interest is I am employed by Rio Tinto. The extent of my interest is I receive a salary, I also receive subsidised utilities (water / power) and rent as part of my salary package.
Cr Foster Cr Foster did not attend this meeting	Indirect Financial	The nature of my interest is my partner works for Rio Tinto and as a family we live in a Rio Tinto house paying subsidised rent and utilities.
Cr Dias	Financial	The nature of my interest is my wife is a Pilbara Iron employee and we both own shares in Rio Tinto Ltd Individually and collectively. Our primary residence is a house provided by Rio Tinto. We are potential recipients of all the benefits and gifts offered to employees and/or shareholders.
Cr Rumble	Financial	The nature of my interest is I am a shareholder with Rio Tinto. The extent of my interest is I have shares in value greater than \$10,000.
19.3 SENIOR EMPLOYEE DESIGNATION AND DIRECTORATE CHANGES		
Adam Majid	Financial	The nature of interest is I have an employment contact with the Shire therefore my interest is financial. The extent of my interest is an employment contract with the Shire.
Nathan Cain	Financial	The nature of interest is I have an employment contact with the Shire therefore my interest is financial. The extent of my interest is an employment contract with the Shire.

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Dear Mr Donohoe,

I refer to your correspondence dated 10 March 2021 and advise that, in accordance with authority delegated by the Minister for Local Government, the acting Executive Director – Local Government has approved your application, under section 5.69(3) of the Local Government Act 1995 (the Act).

15.1 TOM PRICE SKATE PARK UPGRADES

The Department notes that at least two (2) of the disclosing Councillors are required to achieve a quorum. Accordingly, approval to participate is provided to the Councillors with the lowest level of declared interest, those being Cr Lynch and Cr Diver.

This approval allows the above members to fully participate in the discussion and decision making relating to the following item at the Shire's Ordinary Meeting of 16 March 2021:

Subject to the following conditions:

- 1. The approval is only valid for the 16 March 2021 Ordinary Council Meeting when agenda Items 15.1 is considered;*
- 2. The abovementioned Councillors must declare the nature and extent of their interests at the abovementioned meeting when the matter is considered, together with the approval provided;*
- 3. The CEO is to provide a copy of the Department's letter of approval to the abovementioned Councillors;*
- 4. The CEO is to ensure that the declarations, including the approval given and any conditions imposed, are recorded in the minutes of the abovementioned meeting, when the item is considered;*
- 5. The CEO is to provide a copy of the confirmed minutes of the abovementioned meeting to the Department, to allow the Department to verify compliance with the conditions of this approval; and*
- 6. The approval granted is based solely on the interests disclosed by the abovementioned Councillors, made in accordance with the application. Should other interests be identified, these interests will not be included in this approval and the financial interest provisions of the Act will apply.*

Approval two: 19.2 CONFIDENTIAL ITEM – MT BROCKMAN ROAD

The Department notes that at least two (2) of the disclosing Councillors are required to achieve a quorum. Accordingly, approval to participate is provided to the Councillors with the lowest level of declared interest, those being Cr Lynch and Cr Diver.

This approval allows the above members to fully participate in the discussion and decision making relating to the following item at the Shire's Ordinary Meeting of 16 March 2021:

to the following conditions:

- 1. The approval is only valid for the 16 March 2021 Ordinary Council Meeting when agenda items 19.2 is considered;*
- 2. The abovementioned Councillors must declare the nature and extent of their interests at the abovementioned meeting when the matter is considered, together with the approval provided;*
- 3. The CEO is to provide a copy of the Department's letter of approval to the abovementioned Councillors;*
- 4. The CEO is to ensure that the declarations, including the approval given and any conditions imposed, are recorded in the minutes of the abovementioned meeting, when the item is considered;*

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5. *The CEO is to provide a copy of the confirmed minutes of the abovementioned meeting to the Department, to allow the Department to verify compliance with the conditions of this approval; and*
6. *The approval granted is based solely on the interests disclosed by the abovementioned Councillors, made in accordance with the application. Should other interests be identified, these interests will not be included in this approval and the financial interest provisions of the Act will apply.*

Approval three: 18.1 2020/21 ANNUAL BUDGET REVIEW

I refer to your correspondence dated 15 March 2021 and advise that, in accordance with authority delegated by the Minister for Local Government, I have approved your application, under section 5.69(3) of the Local Government Act 1995 (the Act).

This approval allows Cr Diver, Cr Dias, Cr Rumble and Cr Lynch to fully participate in the discussion and decision making relating to the following item at the Shire's Ordinary Meeting of 16 March 2021:

to the following conditions :

1. *The approval is only valid for the 16 March 2021 Ordinary Council Meeting when agenda items 18.1 is considered;*
2. *The abovementioned Councillors must declare the nature and extent of their interests at the abovementioned meeting when the matter is considered, together with the approval provided;*
3. *The CEO is to provide a copy of the Department's letter of approval to the abovementioned Councillors;*
4. *The CEO is to ensure that the declarations, including the approval given and any conditions imposed, are recorded in the minutes of the abovementioned meeting, when the item is considered;*
5. *The CEO is to provide a copy of the confirmed minutes of the abovementioned meeting to the Department, to allow the Department to verify compliance with the conditions of this approval; and*
6. *The approval granted is based solely on the interests disclosed by the abovementioned Councillors, made in accordance with the application. Should other interests be identified, these interests will not be included in this approval and the financial interest provisions of the Act will apply.*

Should you require further information in relation to this matter, please contact Carmen Chia, Legislation Officer via the details provided above.

*Jodie Holbrook
A/Executive Director Local Government*

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7. ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS WITHOUT DISCUSSION

The Shire President passed on her congratulations to Cr Peter Foster on his successful State Election results for the Mining and Pastoral region of Legislative Council, he is now awaiting the final results and official announcement of outcome for the election.

8. PETITIONS / DEPUTATIONS / PRESENTATIONS

8.1 PETITIONS

There were no Petitions for this meeting.

8.2 DEPUTATIONS

There were no Deputations for this meeting.

8.3 PRESENTATIONS

There were no Presentations for this meeting.

9. CONFIRMATION OF MINUTES

9.0.1 UNCONFIRMED MINUTES ORDINARY MEETING OF COUNCIL HELD ON 16 FEBRUARY 2021 (ATTACHMENT 9.0.1)

Council Decision

MOVED: Cr L Rumble

SECONDED: Cr D Diver

That the Unconfirmed Minutes of the Ordinary Meeting of Council held 16 February 2021 as previously circulated on 18 February 2021 (ATTACHMENT 9.0.1) be confirmed as a true and accurate record.

CARRIED 7/0

9.1 RECEIPT OF COMMITTEE AND OTHER MINUTES

Council Decision

MOVED: Cr L Rumble

SECONDED: Cr D Diver

9.1.0 UNCONFIRMED MINUTES OF THE AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD ON 16 FEBRUARY 2021 (ATTACHMENT 9.1.0)

That the Unconfirmed Minutes of the Audit and Risk Management Committee meeting held 16 February 2021 as previously circulated on 18 February 2021 (ATTACHMENT 9.1.0) be confirmed as a true and accurate record; and

9.1.1 MINUTES OF THE PILBARA COUNTRY ZONE MEETING HELD 22 FEBRUARY 2021

That the Minutes of the Pilbara Country Zone meeting held 22 February 2021 (ATTACHMENT 9.1.1) be received.

CARRIED 7/0

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9.2 RECEIPT OF COMMITTEE MINUTES – ‘EN BLOC’

There were no Committee Minutes carried En Bloc for this meeting.

9.3 RECOMMENDATIONS OF COMMITTEE

9.3.1 INTERNAL AUDIT – YEAR ENDED 30 JUNE 2021

FILE REFERENCE:	GR01
AUTHOR’S NAME AND POSITION:	Janelle Fell Acting Director Corporate Services
AUTHORISING OFFICER AND POSITION:	Kenn Donohoe Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	1 March 2021
DISCLOSURE OF FINANCIAL INTEREST:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal
PREVIOUS MEETING REFERENCE:	Item 7.1 (Minute No. 132/2020) – Audit and Risk Management Committee Meeting 8 September 2020 (carried En Bloc under 9.3.2 - Ordinary Meeting of Council 8 September 2020)

Summary

Moore Australia has completed an internal audit that focused on matters identified in the 2019 Financial Management Review, procurement systems and controls, risk management practices, grants application, payments and acquittals, and records management compliance. The Internal Audit Report is presented for Council’s consideration.

Background

In an effort to improve the effectiveness of its risk management, governance and control processes, Councillors endorsed the Audit and Risk Management Committee’s role in preparing a three year internal audit plan at the September 2020 Ordinary Meeting of Council. Further, Council acknowledged the Chief Executive Officer was undertaking an internal audit on key areas of concern in accordance with the Chief Executives obligations for the Financial Management Regulations 1996 as amended for the year ended 30 June 2021 was to focus on the following areas:

- Identified matters in the 2019 Financial Management Review;
- Procurement systems and controls;
- Risk management practices;
- Grants applications, payments and acquittals; and
- Records management compliance with regulations and systems review.

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Comment

Moore Australia were engaged to undertake an internal audit in accordance with the Institute of Internal Auditors 'International Standards for the Professional Practice of Internal Auditing' as contained in the 'International Professional Practices Framework', with the following objectives:

- Examine and evaluate actions implemented in response to matters identified in the 2019 FMR review;
- Review the appropriateness and effectiveness of internal controls pertaining to processes key to procurement activities, including credit card expenditure and tenders in accordance with statutory requirements;
- Determine the compliance, efficiency, and effectiveness of the risk management framework with legislative compliance requirements and its consideration of better practice principles;
- Review the appropriateness and effectiveness of systems and internal controls pertaining to management of grants;
- Assess the systems for records capture and retrieval, retention and disposal, risk of loss of vital information, and to identify potential improvements.

Moore Australia summarised the findings in the following table. Further details can be found in the Ashburton Internal Audit Report 2020-21.

Summary of Findings				
Review Area:	High	Medium	Minor	Total
Identified Matters – 2019 FMR	-	3	-	3
Procurement Systems and Controls	12	12	-	24
Risk Management Practices	4	9	5	18
Grants Management	-	6	5	11
Records Management	7	7	-	14

ATTACHMENT 9.3.1

Specific training to assist the Shire in following best practice principles and processes focusing on procurement systems and controls is to be delivered in early 2021. A further report will be provided to the Audit and Risk Management Committee in June 2021 to update Council on progress of addressing the Recommendations.

Consultation

Executive Leadership Team
Moore Australia

Statutory Environment

Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* requires the CEO to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly and report to the local government the result of those reviews.

Internal Auditor reports functionally to the Audit and Risk Management Committee and administratively to the CEO. In accordance with section 5.41 of the *Local Government Act 1995*, the CEO is responsible for the day-to-day management of council activities, which implicitly includes the internal audit function.

Regulation 17 of the *Local Government (Audit) Regulations 1996* requires the CEO to conduct bi-annual reviews of the appropriateness and effectiveness of a Local Governments systems and

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procedures in relation to risk management, legislative compliance and internal control. Internal auditing is an essential function in meeting the requirements of this regulation.

Financial Implications

Estimated costs for the three-year scope of work is ~\$77,000 plus GST based on experience of other local governments. Annual budgets are adequately provisioned for engagement of consultants for these services.

Strategic Implications

Shire of Ashburton 10 Year Strategic Community Plan 2017-2027 (Desktop Review 2019)

Goal 05 Inspiring Governance
Objective 3 Council leadership

Risk Management

Risk has been assessed on the basis of the Officers Recommendation.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan
Adequate Internal Controls, risk management and legislative compliance not in place	Possible (3)	Moderate (3)	Moderate (9)	Compliance – short term non-compliance but with significant regulatory requirements imposed	Internal Audit Plan 2020 – 2023 with regular update to Audit and Risk Management Committee

The following Risk Matrix has been applied.

Risk Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

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

Policy Implications

There are no known policy implications for this matter.

Voting Requirement

Simple Majority Required

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Committee Decision

MINUTE: 20/2021

MOVED: Cr D Diver

SECONDED: Cr M Lynch

That with respect to the Internal Audit – Year Ended 30 June 2021, Council:

- 1. Acknowledge the contents of the Draft Internal Audit Report dated 15 February 2021, ATTACHMENT 9.3.1;**
- 2. Acknowledge the specific training to be delivered by Moore Australia to assist Shire Administration in following best practice principles and processes focusing on procurement systems and controls in early 2021; and**
- 3. Request the Chief Executive Officer to prepare a report updating the committee on progress of the recommendations identified within the report for the June 2021 Audit and Risk Management Committee meeting.**

CARRIED 7/0

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9.3.2 LOCAL GOVERNMENT COMPLIANCE AUDIT RETURN 2020

FILE REFERENCE:	GV32
AUTHOR'S NAME AND POSITION:	Danielle Hurstfield Manager Governance
AUTHORISING OFFICER AND POSITION:	Kenn Donohoe Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	24 March 2021
DISCLOSURE OF FINANCIAL INTEREST:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal
PREVIOUS MEETING REFERENCE:	Agenda Item 7.1 (Minute No. 22/2020) Ordinary Meeting of Council 10 March 2020

Summary

The Audit Committee is requested to consider the results of the Compliance Audit Return (CAR) for the 2020 calendar year and recommend its adoption by Council prior to being submitted to the Department of Local Government, Sport and Cultural Industries (DLGSC).

Background

The 2020 CAR was made available to Local government authorities by DLGSC via its centralised portal in January 2021. The structure of the CAR is similar to previous years with a focus on areas of compliance considered high risk. In accordance with the *Local Government Act 1995* and *Local Government (Audit) Regulations 1996* a Local government is required to complete an annual CAR for the period 1 January to 31 December each year. The CAR is to be forwarded to the DLGSC by 31 March each year after consideration by the Audit and Risk Committee and adopted by Council. The aim of the CAR is to build good governance by promoting and enforcing compliance and encouraging all local governments to move beyond minimum compliance through continuous improvement.

The CAR contains the following compliance categories:

- Commercial Enterprises by Local Governments
- Delegation of Power/Duty Disclosure of Interest
- Disposal of Property
- Elections
- Finance
- Integrated Planning and Reporting
- Local Government Employees
- Official Conduct
- Tenders for Providing Goods and Services

Comment

The period examined by this audit is 1 January to 31 December 2020 and the completed return is required to be:

1. Reviewed by the Audit and Risk Committee;
2. Considered and adopted by Council;
3. Certified by the President and Chief Executive Officer following Council adoption; and

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4. Submitted together with a copy of the Council Minutes to the Department by 31 March 2021.

The DLGSC continues to focus on high risk areas of compliance and statutory reporting as prescribed in Regulation 13 of the *Local Government (Audit) Regulations 1996*. The CAR for the period 1 January to 31 December 2020 comprises a total of 102 questions, down from 104 questions the previous year. Council achieved 97/102 (95%). The key focus areas covered in the CAR and a summary of our audit are as follows:

1. Commercial Enterprises by Local Governments (5 compliance areas)
Compliance with all items.
2. Delegation of Power/Duty (13 compliance areas)
Keeping written records by persons exercising a delegated power or duty has been identified as an area for improvement. In September 2020 the Attain system was implemented with a review of the Delegated Authority Register. Further training will provide improvement in this area.
3. Disclosure of Interest (21 compliance areas)
Compliance with all items.
4. Disposal of Property (2 compliance areas)
Compliance with all items.
5. Elections (3 compliance areas)
Compliance with all items.
6. Finance (11 compliance areas)
Auditors Report was not received by 31 December 2020.
7. Integrated Planning and Reporting (3 compliance areas)
Compliance with all items.
8. Local Government Employees (6 compliance areas)
Compliance with all items.
9. Official Conduct (4 compliance areas)
Compliance with all items.
10. Optional Questions (10 compliance areas)
Two instances for improvement - a Policy for the Continuing Professional Development of Councillors was not adopted, however Councillors are undertaking mandatory training. Endorsement of a Policy will be achieved by April 2021. In addition, Balanced Accounts were not submitted to the auditor by 30 September 2020; the first draft of the 2019/20 Balanced Accounts was forwarded to Auditor's RSM on 9 October 2020.
11. Tenders for Providing Goods and Services (24 compliance areas)
The Shire did not have in place a compliant Regional Price Preference Policy for the entire reporting period. The policy was adopted on 10 November 2020.

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Consultation

A number of officers who have compliance responsibility relevant to the CAR were consulted. Source documents including minutes of meetings, declarations of interest, annual and primary returns, resolutions of Council, and public notices, were all utilised in evidencing the Shire's compliance with the requirements of the CAR. Guidance has been communicated by the DLGSC via government circulars and guidelines.

Chief Executive Officer
Manager Finance
Manager Human Resources
Manager Land and Asset Compliance
Senior Procurement Officer

Statutory Environment

Local Government (Audit) Regulations 1996

14. Compliance audits by local governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance Audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

15. Compliance audit return, certified copy of etc. to be given to Departmental CEO

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
 - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
 - (b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.

Financial Implications

There are no known financial implications for this matter.

Strategic Implications

Shire of Ashburton 10 Year Strategic Community Plan 2017-2027 (Desktop Review 2019)

Goal 05 Inspiring Governance
Objective 3 Council leadership

Desired outcome – Council effectively governing the Shire, demonstrating effective governance and town leadership.

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Risk Management

Risk has been assessed on the basis of the Officers Recommendation.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Legal and Compliance: The Compliance Audit Return This would result in non compliance with regulatory requirements imposed.	Unlikely (2)	Minor (2)	Low	Some temporary non compliances	Accept Officers recommendation

The following Risk Matrix has been applied.

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Adoption of this item has been evaluated against the Shire of Ashburton's Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be low due to Council's understanding of regulatory requirements.

Policy Implications

There are no known policy implications for this matter.

Voting Requirement

Simple Majority Required

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Committee Decision

MINUTE: 21/2021

MOVED: Cr D Diver

SECONDED: Cr M Lynch

That with respect to the Local Government Compliance Audit Return 2020 that the Audit and Risk Committee:

- 1. Endorse the completed Compliance Audit Return for the period 1 January 2020 to 31 December 2020; and**
- 2. Recommend Council:**
 - a) Adopt the completed 2020 Compliance Audit Return for the period 1 January 2020 to 31 December 2020 ATTACHMENT 9.3.2;**
 - b) Authorise the Shire President and Chief Executive Officer to sign the joint certification and submit the completed Compliance Audit Return, and any additional information explaining or quantifying the compliance audit, to the Department of Local Government, Sport and Cultural Industries by 31 March 2021; and**
 - c) Note the non-compliance and requests the Chief Executive Officer to address the areas of non-compliance and report back to the Audit and Risk Committee on the measures taken to mitigate the non-compliances no later than 20 June 2021.**

CARRIED 7/0

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9.3.3 REGULATION 17 REVIEW – 2020 PROGRAM

FILE REFERENCE:	GV04
AUTHOR'S NAME AND POSITION:	Danielle Hurstfield Manager Governance
AUTHORISING OFFICER AND POSITION:	Kenn Donohoe Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	24 February 2021
DISCLOSURE OF FINANCIAL INTEREST:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal
PREVIOUS MEETING REFERENCE:	Ordinary Meeting of Council 8 September 2020 Adoption of Committee Minutes EnBloc

Summary

This report sets out the findings of the Chief Executive Officer's review of systems and processes relating to legislative compliance, risk management and internal controls and provides actions to address these issues, as required by Regulation 17 of the *Local Government (Audit) Regulations*.

In accordance with Regulation 16 of the *Local Government (Audit) Regulations* requiring the Audit and Risk Committee to review a report given to it by the CEO under regulation 17(3) this item seeks the endorsement of the Audit and Risk Committee and recommendation to Council for adoption.

Background

Regulation 16(C) of the *Local Government (Audit) Regulations 1996* stipulates that the Audit Committee is to review a report given to it by the Chief Executive Officer (CEO) under Regulation 17 (3) of the *Local Government (Audit) Regulations 1996*. Regulation 17 of the *Local Government (Audit) Regulations 1996* provides that the CEO is to review the appropriateness and effectiveness of the local governments systems and procedures in relation to risk management, internal control and legislative compliance.

The Audit Committee is also required to report to the Council the results of that review and give a copy of the CEO's report to the Council.

Regulation 17 of the *Local Government (Audit) Regulations 1996* require the CEO to conduct a review of systems and procedures relating to legislative compliance, risk management and internal controls on a triennial basis.

The Regulation 17 Audit incorporates the requirement under Regulation 5 (2) (c) of the *Local Government (Financial Management) Regulations 1996* which provides the Chief Executive Officer is to: 'Undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once every 3 financial years) and report to the local government the results of those reviews.'

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Comment

The attached table provides updates from September 2020 report from AMD Chartered Accountants and comments from Officers to address improvement opportunities.

ATTACHMENT 9.3.3**Consultation**

Executive Leadership Team
Manager Finance and Administration
Manager Fleet
ICT Specialist
Manager Community Services
Senior Procurement Officer

Statutory Environment

Local Government (Audit) Regulations 1996

16. *Functions of audit committee*

An audit committee has the following functions —

- (a) *to guide and assist the local government in carrying out —*
 - (i) *its functions under Part 6 of the Act; and*
 - (ii) *its functions relating to other audits and other matters related to financial management;*
- (b) *to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;*
- (c) *to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to*
 - (i) *report to the council the results of that review; and*
 - (ii) *give a copy of the CEO's report to the council;*
- (d) *to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —*
 - (i) *regulation 17(1); and*
 - (ii) *the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*

17. *CEO to review certain systems and procedures*

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
 - (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

Financial Implications

Implementing the recommendations of the Report that have financial impacts will be processed through normal budgetary processes.

Strategic Implications

Shire of Ashburton 10 Year Strategic Community Plan 2017-2027 (Desktop Review 2019)

Goal 05 Inspiring Governance
Objective 4 Exemplary team and work environment

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Risk Management

Risk has been assessed on the basis of the Officers Recommendation.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Compliance Failure to address areas for improvement identified in the Regulation 17 report	Possible (3)	Minor (2)	Moderate (6)	Some temporary non compliances	Adopt Officer recommendation.

The following Risk Matrix has been applied.

		Risk Matrix				
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Adoption of this item has been evaluated against the Shire of Ashburton's Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be moderate. The plan addresses outstanding items and regular monitoring and reporting will be undertaken with quarterly reporting to the Audit and Risk Committee.

Policy Implications

Various policies may need to be amended to support implementation of improvements as a result of this review. This will take place over the coming months though the policy review process.

Voting Requirement

Simple Majority Required

Committee Decision

MINUTE: 22/2021

MOVED: Cr D Diver

SECONDED: Cr M Lynch

That with respect to the Regulation 17 Review - 2020 Program, the Audit & Risk Committee notes the progress of the program of suggested improvements/opportunities to address the Regulation 17 Risk Audit (ATTACHMENT 9.3.3).

CARRIED 7/0

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9.3.4 2019/20 INDEPENDENT FINANCIAL AUDIT REPORT AND MANAGEMENT REPORTS

FILE REFERENCE:	FM09
AUTHOR'S NAME AND POSITION:	Janelle Fell Acting Director Corporate Service
AUTHORISING OFFICER AND POSITION:	Kenn Donohoe Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	10 March 2021
DISCLOSURE OF FINANCIAL INTEREST:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal
PREVIOUS MEETING REFERENCE:	Agenda Item 7.1 (Minute No. 1/2021) 16 February 2021 Audit and Risk Management Committee Meeting

Summary

The Auditors conducted the Annual Financial Audit for 2019/20 during October 2020 to January 2021. Council accepted the 2019/20 Annual Financial Report, Independent Auditors Report and Independent Audit Management Letter at the February 2021 Audit and Risk Management Committee Meeting.

The reports have now been formally issued by the Office of the Auditor General (OAG) and require acceptance by Council.

Background

Auditors RSM, as appointed by the Office of the Auditor General completed fieldwork during a visit to Tom Price in October.

Upon agreement by RSM and the OAG, the Shire was issued with the following documents for the Audit Exit Meeting held on Friday 10 February:

1. Exit Meeting Report
2. Audit Closing Report
3. Final Audit Management Letter

Two control weaknesses were identified during the Final Audit of the Shire:

1. Excess Leave Management
2. Related Party Declarations

Three control weaknesses were identified during the Interim Audit of the Shire:

1. Incorrect Capitalisation of Minor Assets
2. Procurement Controls

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3. Petty Cash Controls

Comment

The OAG made available on 24 February 2021 the 2019/20 Opinion package which included:

1. Final Management Letter
2. Opinion
3. Financial Statements 30 June 2020
4. Transmittal Letter to CEO
5. Transmittal Letter to President

ATTACHMENT 9.3.4A
ATTACHMENT 9.3.4B
ATTACHMENT 9.3.4C
ATTACHMENT 9.3.4D
ATTACHMENT 9.3.4E

The Delegate of the Auditor General for Western Australia states in the Opinion letter:

'In my opinion the annual financial report of the Shire of Ashburton:

- i. is based on proper accounts and records; and*
- ii. fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2020 and its financial position at the end of that period in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.'*

The OAG has forwarded the reports to the CEO, President and the Minister as required by the *Local Government Act 1995*. As the annual reports, including the auditor's report and the audited financial report, are now fully executed and have been formally made available by the OAG, Council is requested to accept the reports after which they will be available on the Shire's website within 14 days of acceptance.

Consultation

Executive Leadership Team
Office of Auditor General
RSM (Auditors)

Statutory Environment

The Shire is required to prepare an Annual Report for each financial year in accordance with Part 5 Division 5 of *the Act*. The Report is to be accepted no later than 31 December by an absolute majority in accordance with section 5.54 of *the Act*. Section 7.12 of the *Act* also applies:

7.12A. Duties of local government with respect to audits

- (1) A local government is to do everything in its power to —*
 - (a) assist the auditor of the local government to conduct an audit and carry out his or her other duties under this Act in respect of the local government; and*
 - (b) ensure that audits are conducted successfully and expeditiously.*
- (2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.*
- (3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —*
 - (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and*
 - (b) ensure that appropriate action is taken in respect of those matters.*

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(4) A local government is to —

- (a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and
- (b) forward a copy of that report to the Minister, by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time

Financial Implications

Outcomes of the Report will influence the current Budget as well as the Long-Term Financial Plan.

Strategic Implications

Shire of Ashburton 10 Year Strategic Community Plan 2017-2027 (Desktop Review 2019)

Goal 05 Inspiring Governance

Objective 3 Council leadership

Risk Management

Risk has been assessed on the basis of the Officers Recommendation.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Compliance	Rare (1)	Moderate (4)	Low (3)	Short term non-compliance with significant regulatory requirements imposed	Accept Officers Recommendation.

The following risk matrix has been applied.

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Adoption of this item has been evaluated against the Shire of Ashburton's Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be low due to the legislative requirements for this to occur in a timely manner, which can be managed by routine procedures.

Policy Implications

There are no known policy implications for this matter.

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Voting Requirement
Simple Majority Required

Committee Decision

MINUTE: 23/2021

MOVED: Cr L Rumble

SECONDED: Cr R de Pledge

That with respect to the 2019/20 Independent Financial Audit Report and the Management Reports, the Audit and Risk Committee note receipt of the Management Report for the year ended 30 June 2020 and recommend Council:

1. Accept the 2019/20 Office of Auditor General Opinion package including:
 - a) Final Management Letter ATTACHMENT 9.3.4A;
 - b) Opinion ATTACHMENT 9.3.4B; and
 - c) Financial Statements 30 June 2020 ATTACHMENT 9.3.4C
2. Authorise the Chief Executive Officer to make the reports available on the Shire of Ashburton's website within 14 days of acceptance.

CARRIED 7/0

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CHANGE IN ORDER OF BUSINESS

In accordance with clause 5.2 of the *Shire of Ashburton Standing Orders Local Law 2012* the order of business for the Ordinary Meeting of Council shall be determined by the local government from time to time. The Chief Executive Officer advised the confidential nature of item 9.3.5 (Update on Wittenoom Litigation, Use of Delegation, Wittenoom Steering Committee and Senior Counsel Brief) should be considered as a confidential item in accordance with s5.23 (2) *the Local Government Act 1995* because it deals with matters affecting s5.23 (2);

- (b) *the personal affairs of any person;*
- (d) *legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.*

And should be considered in section 19 - Confidential matters.

10.1 AGENDA ITEMS ADOPTED 'EN BLOC'

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

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

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

There were no agenda items adopted En Bloc.

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11. OFFICE OF THE CEO REPORTS

11.1 PROGRESS OF IMPLEMENTATION OF COUNCIL DECISIONS FOR FEBRUARY 2021

FILE REFERENCE:	GV04
AUTHOR'S NAME AND POSITION:	Michelle Lewis Council Liaison Officer
AUTHORISING OFFICER AND POSITION:	Kenn Donohoe Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	3 March 2021
DISCLOSURE OF FINANCIAL INTEREST:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal
PREVIOUS MEETING REFERENCE:	Agenda Item 11.1 (Minute No 2/2021) Ordinary Meeting of Council 16 February 2021

Summary

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

Background

The best practice in governance supports the regular review of Council decisions to ensure that they are actioned and implemented in a timely manner.

Comment

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

This report provides Council with updates on the implementation of the decisions of Council through a "Decision Status Report" for the Office of the CEO, Corporate Services, Infrastructure Services, Community Services, Development Services and Projects and Procurement.

ATTACHMENT 11.1

Consultation

Executive Leadership Team

Statutory Environment

Section 2.7 of the Local Government Act 1995 states:

"Role of council

- (1) *The council —*
 (a) *governs the local government's affairs; and*

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(b) is responsible for the performance of the local government's functions.

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

The above section of the Act notwithstanding, there is no specific legal requirement to present such a report to Council or for Council to receive or consider such a report. Given it is always 'received', it could simply be provided to elected members via weekly or monthly updates, such as in the weekly Friday Facts.

The decision to retain the report in the Council's monthly agenda is entirely Council's prerogative. Staff acknowledge the critical and ongoing nature of the document, in that Council 'speaks by resolution'.

Financial Implications

There are no known financial implications for this matter.

Strategic Implications

Shire of Ashburton 10 Year Strategic Community Plan 2017- 2027 (Desktop Review 2019)

Goal 05 Inspiring Governance
 Objective 4 Exemplary team and work environment

Risk Management

Risk has been assessed on the basis of the Officers Recommendation.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Compliance	Unlikely (2)	Insignificant (1)	Low (2)	No noticeable regulatory or statutory impact	Accept Officer Recommendation.

The following Risk Matrix has been applied.

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

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Adoption of this item has been evaluated against the Shire of Ashburton's Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be "Low" due to the financial value of the project and the risk to the Shire's reputation. Monthly reporting to Council assists with monitoring actions being undertaken.

Policy Implications

There are no known policy implications for this matter.

Voting Requirement

Simple Majority Required

Officers Recommendation and Council Decision

MINUTE: 25/2021

MOVED: Cr R de Pledge

SECONDED: Cr D Diver

That with respect to the Progress of Implementation of Council Decisions for February 2021, Council receive the report as per ATTACHMENT 11.1.

CARRIED 7/0

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11.2 ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTH OF FEBRUARY 2021 AND THE TENDER REGISTER

FILE REFERENCE:	GV21 CM02
AUTHOR'S NAME AND POSITION:	Danielle Hurstfield Manager Governance
AUTHORISING OFFICER AND POSITION:	Kenn Donohoe Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	3 March 2021
DISCLOSURE OF FINANCIAL INTEREST:	The authors and authorising officer have no financial, proximity or impartiality interests in the proposal
PREVIOUS MEETING REFERENCE:	Not Applicable

Summary

The purpose of this agenda item is to report to Council for information, use of the Common Seal, actions performed under delegated authority requiring referral to Council and a copy of the Tender Register for the month of February 2021.

Background

Council has historically sought a monthly update of the more significant activities for the organisation relative to (1) use of the Common Seal, and (2) actions performed under delegated authority requiring referral to Council as per the Shire of Ashburton Delegated Authority Register 2020 and 2021.

Comment

A report on use of the Common Seal, relevant actions performed under delegated authority and the Tender Register has been prepared for Council. There were no uses of the Common for the month of February 2021.

**ATTACHMENT 11.2A
ATTACHMENT 11.2B**

Consultation

Relevant officers as listed in the Attachments.

Statutory Environment

Local Government Act 1995

9.49A. Execution of documents

(1) A document is duly executed by a local government if —

- (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or*
- (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.*

(2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.

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- (3) *The common seal of the local government is to be affixed to a document in the presence of —*
- (a) *the mayor or president; and*
 - (b) *the CEO, each of whom is to sign the document to attest that the common seal was so affixed.*
- (4) *A local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.*
- (5) *A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.*
- (6) *A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.*
- (7) *When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.*

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

Financial Implications

There are no known financial implications for this matter.

Strategic Implications

Shire of Ashburton 10 Year Strategic Community Plan 2017- 2027 (Desktop Review 2019)

Goal 05 Inspiring Governance
Objective 4 Exemplary team and work environment

Risk Management

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

Policy Implications

ELM 13 Affixing the Shire of Ashburton Common Seal
FIN12 Purchasing Policy

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Voting Requirement
Simple Majority Required

Officers Recommendation and Council Decision

MINUTE: 26/2021

MOVED: Cr R Richardson

SECONDED: Cr L Rumble

That with respect to the Actions Performed under Delegated Authority for the month of February 2021 and the Tender Register 2021, Council receive the reports relating to:

1. Actions performed under delegated authority for the month as per ATTACHMENT 11.2A; and
2. The Tender Register 2021 as per ATTACHMENT 11.2B.

CARRIED 7/0

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11.3 ONSLOW WATER TANK MURAL – DESIGN APPROVAL

FILE REFERENCE:	RC34
AUTHOR'S NAME AND POSITION:	Benjamin Witkowski Manager Tourism and Economic Development
AUTHORISING OFFICER AND POSITION:	Megan Walsh Chief Operating Officer – Airport and Tourism
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	2 March 2021
DISCLOSURE OF FINANCIAL INTEREST:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal
PREVIOUS MEETING REFERENCE:	Not Applicable

Summary

The Shire of Ashburton awarded artist Guido van Helten the contract to complete mural artwork on the Onslow Water Tanks.

The mural is scheduled to be completed in April 2021. As part of the process, Guido van Helten will meet with members from the community in Onslow. The meetings with community members will guide the design for the artwork.

As per the contract, once the design is completed, Guido van Helten will present two draft concepts to the Water Corporation and to Council for consideration.

Background

In 2018, the Shire of Ashburton undertook an Request for Quote process to award a contract to paint mural artwork on the Onslow Water Tanks. This was an initiative undertaken to create design ideas which represent the community's history, spirit, and people. The project would also increase the arts sector within the Shire, bring the community together, and increase tourism in Onslow and the wider Shire of Ashburton region.

In February 2019, the Ashburton Tourism Development Committee Meeting Recommended Council proceed with the Onslow Water Tanks Public Art Project (Minute No. 493/2019), which was received by Council at the February 2019 Ordinary Meeting of Council (Agenda Item 9.2.2). Additionally, a presentation was made by the Tourism and Economic Development Manager at the February 2019 OCM to ensure Council were aware of the design process. The presentation also explained the style of Guido van Helten (and others), and how his artwork was based on photographs to represent the people of the community. On top of this, the presentation allowed members from Council to be a part of the community consultation process to aid the artist's design.

The successful artist from the RFQ process was Guido van Helten. Guido van Helten is a world-renowned mural artist, completing public art works all over the world. In 2019, the Shire of Ashburton signed an agreement with Guido van Helten Pty Ltd and Water Corporation to commission the painting of the Onslow Water Tanks with a Public Art design. The project is also supported by Regional Arts WA, who have contributed to the funding of the project.

The project was set to take place in 2020, however due to the Covid-19 pandemic, the project was delayed until 2021. The new timeline for the Onslow Water Tank Mural was then worked around other

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projects that Guido van Helten was working on, including the Wellington Dam in Collie, (completed in February 2021).

In November 2020, the final contract was approved and signed by the Shire of Ashburton, Water Corporation, and Guido van Helten Pty Ltd. The contract stated that works must be completed before June 30, 2021.

Comment

As part of the agreement between the Shire of Ashburton, Water Corporation, and Guido van Helten Pty Ltd, the artist Guido van Helten is to undertake a community consultation process to inspire the design for the mural artwork. This includes a community consultation evening, meeting with members of the community, and completing activities that represent the foundations of the Onslow community.

Once the community consultation is completed, Guido van Helton will create two designs for the artwork. As per the contract, the design must be submitted to the Council for Council's endorsement.

At the Ordinary meeting of Council on 16 March 2021, Guido van Helten will present the design to Council and explain the inspiration and reasoning behind the design. This agenda item is to approve the design of Guido van Helten.

Consultation

Executive Leadership Team

Statutory Environment

There are no known statutory impediments for this matter.

Financial Implications

The budget for this project has already been approved by Council and is in the 2020/21 budget.

Water Corporation are contributing \$50,000 to the funding of this project. The Shire of Ashburton received a successful grant application from Regional Arts WA, valued at \$30,000.

Strategic Implications

Shire of Ashburton Strategic Community Plan 2017-2027 Living Life (Desktop Review)

Goal 02	Economic Prosperity
Objective 1	Strong local economies
Objective 2	Enduring partnerships with industry and government
Objective 3	Well-managed tourism

Shire of Ashburton Economic and Tourism Development Strategy (2019)

Goal 01	Promote the Shire
Objective 1	Targeted Destination marketing for increased tourism
Objective 2	Supporting capacity building

Goal 02	Encourage Infrastructure Development and Investment
Objective 1	Encouraging tourism and transport infrastructure and development

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Risk Management

Risk has been assessed on the basis of the Officers Recommendation.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan
Reputation	Moderate (3)	Moderate (9)	Possible (3)	Substantiated, localised impact on community trust or low media item	Reputational risk is mitigated by following the officer's recommendation, which supports the Shire's Strategic Corporate Plan.
Compliance	Moderate (3)	High (12)	Likely (4)	Non-compliance results in termination of services or imposed penalties to Shire/Officers	Compliance issues are mitigated by following the officer's recommendation for an improved digital presence with the development of a new website.
Financial Impact	Minor (2)	Moderate (6)	Possible (3)	\$100,000 - \$249,000	Minimal as funded through Water Corporation and Regional Arts WA.

Adoption of this item has been evaluated against the Shire of Ashburton's Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be low due to the financial value of the project, compliance requirements and the risk to the Shire's reputation. Regular monitoring will be undertaken with specific procedures and controls engaged throughout the delivery of the project and will be consistently reviewed and managed.

The following Risk Matrix has been applied.

Risk Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Policy Implications

ELM10 Financial Sustainability Policy

Voting Requirement

Simple Majority Required

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Officers Recommendation and Council Decision

MINUTE: 27/2021

MOVED: Cr D Diver

SECONDED: Cr L Rumble

That with respect to Onslow Water Tank Mural – Design Approval, Council approve and endorse the design for the Onslow Water Tank Mural by artist Guido van Helten.

CARRIED 7/0

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12. CORPORATE SERVICES REPORTS

12.1 MONTHLY FINANCIALS AND SCHEDULE OF ACCOUNTS PAID

FILE REFERENCE:	FM03
AUTHOR'S NAME AND POSITION:	Gillian Smith Acting Finance Manager
AUTHORISING OFFICER AND POSITION:	Janelle Fell Acting Director of Corporate Services
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	4 March 2021
DISCLOSURE OF FINANCIAL INTEREST:	The author and authorising officer have no financial, proximity or impartiality interests in the proposal
PREVIOUS MEETING REFERENCE:	Agenda Item 12.1 (Minute No. 6/2021) Ordinary Meeting of Council 16 February 2021

Summary

In accordance with *Regulation 34 of the Local Government (Financial Management) Regulations 1996*, the Shire is to prepare a monthly Statement of Financial Activity for consideration by Council.

Background

Regulation 34 of the *Local Government (Financial Management) Regulations* requires the Shire to prepare a monthly statement of financial activity for consideration by Council within two months after each end of the month.

Comment

Administration presents to Council the following:

ATTACHMENT 12.1A
ATTACHMENT 12.1B
ATTACHMENT 12.1C
ATTACHMENT 12.1D
CONFIDENTIAL ATTACHMENT 12.1E
CONFIDENTIAL ATTACHMENT 12.1F

Consultation

Executive Leadership Team
Finance Team

Statutory Environment

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

Financial Implications

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

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Strategic Implications

Shire of Ashburton 10 Year Strategic Community Plan 2017-2027 (Desktop Review 2019)

Goal 05 Inspiring Governance
Objective 4 Exemplary team and work environment

Risk Management

Risk has been assessed on the basis of the Officers Recommendation.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council does not accept the Officers recommendation	Unlikely (2)	Insignificant (1)	Low (1-4)	Compliance – 3 Moderate – Non-Compliance with significant regulatory requirements imposed.	Accept Officer Recommendation.

The following risk matrix has been applied.

Risk Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Adoption of this item has been evaluated against the Shire of Ashburton's Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be low due to the financial value of the project and the risk to the Shire's reputation. Regular monitoring will be undertaken with specific procedures and controls engaged throughout the delivery of the project and will be consistently reviewed and managed.

Policy Implications

FIN06 Significant Accounting Policy
ELM10 Financial Sustainability Policy

Voting Requirement

Simple Majority Required

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Officers Recommendation and Council Decision

MINUTE: 28/2021

MOVED: Cr D Diver

SECONDED: Cr L Rumble

That with respect to the Monthly Financials and Schedule of Accounts Paid, Council:

1. Receive the Financial Report for January 2021 ATTACHMENT 12.1A and February 2021 ATTACHMENT 12.1B;
2. Receive the Capital Expenditure Progress Tracker as at 28 February 2021 ATTACHMENT 12.C;
3. Receive Budget Amendment Actioned Register ATTACHMENT 12.1D; and
4. Receive the Schedule of Accounts and Credit Card payments made in January 2021 CONFIDENTIAL ATTACHMENT 12.1E and February 2021 CONFIDENTIAL ATTACHMENT 12.1F (approved by the Chief Executive Officer in accordance with delegation DA03-1 Payments from Municipal Fund and Trust Funds).

CARRIED 7/0

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12.2 TOM PRICE FLYING DOCTOR SERVICE (RFDS) AIRSTRIP

FILE REFERENCE:	TT08
AUTHOR'S NAME AND POSITION:	Janelle Fell Acting Director Corporate Services
AUTHORISING OFFICER AND POSITION:	Kenn Donohoe Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	28 February 2021
DISCLOSURE OF FINANCIAL INTEREST:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.
PREVIOUS MEETING REFERENCE:	Agenda Item 13.10 (Minute No. 675/2019) – Ordinary Meeting of Council 22 October 2019

Summary

At the October 2019 Ordinary Meeting of Council, Councillors endorsed the Chief Executive Officer to make further investigation into Lot 111 to determine the suitability for a Tom Price Royal Flying Doctor Service airstrip.

A feasibility study of the site has been undertaken, which is presented for Council's consideration.

Background

To improve accessibility to Royal Flying Doctor Services and mitigate risks associated with travel to Paraburdoo Airport for ambulance volunteers, paramedics, patients, nursing staff and police officers alike, Councillor's support the construction of an aerodrome closer to Tom Price.

Council resolved in November 2017 (Minute No. 269/2017) to:

1. Continue to support without bias, that it is the desire of the residents of Tom Price to have their own Royal Flying Doctor Service airstrip, for which to service their needs;
2. Council authorises the Chief Executive Officer to source the required capital funding for the Royal Flying Doctors Services Air Strip and investigate means to offset maintenance costs;
3. On the basis of 2 above, should capital funds be located, then Council agree in principle to accept ownership and responsibility of the airstrip;
4. A business plan is to be brought back to Council for approval;
5. Re-engage with Rio Tinto to negotiate access and tenure to the subject site on Bingarn Road;
6. Undertake a site selection and feasibility study to determine the preferred site should part 5 above not be successful, subject to obtaining funds from other sources; and
7. Request a progress report back to Council by no later than July 2018.

At the Ordinary Meeting of Council held on 18 July 2018, Council subsequently resolved (Minute No. 400/2018) to:

1. Note Minute No. 400/2018 (from the Ordinary Meeting of Council 21 November 2017) in relation to the establishment of a Royal Flying Doctors Services Air Strip for Tom Price;
2. Request the Chief Executive Officer to make appropriate arrangements to undertake items 2-6 of Minute No. 400/2018; and

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3. Request the Chief Executive Officer to report back to Council by no later than February 2019.

Councillors further endorsed in October 2019 (Minute No. 675/2019) that with respect to Tom Price Royal Flying Doctor Service airstrip, Council:

1. Request the Chief Executive Officer to make further investigations into Lot 111 to determine if additional land is required outside the boundary;
2. Request the Chief Executive Officer to make enquiries to the Department of Planning, Lands and Heritage to:
 - a. Obtain in-principle support for the creation of a Reserve over Lot 111 on Deposited Plan 19411900; and
 - b. If required, request the boundary of Lot 111 be extended to meet the Royal Flying Doctor Service Airstrip Physical Characteristics; and
3. Request the Chief Executive Officer to provide a further report to Council:
 - a. To formally request creation and management of a Reserve upon receipt of in-principle support from the Department of Planning, Lands and Heritage; and
 - b. For consideration of compensation costs and indemnification of the Minister for Lands in relation to the native title future act process.

Comment

Aerodrome Management Services (AMS) were engaged to conduct a feasibility study for the development of Lot 111 on Deposited Plan 194119 as an RFDS aerodrome. Lot 111 is unallocated Crown land at the intersection of Tom Price-Paraburdoo Road and Karijini Drive, and is subject to the native title future act process or an Indigenous Land Use Agreement (ILUA) with native title holders. Until funding is secured for the project, costs associated with an ILUA or extinguishing native title are unknown.

ATTACHMENT 12.2

New 'Manual of Standards Part 139' (pursuant to the *Civil Aviation Safety Regulations (CASR) 1998*) came into effect in August 2020 and specifies the requirements for aerodromes used in air transport operations. The required dimensions and physical characteristics of the aerodrome depend on the size of the aircraft used on a regular basis and the operating conditions.

RFDS confirmed a minimum runway length of 1,800m for their growing PC-24 fleet or 1,200m for their PC-12 fleet should be considered to accommodate unrestricted operations for their fleet. The feasibility study considered a 1,200m runway, noting a 1,800m runway could be analysed at preliminary design phase. The costings as detailed in this report refer to a 1200m runway only.

Lighting, Pavement Marking and Visual Aids, Perimeter Fencing and Weather Station have been scoped to ensure aircraft access to the proposed aerodrome site under all conditions, 24 hours per day and will therefore be subject to Civil Aviation Safety Authority (CASA) certification.

To ensure terrain and other features do not preclude the site, Obstacle Limitation Surfaces have been assessed. AMS found the site to be marginal due to the terrain infringements to the Obstacle Limitation Surface and recommended that CASA be contacted regarding the proposal.

The feasibility study was referred to CASA who '*assess infringements based on the known and finalised design of the aerodrome in a detailed survey. As the alignment is not yet confirmed CASA are not able provide advice on whether the obstacles would be a concern. CASA may tolerate infringements of the inner horizontal surface under certain conditions, such as circling restrictions that provided mitigation, lighting to identify high points in the vicinity of the aerodrome, and potentially restrictions to the instrument procedure (emergency use only). These decisions would need to be reviewed and considered in the first instance by the procedure designer.*

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The infringements of the inner horizontal surface can potentially be managed if the approach, departure and transitional areas of the Obstacle Limitation Surface can be designed to be free of infringement. Provided a procedure designer can overcome the anomaly in Civil Aviation Safety Regulation 1998 Part 173 Instrument Flight Procedure Design as mentioned in the feasibility study, and design a Procedures for Air Navigation Services – Aircraft Operations compliant approach clear of obstacles to and from the aerodrome’, CASA advise ‘there should not be any issues that cannot be overcome’.

Probable Costs for Construction and CASA Certification:

Description	Cost Estimate (+/-50%)
Design Phase	\$150,000
Construction Preliminaries	\$350,000
Site Preparation	\$219,000
Bulk Earthworks and Pavements	\$2,908,105
Wind Direction Indicators (Illuminated)	\$100,000
Markers, Lighting, PAPI, AWIS	\$1,038,600
Communications, TIFP, CASA Certification	\$222,500
Perimeter Fencing	\$127,900
TOTAL ESTIMATE (ex GST)	\$5,296,105

Ongoing Expenses include:

- Automatic Weather Information System Maintenance Contract
 - \$15,000 per annum
- Weather Reports
 - \$1,800 set up costs
 - \$1,050 annual fee
- Terminal Area Forecast (TAF) Options
 - 7 days a week / 12-hour coverage / 1 TAF issued per day = \$56,000 per annum
 - 7 days a week / 18-hour coverage / 2 TAF issued per day = \$75,000 per annum
 - 7 days a week / 18-hour coverage / 3 TAF issued per day = \$97,000 per annum
 - 7 days a week / 24-hour coverage / 4 TAF issued per day = \$106,000 per annum

Maintenance costs to the runway and terminal were not included in the report however are expected to be circa \$100,000 annually based on the 2013 ‘RFDS Airstrip Cost Estimation’ for the proposed (similarly sized) site approximately 15km north of Tom Price.

AMS recommend:

1. Carry out a Preliminary Design of the Aerodrome

The high-level cost estimate provided within this report has several assumptions, inclusive of the bulk earthworks quantities. So that a greater level of confidence can be provided in the construction cost estimate, it will be necessary to complete a preliminary design of the aerodrome.

2. Assess any other Potential Aerodrome Sites

As the aerodrome site suitability is considered marginal, and it would be prudent to investigate the suitability of any other potential aerodrome sites that may exist in the local area. Should any potential sites be available, a feasibility assessment should be carried out for each.

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The proposed location is a suitably safe distance from Tom Price and therefore warrants preliminary design to determine:

- Critical aircraft and runway length
- Detailed topographical and feature survey
- Geotechnical investigation
- Hydrology study
- Earthworks and geometric design
- Bill of quantities and technical specification (these documents can be sent to civil contractors who can then provide budget pricing for the construction phase, similar to a request for tender)

Other potential aerodrome sites as recommended by AMS may not address accessibility to Royal Flying Doctor Services to mitigate risks associated with travel as a suitable location in close proximity to Tom Price has not been identified.

The State Government's election commitment of \$2.5m towards the construction of a Tom Price RFDS Airstrip requires the following prior to the Department of Transport being able to engage with Treasury:

- Confirmation by the Shire that there is an approved/agreed permanent site to construct an airstrip;
- An updated Tom Price Airstrip Construction Report showing the current estimated total costs to construct and maintain/replace the airstrip;
- Commitment by the Shire to undertake the required maintenance of the airstrip; and
- Commitment to funding by other entities (e.g. Mining Companies, Commonwealth Government etc) towards any identified funding gap for the project (not covered by the State's \$2.5m contribution).

Due to the above, the Department of Transport postponed the current airstrip proposal for reconsideration in the 2021-22 financial year.

The economic and tourism benefits of an airstrip in close proximity to Karijini and Tom Price have not been considered as part of this report as the investigations focused solely on an RFDS airstrip. To make the project viable and contribute to ongoing maintenance costs, consideration should be given to use of the airstrip by other commercial airline/aircraft operators.

As considerable unknowns are associated with the project along with the expected ongoing financial implications of maintenance and insurance (discussed with Council when workshopping this matter prior to the February Ordinary Meeting of Council), it is recommended feasibility investigations be deferred while WA Country Health Service (WACHS) is consulted regarding provision of a heli pad at the new Tom Price Health Service (announced by Premier McGowan on Friday 26 February 2021) for emergency services. The project scope is yet to be finalised, providing opportunity for Shire Officers to liaise with WACHS regarding the potential for inclusion of a heli pad in planning and designs.

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Consultation

Council
Executive Leadership Team
Chief Operating Officer - Airport & Tourism
Aerodrome Management Services
Department of Transport

Statutory Environment

Manual of Standards Part 139 pursuant to the *Civil Aviation Safety Regulations (CASR) 1998*

Simplified outline of Part 139:

- The operator of an aerodrome may apply to CASA for an aerodrome certificate. An aerodrome that has an aerodrome certificate is a certified aerodrome.
- Certain aerodromes are required to be certified. Generally these are aerodromes with terminal instrument flight procedures. Other aerodromes can opt to become certified.
- The operator of a certified aerodrome must meet certain requirements for operating and maintaining the aerodrome. The Part 139 Manual of Standards has detailed requirements (which may be different for different classes of aerodrome).
- An aerodrome (whether certified or not) that provides a frequency confirmation service or air/ground radio service must also meet certain requirements.
- Some objects, structures or emissions sources can create a hazard to aircraft operations at an aerodrome and more generally. CASA can make determinations that such things are hazards, and must be notified of proposed building or other activity that will potentially create such hazards.
- Providers of aerodrome rescue and firefighting services must be approved by CASA and must comply with operating and technical standards.

Financial Implications

There are no financial implications associated with the Officer's recommendation other than Officer time.

Strategic Implications

Shire of Ashburton 10 Year Strategic Community Plan 2017-2027 (Desktop Review 2019)

Goal 02 Economic Prosperity
Objective 1 Strong local economies
Objective 2 Enduring partnerships with industry and government

Goal 04 Quality Services and Infrastructure
Objective 1 Quality public infrastructure
Objective 3 Well-planned towns

Goal 05 Inspiring Governance
Objective 1 Effective planning for the future

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Risk Management

Risk has been assessed on the basis of the Officers Recommendation.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Financial Impact – construction and land tenure	Possible (3)	Extreme (5)	High (15)	Financial Impact >\$5 million	Preliminary and Detailed Design will assist Council with determining feasibility however, a heli pad at the new Tom Price Health Service will further mitigate risks associated with Financial Impact

The following Risk Matrix has been applied.

Risk Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Adoption of this item has been evaluated against the Shire of Ashburton's Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be "High" due to potential financial impacts on the budget.

Policy Implications

ENG09 Asset Management Policy

Voting Requirement

Simple Majority Required

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Officers Recommendation

That with respect to Tom Price Flying Doctor Service (RFDS) Airstrip, Council:

1. Authorise the Chief Executive Officer to liaise with WA Country Health Service regarding the inclusion of a Heli Pad in the design of the new Tom Price Health Service to be constructed circa 2023; and
2. Authorise the Chief Executive officer to investigate the economic and tourism benefits associated with a multi-user airstrip shared by RFDS and commercial airline/aircraft operators.

Decision

MINUTE: 29/2021

MOVED: Cr D Diver

SECONDED: Cr L Rumble

That with respect to Tom Price Flying Doctor Service (RFDS) Airstrip, Council:

1. **Authorise the Chief Executive Officer to liaise with WA Country Health Service regarding the inclusion of a Heli Pad in the design of the new Tom Price Health Service to be constructed circa 2023.**

CARRIED 7/0

Reason for change – Council, whilst supportive of a Heli Pad in the design of the new Tom Price Health Service, did not support the investigation of an additional multi-user airstrip due to the sizable cost associated with any new development of this nature.

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**12.3 DEED OF SURRENDER AND VARIATION OF PORTION OF LOT 9001
MCAULLAY ROAD, ONSLOW**

FILE REFERENCE:	ONS.0016
AUTHOR'S NAME AND POSITION:	Janelle Fell Acting Director Corporate Services
AUTHORISING OFFICER AND POSITION:	Kenn Donohoe Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Onslow Marine Support Base Pty Ltd
DATE REPORT WRITTEN:	22 February 2021
DISCLOSURE OF FINANCIAL INTEREST:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal
PREVIOUS MEETING REFERENCE:	Agenda Item 13.8 (Minute No. 707/2019) – Ordinary Meeting of Council 19 November 2019

Summary

Onslow Marine Support Base Pty Ltd (OMSB) have agreed to the surrender of 6.76 Hectares of the area subject to lease, being portion of Lot 9001 McAullay Road, Onslow. A Deed of Surrender and Variation is presented for Council's consideration.

Background

In November 2019, Council endorsed a lease for portion of Lot 9001 McAullay Road, Onslow to OMSB to realise OMSB's vision of a Pilbara freight and logistics hub. The terms of the lease include:

Approximate size of lease	22.42Ha (224,200m ²)
Term of lease	10 years
Basis of lease	Unimproved, no legal access land value
Commencement date	Upon signing
Rent	Base fee of \$22,420 per annum exclusive of GST and payable in monthly instalments of \$1,870 (rounded to the nearest ten dollars)
Utilisation fee	The Utilisation Fee will be charged in addition to the Rent at a rate of \$0.70 per sqm for: <ul style="list-style-type: none"> • Northern Section – 87,500 sqm (8.75 Hectares) x \$0.70 = \$61,250 • Central Section – 70,000 sqm (7.00 Hectares) x \$0.70 = \$49,000 • Southern Section – 67,600 sqm (6.76 Hectares) x \$0.70 = \$47,320
Permitted purpose	Laydown and storage associated with the operation of the Onslow Marine Supply Base. The Lessee must do all things necessary to prevent pollution or contamination of the Premises by garbage, refuse, waste matter, oil and other pollutants.
Market rental review	Three yearly intervals being 2023, 2026 and 2029
Conditions precedent	<ul style="list-style-type: none"> • Development approval • Rezoning • Finalisation of access road approvals and funding
Renewal option	Nil
Proposed lease base fee	\$0.10 per square metre

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Utilisation fee (to be triggered once an area is commercially used)	\$0.70 per square metre
Project annual base income to Shire	\$22,420

The annual base lease fee for the 22.42 Hectares is \$22,420 (ex GST) per annum. It was projected the land will commence commercial utilisation in Q3 2020, however this has not yet been realised. Upon utilisation of each section identified for commercial use, the lease fee will then increase to the utilisation fee in addition to the base lease fee of all section/s, i.e.:

Base Fee

- Northern Section – 8.75 Hectares (87,500 sqm) x \$0.10 = \$8,750
- Central Section – 7.00 Hectares (70,000 sqm) x \$0.10 = \$7,000
- Southern Section – 6.76 Hectares (67,600 sqm) x \$0.10 = \$6,760

Utilisation Fee

- Northern Section – 8.75 Hectares (87,500 sqm) x \$0.70 = \$61,250
- Central Section – 7.00 Hectares (70,000 sqm) x \$0.70 = \$49,000
- Southern Section – 6.76 Hectares (67,600 sqm) x \$0.70 = \$47,320

Drainage concerns highlighted by mosquito numbers, clay deposits, and water ponding prompted Shire Officers to engage engineering consultants to assess and report on the dredge spoil works. This was confirmed in writing from OMSB, dated 12 February 2020.

CONFIDENTIAL ATTACHMENT 12.3A

As agreed by the parties, the following rectification plan forms part of the Lease.

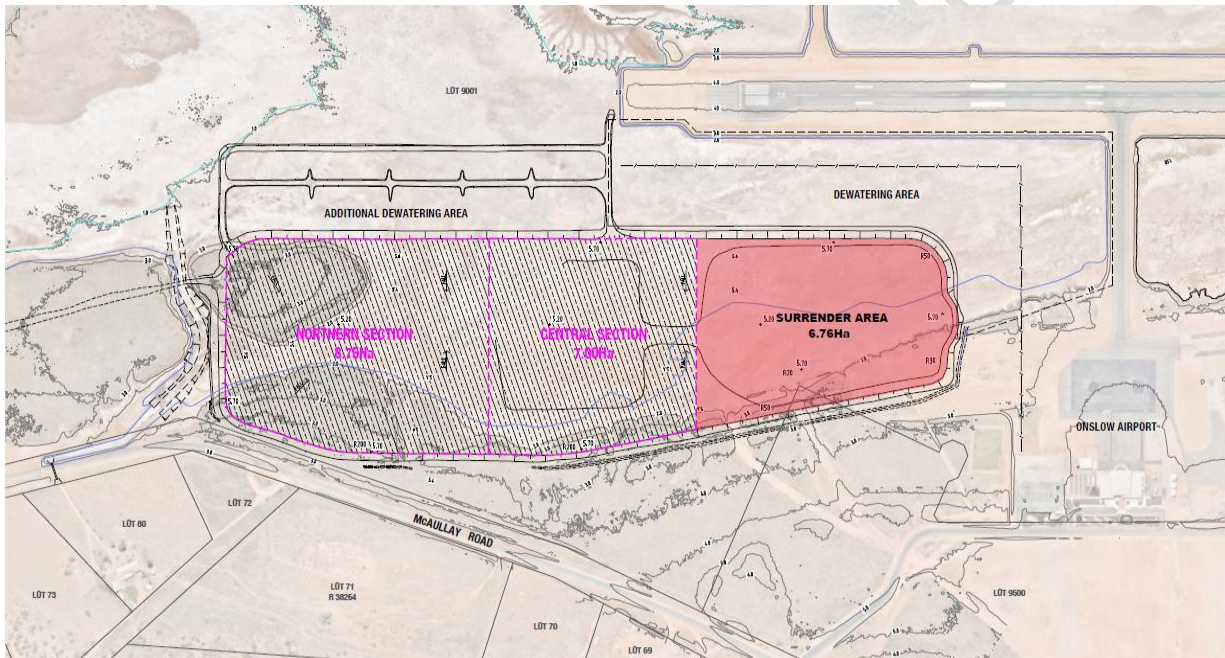
ID	Clarification	OMSB Committed Action	Timeframe
1	Mosquito Breeding ground	The creation of a treatment plan for the area and staff/contractor training	Completed
2		Purchase of mosquito treatment products	Completed
3	The general condition of surrounds of the reclaimed site	Contractor to be engaged to rectify areas of disturbance	To be completed by 5 June 2020 (not yet undertaken)
4	Stability of dredge material	Onslow Marine Support Base (OMSB), through WGA, to issue Shire of Ashburton (SoA) with information on the stability of dredge material	Completed
5		As part of the development of lot 9001 and Access Road, OMSB to stabilise sides of built-up area	Within 2020 calendar year (not yet undertaken)
6	Effectiveness of stormwater management	A contractor engaged in cutting v drain into the western area of the runway in consultation with the SoA	To be completed by 5 June 2020 (not yet undertaken)

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7		OMSB will remove the Bund area at the northern end of the runway	Within 4 months of the date of this Deed (not yet undertaken)
8	Removal of clay	A contractor engaged in removing/relocating clay from the western side of runway and the southern portion of the reclaim site	Before October 2020 (not yet undertaken)
9	Future development of the area	Formation of a project advisory group comprising of OMSB and SoA staff to ensure clear communication on works in the area	To commence in May 2020 (not yet undertaken)

Comment

To rectify the dredge spoils (area subject to lease) encroachment on catchment areas and discharge points and a shortage of clean fill for Shire projects in Onslow, Shire Officers discussed surrender of the Southern Section of the lease area, as shown on the plan below. OMSB have consented to the surrender.



The Deed of Surrender and Variation is dated 29 September 2020 due to agreement between the parties being made via email on this date. The new annual base lease fee for the 22.42 Hectares will be \$15,750 (ex GST) per annum, comprising:

- Northern Section – 8.75 Hectares (87,500 sqm) x \$0.10 = \$8,750
- Central Section – 7.00 Hectares (70,000 sqm) x \$0.10 = \$7,000.

The utilisation fee for commercial use will be charged upon utilisation, as below:

- Northern Section – 8.75 Hectares (87,500 sqm) x \$0.70 = \$61,250
- Central Section – 7.00 Hectares (70,000 sqm) x \$0.70 = \$49,000

It is recommended Council endorse execution of the Deed of Surrender and Variation of the 6.76Ha portion of the subject Lease of portion of Lot 9001 McAullay Road, Onslow.

ATTACHMENT 12.3B

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Consultation

Executive Leadership Team
Chief Operating Officer – Airport & Tourism
OMSB

Statutory Environment

Local Government Act 1995

Section 9.49A. Execution of documents

- (1) A document is duly executed by a local government if —
 - (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or
 - (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.
- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.
- (3) The common seal of the local government is to be affixed to a document in the presence of —
 - (a) the mayor or president; and
 - (b) the chief executive officer or a senior employee authorised by the chief executive officer, each of whom is to sign the document to attest that the common seal was so affixed.
- (4) A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

Property Law Act 1969

Section 9 Formalities of deed

- (1) Every deed, whether or not affecting property —
 - (a) shall be signed by the party to be bound thereby; and
 - (b) shall be attested by at least one witness not being a party to the deed but no particular form of words is required for the attestation.
- (2) It is not necessary to seal any deed except in the case of a deed executed by a corporation under its common or official seal.
- (3) Formal delivery and indenting are not necessary in any case.
- (4) Every instrument expressed or purporting to be an indenture or a deed or an agreement under seal or otherwise purporting to be a document executed under seal and which is executed as required by this section has the same effect as a deed duly executed in accordance with the law in force immediately prior to the coming into operation of this Act.

Financial Implications

The base fee for the Southern Section is \$6,760 per annum. As the Southern Section is not yet commercially utilised the \$47,320 utilisation fee has not been included in the 2020/21 Budget.

Strategic Implications

Shire of Ashburton 10 Year Strategic Community Plan 2017-2027 (Desktop Review 2019)

Goal 02 Economic Prosperity
Objective 1 Strong local economies

Goal 04 Quality Services and Infrastructure
Objective 3 Well-planned towns

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Risk Management

Risk has been assessed on the basis of the Officers Recommendation.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan
Financial Impact – loss of income	Rare (1)	Insignificant (1)	Low (1)	Less than \$10,000	Endorse Officers recommendation

The following Risk Matrix has been applied.

Risk Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Adoption of this item has been evaluated against the Shire of Ashburton's Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be low due to minimal loss of income.

Policy Implications

ELM10 Financial Sustainability Policy

ELM13 Affixing of the Shire of Ashburton Common Seal

Voting Requirement

Simple Majority Required

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Officers Recommendation and Council Decision

MINUTE: 30/2021

MOVED: Cr D Diver

SECONDED: Cr M Lynch

That with respect to the Deed of Surrender and Variation, Portion of Lot 9001 McAullay Road, Onslow, Council;

1. Endorse the Deed of Surrender and Variation of portion of Lot 9001 McAullay Road, Onslow to commence upon endorsement by Council ATTACHMENT 12.3;
2. Authorise the Shire President and the Chief Executive Officer to affix the Common Seal to, and execute the Deed of Surrender and Variation between the Shire of Ashburton and Onslow Marine Support Base Pty Ltd; and
3. Authorise the Chief Executive Officer to take such actions as are required and provided by the lease agreement to ensure compliance with the table as identified below by 30 June 2021.

ID	Clarification	OMSB Committed Action
1	Mosquito Breeding ground	The creation of a treatment plan for the area and staff/contractor training
2		Purchase of mosquito treatment products
3	The general condition of surrounds of the reclaimed site	Contractor to be engaged to rectify areas of disturbance
4	Stability of dredge material	Onslow Marine Support Base (OMSB), through WGA, to issue Shire of Ashburton (SoA) with information on the stability of dredge material Completed
5		As part of the development of lot 9001 and Access Road, OMSB to stabilise sides of built-up area
6	Effectiveness of stormwater management	A contractor engaged in cutting v drain into the western area of the runway in consultation with the SoA
7		OMSB will remove the Bund area at the northern end of the runway
8	Removal of clay	A contractor engaged in removing/relocating clay from the western side of the runway and the southern portion of the reclaim site
9	Future development of the area	Formation of a project advisory group comprising of OMSB and SoA staff to ensure clear communication on works in the area

4. Authorise the Chief Executive Officer to request a design of the site to determine future use of the Lease Area and Lot 9001.

CARRIED 7/0

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12.4 HIRE FEES AND CHARGES OF FACILITIES

FILE REFERENCE:	CU01
AUTHOR'S NAME AND POSITION:	Janelle Fell Manager Land and Asset Compliance
AUTHORISING OFFICER AND POSITION:	Kenn Donohoe Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	24 February 2021
DISCLOSURE OF FINANCIAL INTEREST:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal
PREVIOUS MEETING REFERENCE:	Agenda Item 19.4 (Minute No. 19/2021) Ordinary Meeting of Council 16 February 2021

Summary

Council support is sought to impose new fees and charges at Shire of Ashburton facilities to encourage use by businesses that bring a mental health and physical activity community benefit for children up to 17 years of age.

Background

In February 2021, Council adopted imposition of fees and charges which allowed for a School Holiday Rate (\$500 for 3 consecutive days) across Shire facilities to encourage use by businesses that bring mental health and physical activity to the community for children up to 17 years of age.

Comment

Owner of Spotted Quoll has emailed a further request, requesting the 'school holiday rate' be available all year round, as opposed to school holidays only, at the Ashburton Hall, Paraburdoo.

The email request explains Spotted Quoll verified the size of Ashburton Hall, Paraburdoo and its availability for the next 6 months, and would like to operate the smaller inflatable on a regular basis from this facility for the benefit of the community.

For equity across all towns, Council endorsement is requested to include the February 2021 School Holiday Rate be extended to all year round at the Tom Price Community Centre, Tom Price Civic Centre Area W, Paraburdoo Sports Hall Multi-Purpose Courts – Community Hub, Paraburdoo Ashburton Hall and the Onslow Multi-Purpose Centre – Sports Hall.

The following includes the Fees and Charges proposed:

Public Halls, Civic Centres, Sports Pavilion

Tom Price:

Community Centre
Civic Centre Area W

Paraburdoo:

Ashburton Hall

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Sports Hall Multi-Purpose Courts – Community Hub

Onslow:

Multipurpose Centre – Sports Hall

50% discount applies for all-day and all-night bookings, if booking for more than 5 consecutive days/nights (24-hour period).

Name	Basis of Charge	Current Year 20/21 Fee (incl GST)	Proposed Fee	GL
Commercial / Business Functions - Day	per day	\$242.00	\$230.00	111048
Commercial / Business Functions – Night	per night	\$217.99	\$208.00	111048
Commercial / Business Functions - Day	per hour	\$34.00	\$32.00	111048
Commercial / Business Functions - Night	per hour	\$27.98	\$25.00	111048
Charitable / Community & Sport Groups – Day	per day	\$203.00	\$192.00	111048
Charitable / Community & Sport Groups – Night	per night	\$171.00	\$160.00	111048
Charitable / Community & Sport Groups – Day	per hour	\$27.00	\$25.00	111048
Charitable / Community & Sport Groups – Night	per hour	\$22.00	\$19.00	111048
3 Consecutive (24 hour) Days Use must be for children (up to 17 years) and must be to the benefit of users mental health or a physical activity	Up to 3 consecutive 24 hour days	\$0.00	\$500.00	TBA

Consultation

Executive Leadership Team

Statutory Environment

Local Government Act 1995

Section 6.16 Imposition of fees and Charges

(1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

* Absolute majority required.

(2) A fee or charge may be imposed for the following —
(a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;

(3) Fees and charges are to be imposed when adopting the annual budget but may be —
(a) imposed* during a financial year; and
(b) amended* from time to time during a financial year.

* Absolute majority required.

Section 6.19 Local government to give notice of fees and charges

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If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be Imposed.

Financial Implications

A minor adjustment to the 2020/21 budget will be considered at mid-year Budget Review to be presented to Council in March 2021.

Strategic Implications

Shire of Ashburton 10 Year Strategic Community Plan 2017-2027 (Desktop Review 2019)

Goal 04 Quality Services and Infrastructure
Objective 3 Well-planned towns

Risk Management

Risk has been assessed on the basis of the Officers Recommendation.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Financial Impact	Low (2)	Minor (2)	Low (4)	Under \$10,000 unallocated finances	Adopt Officer Recommendation

The following Risk Matrix has been applied.

Risk Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Adoption of this item has been evaluated against the Shire of Ashburton's Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be low and can be mitigated by adopting the Officer Recommendation.

Policy Implications

ELM10 – Financial Sustainability Policy

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Voting Requirement

Absolute Majority Required

Officers Recommendation

That with respect to the Hire Fees and Charges of Facilities, Council,

1. Acknowledge the contents of this report;
2. Request the Chief Executive Officer remove the 'School Holiday Rate' from the Fees and Charges Schedule; and
3. Endorse the imposition of new fees and charges of Shire of Ashburton Facilities as indicated below, for three consecutive days for use for children (up to 17 years) and must be to the benefit of users mental health or a physical activity:

Public Halls, Civic Centres, Sports Pavilion

Tom Price:

Community Centre
Civic Centre Area W

Paraburdoo:

Ashburton Hall
Sports Hall Multi-Purpose Courts – Community Hub

Onslow:

Multipurpose Centre – Sports Hall
RM Forrest Memorial Hall

A 50% discount applies for all-day and all-night bookings.

If booking for more than 5 consecutive days/nights (24-hour period).

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Name	Basis of Charge	Current Year 20/21 Fee (incl GST)	Proposed Fee	GL
Commercial / Business Functions - Day	per day	\$242.00	\$230.00	111048
Commercial / Business Functions – Night	per night	\$217.99	\$208.00	111048
Commercial / Business Functions - Day	per hour	\$34.00	\$32.00	111048
Commercial / Business Functions - Night	per hour	\$27.98	\$25.00	111048
Charitable / Community & Sport Groups – Day	per day	\$203.00	\$192.00	111048
Charitable / Community & Sport Groups – Night	per night	\$171.00	\$160.00	111048
Charitable / Community & Sport Groups – Day	per hour	\$27.00	\$25.00	111048
Charitable / Community & Sport Groups – Night	per hour	\$22.00	\$19.00	111048
3 Consecutive (24 hour) Days Use must be for children (up to 17 years) and must be to the benefit of users mental health or a physical activity	Up to 3 consecutive 24 hour days	\$0.00	\$500.00	TBA

4. Endorse the Chief Executive Officer to provide local public notice of the above fees and charges which it is proposes will be imposed from 6 April 2021.

Decision

MINUTE: 31/2021

MOVED: Cr D Diver

SECONDED: Cr M Lynch

That with respect to the Hire Fees and Charges of Facilities, Council,

1. **Acknowledge the contents of this report.**
2. **Request the Chief Executive Officer remove the ‘School Holiday Rate’ from the Fees and Charges Schedule; and**
3. **Endorse the imposition of new fees and charges of Shire of Ashburton Facilities as indicated below, for three consecutive days for use for children (up to 17 years) and must be to the benefit of users mental health or a physical activity:**

Public Halls, Civic Centres, Sports Pavilion

**Tom Price:
Community Centre
Civic Centre Area W**

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Paraburdoo:
Ashburton Hall
Sports Hall Multi-Purpose Courts – Community Hub

Onslow:
Multipurpose Centre – Sports Hall
RM Forrest Memorial Hall

A 50% discount applies for all-day and all-night bookings,

Bookings of a community nature will take priority over commercial bookings as these facilities were developed for community use (no commercial booking shall extend beyond 14 days at any one time).

If booking for more than 5 consecutive days/nights (24-hour period).

Name	Basis of Charge	Current Year 20/21 Fee (incl GST)	Proposed Fee	GL
Commercial / Business Functions - Day	per day	\$242.00	\$230.00	111048
Commercial / Business Functions – Night	per night	\$217.99	\$208.00	111048
Commercial / Business Functions - Day	per hour	\$34.00	\$32.00	111048
Commercial / Business Functions - Night	per hour	\$27.98	\$25.00	111048
Charitable / Community & Sport Groups – Day	per day	\$203.00	\$192.00	111048
Charitable / Community & Sport Groups – Night	per night	\$171.00	\$160.00	111048
Charitable / Community & Sport Groups – Day	per hour	\$27.00	\$25.00	111048
Charitable / Community & Sport Groups – Night	per hour	\$22.00	\$19.00	111048
3 Consecutive (24 hour) Days <i>Use must be for children (up to 17 years) and must be to the benefit of users mental health or a physical activity</i>	Up to 3 consecutive 24 hour days	\$0.00	\$500.00	TBA

4. Endorse the Chief Executive Officer to provide local public notice of the above fees and charges which it is proposes will be imposed from 6 April 2021.

**CARRIED BY ABSOLUTE MAJORITY 6/1
Cr Lynch voted against the motion**

Reason for change - Council felt the addition of the application of a time period restriction for commercial operations provided greater equity for community use of community facilities.

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13. DEVELOPMENT SERVICES REPORTS

There were no Development Services Reports for this meeting.

14. COMMUNITY SERVICES REPORTS

14.1 COMMUNITY INFRASTRUCTURE AND SERVICES PARTNERSHIP - UNDERSPEND

Due to the below Declarations of Financial and Indirect Financial interests for this item, there is a lack of quorum, therefore Council will move to the next order of business.

Declaration of Interest

Prior to consideration of this Agenda Item:

Cr Rumble declared a financial interest

Cr Lynch declared an indirect financial interest

Cr Dias declared a financial interest

Cr Diver declared an indirect financial interest

See item 6.2 for details of the interest declared.

RECORDED ON REGISTER GV07

FILE REFERENCE:	CS22
AUTHOR'S NAME AND POSITION:	Adam Majid Acting Director Community Services
AUTHORISING OFFICER AND POSITION:	Kenn Donohoe Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	1 March 2021
DISCLOSURE OF FINANCIAL INTEREST:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal
PREVIOUS MEETING REFERENCE:	Not Applicable

Summary

The Shire, through agreements with Rio Tinto Iron Ore (RTIO), receives a considerable amount of money to deliver programs, events and other community activities to ensure a vibrant community lifestyle across Tom Price, Paraburdoo and Pannawonica.

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Council's consideration and direction is required to establish a list of projects and programs that could be negotiated with RTIO to direct an underspend of funding towards.

It is proposed that Council endorse a series of projects and programs for the Chief Executive Officer to discuss and negotiate with RTIO.

Background

The Community Infrastructure and Services Partnership (CISP) is an agreement entered into as a Memorandum of Understanding (MOU) between the Shire and Rio Tinto Iron Ore (RTIO) for the purposes of delivering community service programs and infrastructure for the betterment of Tom Price, Paraburdoo and Pannawonica.

The MOU was signed on 5 July 2017 and covers the period from 1 July 2017 to 30 June 2022.

From a basic perspective, the MOU is a binding agreement between the Shire and RTIO whereby RTIO provides financial support to the Shire to enable the Shire to be the lead party to deliver community services across the towns of Tom Price, Paraburdoo and Pannawonica.

The CISP is broken down into three distinct portions, those (and their purpose) are as follows:

Community Capacity and Development

"increase the capacity, sustainability and participation of the community creating stronger, healthier, happier and safe communities in Pannawonica, Paraburdoo and Tom Price."

Example services and programmes:

- Club development
- Welcome to town
- Youth engagement
- Workshops and training that build skills and knowledge within communities

Community Events and Festivals

"deliver a wide range of community events and festivals supporting the communities of Tom Price, Paraburdoo and Pannawonica to be vibrant places to live and work by creating opportunities for social interaction and fostering an active and engaged lifestyle."

Example services and programmes:

- Australia Day
- Anzac Day
- School Holidays
- NAIDOC
- Nameless Festival
- *"various other events as agreed by the parties"*

Project Delivery and Governance

"support the management, implementation and overarching governance of the Partnership and its associated activities and projects."

Funds to be used towards delivery of CISP, such as:

- Project management
- Facility/room hire and services (audio-visual, teleconferencing etc.)
- Engagement of external professional services/consultants to develop reports/strategies
- Promotions and communications
- Catering

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Across the term of the MOU, the total value of CISP is \$5,720,000 across three separable portions, the allocations as agreed upon are as follows:

- Community Capacity and Development - \$1,890,000.00
- Community Events and Festivals - \$1,430,000.00; and
- Project Delivery and Governance \$2,400,000.00.

In reviewing the overall expended and committed funds, the Shire's finance department has been able to assist by identifying the total amount of underspend as at 31 December 2020. A brief breakdown of those funds are as follows:

Underspend	Gross Underspend	Commitments	Net Underspend	Available
CISP 2012-17	1,752,731	(1,416,760)	335,971	335,971
CISP 2017-22	1,570,722	0	1,570,722	1,570,722
Para Club Construction	109,835	0	109,835	109,835
Para Chub Op	807,350	(100,000)	707,350	-
TP Child Care	2,500,000	2,500,000		-
Covid-19 Funding	662,870	(478,972)	183,898	183,898
	7,403,508	504,268	2,907,776	2,200,426
DFES funding (paid Dec 2020)GL050008	1,500,000	1,500,000		

Accordingly, there is a total of \$2,200,426.00 underspend available for Council to consider and provide direction to the Chief Executive Officer to negotiate with RTIO.

Comment

In reviewing as to how and why an underspend of this magnitude has occurred, it could be apportioned to a multitude of reasons. On the surface, it would appear that there was insufficient planning undertaken at the commencement of the agreement to clearly forward plan as to how the funding would be utilised within the general constraints of the MOU.

However, rather than dwelling on the past, the opportunity now presents itself for Council to be proactive and work with RTIO to consider expanding current services and identifying unique projects that could be delivered prior to the conclusion of the MOU.

Accordingly, a presentation was provided to Council on 16 February 2021 covering the MOU and discussion in relation to potential programs and projects.

Following this discussion, items raised are as follows:

- BMX tracks – plan and deliver
- Signature events
- Paraburdoo Swim Club meeting room
- Allocation to various future capital projects.

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Other discussions have also been held internally amongst Community Services managers to gauge issues and constraints when dealing with the current underspend. Some of the issues raised have been around timing and how funds could be spent before expiry of the MOU. In relation to this, there is potential to seek external support for signature/major event delivery.

Other feedback received internally was that there is potential for new programs to be delivered through Library Services which would be in keeping with the Community Capacity and Development purpose. A key project in this space would be in relation to Science, Technology, Education and Mathematics commonly referred to as STEM with an emphasis on library learnings and youth engagement. Based on the conversations with Council and staff, it is proposed the following direction be made and allow the CEO to negotiate with RTIO accordingly:

Signature Events planning and delivery	\$500,000
BMX Trails planning and development	\$500,000
Paraburdoo Swimming Club Meeting Room	\$225,000
STEM (Science, Technology, Education and Mathematics)	\$50,000
Allocation to capital projects	\$925,426
TOTAL	\$2,200,426

Consultation

Council
Executive Leadership Team
Strategic Partnership Manager
Manager Libraries
Finance Officer – Grants and Budgeting

Statutory Environment

There are no known statutory impediments for this matter.

Financial Implications

Given that the Shire currently holds the funding, the one possible financial implication would be having to return the money should there be no agreement made with RTIO.

Strategic Implications

Shire of Ashburton 10 Year Strategic Community Plan 2017-2027 (Desktop Review 2019)

Goal 01 Vibrant and Active Communities
Objective 1 Connected, caring and engaged communities
Objective 2 Sustainable services, clubs, associations and facilities
Objective 4 A rich cultural life

Goal 04 Quality Services and Infrastructure
Objective 1 Quality public infrastructure

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Risk Management

Risk has been assessed on the basis of the Officers Recommendation.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Reputation By not consulting adequately with industry partner, the relationship could be impacted and the Shire image damaged	Possible (3)	Moderate (3)	Moderate (9)	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Consultation with industry partner to make a plan to deliver projects and programs utilising the underspend.
Financial impact Potential that funding may be requested to be returned by industry partner	Unlikely (2)	Major (4)	Moderate (8)	\$1,000,000 to \$5,000,000	Consultation with industry partner to make a plan to deliver projects and programs utilising the underspend.

The following Risk Matrix has been applied.

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Adoption of this item has been evaluated against the Shire of Ashburton's Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be moderate due to the nature and extent of the relationship with RTIO and community perception.

Policy Implications

There are no known policy implications for this matter.

Voting Requirement

Simple Majority Required

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That with respect to the Community Infrastructure and Services Partnership - Underspend, Council:

1. Acknowledge the underspend of \$2,200,426.00 as at 31 December 2020; and
2. Request the Chief Executive Officer to consult and negotiate with Rio Tinto Iron Ore to direct the underspend as above towards the following programs and projects with accompanying values:
 - Signature Events planning and delivery - \$500,000
 - BMX Trails planning and development - \$500,000
 - Paraburdoo Swimming Club Meeting Room - \$225,000
 - STEM (Science, Technology, Education and Mathematics) - \$50,000
 - Allocation to capital projects (various) - \$925,426.

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15. INFRASTRUCTURE SERVICES REPORTS

Declaration of Interest

Prior to consideration of this Agenda Item:

Cr Rumble declared a financial Interest

Cr Dias declared a financial Interest

Cr Lynch declared an indirect financial interest

Cr Diver declared an indirect financial interest

Cr Foster declared in indirect financial interest

See item 6.2 for details of the interest declared.

RECORDED ON REGISTER GV07

Councillor Lynch and Diver remained in the Chamber in line with the approval given by the Acting Executive Director - Local Government, Sport and Cultural Industries as noted at item 6.2.

Councillor Rumble and Dias left the meeting at 1.32 pm due to their declaration of interest for 15.1.

15.1 TOM PRICE SKATE PARK UPGRADES

FILE REFERENCE:	RC31
AUTHOR'S NAME AND POSITION:	Tracey Rogers Project Officer
AUTHORISING OFFICER AND POSITION:	Maz Khosravi Director Infrastructure Services
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	23 February 2021
DISCLOSURE OF FINANCIAL INTEREST:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal
PREVIOUS MEETING REFERENCE:	Not Applicable

Summary

The purpose of this report is to provide an update regarding the Tom Price Skate Park Upgrade (funded as part of the 2020/21 budget) and request Council support for the preferred concept design and associated costs. The project will be completed in two stages over the 2020/21 and 2021/22 budgets.

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Background

The original Tom Price skate park was built in 2012 and has been a popular facility with a wide section of the community for the last eight years.

The original park was planned around the existing trees that were found in the area, however these trees have now died and have left two large dirt patches in central area of the park. These areas were previously filled with mulched bark which has the potential to be a hazard to the users.

With the trees no longer providing shade in the area, it's now often too hot to use the park during the middle of the day. Providing more shade in this area will enable the community to be able to utilise the facility for longer periods of the day.

The current park is also showing its age and is in need of attention. The addition of a bowl element to the park has also been a focus for this project and has been the subject of community feedback.

Comment

Western Australia firm Skate Sculpture was engaged to carry out onsite consultation and create a concept plan for the upgrade works and possible expansion of the park.

A site inspection, project meeting with Shire of Ashburton representatives an onsite consultation was held on Friday 30 October 2020. In total, Shire representatives and the consultants spoke with thirty-one interested community members, 71% of them being aged twelve and under. This age group will form a large percentage of the regular users of this facility.

The attendees took part in a series of presentations, design activities, a survey and photo shoots to get valuable feedback on what the community would like to see included in the works.

The survey concluded that the most popular option for the skatepark extension was a large flow bowl. Flow bowls have become increasingly popular in the past decade, made famous by international competitions and soon to be featured in the 2021 Tokyo Olympics.

Other inclusions that the community would like included in the works were:

- Shelter/Shade
- Water chiller
- Seating

A geotechnical investigation and site survey was also carried out. This information, along with the community consultation, has been summarised to create two concept designs.

Option 1 features a standalone fish bowl which would be the less expensive of the two options and only utilises a portion of the available space.

This option has been estimated to cost \$715,000.00.

ATTACHMENT 15.1A

Option 2 utilises the majority of the available space by providing a flow bowl with an additional skatepark section featuring some of the most frequently requested skate park obstacles including a stair set, A-frame and bank to extension. These three obstacles are not currently found at the current skatepark and will add to the diversification of the skate terrain on offer in Tom Price.

This option has been estimated to cost \$920,000.00.

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ATTACHMENT 15.1B

Two concept designs have been proposed to help determine a budget that would be both viable for the Shire to achieve, whilst providing the local skatepark users with a skatepark extension that would satisfy their requirements for many years to come.

Substantial costs will be required for upgrades to lighting and reticulation which have not been included in the quoted figures. It is ideal that the surrounding lighting and reticulation works be carried out at the same time to deliver a project that is both user friendly and aesthetically pleasing.

In order to meet the community expectations and suggested facility design requirements, it is requested Elected members endorse Option 2 with a required budget of \$950,000 (includes small contingency). This will deliver a quality facility that can be properly integrated into the existing infrastructure.

Consultation

Community Members
Strategic Partnership Manager
Executive Leadership Team
Manager Media and Communications

Statutory Environment

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

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

(b) Is authorised in advance by resolution

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

Financial Implications

The current budget under GL 1AP20180 is \$250,000, which requires an additional \$700,000 to make sufficient provision for the project.

RTIO has been approached to make a funding contribution of \$400,000 towards the facility through the Covid underspend. RTIO have given their in-principle support however, due to their approvals process, have not yet provided official consent.

The remaining \$300,000 is proposed to be funded through Building Better Regions Fund Round 5 funding. An application was lodged prior to the 12 March 2021 closing with an outcome not expected until Q3 2021.

Strategic Implications

Shire of Ashburton 10 Year Strategic Community Plan 2017-2027 (Desktop Review 2019)

Goal 01 Vibrant and Active Communities
Objective 2 Sustainable services, clubs, associations and facilities

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Risk Management

Risk has been assessed on the basis of the Officers Recommendation.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan
Financial Impact – insufficient funding to complete the works	Possible (3)	Moderate (3)	Moderate (9)	\$100,000 - \$1 million	By adopting officer's recommendation and obtaining funds from RTIO
Reputation	Possible (3)	Moderate (3)	Moderate (9)	Substantiated, public embarrassment, widespread high impact on community trust, high media profile	implementation of effective public consultation and regular projects update
Complex project delivery method	Possible (3)	Moderate (3)	Moderate (9)	Project financial impact due to complex project management requirements	Implementation of robust and clear project management methodology to avoid any financial impact and delay in project delivery
Interruption to service	Almost Certain (5)	Moderate (3)	High (15)	Medium term temporary interruption – backlog cleared by additional resources <1 week	Working Monday to Friday during business hour, allowing community use of the facility.

The following Risk Matrix has been applied.

Risk Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Adoption of this item has been evaluated against the Shire of Ashburton's Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be high due to the financial value of the project. Regular monitoring will be undertaken with specific procedures and controls engaged throughout the delivery of the project and will be consistently reviewed and managed.

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Policy Implications

There are no known policy implications for this matter.

Voting Requirement

Absolute Majority Required

Officers Recommendation and Council Decision

MINUTE: 32/2021

MOVED: Cr D Diver

SECONDED: Cr M Lynch

That with respect to the Tom Price Skate Park Upgrades, Council:

- 1. Acknowledge the Building Better Regions Fund Round 5 application for \$300,000 as lodged prior to the closing date of 12 March 2021;**
- 2. Endorse Option 2 (ATTACHMENT 15.1B) as the preferred concept with an estimated budget of \$950,000; and**
- 3. Request the Chief Executive Officer to liaise with Rio Tinto Iron Ore to allocate \$400,000 from projected underspend Community Infrastructure and Services Partnership funds towards this project. (still waiting for an update from Rio Tinto).**

CARRIED BY ABSOLUTE MAJORITY 5/0

Cr Dias returned to room at 1.33 pm.

Cr Rumble returned to the room at 1.35 pm.

The Presiding Member advised both Councillor Dias and Rumble of the outcome of the vote for this item.

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16. PROJECTS AND PROCUREMENT

16.1 ONSLOW SUN CHALETS REDEVELOPMENT

FILE REFERENCE:	SEC.0588
AUTHOR'S NAME AND POSITION:	Chantelle McGurk Director Projects and Procurement
AUTHORISING OFFICER AND POSITION:	Kenn Donohoe Chief Executive Officer
NAME OF APPLICANT/ RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	2 March 2021
DISCLOSURE OF FINANCIAL INTEREST:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal
PREVIOUS MEETING REFERENCE:	Agenda Item 13.7 (Minute No. 64/2020) – Ordinary Meeting of Council 14 April 2020 Agenda Item 18.1 (Minute No. 648/2019) – Ordinary Meeting of Council 18 September 2019 Agenda Item 18.4 (Minute No. 540/2019) – Ordinary Meeting of Council 12 March 2019 Agenda Item 18.1 (Minute No. 313/2018) – Ordinary Meeting of Council 13 February 2018

Summary

The purpose of this report is to provide a project status update on the Onslow Sun Chalets Redevelopment Project and present to council Stage One (1) Architectural Design and Scope of Works for endorsement by Council and additional \$500,000 budget allocation in the 2020/21 capital budget for Stage 1 works to be completed.

Background

In April 2020, Council approved the termination of the Lease between Shire of Ashburton and Ashburton Investments Pty Ltd for the Onslow Sun Chalets on Reserve 35889, Onslow and approved to purchase \$65,000 of minor assets from Ashburton Investments for the Onslow Sun Chalets.

In July 2020, Council's Annual Financial Budget was endorsed and included \$1m allocated to the Onslow Sun Chalets redevelopment project as part of the Capital works program for 2020/21. This allocation was in recognition that this is a large project requiring considerable spending and needs to be undertaken over a period of time.

Comment

In August 2020, consultants were engaged to develop a masterplan for the Onslow Sun Chalets with budgeting and delivery to be considered with a staged approach over multiple financial years.

As the masterplan developed several presentations were made to council and all feedback has been incorporated into the concept masterplan.

The Concept Plan was split into three (3) separate project areas: essential projects, desirable projects

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and the ultimate opportunistic projects to identify those developments most important as outlined in the feedback from council and also budget implications. The essential, desirable and opportunistic project requests are below:

ATTACHMENT 16.1

Essential (Stage 1)

- Services upgrades including water, sewer and electrical headworks upgrades
- Emergency electrical works
- Entrance Statement
- Front Elevation facelift including new signage, fencing and landscaping,
- Minor maintenance and improvement works to existing motels rooms and Chalets
- Full internal refurbishment of two (2) existing Chalets
- Replacement verandah to the rear of existing Motel rooms (15,16 &17)
- Re roofing existing motel rooms (15,16,17)
- Refurbishment of the existing pool area and replacement of the existing shade structure with temporary Shade Sails
- **Budget allocation required \$1.4m**

Desirable (Stage 2)

- Install all services connections for the masterplan development
- Bulk earthworks, roads and retaining walls
- Remove the existing pool area at the front of the establishment, and create a new Infinity pool overlooking Beadon Bay, including landscaping, shade huts and fencing.
- Install a new Playground area adjacent the new Infinity Pool area
- Remove and then re-install existing Northern Chalets at a compliant floor level, with new BBQ and shade structures
- Relocate existing Chalets on the South to the North and install outdoor BBQ area and shade structures to each chalet including
- Repurpose the Southern area (free from removing reallocating Chalets) to temporary overflow Caravan Bays
- Create boat parking on the North and South perimeters
- Garrison Fencing to the perimeter
- Further landscaping
- **Budget allocation required \$7m**

Opportunistic

- Replace caravan bays with new chalets
- New chalets around pool area facing Beadon Bay and temporary caravan bays, driven by demand and the success of the improved facility
- New apartments to the front pool area
- Enhanced pool facilities and amenities
- Sealed Roads
- Landscaping
- **Budget allocation \$9m**

The main priority is to commence works on the essential items as the Onslow Sun Chalets is in desperate need of a face lift and is such a wonderful tourist asset for Onslow. Achieving the facelift ASAP will allow the Shire to undertake major advertising to attract more tourists to our region.

Consultation

Executive Leadership Team
Caravan Park Managers

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Onslow Sun Chalet Caretakers

Statutory Environment

Local Government Act 1995

5.41. Functions of CEO-

The CEO'S functions are to –

- a) advise the council in relation to the functions of a local government under this Act and other written laws; and*
- b) ensure that advice and information is available to the council so that informed decisions can be made; and*
- c) cause council decisions to be implemented; and*
- d) manage the day to day operations of the local government's; and*
- e) liaise with the mayor or president on the local government's affairs and the performance and the performance of the local government's functions; and*
- f) speak on behalf of the local government if the mayor or president agrees; and*
- g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and*
- h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

Financial Implications

The financial implications would see a budget amendment increasing the capital expenditure GL: 134260 - Onslow Sun Chalets Upgrade from \$1m to \$1.4m for stage one (1) works. Sufficient funds have been identified during Budget Review for reallocation being from GL BC099 - Staff Housing - Security Improvements – All Houses (works will not be undertaken in 2020/21 due to preparation of a Staff Accommodation Strategy and Asset Management Plan).

Strategic Implications

This item is relevant to the Shire of Ashburton 10 Year Strategic Community Plan 2017-2027 and the Strategic Corporate Plan 2019-2023. In particular, the strategic direction provided for this activity:

Goal 01 Vibrant and Active Communities
Objective 1 Connected, caring and engaged communities
Objective 4 A rich cultural life

Goal 04 Quality Services and Infrastructure
Objective 01 Quality public infrastructure

Goal 05 Inspiring Governance
Objective 1 Effective planning for the Future
Objective 2 Community ownership
Objective 4 Exemplary team and work environment

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Risk Management

Risk has been assessed on the basis of the Officers Recommendation.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Reputation	Major (4)	High (10)	High (12)	Tourist reporting the quality of accommodation is below standard	Undertaking redevelopment (Stage 1) will see tourist spreading the word on accommodation in Onslow
Financial Impact	Moderate (3)	Moderate (9)	Moderate (9)	Estimated expenses may increase	

The following Risk Matrix has been applied.

Risk Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Adoption of this item has been evaluated against the Shire of Ashburton's Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be medium due to the financial value of the project and the risk to the Shire's reputation. Regular monitoring will be undertaken with specific procedures and controls engaged throughout the delivery of the project and will be consistently reviewed and managed.

Policy Implications

There are no known policy implications for this matter.

Voting Requirement

Absolute Majority required

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Officers Recommendation and Council Decision

MINUTE: 33/2021

MOVED: Cr D Diver

SECONDED: Cr M Lynch

That with respect to the Onslow Sun Chalets Redevelopment, Council:

1. **Accept the Onslow Sun Chalets Concept Plan for the Onslow Sun Chalets as per ATTACHMENT 16.1; and**
2. **Accept and approve Stage One (1) works**
3. **Authorise a budget amendment from \$1m to \$1.4m so works can commence in the 2020/21 capital works program by:**
 - a. **Decreasing GL BC099 Staff Housing – Security Improvements – All Houses by \$400,000 from \$1,129,220 (captured in 2020/21 Budget Review) to \$729,220; and**
 - b. **Increasing GL 134260 Onslow Sun Chalets – Upgrade by \$400,000 from \$1,000,000 to \$1,400,000.**

CARRIED BY ABSOLUTE MAJORITY 7/0

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17. COUNCILLOR AGENDA ITEMS / NOTICES OF MOTIONS

CHANGE IN ORDER OF BUSINESS

In accordance with clause 5.2 of the Shire of Ashburton Standing Orders Local Law 2012 the order of business for the Ordinary Meeting of Council shall be determined by the local government from time to time. The Chief Executive Officer advised the following items of a confidential nature should be considered prior to section 18 - of this agenda.

Council Decision

MOVED: Cr D Diver

SECONDED: Cr L Rumble

In accordance with Standing Order 5.4 – An item of Urgent Business relating to:

19.3 SENIOR OFFICER DESIGNATION AND DIRECTORATE CHANGES

be introduced to the business of Council behind closed doors.

CARRIED 7/0

19. CONFIDENTIAL MATTERS

Council Decision

MOVED: Cr D Diver

SECONDED: Cr L Rumble

That Council move behind closed doors at 1.37 pm to consider the following Confidential Items.

19.3 SENIOR OFFICER DESIGNATION AND DIRECTORATE CHANGES

9.3.5 CONFIDENTIAL ITEM - UPDATE ON WITTENOOM LITIGATION, USE OF DELEGATION, WITTENOOM STEERING COMMITTEE, AND SENIOR COUNSEL LEGAL BRIEF

19.1 CONFIDENTIAL ITEM – A1054, ONSLOW; and

19.2 CONFIDENTIAL ITEM – MT BROCKMAN ROAD

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

(a) a matter affecting an employee or employees.

(b) the personal affairs of any person;

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

CARRIED 7/0

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19.3 SENIOR EMPLOYEE DESIGNATION AND DIRECTORATE CHANGES

Declaration of Interest

Prior to consideration of this Agenda Item:

Mr A Majid declared a financial interest

Mr N Cain declared a financial interest

See item 6.2 for details of the interest declared.

RECORDED ON REGISTER GV07

Mr A Majid and Mr N Cain left the room at 1.38 pm due to their financial declaration of interest.

Mrs C McGurk, Mr M Khosravi, Mrs J Fell, and visitor (Louise Miolin from the ABC) left the room at 1.38 pm due to the confidential item 19.3.

Mrs M Lewis and Ms N Jeffery stayed in the room.

FILE REFERENCE: GV05

AUTHOR'S NAME AND POSITION: Kenn Donohoe
Chief Executive Officer

AUTHORISING OFFICER AND POSITION: Kenn Donohoe
Chief Executive Officer

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 15 March 2021

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

PREVIOUS MEETING REFERENCE: Not Applicable

REASON FOR CONFIDENTIALITY

The Chief Executive Officer's Report is confidential in accordance with s5.23 (2) the *Local Government Act 1995* because it deals with matters affecting employees, as follows:

(a) *a matter affecting an employee or employees.*

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Officers Recommendation and Council Decision

MINUTE: 34/2021

MOVED: Cr D Diver

SECONDED: Cr M Lynch

That with respect to the Senior Employee Designation and Directorate Changes, Council:

- 1. Reduce its organisational structure from five Senior Employees to four and consolidates the Development Services and Community Services into a new Directorate People and Place;**
- 2. Support the appointment of the incumbent Director of Community Development to the position of Director of Corporate Services and for the Director Development Services to undertake the consolidated role of Director of People and Place; and**
- 3. Appoint the Chief Executive Officer as its only Senior Employee pending a review of Council's policy in relation to Directorate names, and for this policy review to be presented to the April 2021 Ordinary Council meeting.**

CARRIED 7/0

Mr A Majid, Mr N Cain, Mrs C McGurk, Mr M Khosravi and Mrs J Fell, returned to the room at 1.45 pm.

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9.3.5 CONFIDENTIAL ITEM - UPDATE ON WITTENOOM LITIGATION, USE OF DELEGATION, WITTENOOM STEERING COMMITTEE, AND SENIOR COUNSEL LEGAL BRIEF

FILE REFERENCE:	LS34
AUTHOR'S NAME AND POSITION:	Janyce Smith Senior Administration Officer
AUTHORISING OFFICER AND POSITION:	Janelle Fell Acting Director Corporate Services
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	25 February 2021
DISCLOSURE OF FINANCIAL INTEREST:	The authors and the authorising officer have no financial proximity or impartiality interests in the proposal
PREVIOUS MEETING REFERENCE:	Confidential Agenda Item 8.1 (Minute No. 216/2020) Audit and Risk Committee Meeting 11 December 2020

REASON FOR CONFIDENTIALITY

This Report is confidential in accordance with s5.23 (2) *the Local Government Act 1995* because it deals with matters affecting s5.23 (2):

- (b) *the personal affairs of any person;*
- (d) *legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.*

Officers Recommendation and Committee Decision

MINUTE: 24/2021

MOVED: Cr D Diver

SECONDED: Cr J Richardson

That with respect to the Confidential Item – Update on Wittenoom Litigation, Use of Delegation, Wittenoom Steering Committee and Senior Counsel Legal Advice, the Audit and Risk Management Committee recommend Council:

- 1. Receive the Confidential Item – Update on Wittenoom Litigation, Use of Delegation, Wittenoom Steering Committee, Senior Counsel Brief and Advice and Roebourne - Wittenoom Road (CONFIDENTIAL ATTACHMENT 9.3.5) and remain confidential in accordance s5.23 (2)(b) & (d) of the *Local Government Act 1995*; and**
- 2. Ensure that the Chief Executive Officer continues to provide Wittenoom related reports to the Audit and Risk Management Committee.**

CARRIED 7/0

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Declaration of Interest***Prior to consideration of this Agenda Item:******Cr White declared an impartiality Interest******See item 6.2 for details of the interest declared.*****RECORDED ON REGISTER GV07****19.1 CONFIDENTIAL ITEM – A1054, ONSLOW**

FILE REFERENCE:	GV05
AUTHOR'S NAME AND POSITION:	Janelle Fell Acting Director Corporate Services
AUTHORISING OFFICER AND POSITION:	Kenn Donohoe Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	28 February 2021
DISCLOSURE OF FINANCIAL INTEREST:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal
PREVIOUS MEETING REFERENCE:	Not Applicable
REASON FOR CONFIDENTIALITY	
This Report is confidential in accordance with s5.23 (2) of the <i>Local Government Act 1995</i> because it deals with matters affecting s5.23 (2):	
(b) the personal affairs of any person'	

Officers Recommendation

That with respect to Confidential Item – A1054, Onslow, Council endorse the recommendation contained within CONFIDENTIAL ATTACHMENT 19.1.

Decision**MINUTE:** 35/2021**MOVED:** Cr D Diver**SECONDED:** Cr R de Pledge

That with respect to Confidential Item – A1054, Onslow, Council direct the Chief Executive Officer to manage this matter in accordance with Council's financial delegations.

CARRIED 7/0

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Reason for change – Council considered the matter as operational in nature, noting the Chief Executive Officer has the appropriate delegated authority to progress the matter.

UNCONFIRMED MINUTES

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19.2 CONFIDENTIAL ITEM – MT BROCKMAN ROAD

Declaration of Interest

Prior to consideration of this Agenda Item:

Cr Dias declared a financial Interest

Cr Rumble declared a financial interest

Cr Diver declared an indirect financial interest

Cr Lynch declared an indirect financial interest

See item 6.2 for details of the interest declared.

RECORDED ON REGISTER GV07

Councillor Diver and Lynch remained in the Chamber in line with the approval given by the Acting Executive Director - Local Government, Sport and Cultural Industries as noted at item 6.2.

Cr Rumble and Cr Dias left the meeting at 1.55 pm due to their declaration of interest for 19.2.

FILE REFERENCE: RD.0045

AUTHOR'S NAME AND POSITION: Janelle Fell
Acting Director Corporate Services

AUTHORISING OFFICER AND POSITION: Kenn Donohoe
Chief Executive Officer

NAME OF APPLICANT/RESPONDENT: Wintawari Guruma Aboriginal Corporation RNTBC

DATE REPORT WRITTEN: 3 March 2021

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

PREVIOUS MEETING REFERENCE: Agenda Item 13.2 (Minute No. 482/2018) – Ordinary Meeting of Council 18 December 2018

REASON FOR CONFIDENTIALITY

This Report is confidential in accordance with s5.23 (2) of the *Local Government Act 1995* because it deals with matters affecting s5.23 (2):

- d) *legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting where the trade secret or information is held by, or is about, a person other than the local government'.*

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Officers Recommendation and Council Decision

MINUTE: 36/2021

MOVED: Cr D Diver

SECONDED: Cr R de Pledge

That with respect to the Confidential Item - Mt Brockman Road, Council endorse the recommendation as contained within CONFIDENTIAL ATTACHMENT 19.2D.

CARRIED 5/0

Cr Rumble and Cr Dias returned to the meeting at 1.57 pm.

Council Decision

MOVED: Cr D Diver

SECONDED: Cr R de Pledge

That Council re-open the meeting to the public at 1.57 pm.

CARRIED 7/0

Louise Miolin from the ABC returned to the meeting at 1.58 pm.

CHANGE IN ORDER OF BUSINESS

In accordance with clause 5.2 of the *Shire of Ashburton Standing Orders Local Law 2012* the order of business for the Ordinary Meeting of Council shall be determined by the local government from time to time. The Chief Executive Officer requested the Items of an Urgent Business be introduced as the meeting has been re-opened to the public.

Council Decision

MOVED: Cr D Diver

SECONDED: Cr L Rumble

In accordance with Standing Order 5.4 – An item of Urgent Business relating to:

18.1 2020/21 ANNUAL BUDGET REVIEW

18.2 AWARD OF RFT 03.21 FLOOD DAMAGE REPAIRS AND GRAVEL RESHEETING WORKS – ASHBURTON DOWNS AND ASHBURTON DOWNS MEEKATHARRA ROADS; and

18.3 AWARD OF RFT 04.21 RECONSTRUCTION AND SEALING OF TWITCHIN AND OLD ONSLOW ROADS AND RESHAPE/RESHEETING OF TOWERA-LYNDON ROAD

be introduced to the business of Council as a public matter.

CARRIED 7/0

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

18.1 2020/21 ANNUAL BUDGET REVIEW

FILE REFERENCE:	GV04
AUTHOR'S NAME AND POSITION:	Taryn Dayman Manager Finance & Administration
AUTHORISING OFFICER AND POSITION:	Janelle Fell Acting Director Corporate Services
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	12 March 2021
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial, proximity or impartiality interests in the proposal
PREVIOUS MEETING REFERENCE:	Agenda Item 12.2 (Minute No 101/2020) – Ordinary Meeting of Council 14 July 2020

Summary

This item presents the 2020/21 Annual Budget Review ("the Review") in accordance with the *Local Government Act (Financial Management) Regulations 1996*.

The Review has been conducted as at 28 February 2020 and is inclusive of all Council endorsed budget amendments decisions made throughout the financial year. The review also recommends additional budget variations in consideration of the Shire of Ashburton's (the Shire) financial performance, financial position and outcomes that are forecast for the end of 2020/21.

A key focus of the report is the adjustment of \$741,941 to the opening position as a result of the auditors sign-off to the 2019/20 accounts, predominantly due to a change in Australian Accounting Standards as well as end of year accruals.

A balanced budget has been achieved by reflecting a number of internal movements within the budget as well as an increase in transfer from reserves.

Background

Regulation 33A of the *Local Government Act (Financial Management) Regulations 1996* requires local governments to conduct a Review of its annual budget between 1 January and 31 March for:

- The period beginning on 1 July and ending no earlier than 31 December in that financial year;
- The local governments financial position as at the date of the Review;
- That financial year that are forecast in the budget.

The review is to be submitted to council within 30 days of its commencement. Council is then to consider the Review to determine whether or not to adopt, any part of the Review or any

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recommendations made in the Review.

The Shire's Review timeframe is as follows:

Activity	Due Date
Shire Officers Review	Friday, 5 March 2021
Directors and Finance review and report preparation	Thursday, 11 March 2021
Council meeting to consider Review	Tuesday, 16 March 2021

Council adoption of this Review, any parts of the Review or any recommendations made in the Review is in accordance with the required legislated timeframe.

Comment

Key features of the review include the following:

Opening Position:

The 2020/21 budgeted surplus brought forward from 2019/20 was \$8,881,405. After completion of the 2019/20 audit the accounts disclosed an actual carried forward figure of \$8,140,214 – a decrease of \$741,191 to the opening position. This was made up from the following variances.

	Actual (Audited)	Budget	Difference
Current Assets	74,998,197.00	74,113,959.00	884,238.00
Current Liabilities	(17,286,651.00)	(11,194,743.00)	(6,091,908.00)
Total Adjustments to net current assets	(49,571,332.00)	(54,037,811.00)	4,466,479.00
Closing Surplus / (Deficit)	8,140,214.00	8,881,405.00	(741,191.00)

CURRENT ASSETS

Cash and cash equivalents	69,882,380.00	69,317,576.00	564,804.00
Trade and other receivables	3,603,509.00	3,995,886.00	(392,377.00)
Inventories	145,831.00	800,497.00	(654,666.00)
Other assets	1,366,477.00		1,366,477.00
TOTAL CURRENT ASSETS	74,998,197.00	74,113,959.00	884,238.00

CURRENT LIABILITIES

Trade and other payables	(10,720,658.00)	(8,890,131.00)	(1,830,527.00)
Contract liabilities	(4,083,109.00)		(4,083,109.00)

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Borrowings	(779,810.00)	(780,000.00)	190.00
Employee related provisions	(1,703,074.00)	(1,524,612.00)	(178,462.00)

TOTAL CURRENT LIABILITIES

(17,286,651.00)	(11,194,743.00)	(6,091,908.00)
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Adjustments to net current assets

Less: Reserves - cash backed	(55,970,608.00)	(55,340,000.00)	(630,608.00)
Less: Current assets not expected to be received at end of year			
- Land held for resale		(580,496.00)	580,496.00
Add: Current liabilities not expected to be cleared at end of year			
- Current portion of borrowings	779,810.00	780,000.00	(190.00)
- Current portion of contract liability held in reserve	4,083,109.00		4,083,109.00
- Employee benefit provisions	1,536,357.00	1,102,685.00	433,672.00

Total adjustments to net current assets

(49,571,332.00)	(54,037,811.00)	4,466,479.00
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Closing Funding surplus / (Deficit)

8,140,214.00	8,881,405.00	(741,191.00)
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This was mainly due to change in Accounting Standard AASB15 Contract Liabilities being revised as well as other end of financial year accruals.

End of financial year adjustments effecting the brought forward surplus of \$741,191 are summarised in the table below:

Increase in revenue from operating activities	(1,741,346.00)
Decrease in expenditure from operating activities	(556,777.00)
Decrease in non-cash amounts excluded from operating activities	313,694.00
Increase in non-operating grants, subsidies and contributions	(761,503.00)
Increase in purchase, plant and equipment	1,159,390.00
Increase in purchase and construction of infrastructure	1,837,543.00
Increase in proceeds from disposal of assets	(154,552.00)
Increase in transfers to cash backed reserves (restricted assets)	826,978.00
Increase from cash backed reserves (restricted assets)	(196,370.00)
Decrease in amounts raised from general rates	14,134.00
	<u>741,191.00</u>

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Capital Expenditure:

The adopted Capital Works program comprised of 82 projects totalling \$63,000,610. The Review is inclusive of all approved budget amendments throughout the period July to February as well as additional proposed amendments. These projects have been included in the 2020/2021 budget review with the 2020/21 forecast now totalling \$69,111,799.

Account	2020/21 Original Budget	2020/21 30th June Forecast Entry	Variation
10 - Office of CEO	7,016,154	8,712,423	1,696,269
1000 + Office of CEO	45,276	0	(45,276)
2301 + Heritage	0	252,000	252,000
5051 + Tourism & Area Promotion Eastern Sector	468,361	690,361	222,000
5054 + Museums	178,000	178,000	0
5055 + Old Onslow	218,615	218,615	0
5153 + Economic Development - General	1,000,000	1,400,000	400,000
5251 + Onslow Airport	5,105,902	5,973,447	867,545
20 - Community Services	9,250,000	9,250,000	
2052 + Care Of Families And Children	9,250,000	9,250,000	0
30 - Corporate Services	3,067,563	6,196,224	3,128,661
1102 + Staff Housing	1,129,220	1,117,218	(12,002)
3000 + Office of Director Corporate Services	237,000	63,276	(173,724)
3101 + Administration General - Tom Price & Paraburdoo	0	170,000	170,000
3151 + Information Technology	1,487,000	320,000	(1,167,000)
5102 + Onslow Residential Development	0	4,310,000	4,310,000
5103 + Tom Price Residential Land Development	14,343	15,730	1,387
5104 + Onslow Mixed Business Development	200,000	200,000	0
40 - Projects and Procurement	13,562,615	14,891,455	1,328,840
2151 + Public Halls - Civic Centres, Pavilions	3,070,000	3,156,000	86,000
2152 + Swimming Pool - Tom Price	230,000	206,400	(23,600)
2153 + Foreshore Areas - Onslow	1,900,000	1,950,000	50,000
2154 + Swimming Pool - Paraburdoo	50,000	0	
2156 + Onslow MPC	17,014	11,214	(5,800)
2157 + Other Recreation & Sport (non-specific. Specific have their own sub function)	2,855,601	3,070,447	214,846
2159 + Malls	125,000	125,000	0
2162 + Clemp Thompson Sports Pavilion	55,000	55,000	0
2163 + Paraburdoo Sports Pavilion	490,000	410,315	(79,685)
2168 + Paraburdoo Chub	10,000	17,000	7,000
2169 + Onslow Waterspray Park	0	470,000	470,000
2201 + Parks	1,660,000	1,720,079	60,079
2351 + Other Housing	100,000	100,000	0
5057 + Ocean View Caravan Park	3,000,000	3,600,000	600,000
50 - Development Services	4,190,854	4,175,854	(15,000)
6051 + Emergency Management - Non ESL	35,000	35,000	0
6052 + Fire Brigades	0	5,000	5,000
6053 + State Emergency Services	4,111,570	4,111,570	0
6151 + Health Inspection & Administration	24,284	24,284	0
6153 + Health - Mosquito Control	20,000	0	(20,000)
60 - Infrastructure Services	25,913,424	25,885,843	(27,581)

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Account	2020/21 Original Budget	2020/21 30th June Forecast Entry	Variation
4051 + Depots	0	14,750	14,750
4101 + Road Plant Purchases	1,981,000	1,981,000	0
6201 + Urban Stormwater Drainage	750,000	750,000	0
6251 + Construction Streets, Roads, Bridges, Depots	7,284,828	7,248,469	(36,359)
6252 + Maintenance Streets, Roads, Bridges, Depots	138,000	138,000	0
6401 + Sanitation General Refuse	13,495,184	13,489,212	(5,972)
6501 + Footpaths	2,264,412	2,264,412	0

ATTACHMENT 18.1B

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The following table highlights Capital Expenditure variations for the 2020/21 Annual Review. The table also includes amendments to budget from both operating, capex and reserves that will fund the capex project amendments.

(note: The current budget is inclusive of budget amendments already approved by Council)

GL	Job	Description	Current Budget	Revised Budget	Variation	Comments
140054	N/A	Subdivision, surveying & Plans	14,343	15,730	1,387	Increase in cost estimates.
140104	N/A	Transfer from Property Services Reserve	(14,343)	(15,730)	(1,387)	Fund increase from Transfer from Property Services Reserve
097803	BC099	Staff Housing Refurbishment & Improvements	1,129,220	542,220	(587,000)	Staff housing refurbishments are on hold pending the new housing strategy. As this project is partially funded by transfer from Staff Housing Reserve, \$587,000 reserve funding need to be removed. The balance of \$542,220 is municipal funded and will be re-allocated to various projects including new housing stock, see further below.
093513	N/A	Transfer from Reserve (Staff Housing)	(1,187,000)	(600,000)	587,000	Refurbs are on hold.
100082	18058	Pilbara Waste Management Facility - Water Supply	22,000	1,290	(20,710)	RFQ 69.17 - PO 57823 - Unused portion of PO will be journaled to GL 20015 Project Management. The outstanding PO of 19k will be reversed as is incorrect. No further charges are expected. (T/F remaining budget to Job 20015)
100082	18062	Pilbara Waste Mgmt Facility - approvals	100,000	67,818	(32,182)	RFT23.19 - PO 61133 - Unused portion of PO will be journaled to GL 20015 Project Management. The outstanding PO for 87k will be cancelled as this is incorrect. No further charges expected.

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GL	Job	Description	Current Budget	Revised Budget	Variation	Comments
100083	20015	Pilbara Waste Mgmt Facility -Project Mgmt	652,693	705,585	52,892	The increase in budget of 52k comes from the two accounts above where no further work or costs are expected and the accounts can be "closed" and thus the excess budget can be moved to this account. (T/F remaining budget to Job 20015)
AP2014	N/A	Diamond Club Softball/Kitchen	52,789	61,962	9,173	Insufficient brought forward balance from 19/20. Requesting re-allocation from above savings from completed projects above.
AP2009	N/A	Paraburdoo New softball Field	215,601	315,572	99,971	Insufficient brought forward balance from 19/20. Requesting re-allocation from above savings from completed projects above.
113236	BN390	Paraburdoo Chub	0	7,000	7,000	Insufficient brought forward balance from 19/20. Requesting re-allocation from above savings from completed projects above.
097802	B167	193 Capricorn Ave Paraburdoo	18,300	96,800	78,500	Purchase order currently under 097803 BC099(\$62,348)
097803	BC195	398 Acalypha St TP	0	20,000	20,000	Works at Acalypha requiring an allocation
113258	N/A	Paraburdoo - Karingal Roof	350,000	270,315	(79,685)	Project completed with savings requested to be re-allocated
110365	19019	Onslow Water Tank at MPC	17,014	11,214	(5,800)	Project completed with savings requested to be re-allocated
AR2012	N/A	Tom Price Central Rd Speed Bumps	55,250	45,250	(10,000)	Project completed with savings requested to be re-allocated

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GL	Job	Description	Current Budget	Revised Budget	Variation	Comments
097803	BC099	Staff Housing Refurbishment & Improvements	542,220	521,561	(20,659)	Savings from Municipal funding of staff housing refurbishments that will not be undertaken applied to projects with variations over original budget estimates (AP2014, AP2009 & BN390)
097803	BC099	Staff Housing Refurbishment & Improvements	521,561	443,061	(78,500)	Purchase order currently under 097803 BC099(\$62,348)
097803	BC099	Staff Housing Refurbishment & Improvements	443,061	423,061	(20,000)	Works at Acalypha requiring an allocation- BC195
097800	Various	New Staff Housing Stock	600,000	1,097,218	497,218	Supplement the budget for costs incurred for the demolishing and rebuilding of 215 Grevillia TP and fencing at 8 Anketell Ct, Onslow, while leaving \$600,000 recommended by Council in Oct'20 for the purchase of new stock.
097803	BC099	Staff Housing Refurbishment & Improvements	423,061	0	(423,061)	Residual municipal funding for refurbishments put on hold and re-allocated to new stock purchases
093513	N/A	Transfer from Reserve (Staff Housing)	(600,000)	(674,157)	(74,157)	An additional \$74,156 required to fund the costs identified above
134260	21022/21014	Onslow Sun Chalets Upgrade	1,000,000	1,400,000	400,000	Stage 1 of Onslow Sun Chalets Upgrade requires additional \$400,000 to complete (see Onslow Sun Chalets separate Agenda)
136002	N/A	Property Development Reserve	0	(400,000)	(400,000)	Transfer from Property Reserve to finance additional stage 1 works
040369	19005	Onslow Admin Building Balustrade & Handrail	70,000	230,000	160,000	The project estimates have increased requiring \$160,000 increase in the budget.

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GL	Job	Description	Current Budget	Revised Budget	Variation	Comments
AB2009	20016	New Administration Facility Concept Planning	100,000	26,000	(74,000)	The concept design for the new TP. Admin Building is complete under budget. Request from Property Dept Services. Services to re-allocate \$74,000 budget balance funded from Municipal to Onslow Admin Building Balustrade & Handrail Project (Job 19005)
111223	N/A	Donation to Community Groups - Compliance	300,000	214,000	(86,000)	Progress on the Tom Price Speedway grounds project has delayed due to a possible cost blow out. Request from Property Development Services to utilise \$86,000 of this budget towards Onslow Admin Building Balustrade & Handrail.
AP2020	N/A	Diamond Softball Kitchen Refurb	20,491	26,991	6,500	Variation required to complete works associated with the Diamond Club Kitchen Renewal, tiling around the bench and urgent electrical works
10112	B455	Tjilina Oval & Surrounds Maintenance	29,000	22,500	(6,500)	Savings from maintenance applied towards Diamond Softball Kitchen Refurb.

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The following are some of the statistics in relation to Council's 2020-2021 projects;

- Three projects have been removed from the list due to project deferral or the lack of a need to undertake the project because of a change in circumstances:
 - Parburdoo – swim club donga - new Parburdoo – chicken pond upgrade
 - ICT CCTV and security lighting programme for town sites

- Eight new projects have been added with all eight already approved by Council:
 - Onslow heritage - shell collection.
 - Asset new housing land & buildings.
 - Records management system
 - Onslow land purchases.
 - Onslow water spray park upgrade
 - Firefighting truck.
 - Tom Price – indoor cricket nets.

- Seven projects are on hold/off track due to or certainty around funding and scope:
 - Onslow Airport – emergency access road seal.
 - Old Onslow – conservation & tourism activation.
 - Onslow Airport – emergency access road seal
 - Old Onslow – conservation & tourism activation.
 - Onslow – foreshore protection renewal.
 - Onslow - seawall construction at Anzac Memorial Park renewal
 - Tom Price – pump track new
 - Tom Price - skate bowl shade structure new
 - Tom Price - tourist information bay upgrade.

- 29 projects have been completed:
 - Sound monitoring equipment
 - Emergency water tanks trailers
 - Onslow – mall sweeper
 - Onslow Airport – cyclone proofing doors
 - Onslow Airport – kiosk fit out
 - Onslow Airport – material handling & lifting equipment
 - Onslow heritage – shell collection
 - Onslow – land purchases lots 341,342 and 343.
 - Onslow – aged care units upgrade
 - Onslow – drainage renewal program
 - Onslow – drainage renewal program
 - Pannawonica – various projects
 - Parburdoo – Karingal roof – renewal
 - Parburdoo – softball field / Soccer pitch / Rugby pitch - Upgrade lighting
 - Parburdoo – Peter Sutherland Oval – event storage unit
 - Parburdoo – waste depot new operations building
 - Tom Price – housing new
 - Tom Price – staff housing renewal
 - Tom Price – Diamond Club softball kitchen – refurbishment
 - Tom Price – Diamond Club softball – storage facility installation
 - Tom Price - Minha Oval install new bollard
 - Tom Price – Vic Hayden Pool – refurbishments

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- Cattle Grids – renewal Twitchen Road
- Tom Price – waste depot new operations building
- Tom Price/Onslow – footpath renewal program
- Tom Price – Mine Road pavement renewal
- Tom Price – Central Road speed bumps new
- Kerb and gutter program renewal
- Shire wide – safety barrier renewals
- Urban Road renewal program

The net result in the completion of projects was an over spend of \$125k (1.7%) on a total capital expenditure of under \$7m.

- The remaining 53 projects are on track for completion by end of financial year.
- Housing Projects:
 - In October 2020, Council approved allocation of \$600,000 from Housing Reserve towards purchase of new housing stock. A further \$497,218 is sought to finance works at 215 Grivellea Avenue, Tom Price for 442,866 and 8 Anketell Ct, Onslow for 54,352
 - A Staff Housing Refurbishments Budget had an adopted allocation of \$1,129,220, financed by \$587,000 from Housing Reserve and the balance of \$542,220 from Municipal Fund. However, the project has been shelved pending finalisation of the new housing strategy, effectively reverting the \$587,000 back to the Housing Reserve. This report also recommends re-allocation of the remaining \$542,220 financed by Municipal Fund to the various projects in need of funding. This includes minor works undertaken at 398 Acalypha Street in Tom Price for \$20,000 and immediate maintenance works identified at 193 Capricorn Avenue in Tom Price for a total of \$78,000. It is also recommended to re-allocate \$423,061 towards the new housing stock.

Operating Income

As at 28 February 2021 the Shire's operating income actuals are currently at 88% of the annual budget provision. (% excludes non-cash amounts excluded from operating activities as well as capex funding)

Please note that % stated refers to the amended annual budget when compared to YTD figures as at 28 February 2021.

Rates

Rates: Overall actuals are currently at 101% of the annual budget provision.

Fees and Charges

*Fees and Charges are currently at 78% of the annual budget provision.
There are no major variations to note.*

Service Charges

*Fees and Charges are currently at 96% of the annual budget provision.
There are no major variations to note.*

Operating Grants and Contributions

Operating grants, subsidies and Contributions actuals are at 59% of the annual budget provision.

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- At adoption, Council expected to receive operating grants and contribution of \$5,485,769, comprising:
 - Office of CEO - \$0
 - Community Services - \$1,231,000
 - Corporate Services - \$2,100,000
 - Projects and Procurement - \$500,000
 - Development Services - \$500,000
 - Infrastructure Services - \$1,499,769

As at 28 February 2021, the Shire has successfully applied for an additional \$710,000 comprising of \$500,000 from BHP Vital Resources (Office of CEO); \$200,000 from Chevron for Working Together Onslow 2021 (Community Services) and \$10,000 from Pilbara Ports Authority & Chevron for the dog sterilisation program (Development Services). However, this has been offset by the adjustment of the Federal Assistance United and General Purpose Grants downwards by a combined \$464,526 (Corporate Services). The total operating grants and contribution balance is now \$5,726,243.

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Funding Body	Project Name	GL	JOB	2020/21 Original Budget (2021)	2020/21 Forecast Budget Review (2021)	Variation
Grand Total				(5,485,769)	(5,726,243)	(245,474)
10 - Office of CEO						
BHP Billiton	Vital Resources Fund	11321480		0	(500,000)	(500,000)
20 - Community Services				(1,231,000)	(1,431,000)	
Rio Tinto (Pilbara Iron)	Community Infrastructure & Strategic Partnership- Project Delivery	10410500	N/A	(430,000)	(430,000)	0
Chevron Pty Ltd	Passion of the Pilbara Festival (\$100,000)	11050130	EVI61	(100,000)	(100,000)	0
BHP Billiton	Passion of the Pilbara Festival (\$30,000)	11050130	EVI61	(30,000)	(30,000)	0
Onslow Supermarket, Agility Project Logistics PTY LTD & C Munro Contractors	Christmas Celebrations ((Float Parade 3rd, 1st, 2nd place winners)	11050130	EVI69	(1,000)	(1,000)	0
Chevron Pty Ltd	Gateway to Moon Street Markets	11119590	EVI88	(20,000)	(20,000)	0
Chevron Pty Ltd	Working Together Onslow	11119590	EVI82	0	(200,000)	(200,000)
Rio Tinto (Pilbara Iron)	Community Infrastructure & Strategic Partnership- Events & Festivals	11119690	N/A	(280,000)	(280,000)	0
Rio Tinto (Pilbara Iron)	Community Infrastructure & Strategic Partnership- Community Capacity	11380090	N/A	(340,000)	(340,000)	0
Department of Local Government, Sport & Cultural Industries	Regional Every Club Funding Program	11380100	G1040	(30,000)	(30,000)	0
30 - Corporate Services				(2,100,000)	(1,635,474)	

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Funding Body	Project Name	GL	JOB	2020/21 Original Budget (2021)	2020/21 Forecast Budget Review (2021)	Variation
Federal Govt through Dept of Local Government, Sport & Cultural Industries	Federal Assistance Grants (General)	10301810	N/A	(1,450,000)	(1,146,832)	303,168
Federal Govt through Dept of Local Government, Sport & Cultural Industries	Federal Assistance Grants (Untied)	10302010	N/A	(650,000)	(488,642)	161,358
40 - Projects and Procurement				(500,000)	(500,000)	
Rio Tinto (Pilbara Iron)	Paraburdoo Community Hub Operating Funds	11132470	CI142	(500,000)	(500,000)	0
50 - Development Services				(155,000)	(160,000)	
Department of Health	Aboriginal Environmental Health Grants	10702580	N/A	(134,000)	(134,000)	0
Department of Health	Mosquito Subsidy	10723530	N/A	(21,000)	(21,000)	0
Chevron Pty Ltd	Dog sterilisation program in Onslow	10500990	N/A	0	(5,000)	(5,000)
Pilbara Ports Authority	Dog sterilisation program in Onslow	10500990	N/A	0	(5,000)	(5,000)
60 - Infrastructure Services				(1,499,769)	(1,499,769)	
Department of Fire & Emergency Services (DFES)	Disaster Recovery Funding Arrangements Western Australia	11219600	N/A	(1,219,547)	(1,219,547)	0
Main Roads WA	Direct Grants being applied to Old Onslow Road	11249110	N/A	(280,222)	(280,222)	0

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Non-operating Grants and Contributions

Non-Operating grants and Contributions actuals are at 53% of the annual budget provision.

- Council adopted non-operating grants and contribution of \$24,180,772, comprising:
 - Office of CEO - \$96,483
 - Community Services - \$4,000,000
 - Corporate Services - \$922,000
 - Projects and Procurement - \$1,876,655
 - Development Services - \$3,220,000
 - Infrastructure Services - \$14,065,634

Most recently, the Shire applied successfully for an additional \$50,000 from the Department of Transport for the Onslow Marina Upgrade Project. This was offset by the unsuccessful application outcome for the Federal Government Grant (safer communities) - \$922,000 meant for the CCTV & Security Lighting for the Shire's town sites.

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Funding Body	Project Name	GL	JOB	2020/21 Original Budget (2021)	2020/21 Forecast Budget Review (2021)	Variation
Grand Total				(24,180,772)	(23,308,772)	872,000
10 - Office of CEO				(96,483)	(96,483)	
Main Roads WA	Tom Price Information Tourist Bay Upgrade	10420850	GI151	(52,661)	(52,661)	0
Chevron/Department of Jobs Tourism Science & Innovation	Old Onslow Conservation	11146260	N/A	(43,822)	(43,822)	
20 - Community Services				(4,000,000)	(4,000,000)	
Rio Tinto	Tom Price Child Care Project	10802980	CI020	(1,500,000)	(1,500,000)	0
Chevron/Department of Jobs Tourism Science & Innovation	Onslow Gym / Child Care Facilities	10802980	CI022	(2,500,000)	(2,500,000)	0
30 - Corporate Services				(922,000)	0	
Federal Government- Safer Communities Fund Round 5	CCTV & Security Lighting Program for Town sites	10411150	N/A	(922,000)	0	922,000
40 - Projects and Procurement				(1,876,655)	(1,926,655)	
Public Open Spaces Funds	Tom Price Pump Track	11112910	GI515	(236,655)	(236,655)	0
Chevron/Department of Jobs Tourism Science & Innovation	Vswans Office Building	11112860	CI117	0	0	0
Department of Regional Development (R4R)	Paraburdoo - 'Chub Electronic Scoreboard & Oval Fencing	11114360	N/A	(140,000)	(140,000)	0
Chevron/Department of Jobs Tourism Science & Innovation	Onslow 'Marina Upgrade	11126630	N/A	(1,500,000)	(1,500,000)	0
Department of Transport	Onslow 'Marina Upgrade- Concept funding	11126630	N/A	0	(50,000)	(50,000)
Chevron/Department of Jobs Tourism Science & Innovation	Bindi Bindi Solar Project	11114410	N/A	0	0	0

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Funding Body	Project Name	GL	JOB	2020/21 Original Budget (2021)	2020/21 Forecast Budget Review (2021)	Variation
50 - Development Services				(3,220,000)	(3,220,000)	
Department of Fire and Emergency Services (DEFES)	Tom Price Emergency Services Precinct	10500070	N/A	(1,720,000)	(1,720,000)	0
Rio Tinto	Tom Price Emergency Services Precinct	10500080	N/A	(1,500,000)	(1,500,000)	
60 - Infrastructure Services				(14,065,634)	(14,065,634)	
Building Better Region Funds (BBRF)	Onslow - 'Pilbara Waste Management Facility Class IV	11026730	GI076	(9,082,620)	(9,082,620)	0
Chevron/Department of Jobs Tourism Science & Innovation	Onslow - 'Pilbara Waste Management Facility Class IV	11026740	CI066	(1,831,581)	(1,831,581)	0
Main Roads WA	Tom Price - 'Mine Road	11219780	N/A	(53,466)	(53,466)	0
Roads to Recovery	Twitchen Road ('Rural Unsealed Roads 2020/21)	11246220	GI25	(736,345)	(736,345)	0
Regional Road Group 18/19	Ashburton Downs Road	11250260	GI20	(396,193)	(396,193)	0
Regional Road Group 19/20	Towera - Lyndon Road	11250260	GI22	(150,036)	(150,036)	0
Regional Road Group 2020/21	Old Onslow Road ('Rural Unsealed Roads 2020/21)	11250260	GI26	(1,042,393)	(1,042,393)	0
Federal Government- Local Roads & Community Infrastructure Program	Footpath New & Renewal Program 2020/21	11250820	N/A	(773,000)	(773,000)	0

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Interest earnings

Interest Earnings actuals are at 42% of the annual budget provision.

Estimated Interest Earnings on term deposits are off track as a portion has not been re-invested. Consequently, it is recommended to reduce the forecast from \$420,000 to a realistic \$200,000.

Other Revenue

Other Revenue actuals are at 64% of the annual budget provision.

Operating Expenditure

As at 28 February 2021 the Shire's operating expenditure actuals are currently at 52% of the annual budget provision. (% excludes non-cash amounts excluded from operating activities.)

(% refers to the amended annual budget(amended) when compared to YTD figures as at 28 February 2021)

Employee Costs

Employee Costs actuals are currently at 59% of annual budget provision. Contributing factors include a higher rate of vacant positions due to the organisational re-structures.

Materials and Contract

Materials and Contract actuals are currently at 43% of the annual budget provision. Variance due to \$2.6m street maintenance program, \$0.6m Onslow tourist budget and the \$0.4 Paraburdoo CHUB maintenance program which are yet to be undertaken.

Interest Expense

Interest Expense actuals currently at 50% of annual budget provision. The current budget is set to match Treasury repayment schedules and therefore no variation is recommended.

Insurance

Insurance actuals are currently at 88% of the annual budget provision. Several property additions/adjustments were made during the year requiring an adjustment of Insurance expense on renewal of the premium.

Depreciation

Depreciation actuals are currently at 76% of the annual budget provision. Following re-valuations of Land & Buildings and additions during the year depreciation expense requires an increase adjustment from \$12,020,137 to \$13,868,990. It is noted that this is a non-cash item and has no direct impact on the overall forecast position.

Utilities

Utilities are currently at 56% of the annual budget provision. No major variance to note.

Other expenditure

Other expenditure actuals are currently at 38% of the annual budget provision. This is largely a timing issue, with grants being awards towards the later part of the financial year.

The following table provides a listing of significant operating amendments included in the Review.

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(note: The current budget is inclusive of budget amendments already approved by Council)

GL	Job	Description	Current Budget	Variation	Revised Budget	Comment
040187	LEG02	Legal Expenses - General	200,000	195,000	395,000	RFT 21.19 Deed of Settlement following a dispute with Goodworks Pty Ltd for the contracted works on Twitchin and Towera-Lyndon Roads. The transaction was erroneously posted to Job RU203. A correctional journal has been done.
040187	LEW01	Legal Expenses - Wittenoom	1,350,000	(195,000)	1,155,000	Re-allocate \$195,000 to general legal expenses.
040188	N/A	Transfer from Financial Risk Reserve	0	(556,578)	(556,578)	Recommendation to Council to fund (\$556,578) of the expected Wittenoom Legal claims from Financial Risk Reserve, and the balance (\$598,422) from Municipal Fund.
039114	N/A	Interest on Reserves	(420,000)	220,000	(200,000)	Non-reinvestment of expired term deposits means lesser interest revenue than anticipated at adoption.
039115	N/A	Transfer to Reserve - Interest on Invested Reserve Funds	420,000	(220,000)	200,000	Non-reinvestment of expired term deposits means lesser interest revenue than anticipated at adoption.
030181	N/A	General Purpose Grants	(1,450,000)	303,168	(1,146,832)	Federal Assistance Grants - General Purpose over estimated
030201	N/A	Untied Road Grants	(650,000)	161,358	(488,642)	Federal Assistance Grants - Untied Road Grants over estimated
125262	N/A	Salaries & Superannuation -Onslow Airport	245,000	160,000	405,000	Supplement Salaries & Super Airport
125204	N/A	Transfer from Airport Reserve	(6,259,009)	(160,000)	(6,419,009)	Supplement Salaries & Super Airport. Onslow Airport is a self-balanced sub-function.
041004	N/A	Salaries & Superannuation - Media	141,534	100,000	241,534	Supplement Salaries & Superannuation - Media
139992	N/A	Salaries & Superannuation -Visitors Centre TP	262,439	30,000	292,439	Supplement Salaries & Super - Visitors Centre TP
107712	N/A	Salaries & Superannuation Sanitation General Waste	305,573	15,000	320,573	Supplement Salaries & Super - Sanitation
130035	N/A	Salaries & Superannuation -Tourism Area Promotion East	102,551	(17,561)	84,990	Re-allocate \$17,561 from Salaries & Super - Tourism East
042100	N/A	Salaries & Superannuation - HR	1,016,274	(240,000)	776,274	Re-allocate \$17,561 from Salaries & Super - Tourism East
140111	N/A	Salaries & Superannuation -Dir of Infrastructure	1,182,377	(200,000)	982,377	Re-allocate \$17,561 from Salaries & Super - Dir of Infrastructure
041090	N/A	Salaries & Superannuation Dir Corporate Services	207,418	27,582	235,000	Supplement Salaries & Super - Dir Corp Services

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GL	Job	Description	Current Budget	Variation	Revised Budget	Comment
040342	N/A	Salaries & Superannuation Corp Serv Admin TP & Para	1,662,442	937,558	2,600,000	Supplement Salaries & Super - Corp Serv Admin - TP & Para
040510	N/A	Salaries & Superannuation IT	264,577	25,423	290,000	Supplement Salaries & Super - I.T
140125	N/A	Salaries & Superannuation TP Industrial Land Dvpt	256,191	(256,191)	0	Re-allocate \$256,191 from Salaries & Super - TP Industrial Land Dvpt
044000	N/A	Salaries & Superannuation Financial Asset Management	442,185	(442,185)	0	Re-allocate \$442,185 from Financial Asset Management - double up SF6551 (GL 140135)
100120		Salaries & Superannuation - Dir Community Services	284,329	100,000	384,329	Supplement Salaries & Super - Dir Comm. Services
105001		Salaries & Superannuation - Community East	99,635	100,000	199,635	Supplement Salaries & Super - Community East
105023		Salaries & Superannuation - Paraburdoo	340,474	(230,000)	110,474	Re-allocate \$230,000 from Salaries & Super - Paraburdoo
105005		Salaries & Superannuation - Community West	359,520	(68,830)	290,690	Re-allocate \$230,000 from Salaries & Super - Community West
057702		Salaries & Superannuation Emergency Mgmt Non-ESL	167,397	(165,030)	2,367	Re-allocate \$165,030 from Salaries & Superannuation CW
072082		Salaries & Superannuation Health & Inspection	311,332	144,000	455,332	Supplement Salaries & Superannuation Health & Inspection
102882		Salaries & Superannuation Town Planning	266,949	(15,000)	251,949	Re-allocate \$165,030 from Salaries & Superannuation Town Planning
113352		Salaries & Superannuation Swimming Pool TP	391,098	(51,098)	340,000	Re-allocate \$51,098 from Salaries & Super Swimming Pool TP
113057		Salaries & Superannuation Swimming Pool Para	242,561	82,832	325,393	Supplement Salaries & Superannuation Para
111605		Salaries & Superannuation Swimming Pool Onslow	242,367	100,000	342,367	Supplement Salaries & Superannuation Onslow
040530		Salaries & Superannuation Procurement	133,455	52,000	185,455	Supplement Salaries & Superannuation Procurement
100047		Salaries & Superannuation Dir Proj & Procurement	293,503	(28,500)	265,003	Supplement Salaries & Superannuation Dir Proj & Procurement

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Reserves

The audited opening reserves balance was \$55,970,607. The Shire forecasted \$25,326,426 to be transferred from Reserves to fund various projects throughout 2020/21 with a project 30 June 2021 amended balance being \$32,023,668, a decrease of \$7,121,506.

Reserve Name	01/07/2020 B/fwd from 19/20 (Audit based)	20/21 Budgeted T/F from Reserve	20/21 Budgeted T/F to Reserve	30/06/2021 Forecasted Budgeted Reserve Balance	30/06/2021 Adopted Budgeted Reserve Balance	Comment
Future Projects Reserve	3,014,041	(887,820)		2,126,221	2,148,880	Tom Price Child Care Project - Shire funded component as per the agreement with Rio Tinto.
Infrastructure Reserve	3,527,616	(2,449,000)		1,078,616	1,510,191	Ocean View Caravan Park- (\$600,000); Onslow Water Spray Park (\$470,000); Stormwater Drainage (\$300,000); Mine Road (\$120,000); Footpath Renewal (\$737,000)
Joint Venture Reserve	103,381	(100,000)		3,381	4,140	Onslow Aged Care Units Projects - Carinya & Seniors
Housing Reserve	1,895,016	(674,157)		1,220,859	1,319,967	New staff housing stock purchase (\$600,000) / build (74,157)
Onslow Aerodrome	14,650,167	(6,395,135)		8,255,032	8,981,001	Fund Onslow Airport operation gap (\$826,688) & capital works (\$5,568,447)
Plant Replacement	1,453,887	(1,096,000)	780,000	1,137,887	1,155,642	Plant replacement program - (\$1,096,000); replenish reserve at end of the year - (\$780,000)
Property Dvpt Reserve	4,945,741	(4,109,550)	397,000	1,233,191	6,302,217	Onslow land acquisition (\$3,693,820); Residential Land Development Subdivision & Survey (\$15,730). Council recommendation to replenish Property Dept. Reserve by \$347,000 & \$50,000 for the Swimming Pool Donga Project in Paraburdoo deferred to 2021/22 .
Rio Tinto Reserve	6,876,292	(4,067,180)		2,809,112	3,012,575	Tom Price Child Care Project funding from CISP underspend & new agreement- (\$3,642,180); Pump Track (\$105,000); TP Tourist Bay (\$400,000); Paraburdoo Chub Underspend - Chub activation - (\$100,000).
TP Admin Building	6,116,889	(2,900,000)		3,216,889	3,251,733	Tom Price Admin Building

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Reserve Name	01/07/2020 B/fwd from 19/20 (Audit based)	20/21 Budgeted T/F from Reserve	20/21 Budgeted T/F to Reserve	30/06/2021 Forecasted Budgeted Reserve Balance	30/06/2021 Adopted Budgeted Reserve Balance	Comment
Unspent Grants	1,521,459	(1,148,523)	2,487	375,423	746,740	RRG funding Rural Unsealed Roads - (\$358,777); Old Onslow (\$154,382); Airport X-ray Equipment (\$405,000); Water Paint (\$45,455); Working Together Onslow (\$109,909); Passion of the Pilbara (75,000). Dept. of Health Mosquito Trust Fund Shire Contribution - transfer to reserve (\$2,487)
Waste Services	3,052,514	(594,983)		2,457,531	2,486,671	PR. Waste Management Facility (\$234,799) & Waste Facility Operations Buildings (\$360,184)
Covid-19 Reserve	921,731	(100,000)		821,731	251,669	Rio Tinto component of the Covid-19 Reserve towards small business & community grants
Employee Benefit Reserve	1,105,498	0		1,105,498	1,110,046	
Onslow Comm Infra Reserve	197,817	0		197,817	198,630	
Financial Risk Reserve	6,588,560	(804,078)		5,784,482	6,665,072	Records Management System (\$247,500) & Legal Fees - Wittenoom Claims (\$556,578)
Budgeted Interest earned on Term Deposits			200,000	200,000		Interest earned on Term Deposits is allocated to reserves based on the opening reserve balance proportion
	55,970,607	(25,326,426)	1,379,487	32,023,668	39,145,174	

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Attached is a comprehensive budget listing, by general ledger forming the Annual 2020/21 Budget Review for Council's consideration and endorsement.

ATTACHMENT 18.1B

Consultation

Executive Leadership Team
Finance Team
Moore Australia

Statutory Environment

Regulation 33A of the Local Government Act (Financial Management) Regulations 1996

- 1) *Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.*
- 2A) *The review of an annual budget for a financial year must —*
 - (a) *consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) *consider the local government's financial position as at the date of the review; and*
 - (c) *review the outcomes for the end of that financial year that are forecast in the budget.*
- 2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- 3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*
**Absolute majority required.*
- 4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

Financial Implications

The 2020/21 Budget has been guided by the Long-Term Financial Plan and this review maintains that guidance. The forecast surplus of \$0 is retained in the Budget Review.

Strategic Implications

Shire of Ashburton 10 Year Strategic Community Plan 2017-2027 (Desktop Review 2019)

Goal 05 Inspiring Governance
Objective 4 Exemplary team and work environment

Risk Management

Risk has been assessed on the basis of the Officers Recommendation.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Compliance	Unlikely (2)	Moderate (3)	Moderate (6)	Compliance– Non-Compliance with significant regulatory requirements imposed.	Administration undertakes timely reviews in accordance with the legislative requirements.

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The following risk matrix has been applied.

Risk Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Adoption of this item has been evaluated against the Shire of Ashburton's Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be 'moderate' due Administration's knowledge of legislative requirements. Regular monitoring is undertaken with specific procedures and controls engaged throughout the delivery, which are consistently reviewed and managed.

Policy Implications

FIN06 Significant Accounting Policy
ELM10 Financial Sustainability Policy

Voting Requirement

Absolute Majority Required

Officers Recommendation and Council Decision

MINUTE: 37/2021

MOVED: Cr D Diver

SECONDED: Cr M Lynch

That with respect to the 2020/21 Annual Budget Review, Council adopts as per ATTACHMENT 18.1B, and note the budget amendments.

CARRIED BY ABSOLUTE MAJORITY 7/0

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18.2 AWARD OF RFT 03.21 FLOOD DAMAGE REPAIRS AND GRAVEL RESHEETING WORKS – ASHBURTON DOWNS AND ASHBURTON DOWNS MEEKATHARRA ROADS

FILE REFERENCE:	CM03.21
AUTHOR'S NAME AND POSITION:	Maz Khosravi Director Infrastructure Services
AUTHORISING OFFICER AND POSITION:	Kenn Donohoe Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	10 March 2021
DISCLOSURE OF FINANCIAL INTEREST:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal
PREVIOUS MEETING REFERENCE:	Not Applicable

Summary

A request for Tender (RFT) 03.21 Flood Damage Repairs and Gravel Resheeting Works – Ashburton Downs & Ashburton Downs Meekatharra Roads was advertised on the Tenderlink website and in the West Australian on 3 February 2021 with a tender closing date of 3 March 2020.

One (1) Tender was received in response to RFT 03.21 and this submission was conforming. The evaluation panel has completed its assessment of the submission and has recommended that the submission is not accepted, as it does not present value for money. Council approval is requested to decline the submission and not award the Tender. It is further recommended that Council approves a tender exempt procurement process be undertaken to request quotations from suitable contractors for the works.

Background

In November 2020, the Shire of Ashburton completed a Request for Quotation (RFQ) process to engage a suitably qualified and experienced consultant to assist with the preparation of tender specifications, assist with the tender process and provide Superintendent Services for both this project and the Reconstruction and Sealing of Twitchin and Old Onslow Roads and Reshape/Resheeting of Towera-Lyndon Road. That contract was awarded to Greenfield Technical Services.

At the December OCM, Council was provided with a briefing on a number of road and asset related matters, including this project. The works on Flood Damage Repairs and Gravel Resheeting Works – Ashburton Downs & Ashburton Downs Meekatharra Roads are to be delivered as a single contract in two separable portions as detailed in the scope of works below. The engagement of Greenfield Technical Services to assist in these projects was also raised at the December briefing.

The Shire of Ashburton subsequently completed a Request for Tender (RFT) process in compliance with Section 3.57 of the Local Government Act 1995 to invite suitably qualified and experienced contractors to submit tender bids.

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The Scope of works, as described in the tender document, is as follows:

Ashburton Downs Meekatharra Rd and Ashburton Downs Rd – Portion A (Schedule of Rates)

Reinstatement of specific segments of Ashburton Downs Meekatharra Rd and Ashburton Downs Rd to a standard equivalent to the pre-disaster standard and condition of the road as determined by the Principal. The scope of works is as per the Shire's approved AGRN899 flood damage reinstatement defect schedule.

In general terms, the scope of work typically comprises:

- Minor clearing,
- Reconstruct road formation,
- Gravel sheeting,
- Maintenance grading,
- Reshape / form table drains and offshoot drains,
- Repairs and reconstruction of various floodways including concrete, cement stabilised, unsealed and sealed floodways including rock protection as required,
- Source gravel from borrow pits including clearing, topsoil stripping, removal of overburden, pushing up and stockpiling gravel and associated rehabilitation,
- Construction and maintenance of turkey's nests associated with nominated water bore sources, and
- Various works to obtain water from water bores, natural sources and any other source for road construction purposes

Ashburton Downs Rd – Portion B (Fixed Price Lump Sum)

Reform and Resheet Slk 0.10 - 21.21

In general terms, the works comprise:

- Cut-to-fill to achieve a typical 4% crown approx. 11m wide formation to suit typical details provided Dwg No. SAB-J0554-100 (refer Attachment B).
- Prepare the existing surface to form the subgrade surface which is to be to the shape and width as detailed in the typical details in Dwg No. SAB-J0554-100 (refer Attachment B).
- Form table drains and/or clean out and deepen existing table drains to match new formation as required. Table drains should be approx. 150mm below the subgrade hinge point and be trapezoid in shape with details as shown in Dwg No SAB-J0554-100 (Refer Attachment B).
- Transport new cattle grid to be free issued by the Shire to the Contractor from the Shire's depot in Tom Price to the work site. Remove and appropriately dispose existing cattle grid and install new cattle grid at Slk 16.59 including cement stabilisation (3% by wt) of the 150mm thick gravel sheeting layer 50m either side of the new cattle grid. The contractor must also make all allowances for reinstating the fencing either side of the new cattle grid to the satisfaction of the Principal.
- Supply, place, compact and trim gravel sheeting layer 150mm compacted thickness 9m wide.
- Supply and install guideposts.

Prospective tenderers were required to attend a compulsory on-site briefing on 15 February to confirm their understanding of on-site conditions, locally available materials and the scope of works (as outlined above). In part, this requirement came about as a result of contract issues which have arisen on previous projects.

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Comment

The selection criteria for the Tender is summarised as follows:

Qualitative Selection Criteria	Weighting
Relevant Experience	25%
Key Personnel	15%
Tenderers Resources	10%
Demonstrated Understanding	10%
Quality Management	20%
Risk	10%
Local Supplier Details	10%

Price is a non-weighted criterion, but still forms an important part of the overall assessment. Once the tender was assessed in accordance with the selection criteria, the evaluation panel further assessed the tender in terms of cost affordability, qualitative ranking and risk, in order to arrive at the consensus that the tender does not represent value for money to the Shire of Ashburton.

The evaluation and recommendation report, including the overall evaluation scores is attached as a confidential item.

CONFIDENTIAL ATTACHMENT 18.2**Consultation**

Tender Assessment Panel
Senior Procurement Officer

Statutory EnvironmentLocal Government Act 1995*S 3.57 Tenders for providing goods and services*

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply good or services.*
- (2) *Regulation may make provision about tenders.*

Local Government (Functions and General) Regulations 1996 Part 4 Division 211. *When tenders have to be publicly invited:*

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250,000 unless subregulation (2) state otherwise.*

Local Government (Functions and General) Regulations 1996 Part 4 Division 211. (2) *Tenders do not have to be publicly invited according to the requirements of this Division if:*

- (c) *Within the last 6 months -*
 - (i) *the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment.*

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Financial Implications

The 2020/21 budget includes the following budget allocations:

- GL FW149 Ashburton Downs-Meekatharra Rd (TC Damien) - \$1,300,000
- GL FW146 Ashburton Downs Rd (TC Damien) - \$258,000
- 19061 Road Renewals – Ashburton Downs Meekatharra Rd - \$759,310

The TC Damien works are fully funded by DFES, including the costs of Site Superintendent services undertaken by Greenfields Technical Services. The Ashburton Downs Road Renewal project is RRG funded.

The Tenderer has submitted a tender price of \$111,000 (ex GST) for preliminaries plus a Schedule of Rates for Separable Portion A, and a fixed lump sum price of \$2,869,680 (ex GST) for Separable Portion B, as per the pricing schedules contained in their tender submission.

The Shire has considered reducing the number of km's/removing sections of the proposed works from the contract to align with the available budget. However, this is not a viable option because the tendered price is significantly over budget and does not present value for money, even if the works are reduced.

Strategic Implications

Shire of Ashburton 10 Year Strategic Community Plan 2017-2027 (Desktop Review 2019)

Goal 04 Quality Services and Infrastructure

Objective 1 Quality public infrastructure

Risk Management

Risk has been assessed on the basis of the Officers Recommendation.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Reputation	Possible 3	Moderate 3	Moderate (9)	Lack of trust in the Shire to deliver capital road projects in light of project issues which occurred on major projects during 2020. Potential public embarrassment and loss of community trust	Stricter controls in terms of tendering, contract management and administration as outlined below.
Financial Impact	Possible 3	Major 4	High (12)	Potential for contract dispute resulting in project delays, non-delivery of works and litigation	Controls as follows: <ul style="list-style-type: none"> • Comprehensive Technical Specification. • Mandatory on-site briefing during tender process.

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					<ul style="list-style-type: none"> • Full time Superintendent on-site with contractor. • Contractor responsible for verifying materials and water sources. • Proper reference checking of preferred tenderer. • Complete contract documentation from project commencement. • Flood damage works (Portion A) to be undertaken as Schedule of Rates. • Ashburton Downs Meekatharra Rd resheeting works to be undertaken as Fixed Lump Sum.
Quality	Possible 3	Major 4	High (12)	Project involves forming, shaping and sheeting of gravel roads. The finished product must be high quality.	Detailed contract specifications for all aspects of the works including material placement, compaction and testing. Full time Superintendent on site with the contractor. QA systems required as part of Tender.

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Time	Possible 3	Moderate 3	Moderate (9)	Project runs over time with potential cost and reputation impacts.	Project works during dry season. Full time Superintendent. RFT process and tender documentation which support the engagement of a suitably experienced and competent contractor.
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The following Risk Matrix has been applied.

Risk Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Adoption of this item has been evaluated against the Shire of Ashburton's Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be high due to the financial value of the project, the risk to the Shire's reputation and experience with contract issues from 2020.

However, following the implementation of risk mitigation strategies as indicated above, the risk has been reduced from high" to medium". That is, the residual risk, following controls and treatments, is assessed as "Medium".

A comprehensive range of improvements have been implemented to manage project risks and to address issues which arose from projects undertaken during 2020. In summary, these include:

- A qualified and experienced consultant has been engaged to assist with the preparation of tender specifications, assist with the tender process and provide full-time on-site Superintendent Services for the project
- A comprehensive and appropriately detailed Technical Specification has been prepared for the works.
- A mandatory on-site briefing was held with prospective tenders on 16 February, prior to the submission of Tenders (which closed on 3 March).
- A full time Superintendent will be located on-site with contractor for the duration of works.
- The contractor is responsible for verifying the suitability of local materials and for all works required for the supply of water required for construction.
- Splitting of the contract into two separable portions such that the Flood Damage works are undertaken on a Schedule of Rates basis and the Resheeting works are undertaken on a Fixed Lump Sum Price basis.
- Engagement of an independent Probity Advisor to oversee the tender process.

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Policy Implications

FIN 12 Purchasing Policy

Voting Requirement

Simple Majority Required

Officers Recommendation and Council Decision

MINUTE: 38/2021

MOVED: Cr J Richardson

SECONDED: Cr M Lynch

That with respect to the Award of RFT 03.21 Flood Damage Repairs and Gravel Resheeting Works Ashburton Downs and Ashburton Downs Meekatharra Roads, Council:

- 1. Decline to award the Tender for RFT 03.21 (ATTACHMENT 18.2); and**
- 2. Authorise the Chief Executive Officer to undertake a tender exempt procurement process in accordance with the regulations and Shire of Ashburton Purchasing Policy, to obtain quotations from suitable contractors for the same Scope of Work; and**
- 3. Present Council with a recommendation following evaluation of the quotations.**

CARRIED 7/0

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18.3 AWARD OF RFT 04.21 RECONSTRUCTION AND SEALING OF TWITCHIN AND OLD ONSLOW ROADS AND RESHAPE/RESHEETING OF TOWERA-LYNDON ROAD

FILE REFERENCE:	CM 04.21
AUTHOR'S NAME AND POSITION:	Maz Khosravi Director Infrastructure Services
AUTHORISING OFFICER AND POSITION:	Kenn Donohoe Chief Executive
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	10 March 2021
DISCLOSURE OF FINANCIAL INTEREST:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal
PREVIOUS MEETING REFERENCE:	Not Applicable

Summary

A request for Tender (RFT) 04.21 Reconstruction and Sealing of Twitchin and Old Onslow Roads and Reshape/Resheeting of Towera-Lyndon Road was advertised on the Tenderlink website and in the West Australian on 3 February 2021 with a tender closing date of 3 March 2020.

One (1) submission was received in response to RFT 03.21 which included a conforming Tender and an alternative Tender. The evaluation panel has completed its assessment of the submission and has recommended that the submission is not accepted, as it does not present value for money. Council approval is requested to decline the submission and not award the Tender. It is further recommended that Council approves a tender exempt procurement process be undertaken to request quotations from suitable contractors for the works.

Background

In November 2020, the Shire of Ashburton completed a Request for Quotation (RFQ) process to engage a suitably qualified and experienced consultant to assist with the preparation of tender specifications, assist with the tender process and provide Superintendent Services for both this project and Flood Damage/Resheeting works on Ashburton Downs and Ashburton Downs-Meekathaarra Road. That contract was awarded to Greenfield Technical Services.

At the December OCM, Council was provided with a briefing on a number of road and asset related matters by the Acting Director, including this project. The works on Old Onslow, Twitchin and Towera-Lyndon Roads are to be delivered as a single contract in three separable portions as detailed in the scope of works below. The engagement of Greenfield Technical Services to assist in these projects was also raised at the December briefing.

The Shire of Ashburton subsequently completed a Request for Tender (RFT) process in compliance with Section 3.57 of the Local Government Act 1995 to invite suitably qualified and experienced contractors to submit tender bids.

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The Scope of works, as described in the tender document, is as follows:

Twitchin Rd - Portion A

Construction of subgrade and sealed pavement including sealing Slk 0.50 - 5.46. In general terms, the works comprise:

- Clear vegetation on both sides of the existing road, as required, to facilitate construction of the new formation
- Extend existing 3 x 1500mm dia CSP structure at Slk 0.64 by 6m each side plus construction of in-situ concrete headwall and apron both sides
- Remove existing 3 x barrel HDPE culvert structure. Construct 3 x 1200 x 600 RCBC culvert structure complete with insitu concrete headwalls and apron (both sides) and insitu base slab
- Reshape existing drain on LHS of Twitchin Rd (approx. 0.61) using imported fill and construct 25 x 2m (L x W) rock protection.
- Cut-to-fill to suit typical details as provided in Dwg No. SAB-J0554-101 (refer Attachment A).
- Remove and dispose existing concrete pipe culvert at approx. Slk 2.83 and construct 3% by mass cement stabilised sealed floodway in place of the demolished culvert structure.
- Prepare the existing surface to form the subgrade surface which is to be to the shape and width as detailed in the typical details in Dwg No. SAB-J0554.
- Supply, place, mix, compact and trim imported basecourse material 150mm compacted thickness to suit typical details provided in Dwg No. SAB-J0554-101.
- Two coat bitumen seal of constructed pavement areas as per Dwg No. SAB-J0554-101.
- Supply and install guideposts as directed by the Principal's Representative.
- Supply and install new signs as directed by the Principal's Representative.

ATTACHMENT 18.3A

Old Onslow Rd - Portion B

Construction of subgrade and sealed pavement including sealing Slk 0.00 - 6.00. In general terms, the works comprise:

- Clear vegetation on both sides of the existing road, as required, to facilitate construction of the new formation
- Cut-to-fill to suit typical details as provided in Dwg No. SAB-J0554-101
- Prepare the existing surface to form the subgrade surface which is to be to the shape and width as detailed in the typical details in Dwg No. SAB-J0554-101 (refer Attachment A).
- Supply, place, mix, compact and trim imported basecourse material 150mm compacted thickness to suit typical details provided in Dwg No. SAB-J0554-101 (refer Attachment A).
- Two coat bitumen seal of constructed pavement areas as per Dwg No
- Supply and install guideposts as directed by the Principal's Representative.

Towera Lyndon Rd - Portion C

Reform and Resheet Slk 3.59 - 11.99. In general terms, the works comprise:

- Cut-to-fill to achieve a typical 4% crown approx. 11m wide formation to suit typical details provided Dwg No. SAB-J0554-100 (refer Attachment B).
- Prepare the existing surface to form the subgrade surface which is to be to the shape and width as detailed in the typical details in Dwg No. SAB-J0554-100
- Form table drains and/or clean out and deepen existing table drains to match new formation as required. Table drains should be approx. 150mm below the subgrade hinge point and be trapezoidal in shape with details as shown in Dwg No SAB-J0554-100
- Supply, place, compact and trim gravel sheeting layer 150mm compacted thickness 9m wide.

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- Supply and install guideposts.

Prospective tenderers were required to attend a compulsory on-site briefing on 16 February to confirm their understanding of on-site conditions, locally available materials and the scope of works (as outlined above). In part, this requirement came about as a result of contract issues which have arisen on previous projects.

Comment

The selection criteria for the Tender is summarised as follows:

Qualitative Selection Criteria	Weighting
Relevant Experience	25%
Key Personnel	15%
Tenderers Resources	10%
Demonstrated Understanding	10%
Quality Management	20%
Risk	10%
Local Supplier Details	10%

Price is a non-weighted criterion, but still forms an important part of the overall assessment. Once the tender was assessed in accordance with the selection criteria, the evaluation panel further assessed the tender in terms of cost affordability, qualitative ranking and risk, in order to arrive at the consensus that the tender does not represent value for money to the Shire of Ashburton.

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

CONFIDENTIAL ATTACHMENT 18.3

Consultation

Tender Assessment Panel
Senior Procurement Officer

Statutory Environment

Local Government Act 1995

S 3.57 Tenders for providing goods and services

- (3) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply good or services.
(4) Regulation may make provision about tenders.

Local Government (Functions and General) Regulations 1996 Part 4 Division 2

11. When tenders have to be publicly invited:

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250,000 unless subregulation (2) state otherwise.

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Local Government (Functions and General) Regulations 1996 Part 4 Division 2

11. (2) Tenders do not have to be publicly invited according to the requirements of this Division if:

(c) Within the last 6 months -

(i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment.

Financial Implications

The 2020/21 budget includes a budget provision of \$3,505,000 (GL 11244620) under the heading "Rural Unsealed Roads Renewal 20/21 Program" for works on Old Onslow and Twitchin Roads. That funding includes \$736,345 in R2R funding and \$1,042,393 in RRG funding.

The 20/21 budget also includes a carryover of \$413,292 in unspent funds from the Towera-Lyndon Project (GL RU203).

The Tenderer has submitted a total conforming tender price of \$6,628,669.43 (excluding GST). This price is the total of the fixed lump sum prices for Separable Portions A, B and C as per the pricing schedules contained in their tender submission.

The Shire has considered reducing the number of km's/removing sections of the proposed works from the contract to align with the available budget. However, this is not a viable option because the tendered price is significantly over budget and does not present value for money, even if the works are reduced.

Strategic Implications

Shire of Ashburton 10 Year Strategic Community Plan 2017-2027 (Desktop Review 2019)

Goal 04 Quality Services and Infrastructure
Objective 1 Quality public infrastructure

Risk Management

Risk has been assessed on the basis of the Officers Recommendation.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Reputation	Possible 3	Moderate 3	Moderate (9)	Lack of trust in the Shire to deliver capital road projects in light of project issues which occurred on major projects during 2020. Potential public embarrassment and loss of community trust	Stricter controls in terms of tendering, contract management and administration as outlined below.

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Financial Impact	Possible 3	Major 4	High (12)	Potential for contract dispute resulting in project delays, non-delivery of works and litigation	Controls as follows: <ul style="list-style-type: none"> • Comprehensive Technical Specification. • Mandatory on-site briefing during tender process. • Full time Superintendent on-site with contractor. • Contractor responsible for verifying materials and water sources. • Proper reference checking of preferred tenderer. • Complete contract documentation from project commencement.
Quality	Possible 3	Major 4	High (12)	Project involves forming, shaping and sealing of gravel roads. The finished product must be high quality.	Detailed contract specifications for all aspects of the works including material placement, compaction and sealing. Full time Superintendent on site with the contractor. QA systems required as part of Tender.
Time	Possible 3	Moderate 3	Moderate (9)	Project runs over time with potential cost and reputation impacts.	Project works during dry season. Full time Superintendent. RFT process and tender documentation which support the engagement of a suitably experienced and competent contractor.

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The following Risk Matrix has been applied.

		Risk Matrix				
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Adoption of this item has been evaluated against the Shire of Ashburton's Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be high due to the financial value of the project, the risk to the Shire's reputation and experience with contract issues from 2020.

However, following the implementation of risk mitigation strategies as indicated above, the risk has been reduced from high to medium. That is, the residual risk, following controls and treatments, is assessed as medium.

A comprehensive range of improvements have been implemented to manage project risks and to address issues which arose from projects undertaken during 2020. In summary, these include:

- A qualified and experienced consultant has been engaged to assist with the preparation of tender specifications, assist with the tender process and provide full-time on-site Superintendent Services for the project
- A comprehensive and appropriately detailed Technical Specification has been prepared for the works.
- A mandatory on-site briefing was held with prospective tenders on 16 February, prior to the submission of Tenders (which closed on 3 March).
- A full time Superintendent will be located on-site with contractor for the duration of works.
- The contractor is responsible for verifying the suitability of local materials and for all works required for the supply of water required for construction.
- Engagement of an independent Probitry Advisor to oversee the tender process.

Policy Implications

FIN 12 Purchasing Policy

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16 MARCH 2021**

Voting Requirement

Simple Majority Required

Officers Recommendation and Council Decision**MINUTE:** 39/2021**MOVED:** Cr R de Pledge**SECONDED:** Cr J Richardson

That with respect to the Award of RFT 04.21 Reconstruction and Sealing of Twitchin and Old Onslow Roads and Reshape/Resheeting of Towera-Lyndon Road, Council:

- 1. Decline to award the Tender for RFT 04.21; and**
- 2. Authorise the Chief Executive Officer to undertake a tender exempt procurement process in accordance with the regulations and Shire of Ashburton Purchasing Policy, to obtain quotations from suitable contractors for the same Scope of Work; and**
- 3. Present Council with a recommendation following evaluation of the quotations.**

CARRIED 7/0**20. NEXT MEETING**

The next Ordinary Meeting of Council will be held on 20 April 2021, at Clem Thompson Sports Pavilion, Stadium Road, Tom Price commencing at 1.00 pm.

21. CLOSURE OF MEETING

There being no further business to discuss the Presiding Member closed the meeting at 2.01 pm.



Inland Local Emergency Management Committee MINUTES

Date: 3rd December 2020		
Start time: 11.00HRS		
End time: 12.06HRS		
Location: Tom Price Clem Thompson Pavilion		
No	Item	Speaker
1.	Welcome 1.1 Meeting opened – 11:00HRS 1.2 Members and visitors welcomed	Chair
2.	2.1 Attendance and apologies Attendance Doug Diver – Chair Kyle Cameron Trent Mettam Carl Fjastad Wayne Hatton Daryl Harding Nicole Kelly Steve Perras Sue-Ann Davis Sharon Jager Greg Lincon Sylvia Winkler Natalie Logan Apologies Adam Majid Helen Kent	Chair

	Pauline Howrie	
3.	<p>Confirmation of previous minutes</p> <p>3.1 The minutes of the Inland LEMC meeting held on 10th September 2020 moved as true and correct.</p> <p>MOVED: Wayne Hatton SECONDED: Sharon Jager</p>	Chair
4.	<p>Business arising from previous minutes</p> <ul style="list-style-type: none"> • Paraburdoo Welfare Centre sign-off • Review of the Inland Terms of Reference • LEMA Review • Karijini Coms • Reduced capacity of St Johns Volunteers/TP full-time position yet to be filled. 	Chair
5.	<p>Correspondence</p> <p>5.1 Inward Nil</p> <p>5.2 Outward Nil</p>	Chair
6.	<p>General Business</p> <ul style="list-style-type: none"> • PowerPoint Presentation Overview of LEMC's. Slide presentation supplied by Mrs Helen Kent (District Emergency Management Advisor - Kimberley & Pilbara). • Update to the Committee on the development of the LEMA review with Mr Greg Cook from LGIS having visited The Shire of Ashburton and spoken with several stakeholders. A draft LEMA is expected to be available in early 2021 for review. • Karijini Coms update: Looking to install another repeater to reduce the black spots within the park. Mr Brian Page (Broome) has visited the site and assessed the network and overall coverage. - Listed as ongoing. • Reduced Capacity of St Johns Volunteers: Natalie Logan (metro based) in Tom Price is the relieving Community Paramedic. Tom Price volunteer numbers are currently at a good level with lower numbers of volunteers available to attend callouts based in Paraburdoo. A Paramedic position based in Tom Price 	<p>Executive Officer</p> <p>Executive Officer</p> <p>Steve DBCA</p> <p>Natalie Logon</p>

	<p>has been re-advertised. A house will be provided as an incentive to attract a new Community Paramedic. Mrs Natalie Logan has extended her relief period to allow for coverage over the Christmas & New Year period until the permanent position is filled.</p> <ul style="list-style-type: none"> • Karijini National Park to remain open during the summer season this year with visitor numbers starting to decrease. Park closures will likely only be the result of Bushfires, Flooding and/or Cyclonic weather. The Eco retreat will be closed for a six (6) week period from mid-January to the end of February 2021 with a single caretaker staying onsite. Gates that were due to be installed to prevent access to Hancock & Weano Gorges were not able to be installed in time and therefore will likely be installed in the new year. Rangers will continue to monitor all Gorges and weather during the season and may consider closing the Western Gorges if required because they are prone to flash flooding. • Paraburdoo Welfare Centre walkthrough with the Department of Communities was completed on the 18th of November 2020. • Updated Inland Terms of Reference adopted by a majority vote. • SES weather station has now been installed and is operational. It may need to be mounted higher due to possible disruption from the tower – Listed as ongoing. • Fire breaks and mitigation works have been completed for the Inland sub-district with three (3) properties in Tom Price receiving a second notice and one (1) property in Paraburdoo receiving a second notice. • Review of forecast Cyclone and rainfall for 2020 to 2021 slides and presentation materials were provided by BoM. • Sandbag availability; Tom Price and Paraburdoo. SES have good stock levels of sandbags if required. Look to see if a sandbag hopper can be installed at Paraburdoo to reduce the number of volunteers required to fill the sandbags – Listed as ongoing. • Review of Total Fire Bans and the TFB exemption online process. • Cyclone and Fire index signs have now been installed. Fire index signs are not yet operational. - Listed as ongoing. • Review of dates and times for LEMC 2021. March, June, September, and December endorsed. • Updated Welfare Centre Guidelines tabled for members. 	<p>Steve DBCA</p> <p>Executive Officer</p> <p>Executive Officer</p> <p>Sue Davis</p> <p>Executive Officer</p> <p>Chair</p> <p>Chair</p> <p>Wayne Hatton</p> <p>Chair</p> <p>Chair</p> <p>Chair</p>
7.	<p>Agency Reports</p> <p>SES:</p>	<p>Sue Davies</p>

Tom Price currently has fifteen (15) active members.
 SES thanked the SoA for providing the weather station.
 A trial evaluation vehicle was stationed in Tom Price for three (3) weeks. A report was sent to DFES stating that the members felt the vehicle was not fit for purpose.
 BR truck has gone to Collie for repairs and as a result, the BR equipment has been transferred to the storm trailer until the BR truck repairs have been completed.
 Padlocks for the gates at Karijini was raised with rangers not wanting access to the platform padlocks, as they do not have the required qualifications for work at heights & harness - Listed as ongoing.

Schools:

Both Tom Price high-school and primary-schools are winding down.
 The high school has undergone a fire prevention/mitigation program.
 A smokescreen has been fitted to the School's Gym/Welfare Centre.

St Johns:

All sub-centre plans have been completed.
 Paraburdoo currently has eleven (11) active volunteer members.
 Tom Price currently has forty (40) active volunteer members.

DBCA:

(Steve Perras is acting as Senior Ranger while Dan is on leave). Rostered staff are taking leave to take advantage of the low season. All staff to have undertaken requested leave by the end of March. Vehicle upgrade program has commenced: Hilux will replace the Toyota Landcruiser as they are better equipped to assist during fires within the park.

X1 fire has occurred along the Mt Bruce flats. The fire was contained with extra resources from Karratha. During the event, the main fire truck had gearbox issues and as a result, has left the Park rangers without a heavy fire tender. A tender will be back on site within the next few weeks once repairs have been completed.

All evacuation Plans for the Park are current in case of a Cyclone/Bushfire.
 Visitor Centre listed as the Muster Point as the building is Cyclone rated.

Cyclone preparation and clean up has occurred throughout the park as well as the accommodation locations.

River-Red Gums that were identified as a possible treefall risk around the Rangers HQ have been removed.

Visitor numbers have dropped from eighty (80) people a week to approx. thirty (30), with most visitors attending the park on the weekends.

There is currently an issue with contractors entering the Gorges and consuming alcohol and is now occurring more frequently. Look to run an education awareness campaign through the SoA and mining companies that operate in that area. - Listed as ongoing.

Nicole Kelly

Natalie Logan

Steve Perras
 DBCA

	<p>Main Roads: Several vehicle roll-overs have occurred over the past week. Tom Price/Paraburdoo road is currently having major upgrades with the installation of several road crash barriers. Main Roads update email system to be made available to the Inland LEMC. Sky Millers email to be supplied to members who wish to register. This item has been completed.</p> <p>VFRS: Members last training program will be held on the 14th of December, with enough members being available during the Xmas New Year period.</p> <p>Rio Tinto: Thanked Main Roads and the BFB for their assistance with the three (3) recent fires.</p> <p>BFB: The BFB have responded to seven (7) incidents recently. There are ongoing issues with traffic behaviour when attending roadside fires with motorists not slowing down even though signs and emergency vehicles are onsite. This behaviour was noted during a recent fire along the Tom Price / Paraburdoo road in which both Main Roads and the Police attended in support of fire crews.</p> <p>JAFSA program – X1 Child has been put through the program with another X2 children to attend the program after a recent fire on Doradeen Road (TP). Issues concerning the release of BFB members to attend calls-outs has been noted. Wayne and Sharon to work together to resolve any issues. Update to be provided at the next LEMC. - Listed as ongoing.</p> <p>Wayne has been appointed as the DCBFCO for The Shire of Ashburton. BFB members are expected to be slightly lower over the Xmas & New Year period but numbers will hopefully be enough to cover any incidents. Look to use media to educate motorists for fire season. - Listed as ongoing.</p> <p>FMG: TFB systems onsite and through DFES are working well. There have been a couple of fires due to lightning strikes over the past few weeks.</p> <p>Paraburdoo Police: Nothing to table</p>	<p>Nathan Cramer</p> <p>Greg Lincoln</p> <p>Sharon Jager</p> <p>Wayne Hatton</p> <p>Darly Harding</p>
8.	Next Meeting Date: TBC	Chair

	<ul style="list-style-type: none"> Letter sent to Councillor Mr Rory De Pledge asking if he would like to attend the Onslow sub-district LEMC meetings. CR De Pledge would like to attend future LEMC meetings. However, the meeting scheduled for the 8th of December conflicted with prior arrangements. Adam Conwell to follow up with Mr Brian Hays to see if he would like to attend future meetings as an Indigenous Community Representative – ongoing. 	
<p>5.</p>	<p>Correspondence</p> <p>5.1 Inward Email received from CR R De Pledge</p> <p>5.2 Outward Letter sent to CR R De Pledge</p>	<p>Chair</p>
<p>6.</p>	<p>General Business</p> <ul style="list-style-type: none"> Marine Search Rescue exercise (MSR) was completed successfully. It was conducted as a joint exercise with Exmouth MSR. Some tracking/coms issues were highlighted during the exercise which saw vessels loose coms when they were approx. 5 miles apart. <p>WARN radio training for WAPOL and Volunteer MRS members was also highlighted as a requirement to improve the communication network and assist with overall radio coverage. Also looking into accessing joint vessel tracking for other Pilbara MSR groups, as currently Onslow can only track their vessel and there may be a requirement to seek assistance from other bases during any large-scale search operation.</p> <p>A new GPS unit was also purchased after the exercise for the Onslow vessel. The VFRS will also look to purchase Binoculars for each vehicle to assist with their operational capacities if required to assist with a local search.</p> <ul style="list-style-type: none"> Onslow LEMC Terms of Reference was reviewed. Some recommended changes need to be included before it is endorsed by the Committee – Listed as ongoing. Installation of the Onslow Cyclone signs. The committee discussed the most suitable location(s) for the sign(s) to be installed. The committee decided that the Traffic Island opposite the Museum was the preferred location. Chair to follow up with SoA Infrastructure Services before installation. – Listed as ongoing. Update on the development of the Recovery Plans which are currently being reviewed by Mr Greg Cook from LGIS. Mr Cook has spoken directly to some of the Onslow Committee members to seek their 	<p>WAPOL</p> <p>Chair</p> <p>Chair</p> <p>Chair</p>

	<p>input into the final draft of the documents, which will be reviewed by the Onslow LEMC before being endorsed by the Committee – Listed as ongoing.</p> <ul style="list-style-type: none"> • EM risk processes to be conducted in June 2021. Cyclone would be the most suitable exercise to run for Onslow. Chair to liaise with Mrs Helen Kent (DFES) to make the required arrangements – Listed as ongoing. • Onslow Airport sought assistance from WAPOL and Onslow LEMC to run their exercise. However, exercise is internal and cannot be outsourced. • Review of BoM's outlook for the Cyclone Season 2020/2021. • Review of Total Fire Bans and online processes. • Meeting Schedule: Next scheduled meeting dates to be confirmed after each meeting. 	<p>Chair</p> <p>Chair</p> <p>Chair</p> <p>Chair</p> <p>Chair</p>
<p>7. Agency Reports</p>	<p>WAPOL: Gun-safe / storage; if Onslow Station must be evacuated there is still an ongoing issue of being able to secure firearms. The VFRS building has been considered as a second location to secure firearms. All plans and processes were reviewed in Sep/Oct 2020 and are current and up to date.</p> <p>Pilbara Port Authority: Firefighting system plans have now been reviewed and approved by DFES. Item has gone out to tender and will remain open until the end of January 2021. Temporary firefighting systems are still in place and operational. Site now has a full remote security system in place which is monitored 24/7 from the Dampier gatehouse. Site will also have a LED notice board installed which will be operated remotely and can display cyclone/weather and/or bushfire updates if required. PPA Corporate Media is discussing with Google Maps to have the site marked as a restricted access area to help reduce the amount of unwanted traffic.</p>	
<p>8. Next Meeting Date: TBC</p>		<p>Chair</p>

Pannawonica Local Emergency Management Committee MINUTES

Date: 9th December 2020		
Start time: 10.10HRS		
End time: 11.23HRS		
Location: Pannawonica		
No	Item	Speaker
1.	Welcome 1.1 Meeting opened – 10:10HRS 1.2 Members and visitors welcomed	Chair
2.	2.1 Attendance and apologies Attendance Melanie Gallanagh Eilish McNulty Darren Gill Dejan Pavlovic Phil Scott Terrie Wesley Bianca Evans Elizabeth Kingdon – Sonic Health Apologies James Kelly Paul Leiper	Chair

	<p>The format of the contact lists will also be improved to reflect a similar format to the SOEP, who recently engaged a contractor to review their contact list.</p> <ul style="list-style-type: none"> Update on the development of the LEMA for The Shire of Ashburton was provided and all members who made themselves available to meet with Mr Greg Cook (LGIS) were thanked for their time and input. An overview of the function and background of the LEMA was provided to new members. Mr Paul Leiper was thanked for making the BoM presentation available to members from Onslow and Pannawonica which was well attended. It is hoped that this can be secured as an annual event moving forward. Review of the forecast rainfall and cyclone activity for the season, with materials that were presented by BoM to the DEMC being provided to the LEMC. Rainfall is forecast to be 60% above average with the greatest rainfall forecast to occur between December through to February. Five (5) Tropical Lows have also been forecasted to form during the season – each Tropical Low will have the ability to become a Tropical Cyclone. Review of Total Fire Bans and days of Catastrophic – information provided to the LEMC coming directly from the DFES website with members encouraged to access the DFES portal for information on fires, floods, and storms etc. Members were made aware of the TFB online exemption process. Members were also encouraged to access the DFES portal for information and materials that they may wish to use in support of community media releases. The issue of contractors not being aware and or having a full understanding of TFB's was raised. The fire index sign on the main entrance to the town has been earmarked for removal and upgraded. Rio's internal systems do have a TFB alert system in place to notify all staff of a TFB at 1600HRS the day prior. Update on the Dampier Radar with the temporary installation of a radar onsite now being operational. Term of Reference reviewed – To be endorsed in March 2021. 2021/2022 look to secure and distribute DFES Bushfire, Flood and Cyclone information packs throughout the community, as well as making seasonal information available to the store to assist in the education and overall awareness for community members, especially those who are new to Pannawonica. 	<p>Chair</p> <p>Chair</p> <p>Chair</p> <p>Chair</p> <p>Eilish McNulty</p> <p>Chair</p> <p>Chair</p> <p>Chair</p>
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<p>7.</p>	<p>Agency Reports</p> <p>WAPOL: OIC Darren Gill, last LEMC meeting due to reposting.</p> <p>Eilish: Messa A has a new ambulance due to arrive within the next four (4) to six (6) weeks. Messa A also has a new 1X4 bushfire appliance due to arrive in the new year. Messa J has thirty-four (34) emergency response team members currently with Messa A having forty (40) emergency response team members. VFRS currently has twenty-seven (27) members. Volunteer Ambulance Service currently has ten (10) active members with recruitment ongoing. Medical Centre has received significant upgrades after securing funding. Look to run a 000 day in the new year.</p>	<p>Darren Gill</p> <p>Eilish McNulty</p>
<p>8.</p>	<p>Next Meeting Date: TBC</p>	<p>Chair</p>

Onslow Local Emergency Management Committee MINUTES

Date: 29th March 2021		
Start time: 01.05 pm		
End time: 01.55 pm		
Location: Onslow VFRS Centre		
No	Item	Speaker
1.	<p>Welcome</p> <p>1.1 Meeting opened – 01.05 pm</p> <p>1.2 Members and visitors welcomed</p>	Chair
2.	<p>2.1 Attendance and apologies</p> <p>Attendance</p> <p>Kyle Cameron - Shire of Ashburton – Chair</p> <p>Anna Siddell - Shire of Ashburton</p> <p>Hamish James - Shire of Ashburton</p> <p>David Pescod – VFES/ Chevron</p> <p>Adam Conwell – VFES</p> <p>Oliver Lund - WA Police</p> <p>Brandon Archer – Water Corporation</p> <p>Apologies</p> <p>Darren Morgan - DFES</p> <p>Russell Meyers – Marine & Rescue</p> <p>Helen Kent – DFES</p> <p>Anntoinette Cashmore – WA Police</p>	Chair

representative does not attend at least 2 meetings, they will be contacted to confirm they are still in the area and want to remain a member. They will also be asked if there is a proxy for times of RnR. The contact list will also be stored on a platform that will allow all LEMC members to make updates as they occur. It will be regularly reviewed by Anna Siddell. The plan is to endorse the directory at the next meeting.

- The cyclone sign has been moved. It is now located on the island facing the post office. Solar lights will be mounted onto the top. Kyle Cameron to follow up with infrastructure regarding placing a cage around the lights to prevent them from being smashed. – Listed as ongoing.
- The updated LEMA should be finalised by June. It has been drafted by Mr Greg Cook from LGIS. Aim to review the LEMA at the June meeting. Further, Kyle Cameron plans to present the LEMA to Directors of The Shire of Ashburton mid-year, as well as running desktop exercises later in the year (around September). Members of the LEMC are encouraged to attend in September and give an oversight of their role and responsibilities.
- Review of tropical lows. Plan for DFES to have a debrief at the end of the season. This information will be cascaded down to LEMC in the form of a Teams meeting. The Shire of Ashburton owns a 10,000L diesel over ground tank. This can be used as a backup. Kyle Cameron to follow up on whether we can get an MOU between The Shire of Ashburton and DFES.
- Bush Fire Management Support Officer has been appointed – Callum Murray. He will be based in Karratha. He will assist us in developing the Bush Fire Management Plan. This assessment of bushfire risk identifies the extent of the bushfire hazard and its potential to affect people, property, and infrastructure. This will assist in mitigation. Expected to be completed in 2021.
- Ongoing from the previous meeting. Gun-safe / storage; if Onslow Station must be evacuated there is still an ongoing issue of being able to secure firearms. The VFRS building has been considered as a second location to secure firearms. DFES has agreed for this to happen. Currently sitting with WAPOL.
- Risk Assessments – The Shire of Ashburton is required to run five Risk Assessments over five years. DFES will support LEMC in running these assessments. Helen Kent, District Emergency Management Advisor, will walk us through the process. There are 27 scenarios/hazards we can choose from. It was proposed that we run one per year. Since the meeting, Helen Kent confirmed that Cyclone will need to be completed by the Onslow LEMC. We hope to run the exercise at the next LEMC meeting in June. We are currently ~12 months overdue in completing these assessments. Human Epidemic was chosen as one of the hazards by the LEMC

	<p>members present at this meeting. To be confirmed which hazard (Human Epidemic or Cyclone) will be completed in June.</p> <ul style="list-style-type: none"> • New Administration Officer Anna Siddell was welcomed. She will be supporting Ranger Services as well as performing administrative tasks for the LEMC. • PowerPoint Presentation of The Shire of Ashburton Emergency Management capability in 2019. A survey was not completed for 2020 due to COVID-19. The 2021 survey will be released soon. In 2019 the Shire of Ashburton: <ul style="list-style-type: none"> - Scored highly on Situational assessment, Evacuation/Welfare Centres and Recovery plans. - Scored lowest for EM personnel, Natural buffers, Sustained recovery, and Community Welfare. - Had the greatest improvement from 2018 -2019 for Public information tools, Equipment and infrastructure, Infrastructure protection and Sustained recovery. - Reported notably higher capability than the similar LG average for Situational assessment, Evacuation/welfare Centres, Infrastructure protection, Risk assessment, Equipment and infrastructure, Evacuation/Welfare Centres, Sector information sharing and Business continuity plans. - Reported notably lower capability than the similar LG average for EM personnel and Impact assessment. • Request to reach out to Onslow shop and the CEO of Thalanyi to see whether they would like to be a co-opted member. Listed as ongoing. 	
<p>7. Agency Reports</p>	<p>Chevron</p> <ul style="list-style-type: none"> - The chief medical officer wants to work with the department of health to complete an exercise for an aeroplane crash. Likely to be completed in winter 2022. <p>VFES</p> <ul style="list-style-type: none"> - None 	<p>David Pescod</p>
<p>8. Action items</p>	<ol style="list-style-type: none"> 1. Kyle Cameron to follow up with infrastructure regarding placing a cage around the lights of the cyclone sign to prevent them from being smashed. 2. Anna Siddell to contact Onslow shop and the CEO of Thalanyi regarding becoming a co-opted member. 	
<p>9. Next Meeting Date: June 2021</p>		<p>Chair</p>

Pannawonica Local Emergency Management Committee MINUTES

Date: 30th March 2021		
Start time: 11.06 am		
End time: 11.43 am		
Location: Pannawonica Mayu Mayu centre		
No	Item	Speaker
1.	Welcome 1.1 Meeting opened – 11.06 am 1.2 Members and visitors welcomed	Chair
2.	2.1 Attendance and apologies Attendance Kyle Cameron - Shire of Ashburton – Chair Anna Siddell - Shire of Ashburton Hamish James - Shire of Ashburton Michaela White – Sodexo Nick Cloughessy – Rio Tinto Phil Scott – Rio Tinto Terrie Wesley – Sodexo Helen Kent – DFES Bianca Evans – Rio Tinto Apologies Sean George – Sodexo Darren Morgan - DFES	Chair

- Pannawonica fire index sign. There were previous discussions about this sign being upgraded. Listed as ongoing.
- The Shire of Ashburton emergency management contact list is currently being reviewed and updated. Going forward there will be a single contact list for The Shire of Ashburton. This contact list will include LEMC members attendance as it was agreed that to remain a member, one should attend at least 2 meetings a year. It was agreed that if a LEMC member or representative does not attend at least 2 meetings, they will be contacted to confirm they are still in the area and want to remain a member. They will also be asked if there is a proxy for times of RnR. The contact list will also be stored on a platform that will allow all LEMC members to make updates as they occur. It will be regularly reviewed by Anna Siddell.
- The updated LEMA should be finalised by June. It has been drafted by Mr Greg Cook from LGIS. Aim to review the LEMA at the June meeting. Further, Kyle Cameron plans to present the LEMA to Directors of The Shire of Ashburton mid-year, as well as running desktop exercises later in the year (around September).
- Bush Fire Management Support Officer has been appointed – Callum Murray. He will be based in Karratha. He will assist us in developing the Bush Fire Management Plan. This assessment of bushfire risk identifies the extent of the bushfire hazard and its potential to affect people, property, and infrastructure. This will assist in mitigation. Expected to be completed in 2021.
- The following action item is still open: Identify a co-opted Indigenous member to assist Pannawonica LEMC. Hamish James to follow up with Tuesday to see if she is happy to be listed as a Co-opted member to assist in providing culture guidance pre-event and/or post-event.
- New Administration Officer Anna Siddell was welcomed. She will be supporting Ranger Services as well as performing administrative tasks for the LEMC.
- PowerPoint Presentation of The Shire of Ashburton Emergency Management capability in 2019. Not presented during the meeting due to technical issues. A survey was not completed for 2020 due to COVID-19. The 2021 survey will be released soon. In 2019 the Shire of Ashburton:
 - Scored highly on Situational assessment, Evacuation/Welfare Centres and Recovery plans.
 - Scored lowest for EM personnel, Natural buffers, Sustained recovery, and Community Welfare.
 - Had the greatest improvement from 2018 -2019 for Public information tools, Equipment and infrastructure, Infrastructure protection and Sustained recovery.

	<ul style="list-style-type: none"> - Reported notably higher capability than the similar LG average for Situational assessment, Evacuation/welfare Centres, Infrastructure protection, Risk assessment, Equipment and infrastructure, Evacuation/Welfare Centres, Sector information sharing and Business continuity plans. - Reported notably lower capability than the similar LG average for EM personnel and Impact assessment. 	
	<ul style="list-style-type: none"> • Risk Assessments. The Shire of Ashburton is required to run five Risk Assessments over five years. DFES will support LEMC in running these assessments. Helen Kent, District Emergency Management Advisor, will walk us through the process. There are 27 scenarios/hazards we can choose from. The main two hazards for this area are Flood and Cyclone. Once a hazard is chosen, the next step will be to write risk statements that describe the scenario's potential impact. During the workshop, we will assign a consequence level, a likelihood, and a confidence level to each risk assessment. After we have completed all five hazards, we will hold a LEMC meeting to discuss treatments. The plan is for Helen Kent to meet with Kyle Cameron and Hamish James before running the workshops. LEMC members to decide which hazards to complete– listed as ongoing. 	Helen Kent
7.	<p>Agency Reports</p> <p>None</p>	
8.	<p>Action items</p> <ol style="list-style-type: none"> 1. Kyle Cameron to work with Eilish McNulty regarding upgrading the fire index sign. 2. Hamish James to follow up with Tuesday to see if she is happy to be listed as a Co-opted member. 3. LEMC members to decide on hazards for risk assessment workshops. 	
9.	<p>Next Meeting Date: June 2021</p>	Chair



Inland Local Emergency Management Committee MINUTES

Date: 31st March 2021		
Start time: 11.13am		
End time: 12.53pm		
Location: Tom Price Clem Thompson pavilion		
No	Item	Speaker
1.	Welcome 1.1 Meeting opened – 11:13am 1.2 Members and visitors welcomed	Chair
2.	2.1 Attendance and apologies Attendance Doug Diver – Chair - Shire of Ashburton Kyle Cameron - Shire of Ashburton Anna Siddell - Shire of Ashburton Carl Fjastad – Paraburdoo Police Nicole Mizen – Tom Price Police Wayne Hatton – Tom Price BFB Darryl Harding – FMG Keighley Bremner - FMG Nicole Kelly – SES/St John/Cadets Luke Jenner – St John Paramedics Pauline Howrie - Department of communities Sharon Jager – Rio Tinto	Chair

	<p>Installation of BoM Rainfall Intensity Gauges in the Pilbara. Harry Schofield who is the Perth Hub Flood Warning Networks Lead will be coming on the 30th of April to check the sites where the gauges will be installed. The plan is to install these Rainfall Intensity Gauges next year. Six will be installed in the Shire of Ashburton. Twenty-three will be installed between The Shire of East Pilbara and Port Hedland. This will help with flood forecasting.</p> <p>5.2 Outward Nil</p>	
<p>6.</p>	<p>General Business</p> <ul style="list-style-type: none"> • All previous action items have been closed. • Fire Index and Cyclone signs are now up and running in Tom Price. <ul style="list-style-type: none"> - Wayne Hatton from BFB informed the members that the fire index ratings will be standardised across Australia by 2022. This will impact the recently installed signs. - Location of signs – It was raised at previous meetings that the signs should be moved forward so they are closer to the road as they cannot be easily seen in their current location. The signs remain in the same location. CR Doug Diver will raise this concern at the next Council meeting and will come back to the LEMC with an answer. However, this item can be closed due to the below information: As the Tom Price road is a state road, the location of the signs must be compliant with Main Road regulations. Placing the sign next to the road at the intersection will breach their regulations. There is a risk that drivers may become distracted at the intersection, especially because the Bush Fire sign displays red, green, and orange lights. It is important to note that there is a history of crashes at this intersection and this needs to be taken into consideration. It is possible to move the signs 1-2 meters forward and still be compliant with Main Road regulations. However, a barrier would then need to be installed to prevent the signs from being destroyed by cars. According to Main Road regulations, cultural heritage and signs displaying tourist information can be near the road as they are under a regulation size and are not a distraction for drivers. - There is an issue of the two signs overlapping. This needs to be followed up to ensure they meet Australian regulations. This is listed as ongoing. - Pauline Howrie asked if a sign will be placed outside the new Welfare centre stating that it is the Welfare centre during a cyclone. This is listed as ongoing. • Tender for the co-location centre has been awarded to Pindan construction, currently sitting at 45% of detailed design which is currently being reviewed. • Padlock on gates at Karijini National Park– this item is completed. 	<p>Chair</p>

	<ul style="list-style-type: none"> • New administration Officer Anna Siddell was welcomed. She will be supporting Ranger Services as well as performing administrative tasks for the LEMC. • The updated LEMA should be finalised by June. It has been drafted by Mr Greg Cook from LGIS. This should provide clarification on the chain of events that occur during an incident and the roles and responsibilities of the HMAs and The Shire of Ashburton. Helen Kent is a member of SEMC and will also be present at the June meeting and will answer questions and provide further clarification. Requested to be added to the June agenda. 	
	<ul style="list-style-type: none"> • The Shire of Ashburton emergency management contact list is currently being reviewed and updated. Going forward there will be a single contact list for The Shire of Ashburton. This contact list will include LEMC members attendance as it was agreed that to remain a member, one should attend at least 2 meetings a year. It was agreed that if a LEMC member or representative does not attend at least 2 meetings, they will be contacted to confirm they are still in the area and want to remain member. The contact list will also be stored on a platform that will allow all LEMC members to make updates as they occur. It will be regularly reviewed by Anna Siddell. 	Anna Siddell
	<ul style="list-style-type: none"> • Main roads issue alert bulletins. These include incidents or issues on the road affecting access or safety. These include closures or changes due to flooding, crashes, breakdowns, bushfires and alike. If people want to receive these updates, please contact Kyle Cameron. • Risk Assessments – The Shire of Ashburton is required to run five Risk Assessments over five years. DFES will support LEMC in running these assessments. Helen Kent, District Emergency Management Advisor, will be present during the Risk Assessment to walk us through the process. There are 27 scenarios/hazards we can choose from. Each one will take approx. 1 hour. We are already signed off for Bush Fire. Onslow and Pannawonica expressed interest to complete a single Risk Assessment per year. We hope to run the exercise at the next LEMC meeting in June. We are currently ~12 months overdue in completing these assessments. We need to select a hazard that is appropriate for our location. The following hazards were selected 1) Flood 2) Road crash. It was noted by CR Doug Diver that in addition to the Risk Assessments, it is important that the LEMC committee meets within a couple of weeks following an event to discuss what worked well as well as areas that need to be improved. • PowerPoint Presentation of The Shire of Ashburton Emergency Management capability in 2019. A survey was not completed for 2020 due to COVID-19. The 2021 survey will be released soon. In 2019 the Shire of Ashburton: <ul style="list-style-type: none"> - Scored highly on Situational assessment, Evacuation/Welfare Centres and Recovery plans. - Scored lowest for EM personnel, Natural buffers, Sustained recovery, and Community Welfare. 	Kyle Cameron

<p>SES</p>	<ul style="list-style-type: none"> - Welcomed Justin Colwell as the new emergency services supervisor in Paraburdoo. Bush fire mitigation will begin shortly in preparation for the next season. 	<p>Nicole Kelly</p>
<p>St John</p>	<ul style="list-style-type: none"> - No other callouts apart from the one at Hammersley gorge. - A couple of new members have joined. 	<p>Luke Jenner</p>
<p>FMG</p>	<ul style="list-style-type: none"> - COVID-19 update. There are no suspected cases of COVID-19 in town. - PPE stock remains satisfactory. - Expected that the workload will increase with the upcoming Karijini experience. The crew will be present in the national park during the event. - At the last meeting, a permanent paramedic position for Tom Price/Paraburdoo was re-advertised. The position has been offered to an individual. It is currently unknown whether this offer has been accepted. Luke Jenner is currently working as the Tom Price/Paraburdoo community paramedic and will continue in this position until the permanent position is filled. 	<p>Darryl Harding</p>
<p>WA Police</p>	<ul style="list-style-type: none"> - Eliwana mine is now operational and trains are running. Main access which comes in from Hammersley road will be open from 14th of April 2021. - GM Katie Day would like to welcome LEMC members to come for a tour of Eliwana. - A desktop exercise for Aerodrome will be run over the next month. 	<p>Nicole Mizen</p>
<p>Karijini National Park</p>	<ul style="list-style-type: none"> - There were two incidents (Crash and Hammersley Gorge rescue) where FMG were activated by DFES. The police are the HMA for these incidents. There was a communication break down and it was initially unclear to the Police how FMG was activated. This issue occurs when personal phone calls are placed to DFES, instead of calling 000. There could be a risk of patients receiving an overdose of medication if there is no clear procedure and handover between agencies. Furthermore, there is concern around insurance and whether people will be covered. For all emergencies, 000 should be dialled. If an emergency is sent to DFES directly, the other agencies should be notified. - It was raised that LEMC meetings should be held at Paraburdoo once a year. It was requested the next June meeting be held in Paraburdoo. The reason being Paraburdoo is a flood risk area and therefore it would be beneficial to conduct the flood Risk Assessment in this location. CR Doug Diver will follow this up. Listed as ongoing. 	<p>Carl Fjastad</p> <p>Geoff Passmore</p>

	<ul style="list-style-type: none"> - The park will be busy during the Karijini experience (6 - 10 April 2021). - Access to Dale George will be restricted between 4th – 27th May due to capital works. If there is an emergency during this time, access can occur via circular pool trail. - Circular pool remains closed due to falling rocks. - Two snake bites reported by Tom Price hospital. 	
8.	<p>Open Action Items</p> <ol style="list-style-type: none"> 1. CR Doug Diver to follow up on the issue of the Fire Index and Cyclone signs (located near the intersection) overlapping. 2. CR Doug Diver to follow up on whether we can hold the next LEMC meeting in Paraburdoo. 3. Kyle Cameron to follow up on installation of a sign outside the new Welfare centre stating that it is the Welfare centre during a cyclone. 	
9.	Next Meeting Date: Planned between 21st – 25th June 2021.	Chair



Summary Minutes

STATE COUNCIL MEETING

3 March 2021

NOTICE OF MEETING

Meeting of the Western Australian Local Government Association State Council held at WALGA, 170 Railway Parade, West Leederville on Wednesday, 3 March 2021.

1. ATTENDANCE, APOLOGIES & ANNOUNCEMENTS

1.1 Attendance

Members	President of WALGA - Chair Deputy President of WALGA, Northern Country Zone Avon-Midland Country Zone Central Country Zone Central Metropolitan Zone Central Metropolitan Zone East Metropolitan Zone East Metropolitan Zone Goldfields Esperance Country Zone Gascoyne Country Zone Great Eastern Country Zone Great Southern Country Zone Kimberley Country Zone Murchison Country Zone North Metropolitan Zone North Metropolitan Zone North Metropolitan Zone Peel Country Zone Pilbara Country Zone South East Metropolitan Zone South East Metropolitan Zone South Metropolitan Zone South Metropolitan Zone South Metropolitan Zone South West Country Zone	Mayor Tracey Roberts JP President Cr Karen Chappel JP President Cr Ken Seymour President Cr Phillip Blight Cr Paul Kelly Cr Jenna Ledgerwood Cr Catherine Ehrhardt Cr Cate McCullough President Cr Malcolm Cullen President Cr Cheryl Cowell President Cr Stephen Strange Cr Ronnie Fleay Cr Chris Mitchell JP Cr Les Price Cr Frank Cvitan JP Mayor Mark Irwin Cr Russ Fishwick JP President Cr Michelle Rich Mayor Peter Long Cr Julie Brown Mayor Ruth Butterfield <i>to 5.40pm</i> Cr Doug Thompson Mayor Carol Adams OAM Mayor Logan Howlett JP President Cr Tony Dean
Ex Officio	Lord Mayor – City of Perth	Lord Mayor Basil Zempilas <i>to 5.01pm</i>
Secretariat	Chief Executive Officer EM Commercial & Communications EM Governance & Organisational Services EM Infrastructure EM Strategy, Policy & Planning Manager Strategy & Association Governance Intergovernmental Relations & Risk Chief Financial Officer Manager Governance Governance Support Officer	Mr Nick Sloan Mr Zac Donovan Mr Tony Brown Mr Ian Duncan Ms Narelle Cant Mr Tim Lane Ms Joanne Burges Mr Rick Murray Mr James McGovern Ms Chantelle O'Brien

ORDER OF PROCEEDINGS

OPEN and WELCOME

The Chair declared the meeting open at 4:31pm

- **Acknowledgement of Country**

I would like to acknowledge the Whadjuk Nyoongar People who are the Traditional Custodians of this land we meet on today and I would like to pay my respects to their Elders past, present and future.

Welcome to:

Lord Mayor Basil Zempilas

State Councillors and WALGA Secretariat

APOLOGIES

Local Government Professionals WA

Mr Jamie Parry

ANNOUNCEMENTS

Nil

2. DECLARATION OF INTEREST

Pursuant to our Code of Conduct, State Councillors must declare to the Chair any potential conflict of interest they have in a matter before State Council as soon as they become aware of it.

- *Mayor Logan Howlett declared an interest in Item 5.1 External Oversight and Intervention – Authorised Inquiries and Show Cause Notices as an Elected Member for City of Cockburn.*
- *Cr Chris Mitchell declared an interest in Item 5.5 as a candidate for WA Local Government Grants Commission*
- *Cr Phillip Blight declared an interest in Item 5.5 as a candidate for WA Local Government Grants Commission.*
- *Cr Catherine Ehrhardt declared an interest in Item 5.5 as a candidate for Biosecurity Council of WA.*
- *Mayor Tracey Roberts and Cr Paul Kelly declared an interest in section 4 of Item 5.7 as members of the LGIS Board.*
- *Cr Ronnie Fleay declared an interest in Item 6.4 as a member of the WAPC.*

PAPERS

State Councillors received the following papers under separate cover:

- Strategic Forum Agenda
- Item 5.4 Finance and Services Committee Meeting Minutes 17 February 2021;
- Item 5.5 Selection Committee Meeting Minutes 26 February 2021 - Confidential;
- Item 5.6 Use of Common Seal;

- Item 5.7 LGIS Board Meeting Minutes;
- Item 5.8 LGIS Marketing Function Review;
- CEO's Report to State Council;
- March President's Report (previously emailed to Zone meetings)

3. MINUTES OF THE PREVIOUS MEETINGS

3.1 Minutes of 2 December 2020 State Council Meeting

Moved: Mayor Logan Howlett
 Seconded: Mayor Carol Adams

That the Minutes of the State Council Meeting held on [2 December 2020](#) be confirmed as a true and correct record of proceedings.

RESOLUTION 173.1/2021

CARRIED

3.1.1 Business Arising from the Minutes of 2 December 2020

Nil

3.2 Flying Minute of Submission – Draft Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2020 – 5 January 2021

Moved: Mayor Logan Howlett
 Seconded: Cr Chris Mitchell

That the Flying Minute of the [Submission - Draft Local Government Regulations Amendment \(Employee Code of Conduct\) Regulations 2020](#) date, be confirmed as a true and correct record of proceedings.

RESOLUTION 174.1/2021

CARRIED

3.2.1 Business Arising from the Flying Minutes of the Submission - Draft Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2020.

Nil

3.3 Flying Minute of Draft State Planning Policy 4.2: Activity Centres Submission – 28 January 2021

Moved: Mayor Logan Howlett
 Seconded: Cr Chris Mitchell

That the [Flying Minute – Draft State Planning Policy 4.2: Activity Centres Submission – 28 January 2021](#), be confirmed as a true and correct record of proceedings.

RESOLUTION 175.1/2021

CARRIED

3.3.1 Business Arising from the Flying Minutes of the Flying Minute – Draft State Planning Policy 4.2: Activity Centres Submission – 28 January 2021

Nil

3.4 Flying Minute – Registration of Builders (and Related Occupations) Reforms Submission – 28 January 2021

Moved: Mayor Logan Howlett
Seconded: Cr Chris Mitchell

That the [Flying Minute – Registration of Builders \(and Related Occupations\) Reforms Submission – 28 January 2021](#) , be confirmed as a true and correct record of proceedings.

RESOLUTION 176.1/2021

CARRIED

3.4.1 Business Arising from the Flying Minute – Registration of Builders (and Related Occupations) Reforms Submission – 28 January 2021

Nil

3.5 Flying Minute – Reportable Conduct Scheme – 28 January 2021

Moved: Mayor Logan Howlett
Seconded: Cr Chris Mitchell

That the [Flying Minute – Reportable Conduct Scheme – 28 January 2021](#) , be confirmed as a true and correct record of proceedings.

RESOLUTION 177.1/2021

CARRIED

3.5.1 Business Arising from the Flying Minute – Reportable Conduct Scheme – 28 January 2021

Nil

5. MATTERS FOR DECISION

5.1 External Oversight and Intervention – Authorised Inquiries and Show Cause Notices (05-034-01-0001 FM)

Mayor Logan Howlett declared impartiality interest in Item 5.1

WALGA RECOMMENDATION

That WALGA:

1. Continues to advocate for the State Government to ensure that there is proper resourcing of the Department of Local Government, Sport and Cultural Industries to conduct timely inquiries and interventions when instigated under the provisions of the Local Government Act 1995; and
2. Requests the Minister for Local Government to:
 - a. Engage with affected Local Governments in order to attempt to resolve identified issues, improve performance and achieve good governance before considering an intervention under Part 8 of the Local Government Act 1995;
 - b. Provide written reasons prior to issuing any Show Cause Notices;
 - c. Require regular progress reports to be provided to any Local Government that is the subject of any Authorised Inquiry; and
 - d. Require that any Authorised Inquiry be conducted within a specified timeframe that may be extended with the approval of the Minister.

Avon Midland Country Zone	WALGA Recommendation Supported
Central Metropolitan Zone	WALGA Recommendation Supported
East Metropolitan Zone	WALGA Recommendation Supported
Gascoyne Zone	WALGA Recommendation Supported
Goldfields Esperance Country Zone	WALGA Recommendation Supported
Great Eastern Country Zone	WALGA Recommendation Supported
Great Southern Country Zone	WALGA Recommendation Supported
Kimberley Zone	WALGA Recommendation Supported
Murchison Country Zone	WALGA Recommendation Supported
North Metropolitan Zone	WALGA Recommendation Supported
Northern Country Zone	WALGA Recommendation Supported
Peel Zone	WALGA Recommendation Supported
Pilbara Zone	WALGA Recommendation Supported
South Metropolitan Zone	WALGA Recommendation Supported
South West Country Zone	WALGA Recommendation Supported

SOUTH EAST METROPOLITAN ZONE

That the South East Metropolitan Zone supports:

That WALGA:

1. Continues to advocate for the State Government to ensure that there is proper resourcing of the Department of Local Government, Sport and Cultural Industries to conduct timely inquiries and interventions when instigated under the provisions of the Local Government Act 1995; and
2. Requests the Department of Local Government, Sport and Cultural Industries to engage with affected Local Governments in order to attempt to resolve identified issues, improve

- performance and achieve good governance before considering an intervention under Part 8 of the Local Government Act 1995; and
3. Requests the Minister for Local Government to:
 - a. Provide written reasons prior to issuing any Show Cause Notices;
 - b. Require regular progress reports to be provided to any Local Government that is the subject of any Authorised Inquiry; and
 - c. Require that any Authorised Inquiry be conducted within a specified timeframe that may be extended with the approval of the Minister.
 4. Advocates for legislative change to ensure that Show Cause Notices contain reasons.

CENTRAL COUNTRY ZONE

That WALGA:

1. Continues to advocate for the State Government to increase resourcing of the Department of Local Government, Sport and Cultural Industries to conduct timely inquiries and interventions when instigated under the provisions of the *Local Government Act 1995*; and
2. Requests the Minister for Local Government to:
 - a. Engage with affected Local Governments in order to attempt to resolve identified issues, improve performance and achieve good governance before considering an intervention under Part 8 of the *Local Government Act 1995*;
 - b. Provide written reasons prior to issuing any Show Cause Notices;
 - c. Require regular progress reports to be provided to any Local Government that is the subject of any Authorised Inquiry; and
 - d. Require that any Authorised Inquiry be conducted within a specified timeframe that may be extended with the approval of the Minister.

SECRETARIAT COMMENT

The Zones' proposed amendments clarify and add to the recommendation.

The South East Metropolitan Zone's proposal that an authorised inquiry report is presented to the Minister for consideration under s.8.15, there should be consultation with the Local Government on the findings. However, technically the power sits with the Departmental CEO to conduct authorised inquiries under Part 8, not the DLGSC, so any substitution of 'Minister' should read 'Departmental CEO'.

Moved: Cr Julie Brown
 Seconded: Cr Karen Chappel

That WALGA:

1. Continues to advocate for the State Government to increase resourcing of the Department of Local Government, Sport and Cultural Industries to conduct timely inquiries and interventions when instigated under the provisions of the Local Government Act 1995; and
2. Requests the Departmental CEO, of the Department of Local Government, Sport and Cultural Industries to engage with affected Local Governments in order to attempt to resolve identified issues, improve performance and achieve good governance before considering an intervention under Part 8 of the Local Government Act 1995; and
3. Requests the Minister for Local Government to:
 - a. Provide written reasons prior to issuing any Show Cause Notices;
 - b. Require regular progress reports to be provided to any Local Government that is the subject of any Authorised Inquiry; and
 - c. Require that any Authorised Inquiry be conducted within a specified timeframe that may be extended with the approval of the Minister.
4. Advocates for legislative change to ensure that Show Cause Notices are required to contain reasons.

AMENDMENT

Moved: Cr Russ Fishwick
 Seconded: Mayor Mark Irwin

That point 1 be amended to read:

1. Continues to advocate for the State Government to increase resourcing of the Department of Local Government, Sport and Cultural Industries particularly by engaging experienced and qualified staff to conduct timely inquiries and interventions when instigated under the provisions of the Local Government Act 1995; and

CARRIED

THE AMENDED MOTION NOW READS

That WALGA:

1. Continues to advocate for the State Government to increase resourcing of the Department of Local Government, Sport and Cultural Industries particularly by engaging experienced and qualified staff to conduct timely inquiries and interventions when instigated under the provisions of the Local Government Act 1995; and

2. Requests the Departmental CEO, of the Department of Local Government, Sport and Cultural Industries to engage with affected Local Governments in order to attempt to resolve identified issues, improve performance and achieve good governance before considering an intervention under Part 8 of the Local Government Act 1995; and
3. Requests the Minister for Local Government to:
 - a. Provide written reasons prior to issuing any Show Cause Notices;
 - b. Require regular progress reports to be provided to any Local Government that is the subject of any Authorised Inquiry; and
 - c. Require that any Authorised Inquiry be conducted within a specified timeframe that may be extended with the approval of the Minister.
4. Advocates for legislative change to ensure that Show Cause Notices are required to contain reasons.

RESOLUTION 178.1/2021

CARRIED

5.2 Cost of Revaluations (05-034-01-0001 TB)

WALGA RECOMMENDATION

That WALGA advocate to the State Government for the equal distribution of valuation costs for properties where the Water Corporation, the Department of Fire and Emergency Services and the Local Government require the valuation.

Avon Midland Country Zone	WALGA Recommendation Supported
Central Country Zone	WALGA Recommendation Supported
Central Metropolitan Zone	WALGA Recommendation Supported
East Metropolitan Zone	WALGA Recommendation Supported
Gascoyne Zone	WALGA Recommendation Supported
Goldfields Esperance Country Zone	WALGA Recommendation Supported
Great Eastern Country Zone	WALGA Recommendation Supported
Great Southern Country Zone	WALGA Recommendation Supported
Kimberley Zone	WALGA Recommendation Supported
Murchison Country Zone	WALGA Recommendation Supported
North Metropolitan Zone	WALGA Recommendation Supported
Northern Country Zone	WALGA Recommendation Supported
Peel Zone	WALGA Recommendation Supported
Pilbara Zone	WALGA Recommendation Supported
South East Metropolitan Zone	WALGA Recommendation supported
South Metropolitan Zone	WALGA Recommendation Supported
South West Country Zone	WALGA Recommendation Supported

Moved: Cr Julie Brown
 Seconded: Cr Frank Cvitan

That WALGA advocate to the State Government for the equal distribution of valuation costs for properties where the Water Corporation, the Department of Fire and Emergency Services and the Local Government require the valuation.

RESOLUTION 179.1/2021

CARRIED

5.3 Eligibility of Slip On Fire Fighting Units for Local Government Grants Scheme Funding (05-024-02-0001 SM)

WALGA RECOMMENDATION

That WALGA:

1. Supports the inclusion of capital costs of Slip On Fire Fighting Units including for Farmer Response Brigades (for use on private motor vehicles) on the Eligible List of the Local Governments Grants Scheme (LGGS).
2. Requests the Local Government Grants Scheme Working Group to include this matter on the Agenda of their next Meeting (expected March 2021).
3. Requests WALGA to work with the Local Government Grants Scheme Working Group to develop appropriate operational guidelines and procedures for the safe use of Slip On Fire Fighting Units funded in accordance with the LGGS.
4. Supports the update of the WALGA membership of the Local Government Grants Scheme Working Group to include one Local Government Elected Member and one Local Government Officer, with these appointments determined through the WALGA Selection Committee process.

Avon Midland Country Zone	WALGA Recommendation Supported
Central Metropolitan Zone	WALGA Recommendation Supported
East Metropolitan Zone	WALGA Recommendation Supported
Gascoyne Zone	WALGA Recommendation Supported
Great Eastern Country Zone	WALGA Recommendation Supported
Great Southern Country Zone	WALGA Recommendation Supported
Kimberley Zone	WALGA Recommendation Supported
Murchison Country Zone	WALGA Recommendation Supported
North Metropolitan Zone	WALGA Recommendation Supported
Northern Country Zone	WALGA Recommendation Supported
Peel Zone	WALGA Recommendation Supported
Pilbara Zone	WALGA Recommendation Supported
South Metropolitan Zone	WALGA Recommendation Supported
South West Country Zone	WALGA Recommendation Supported

GOLDFIELDS ESPERANCE COUNTRY ZONE

GVROC note the WALGA recommendation as stated, however it requests that WALGA reconsider the current recommendation to look at Trailer Fire Fighting Units instead of Slip On Fire Fighting Units, given the concerns around safety of the Slip on Fire Fighting Units.

SOUTH EAST METROPOLITAN ZONE

That the South East Metropolitan Zone supports Item 5.3, with the addition of a new point 5 as follows:

5. Requests that an alternate grants program be instituted for Slip On Fire Fighting Units should inclusion on the Eligible List of the LGGS be unsuccessful.

CENTRAL COUNTRY ZONE

1. That the WALGA recommendation be amended by deleting Parts 1, 2 and 3.
2. The recommendation now read as follows:

That WALGA advocates for membership of the Local Government Grants Scheme Working Group to include one Local Government Elected Member and one Local Government Officer, with WALGA staff attending as observers and that these appointments be determined through the WALGA Selection Committee process.

SECRETARIAT COMMENT

The majority of Zones support the current recommendation and the proposed amendments from the South East Metropolitan Zone and the Goldfields Esperance Zone may shift the focus from the initial request. The Central Country Zone proposal relating to observers to the Local Government Grants Scheme Working Group can be achieved administratively.

Moved: Cr Tony Dean
Seconded: Cr Ronnie Fleay

That WALGA:

1. Supports the inclusion of capital costs of Slip On Fire Fighting Units including for Farmer Response Brigades (for use on private motor vehicles) on the Eligible List of the Local Governments Grants Scheme (LGGS).
2. Requests the Local Government Grants Scheme Working Group to include this matter on the Agenda of their next Meeting (expected March 2021).
3. Requests WALGA to work with the Local Government Grants Scheme Working Group to develop appropriate operational guidelines and procedures for the safe use of Slip On Fire Fighting Units funded in accordance with the LGGS.
4. Supports the update of the WALGA membership of the Local Government Grants Scheme Working Group to include one Local Government Elected Member and one Local Government Officer, with these appointments determined through the WALGA Selection Committee process.

AMENDMENT

Moved: Cr Malcolm Cullen
Seconded: Cr Stephen Strange

That point 1 be amended to read:

1. Supports the inclusion of capital costs of Trailer Fire Fighting Units and Slip On Fire Fighting Units including for Farmer Response Brigades (for use on private motor vehicles) on the Eligible List of the Local Governments Grants Scheme (LGGS).

CARRIED

THE AMENDED MOTION NOW READS

That WALGA:

1. Supports the inclusion of capital costs of Trailer Fire Fighting Units and Slip On Fire Fighting Units including for Farmer Response Brigades (for use on private motor vehicles) on the Eligible List of the Local Governments Grants Scheme (LGGS).
2. Requests the Local Government Grants Scheme Working Group to include this matter on the Agenda of their next Meeting (expected March 2021).
3. Requests WALGA to work with the Local Government Grants Scheme Working Group to develop appropriate operational guidelines and procedures for the safe use of Slip On Fire Fighting Units funded in accordance with the LGGS.
4. Supports the update of the WALGA membership of the Local Government Grants Scheme Working Group to include one Local Government Elected Member and one Local Government Officer, with these appointments determined through the WALGA Selection Committee process.

RESOLUTION 180.1/2021

CARRIED

Moved: Cr Karen Chappel
Seconded: Cr Ronnie Fleay

That Item 7.5.2 – Lord Mayor Report, be bought forward for discussion.

7.5.2 City of Perth Report

Lord Mayor Basil Zempilas, City of Perth, provided an update to the meeting.

The Lord Mayor left the meeting at 5.01pm and did not return.

**MATTERS FOR CONSIDERATION BY STATE COUNCILLORS
(UNDER SEPARATE COVER)**

5.4 Finance and Services Committee Minutes (01-006-03-0006 TB)

Moved: Cr Paul Kelly
Seconded: Cr Karen Chappel

That the Minutes of the Finance and Services Committee Meeting held 17 February 2021 be endorsed.

RESOLUTION 181.1/2021

CARRIED

5.5 Selection Committee Minutes (01-006-03-0011 TL) – CONFIDENTIAL

Cr Chris Mitchell, Cr Phillip Blight, Cr Catherine Ehrhardt, declared an interest in Item 5.5 and left the room at 5.02pm

Moved: Cr Karen Chappel
Seconded: Cr Les Price

That the recommendations contained in the 26 February 2021 Selection Committee Minutes be endorsed.

RESOLUTION 182.1/2021

CARRIED

Cr Chris Mitchell, Cr Philip Blight, Cr Catherine Ehrhardt returned to the meeting at 5.05pm

5.6 Use of the Association's Common Seal (01-004-07-0001 NS)

Moved: Cr Julie Brown
Seconded: Cr Chris Mitchell

That State Council:

1. Approve the use of the Common Seal for the LGIS Bank Guarantee for 2021;
2. Note the use of the Common Seal for the Local Government House Trust Deed of Variation.

RESOLUTION183.1/2021

CARRIED

5.7 LGIS Board Minutes – CONFIDENTIAL
--

Mayor Tracey Roberts and Cr Paul Kelly declared an interest in point 4 of Item 5.7 and left the meeting at 5.06pm

Moved: Cr Chris Mitchell
Seconded: Cr Frank Cvitan

That State Council:

1. Approve the Scheme Management fee annual adjustment payable to JLT/Marsh be adjusted to increase by 2% for the 2021/22 financial year.
2. Approve a reciprocal 2% adjustment to remuneration to WALGA from the LGIS scheme.
3. Recognise that the contracted remuneration adjustments for both the Scheme Manager and WALGA may be subject to change during the period dependant on the outcomes of the review of the Agreement and subsequent negotiations.
4. Approve that remuneration for LGIS Board members be increased by 3.5% for the 2021/22 financial year as per the LGIS Corporate Governance Charter guidance.
5. Note the minutes of the LGIS Board meetings held on 4 December and 4 February.

AMENDMENT

Moved: Cr Jenna Ledgerwood
Seconded: Cr Phillip Blight

That point 4 be amended to read:

4. Approve that remuneration for LGIS Board members be increased by 2.0% for the 2021/22 financial year as per the LGIS Corporate Governance Charter guidance

CARRIED

THE AMENDED MOTION NOW READS

That State Council:

1. Approve the Scheme Management fee annual adjustment payable to JLT/Marsh be adjusted to increase by 2% for the 2021/22 financial year.
2. Approve a reciprocal 2% adjustment to remuneration to WALGA from the LGIS scheme.
3. Recognise that the contracted remuneration adjustments for both the Scheme Manager and WALGA may be subject to change during the period dependant on the outcomes of the review of the Agreement and subsequent negotiations.
4. Approve that remuneration for LGIS Board members be increased by 2.0% for the 2021/22 financial year as per the LGIS Corporate Governance Charter guidance.
5. Note the minutes of the LGIS Board meetings held on 4 December and 4 February.

RESOLUTION 184.1/2021

CARRIED

Mayor Tracey Roberts and Cr Paul Kelly returned to the meeting at 5.15pm

5.8 LGIS Marketing Function Review – CONFIDENTIAL

Moved: Cr Chris Mitchell
Seconded: Mayor Mark Irwin

That State Council note the completion of the review of the LGIS marketing function and expenditure.

RESOLUTION 185.1/2021

CARRIED

6. MATTERS FOR NOTING / INFORMATION

6.1 Local Government Car Parking Guideline – Western Australia (05-036-03-0063 AR)

WALGA RECOMMENDATION

That That State Council note the *Local Government Car Parking Guideline – Western Australia*.

Avon Midland Country Zone	WALGA Recommendation noted
Central Country Zone	WALGA Recommendation noted
Central Metropolitan Zone	WALGA Recommendation noted
East Metropolitan Zone	WALGA Recommendation noted
Gascoyne Zone	WALGA Recommendation noted
Goldfields Esperance Country Zone	WALGA Recommendation noted
Great Eastern Country Zone	WALGA Recommendation noted
Great Southern Country Zone	WALGA Recommendation noted
Kimberley Zone	WALGA Recommendation noted
Murchison Country Zone	WALGA Recommendation noted
North Metropolitan Zone	WALGA Recommendation noted
Northern Country Zone	WALGA Recommendation noted
Peel Zone	WALGA Recommendation noted
Pilbara Zone	WALGA Recommendation noted
South East Metropolitan Zone	WALGA Recommendation noted
South Metropolitan Zone	WALGA Recommendation noted
South West Country Zone	WALGA Recommendation noted

Moved: Cr Karen Chappel
Seconded: Cr Chris Mitchell

That That State Council note the *Local Government Car Parking Guideline – Western Australia*.

RESOLUTION 186.1/2021

CARRIED

**6.2 Submission – Draft Local Government Regulations Amendment
(Employee Code of Conduct) Regulations 2020 (05-034-01-0104 TB)**

WALGA RECOMMENDATION

That the submission to the Draft Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2020 be noted.

Avon Midland Country Zone	WALGA Recommendation noted
Central Country Zone	WALGA Recommendation noted – see additional Zone resolutions
Central Metropolitan Zone	WALGA Recommendation noted
East Metropolitan Zone	WALGA Recommendation noted
Gascoyne Zone	WALGA Recommendation noted
Goldfields Esperance Country Zone	WALGA Recommendation noted
Great Eastern Country Zone	WALGA Recommendation noted
Great Southern Country Zone	WALGA Recommendation noted
Kimberley Zone	WALGA Recommendation noted
Murchison Country Zone	WALGA Recommendation noted
North Metropolitan Zone	WALGA Recommendation noted
Northern Country Zone	WALGA Recommendation noted
Peel Zone	WALGA Recommendation noted
Pilbara Zone	WALGA Recommendation noted
South East Metropolitan Zone	WALGA Recommendation noted
South Metropolitan Zone	WALGA Recommendation noted
South West Country Zone	WALGA Recommendation noted

Moved: Cr Karen Chappel
Seconded: Cr Chris Mitchell

That the submission to the Draft Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2020 be noted.

RESOLUTION 187.1/2021

CARRIED

<p>6.3 Submission – Proposed Reportable Conduct Scheme for Western Australia (05-034-01-0104 TB)</p>

WALGA RECOMMENDATION

That the submission to the Ombudsman, Western Australia in respect to the Draft Reportable Conduct Scheme for Western Australia be noted.

Avon Midland Country Zone	WALGA Recommendation noted
Central Country Zone	WALGA Recommendation noted – see additional Zone resolutions
Central Metropolitan Zone	WALGA Recommendation noted
East Metropolitan Zone	WALGA Recommendation noted
Gascoyne Zone	WALGA Recommendation noted
Goldfields Esperance Country Zone	WALGA Recommendation noted
Great Eastern Country Zone	WALGA Recommendation noted
Great Southern Country Zone	WALGA Recommendation noted
Kimberley Zone	WALGA Recommendation noted
Murchison Country Zone	WALGA Recommendation noted
North Metropolitan Zone	WALGA Recommendation noted
Northern Country Zone	WALGA Recommendation noted
Peel Zone	WALGA Recommendation noted
Pilbara Zone	WALGA Recommendation noted
South East Metropolitan Zone	WALGA Recommendation noted
South Metropolitan Zone	WALGA Recommendation noted
South West Country Zone	WALGA Recommendation noted

Moved: Cr Karen Chappel
 Seconded: Cr Chris Mitchell

That the submission to the Ombudsman, Western Australia in respect to the Draft Reportable Conduct Scheme for Western Australia be noted.

RESOLUTION 188.1/2021

CARRIED

6.4 Submission – Draft State Planning Policy 4.2: Activity Centre (05-036-03-0020 CH)
--

Cr Ronnie Fleay declared an interest in item 6.4 and left the meeting at 5.17pm

WALGA RECOMMENDATION

That the endorsed submission on the draft State Planning Policy 4.2: Activity Centres be noted.

Avon Midland Country Zone	WALGA Recommendation noted
Central Country Zone	WALGA Recommendation noted
Central Metropolitan Zone	WALGA Recommendation noted
East Metropolitan Zone	WALGA Recommendation noted
Gascoyne Zone	WALGA Recommendation noted
Goldfields Esperance Country Zone	WALGA Recommendation noted
Great Eastern Country Zone	WALGA Recommendation noted
Great Southern Country Zone	WALGA Recommendation noted
Kimberley Zone	WALGA Recommendation noted
Murchison Country Zone	WALGA Recommendation noted
North Metropolitan Zone	WALGA Recommendation noted
Northern Country Zone	WALGA Recommendation noted
Peel Zone	WALGA Recommendation noted
Pilbara Zone	WALGA Recommendation noted
South East Metropolitan Zone	WALGA Recommendation noted
South Metropolitan Zone	WALGA Recommendation noted
South West Country Zone	WALGA Recommendation noted

Moved: Cr Thompson
Seconded: Mayor Howlett

That the endorsed submission on the draft State Planning Policy 4.2: Activity Centre be noted.

RESOLUTION 189.1/2021

CARRIED

Cr Ronnie Fleay returned to the meeting at 5.18pm

<p>6.5 Submission – Registration of Builders (and Related Occupations) Reforms (05-015-02-0010 CL)</p>

WALGA RECOMMENDATION

That the endorsed submission on the Registration of builders (and related occupations) reforms be noted.

Avon Midland Country Zone	WALGA Recommendation noted
Central Country Zone	WALGA Recommendation noted
Central Metropolitan Zone	WALGA Recommendation noted
East Metropolitan Zone	WALGA Recommendation noted
Gascoyne Zone	WALGA Recommendation noted
Goldfields Esperance Country Zone	WALGA Recommendation noted
Great Eastern Country Zone	WALGA Recommendation noted
Great Southern Country Zone	WALGA Recommendation noted
Kimberley Zone	WALGA Recommendation noted
Murchison Country Zone	WALGA Recommendation noted
North Metropolitan Zone	WALGA Recommendation noted
Northern Country Zone	WALGA Recommendation noted
Peel Zone	WALGA Recommendation noted
Pilbara Zone	WALGA Recommendation noted
South East Metropolitan Zone	WALGA Recommendation noted
South Metropolitan Zone	WALGA Recommendation noted
South West Country Zone	WALGA Recommendation noted

Moved: Cr Karen Chappel
 Seconded: Cr Chris Mitchell

That the endorsed submission on the Registration of builders (and related occupations) reforms be noted.

RESOLUTION 190.1/2021

CARRIED

6.6 Report Municipal Waste Advisory Council (MWAC) (01-006-03-0008 RNB)
--

WALGA RECOMMENDATION

That State Council note the resolutions of the Municipal Waste Advisory Council at its 26 August, 28 October and 9 December 2020 meetings.

Avon Midland Country Zone	WALGA Recommendation noted
Central Country Zone	WALGA Recommendation noted
Central Metropolitan Zone	WALGA Recommendation noted
East Metropolitan Zone	WALGA Recommendation noted
Gascoyne Zone	WALGA Recommendation noted
Goldfields Esperance Zone	WALGA Recommendation noted – see additional Zone resolutions
Great Eastern Country Zone	WALGA Recommendation noted
Great Southern Country Zone	WALGA Recommendation noted
Kimberley Zone	WALGA Recommendation noted
Murchison Country Zone	WALGA Recommendation noted
North Metropolitan Zone	WALGA Recommendation noted
Northern Country Zone	WALGA Recommendation noted
Peel Zone	WALGA Recommendation noted
Pilbara Zone	WALGA Recommendation noted
South East Metropolitan Zone	WALGA Recommendation noted
South Metropolitan Zone	WALGA Recommendation noted
South West Country Zone	WALGA Recommendation noted

Moved: Cr Karen Chappel
Seconded: Cr Chris Mitchell

That State Council note the resolutions of the Municipal Waste Advisory Council at its 26 August, 28 October and 9 December 2020 meetings.

RESOLUTION 191.1/2021

CARRIED

7. ORGANISATIONAL REPORTS

7.1 Key Activity Reports

7.1.1 Report on Key Activities, Commercial and Communications (01-006-03-0017 ZD)

Moved: Cr Chris Mitchell
Seconded: Cr Les Price

That the Key Activities Report from the Commercial and Communications Unit to the March 2021 State Council meeting be noted.

RESOLUTION 192.1/2021

CARRIED

7.1.2 Report on Key Activities, Governance and Organisational Services (01-006-03-0007 TB)

Moved: Cr Chris Mitchell
Seconded: Cr Les Price

That the Key Activities Report from the Governance and Organisational Services Unit to the March 2021 State Council meeting be noted.

RESOLUTION 193.1/2021

CARRIED

7.1.3. Report on Key Activities, Infrastructure (05-001-02-0003 ID)

Moved: Cr Chris Mitchell
Seconded: Cr Les Price

That the Key Activities Report from the Infrastructure Unit to the March 2021 State Council meeting be noted.

RESOLUTION 194.1/2021

CARRIED

7.1.4 Report on Key Activities, Strategy, Policy and Planning (01-006-03-0014 NC)

Moved: Cr Michelle Rich
Seconded: Cr Julie Brown

That the Key Activities Report from the Strategy, Policy and Planning Unit to March 2021 State Council meeting be noted and request the Department of Local Government, Sport and Cultural Industries for an extension on the consultation process on the Child Safety Officers issue from 2 April to 30 June 2021.

RESOLUTION 195.1/2021

CARRIED

7.2 Policy Forum Reports (01-006-03-0007 TB)

Moved: Cr Chris Mitchell
Seconded: Cr Les price

That the report on the key activities of the Association's Policy Forums to the March 2021 State Council meeting be noted.

RESOLUTION 196.1/2021

CARRIED

7.3 President's Report

Moved: Cr Chris Mitchell
Seconded: Cr Les price

That the President's Report for March 2021 be received.

RESOLUTION197.1/2021

CARRIED

Mayor Ruth Butterfield left the meeting at 5.40pm and did not return.

7.4 CEO's Report

Moved: Cr Chris Mitchell
Seconded: Cr Les Price

That the CEO's Report for March 2021 be received.

RESOLUTION 198.1/2021

CARRIED

7.5 Ex-Officio Reports**7.5.1 LG Professionals Report**

Mr Jamie Parry, President, LG Professionals, was an apology for the meeting.

8. ADDITIONAL ZONE RESOLUTIONS

Moved: Mayor Logan Howlett
Seconded: Cr Catherine Ehrhardt

That the additional Zone Resolutions from the March 2021 round of Zones meetings as follows be referred to the appropriate policy area for consideration and appropriate action.

RESOLUTION 199.1/2021

CARRIED

GOLDFIELDS ESPERNACE COUNTRY ZONE

Review of WALGA State Council Agenda - Policy Forum Reports – (Governance and Organisational Services)

That the GVROC:

1. Notes the Policy Forum Reports update.
2. Requests that WALGA as a matter of urgency progress with holding a Mining Communities Forum and an Economic Development Policy Forum, with dates set for these, based on the WA economy and mining industry now rapidly expanding post the major effect of the COVID-19 downturn.
3. Note that the Shire of Coolgardie, through its CEO, offer to host, support and help WALGA in holding the next Mining Communities Forum.

Municipal Waste Advisory Council – (Strategy, Policy and Planning)

That the GVROC:

1. Note the resolutions of the WALGA Municipal Waste Advisory Council at its 26 August, 28 October and 9 December 2020 meetings.
2. Request that the WALGA Municipal Waste Advisory Council consider, address and drive not only items within the greater metropolitan area but also focus on waste issues and solutions in regional WA offered by regional LGAs.

SOUTH WEST COUNTRY ZONE (Strategy, Policy and Planning)

Lobbying For State Government Policy Alignment With Respect to Development

That WALGA writes to relevant Ministers and Directors General to request the current lack of policy alignment be addressed with respect to planning and development matters.

GASCOYNE ZONE (Strategy, Policy and Planning)

Issues with the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) Claims and Approvals Process

That the Gascoyne Country Zone recommend WALGA request DFES to form a working group of participants from affected Shires to review the current process and report back on outcomes and solutions.

Rainfall Monitoring

That the Gascoyne Country Zone recommend that WALGA advocate to the Bureau of Meteorology to increase the density of automatic rain gauges towards a 50km grid coverage.

GREAT EASTERN COUNTRY ZONE (Governance and Organisational Services)

State Councillor Report

That WALGA note the Zone comments that some Local Governments have experienced delays with the finalization of the 19/20 financial year audits and enquire from the sector on their satisfaction or otherwise to the audit process.

PEEL COUNTRY ZONE (Governance and Organisational Services)

CEO Employment Standards, Council Member and Employee Codes of Conduct Regulations

The Peel Zone:

1. Expresses its strong disappointment that the feedback provided by the sector and WALGA on the CEO Employment Standards and Council Member and Employee Codes of Conduct Regulations was substantially ignored; and this puts into question the commitment to the principles of the Partnership Agreement.
2. Requests the WALGA Secretariat provide a detailed outline of the misalignment between the feedback provided by the sector and WALGA on the CEO Employment Standards and Council Member and Employee Codes of Conduct Regulations and the Regulations as gazetted (the State's policy).

GREAT SOUTHERN COUNTRY ZONE

Dog Attacks on Stock – (Governance and Organisational Services)

That the Great Southern Zone of WALGA requests that WALGA raise the issue of dog attacks on stock with the State Government to look at ways and means of reducing such attacks through such measures as substantially increasing the penalty to owners for dogs found roaming on farms, adding an additional penalty for owners of dogs which are proven to have attacked stock, and having some avenue for Police to be involved in the investigation.

Low Risk Clearing Proposals – (Strategy, Policy and Planning/Infrastructure)

WALGA to advise the Great Southern Zone with what specific criteria the CEO of DWER would determine that a proposed clearing could be considered trivial, and what is considered to be a low risk clearing proposal.

CENTRAL COUNTRY ZONE (Governance and Organisational Services)

Submission – Draft Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2020

That the Central Country Zone express its concern at the implementation of the Local Government (Administration) Amendment Regulations 2021 and in particular the regulations requiring the need for Councils to advertise CEO positions after a period of 10 years and request WALGA to pursue all avenues to remove this requirement.

Submission – Proposed Reportable Conduct Scheme for Western Australia

That:

1. The submission to the Ombudsman, Western Australia in respect to the Draft Reportable Conduct Scheme for Western Australia be noted; and
2. Given the significance of the proposed legislation and its likely impact on small and medium sized Councils, WALGA express concern to the Ombudsman that the time constraint imposed for a submission meant it was unable to consult with the Local Government sector and request the opportunity for the submission period to be reopened to enable adequate consultation.
3. The Central Country Zone acknowledges the importance of the Royal Commission Recommendations but it is of the view that it is not the function of local government to undertake the role and functions of Child Safety Officer.

Local Government Audits

That the Central Country Zone request that WALGA investigate with the sector how Local Government audits may be expedited and completed within a shorter time frame and it is expected that this will include discussions with the OAG

Disposition of Plant and Machinery over \$75,000 – Inability to Offer Plant and Machinery as Trade-in

That the Central Country Zone write to WALGA seeking for it to advocate to initiate an amendment to Regulation 30(3)(b) of the *Local Government Functions and General Regulations* as follows:

- (b) *The entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75,000*

ASSET PRESERVATION MODEL (Infrastructure)

GASCOYNE COUNTRY ZONE

That the Gascoyne Country Zone recommend the implementation of options 1 to 4 sequentially with report back at the conclusion of each phase for direction to proceed further.

CENTRAL METROPOLITAN ZONE

That the Central Metropolitan Zone supports WALGA advocate:

1. For option 4 “Full model review and rebuild” of the Asset Preservation Model (APM) and;
2. That motor vehicle, bicycle and pedestrian transport infrastructure be included in the scope of a rebuilt APM.

KIMBERLEY COUNTRY ZONE

That the Kimberley Regional Group:

1. Supports Option 4, which is to undertake an appropriately resourced process to review and rebuild the APM.
2. Notes the methodology to distribute costs above grant funding across local governments as well as the total contribution per shire will need to be considered in any final decision making, pending the outcomes of WALGA advocacy.

SOUTH EAST METROPOLITAN ZONE

That the South East Metropolitan Zone supports Option 5, accept the status quo with no further action.

NORTH METROPOLITAN ZONE

That the WALGA State Council defer the matter to enable details be sought from the Grants Commission as to how the funding allocations are made to Local Governments and what are the criteria, logic and rationale that support the model.

NORTHERN COUNTRY ZONE

That the Northern Country Zone retain Status Quo (Option 5) and request further information to explain the current model at a future meeting.

SOUTH METROPOLITAN ZONE

That the South Metropolitan Zone supports WALGA advocate:

1. For option 4 "Full model review and rebuild" of the Asset Preservation Model (APM) and;
2. That motor vehicle, bicycle and pedestrian transport infrastructure be included in the scope of a rebuilt APM.

PILBARA COUNTRY ZONE

That the Pilbara Country Zone considers WALGA should proceed with Option 1, but in addition, lobby to increase the size of the fund, rather than how it is administered.

GREAT EASTERN COUNTRY ZONE

That the Great Eastern Country Zone retain Status Quo (Option 5) and request further information to explain the current model at a future meeting.

EAST METROPOLITAN ZONE

That the East Metropolitan Zone:

1. Defers a decision on any review of the Road Asset Preservation Model until the next East Metropolitan Zone meeting; and
2. Requests that each member Council seeks further advice from staff regarding a review of the Road Asset Preservation Model.

SOUTH WEST COUNTRY ZONE

That the South West Country Zone of WALGA:

1. Supports option one of the options presented
2. Requests that discussion on this issue be referred to Regional Road Groups
3. Request Chris Berry, or an appropriate officer from the WA Local Government Grants Commission, to present to the Zone on the Asset Preservation Model methodology

PEEL COUNTRY ZONE

That the Peel Country Zone supports Option 4, subject to the Zone requesting the opportunity to consider the parameters for the review of the model, such as:

- Funding levels
- Vehicle size and loads, and resulting impact on asset consumption
- Changing transport corridor / network loads and uses; current and future
- Impact of changed construction standards
- Other factors that contribute to inequity

GREAT SOUTHERN COUNTRY ZONE

That WALGA defers the matter of the preferred advocacy approach to any review of the Road Asset Preservation Model (AMP) until further information is provided and the issue becomes clearer, as this matter has significant implications.

AVON MIDLAND COUNTRY ZONE

The Avon Midland Country Zone supports Option 5.

CENTRAL COUNTRY ZONE

That the Central Country Zone:

1. Endorses the approach outlined in Option 1 of the Infrastructure Policy Team's Options Paper on a proposed review of the Road Asset Preservation Model used by the WA Local Governments Grants Commission; and
2. Requests WALGA include a session on the Asset Preservation Model in 2021 Local Government Transport and Roads Forum scheduled to be held Friday 14 May 2021 and that if that is not possible for a session to be included in the program of the 2021 WALGA Convention.

GOLDFIELDS ESPERANCE ZONE

That the GVROC:

1. Request that the GVROC Executive Officer, with assistance from the CEO – Shire of Dundas, compile a combined regional response to the WALGA Infrastructure Policy Team regarding a preferred advocacy approach to any review of the Road Asset Preservation Model (APM) for sign off by the GVROC Chair.
2. Request that each GVROC LGA CEO provide their LGA's views and input to the combined regional response to the GVROC Executive Officer by 16 April 2021 so that the response can be completed in time for the next WALGA State Council meeting to be held on 5 May 2021.

10. DATE OF NEXT MEETING

That the next meeting of the Western Australia Local Government Association State Council be held at the **City of Cockburn, on Wednesday 5 May 2021.**

11. CLOSURE

There being no further business the Chair declared the meeting closed at 5.55pm

SoA Council Resolution Status

Decision Number	Date of Meeting	Meeting Type	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Responsible Officer	Estimated Due Date	% Complete
List the Decision (Resolution) number, which is unique	01/07/00	Select one of OCM or SCM	List the Title of the Item from the Minutes	This record contains all resolutions of Council since 26 April 2017 (and any 'known' outstanding prior to this date), excluding procedural motions, which have no action, other than those that are deferred or laid on the table, which may have subsequent actions.	The responsible officer (or delegate) to ensure that each task is referenced concisely and clearly. Simply adding the word "Complete" is inadequate. Using the term "Ongoing" is also considered insufficient and inaccurate.	Select one of 6 Directorates	Select the responsible officer if required (only current employees)	The estimated due date should reflect the date that the task is proposed to be completed	Governance to ensure that all rows have at least 0% recorded
39	27/09/16	OCM	Notice of Motion – Request a report on the formulation of a policy on Greening Ashburton.	That Council: 1.Approve the development of a whole of district integrated Landscaping Plan; and 2.At its 2016/17 Annual Budget Review, consider the potential of providing additional funds to progress district landscaping as outlined in the Plan. 3.Not progress a Local Law to control removal of trees on private property.	May 2020 Update. Resolution finalised, on going greening program subject to annual budget considerations. Provisions made in the 2020/21 budget to further progress the strategy. August 2020 Update. Project is ongoing within the provisions of the current budget. Information is correct as of 31/8/2020. October 2020 Update. Refer Decision Number 703/2019 regarding current tree planting program. November 2020 Update. Consultant engaged to assist with the development of a 5 year tree planting program ("Ashburton Planting Plan") within the three towns. Site visits arranged for first week in December (in consultation with Councillors). 5 Year Plan to be presented to Council in the New Year (date TBC). February 2021 Update. Stage 1 Consultant report received and reviewed. March 2021 Update. Stage 2 currently being prepared. Expected for review in April 2021.	Infrastructure Services	Kelly Fitzgerald	30/06/21	80%
255/2017	24/10/17	OCM	Proposed Permanent Closure of Pedestrian Access Way between Carob Street and Poinciana Street, Tom Price	That with respect to the proposed closure of the western PAW in Tom Price, Council: 1.Request the Minister for Planning, Lands, and Heritage to close the PAW located at the western end of Poinciana and Carob Streets, Tom Price as described in the attached plan 170307-CP-01 ATTACHMENT 14.3C; and 2.Advise all parties who have made submissions regarding this matter of the Council's request, noting the ultimate decision and any resultant amalgamations rest with the Minister.	Request sent to Minister. Advice sent to relevant parties. Awaiting response from Minister. (November 2017) Closure pending final agreement between land owner and Dept Planning, Lands and Heritage. DPLH in receipt of comment from Rio Tinto regarding underground assets in the PAW. (June 2020). DPLH awaiting easement requirements from Rio Tinto. (Reviewed - February 2021).	Corporate Services	Benjamin Leavy	30/06/21	90%
371/2018	22/05/18	OCM	Request for Excision and Dedication of Portions of Unallocated Crown Land and Portion of Mine Road as a Road	That with respect to the request to dedicate the subject portions of Unallocated Crown Land and Mine Road, Tom Price, Council: 1.Resolve, in accordance with section 56 of the Land Administration Act 1997, to request the excision and dedication of the portions of Unallocated Crown Land as depicted in the attached plans, being Lots 23, 24 and 26 on Deposited Plan 241873 and Lot 500 on Plan 409463, for the purpose of public roads; 2.Advise the Department of Planning, Lands and Heritage in writing of the Shire of Ashburton's commitment to indemnify the State, the Department and the Minister for Planning, Lands and Heritage; 3.Resolve, in accordance with section 56 of the Land Administration Act 1997, to request the excision and dedication of that portion of Mine Road being Lot 9 on Plan 047815 as depicted in the attached plan, for the purpose of a public road; and 4.Request Main Roads Western Australia of the Recommendations 1 and 3, above for the purposes of updating the Heavy Vehicle Network Road Network database.	DPLH progressing - delay with road to Archery Reserve due to mining tenement and access through RTIO's rail lease. Street names yet to be supplied by Traditional Owners and endorsed by Council. (June 2020). Director of Infrastructure to liaise with Main Roads Regional Manager for Main Roads to consider vesting of Mine Road for its inclusion on the state network. (Restricted Access Vehicles) 29.5.2020. DPLH advised a new NT process is required to determine actions required under NT Act. (Reviewed - December 2020). 6/10/20 Update. No change. Acting Director to liaise with MRWA Regional Manager. CEO to have discussions with RTIO regarding Mine Road. (April 2021)	Corporate Services	Janelle Fell	30/06/21	50%

Decision Number	Date of Meeting	Meeting Type	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Responsible Officer	Estimated Due Date	% Complete
493/2019	12/02/19	AT	Onslow Water Tanks Public Art Project	That with respect to the Onslow Water Tanks Public Art Project and the vision to develop and be part of a regional mural trail, the Tourism Development Committee recommends that Council: 1.Seek quotes from persons listed in ATTACHMENT 7.1B for a mural project which includes site preparation, consultation and community workshops, design drafts and project execution; 2.Request the Chief Executive Officer to pursue grant/commercial funding to support the mural project; 3.Request the President and Chief Executive Officer to approach Rio Tinto to investigate similar mural projects and contributions for their water tanks in Tom Price and Paraburdoo in order to achieve a 'Water Tank Art Trail' for the Shire; and 4.Request the Chief Executive Officer to pursue a 'Water Tank Art Trail' for relevant Pilbara and Gascoyne towns with similar 'public art' trail possibilities.	International mural artist from Brisbane (Guido van Helten) has been engaged by the Shire Tourism & Economic Development Specialist. Third party contracts have been finalized. Community consultation to be undertaken in April 2020 to ascertain mural preference. Matter on hold due to COVID-19 Travel restrictions, Director Community Services to liaise with artist, consultation with community. 29.5.2020. (Agenda Discussions reassigned to Director Community Services) KB - 02.06.20 Will review documentation and assess process with Artist due to COVID 19. Funding has been requested to be extended due to current COVID 19 and accepted by Country Arts WA. 01.07.20 - Until the border opens the Artist is unable to be here in WA. CEO has had discussions with Water Corporation in relation to support the water tank. Reviewed - KB 29.07.20: Artist has made contact with Shire offices. Currently in COVID lockdown in USA. Has requested additional funds due to COVID, however Director of Comm. Services is reviewing contract with Procurement to identify if WA artist can be used instead. KB 31.08.20: Procurement advised Project to be managed by Megan Walsh as C.O.O. Airport & Tourism - all relevant documentation including original RFQ will be emailed by Procurement by COB Fri 04/09/2020. Meeting scheduled 09/09/2020 with Megan, Kellie and Lisa in Onslow. 9 February - The artist - Guido van Helten is due to arrive into Onslow around 20 February 2021. He is then going to do a consultation with the community and groups. This for the communities input into the design of the artwork. Shire staff and Councillors will have the opportunity to give their input into the design of artwork. He is going to present the design at the March Ordinary Meeting of Council.	Office of the CEO	Megan Walsh	21/04/21	40%
533/2019	12/03/19	OCM	Smoke Free Signage Project	That with respect to the Smoke Free Signage Project, that Council: 1. Support the design of smoke free signage age by school children and for the designs then to be printed on to signs and placed in designated areas throughout the Shire; and 2.Consider a submission to the 2019/20 Annual Budget that provides for \$8000 towards the implementation of the Smoke Free Signage Project.	To be progressed in 3rd Term School Year in collaboration with WACHS. KB 24.01.2020 - Contact has been made with DoH with regards to last 3 engagement sessions with Tom Price, Paraburdoo, Pannawonica schools. Onslow has completed the engagement session in 2019. KB 29.03.2020 - Due to COVID19 current project on hold until school will resume. Discussions are supported by schools. KB 05.05.20 - Schools have returned back for Term 2 - 2020 - contact has been made with the schools to reinvestigate the engagement sessions due to COVID 19. Reviewed KB 29.06.20 - as per comments above. Term 3 for discussions with DoH & local schools. FP 31.08.2020 - looking for appropriate dates in Term 4 to hold WA Health Promotions workshop across the 5 primary schools within the Shire. FP 18.09.2020 - No dates yet secured working with schools to complete in term 4. JE 17.11.2020: Following up status with WA Health Promotions contact point. VB received correspondence from Panna team to follow-up with WA Health Promotions contact point. VB: 08/12/2020: Project will be resumed in 2021 as per discussions with Smoke Free WA. VB: 09/02.2021: Discussions with Paraburdoo and Tom Price Community Development Officers to follow up with primary schools.	People and Place	Jacqui Emery	31/05/21	60%

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Decision Number	Date of Meeting	Meeting Type	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Responsible Officer	Estimated Due Date	% Complete
609/2019	16/07/19	OCM	Response to Notice of Motion of 12 February 2019 in regard to 'Request for Pedestrian Crossing'	That with respect to response to Notice of Motion of 12 February 2019 in regard to 'Request for Pedestrian Crossing', Council: 1.Note the Report in response the Notice of Motion; 2.Approve the design and installation of 'Raised Plateau Speed Humps' in accordance with Main Roads Western Australia (MRWA) Standards at the crossing point from the shopping area to the library and immediately south of Stadium Road in principal; 3.Approve the installation of warning signs and road markings in accordance with the MRWA standards for 'Pedestrian Refuges' at the crossing points from the shopping area to the library and immediately south of Stadium Road; 4. Authorise the Chief Executive Officer to refer all works to MRWA for approval and undertake negotiations as required; and 5.Approve commissioning of a Traffic Impact Study's for Shared Traffic Zones in Onslow, Paraburdoo and Tom Price as determined necessary by the Chief Executive Officer.	Approved but works have not yet started. Further update to be provided. 11.12.19. Ongoing discussions with Main Roads continue. Further update will be provided by the end of June 2020. Initial works on Central Rd Tom Price crossover carried out in June, insufficient height, further works to be completed in July (08July 2020). Final asphalt work completed, piano keys and additional signage due by end Aug. Information correct as of 31/8/2020. October 2020 Update. Additional line-marking quote being sourced for holding lines, islands, turning arrows and retro-reflective paint on existing piano keys. November 2020 Update. Line marking scheduled for November/December. February 2021 Update. Line marking complete. March 2021 Update. Consultants preparing signage options for consideration to notify pedestrians to give way to vehicles. April 2021 Update. Options considered and signage now ordered. Installation expected for late April/ early May.	Infrastructure Services	Chris Hurstfield	10/05/21	99%
667/2019	22/10/19	OCM	Proposed Location for the Development of the New Shire of Ashburton Administration Centre	That with respect to the Proposed Location for the Development of the New Shire of Ashburton Administration Centre, Council: 1.In Principle Support, Lot 246 Poinciana Street, Tom Price (Current location of the Shire of Ashburton Administration Centre) with consideration for Lot 247 as part of the re-development; and 2.Request the Chief Executive Officer to prepare a Community Consultation Strategy and Business Plan to progress the development of a new Tom Price Administration Centre.	Progressing. Workshop to be held at 11 February 2020 OMC. Workshop held at March OMC with an endorsement for Lot 246 Poinciana Street, Tom Price. Commencement of Community Consultation & Strategy/Business Plan can now take place. 26/03/2020. Internal engagement can continue, but community engagement has been placed on hold pending relaxation of the COVID-19 social gathering restrictions. April (2020) Application made to RTIO for acquisition of L247. (Reviewed August 2020). Concept designs completed, QS costings still be completed to present to council. (October 2020) Concept designs and costings still being addressed to present to council in February 2021 (December 2020)	Projects & Procurement	Chantelle McGurk	21/04/21	70%
675/2019	22/10/19	OCM	Tom Price Flying Doctor Service (RFDS) Airstrip	That with respect to Tom Price Royal Flying Doctor Service (RFDS) Airstrip, Council: 1.Request the Chief Executive Officer to make further investigations into Lot 111 to determine if additional land is required outside the boundary; 2.Request the Chief Executive Officer to make enquiries to the Department of Planning, Lands and Heritage to: a.Obtain in-principle support for the creation of a Reserve over Lot 111 on Deposited Plan 19411900; and b.If required, request the boundary of Lot 111 be extended to meet the Royal Flying Doctor Service Airstrip Physical Characteristics; and 3.Request the Chief Executive Officer to provide a further report to Council: a.To formally request creation and management of a Reserve upon receipt of in-principle support from the Department of Planning, Lands and Heritage; and b.For consideration of compensation costs and indemnification of the Minister for Lands in relation to the native title future act process.	Investigations into Lot 111 (Cnr Karijini Drive and TP-Para Road) ongoing. Construction funding commitment of \$2.5M from State as pre-election promise. CASA advised AMS to submit finalised report prior to making comment. AMS to submit finalised report to CASA by EoM October after workshoping risks with RFDS. DoT advised of request to allocated funding to 2020/21 FY due to delays. WACHS to consider Helipad in design. (April 2021)	Corporate Services	Janelle Fell	31/05/21	99%

Decision Number	Date of Meeting	Meeting Type	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Responsible Officer	Estimated Due Date	% Complete
682/2019	22/10/19	OCM	Award of RFT 07.19 Onslow Class IV Landfill Work - Pilbara Regional Waste Management Facility	<p>That with respect to the Award of RFT 07.19 Onslow Class IV Landfill Work- Pilbara Regional Waste Management Facility, Council:</p> <p>1.Resolve that Report CONFIDENTIAL ATTACHMENT 15.1B is confidential in accordance with s5.23 (2) of the Local Government Act 1995 because it deals with matters affecting s5.23 (2) (c); "A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."</p> <p>2.Note the attachments RFT 07.19 Scope of Works ATTACHMENT 15.1A and Evaluation report CONFIDENTIAL ATTACHMENT 15.1B;</p> <p>3.Pursuant to Clause 20, Division 2, of "Local Government (Functions and General) Regulations 1996, vary the scope of works of RFT 07.19 by removing the Tyre Baling Shed and Maintenance Shed as a minor variation to RFT 07.19.</p> <p>4.Once a Works Approval for the Onslow Class IV Landfill has been issued by the Department of Water, Environment and Regulation, the Conditions Precedent have been satisfied, and the Building Better Regions Funding Milestone changes have been authorised by the Federal Government, award RFT 07.19 Onslow Class IV Landfill Early Works, as varied in recommendation 3 above, to Raubex Construction Pty Ltd, upon the approval of the works by the Department of Water and Environmental Regulations, and authorise the Chief Executive Officer to enter into a contract with the preferred contractor; and</p> <p>5.Authorise the Chief Executive Officer, prior to the signing of contracts, to negotiate the provision of possible variations, providing that the variations are:</p> <p>a)In accordance with clause 20 of the "Local Government (Functions and General) Regulations 1996",</p> <p>b)Necessary in order for the goods or services to be supplied, and</p> <p>c)Managed within the overall budget for the project.</p>	<p>Contract being prepared for signing. Raubex has been awarded accreditation 21 May 2020.</p> <p>Contract has commenced, works are well underway with the 25% completion milestone expected to be achieved by July 3, 2020 (9/7/2020).</p> <p>Works are progressing slightly ahead of schedule. Liner materials will start arriving on site as from August 18, 2020. It has been estimated that the delivery of the lining materials will require 21 trailers over a two week period. Two of the principle culverts are currently being installed and several of the formed basins are near completion. Works are progressing well and in accordance with the program. Information correct as of 31/8/2020.</p> <p>October 2020 Update. Status report prepared for PRWMF Committee on 15 October 2020. A full update is provided in that report. In summary, construction is proceeding in accordance with the construction timeline with a 15 December being the expected completion date. Project is on time and on budget.</p> <p>November 2020 Update. Contractor still working to a 15 Dec for practical completion. However, progress on site indicates that this is unlikely to be achieved. More likely date for practical completion on 15 Jan. Project still on budget / minor delay to practical completion is not an issue.</p> <p>February 2021 Update. Very near to practical completion. Contractors due to demobilise offsite on 12/2/2021. Leachate Management System due to be installed March 2021 and signage being erected 9/2/2021.</p> <p>March 2021 Update. Practical Completion achieved 18 February.</p>	Infrastructure Services	Helen Pickering	21/04/21	99%
700/2019	17/12/19	OCM	RFT 15.19 Urban Roads Asphalt Resealing Program	<p>That with respect to RFT 15.19 Urban Roads Asphalt Resealing Program, Council:</p> <p>1.Resolve that Report CONFIDENTIAL ATTACHMENT 15.1 is confidential in accordance with s5.23 (2) of the Local Government Act 1995 because it deals with matters affecting s5.23 (2) (c); "A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."</p> <p>2.Award RFT 15.19 Urban Roads Asphalt Resealing Program to Urban Pavements Pty Ltd (T/A AAA Asphalt Surfaces) for a total of \$1,116,788.00 excluding GST per year, for a term of two years with the option to extend for an additional one year;</p> <p>3.Authorise the Acting Chief Executive Officer to enter into a contract with the preferred contractors; and</p> <p>4.Authorise the Acting Chief Executive Officer to manage the contract, including the provision of possible variations, providing the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract and managed within the overall budget for the project; and</p> <p>5.Authorise the Acting Chief Executive Officer to enter into negotiations for a possible extension to the Contract for an additional 1 year to present back to Council for final approval.</p>	<p>Contract is being drawn up to be sent to the successful tenderer.</p> <p>Contract has been awarded, works to commence 21st May 2020.Year 1 completed June 2020 and Year 2 scheduled for July/August 2020.</p> <p>July 2020 Update. Second year works on Tom Price completed on 30th July 2020. Third year schedule to follow for Onslow in Aug 2021.</p> <p>October 2020 Update. No change. Update as per 31/8/20 still current.</p> <p>November 2020 Update. No change.</p> <p>February 2021 Update. No change.</p> <p>March 2021 Update. No change.</p> <p>April 2021 Update. No Change</p>	Infrastructure Services	Kelly Fitzgerald	30/06/22	67%

Decision Number	Date of Meeting	Meeting Type	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Responsible Officer	Estimated Due Date	% Complete
701/2019	17/12/19	OCM	RFT 21.19 Rural Unsealed Roads Renewal Program	That with respect to RFT 21.19 Rural Unsealed Roads Renewal Program, Council: 1.Resolve that Report CONFIDENTIAL ATTACHMENT 15.2 is confidential in accordance with s5.23 (2) of the Local Government Act 1995 because it deals with matters affecting s5.23 (2) (c); "A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting." 2.Award RFT 21.19 Rural Unsealed Roads Renewal Program to Goodwork Holdings Pty Ltd for a total of \$2,145,546.00 excluding GST; 3.Authorise the Acting Chief Executive Officer to enter into a contract with the preferred contractors; and 4.Authorise the Acting Chief Executive Officer to manage the contract, including the provision of possible variations, providing the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract and managed within the overall budget for the project.	Contract executed. Contractor has started on site and works are underway. Further update in August 2020. (08 July 2020).Work progressing on Towera-Lyndon Road, moving to Ashburton Downs in August with a scheduled Sept completion. Information is correct as of 31/8/2020. October 2020 Update. Works have been suspended. Item for the November Council Meeting. November 2020 Update. November OCM Report authorised CEO to settle - this has been achieved. Balance of works to be retendered along with other rural unsealed road projects. Briefing / update to be provided at December OCM. February 2021 Update. Have advertised RFT. Closes 3rd March. March 2021 Update. Works have been included in RFT 04.21 valued at \$3.5m. Working to finalise a late report to Council for distribution on Friday March 12 and consideration at 16 March OCM. Allowing for finalisation of contract and mobilisation, start of works is planned in early May.	Infrastructure Services	Kelly Fitzgerald	21/04/21	60%
748/2020	11/02/20	OCM	Tom Price Co-Located Emergency Services Facility	That with respect to the Tom Price Co-Located Emergency Services Facility, Council: 1.Authorise the Acting Chief Executive Officer to execute the funding instrument with Department of Fire and Emergency Services for the Co-located Emergency Services Facility; 2.Request the Acting Chief Executive Officer undertake public consultation in regards to a new a Co-located Emergency Services facility being located within Lots 400 and 46; 3.Pending community support for the location, request the Acting Chief Executive Officer to make an application to Western Australia Planning Commission to subdivide a dedicated lot for the Co-located Emergency Services Facility; 4.Authorise the Shire President and Acting Chief Executive Officer to execute and/or apply the Common Seal to any land title forms; 5.Authorise the allocation of \$480,000 to subdivision and headworks services through savings identified in the budget review process; and 6.Authorise the Acting Chief Executive Officer to seek further external funding for the project.	Endorsed at Feb OMC 2020. Reviewed 4.8.2020 - progressing. Funding secured via LGGS \$1.7m and \$1.5m via RioTinto balance SOA \$850k. Architectural Design documentation is underway to form D & C Tender documentation. (October 2020) D & C Tender being prepared for advertisement via tenderlink late December 2020 early January 2021.(December 2020) Agenda Report to council February 2021 for Tender award (February 2021)	Projects & Procurement	Chantelle McGurk	01/12/21	40%
749/2020	11/02/20	OCM	Onslow Property Street Addressing	That with respect to the Onslow Property Street Addressing, Council: 1.Endorse the allocation of street addresses to Onslow residences; and 2.Upon completion of the allocation of street addresses, endorse the application of house numbers kerbside.	Draft correspondence and social media notification compiled. Rates Officer to assign numbering. (March 2020) Rates Officer to assign Street Numbers prior to engaging contractor to paint kerb. Delay with change of staff. Project commenced with Rates Officer reviewing numbering in accordance with Australia Standards. (April 2021)	Corporate Services	Janelle Fell	01/06/21	75%

Decision Number	Date of Meeting	Meeting Type	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Responsible Officer	Estimated Due Date	% Complete
751/2020	11/02/20	OCM	RFT 22.19 Kerb and Gutter Renewal Program	<p>That with respect to RFT 22.19 Kerb and Gutter Renewal Program, Council:</p> <p>1.Resolve that Report CONFIDENTIAL ATTACHMENT 15.2 is confidential in accordance with s5.23 (2) of the Local Government Act 1995 because it deals with matters affecting s5.23 (2) (c); "A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."</p> <p>2..Award RFT 22.19 Kerb and Gutter Renewal Program to KAT 5 Pty Ltd for a total of \$345,440.00 excluding GST, for a term of two years with the option to extend for an additional one year'</p> <p>3.Authorise the Acting Chief Executive Officer to enter into a contract with the preferred contractor;</p> <p>4.Authorise the Acting Chief Executive Officer to manage the contract, including the provision of possible variations, providing the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract and managed within the overall budget for the project; and</p> <p>5.Authorise the Chief Executive Officer to enter into negotiations for a possible extension to the Contract for an additional one year, referring back to Council for final approval.</p>	<p>RFT completed and awarded - Contract has been signed and project of works in progress. Program of Works commenced late June in Onslow, due for completion mid July. Further update to be provided by end July 2020. 2nd Year program due to start in Tom Price Aug/Sept(08 July 2020). Onslow works now completed for the 2019/20 financial year. Second year works will follow road reconstruction due at Tom Price in October/November 2020. Information is correct as of 31/8/2020. October 2020 Update. Contractor to complete additional minor works in Onslow - Sharkes Rd & Cornish Way - approx. \$25K. Planned completion by end October.</p> <p>Tom Price works planned for mid Nov. Includes works on Killawarra Dve, East Rd, Central Rd & Wattle St - \$225K. November 2020 update. Hold up with contractor providing quote for the planned works in Tom Price. Expect completion of works prior to Christmas (subject to contractor providing quotation and mobilising to complete works).</p> <p>February 2021 Update. Tom Price leg of program complete. Backfilling behind kerbing to be completed in the next week.</p> <p>March 2021 Update. Program complete.</p>	Infrastructure Services	Mark Lee	21/04/21	99%
42/2020	10/03/20	OCM	RFT 25.19 Footpath Construction and Renewal Program	<p>That with respect to RFT 25.19 Footpath Construction and Renewal Program, Council:</p> <p>1.Resolve that Report CONFIDENTIAL ATTACHMENT 15.1A is confidential in accordance with s5.23 (2) of the Local Government Act 1995 because it deals with matters affecting s5.23 (2) (c); "A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."</p> <p>2.Award RFT 25.19 Footpath Construction and Renewal Program to Dowsing Pty Ltd for a total term of two years, with the option to extend for an additional one year, and adopt the Schedule of Rates provided in the RFT submission under contract as provided in CONFIDENTIAL ATTACHMENT 15.1A;</p> <p>3.Authorise the Acting Chief Executive Officer to enter into a contract with the preferred contractors; and</p> <p>4.Authorise the Acting Chief Executive Officer to manage the contract, including the provision of possible variations, providing the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract and managed within the overall budget for the project.</p>	<p>Contract executed.</p> <p>Contractors will be onsite to commence works on 25th May 2020 in Onslow and will be completed by the 15th June 2020. Footpath Capex for Tom Price due to start in August 2020 for additional footpath assets. Tom Price renewal program also being adapted for August 2020 completion. Onslow works now completed (08 July 2020) Second year works in Tom Price program completed , grant funding submitted - works now scheduled for early September. Information is correct as of 31/8/2020.</p> <p>October 2020 Update. Works in Tom Price progressing well and slightly ahead of schedule. Overall, the contractor doing an excellent job. Expected completion 14/10/20.</p> <p>29/10/2020.</p> <p>November 2020 Update. Final payment due to be made for the project including additional works for disability access and increased areas / pathway widths. Practical Completion Certificate still to be issued once final payment made.</p> <p>February 2021 Update. Payment finalised. Planning underway for Paraburdoo footpath works in FY 21/22.</p> <p>March 2021 Update. No change.</p> <p>April 2021 Update. No Change.</p>	Infrastructure Services	Mark Lee	30/06/22	60%

Decision Number	Date of Meeting	Meeting Type	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Responsible Officer	Estimated Due Date	% Complete
68/2020	14/04/20	OCM	Tropical Cyclone Damien - Road Flood Damage Repairs	That with respect to Tropical Cyclone Damien - Road Flood Damage Repairs, Council: 1.Note report on progress of road flood damage repairs; and 2.Provide a budget expenditure for the following roads for the AGRN899 Claim post TC Damien for remedial works: FW144 Pannawonica – Millstream Road \$1,150,000 FW145 Banjima Drive \$30,000 FW146 Ashburton Downs Road / Ashburton Downs – Meekatharra Road \$1,110,000 FW147 Hamersley – Mt Bruce Road \$70,000 FW 148 Roebourne – Wittenoom Road \$950,000 Funded by the following: 124542 DFES AGRN899 Claim TC Damien for remedial \$2,960,000 Budget Surplus \$350,000	Works completed on Pannawonica - Millstream (claim ready to be lodged post CEO authorisation), Banjima Drive (works completed and recoup being finalised), Ashburton Downs and Ashburton Downs -Meekatharra Road (Cost Estimate Completed and submitted to DRFAWA), Hamersley - Mt Bruce Road (recoup being finalised) and Roebourne - Wittenoom Road assessment in progress by contractor - awaiting further information regarding the costs to re-instate damaged sections. (08 July 2020). August 2020 Update. Awaiting second quote for Roebourne Wittenoom Road cost estimate, also waiting for DRFAWA signing Ashburton Downs / Ashburton Meeka Roads Cost Estimate to proceed to RFT. October 2020 Update. Cost estimate for DRFAWA (TC Damien) reviewed by both DFES and MRWA. Funding approved for \$1.5m. Approval requires works to be completed by 30 June 2022. November 2020 Update. Remaining works to be completed under contract in April-June 2021. RFQ awarded for professional services. RFT for works in Jan/Feb with report to Council at March OCM. Brief to be provided at December OCM. February 2021 Update. Report pending to March OCM. March 2021 Update. Working to finalise a late report to Council for distribution on Friday March 12 and consideration at 16 March OCM. Allowing for finalisation of contract and mobilisation, start of works is planned in early May.	Infrastructure Services	Kelly Fitzgerald	30/06/21	50%
77/2020	12/05/20	OCM	RFT 26.19 Mine Road, Pavement Renewal and Widening Works	That with respect to RFT 26.19 Mine Road, Pavement Renewal and Widening Works, Council: 1.Resolve that Report CONFIDENTIAL ATTACHMENT 15.1 is confidential in accordance with s5.23 (2) of the Local Government Act 1995 because it deals with matters affecting s5.23 (2) (c); "A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting." 2.Accept the tender, being that submitted by Comiskey's Contracting Pty Ltd to form a contract for tender RFT 26.19 Mine Road Pavement Renewal and Widening Works; 3.Delegate, by Absolute Majority, in accordance with section 5.42 of the Local Government Act 1995, authority to the Chief Executive Officer to negotiate in regard to the contract for Tender RFT 26.19 Mine Road Pavement Renewal and Widening Works; a)Minor variations before entry into the contract, in accordance with Regulation 20 of the Local Government (Functions and General) Regulations 1996. b)Variations, after the contract has been entered into, limited to variations which the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract in accordance with Regulation 21A of the Local Government (Functions and General) Regulations 1996. 4.Approve a budget variation for the 2019/20 Budget as outlined below: (a) Increase Expenditure Account GL Account 11244500 Mine Road Pavement Renewal and Widening Works by \$90,000 from \$450,000 to \$540,000. (b) Decrease Expenditure Account GL 11244600 Works Program Floodway Stabilisations by \$90,000 from \$498,000 to \$408,000. 5.Accept that, should a Contract not be formed within Comiskey's Contracting Pty Ltd then the next Tenderer, being Stabilised Pavements is accepted and a Contract is to be formed, under the terms and conditions noted above, in accordance with Regulation 20(2) of the Local Government (Functions and General) Regulations 1996.	Contractors have been appointed draft contract being completed for approval and execution. Contract executed and works started in June 2020 and scheduled to be completed in July. (08 July 2020) Road reconstruction, widening and sealing undertaken in addition to asphalt overlay over areas subject to pavement stress. Awaiting linemarking, guideposts and guard rail install. An 3rd party engineering assessment will be conducted on the road to compare the completed works and the specification Information is correct as of 31/8/2020. October 2020 Update. Preliminary investigations completed in Sep 2020. More detailed pavement analysis recommended with that work commencing on 5 October (to determine cause of failure and recommend remediation options). Final report expected 23 October. Plan to have design and technical specification completed by end of the year for rectification works in April / May 2021. November 2020 Update. Final report indicates significant issues with the road base material - which is well below MRWA specs. This, combined with poor tender documentation (including no pavement assessment or design) and lack of testing during construction, have been assessed as major factors in the pavement failure. Further testing of the pavement (FWD) has been organised to determine a final pavement design. Timeline/cost for pavement reconstruction TBC. February 2021 Update. Contractor dispute finalised. Further discussions sought with RTIO regarding responsibility for this section of road. March 2021 Update. Discussions held with RTIO. Seeking reports requested by RTIO during recent discussion to further support the proposal of RTIO taking ownership of Mine Road.	Infrastructure Services	Kelly Fitzgerald	31/05/21	90%

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80/2020	09/06/20	AC	National Redress Scheme (Participations of WA Local Governments)	That with respect to the National Redress Scheme (Participations of WA Local Governments), the Audit and Risk Management Committee recommend, Council: 1.Note the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries in regarding the National Redress Scheme and the participation of WA local governments; 2.Agree to participate in the National Redress Scheme as a State Government institution and is included as part of the State Government's declaration; 3.Authorise the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received; 4.Note that a confidential report will be provided if a Redress application is received by the Shire of Ashburton; and 5.Request the Chief Executive Officer prepare a Shire of Ashburton Child Safe Policy in consultation with Council and the community for the consideration of Council as soon as practicable.	09/06/2020 Previous Director Kellie Bartley advised workshop with Council and Community required to be completed.	People and Place	Jacqui Emery	30/04/21	61%
84/2020	09/06/20	OCM	Award of RFT 03.20 Supply, Installation & Service of Airport Passenger Screening Equipment	That with respect to RFT 03.20 Supply, Installation and Service of Airport Passenger Screening Equipment, Council: 1.Resolve that Report CONFIDENTIAL ATTACHMENT 11.3 is confidential in accordance with s5.23 (2) of the Local Government Act 1995 because it deals with matters affecting s5.23 (2) (c); "A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting." 2.Award RFT 03.20 Supply, Installation and Service of Airport Passenger Screening Equipment to L3 Harris for the tendered rate of \$386,470 excl of GST. 3.Authorise the Chief Executive Officer to enter into negotiations with the successful tenderer prior to contracts being awarded; and 4. Authorise the Chief Executive Officer to approve any budget variations in line with our legislative requirements of the International Monetary Exchange.	Contract has been awarded and in the process of being finalised. 8.7.2020. Awaiting signing of contract then equipment will be purchased. The delivery and installation will be confirmed upon finalisation of the contract. Reviewed 04.08.2020. 29/10/2020 Hold up on lead time of equipment due to COVID 19. 9 February 2021- Equipment has been imported from USA, hold up in exportation due to COVID19. Awaiting confirmation of when it will be delivered to site having just arrived in Australia. Extension has been granted from Department of Home Affairs for new screening regime.	Office of the CEO	Megan Walsh	21/04/21	60%
92/2020	09/06/20	OCM	Pilbara Trails Strategy	That with respect to the request from the Pilbara Trails Advisory Group, Council: 1.Note the draft request for quote for Pilbara Trails Strategy – Stage 1 as contained in ATTACHMENT 14.1 ; and 2.Endorse support for the Draft Pilbara Trails Strategy – Stage 2 for a provision of \$10,000 in the draft 2020/21 Annual Budget.	KB 17.06.2020 - No further action required. Finance to add \$10K to 20/21 budgets KB 29.07.20: meeting held with Pilbara Trails advisory group 29/7/20 - TRC Tourism has been engaged for stage 1 of the Pilbara Trails Master Plan. SoA has provided contact details for relevant stakeholder for community engagement anticipated Sept/Oct within the region. KB 31.08.20: Meeting scheduled Fri 18.09.20 for KB, KD and Dept LG, Sport & Cultural Industry. KB 27.09.2020 - Meeting cancelled KB to reschedule and meet with DLGSCI proposed date 02.10.2020 09/02/2021: May have been transitioned to Manager Economic Development & Tourism.	People and Place	Jacqui Emery	21/04/21	60%
116/2020	11/08/20	OCM	Community Lifestyle and Infrastructure Plan	That with respect to the Community Lifestyle and Infrastructure Plan, Council; 1.Authorise the Chief Executive Officer to engage with Rio Tinto in the development of a collaborative growth plan for the towns of Tom Price and Paraburdoo during the review of Council's integrated planning process; and 2.Request the Chief Executive Officer to establish an appropriate engagement mechanism to identify Rio Tinto Iron Ore's vision for growth.	Progressing - RFQ issued.	People and Place	Adam Majid	30/04/22	20%
127/2020	11/08/20	OCM	Proposed Redefinition of Onslow Townsite Boundary	That with respect to the proposed amendment and redefinition of the Onslow Townsite Boundary, Council request the Minister for Lands to redefine the Onslow townsite boundary to include the addition of lands in accordance with the plan enclosed as ATTACHMENT 13.3B.	Progress with the Department of Lands. Letter has been issued, no reply as yet. 10 February 2021, advised by DPLH still Progressing.	People and Place	Benjamin Leavy	30/04/21	75%

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132/2020	08/09/20	AC	Internal Audit Function	That with respect to the proposal for Internal Audit Services acknowledge the role of the Audit and Risk Management Committee in preparing a three year internal audit plan and acknowledge the Chief Executive Officer is undertaking a spot audit on the following areas: •Identified matters in the 2019 Financial Management Review; •Procurement systems and controls; •Risk management practices; •Grants applications, payments and acquittals; and •Records management compliance with regulations and systems review.	Moore Australia have been engaged to provide services. A report to the Audit & Risk Committee for March 2021 is to be prepared. (March 2021)	Corporate Services	Nathan Cain	21/04/21	99%
134/2020	08/09/20	AC	Regulation 17 Review	That with respect to the Regulation 17 Review, the Audit and Risk Management Committee recommends Council: 1.Note the Regulation 17 Risk Audit ATTACHMENT 7.3 and its suggested improvements / opportunities; 2.Note that a further report will be provided to the Audit and Risk Management Committee for its consideration, outlining recommended positions on those improvement opportunities offered in the Internal Audit; and 3.Request a review of the Risk Register is to be presented to the 15 December 2020 Audit and Risk Management Committee.	Risk review commenced, item to Audit & Risk Committee in March 2021.	Corporate Services	Danielle Hurstfield	30/04/21	99%
136/2020	08/09/20	AC	Confidential Item - Update on Wittenoom Litigation, use of Delegation, Wittenoom Steering Committee, Senior Counsel, Legal Brief and Advice and Roebourne - Wittenoom Road	That with respect to the Confidential Item – Update on Wittenoom Litigation, Use of Delegation, Wittenoom Steering Committee, Senior Counsel Legal Advice and Roebourne - Wittenoom Road, the Audit and Risk Management Committee recommend Council: 1.Receive the Confidential Item – Update on Wittenoom Litigation, Use of Delegation, Wittenoom Steering Committee, Senior Counsel Brief and Advice and Roebourne - Wittenoom Road (CONFIDENTIAL ATTACHMENT 8.1) and remain confidential in accordance s5.23 (2)(b) & (d) of the Local Government Act 1995; and 2.Ensure that the Shire management continue to provide Wittenoom related reports to the Audit and Risk Management Committee.	Standing Item 10.02.2020 December 2019 Audit & Risk Management Committee received an update on these matters. Mr. Peter Kyle (Solicitor) has approached a Senior Counsel Lawyer who is prepared to undertake the task and Mr. Kyle will prepare a brief and once relevant Shire information is provided the matter can be progressed. Staff have been unable to provide requested information due to focus being on providing documentation for Rose case in NSW. 5.5.2020 Senior Counsel Discovery has recommended. 10.8.2020 Progressing. Reviewed 25.8.2020 Discovery is progressing. 25.09.2020: Discovery is progressing, access to further archived documents will be completed in line with the introduction of the new records management system. 25.2.2021 Identified archived documents have been scanned.	Corporate Services	Janyce Smith	21/04/21	45%
142/2020	08/09/20	OCM	Records Management System	That with respect to the Records Management System, Council: 1.Endorse the five step approach outlined in this item to resolve access to historical records in a timely manner provide an industry standard recordkeeping platform to enable the organisation to manage information into the future. 2.Approve budget amendments for the 2020/21 Budget as follows: a.Increase new expenditure account Records Management System Project by \$247,500, from \$0 to \$247,500; and b.Increase Capital Income account GL no. 042477 Transfer from Financial Risk Reserve by \$247,500 from \$0 to 247,500.	Commenced assessment of physical files and specification for RFQ. RFQ closed 12/2/21 with 7 submissions. Panel recommendation with Director for approval. Contract to be awarded week of 8/3/21.	Corporate Services	Danielle Hurstfield	31/4/21	99%
143/2020	08/09/20	OCM	Excision of Portion of Reserve 42090 for a New Onslow Police Station	That with respect to the Excision of Portion of Reserve 42090 for a New Onslow Police Station, Council: 1.Support the excision and surrender of portion of Reserve 42090 for the provision of a new Onslow Police Station; and 2.Endorse the Shire President and Chief Executive Officer to petition State Agencies for a new Onslow Police Station.	Correspondence to be sent to WAPOL and DPLH advising the Shire's support of excision and surrender of portion of R42090. (September 2020) Awaiting correspondence from LEMC to support contents of letter to WAPOL. (April 2020)	Corporate Services	Janelle Fell	30/04/21	50%

Decision Number	Date of Meeting	Meeting Type	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Responsible Officer	Estimated Due Date	% Complete
149/2020	08/09/20	OCM	Proposed Tom Price Hospital Site	That with respect to the Proposed Tom Price Hospital Site, Council: 1. Authorise the Chief Executive Officer to continue to liaise with State Government Agencies and Western Australia Country Health Services to provide support and determine the opportunities, risks and constraints of the proposed site as to its suitability for use as a future hospital site by the WA Country Health Service; and 2. Authorise the Chief Executive Officer to commence a scheme amendment to redesignate the sites on Lot 400 on Deposited Plan 409078 and Lot 46 on Deposited Plan 413028, to an appropriate land use reserve or zone for the intended purpose of the site for the future development of the site.	Liaising with WA Country Health Services to identify a proposed site within Lot 400. Awaiting reply from WACHS in regards to the proposed allocated site location for the hospital. 10 February 2021 - still awaiting reply from WACHS. WACHS advised A/Director Corporate Services on 26 February 2021 architectural plans have been completed for the proposed site and will be forwarded early March 2021.	People and Place	Benjamin Leavy	30/04/21	75%
152/2020	08/09/20	OCM	Tom Price Pump Track – Location	That with respect to the Tom Price Pump Track – Location, Council: 1. Endorse portion of Reserves 49947 and 44839 as the location of the Tom Price Pump Track; 2. Resolve in accordance with the Land Administration Act 1997 to request the Minister for Lands to: a) Revoke management order of Reserves 44947 and 44839; b) Cancel Reserves 44947 and 44839 in accordance with section 51; c) Create a new Reserve as a result of the amalgamation of Reserves 44947 and 44839 for the purpose of "Recreation" or similar in accordance with section 41; d) Issue a Management Order for the new Reserve to the Shire of Ashburton for the purpose of "Recreation" or similar in accordance with section 46; 3. Authorise the Chief Executive Officer to extend the scope of the project to include all necessary works and inclusions to integrate these tracks into the existing facilities; and 4. Authorise the Chief Executive Officer to prepare and advertise any necessary Request for Tender or Request for Quotations for the Design and Construction of the Tom Price Pump Track and all associated works.	Decision 677/2019 also refers. Project transferred to Development Services. On hold pending review of RFT. Project completion now planned for 31 May 2021 following wet season. (October 2020)	Projects & Procurement	Chantelle McGurk	31/05/21	25%
153/2020	08/09/20	OCM	Award of RFT 06.20 Tom Price Tennis Club Redevelopment	That with respect to the Award of RFT 06.20 Tom Price Tennis Club Redevelopment, Council: 1. Resolve that Report CONFIDENTIAL ATTACHMENT 17.1 is confidential in accordance with s5.23 (2) of the Local Government Act 1995 because it deals with matters affecting s5.23 (2)(c); "A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting." 2. Award RFT 06.20 Tom Price Tennis Club Redevelopment for the tendered fixed lump sum of \$1,211,465.89 ex GST; and 3. Authorise the Chief Executive Officer to negotiation, execute and manage the Contract for Tom Price Tennis Club Redevelopment, including variations to the scope of works and contract value, providing this does not exceed the project budget or reduce the overall scope.	Works commenced onsite for the Tennis Club, project is on track. Construction ongoing, completion April 2021 (February 2021).	Projects & Procurement	Chantelle McGurk	30/04/21	60%
156/2020	13/10/20	PRWMC	Pilbara Regional Waste Management Facility- Status Report	That with respect to the Pilbara Regional Waste Management Facility- Status Report, the Pilbara Waste Management Committee; 1. Receive the report regarding the construction phase of the Pilbara Regional Waste Management Facility project, noting that it has been compiled in accordance with the Pilbara Regional Waste Management Facility Committee Terms of Reference; 2. Receive the Hybrid Alliance Model Contract and Total Waste Management Services report for the Pilbara Regional Waste Management Facility; and 3. Request the Chief Executive Officer investigate an appropriate Public Art Statement and report to the next Pilbara Regional Waste Management Committee.	October 2020 Update. Investigation of the entry statements is underway with concepts to be presented to Council at the December meeting. November 2020 Update. Superintendent sourcing concepts. Wont be available for December OCM at this stage. Other issues associated with completing the contract are a higher priority. February 2021 Update. Updated report will be provided at March Council meeting. March 2021 Update. Operational RFT 23.20 closes 12/3. Mandatory Meeting held on 24/2 with Site Inspection held 5/3. Excellent response received from National Waste companies. Updated report to be provided at April's OCM.	Infrastructure Services	Helen Pickering	21/04/21	90%

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160/2020	13/10/20	OCM	Marketing and Communications Strategy 2020 - 2023	That with respect to the Marketing and Communications Strategy 2020 – 2023, Council: 1.Endorse the Marketing and Communications Strategy 2020 – 2023; and 2.Request the Chief Executive Officer to implement the Marketing and Communications Strategy 2020 – 2023.	29/10/2020 Implementation progressing, website rebuild contract signed, and request for quote issued for creative services.	Office of the CEO	Alison Lennon	31/10/21	5%
174/2020	13/10/20	OCM	2020 Community Services Key Strategies Road Map	That with respect to 2020 Community Services Key Strategic Road Map Strategy, Council endorse the plan as contained in ATTACHMENT 14.3.	20.10.2020: KB Community Engagement Strategy RFQ commenced. Community Development Plan and Events Strategies to follow - due Feb 2021. 08/12/2020: AM Overall program to be reviewed and presented to Council in 2021 once appointment of a new Director has been completed.	People and Place	Adam Majid	31/12/21	10%
180/2020	13/10/20	OCM	Confidential Item - Paraburdoo Community Hub Activation, Youth and Recreation Engagement	That with respect to the request for the Paraburdoo Community HUB Activation, Youth and Recreation Engagement, Council: 1.Support the proposal business case for the employment of a Youth Engagement Officer for a 12 month trial period as contained in CONFIDENTIAL ATTACHMENT 18.4A; 2.Approve the following amendments to the 2020/21 Budget; a)Increase the Capital Income account Transfer from RTIO Partnership Reserve, GL no. 113275 by \$100,000, from \$0 to \$100,000; b)Create a new Operating Expenditure account for 'CHUB – Programs & Activities' by \$100,000, from \$0 to \$100,000; c)Decrease the Operating Expenditure account Salaries & Superannuation, GL no. 105023 by \$50,000 from \$390,474 to \$340,474; d)Decrease the Operating Expenditure account Salaries & Superannuation, GL no. 138001 by \$50,000 from \$273,831 to \$223,831; and e)Create a new Operating Expenditure account 'Salaries & Superannuation - CHUB Programs & Activities' by \$100,000, from \$0 to \$100,000.	20.10.2020: KB met with SPM and scheduled meeting with HR team for Fri 23/10/20 to discuss resource engagement. VB 17.11.2020: Preliminary discussions commenced with Youth Services stakeholders in September. Discussion with HR ongoing and will also include new Para Club Development Officer as he's experienced in this area. VB 08.12.2020: Stakeholder engagement in progress. VB 09.02.2021: Job Description and Advertising with HR.	People and Place	Adam Majid, Vicki Brown	31/12/21	40%
197/2020	10/11/20	OCM	Tom Price Tourist Information Bay	That with respect to the Tom Price Tourist Information Bay capital works project, Council: 1.Acknowledge the status of the project and risks associated with completing the structure and site works separately as outlined in this report. 2.Approve a budget amendment for the 2020/21 budget as follows: a)Increase capital expenditure job no. 15151 Tom Price – Upgrade Tourist Info Bay signage by \$222,000 from \$468,361 to \$690,361; and b)Increase Transfer from Reserve (Infrastructure) GL account no. 134856 by \$222,000 from \$0 to \$222,000.	Funding allocated in 2019/20 FY to undertake works on TP info Bay. Works can't proceed until there is an agreement with Main Roads on the proposed Information Bay site at the Mine/Paraburdoo - Tom Price Roads. October 2020 Update. RFT for Visitor Information Bay Structure closed late September. Current budget \$468K. Tender for structure \$239K. Balance of \$229K insufficient for site works which are still to be designed and costed. Scope of Works / Costing being organised. Report to Council at November OCM seeking additional budget allocation. November 2020 Update. Additional funding allocated at Nov OCM to complete as a single project (structure & site works). Site works currently under design. February 2021 Update. RFT process currently underway. March 2021 Update. RFT to be advertised in March. Consultant composing to do list. Commencement of works expected May. April 2021 Update. RFT closes 16/4.	Infrastructure Services	Kelly Fitzgerald	19/05/21	30%

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198/2020	10/11/20	OCM	Slip Into Onslow Tourist Signage	That with respect to the Slip into Onslow Tourist Signage, Council: 1.Endorse the proposed location of the sign to be installed; and 2.Support the draft concept design and delegate authority to the Chief Executive Officer to liaise in with Council on the final design.	November 2020 Update. No further feedback has been received regarding the draft concept. Final design and location will be provided following MRWA approval of location. Installation (subject to MRWA approvals) in Apr/May 21. February 2021 Update. Structural Engineering design for footings organised. Size to be confirmed - awaiting advice from Media. March 2021 Update. Waiting on final design (as organised by Media and Communications). Redesign of structural footings. Installation planned for late March/ early April. April 2021 Update. Main signage arrived in Onslow. Installation due by end of April.	Infrastructure Services	Kelly Fitzgerald	19/05/21	70%
199/2020	10/11/20	OCM	Onslow Seawall / Foreshore Stabilisation Project	That with respect to the Onslow Seawall / Foreshore Stabilisation Project: 1. Note the project status update as outlined in this report; and 2.Endorse the proposed Scope of Works as detailed in the report.	November 2020 Update. Cardno engaged to prepare design and technical spec. Plan for RFT in mid Jan, closing early Feb for works to be undertaken in Apr/May 2021. February 2021 Update. Council approached Cardno for estimate of design services. Due to receive estimate mid Feb 2021. March 2021 Update. Awaiting estimate and BOQ. April 2021 Update. Engineering drawings received from Cardno for Shire review 7/4.	Infrastructure Services	Kelly Fitzgerald	19/05/21	20%
205/2020	10/11/20	OCM	Confidential Item - RTIO - Strategic Partnership Review - Terms of Reference	That with respect to the RTIO - Strategic Partnership Review – Terms Of Reference review that Council authorise the Chief Executive Officer to engage a consultant to present back to Council for endorse a Governance Framework aligned to the Local Government Act 1995 and relevant Regulations.	VB 18.11.2020: No further instruction since Council decision at November OCM to engage a consultant - no information to SPM supplied. 08/12/2020: Currently with contractor as appointed by CEO. VB 09.02.2021: No further update	People and Place	Adam Majid	21/04/21	60%
209/2020	10/11/20	OCM	Confidential Item- Onslow Marine Support Base - Request for Support	That Council: 1.Writes to the Director General, Department of Transport, requesting explanations as to why the Onslow Marine Supply Base is having difficulties in achieving compliance with relevant State and Commonwealth approvals to achieve a First Port of Entry Port. 2.Authorises the Shire President and Chief Executive Officer to continue to lobby for the economic development and support of the Onslow Marine Support Base as an important driver of economic sustainability and diversity for Onslow. 3.Writes to Mr Andrew Natta of Onslow Marine Support Base advising that Council is requesting an explanation from the Director General of the Department of Transport as to why difficulties are being experienced by Onslow Marine Support Base.	Letter sent no response - Unknown reply time from Departments. Shire President and CEO continue to lobby.	Office of the CEO	Kenn Donohoe	21/04/21	50%
226/2020	11/12/20	OCM	Emergency Grading Works - Roebourne - Wittenoom Road	That with respect to the Emergency grading of Roebourne-Wittenoom Road, Council: 1.Endorse the actions of the Shire President and Chief Executive Officer in organising for the Emergency Works; 2.Note that, in organising for these works, the Shire President and Chief Executive Officer have acted in accordance with the provisions of the Local Government (Functions and General) Regulations 1996 Section 11 (2) (a), the Local Government Act Section 6.8(1)(c) and Council's Purchasing Policy (FIN12); and 3.Note that a budget adjustment will be required at the mid-year review to provide additional operation funds for the Rural Road Maintenance Program.	February 2021 Update. TLC awarded contract. Have completed 50kms or 134kms. Works stopped due to inclement weather early Feb. Should remobilise again early Feb. March 2021 Update. Works completed mid February.	Infrastructure Services	Maz Khosravi	21/04/21	99%

Decision Number	Date of Meeting	Meeting Type	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Responsible Officer	Estimated Due Date	% Complete
233/2020	21/12/20	SCM	Award of RFT 16.20 Onslow Airport Airside Civil Works Package	That with respect to the Award of RFT 16.20 Onslow Airport Airside Civil Works Package, Council: 1.Resolve that Report CONFIDENTIAL ATTACHMENT 7.3 is confidential in accordance with s5.23 (2) of the Local Government Act 1995 because it deals with matters affecting s5.23 (2) (c); "A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting." 2.Note the attached Evaluation and Recommendation Report CONFIDENTIAL ATTACHMENT 7.3; 3.Approve the budget amendment / increase of \$847,544.91 ex GST; with additional funds to be sourced from the Airport Reserve - GL 125204; 4.Award RFT 16.20 Onslow Airport Airside Civil Works Package, for the tendered fixed lump sum of \$4,149,463.91 ex GST; and 5. Authorise the Chief Executive Officer to negotiate, execute and manage the Contract for RFT 16.20 Onslow Airport Airside Civil Works Package, including variations to the scope of works and contract value, providing this does not exceed the revised project budget or reduce the overall scope.	Progressing- Contract awarded to NTC Contracting, awaiting contractor to review, sign and return contract documents.	Office of the CEO	Megan Walsh	21/04/21	15%
234/2020	21/12/20	SCM	Karijini Experience 2021 - Request for Additional Sponsorship	That Council, with respect to the Karijini Experience 2021 – Request for Additional Sponsorship: 1.Acknowledges the \$50,000 held in trust by Nintirri Centre Inc, as provided by the Shire in the 2019/2020 budget; and 2.Elevates the Shire of Ashburton's sponsorship level to that of Principal Sponsor, through the provision of an additional \$35,000, which is allocated into the 2020/21 budget to sponsor the Karijini Experience; and 3.Requests a report from the Chief Executive Officer in relation to the success or otherwise of the event in 2021 before any further funding is considered.	13 April 2021 - Karijini Experience finished, report being prepared	Office of the CEO	Benjamin Witkowski	03/05/21	75%
01/2021	16/02/21	AC	Review of 2019/20 Independent Financial Audit Report and Management Reports	That with respect to the Review of the 2019/20 Independent Financial Audit Report and Management Reports, that the Audit and Risk Committee note receipt of the Management Report for the year ended 30 June 2020 and recommend Council: 1.Note the presentation by the Auditor to the Committee; 2.Accept the 2019/20 Annual Financial Report ATTACHMENT 7.1A; and 3.Accept the Independent Auditors Report ATTACHMENT 7.1B and Final Audit Management Letter to the Electors of the Shire of Ashburton for the year ended 30 June 2020 ATTACHMENT 7.1C.	OAG endorsement to be presented to March Audit & Risk Committee and OCM. (March 2021)	Corporate Services	Taryn Dayman	30/04/21	99%
06/2021	16/02/21	OCM	Monthly Financials and Schedule of Accounts Paid	That with respect to the Monthly Financials and Schedule of Accounts Paid, Council: 1.Receive the Financial Report for November 2020 ATTACHMENT 12.1A and December 2020 ATTACHMENT 12.1B; 2.Receive the Capital Expenditure Progress Tracker as at 31 January 2021 ATTACHMENT 12.C; 3.Receive the Schedule of Accounts and Credit Card payments made in November 2020 CONFIDENTIAL ATTACHMENT 12.D and December 2020 CONFIDENTIAL ATTACHMENT 12.1E (approved by the Chief Executive Officer in accordance with delegation DA03-1 Payments from Municipal Fund and Trust Funds); and 4.Approve the Financial and Costing Review report being amendment to the 2020/21 Annual Budget ATTACHMENT 12.1F.	No further action. (March 2021).	Corporate Services	Taryn Dayman	21/04/21	99%

Decision Number	Date of Meeting	Meeting Type	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Responsible Officer	Estimated Due Date	% Complete
07/2021	16/02/21	OCM	Local Government Ordinary Election - 6 October 2021	That with respect to the Local Government Ordinary Election - 16 October 2021, Council: 1.Note the date of 16 Octobr 2021 for the ordinary election as advised by the Electoral Commissioner; 2.Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2021 ordinary election; 3.Decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the ordinary election will be as a postal election; and 4.Note allocation in the 2021/22 Budget towards the cost of the 16 October 2021 Shire of Ashburton Ordinary Election will be required.	WAEC advised of Council resolution. Meeting diarised for Shire Officer to commence planning in June 2021. (March 2021)	Corporate Services	Nicole Jeffery	21/04/21	99%
10/2021	16/02/21	OCM	Wittenoom Bedford Fire Fighting Truck	That with respect to the Wittenoom Bedford Fire Fighting Truck, Council: 1.Acknowledge the social and cultural history associated with the Fire Truck in relation to Wittenoom; 2.Authorise the Chief Executive Officer to secure ownership of the Wittenoom Bedford Fire Truck from Mr Hartmann for up to \$5,000; 3.Authorise: a.A decrease to: i.GL 10561120 by \$3,000; ii.GL 10590920 by \$1,000; iii.GL 10513720 by \$1,000; b. An increase to new GL of \$5,000; 4.Request the Chief Executive Officer to investigate costs in relation to the restoration of the Fire Truck and provide those costs as part of budget deliberations for the 2021/22 Annual Budget.	Shire is in the process of securing the purchase of the unit. Further information will be provided. (March 2021).	People and Place	Kyle Cameron	21/04/21	20%
11/2021	16/02/21	OCM	Recording and Screening - Cat and Dog Desexing Campaign for Onslow and Pannawonica	That with respect to the Recording and Screening of the Cat and Dog Desexing Campaign for Onslow and Pannawonica, Council: 1. Authorise in advance by resolution the spending of grant monies accrued through sponsorship donations, namely, Increase Expenses Code GL 051013 by \$10,000 to run campaign pursuant to Local Government Act 1995; 2.Permitt Mr Roberts from 'Projuer' to film, record and use footage from the campaign of the town site of Onslow and surrounds; and 3. Authorise the Chief Executive Officer to provide in-kind support as required in support of the campaign.	In progress. Update sent to required parties with actions. Waiting to finalise dates with Projuer. Confirm funding from PPA and Chevron - PO's to be sent. Business House and Onslow transit house - tentatively booked.	People and Place	Hamish James Kyle Cameron	13/06/21	30%
13/2021	16/02/21	OCM	Former Onslow Depot Office Transportable Building	That with respect to the Former Depot Office Transportable Building, Council 1.Acknowledge the status of the Maintenance and Condition Report on the Transportable Building stored at the Paraburdoo Waste Facility; 2.Approve the disposal of the transportable building; 3.Approve the Chief Executive Officer to communicate with the Paraburdoo Amateur Swimming Club regarding utilising the Lesser Hall Paraburdoo and community consultation; and 4.Approve a budget amendment for the 2020/21 Capital Budget to move funds from GL 21010 to the Property Development Reserve.	Finalised and completed. (March 2021).	Projects & Procurement	Chantelle McGurk	21/04/21	99%

Decision Number	Date of Meeting	Meeting Type	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Responsible Officer	Estimated Due Date	% Complete
14/2021	16/02/21	OCM	Award of RFT 01.21 Design and Construction of Tom Price Combined Emergency Services Facility	That with respect to the Award of RFT 01.21 Design and Construction of the Tom Price Combined Emergency Services Facility, Council: 1.Resolve that Report ATTACHMENT 16.3 is confidential in accordance with s5.23 (2) the Local Government Act 1995 because it deals with matters affecting s5.23 (2); (c) "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;" 2.Note the attached Evaluation Report CONFIDENTIAL ATTACHMENT 16.3; 3.Award RFT 01.21 Design and Construction of the Tom Price Combined Emergency Services Facility Tom Price WA, for the tendered fixed lump sum of \$3,558,807 ex GST; and 4.Authorise the Chief Executive Officer to negotiate, execute and manage the Contract for RFT 01.21 Design and Construction of the Tom Price Combined Emergency Services Facility, including the provision of possible extensions or variations, providing the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; and is managed within the allocated budget for this work.	RFT awarded no further action required for this resolution (March 2021).	Projects & Procurement	Chantelle McGurk	21/04/21	99%
15/2021	16/02/21	OCM	Application to Affix the Common Seal - Recreational Boating Facilities Scheme (RBF) Round 25 Funding Agreement for the Onslow Community Boating Precinct Planning for the Relocated Boat Launching Facility	That with respect to the Application to Affix the Common Seal - Recreational Boating Facilities Scheme (RBFS) Round 25 Funding Agreement for the Onslow Community Boating Precinct - Planning for the Relocated Boat Launching Facility, Council: 1.Authorise affixing the Common Seal in the presence of the Shire President and the Chief Executive Officer to the Funding Agreement between the Shire of Ashburton and the Government of Western Australia, Department of Transport - Maritime for the Recreational Boating Facilities Scheme (RBFS) for the amount of \$50,000.	Complete (March 2021)	Projects & Procurement	Chantelle McGurk	21/04/21	99%
17/2021	16/02/21	OCM	Confidential Item - Proposal to Lease Portion of Lot 330 on Deposited Plan 402361, Onslow	That in respect to Proposal to Lease Portion of Reserve 19291, Onslow, Council: 1.Authorise the Chief Executive Officer to request the Minister for Lands create a reserve within Reserve 19291 for the purpose of "Waste" or similar, with Power to Lease; 2.Endorse lease of a ~6,000 sqm portion of Lot 330 on Deposited Plan 402361 to CD Dodd Scrap Metal Recycling for the purpose of scrap metal recycling; 3.Delegate authority to the Chief Executive Officer to negotiate the terms of the Lease Agreement with CD Dodd Scrap Metal Recycling, generally in accordance with the terms outlined in this report; 4.Authorise the Chief Executive Officer to advertise details of the Lease Agreement for two weeks, with any submissions referred back to Council; and 5.Subject to no submissions being received from advertising of the Lease, authorise the Chief Executive Officer to negotiate and execute the Lease Agreement, generally in accordance with the contents of this report, between the Shire of Ashburton and CD Dodd Scrap Metal Recycling.	CD Dodd advised of outcome. Application made to DPLH regarding new creation of new reserve with Power to Lease. (April 2021)	Corporate Services	Janelle Fell	31/07/21	85%
18/2021	16/02/21	OCM	Confidential Item - Proposed Purchase of Land, Onslow	That with respect to the Confidential Item - Proposed Purchase of Land, Onslow, Council endorse the recommendation as contained within CONFIDENTIAL ATTACHMENT 19.3.	Contract received. Business Plan advertised, closing 9 April 2021 (April 2021)	Corporate Services	Janelle Fell	30/04/21	85%

Decision Number	Date of Meeting	Meeting Type	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Responsible Officer	Estimated Due Date	% Complete
20/2021	16/03/21	AC	Internal Audit - Year ending 30 June 2021	That with respect to the Internal Audit – Year Ended 30 June 2021, Council: 1.Acknowledge the contents of the Draft Internal Audit Report dated 15 February 2021, ATTACHMENT 7.1; 2.Acknowledge the specific training to be delivered by Moore Australia to assist Shire Administration in following best practice principles and processes focusing on procurement systems and controls in early 2021; and 3.Request the Chief Executive Officer to prepare a report updating the committee on progress of the recommendations identified within the report for the June 2021 Audit and Risk Management Committee meeting.	Further update to be provided at the September 2021 Audit and Risk Management Committee meeting.	Corporate Services	Taryn Dayman	31/08/21	50%
21/2021	16/03/21	AC	Local Government Compliance Audit Return 2020	That with respect to the Local Government Compliance Audit Return 2020 that the Audit and Risk Management Committee: 1.Endorse the completed Compliance Audit Return for the period 1 January 2020 to 31 December 2020; and 2.Recommend Council: a)Adopt the completed 2020 Compliance Audit Return for the period 1 January 2020 to 31 December 2020 ATTACHMENT 7.2; b) Authorise the Shire President and Chief Executive Officer to sign the joint certification and submit the completed Compliance Audit Return, and any additional information explaining or quantifying the compliance audit, to the Department of Local Government, Sport and Cultural Industries by 31 March 2021; and c) Note the non-compliance and requests the Chief Executive Officer to address the areas of non-compliance and report back to the Audit and Risk Committee on the measures taken to mitigate the non-compliances no later than 20 June 2021.	Lodged with DLGSC 29/3/2021	Corporate Services	Danielle Hurstfield	21/04/21	99%
22/2021	16/03/21	AC	Regulation 17 Review - 2020 Program	That with respect to the Regulation 17 Review - 2020 Program, the Audit and Risk Management Committee notes the progress of the program of suggested improvements/opportunities to address the Regulation 17 Risk Audit (ATTACHMENT 7.3).	Finalised and completed.	Corporate Services	Danielle Hurstfield	21/04/21	99%
23/2021	16/03/21	AC	2019/20 Independent Financial Audit Report and Management Reports	That with respect to the 2019/20 Independent Financial Audit Report and the Management Reports, the Audit and Risk Committee note receipt of the Management Report for the year ended 30 June 2020 and recommend Council: 1.Accept the 2019/20 Office of Auditor General Opinion package including: a)Final Management Letter ATTACHMENT 9.3.4A; b)Opinion ATTACHMENT 9.3.4B; and c)Financial Statements 30 June 2020 ATTACHMENT 9.3.4C 2.Authorise the Chief Executive Officer to make the reports available on the Shire of Ashburton's website within 14 days of acceptance.	Adopted Annual Financial statements have been submitted to the Local Government, Sport and Cultural Industries, via Smart Hub portal, meetings its statutory requirements.	Corporate Services	Taryn Dayman	21/04/21	90%
24/2021	16/03/21	AC	Confidential Item - Update on Wittenoom Litigation, Use of Delegation, Wittenoom Steering Committee, and Senior Counsel Legal Brief	That with respect to the Confidential Item – Update on Wittenoom Litigation, Use of Delegation, Wittenoom Steering Committee and Senior Counsel Legal Advice, the Audit and Risk Management Committee recommend Council: 1.Receive the Confidential Item – Update on Wittenoom Litigation, Use of Delegation, Wittenoom Steering Committee, Senior Counsel Brief and Advice and Roebourne - Wittenoom Road (CONFIDENTIAL ATTACHMENT 9.3.5) and remain confidential in accordance s5.23 (2)(b) & (d) of the Local Government Act 1995; and 2.Ensure that the Chief Executive Officer continues to provide Wittenoom related reports to the Audit and Risk Management Committee.	Finalised and completed.	Corporate Services	Danielle Hurstfield	21/04/21	99%

Decision Number	Date of Meeting	Meeting Type	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Responsible Officer	Estimated Due Date	% Complete
881 25/2021	16/03/21	OCM	Progress of Implementation of Council Decisions for February 2021	That with respect to the Progress of Implementation of Council Decisions for February 2021, Council receive the report as per ATTACHMENT 11.1.	Finalised and completed.	Corporate Services	Michelle Lewis	21/04/21	99%
882 26/2021	16/03/21	OCM	Actions performed under Delegation Authority for the Month of February 2021 and the Tender Register	That with respect to the Actions Performed under Delegated Authority for the month of February 2021 and the Tender Register 2021, Council receive the reports relating to: 1.Actions performed under delegated authority for the month as per ATTACHMENT 11.2A; and 2.The Tender Register 2021 as per ATTACHMENT 11.2B.	Finalised and completed.	Corporate Services	Michelle Lewis	21/04/21	99%
883 27/2021	16/03/21	OCM	Onslow Water Tank Mural - Design Approval	That with respect to Onslow Water Tank Mural – Design Approval, Council approve and endorse the design for the Onslow Water Tank Mural by artist Guido van Helten.	13 April 2021 - Design is not yet completed	Office of the CEO	Benjamin Witkowski	21/04/21	50%
885 29/2021	16/03/21	OCM	Tom Price Flying Doctor Service (RFDS) Airstrip	That with respect to Tom Price Flying Doctor Service (RFDS) Airstrip, Council: 1.Authorise the Chief Executive Officer to liaise with WA Country Health Service regarding the inclusion of a Heli Pad in the design of the new Tom Price Health Service to be constructed circa 2023.	WACHS to be consulted. (April 2021)	Office of the CEO	Janelle Fell	31/05/21	90%
886 30/2021	16/03/21	OCM	Deed of Surrender and Variation of Portion of Lot 9001 McAullay Road, Onslow	That with respect to the Deed of Surrender and Variation, Portion of Lot 9001 McAullay Road, Onslow, Council: 1.Endorse the Deed of Surrender and Variation of portion of Lot 9001 McAullay Road, Onslow to commence upon endorsement by Council ATTACHMENT 12.3; 2.Authorise the Shire President and the Chief Executive Officer to affix the Common Seal to, and execute the Deed of Surrender and Variation between the Shire of Ashburton and Onslow Marine Support Base Pty Ltd; and 3.Authorise the Chief Executive Officer to take such actions as are required and provided by the lease agreement to ensure compliance with the table as identified below by 30 June 2021. See table in minutes 4.Authorise the Chief Executive Officer to request a design of the site to determine future use of the Lease Area and Lot 9001.	Deed to be executed. (April 2021)	Office of the CEO	Janelle Fell	30/04/21	85%
887 31/2021	16/03/21	OCM	Hire Fees and Charges of Facilities	That with respect to the Hire Fees and Charges of Facilities, Council, 1.Acknowledge the contents of this report. 2.Request the Chief Executive Officer remove the 'School Holiday Rate' from the Fees and Charges Schedule; and 3.Endorse the imposition of new fees and charges of Shire of Ashburton Facilities as indicated below, for three consecutive days for use for children (up to 17 years) and must be to the benefit of users mental health or a physical activity: Public Halls, Civic Centres, Sports Pavilion Tom Price: Community Centre Civic Centre Area W Paraburdoo: Ashburton Hall Sports Hall Multi-Purpose Courts – Community Hub Onslow: Multipurpose Centre – Sports Hall RM Forrest Memorial Hall A 50% discount applies for all-day and all-night bookings. Bookings of a community nature will take priority over commercial bookings as these facilities were developed for community use (no commercial booking shall extend beyond 14 days at any one time). If booking for more than 5 consecutive days/nights (24-hour period). *See Minutes for chart 4.Endorse the Chief Executive Officer to provide local public notice of the above fees and charges which it proposes will be imposed from 6 April 2021.	Fees and Charges Schedule updated and advertised. (April 2021)	Office of the CEO	Janelle Fell	30/04/21	99%

Decision Number	Date of Meeting	Meeting Type	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Responsible Officer	Estimated Due Date	% Complete
32/2021	16/03/21	OCM	Tom Price Skate Park Upgrades	That with respect to the Tom Price Skate Park Upgrades, Council: 1.Acknowledge the Building Better Regions Fund Round 5 application for \$300,000 as lodged prior to the closing date of 12 March 2021; 2.Endorse Option 2 (ATTACHMENT 15.1B) as the preferred concept with an estimated budget of \$950,000; and 3.Request the Chief Executive Officer to liaise with Rio Tinto Iron Ore to allocate \$400,000 from projected underspend Community Infrastructure and Services Partnership funds towards this project. (still waiting for an update from Rio Tinto).	April 2021 Update. BBRF advice not expected until July 2021.	Infrastructure Services	Tracey Rogers	01/07/21	60%
33/2021	16/03/21	OCM	Onslow Sun Chalets Redevelopment	That with respect to the Onslow Sun Chalets Redevelopment, Council: 1.Accept the Onslow Sun Chalets Concept Plan for the Onslow Sun Chalets as per ATTACHMENT 16.1; and 2.Accept and approve Stage One (1) works 3.Authorise a budget amendment from \$1m to \$1.4m so works can commence in the 2020/21 capital works program by: a.Decreasing GL BC099 Staff Housing – Security Improvements – All Houses by \$400,000 from \$1,129,220 (captured in 2020/21 Budget Review) to \$729,220; and b.Increasing GL 134260 Onslow Sun Chalets – Upgrade by \$400,000 from \$1,000,000 to \$1,400,000.	Progressing	Projects & Procurement	Chantelle McGurk	21/04/21	20%
34/2021	16/03/21	OCM	Confidential Item - Senior Employee Designation and Directorate Changes	That with respect to the Senior Employee Designation and Directorate Changes, Council: 1.Reduce its organisational structure from five Senior Employees to four and consolidates the Development Services and Community Services into a new Directorate People and Place; 2.Support the appointment of the incumbent Director of Community Development to the position of Director of Corporate Services and for the Director Development Services to undertake the consolidated role of Director of People and Place; and 3.Appoint the Chief Executive Officer as its only Senior Employee pending a review of Council's policy in relation to Directorate names, and for this policy review to be presented to the April 2021 Ordinary Council meeting.	Senior Employee Policy will be presented to the April 2021 OCM. finalised and completed.	Office of the CEO	Kenn Donohoe	19/05/21	99%
35/2021	16/03/21	OCM	Confidential Item - A1054, Onslow	That with respect to Confidential Item – A1054, Onslow, Council direct the Chief Executive Officer to manage this matter in accordance with Council's financial delegations.	CEO progressing.	Office of the CEO	Janelle Fell	19/05/21	20%
36/2021	16/03/21	OCM	Confidential Item - Mt Brockman Road	That with respect to the Confidential Item - Mt Brockman Road, Council endorse the recommendation as contained within CONFIDENTIAL ATTACHMENT 19.2D	Letter to be executed prior to forwarding. (April 2021)	Office of the CEO	Janelle Fell	30/04/21	85%
38/2021	16/03/21	OCM	Award of RFT 03.21 Flood Damage Repairs and Gravel Resheeting Works - Ashburton Downs and Ashburton Downs Meekatharra Roads	That with respect to the Award of RFT 03.21 Flood Damage Repairs and Gravel Resheeting Works Ashburton Downs and Ashburton Downs Meekatharra Roads, Council: 1.Decline to award the Tender for RFT 03.21 (ATTACHMENT 18.2); and 2.Authorise the Chief Executive Officer to undertake a tender exempt procurement process in accordance with the regulations and Shire of Ashburton Purchasing Policy, to obtain quotations from suitable contractors for the same Scope of Work; and 3.Present Council with a recommendation following evaluation of the quotations.	April 2021 Update. Awaiting quotations.	Infrastructure Services	Maz Khosravi	30/04/21	50%

Decision Number	Date of Meeting	Meeting Type	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Responsible Officer	Estimated Due Date	% Complete
39/2021	16/03/21	OCM	Award of RFT 04.21 Reconstruction and Sealing of Twitchen and Old Onslow Roads and Reshape/Resheeting of Towera Lyndon Road	That with respect to the Award of RFT 04.21 Reconstruction and Sealing of Twitchin and Old Onslow Roads and Reshape/Resheeting of Towera-Lyndon Road, Council: 1.Decline to award the Tender for RFT 04.21; and 2.Authorise the Chief Executive Officer to undertake a tender exempt procurement process in accordance with the regulations and Shire of Ashburton Purchasing Policy, to obtain quotations from suitable contractors for the same Scope of Work; and 3.Present Council with a recommendation following evaluation of the quotations.	April 2021 Update. Awaiting quotations.	Infrastructure Services	Maz Khosravi	30/04/21	50%
40/2021	19/03/21	SCM	Confidential Item - Onslow Airport Helicopter Infrastructure Negotiations	That with respect to the Confidential Item - Onslow Airport Helicopter Infrastructure Negotiations, Council: 1.Delegate Authority to the Chief Executive Officer to make improvements to the Onslow Airport infrastructure up to \$250,000, including but not limited to: •Transportable (offices and kitchenette) •Fire detection and alarm system •Security upgrades •Compressor enclosure •Emergency shower •Electrical upgrade 2.Approve the following budget amendment: a. Decrease: i.GLW600 (Works Prog Airport General Maintenance) by \$129,525; ii.GL 11298930 (Incentive for Economic Development) by \$129,525; andb. Increase: i. New Capital Expenditure GL' (Airport Infrastructure) by \$259,050. 3.Endorse the imposition of new fees and charges for utilisation of the Onslow Airport Landside Area (3) as indicated in the table below: Airport Landside Area (3) 704 Monthly charge, year 20/21 Fee 1,173.33 GL TBA 4.Endorse the Chief Executive Officer o provide local public notice of the above fees and charges which it proposes will be imposed from 1 April 2021; and 5.Prior to any expenditure, endorse the Chief Executive Officer to invoice PHI International for six months for hangar and landside area costs.	PHI have commenced mobilisation.	Office of the CEO	Megan Walsh	19/05/21	40%



HATCH | RobertsDay

SHIRE OF ASHBURTON STAFF ACCOMMODATION STRATEGY 2021 - 2031

APRIL 2021



DOCUMENT CONTROL

Title: Shire of Ashburton Staff Accommodation Strategy 2021-2031

Prepared for: Shire of Ashburton

Prepared by: Hatch | RobertsDay + Moore Australia (WA) Pty Ltd

REVISION	COMMENT	AUTHOR	APPROVED BY	DATE ISSUED
A	Draft for Client Review	Zanda Cameron	Duane Cole	21 Dec 2020
B	Client Amendments	Zanda Cameron	Duane Cole	29 Jan 2021
C	Minor edits by Client, add concepts	Eric Denholm	Zanda Cameron	12 Feb 2021
D	Minor edits by Client	Eric Denholm	Zanda Cameron	7 Apr 2021

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INTRODUCTION

The purpose of this Staff Accommodation Strategy is to establish the strategic direction for the provision of staff housing for the Shire of Ashburton, over the next 10 years.

It has been developed to create a more sustainable and responsive approach to the acquisition, maintenance, and refurbishment of its property portfolio, to ensure the delivery of well-designed and well-located housing, underpinned by a commercially driven approach.

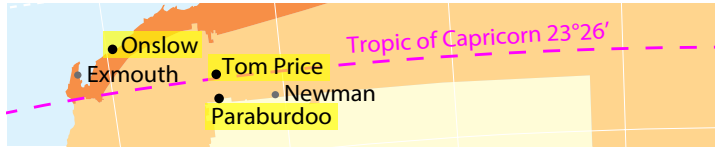
The Strategy will build on the Shire's Workforce Plan and underpin the Strategic Community Plan and Corporate Business Plan, which provides an overview of the services, operations and projects that will be delivered by the Shire until 2027.

Fundamental to any significant infrastructure and services being achieved, is the attraction and retention of a suitably qualified and motivated staff.

This Housing Strategy is intended to form a fundamental building block in the continued development of the Shire's housing portfolio and assist in staff attraction and retention.

A Schedule of Works, in accordance with the Long Term Finance Plan is also included as Part 5. It sets out the deliverables for staff to achieve each Financial Year.





PART 1

BACKGROUND AND ANALYSIS



The Shire has, and will continue to be, confronted by a range of complex challenges and external factors which have a direct impact on the Shire's Property Portfolio.

Many of these challenges are unique, and difficult for any organisation to be confronted with.

A clear framework that establishes firm direction, based on strong rationale, is essential to ensure the Shire can overcome these hurdles, and build a portfolio of desirable and financially sustainable properties for its staff.

Challenges

Reactive Decision-Making

In the absence of any strategy, past decisions have been reactive and ad-hoc. This means maintenance spend has been high. Ageing properties are also acquired as they come to market, in some cases without due commercial consideration.

Population Churn

Similar to other parts of the Pilbara, the Shire of Ashburton experiences population churn from residents moving into and out of the area on a regular basis. Anecdotal evidence suggests that the average family will spend 3-4 years in the Shire before moving away, often to Perth. Over the last decade, the Shire has averaged almost 11% 'churn', meaning that roughly 11% of the Shire's population arrives and departs every year.

Staff attraction / retention

The high 'churn' rate is also reflected through staff turnover, which has been alarmingly high (ranging between 39-50% over the past 5 years).

With revolving staff managing the property portfolio, there has been no continuity and decisions have been reactive.

Housing + Land Shortage

Access to housing for staff, as well as other essential workers, is a very real problem – particularly in Tom Price. In Tom Price and Paraburdoo, most of the staff housing stock is owned by Rio Tinto, which provides an additional layer of complexity.

Anecdotal reports suggested essential services have been delayed or deferred (such as banking services, post office workers and doctors) because suitable accommodation has not been made available.



There also continues to be a lack of private developer interest and shortage of developable land in Tom Price, which was identified through the Royalties for Regions program several years ago. This is an issue that has not yet been resolved.

Mining Towns

Mining Towns come with their own unique set of challenges. As predominately single economy towns, the housing supply is vulnerable to external factors, such as commodity prices. This impacts directly on house prices – which are well above the State Average.

One size does not fit all

Each Town has its own unique challenges and requires a very different approach.

Tom Price is well established but land locked. Most of the housing is 40 years old and nearly 80% is owned by Rio Tinto Houses are very hard to source, particularly given the current resource boom.

Onslow on the other hand, is a small town that has seen exponential growth in recent years, which is forecast to continue.

High Costs

Being located above the 26th parallel directly attributes to a higher than average expense – both in terms of building costs, on-going maintenance and operational expenses (for power etc.).

Opportunities

The Shire is at the cross-roads. With new investment on the horizon, and opportunities for transformation in each Town, the Shire of Ashburton has the potential to invest in a Housing Portfolio which will not only become a lever to attract new staff, but to also invigorate and support future growth and revitalisation of its Town Centres.

An Economic Powerhouse

For a Shire with a population around 13,000 people, it is remarkably well-resourced. The Shire of Ashburton contributes \$42 billion in exports, which represents 18% of the WA's Gross State Product and 2.5% to Australia's Gross Domestic Product – one of the largest individual local government contributions in the Nation. It has generated an estimated \$2.2 billion for the State Government, in Mining Royalties. Its economic fortune translates to a Shire that is asset rich and financially secure, compared to many other regional communities.

Strategic Partnerships

Rio Tinto, Chevron, BHP and FMG are the State's resource giants, and they all operate in Ashburton. The Shire is well placed to benefit from these powerful partnerships. Being cogniscent of different Corporate objectives (through various stages of development) and balancing local expectations will be important to maintaining strong relationships into the future.

Enviably Lifestyle

With a combination of close access to some of WA's best natural assets, very low unemployment and access to jobs that are amongst the highest incomes in Australia, the region offers compelling lifestyle for many, particularly families.

Tax Benefits

Being above the 26th parallel, the Shire and staff both benefit considerably from the Fridge Tax Benefits afforded by the provision of subsidised housing to staff.

STAFF HOUSING

The Shire of Ashburton recognises the high cost of living in the Pilbara and has committed to providing quality accommodation, or appropriate compensation, to eligible employees requiring assistance to relocate to, or remain in the Shire.

The Shire has maintained a staff level of approximately 180 employees for the last five years, with staff located in various locations within the Shire as well as working remotely from other locations within WA.

The number of staff has varied over the past five years, and this has been complicated by a very high turnover, which was up to 50% in 2017/18. The provision of quality, affordable housing is seen as an important factor to retain staff.

In June 2019, Council adopted EMP 19 Directive in relation to Employment Accommodation. The purpose was to guide a consistent and fair approach for the provision or assistance for accommodation (or rent relief) to assist in the attraction and retention of Shire employees. The principle objectives were to:

- provide housing relief to all Shire staff in a manner that is fair, consistent and within the budgetary constraints of the Shire;
- provide housing options for existing Staff where their housing circumstances may change; and
- encourage potential employees to view the Shire as a place where housing options are generously catered for.

Forty six percent (46%) of staff are currently provided with accommodation at no charge as part of their remuneration.

Staff are currently accommodated in various forms of arrangements, including:

- Shire owned accommodation (23%)
- Rentals through Rio Tinto/Sodexo and privately owned accommodation (20%)
- Rent Relief (1%) - where Staff have secured their own rental properties and the Shire pays, and
- No assistance provided as partner or family provides accommodation through their employer or they own the property.

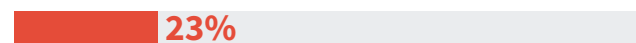
Based on current housing allocations, 59% of staff are based in Tom Price, 26% are Onslow-based and 15% are based in Paraburdoo.

STAFF HOUSING

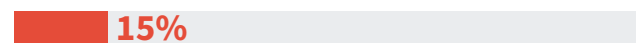
No Assistance provided



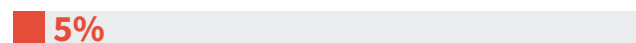
Shire Owned



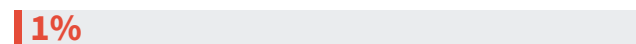
Rio Tinto / Sodexo



Private Rentals



Rent Relief



Future Accommodation Drivers

There are four main demand drivers for future accommodation:

- Additional stock to accommodate existing vacant positions
- Additional stock for the low / high growth scenarios (refer to table 1)
- Replacing existing rentals with Shire owned properties, and
- Additional stock to accommodate a higher percentage of staff

Additional housing will be required to meet immediate recruitment needs, as well as projected Staff growth over the next 10 years.

The 2020-21 Annual Budget shows 46.5 FTE positions not currently filled, with staff accommodation being a significant factor restricting the recruitment of staff for these positions.

Forecast growth in the FTE requirements was also identified with senior management during an integrated strategic planning and reporting workshop.

Forty six percent (46%) of staff are currently provided with accommodation at no charge, and 115 staff are accommodated within 100 properties. Whilst this ratio is impossible to control or predict, the same ratio has been maintained to determine the number of properties that would be required.

Based on these assumptions, 19 accommodation units are required for an additional 21.5 FTE's included in the 2020-21 budget. An additional 7-11 properties is also expected to meet the low to high staff growth scenario's.

Any increase to the percentage of staff receiving accommodation support will also result in an increase in the accommodation requirements for the assumed growth scenario's, as well as for existing employees.

Given the Shire is planning to invest in a new Office Building, it is expected that Tom Price will remain as the primary Administration Centre where most staff will be based. However, if land is not available to accommodate new housing in Tom Price, housing options will need to be explored in Onslow.

A table showing the forecast estimates is provided below.

TABLE 1

	ADDITIONAL FTE	ADDITIONAL ACCOMMODATION STOCK REQUIRED
Properties to fill existing vacancies	46.5	19
Staff Growth Forecasts (Low)	16.5	7
Staff Growth Forecasts (Medium - High)	10.5	4
Replace rentals		44
Total		74

STAFF HOUSING (BY TOWN)



DEMOGRAPHIC PROFILE

Understanding the broader demographic profile and housing mix gives an insight into the idiosyncrasies of each Town, and other drivers which may impact on future investment and staff retention.

	Onslow	Tom Price	Paraburdoo	Regional WA
Population	857	3,005	1,380	524,167
Median Age Residents	39	31	32	39
Average Household Size	2.00	3.00	3.00	3.00
Median Weekly Income	\$2,200	\$2,490	\$2,750	\$1,415
Median Mortgage Repayment	\$2,325	\$737	0	\$1,700
Medium sale price	\$257,500	\$300,000	\$210,000	
Annual Growth (2019-20)	-10.9%	7.1%	21.7%	
Total Private Dwellings	440	1,209	637	223,635
Occupied	303	892	398	176,495
Unoccupied (vacancy)	136 (30%)	314 (25%)	238 (37%)	47,139 (21%)

Demographic Profile

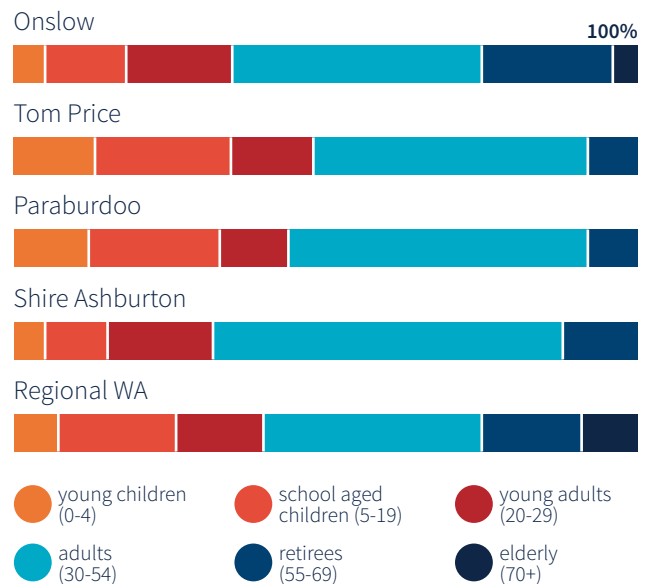
There are significant differences in the demographic profile of each Town.

Onslow has a more similar age structure and household to WA, with notably less school age children and more retirees (which is not surprising given its coastal location).

Tom Price and Paraburdoo each have very few elderly (70+), but a higher proportion of adults aged 30-54.

Factors such as housing for seniors, access to health care, and a satisfactory high school education are important considerations that complement the provision of housing, and impact more broadly on population drivers, liveability and a staff retention.

DEMOGRAPHIC PROFILE



Shire of Ashburton



Population

13,261 (2017)



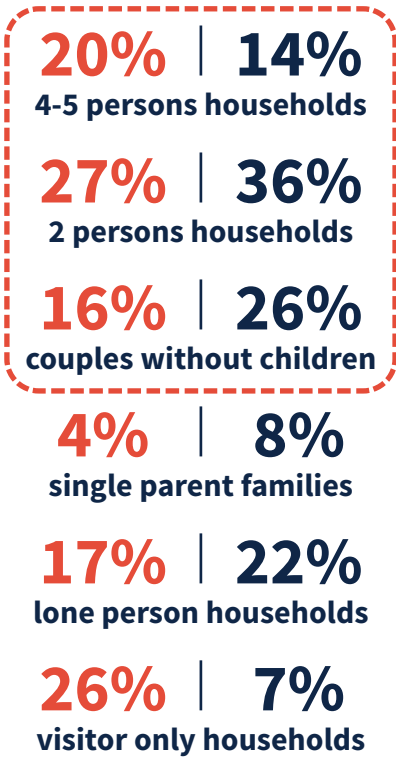
Household Structure

The Shire of Ashburton has comparatively, larger and smaller households compared to Regional WA. It also has significantly less couples without children which would indicate a demand for larger houses.

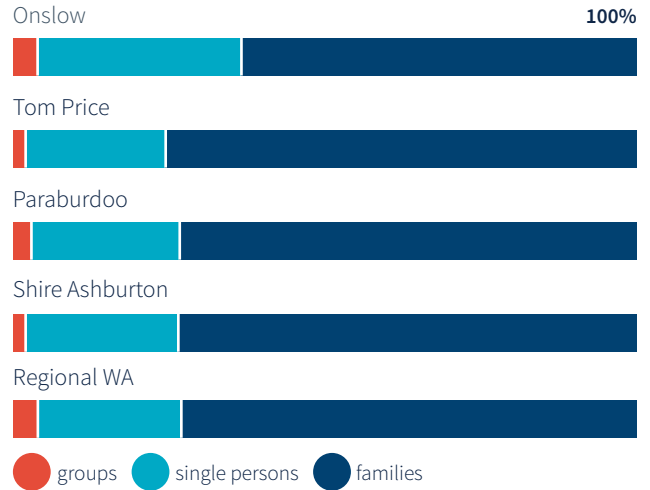
It has a housing mix dominated by 3-bedroom properties, particularly in Tom Price and Onslow.

Onslow has significantly less families, compared to the other Towns in the region, and Regional WA.

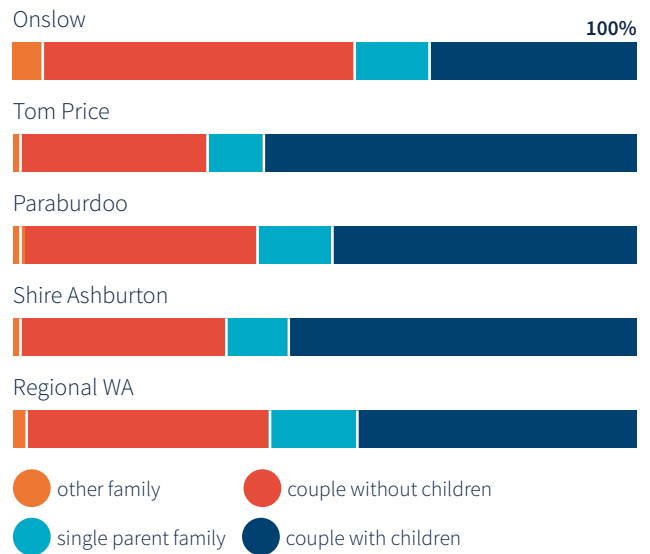
● shire of ashburton ● regional wa



HOUSEHOLD COMPOSITION



FAMILY COMPOSITION





Home Ownership

The Shire has a low proportion of households with a mortgage 3% (WA 37%).

It also has a disproportionately high number of rentals 65% (WA 27%) and a very high median weekly income \$2,313 (WA \$1,582).

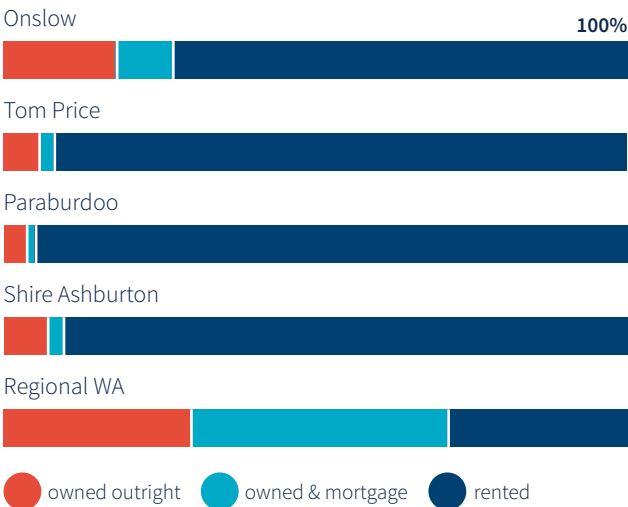
Socio-Economic Disadvantage Index, 2016

The Shire of Ashburton has a low incidence of disadvantage, with the Shire ranking 122 out of a total of 137 Local Government Areas in Western Australia in 2016 (decile 9). Additionally, the Shire ranked 487 out of a total of 544 Local Government Areas, nationally.

The towns with the least incidence of disadvantage are Tom Price (ranked 1,151) and Paraburdoo (ranked 1,044).

Onslow (ranked 295 out of 1,457 WA suburbs, decile 3) has a relatively high incidence of disadvantage, which shows that the resource wealth is not enjoyed by all and there is a level of divergence across the community.

RESIDENTIAL TENURE



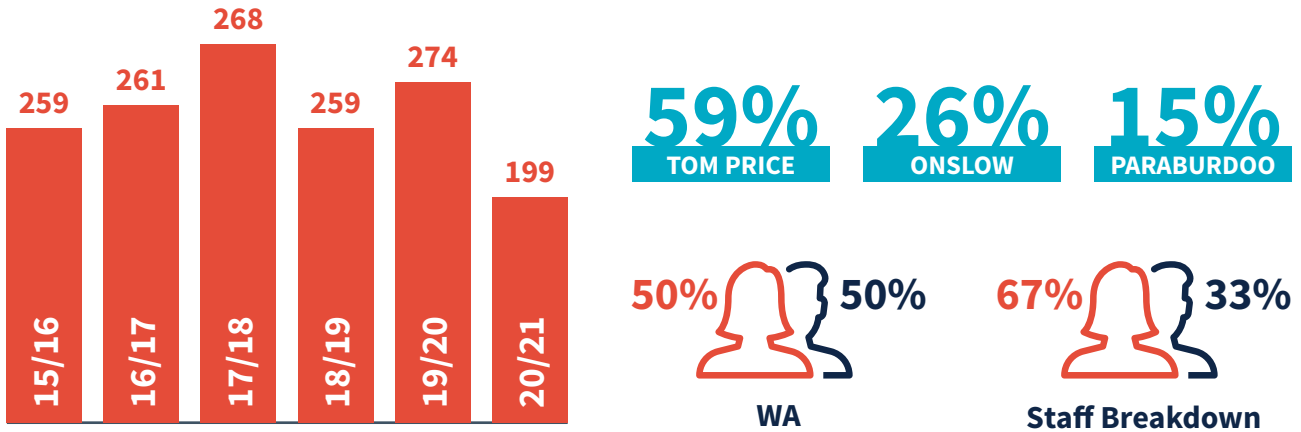
	Score	Ranking within Western Australia		
		Rank	Decile	Percentile
Tom Price	1065	1151	8	79
Onslow	970	295	3	21
Pannawonica	1042	926	7	64
Paraburdoo	1054	1044	8	72
Ashburton (S)	1046	122	9	89

Data Sources:

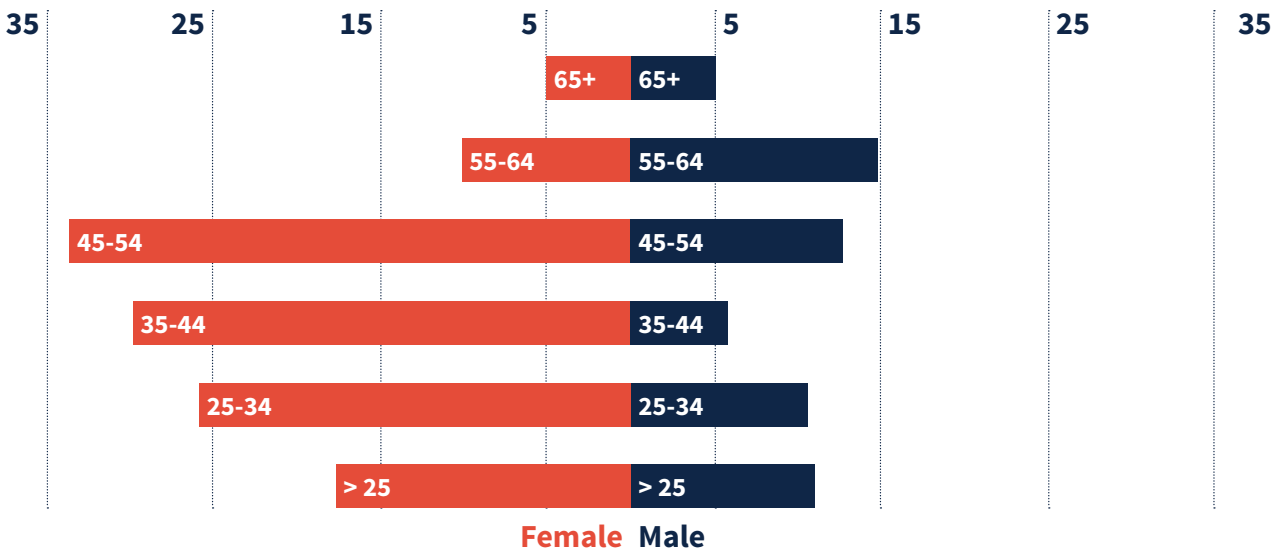
- ABS 2016 (Ashburton (S) Local Government Area)
- <https://profile.id.com.au/ashburton>
- <https://reiwa.com.au/suburb/tom-price/>
- <https://reiwa.com.au/suburb/onslow/>
- <https://reiwa.com.au/suburb/paraburdoo/>

Staff Summary

Staff Turnover



Current Workforce by Age

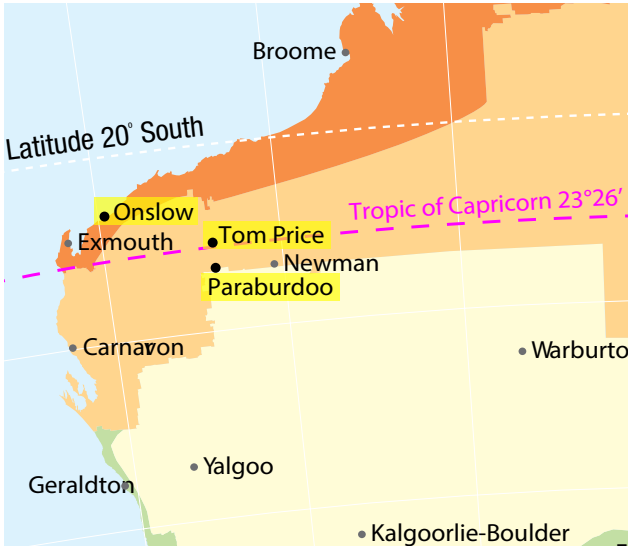


Distribution of Housing (current)

Based on the current data, not all staff receive a benefit for Housing.



CLIMATE



Different Towns, Different Climate

It is evident from the feedback obtained from staff surveys that better designed, comfortable homes are a priority.

Many homes built in both Tom Price and Paraburdoo were constructed in the 1960s and 70s, and were based on designs better suited to Perth's warm temperate climate, rather than the extremes of the Pilbara. Many homes have exposed thermal mass (bricks) and relatively short eaves, meaning indoor spaces are typically uncomfortable without air-conditioning in every room. While solar panels might assist in offsetting this relatively unsustainable reliance on high amounts of electricity for most days of the year, passive solar design techniques can be used to create more efficient and comfortable living conditions.

It is first necessary to appreciate the differences between climates of the three towns, before considering typical design responses.

Paraburdoo and Tom Price are more than 250km inland, and will experience greater differences between high and low temperatures, while Onslow enjoys the stabilising effect of the ocean and does not experience unbearably cool nights.

Onslow is north of the Tropic of Capricorn and will therefore experience sun penetrating from both the north and south of buildings depending on the time of year, while in Paraburdoo the sun will always be to the north.

Cyclone Season is typically November to April, and most frequent in the months of February and March. The National Construction Code prescribes additional strengthening requirements to buildings in response to these weather patterns.

Houses not suited for their Climate



Climate Zones

The Australian Government classifies the three towns as falling within three different climate zones.

Source: Your Home Technical Manual Fourth Edition, Australian Government (2010)

ZONE 1

High humid summer, warm winter



Main characteristics:

Highly humid with a degree of 'dry season'.
 High temperatures year round.
 Minimum seasonal temperature variation.
 Lowest diurnal (day/night) temperature range.

Key design responses:

Employ lightweight (low mass) construction.
 Maximise external wall areas (plans with one room depth are ideal) to encourage movement of breezes through the building (cross ventilation).
 Ceiling fans should be used where required.
 Site for exposure to breezes and shading all year.
 Shade whole building summer and winter (consider using a fly roof).
 Use reflective insulation and vapour barriers.
 Ventilates roof spaces.
 Use bulk insulation if mechanically cooling.
 Choose light coloured roof and wall materials.
 Elevate building to permit airflow beneath floors.
 Consider high or raked ceilings.
 Provide screened, shaded outdoor living areas.
 Consider creating sleepout spaces.
 Design and build for cyclonic conditions.

ZONE 3

Hot dry summer, warm winter



Main characteristics:

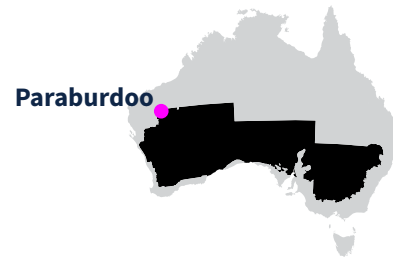
Distinct wet and dry seasons.
 Low rainfall and low humidity.
 No extreme cold but can be cool in winter.
 Hot to very hot summers common.
 Significant diurnal (day/night) range.

Key design responses:

Use passive solar design with insulated thermal mass.
 Maximise cross ventilation.
 Evaporative cooling or ceiling fans should be used if required.
 Consider convective (stack) ventilation, which vents rising hot air while drawing in cooler air.
 Site home for solar access and exposure to cooling breezes.
 Shade all east and west glass in summer.
 Install reflective insulation to keep out heat in summer.
 Use bulk insulation in ceilings and walls.
 Build screened, shaded summer outdoor living areas that allow winter sun penetration.
 Use garden ponds and water features to provide evaporative cooling.

ZONE 4

Hot dry summer, cool winter



Main characteristics:

Distinct seasons with low humidity all year round.
 High diurnal (day/night) temperature range.
 Low rainfall.
 Very hot summers common with hot, dry winds.
 Cool winters with cold dry winds.

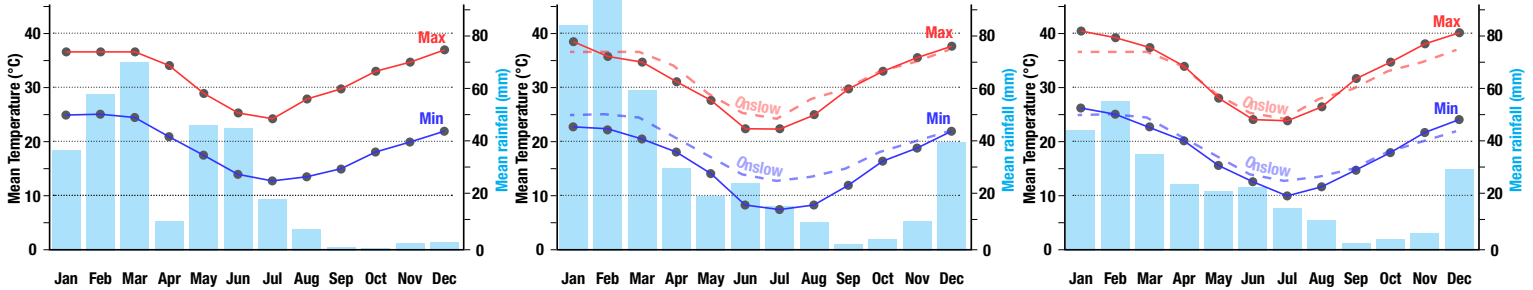
Key design responses:

Use passive solar principles with well insulated thermal mass.
 Maximise night time cooling in summer.
 Consider convective (stack) ventilation, which vents rising hot air while drawing in cooler air.
 Build more compact shaped buildings with good cross ventilation for summer.
 Maximise solar access, exposure to cooling breezes and cool air drainage. Protect from strong, cold winter and dusty summer winds.
 Shade all east and west glass in summer.
 Provide shaded outdoor living areas.
 Consider adjustable shading to control solar access.
 Auxiliary heating may be required.
 Use evaporative cooling if required.
 Avoid air-conditioning.
 Use reflective insulation to keep out summer heat.
 Use bulk insulation for ceilings, walls and exposed floors.
 Consider double glazing.
 Use ponds and water in shaded courtyards to provide evaporative cooling.
 Draught seal thoroughly. Use airlocks to entries.



Local Climate

Source: Bureau of Meteorology, Australian Government (2020)



Onslow

Summer sun moves south of town

Protracted Hot Summer Period (Sep - Apr above 30°C max.)

Cooler Winter Nights, but never averaging less than 10°C

Diurnal temperature variation, generally only 10°C

Long periods of little or no rain (toward end of year)

308.4mm rain per year

Tom Price

Summer sun directly overhead

Protracted Hot Summer Period (Oct - Apr above 30°C max.)

Cold Winter Nights (Jun - Aug below 10°C)

Diurnal temperature variation up to 20°C, generally 15°C

More rain during Summer than Onslow

398.5mm rain per year

Paraburadoo

Summer sun practically overhead (but always north)

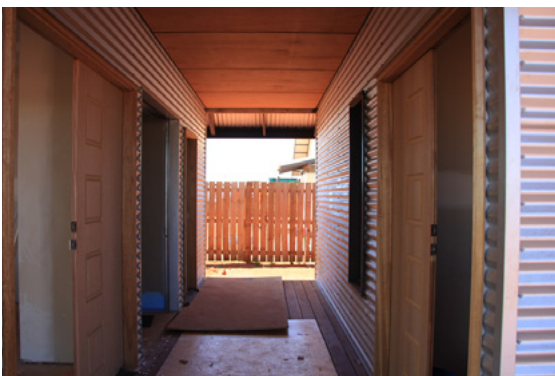
Protracted Hot Summer Period (Sep - Apr above 30°C max.)

Cooler Winter Nights, but not as cold as Tom Price

Diurnal temperature variation, generally 15°C

The least amount of overall rainfall

271.3mm rain per year



Breezeway

A breezeway allows airflow to be better directed to rooms and allows for natural cooling if direction of breezes is taken into account when building or renovating.

ZONE	DESCRIPTION
Onslow	1 High humid summer, warm winter
	2 Warm humid summer, mild winter
Tom Price & Paraburadoo	3 Hot dry summer, warm winter
	4 Hot dry summer, cool winter
	5 Warm temperate
	6 Mild temperate
	7 Cool temperate
	8 Alpine

A Closer Look

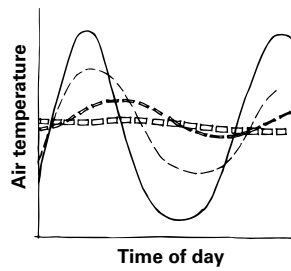
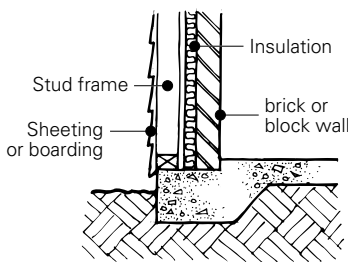
A closer look at local climate conditions reveals that Climate Zone 4 (Hot dry summer, cool winter) can be used to accurately describe both Tom Price and Paraburadoo.

Climate Zone Source: Your Home Technical Manual Fourth Edition, Australian Government (2010)

What Does this mean for building houses?

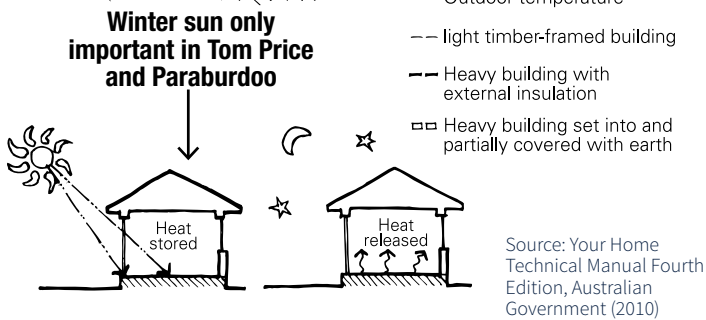


Wrap around **verandahs** are encouraged in Onslow, as sun can penetrate from all angles depending on time of the year.



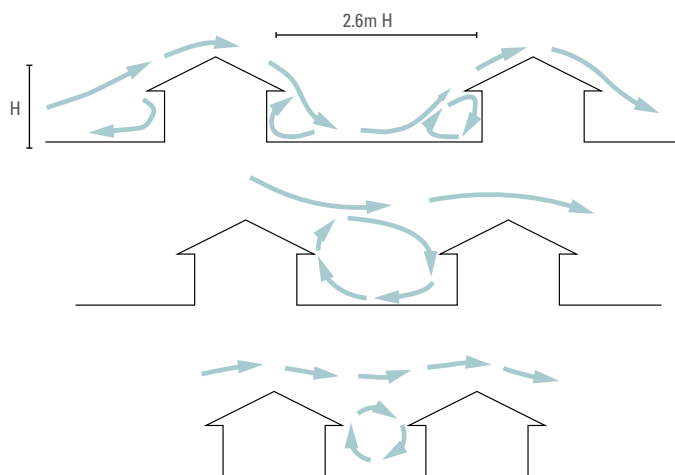
Thermal mass (bricks and concrete) is much more important in Tom Price and Paraburadoo, for its thermal lag properties. Insulated thermal mass (protected from direct exposure to sun) will help minimise the differences between minimum night-time and maximum day-time temperatures.

Light-weight construction can be used in Onslow, and in Tom Price and Paraburadoo when paired with thermal mass



Allowing adequate separation between houses to allow for breezes

Source: Pilbara Vernacular Handbook, CODA and Landcorp (2011)



Desired outcome: Isolated Roughness Regime. Air flows over an object and descends back to ground level

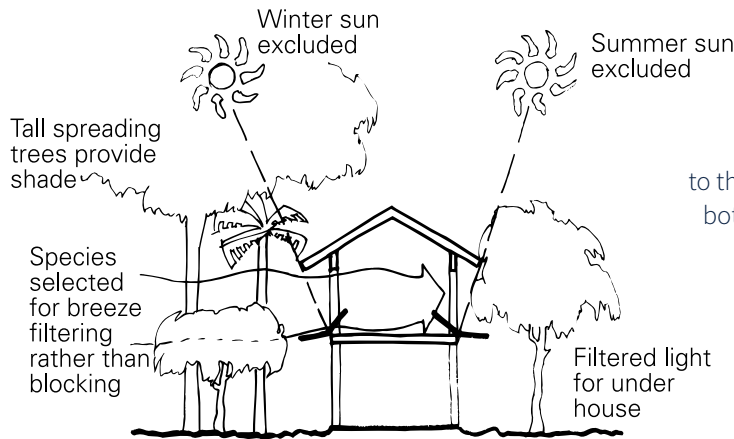
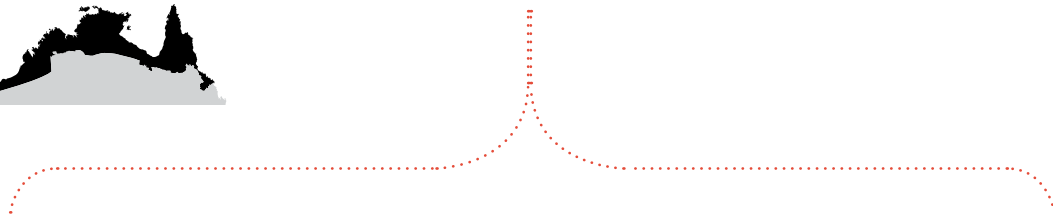
Undesirable outcome: Wake Interference Regime. Air flows over the first object and impact the upper portion of the downwind object to create an eddy between the two

CLIMATE RESPONSE

ZONE 1

High humid summer, warm winter

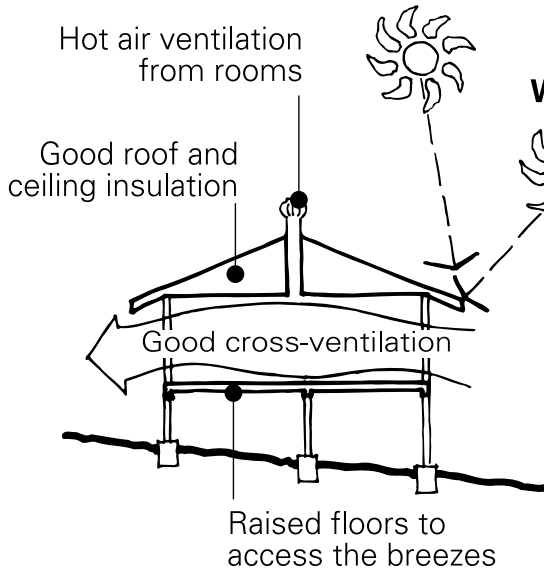
Onslow Only



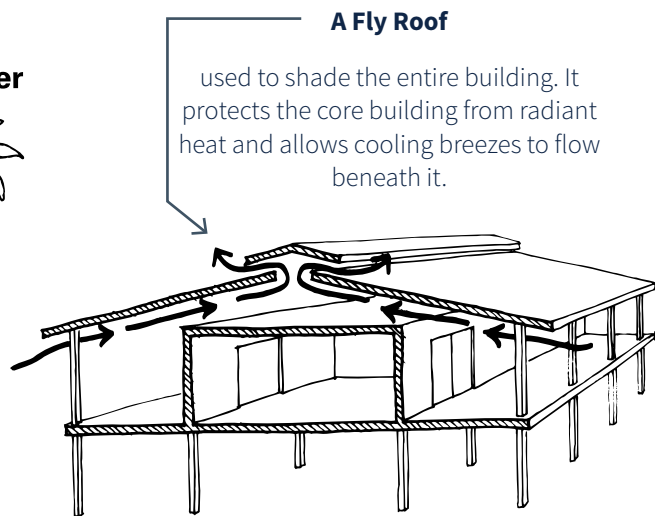
Permanent Shading

to the entire house is necessary, to exclude both summer and winter sun. Design for cooling breezes.

Summer



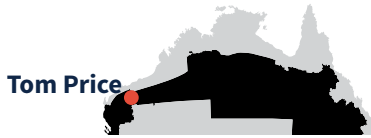
Winter



Source: Your Home Technical Manual Fourth Edition, Australian Government (2010)

ZONE 3

Hot dry summer, warm winter



ZONE 4

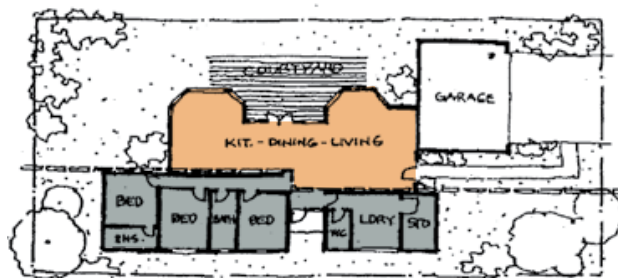
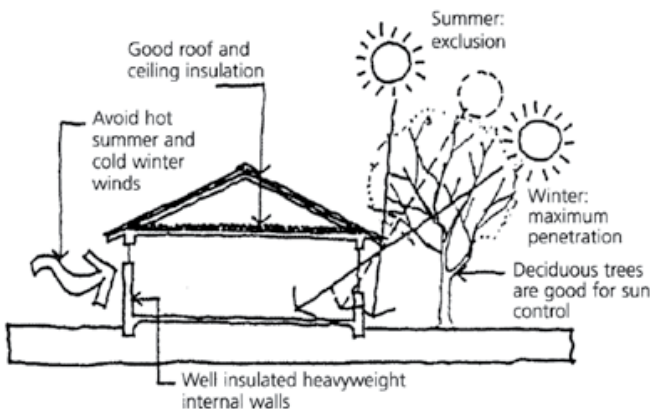
Hot dry summer, cool winter



Tom Price and Paraburdoo

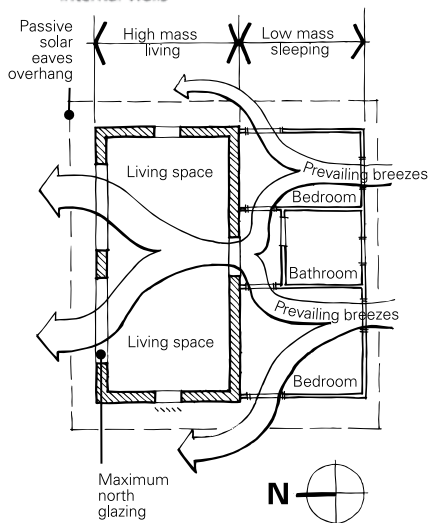
Winter Sun

is much more important, and must penetrate to allow stored heat to be released during the cooler night-time



Source: Amcord, 1995

- Rooms requiring heat in winter
- Rooms which don't require heating

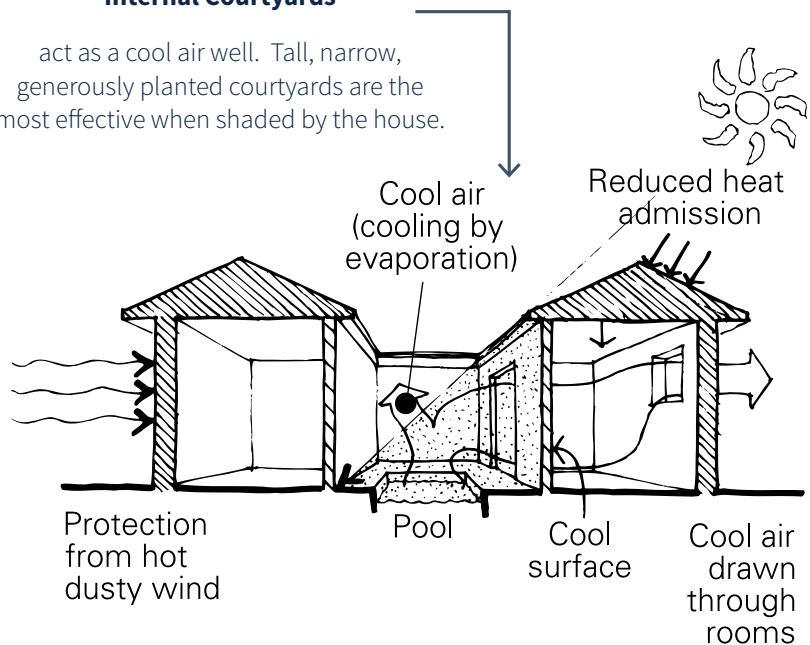


Thermal Mass

on north side of the house. Minimise sun penetration from east and west elevations

Internal Courtyards

act as a cool air well. Tall, narrow, generously planted courtyards are the most effective when shaded by the house.



PART 2

HOUSING PROFILE



SHIRE OF ASHBURTON

The Shire of Ashburton has a very low proportion of 4-bedroom houses in all towns, compared to Regional WA, and other mining communities.

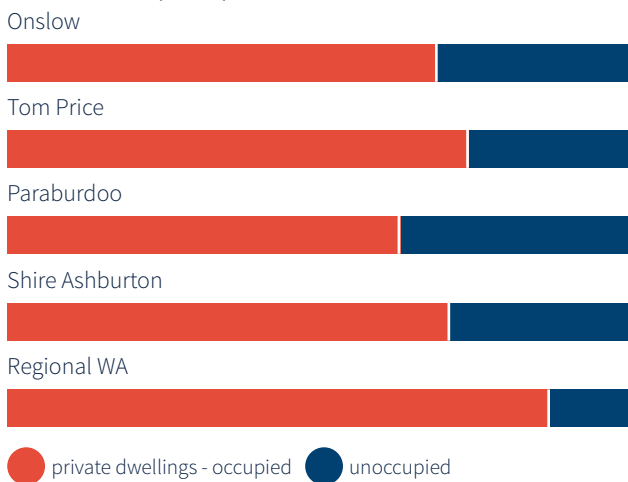
Onslow has a good mix of housing sizes and types.

Tom Price and Paraburdoo have a majority separate houses, with a very low proportion of semi-detached / town houses. There are no flats or apartments in Paraburdoo.

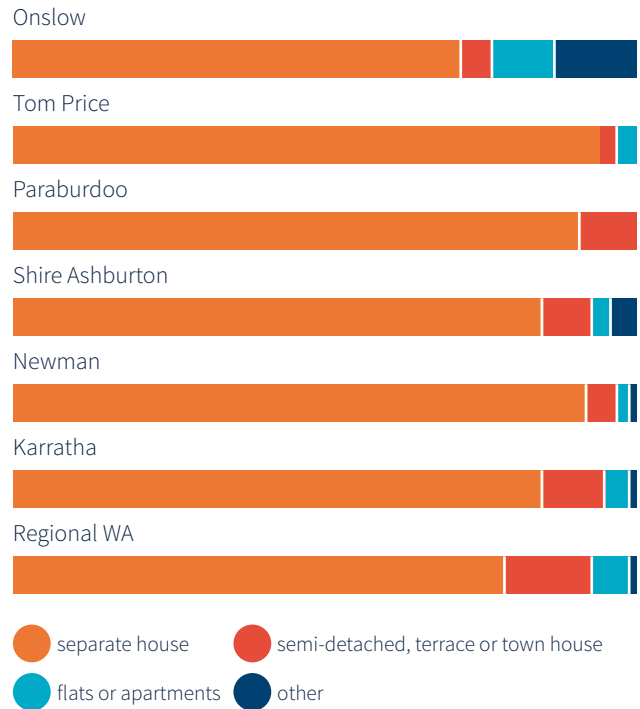
Anecdotally, there are also reports of a housing crisis in Tom Price for essential workers, such as banking and medical staff. The data is not represented by the ABS 2016 occupancy rates, because the high demand is cyclical, a direct result of Rio Tinto being the dominate property owner in Town.

Forging strategic alliances and investing in joint development initiatives with other organisations, such as the Pilbara Development Commission, Local Not for Profit Organisations (e.g. Gumala), the Government Regional Officers' Housing Program (GROH), Department of Communities and Development WA will help to diversify the product offer and reduce these risks to soften the impact during periods of high-level mining activity.

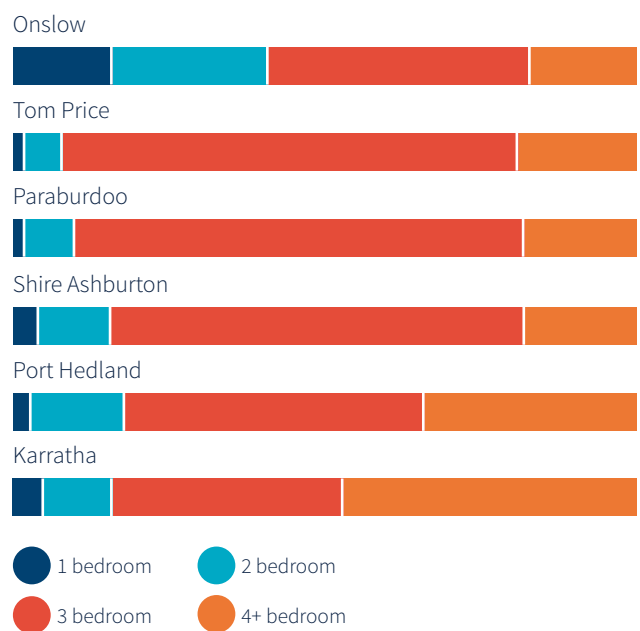
OCCUPANCY (2016)



HOUSING TYPOLOGIES



HOUSING MIX













SHIRE'S PROPERTY PORTFOLIO











The Shire of Ashburton's current Shire Housing comprises 100 properties, 56% of which are owned by the Shire. Of these, 28 are in Tom Price, 18 in Onslow and 10 in Paraburdoo. The majority of stock is currently represented by separate 3 x 1 houses.

There are very few larger properties, and most of these are allocated to Senior Staff. This means that in some instances, larger families (4-5 people) are being housed in 3 x 1 bedroom homes, and single person households are in larger 4 x 2 homes.

HOUSING STOCK

	 1 X 1	 2 X 1	 2 X 2	 3 X 1	 3 X 2	 4 X 1	 4 X 2	 4 X 3	 4 X 4	 7 X 6
Onslow	0	2	3	12	9	0	4	0	0	
Tom Price	3	8	0	32	10	3	0	0	0	1
Paraburdoo	0	0	0	10	0	1	0	0	1	0

HOUSING OCCUPANTS

	 1	 2	 3	 4	 5	 6
 4 X 2	2 ♦ 0	1 ♦ 0	0 ♦ 1		1 ♦ 2	
 3 X 1	2 ♦ 8	2 ♦ 7	0 ♦ 7	2 ♦ 6		0 ♦ 2
 2 X 1	2 ♦ 1	0 ♦ 2				
 1 X 1		0 ♦ 2				

 onslow  tom price

OPERATIONS & MAINTENANCE

	TOM PRICE	ONSLow	PARABURDOO	TOTAL
Maintenance Expenses (2019-20)	\$228,281	\$115,357	\$95,538	\$439,255
Operational Expenses (2019-20)	\$703,425	\$361,225	\$98,548	\$1,163,198
Fair Value	\$6.9m	\$7.8m	\$1.9m	\$16.6m (est)
Asset Replacement Value	\$13.4m	\$7.1m	\$4.6m	\$25.1m

Data shows that the Shire has spent a substantial sum on maintenance, capital upgrades and operational expenses, for both Shire-owned and rental properties.

Between 2016 and 2021, the Shire spent a total of \$5.5m, comprising \$2.4m on Shire owned properties, and \$3.1m on rental properties. Operational expenses relate to leasing fees, electricity and water.

These expenses are particularly high in Tom Price, because of the high number of rental properties.

Collating the data required to understand the Shire's Property Portfolio, including past and planned Capital Works Program, Building Maintenance, Lease Agreements and Condition Assessments has been a long and arduous task. The information is scattered amongst various sources and different spreadsheets. It is disparate and incomplete, and difficult for Shire staff to manage the portfolio efficiently and effectively.

Benchmark standards usually recommend a minimum funding of 1% of the building Asset Replacement Value (ARV) of a property building portfolio.

Average spend on Property Maintenance has been in accordance to recommended benchmark standards (around 1.5%), but all maintenance work has been reactive.

A 'preventative maintenance program' will help to maintain good maintenance practice and better preserve assets to a reasonable condition or standard.

Cost estimates for a preventative maintenance program, based on a minimum benchmark spend of 1.6% per annum (including a 60% pilbara 'mark-up'), are included in the table below.

BUILDING MAINTENANCE MINIMUM SPEND (BMW)

	ASSET REPLACEMENT COST (ARV)	PER ANNUM MINIMUM (1.6% P.A.)	5 YR MINIMUM (1.6% P.A.)
Onslow	\$7.1m	\$113,600	\$568,000
Tom Price	\$13.4m	\$214,400	\$1,072,000
Paraburdoo	\$4.6m	\$73,600	\$368,000

PROPERTY EXPENSES (2019-20)**Onslow**

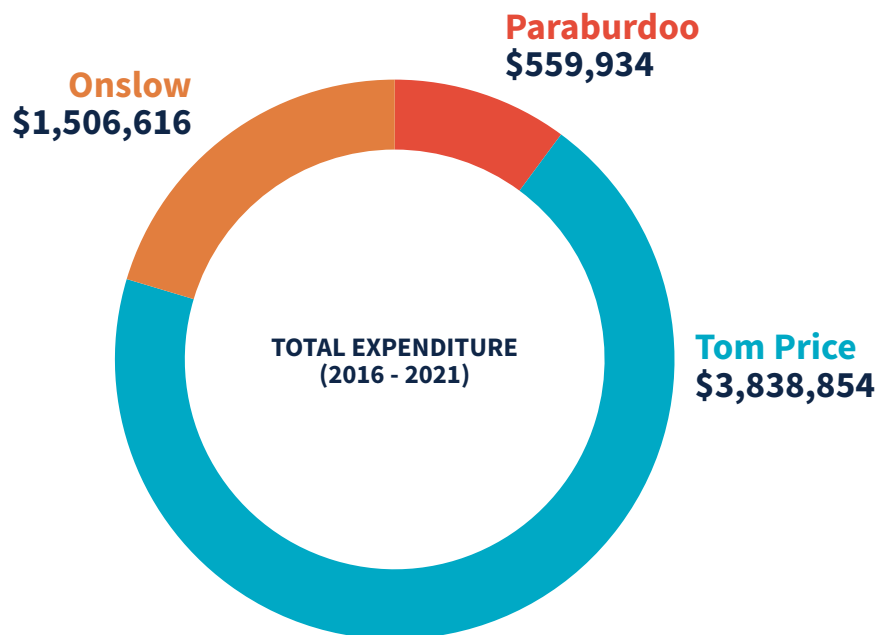
	Building Maintenance	Operations	Total
Shire	\$92,823	\$110,907	\$203,730
Rentals	\$17,864	\$219,276	\$237,140
No longer rented	\$2,458	\$668	\$3,127

Tom Price

	Building Maintenance	Operations	Total
Shire	\$172,845	\$206,306	\$379,151
Rentals	\$46,599	\$462,189	\$508,788
No longer rented	\$8,838	\$34,930	\$43,767

Paraburdoo

	Building Maintenance	Operations	Total
Shire	\$95,538	\$65,565	\$161,104
Rentals	\$0	\$32,983	\$32,983
No longer rented	\$0	\$0	\$0



Refurbishment Programs

A rolling capital works program has been in place in Tom Price and Paraburdoo.

The Shire has invested substantially in property over the past 5 years. The total investment, based on past costs and estimated future works, capital and maintenance expenses represent 40-60% of the Asset Replacement Value.

Full refurbishments have generally cost around \$200-\$250K per property. Data inconsistencies suggest that there is a low understanding of actual condition of properties in Tom Price and Paraburdoo.

In recent years, significant works were excluded from the refurbishment programs. This means several properties still require significant spend to get them up to standard, on items such as landscaping, roof replacement and insulation. These works should be considered a priority, to assist in the reduction of operational expenses.

Establishing a 'Refurbishment Framework' to guide the necessary and desired upgrades will ensure there is a fair, consistent and thorough approach.

A strategic framework will also ensure that the refurbishments are undertaken with appropriate, high quality and durable materials that will stand the test of time.

Upgrading the aged properties is perceived as a prudent response financially, compared to the initial outlay of a new build, and it does provide staff with a property that is suitable and adequate. However, the building is not thermally efficient and far from ideal to suit the modern family lifestyles.

Ultimately, the differential cost outlay between a new build versus a refurbished property in Tom Price is not dissimilar. Based on data that has been provided by the Shire, a new property can be built for around \$500,000-\$550,000, whereas full refurbishments have cost between approximately \$150,000-\$200,000, in addition to a purchase price around \$260,000-\$280,000.

The refurbishment program also does little to boost and diversify the property portfolio currently on offer in Tom Price and Paraburdoo.

It makes sound sense to gradually invest in a portfolio of new homes, when the total spend to renovate houses, represents a substantial proportion of the total fair value.



126 Cedar Street, Tom Price
Full Refurbishment Required



261 Poincianna Street, Tom Price
Refurbishment Complete

Acquisitions

The Shire has also purchased several aged properties in Tom Price and Paraburdoo over the past 5 years, which have required substantial refurbishment investment.

Data shows given the significant refurbishment costs to bring these properties up to standard, it would be as cost effective, to invest in new properties.

YEAR	ADDRESS	PROPERTY DETAILS	PURCHASE COST	REFURBISHMENT COSTS COMPLETE (PLANNED)
2017	602 Boolee Street, Tom Price	Existing House (aged – 3 x 1)	\$250,000	\$290,629
2017	604 Boolee Street, Tom Price	Existing House (aged – 3 x 1)	\$258,000	\$306,397
2017	787 Larnook Street, Tom Price	Existing House (aged – 3 x 1)	\$268,000	\$228,035
2017	710 Yiluk Street Tom Price	Existing House (aged – 3 x 1)	\$223,000	\$258,427
2019	Lot 193 Capricorn Ave Paraburdoo	Existing House (aged – 3 x 1)	\$210,000	\$176,347



602 Boolee Street, Tom Price



710 Yiluk Street, Tom Price



178 Cassia St, Tom Price (refurbished)



Transit House, Onslow

Address	BMW (2016-20)	Asset Replacement Cost (ARV)	5 Yr STD BMW+ Capital / ARV	Capital Works (2015-2020)	5 -10 Yr Capital Works Program (Estimated)	Total Planned Spend / ARV
39 Joffre Ave Paraburdoo	\$55,721	\$411,000	14%		\$200,000	62%
126 Cedar St Tom Price	\$25,316	\$474,000	9%	\$18,104	\$250,000	62%
604 Boolee St Tom Price (8)	\$41,911	\$503,000	38%	\$149,586	\$114,900	61%
571 Brockman Ave Paraburdoo	\$21,083	\$450,000	15%	\$45,189	\$200,000	59%
825 Warara St Tom Price	\$26,573	\$469,000	6%		\$250,000	59%
22 Lilac St Tom Price	\$7,756	\$445,000	2%		\$250,000	58%
586 King Ave Paraburdoo	\$24,636	\$447,000	12%	\$30,875	\$200,000	57%
1004 Marradong Pl Tom Price	\$16,589	\$445,000	48%	\$198,650	\$38,900	57%
556 Margaret Ave Paraburdoo	\$16,101	\$412,000	37%	\$135,399	\$83,500	57%
98 Oleander St Tom Price	\$16,556	\$454,000	7%	\$13,016	\$225,000	56%
797 Kulai St Tom Price	\$9,379	\$466,000	2%		\$250,000	56%
602 Boolee Street, Tom Price	\$26,397	\$528,000	37%	\$169,332	\$94,900	55%
773 Larnook St Tom Price	\$10,235	\$478,000	2%		\$250,000	54%
565 Brockman Ave Paraburdoo	\$28,656	\$450,000	21%	\$66,235	\$150,000	54%
172 Hardy Ave Paraburdoo	\$28,928	\$533,000	20%	\$79,179	\$180,000	54%
498 Sirius St Tom Price	\$25,627	\$526,000	6%	\$3,531	\$250,000	53%
398 Acalypha St Tom Price	\$21,853	\$631,000	15%	\$73,542	\$225,000	51%
1143 Yanagin Pl Tom Price	\$36,552	\$578,000	50%	\$253,925	n/a	50%
178 Cassia St Tom Price	\$14,686	\$419,000	46%	\$179,723	\$14,900	50%
56 Whaleback Ave Paraburdoo	\$19,569	\$440,000	4%		\$200,000	50%
17 Lilac St Tom Price	\$15,847	\$474,000	36%	\$154,847	\$58,900	48%
787 Larnook Street, Tom Price	\$23,247	\$498,000	34%	\$144,788	\$60,000	46%
516 Lockyer Ave Paraburdoo	\$11,684	\$470,000	2%		\$200,000	45%
90 Pilbara Ave Paraburdoo	\$12,849	\$480,000	3%		\$200,000	44%
710 Yiluk Street, Tom Price	\$10,521	\$606,000	36%	\$207,906	\$40,000	43%
279 Carob St Tom Price	\$27,603	\$591,000	33%	\$169,555	\$44,900	41%
283 Carob St Tom Price	\$17,080	\$493,000	33%	\$143,882	\$33,900	40%
758 Mungarra St Tom Price	\$17,795	\$480,000	30%	\$124,241	\$28,900	36%
193 Capricorn Ave Paraburdoo	\$47,757	\$503,000	13%	\$19,690	\$108,900	35%
944 First St Onslow (3)	\$5,467	\$436,000	1%		\$120,000	29%
1104A Jabbarup St Tom Price	\$23,289	\$439,000	22%	\$74,989	\$8,500	24%
1152 Tarwonga Crt Tom Price	\$39,499	\$502,000	24%	\$80,516		24%
1104B Jabbarup St Tom Price	\$23,075	\$439,000	19%	\$58,201	\$8,500	20%
261 Poinciana St Tom Price	\$16,845	\$576,000	11%	\$45,559	\$8,900	12%



583 Third Ave Onslow (Proposed Demolition)



22 Lilac Street, Tom Price



98 Oleander St, Tom Price



First Avenue, Onslow (Waterfront)



294 Samson Ave, Paraburdoo (rental)



193 Capricorn Ave, Paraburdoo

RENTALS

Market Overview

The average market rent for all towns is very high compared to Regional WA, particularly in Onslow.

For Onslow, the contrasting mix of old and modern properties in Town, is reflected in substantial price differences. For example, the price for a one-bedroom apartment ranges from \$320 to \$1,200/per week.

MARKET RENTS (2020)

Town	Currently Listed	Price (average) /week	Average Price /month
Regional WA	N/A	\$350	\$1,516
Tom Price	32	\$495	\$2,145
Onslow	12	\$950	\$4,115
Paraburdoo	2	\$675	\$2,925

ONSLOW – MARKET RENTS (2020)

	High (per week)	Low (per week)	Average (per week)
1-bedroom	\$1,200	\$320	\$485
2-bedroom	\$500	\$400	\$435
3-bedroom	\$900	\$350	\$488
4-bedroom	\$690	\$250	\$550

Source: Core Logic, November 2020



26 Maunsell Corner, Onslow



Villa Units, Onslow



395 Bruce Avenue, Paraburdoo



144 Cedar Street, Tom Price

Rental Properties

The Shire rents 44 properties for its staff. Most of these properties (30) are in Tom Price, 90% of which are Rio Tinto properties.

The average monthly rent for staff housed in private rentals is \$1,340 in Tom Price, and \$1,950 in Onslow. As expected, rents in Onslow are on average higher, based on the current market. In contrast, rental properties in Tom Price are lower than average, being older/subsidised stock that is owned by Rio. There was a monthly difference of \$1,262 and \$645 between the lowest and highest paid rental subsidy in Tom Price and Onslow respectively.

In 2016/17 and 2017/18 respectively, the annual spend for one rental property in Onslow was \$49,000 and \$43,215 (\$159,500 over 5 years). The rent paid was considerably higher than other properties through the same period.

A guiding policy to inform 'capped' rents for each town, based on reasonable market rates and current market review, would help to manage issues of equity and fairness.

The Shire currently rents houses from Rio Tinto/Sodexo in Tom Price and Paraburdoo, and other private rentals in Onslow to meet staff housing demand.

Whilst not critical, replacement of existing rental stock with Shire owned properties would release the houses for rental to other organisations such as the post office and school who are facing the same housing challenges.

Whilst a significant capital spend would be required to replace the rental houses this would reduce future operating expenditure whilst providing staff with modern energy efficient fit for purpose housing better able to attract and retain staff.

SHIRE RENTS PAID (CURRENT)

	TOTAL	AVERAGE (PER MONTH)	HIGHEST (CURRENT)	LOWEST (CURRENT)	TOTAL
Tom Price	31	\$1,341	\$1,998	\$736	\$365,299
Onslow	19	\$1,953	\$2,383	\$1,738	\$ 75,464
Paraburdoo	2	N/A			



18 Weelamarra Court, Tom Price



27 Lilac St, Tom Price

NEW BUILDS & ACQUISITIONS

Market Overview

There are very few properties for sale in each town, each year.

Since the mining boom, which saw exorbitant prices peak up until 2012, house prices have been more stable. The average price is currently highest in Tom Price, where stock is in high demand and land availability is at a premium. The number of properties for sale is low in Onslow, but land is readily available, particularly in Barrada Estate.

The data indicates it is currently a good time to invest. Having a clear strategy on asset acquisitions, will counter reactive and ad-hoc decisions and provide Councillors with the confidence that investments are based on a sound and rationale approach.

TOWN	PRICE (AVERAGE)	CURRENTLY LISTED
Tom Price	\$485,000	5
Onslow	\$460,000	11
Paraburdoo	\$275,000+	1

Source: Core Logic November 2020

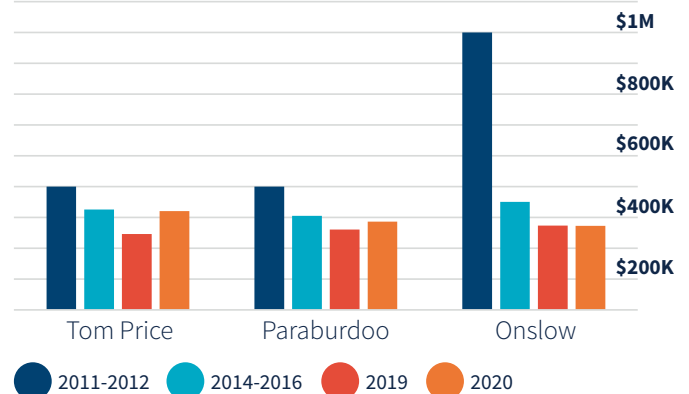
PROPERTY LISTINGS: ONSLOW

PROPERTY TYPE	AVERAGE	PROPERTIES LISTED
3 x 1	\$301,000	3
4 x 3	\$690,000	1

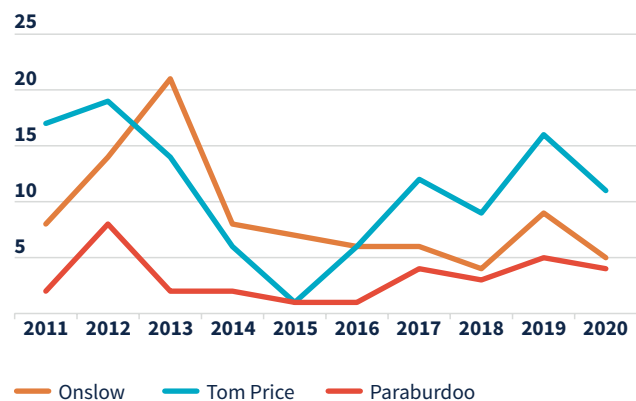
PROPERTY LISTINGS: TOM PRICE

PROPERTY TYPE	AVERAGE	PROPERTIES LISTED
2 x 2	\$594,000	1
3 x 2	\$599,000	2
3 x 1	\$340,000	3
4 x 1	\$516,000	3
5 x 2	\$612,500	1

MEDIAN HOUSE PRICES



SALES (YEAR)



New Builds

New properties which are owned by the Shire represent negligible 5-year annual spend. Initial outlay ranges from \$380,000-\$500,000 per dwelling. Obvious efficiencies are also gained when multiple dwellings are built at the same time. The high upfront outlays are offset with flow on benefits such as reduced maintenance and decreased operational expenses, in particular above-average market rents.

YEAR	ADDRESS	PROPERTY DETAILS	TOTAL COST	DWELLING COST (APPROX.)
2012	Lot 27 Willow Road, Tom Price	New Build Transit House	\$770,000	
2016	5 Anketell Court (Lots 2 & 3)	Existing Houses	\$760,000	\$380,000
2016	Barrarda Estate, Onslow	New Builds 2 Dwellings (3 x 2) 1 Dwelling (4 x 2)	\$1,200,000	\$400,000
2017	8 Anketell Crt, Onslow (Not built by the Shire)	Triplex (purchased) 3 Dwellings (3 x 2)	\$700,000	\$235,000
2020	Grevillea Place, Tom Price	New Build 2 Dwellings (3 x 2)	\$998,815	\$500,000

Initial observations suggest it is worthwhile establishing clearer guidelines to better inform decisions for new builds. It is likely that cost has driven the choices for the recent houses built in Tom Price. A heightened focus on layout would have resulted in an improved and more efficient designed house, such as the recent builds in Onslow.

- Barrarda Estate - Well designed, efficient layout and good-sized rooms
- Anketell Court Triplex – Yard space is limited. Units are well designed, with an efficient, modern layout with good sized rooms.
- Grevilla Place – Room to improve the layout and design.
- Willow Road – Well considered and thoughtfully designed. For future transit properties, it would be worth considering the inclusion of ‘self-contained’ kitchens in some rooms, for extended stay visitors.



8A Anketell, Onslow



6 Carolyn, Onslow



215 Grevillia Place, Tom Price

STAFF SURVEYS

A staff accommodation survey was distributed to all employees in September 2020, requesting input in the development of staff accommodation. Detailed employee feedback of satisfaction with, and perceived importance of specific accommodation factors was obtained by means of this survey, in respect to the factors summarised below:

- Shire provision of accommodation
- Suitability of current accommodation for your circumstances
- Standard of accommodation
- State of repair
- Design and Layout
- Garden / Backyard / Outdoor areas
- Disability access
- Age of accommodation
- Proximity to workplace
- Neighbourhood problems

Results were generally positive, commending the Shire on the provision of housing.

The areas with the poorest level of satisfaction were disability access, design and layout and age of accommodation. Proximity to the workplace came up as the factor with the biggest gap between the level of importance and satisfaction.

Some of the key elements highlighted include:

- Build for efficiency / fit for purpose (design efficiency / solar panels to reduce high-power costs)
- Climate responsive landscaping / garden maintenance
- Space to suit lifestyle needs (i.e. patios / storage areas for boats, camper trailers, garden areas etc.)
- Allocation of housing types to suit family needs (versus organisational hierarchy)
- Provision for storage

The feedback provides valuable insights to help prioritise investment decisions in future refurbishment programs and new builds.

As our family needs are changing now, there seems to not be opportunity for larger accommodation

Hard to keep any plants alive in the heat

I believe that the SoA does a great job with their housing and over all I have no complaints

Housing allocation based on hierarchy, rather than family requirements, I feel, needs to change

The shire needs housing that suits the 'Onslow Lifestyle' and not units with limited yard and parking space

Not one single cupboard has built in shelving and it has recently been renovated

I am very grateful to the Shire for providing housing, currently at no cost, as it allowed my family to stay in Tom Price

Consider that single people or a couple may like a house and garden and space rather than a unit

Better outdoor aspect due to weather conditions and flooding

Solar power / Solar panels

The air-conditioning unit (APAC) is outdated, requires a lot of maintenance and is extremely expensive to run

Efficient cooling and heating are a requirement not just a nice to have



61 Pine Street, Tom Price - Potential Demolition and Rebuild



6 Carlyon, Onslow - New Build

PART 3

TOWN OVERVIEW

ONLOW

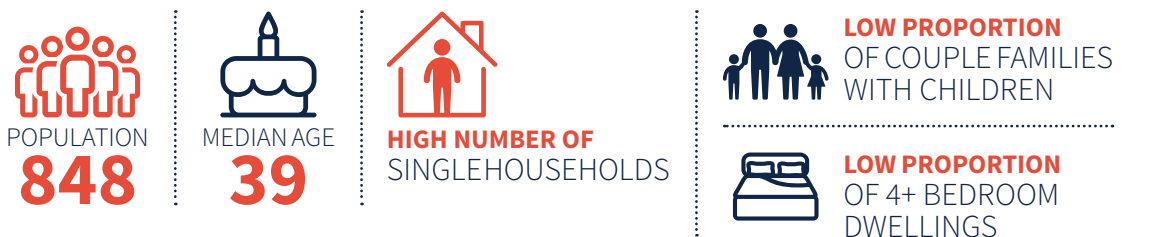
Current and Future Population

The current population of Onslow is approximately 850 people.

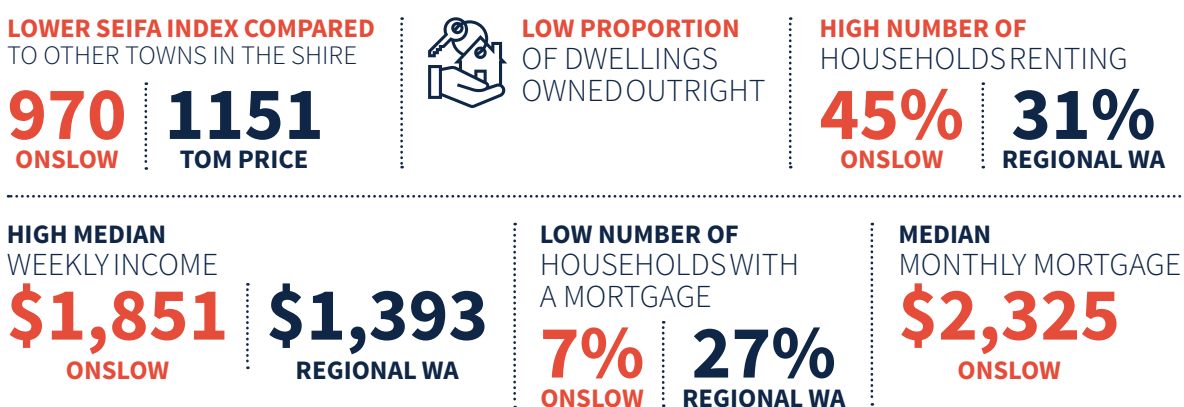
Onslow has seen a reduction in its population of late due to the Chevron Wheatstone Gas Plant Facility moving from construction to operation, as operation of the plant requires substantially less people to operate than the number required for construction.

The future population growth of Onslow is unknown. Modest growth is speculated over the next five to ten years.

PEOPLE



ECONOMIC DRIVERS



MARKET OVERVIEW



Property Portfolio

The Shire currently owns 18 properties and rents thirteen (13) properties in Onslow at a total cost of \$204,508 annually (2019/20).

Compared to Tom Price and Paraburdoo, Onslow has a good diverse mix of housing types, which are in a reasonable condition.

The portfolio includes a contrasting and varied mix between new, modern houses, and aged, fibre-cement houses.

Onslow housing stock is made up of a mixture of free standing units and single residential dwellings. Most of the single residential houses are more than 40 years old and have been maintained to a reasonable degree. Some of the older properties warrant replacement.

Investment in the Shire’s new office administration building has established a stronger presence in Town.

As Onslow expands, service demands will also increase. An upgraded and fit for purpose Transit House will better accommodate the needs of visiting staff and short-term contractors, which are will inevitably increase in numbers, over the coming decade.

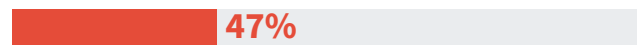


3 First St (Heritage)

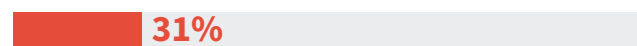
PROPERTY SUMMARY

STAFF HOUSING

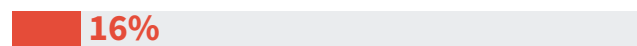
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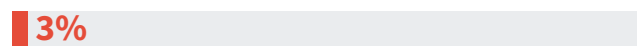
Shire Owned



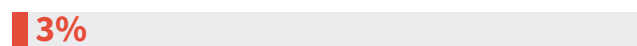
Private Rentals



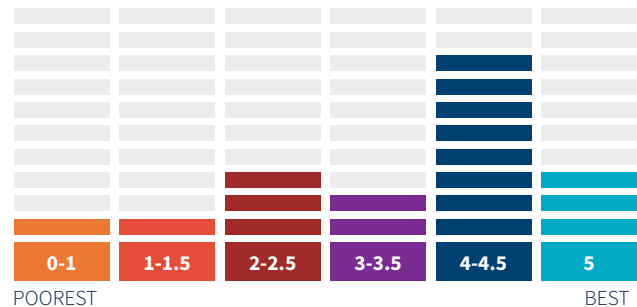
Sodexo



Rent Relief



PROPERTY CONDITION - ONSLOW



ONSLOW PORTFOLIO MIX



PROPERTY PORTFOLIO

ONSLOW



Cadastral Data Source: Landgate (2020); Aerial Photograph Source: Nearmap (Oct 2020)

ONSLOW PROPERTIES OWNED BY THE SHIRE							
STREET ADDRESS	LOT No.	HOUSING TYPE	BED x BATH	FAIR VALUE	YEAR OF BUILD	PRIORITY	NOTES
U2/5 Anketell Court	Lot 666	Townhouse	3 x 2	\$362,490	2013	L	-
U3/5 Anketell Court	Lot 666	Townhouse	3 x 2	\$362,490	2013	L	-
8A Anketell Court	Lot 1	Townhouse	3 x 2	\$363,410	2015	L	New Build
8B Anketell Court	Lot 1	Townhouse	3 x 2	\$363,410	2015	L	New Build
8C Anketell Court	Lot 1	Townhouse	3 x 2	\$363,410	2015	L	New Build
6 Carlyon Road	Lot 170	House	3 x 2	\$425,350	2017	L	-
4 Hedditch St	Lot 578	Vacant	-	-	-	H	Opportunity
3 First St	Lot 944	House	2 x 1	\$27,210	c. 1920s	M	Heritage
7 First Ave	Lot 307	House	3 x 1	\$217,000	c. 1970s	M	Poss. redevelop
U1/9 Second Ave	Lot 318	Townhouse	3 x 2	\$318,280	2011	L	-
U2/9 Second Ave	Lot 318	Townhouse	3 x 2	\$318,280	2011	L	-
U3/9 Second Ave	Lot 318	Townhouse	3 x 2	\$318,280	2011	L	-
9 Third Ave	Lot 583	House	3 x 1	\$122,500	c. 1970s	H	Redevelop
11 Third Ave	Lot 584	House	3 x 1	\$125,300	c. 1970s	H	Redevelop
13 Third Ave	Lot 585	House	3 x 1	\$114,100	c. 1970s	H	Redevelop
15 First Ave	Lot 335	Exec House	3 x 1	\$184,200	c. 1970s	L	Poss redevelop
20 Third Ave	Lot 325	Transit House	4 x 3	\$149,300	c. 1960s	H	Redevelop
16 Tink Street	Lot 194	House	3 x 2	\$425,350	2017	L	New Build
56 Yungu St	Lot 94	Exec House	4 x 2	\$363,410	2017	L	-
2 Watson Dr	Lot 899	Vacant	-	-	-	H	Opportunity
48 Third Ave	Lot 394	Vacant	-	-	-		Opportunity
52, 54 Third Ave	Lot 396-397	Vacant	-	-	-		Opportunity

ONSLOW PROPERTIES RENTED BY THE SHIRE							
STREET ADDRESS	LOT No.	HOUSING TYPE	BED x BATH	OCC.	YEAR COMM.	PROPERTY OWNER	ANNUAL RENT
U1/5 Anketell Court	Lot 666	Townhouse	3	4	2019	Private (n/a)	\$23,400
19 Clarke Pl	Lot 624	House	3	1	2008	Ray White (Foley/ Morelys)	
U7/9 First Ave	Lot 308	Apartment	2	1	2012	Munro (n/a)	
U10/9 First Ave	Lot 308	Apartment	2		2019	Ray White (n/a)	\$20,857
5A First St	Lot 934	House	3		2019	State of WA	
5B First St	Lot 934	House	3		2018	State of WA	
5 Forrest Ct	Lot 10	House	3			Private (Whitmores)	
26 Maunsell Cnr	Lot 856	House	3	2	2016	Anderton, Howarth	\$28,600
5 McGarth Ave	Lot 10	House			2019	Ray White (Jack)	
11B McGarth Ave	Lot 2	House	3		2020	Ray White (Glauch Wine P/L, Lyches, Thornleys)	\$23,464
5 Otway Ct	Lot 926	House	3	2		Ray White (Hayes)	\$23,464
U4/20 Second Ave	Lot 309	Apartment	2			Ray White (Elberton Dev P/L, Taplan P/L)	\$20,857
42 Third Ave	Lot 391	House			2019	Glorie Holdings P/L, Glorie x 4	

ONSLow

REDEVELOPMENT OPPORTUNITIES

WATERFRONT PROPERTIES
 7 & 15 First Ave - 930m² & 1,012m²
 Zoned Commercial & Civic
 Redevelopment potential

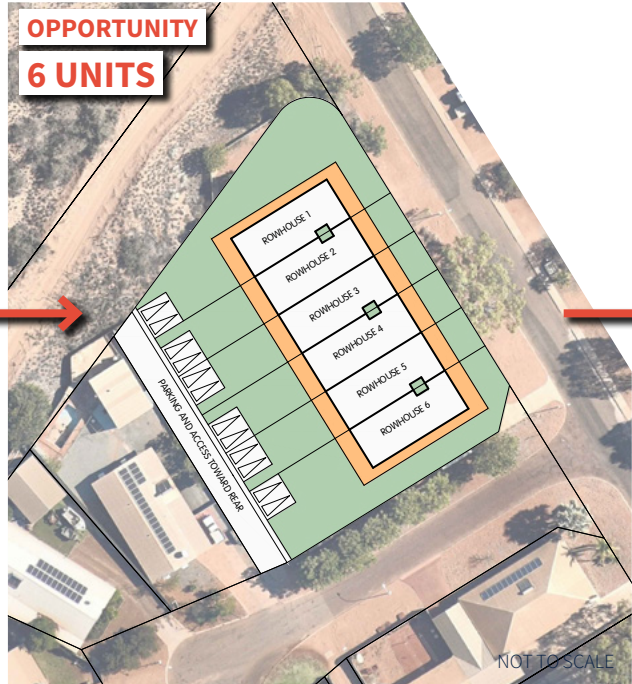
BIG IDEA:
 Multi-unit medium density development
 on existing waterfront properties
 (investigate coastal hazard risk)



OPTIONS



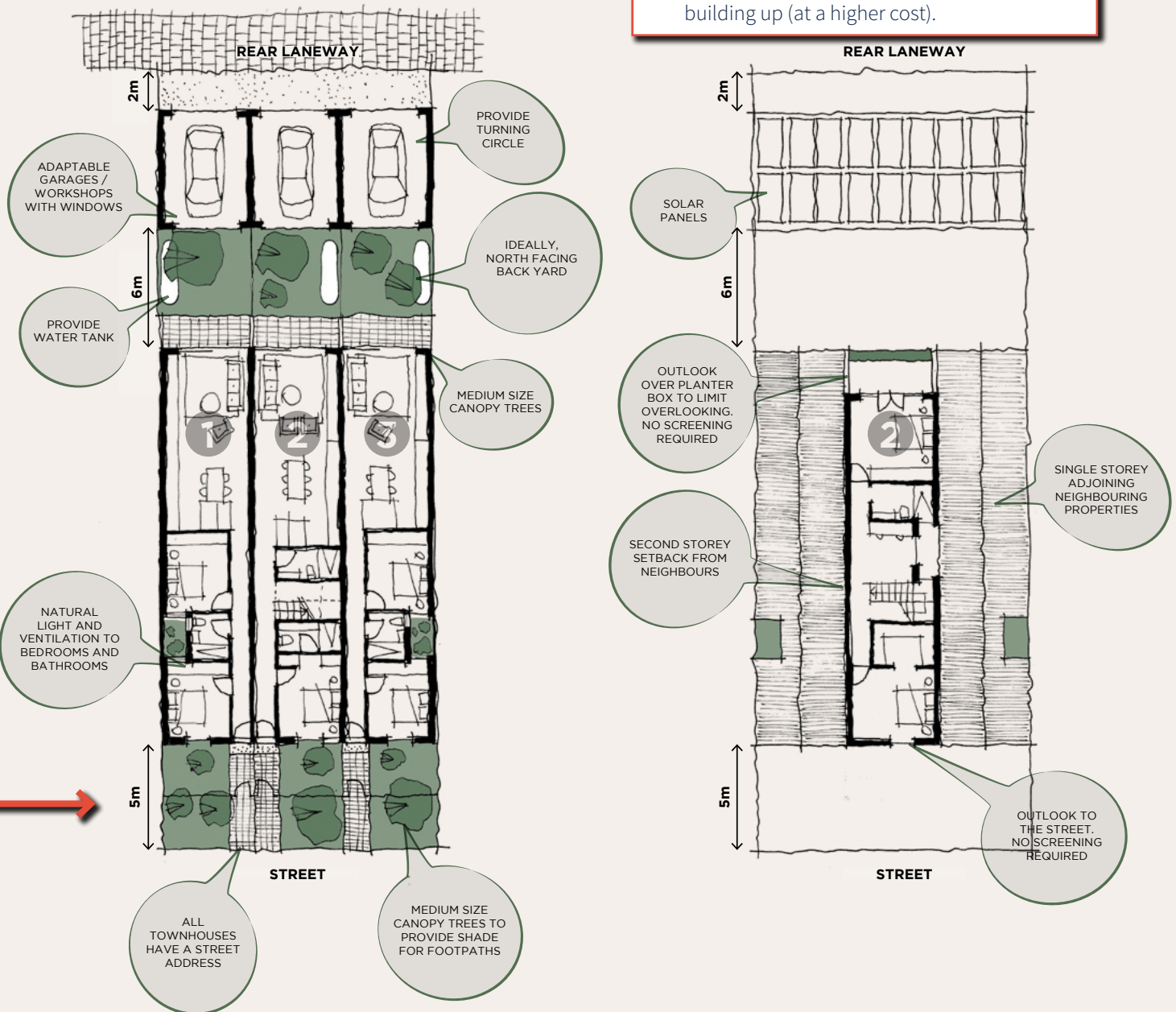
TRANSIT HOUSE
 20 Third Ave - 990sqm
 Zoned R20
 Redevelopment potential
 Single house with multiple
 beds and bathrooms or two
 Grouped Dwellings (3x2)



ROWHOUSE TYPOLOGY EXAMPLE

MODIFICATIONS TO SUIT ONSLOW'S CLIMATE AND LIFESTYLE

1. Add a Verandah to all sides to ensure sun does not penetrate the homes at all times throughout the year.
2. Allow space for 2 x car bays for each dwelling and 'Pilbara Lifestyle' (i.e. camper trailers, boats and caravans)(slightly wider lots - 8m width is possible).
3. Modest / affordable 2x1 dwellings can be built efficiently, but a 4x2 can be delivered by building up (at a higher cost).



Source: City of Darebin, [Good Design Guide](#) (Oct 2020)

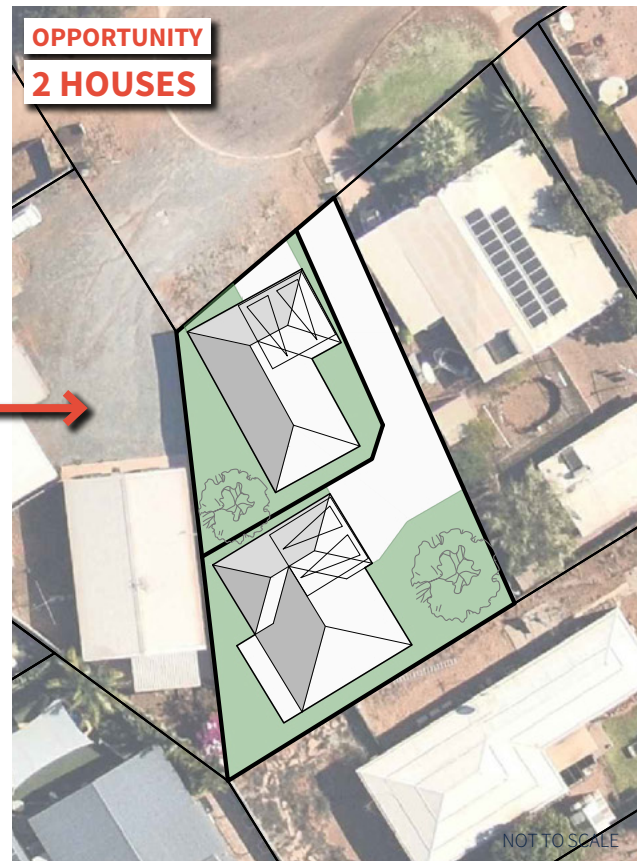
ONSLow

VACANT LAND OPPORTUNITIES

LOT 578 (HOUSE NO. 4) HEDDITCH STREET



CAVEAT:
 Not capable of subdivision under current coding. Scheme Amendment required to enable R30 code. Suggest looking at broader street block, subject to servicing capability.



THEORETICAL YIELD CALCULATIONS:

$2,086\text{m}^2 / 300 = 6.95$ | round down to 6 lots.
7 houses could be developed with only a 1% variation to the average lot size, capable of Approval under the Design Principles clause 5.1.1 of the R-Codes.

LOT 899 (HOUSE NO. 2) WATSON DRIVE



TOM PRICE

Current and Future Population

The population of Tom Price has seen many ups and downs over the last ten years.

There is evidence that the Town is currently undergoing a crisis, with an acute accommodation shortage for essential workers and new businesses. Although limited, there are undeveloped land opportunities around Town.

Investment in joint development opportunities with like-minded investment partners (in addition to Rio Tinto) will bring a welcome boost to Town, and a pathway to deliver a better range of modern, and diverse housing stock that is more efficient, cost effective and better suited to contemporary family lifestyles.

Given growth projections forecast for Onslow, it is possible that the demand for housing in Tom Price will remain relatively stable, and there may be a transitional shift to Onslow.

PEOPLE



HIGH NUMBER OF 35-54 YEARS

LOW PROPORTION OF RETIREES (55-69 YEARS)



HIGH NUMBER OF RENTED DWELLINGS



LARGE PROPORTION OF COUPLE FAMILIES WITH CHILDREN



HOUSING STOCK DOMINATED BY 3 BEDROOM

ECONOMIC DRIVERS

HIGH SEIFA INDEX COMPARED TO REGIONAL AREAS

1,151 TOM PRICE
975 REGIONAL WA



LOW PROPORTION OF DWELLINGS OWNED OUTRIGHT

6% TOM PRICE
29% REGIONAL WA

HIGH NUMBER OF HOUSEHOLDS RENTING

45% ONSLOW
31% REGIONAL WA

HIGH MEDIAN WEEKLY INCOME

\$2,490 TOM PRICE
\$1,415 REGIONAL WA

LOW NUMBER OF HOUSEHOLDS WITH A MORTGAGE

2% TOM PRICE
27% REGIONAL WA

MEDIAN MONTHLY MORTGAGE

\$737 TOM PRICE
\$1,700 REGIONAL WA

MARKET OVERVIEW



MEDIAN SALE PRICE (REIWA)
\$300,000

2019-20 PROPERTY SALES
16



2019-20 ANNUAL GROWTH
▲7.1%

TOTAL PRIVATE DWELLINGS



1,209

Shire's Property Portfolio

The Shire currently owns 28 properties, and rents thirty (30) properties in Tom Price at a total annual cost of \$508,788 (2019/20). Of the rental properties, 90% are owned by Rio Tinto.

Tom Price housing stock is made up of mainly single older style free standing residential dwellings, constructed in the late sixties to the mid-seventies by Hamersley Iron. Most of the single residential houses are more than 40 years old and have been maintained to a reasonable degree with some properties having various levels of refurbishment works carried out over the years.

Generally, in the Town, there is a lack of diversity across housing typologies, with around 73% of stock being separate 3 x 1 houses. This presents an opportunity to invest in smaller semi-detached homes/flats/apartments as well as larger 4 x 2 family homes.

There is also consistent demand for accommodation to suit short term contractors. Compact dwellings (such as 1 x 1; 2 x 2 bedroom units), will help to cater to this demand.



816 Kulai Street (rental)

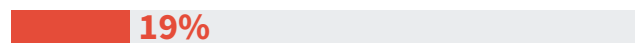
PROPERTY SUMMARY

STAFF HOUSING

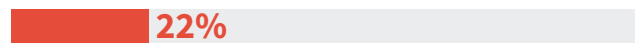
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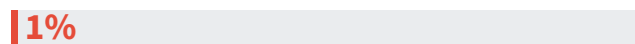
Shire Owned



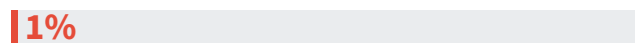
Rio Tinto / Sodexo



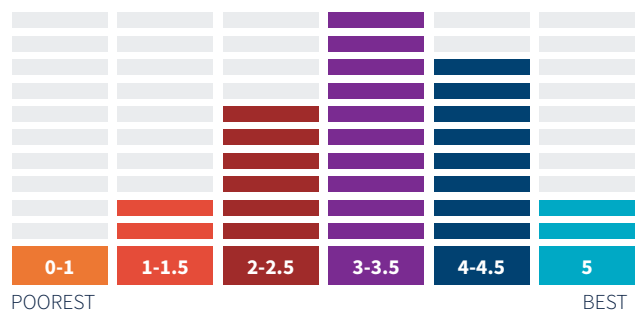
Private Rentals



Rent Relief



PROPERTY CONDITION - TOM PRICE



TOM PRICE PORTFOLIO MIX



TOM PRICE

RIO TINTO

Overview

Rio Tinto is the largest employer in Tom Price and in 2018, the mine sites employed 1,217 people. Of these staff:

- 63% are 'residential' and reside in Tom Price, and
- 37% are employed on a FIFO basis (i.e. live in Tom Price or the relevant mine site camp on a temporary basis).

Approximately 70-75% of the 1,200 dwellings in Tom Price are owned by Rio Tinto (approx. 900 dwellings). Houses are rented to employees at highly subsidised rent rates, coupled with rebates and discounts for utility charges. Houses rented to external parties are generally charged at market rent, to avoid distortion of the small independent property ownership market in Tom Price.

As an employer who provides subsidised housing to staff, Rio Tinto has well established policies and frameworks in place to protect itself as a Landlord. There are also clear lines of demarcation between the role of Rio Tinto as an employer and landlord. These policies include, for example, the decision to charge a minimal rent and to enforce breach notices when required. Rio Tinto's Housing Benefit Policies have also been successful in its Coastal Towns, to incentivise home ownership. These are strong policies and relevant precedents that could be replicated by the Shire of Ashburton, to address and further mitigate issues around risk and exposure.

Most of the housing is nearly 50 years old, consistent in-built form, having mainly been constructed at the same time in the 1960s, early 1980s and a smaller house construction program around 2000 (on North Road).

Rio Tinto have been progressively rolling out a refurbishment program since 2010, at approximately \$150-200K per property. Approximately 30-40% of the houses have been refurbished or have planned works underway. Property investment is an on-going challenge in the Town, as development costs are counter-cyclical to mining activity. Costs are low when mining activity is low, but corporate funding is difficult to secure through these periods.

The Company's current forecasts suggests there will be no significant increase to the residential requirements in Tom Price over the medium term. The workforce will transition, but Rio Tinto plans to continue to use the available housing stock within town and manage peak demand through Fly-In Fly-Out (FIFO) accommodation.

Travel distances between the Townsites and new mines ultimately dictate the balance of residential vs FIFO workers. A commute time of around 45 mins-1hr drive, is considered reasonable given the workers long shifts. Retaining access to FIFO accommodation (such as Windawarri and Jundamunnah Village) is important because it allows the Company to manage rapid changes in accommodation demand.

This is particularly important given the lack of economic diversity that currently underpins third party investment in Tom Price.

Advocacy + Collaboration

Unlike other mining companies who are progressing through early phases of investment within the Shire of Ashburton, Rio Tinto has had a long-standing presence in Tom Price and Paraburdoo and invested heavily over the years. In addition to its funding commitments within the Community Infrastructure and Service Partnership with the Shire, the Company is tied to funding obligations of the State Agreement.

Rio Tinto has invested in water, sewerage and power upgrades totalling \$20m over the past 5 years and have a budgeted for an additional \$28m over the next 5 years. This investment is often overlooked because of the type and nature of the funding provided.

Rio Tinto is a key and influential stakeholder. It can assist but ultimately, it is a Mining Company, and it is beyond their remit to be the 'panacea' to resolve the Town's housing issues. The company would welcome a joint response with the Shire of Ashburton, to lobby and advocate for greater State Government involvement and support, to help overcome some of the current housing challenges.

Rio Tinto is also committed to continue to engage with the Shire of Ashburton on its business plans. The Company recognises how corporate decisions can distort the property market and directly impact the residential population in town. To mitigate these impacts, houses rented (and sold) to external parties are generally charged at market rent.

Rio Tinto's decisions also have a direct impact on residential confidence. There has been 'backlash' in the past which questions Rio Tinto's long-term commitment to the Town, whenever decisions around divesting properties have been made.

Rio Tinto has indicated that there are a limited number of properties that could be made open for a negotiated sale. A joint narrative that communicates the merits of a divestment agreement, to build a stronger, resilient Town for Tom Price into the future, will align well to the Corporate Objectives of both organisations.



97 North Road, Tom Price



Rio Tinto Property (Private Sale)



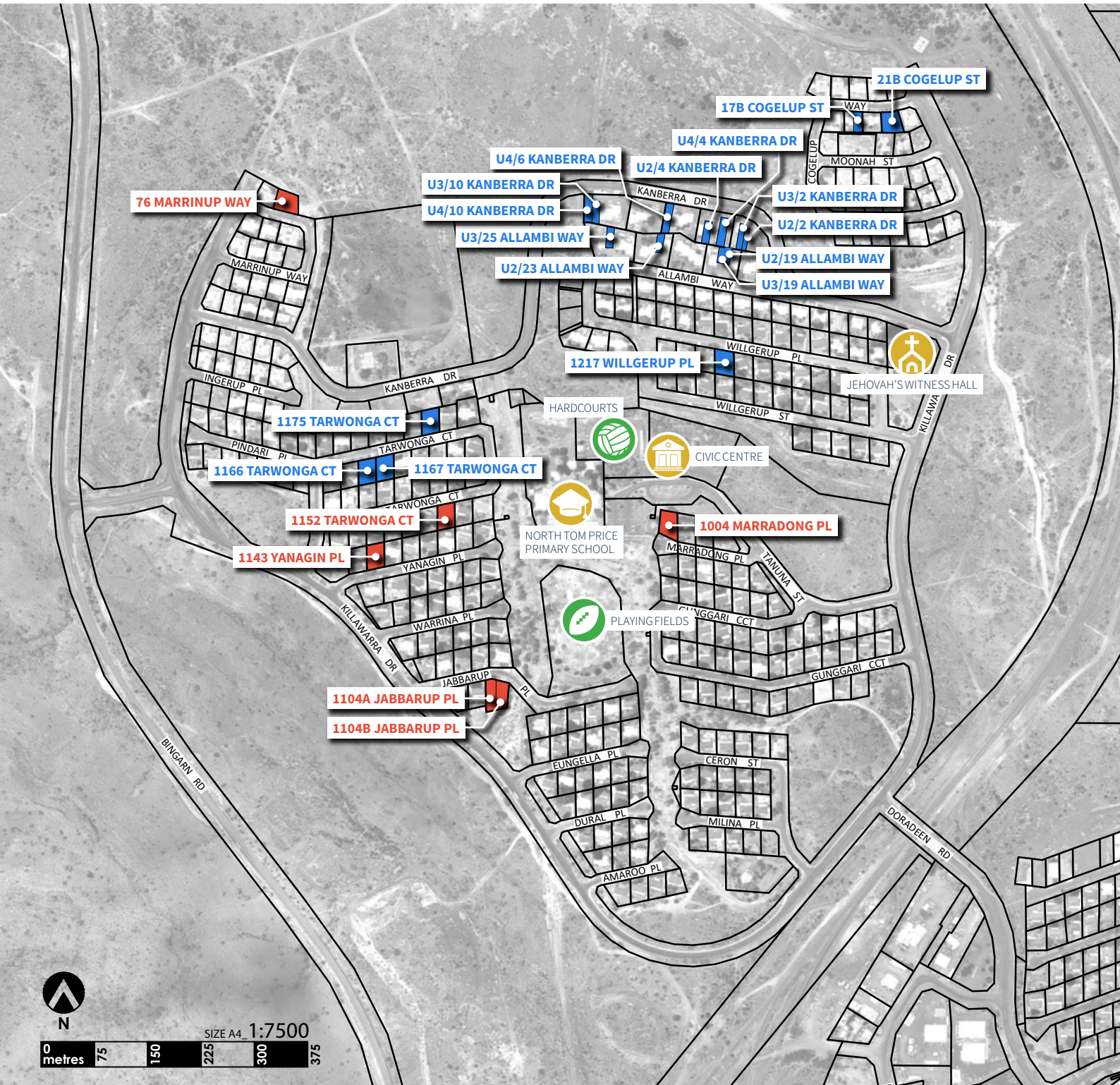
Recreational Areas



Tom Price Golf Course

PROPERTY PORTFOLIO

TOM PRICE (NORTH)



Cadastral Data Source: Landgate (2020); Aerial Photograph Source: Nearmap (2013)

KEY

- Owned by the Shire
- Rented by the Shire

TOM PRICE (NORTH) PROPERTIES OWNED BY THE SHIRE

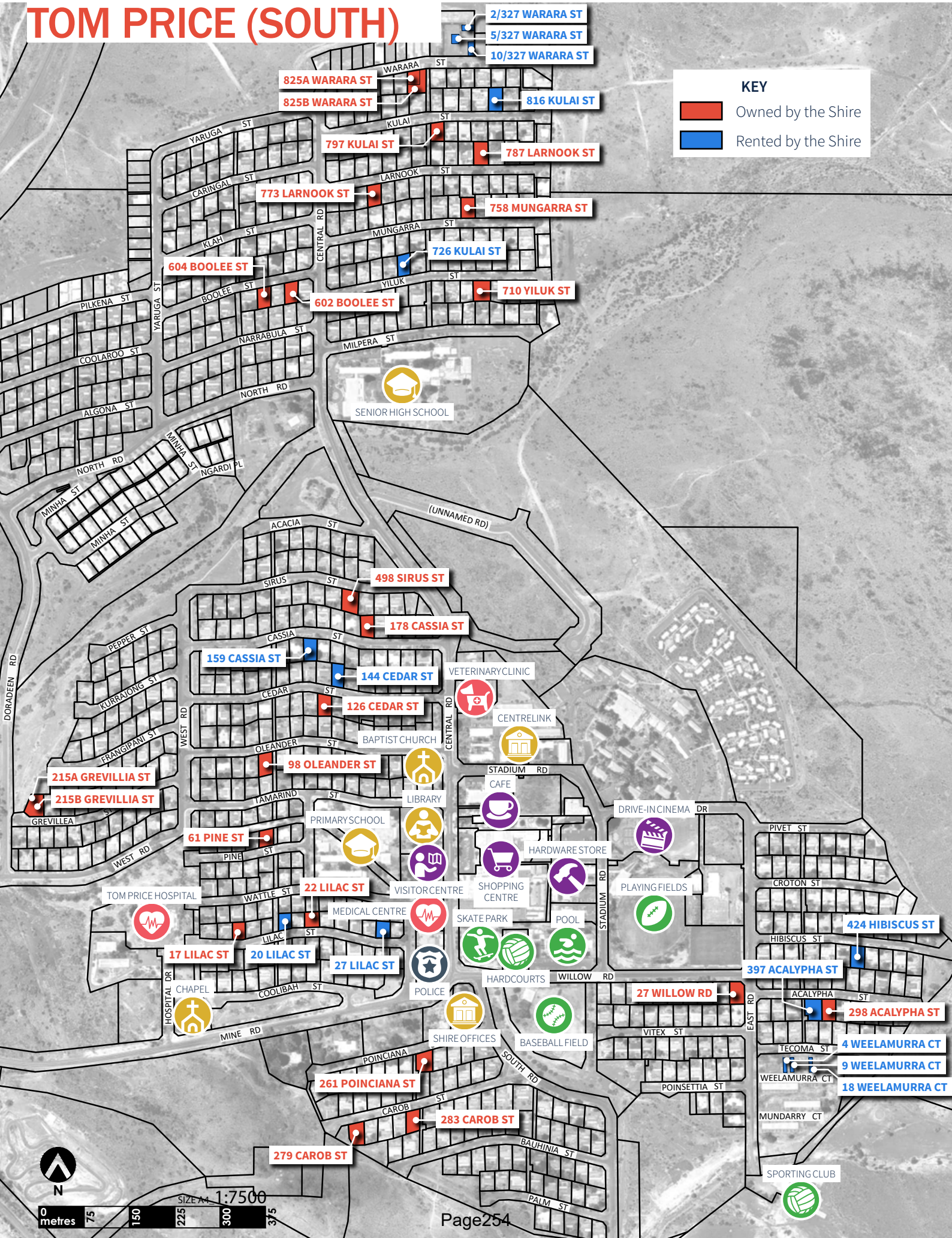
STREET ADDRESS	LOT No.	HOUSING TYPE	BED x BATH	FAIR VALUE	YEAR OF BUILD	PRIORITY	NOTES
1004 Marradong Pl	Lot 1004	House	3X1	\$242,394	c. 1970s	L	Refurb 2016
1104A Jabbarup Pl	Lot 1104	Semi-detached villa Unit	3X2	\$266,644	c. 1990s	L	Refurb complete
1104B Jabbarup Pl	Lot 1104	Semi-detached villa Unit	3X2	\$266,644	c. 1990s	L	Refurb complete
1143 Yanagin Pl	Lot 1143	Executive House	3X2	\$345,777	c. 1970s	L	Refurb complete
1152 Tarwonga Ct	Lot 1152	House	3X2	\$274,253	c. 1970s	L	Refurb 2017
76 Marrinup Way	Lot 76	Vacant Land		-			

TOM PRICE (NORTH) PROPERTIES RENTED BY THE SHIRE

STREET ADDRESS	LOT No.	HOUSING TYPE	BED x BATH	OCCUP-ANTS	YEAR COM-MENCED	PROPERTY OWNER	ANNUAL RENT
U3/10 Canberra Dr	Lot 3	Rowhouse Unit	2	1	2019	Hamersley Iron P/L	\$9,880
U4/10 Canberra Dr	Lot 3	Rowhouse Unit	2	1		Hamersley Iron P/L	\$9,880
U4/6 Canberra Dr	Lot 5	Rowhouse Unit	1	1	2004	Hamersley Iron P/L	\$15,600
U2/4 Canberra Dr	Lot 6	Rowhouse Unit	2	1	2011	Hamersley Iron P/L	\$10,920
U4/4 Canberra Dr	Lot 6	Rowhouse Unit	1	3	2020	Hamersley Iron P/L	\$10,920
U2/2 Canberra Dr	Lot 7	Rowhouse Unit	2	1	2020	Hamersley Iron P/L	\$10,920
U3/2 Canberra Dr	Lot 7	Rowhouse Unit	2		2020	Hamersley Iron P/L	\$18,200
U2/19 Allambi Way	Lot 9	Rowhouse Unit	2	1	2018	Hamersley Iron P/L	\$18,200
U3/19 Allambi Way	Lot 9	Rowhouse Unit	2	1	2017	Hamersley Iron P/L	\$8,840
U2/23 Allambi Way	Lot 11	Rowhouse Unit	2	1	2016	Hamersley Iron P/L	\$10,920
U3/25 Allambi Way	Lot 12	Rowhouse Unit	2	1		Hamersley Iron P/L	\$10,920
17B Cogelup St	Lot 204	House	3	1		Hamersley Iron P/L	\$15,600
21B Cogelup St	Lot 206	House	3	1	2018	Hamersley Iron P/L	\$18,200
1166 Tarwonga Cct	Lot 1166	House	3			Hamersley Iron P/L	\$23,986
1167 Tarwonga Cct	Lot 1167	House	3	3	2018	Hamersley Iron P/L	\$23,986
1175 Tarwonga Cct	Lot 1175	House	3	2	2019	Hamersley Iron P/L	\$23,986
1217 Willgerup Pl	Lot 1217	House	3	2		Hamersley Iron P/L	\$23,986

PROPERTY PORTFOLIO

TOM PRICE (SOUTH)



TOM PRICE (SOUTH) PROPERTIES OWNED BY THE SHIRE							
STREET ADDRESS	LOT No.	HOUSING TYPE	BED x BATH	FAIR VALUE	YEAR OF BUILD	PRIORITY	NOTES
17 Lilac Street	17	House	3x1	\$247,732	1960's	L	Refurb 2017
22 Lilac Street	22	House	3x1	\$173,877	1960's	M	refurb. req.
27 Willow Road	27	Transit House	7x5	\$899,000	2010	L	
61 Pine Street	61	House	3x1	\$113,700	1960's	H	Redevelop
98 Oleander Street	98	House	3x1	\$167,479	1960's	H	refurb. req.
126 Cedar Street	126	House	3x1	\$185,432	1960's	H	refurb. req.
178 Cassia Street		House	3x1	\$218,339	1960's	L	Refurb 2017
215A Grevillia Street	215	Duplex Executive House	3x2	\$995,000	2020	L	New Build
215B Grevillia Street	215	Duplex	3x2		2020	L	New Build
261 Poinciana Street	261	House	4x1	\$301,549	1970's	L	Refurb 2017
279 Carob Street	279	House	4x1	\$309,883	1960's	L	Refurb complete
283 Carob Street	283	House	3x1	\$309,833	1960's	L	Refurb 2017
398 Acalypha Street	398	House	3x1	\$246,402	1970's	M	refurb. req.
498 Sirius Street	498	House	4x1	\$245,071	1970's	M	refurb. req.
602 Boolee Street	602	Executive House	3x1	\$207,906	1970's	L	Refurb 2017
604 Boolee Street	604	House	3x1	\$200,406	1970's	L	Refurb 2018
710 Yiluk Street	710	House	3x1	\$254,264	1970	L	Refurb 2018
758 Mungarra Street	758	House	3x1	\$251,702	1970's	L	Refurb 2017
773 Larnook Street	773	House	3x1	\$187,347	1970's	M	refurb. req.
787 Larnook Street	787	House	3x1	\$210,242	1970's	L	Refurb 2018
797 Kulai Street	797	House	3x1	\$244,763	1970's	M	refurb. req.
825a Warara Street	825	Group Dwelling	3x1	\$194,317	2012	M	refurb. req.
825b Warara Street	825	Group Dwelling	2x2	\$461,700	2012	L	New Build

TOM PRICE (SOUTH) PROPERTIES RENTED BY THE SHIRE							
STREET ADDRESS	LOT No.	HOUSING TYPE	BED x BATH	OCCUP-ANTS	YEAR COM-MENCED	PROPERTY OWNER	ANNUAL RENT
20 Lilac St	20	House	3			Hamersley Iron P/L	\$14,560
27 Lilac St	27	House	3	1	2016	Hamersley Iron P/L	\$20,800
2/327 Warara St	327	Attached Unit			2016	Stosic, Stosic	
5/327 Warara St	327	Attached Unit			2018	Burcher	
10/327 Warara St	327	Attached Unit			2018	Macdonald, Ongarato	
144 Cedar St	144	House	3			Hamersley Iron P/L	\$18,200
159 Cassia St	159	House	3	3	2014	Hamersley Iron P/L	\$20,800
397 Acalypha Street	397	House	4	4	2014	Hamersley Iron P/L	\$15,600
423 Hibiscus St	423	House	3	2	2018	Hamersley Iron P/L	\$18,200
726 Yiluk St	726	House	3	4	2019	Hamersley Iron P/L	\$15,600
816 Kulai St	816	House	3	1	2010	Hamersley Iron P/L	\$15,860
4 Weelamurra Ct	838	Attached Unit	3	1		Hamersley Iron P/L	\$16,900
9 Weelamurra Crt	838	Attached Unit				Hamersley Iron P/L	
18 Weelamurra Ct	838	Attached Unit	3	1	2020	Hamersley Iron P/L	\$18,200

TOM PRICE

REDEVELOPMENT OPPORTUNITIES



TOM PRICE ASPIRATIONAL DEVELOPMENT OPPORTUNITIES					
SITE / LOT NO.	OWNER	SIZE	ZONING	COMMENTS / CONSTRAINTS	POTENTIAL YIELD
Lot 2	Shire of Ashburton	5,314m ²	Commercial and Civic	Could be perceived by community as a park	25-35 apartments
Lot 500 and 501	State of WA	4.7284 ha	Reserved for Parks, Recreation & Drainage	Rezoning required to allow development. Multiple possibilities. Potential for green space to be retained.	50+ houses
Lots 927, 929, 931, 932, 934 and 935	Gumala Investments Pty Ltd	690-730m ² each site	Residential R20	6 x vacant lots, mostly acquired in 2010-2012.	6 houses
Lot 3010	State of WA	17.3976 ha	Special Use Area no. 1	Multiple possibilities	200+ units
Lot 3011	State of WA	2.9550 ha	Special Use Area no. 1	2009 proposal for a resort with amenities	124 unit hotel

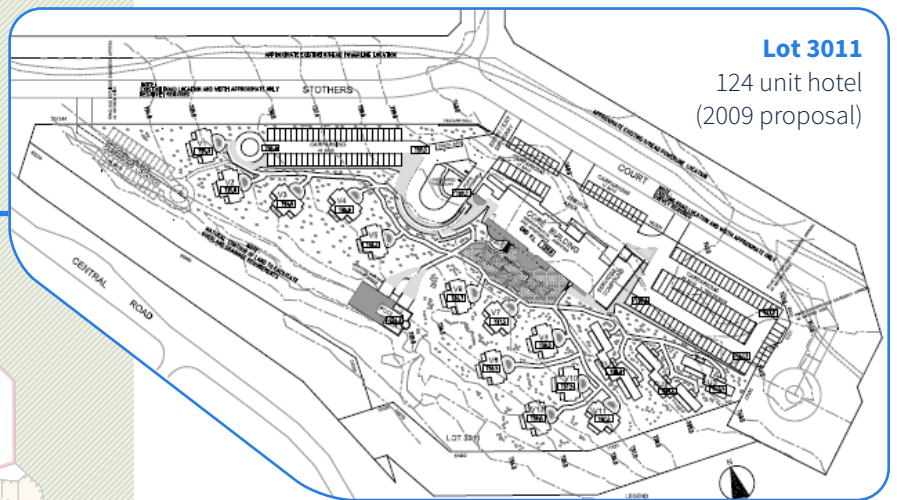
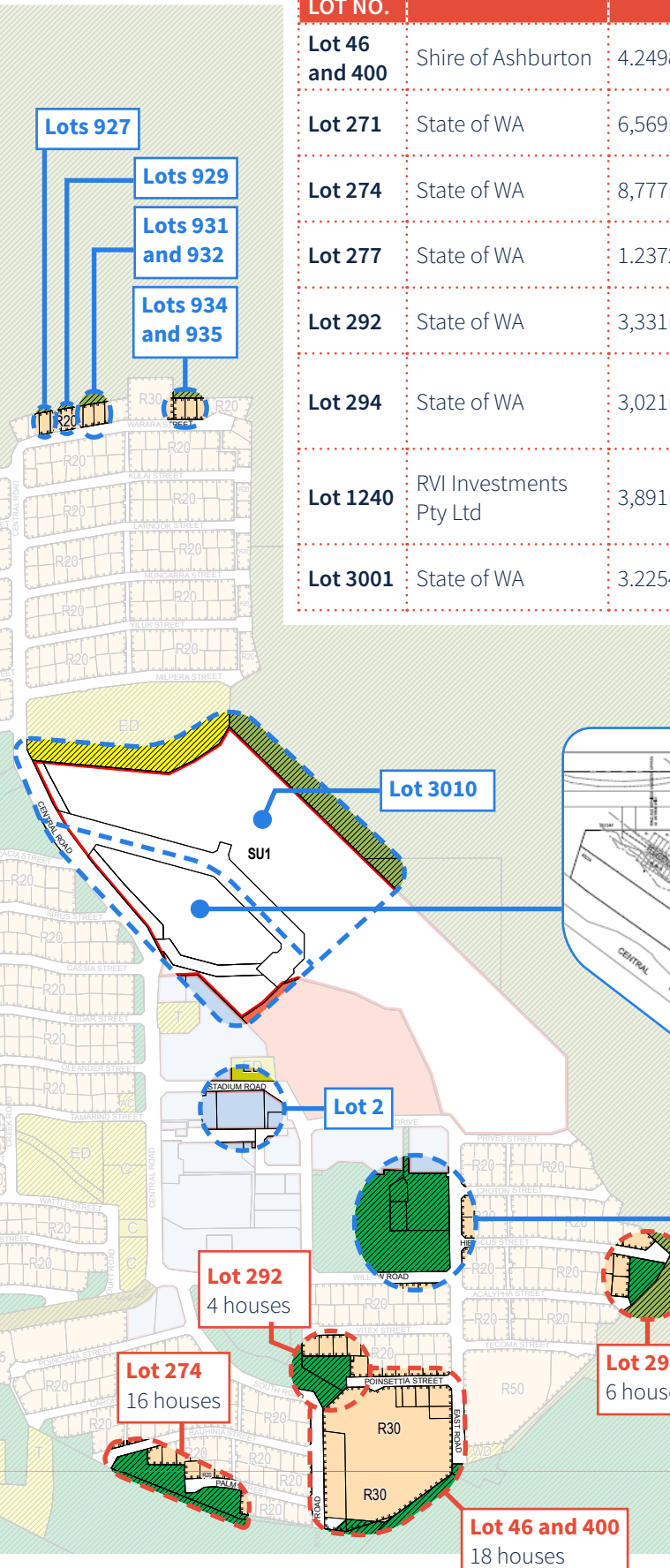
Map Source: Shire of Ashburton District Planning Scheme no. 7, WAPC (2020)

TOTAL POTENTIAL: 400+

TOM PRICE PRIORITY DEVELOPMENT OPPORTUNITIES

SITE / LOT NO.	OWNER	SIZE	ZONING	COMMENTS / CONSTRAINTS	POTENTIAL YIELD
Lot 46 and 400	Shire of Ashburton	4,2498 ha	Residential R30	Major drain runs through the site	18 houses
Lot 271	State of WA	6,569m ²	Residential R20	Site may have a drainage function	8 houses
Lot 274	State of WA	8,777m ²	Reserved for Parks, Recreation & Drainage	Rezoning required to allow development	16 houses
Lot 277	State of WA	1,2372 ha	Residential R20	Drainage needs to flow through the site	15-20 units
Lot 292	State of WA	3,331m ²	Reserved for Parks, Recreation & Drainage	Rezoning required to allow development	4 houses
Lot 294	State of WA	3,021m ²	Reserved for Parks, Recreation & Drainage	Rezoning required to allow development. Steep topography.	6 houses
Lot 1240	RVI Investments Pty Ltd	3,891m ²	Residential R20	Recent sale in May 2020; controlled by private ownership	6 houses
Lot 3001	State of WA	3,2254 ha	Residential R30	Much of the site used for drainage	10 houses

TOTAL POTENTIAL: 83



Lot 3011
124 unit hotel
(2009 proposal)

BIG IDEA:

Consolidate recreation assets and vacant space, and provide medium density housing.

Notes:

The above yield assumptions are based on high level land capability assessments with consideration of zoning and prevailing pattern of surrounding development. It is recommended that yields for individual sites should be further investigated with concept planning as part of any individual site due diligence.

PARABURDOO

Current and Future Population

The current population of Paraburadoo is approximately 1360 persons.

Paraburadoo staffing levels are expected to remain relatively consistent.

Like Tom Price, Paraburadoo has seen many ups and downs over the last ten years.

The future population growth of Paraburadoo is unknown. With the announcement by Rio Tinto that the Paraburadoo mine will be extended, the town may see modest growth within the next five to ten years.

PEOPLE



HIGH NUMBER OF
35-54 YEARS

LOW PROPORTION
OF RETIREES
(55-69 YEARS)



LESS
COUPLES WITH
NO CHILDREN



ECONOMIC DRIVERS

HIGH SEIFA INDEX COMPARED
TO REGIONAL AREAS



LOW PROPORTION
OF DWELLINGS
OWNED OUTRIGHT



HIGH NUMBER OF
HOUSEHOLDS RENTING



HIGH MEDIAN
WEEKLY INCOME



LOW NUMBER OF
HOUSEHOLDS WITH A MORTGAGE



MARKET OVERVIEW



2019-20
PROPERTY
SALES
4



2019-20
ANNUAL GROWTH
▲21.7%



Property Portfolio

The Shire currently owns 10 properties, and rents two (2) properties in Paraburdoo at a total cost of \$32,800.00 annually.

Paraburdoo housing stock is made up of mainly single older style free standing residential dwellings which were constructed in the late sixties to the mid-seventies by Hamersley Iron.

Most of the single residential houses are more than 40 years old and have been maintained to a reasonable degree with some properties having various levels of refurbishment works carried out over the years.



172 Hardy Street



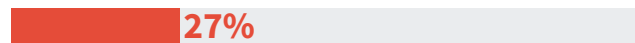
PROPERTY SUMMARY

STAFF HOUSING

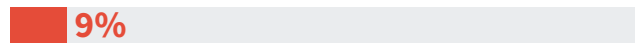
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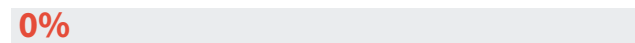
Shire Owned



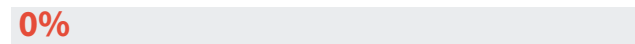
Rio Tinto / Sodexo



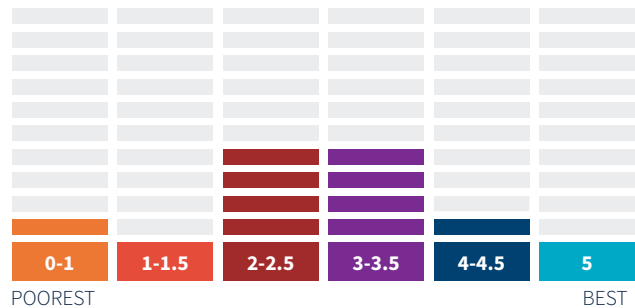
Private Rentals



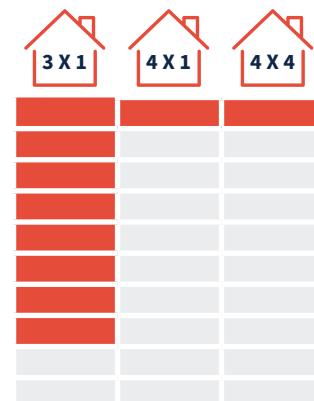
Rent Relief



PROPERTY CONDITION - PARABURDOO





PARABURDOO PORTFOLIO MIX

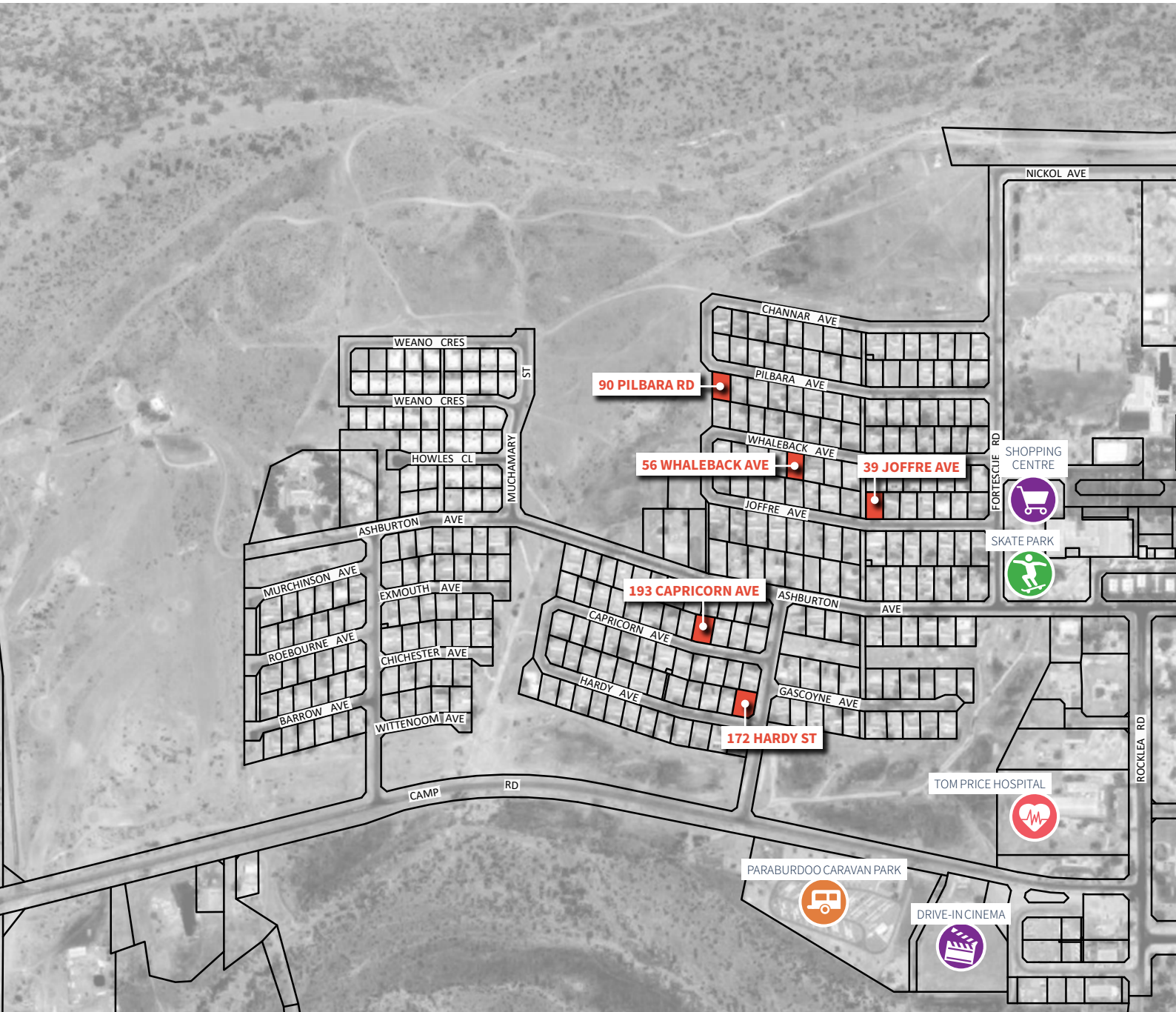


PROPERTY PORTFOLIO

PARABURDOO (WEST)

KEY

-  Owned by the Shire
-  Rented by the Shire



Cadastral Data Source: Landgate (2020); Aerial Photograph Source: Google Maps (2020)



PARABURDOO (WEST) PROPERTIES OWNED BY THE SHIRE							
STREET ADDRESS	LOT No.	HOUSING TYPE	BED x BATH	FAIR VALUE	YEAR OF BUILD	PRIORITY	NOTES
39 Jofee Ave	Lot 39	House	3x1	\$172,486	c. 1970s	M	Refurb req. (partially complete)
56 Whaleback Ave	Lot 56	House	3x1	\$184,932	c. 1970s	M	Refurb. req.
90 Pilbara Ave	Lot 90	House	3x1	\$203,077	c. 1970s	M	Refurb req. (partially complete)
172 Hardy Ave	Lot 172	House	4x1	\$306,715	c. 1970s	L	Refurb 2017
193 Capricorn Ave	Lot 193	House	4x4	\$102,533	c. 1970s	L	Refurb 2017

PARABURDOO (WEST) PROPERTIES RENTED BY THE SHIRE							
STREET ADDRESS	LOT No.	HOUSING TYPE	BED x BATH	OCCUP-ANTS	YEAR COM-MENCED	PROPERTY OWNER	ANNUAL RENT
n/a - no properties rented in Paraburdoo (West)							

PROPERTY PORTFOLIO

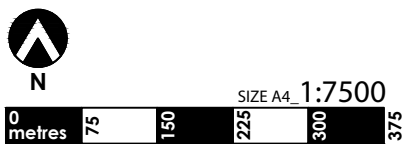
PARABURDOO (EAST)

KEY

- Owned by the Shire
- Rented by the Shire



Cadastral Data Source: Landgate (2020); Aerial Photograph Source: Google Maps (2020)



PARABURDOO (EAST) PROPERTIES OWNED BY THE SHIRE							
STREET ADDRESS	LOT No.	HOUSING TYPE	BED x BATH	FAIR VALUE	YEAR OF BUILD	PRIORITY	NOTES
516 Lockyer Ave	Lot 516	House	3x1	\$157,378	c. 1970s	H	Refurb req.
556 Margaret Ave	Lot 556	House	3x1	\$199,511	c. 1970s	L	Refurb 2016
565 Brockman Ave	Lot 565	House	3x1	\$224,220	c. 1970s	L	Refurb 2016
571 Brockman Ave	Lot 571	House	3x1	\$190,131	c. 1970s	M	Refurb Req. (partially complete)
586 King Ave	Lot 586	House	3x1	\$149,706	c. 1970s	M	Refurb req.

PARABURDOO (EAST) PROPERTIES RENTED BY THE SHIRE							
STREET ADDRESS	LOT No.	HOUSING TYPE	BED x BATH	OCCUP-ANTS	YEAR COM-MENCED	PROPERTY OWNER	ANNUAL RENT
395 Bruce Ave	Lot 395	House			2010	Smallacombe, Smallacombe	
280 Ashburton Ave	Lot 280	House			2017	Hamersley Iron P/L	
487 Robe Ave	Lot 487	House				Hamersley Iron P/L	
294 Samson Ave	Lot 294	House				Hamersley Iron P/L	

PART 4

IMPLEMENTATION

CORPORATE POLICIES

Overview

Whilst the current approach to house staff for free represents good intent, several consequential factors need to be further explored and resolved.

Fairness and Equity

There are currently a range of equity issues at play, which, in the interests of fairness, need to be taken into account.

Housing costs borne by the Shire currently vary from \$10K through to \$25K plus per annum (per employee utilising Shire owned/rented accommodation); or significant upfront investment in a new home or property refurbishments ranging from \$30K - \$600K.

In comparison, there is no off-set assistance provided to a staff member if they are housed by their partner's employer or own the property.

It also appears that, there have been no guidelines to inform decisions in relation to property upgrades or rent subsidies. An 'ask and you receive' approach has been generally accepted.

In some cases, the houses provided are not necessarily the best 'fit' for family circumstances. Current standard practice in local government allocates the 'best' properties to Executive / Senior Staff. This means that in some cases, larger families are being housed in smaller homes, and smaller families are automatically allocated 'better' homes, which may have rooms 'surplus' to requirements.

Accountability

There are no specific legislative frameworks in place for corporate entities or government organisations that manage property portfolios. This means that the use of and management of all accommodation provided by the Shire is in accordance with the Residential Tenancy Act 1987 and the Residential Tenancy Agreement (form 1AA). The legislation states that unless the rent exceeds \$1,200 per week, the security bond must not exceed the sum of 4 weeks rent.

The Shire has currently taken the position that it will not charge rent. This means that tenants are not required to pay any Bond, and there are no enforceable measures in place to maintain accountability.

The current policy which affords 'free rent' effectively undermines the Shire's ability to protect and maintain its property portfolio to a reasonable standard. The Shire is presently exposed and entirely dependent on staff members to act appropriately. For properties rented by the Shire from third parties, the Shire is particularly vulnerable. There is no recourse or accountability in place, if the property is not looked after or damaged.

There is also a parity issue, in relation to the treatment of older versus newer homes. Current procedures provide no distinction between the two.

Strategies and procedures need to be established, to better safeguard the Shire and introduce an element of accountability back to the staff members who are tenants of the Shire's properties.

One of the Shire's greatest challenges, is the overall 'churn' rate, estimated around 11% and the Shire's current policy to provide 'free' housing provides no incentive for staff to purchase their own homes.

As the local government, there is a broader role for the Shire to play, in not only providing housing to attract and retain its own staff – but to also underpin, build and support each Town's broader social and economic objectives.

Exploring alternative options for Housing Benefit Policies, is a way to incentivise direct investment in Town, and entice employees to stay for longer.

GUIDING PRINCIPLES

- Invest in systems that will improve the efficiency and effectiveness of the Capital Works and Maintenance Programs in accordance with the AMP (to be compiled).
- Strengthen property management policies and procedures to provide fairness, equity and accountability
- Ensure housing refurbishments and new builds consider climate responsive design that better suits lifestyle needs, is comfortable to live, and achieves greater cost efficiencies
- Leverage Shire investment as a lever to support broader economic activity and improve lifestyle and amenity outcomes
- Explore Housing Benefit Initiatives (to encourage home ownership in all Towns)

Actions

Property Management

1. Ensure staff have the administrative systems and resources to properly manage the portfolio, including maintenance planning, asset and tenant information, and financial systems.
2. Progress a thorough Condition Assessment for all properties in Tom Price and Paraburdoo, particularly those earmarked for full and partial refurbishment. The assessment should include landscaping / reticulation, as well as a Statutory Compliance Register to adhere to relevant mandatory requirements, such as hard-wired smoke alarms, RCD's, pool fences etc.
3. Prepare a Property Refurbishment Framework to guide and inform all future Capital Upgrades, for ageing properties in Tom Price and Paraburdoo.
4. Any properties identified for refurbishment should be reviewed by a building designer or Architect experienced with passive solar design and the local climate, to get the best advice for improvements.
5. Prepare and implement a Preventative Maintenance Program for all properties owned by the Shire, including new builds.
6. Engage a contractor to carry out an exhaustive maintenance/replacement program to known issues, rather than adhoc repairs (e.g. retic or landscaping).
7. Prepare a maintenance budget that gives due consideration to all assets, including:
 - existing assets to be maintained
 - new builds / newer properties
 - existing assets to be upgraded or refurbished ('minimum maintenance') and
 - existing assets identified for inclusion in special maintenance programs and initiatives (such as Landscaping, Insulation etc.).

Lease Agreements

1. Reconsider the option to charge staff a minimal rent vs free rent, to address the risks and accountability.
2. Ensure current Lease Agreements are in place between the Shire and all tenants.
3. Establish regular reviews and inspections to ensure property conditions are adhered to.
4. Establish a policy to ensure a consistent and fair approach is in place, in relation to rent subsidy relief paid to eligible employees. For example, a policy which prevents 'double-dipping' (i.e. partner receives rental relief from non-Shire employer and lives in Shire accommodation).
5. A recommended guide or 'capped' rent for each town's rental properties, based on reasonable market rates and current market reviews, would help to manage issues of equity and fairness.

Acquisitions/ Rental Replacement

1. Examine opportunities for the Shire to provide low-cost funding facilities that would support and encourage staff housing procurement.
2. Before making an acquisition, ensure there is a healthy mix of housing options to suit medium and long term.
3. If the land is vacant or a redevelop proposition, consider obtaining a high-level site plan concept from a building designer experienced in passive solar design, to better understand the site's suitability.
4. Monitor boom and bust cycle prices over the long-term and consider strategic purchases of land in suppressed markets (even if short-term need for acquisition is not apparent).

TOM PRICE + PARABURDOO

Overview

Making the right investment choices to establish a dependable property portfolio in Tom Price and Paraburadoo will not only strengthen the Shire's financial position.

The Shire's investment can bring opportunities that will ultimately make a powerful and influential impact on each Town. It can boost the local economy and directly influence and improve amenity, lifestyle and liveability.

For both Towns, the focus should be on progressing a detailed assessment of each property, and investing in high quality, durable refurbishments that deliver on-going value for money, and last the test of time.

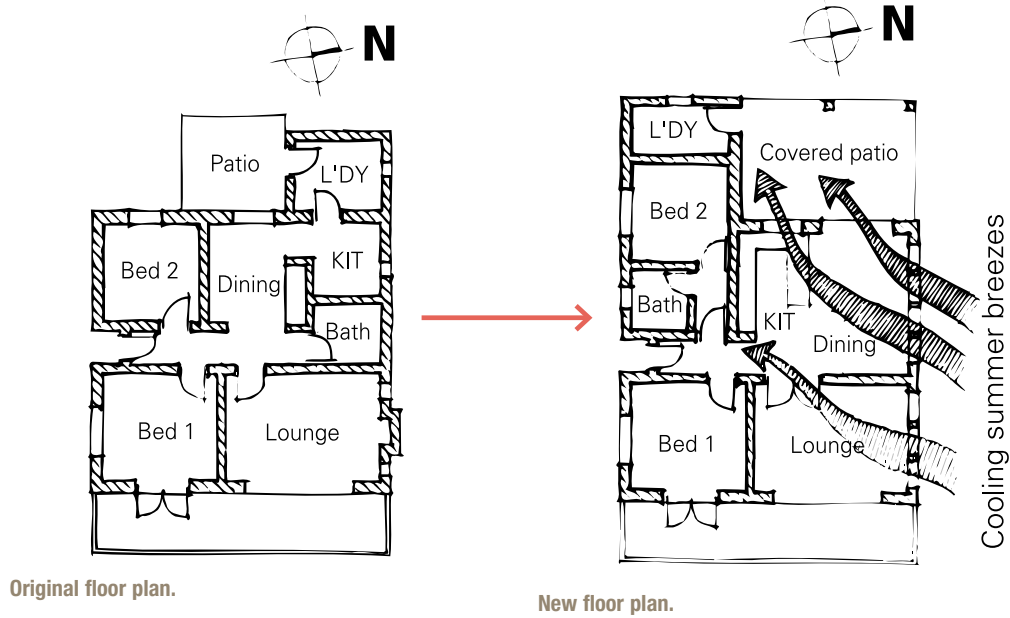
GUIDING PRINCIPLES

- Upgrade / rebuild existing properties in poor condition
- Build portfolio to lessen reliance on rental properties
- Invest in larger + smaller dwellings to diversify housing stock in Town
- Explore Housing Benefit Initiatives (to encourage home ownership and balance out the rental market)

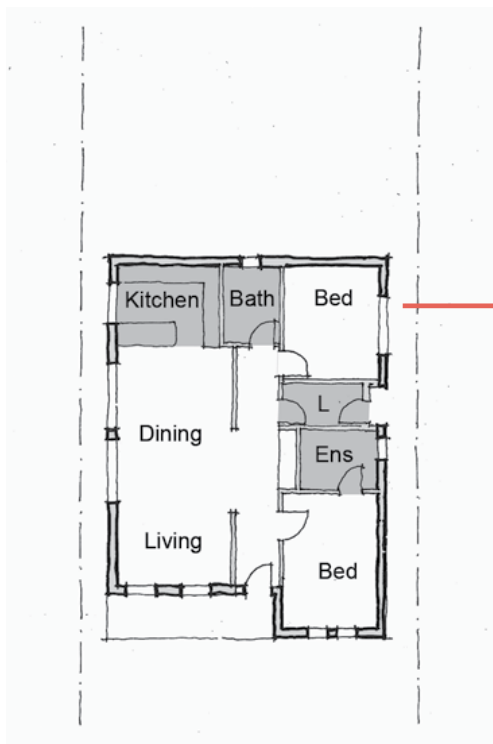
Strategic Partnerships / Development Opportunities

1. Continue dialogue with Not for Profit organisations to understand, support and possibly explore joint development opportunities on undeveloped land (i.e. along Wararara Street and other 'lazy-land' sites).
2. Explore partnership opportunities with the State Government to invest in commercial and residential opportunities to address the crisis for essential services and open up opportunities to diversify the local economy (Development WA, Department of Communities).
3. Partner with key stakeholders, such as the private sector to lobby and advocate for the necessary support structures and investment platforms that will progress the transition towards a diversified economy, and secure a future beyond Mining, for Tom Price and Paraburadoo.
4. Invest in new community infrastructure in all areas of Town, to improve amenity, uplift property values and enhance liveability (i.e. Area W).
5. Investigate housing suppliers that can provide relatively affordable 'kit homes' that can be orientated and slightly modified to suit local conditions.

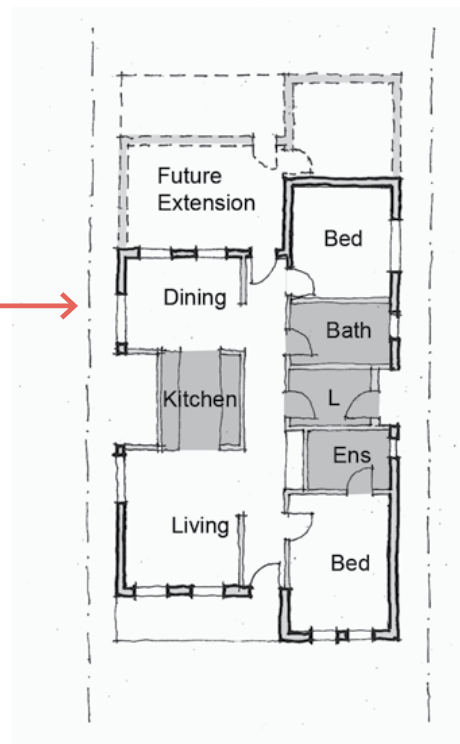
Renovation Ideas (Generic)



Generic concept: closer consideration of local cooling breezes required



A typical house plan (above) often requires the expensive relocation of wet areas such as bathrooms and kitchen if the house is to be extended.



Another floor plan (above) provides larger wet areas for improved accessibility, and these wet areas are located to allow for future extensions with only minor changes to the existing dwelling.

TOM PRICE + PARABURDOO

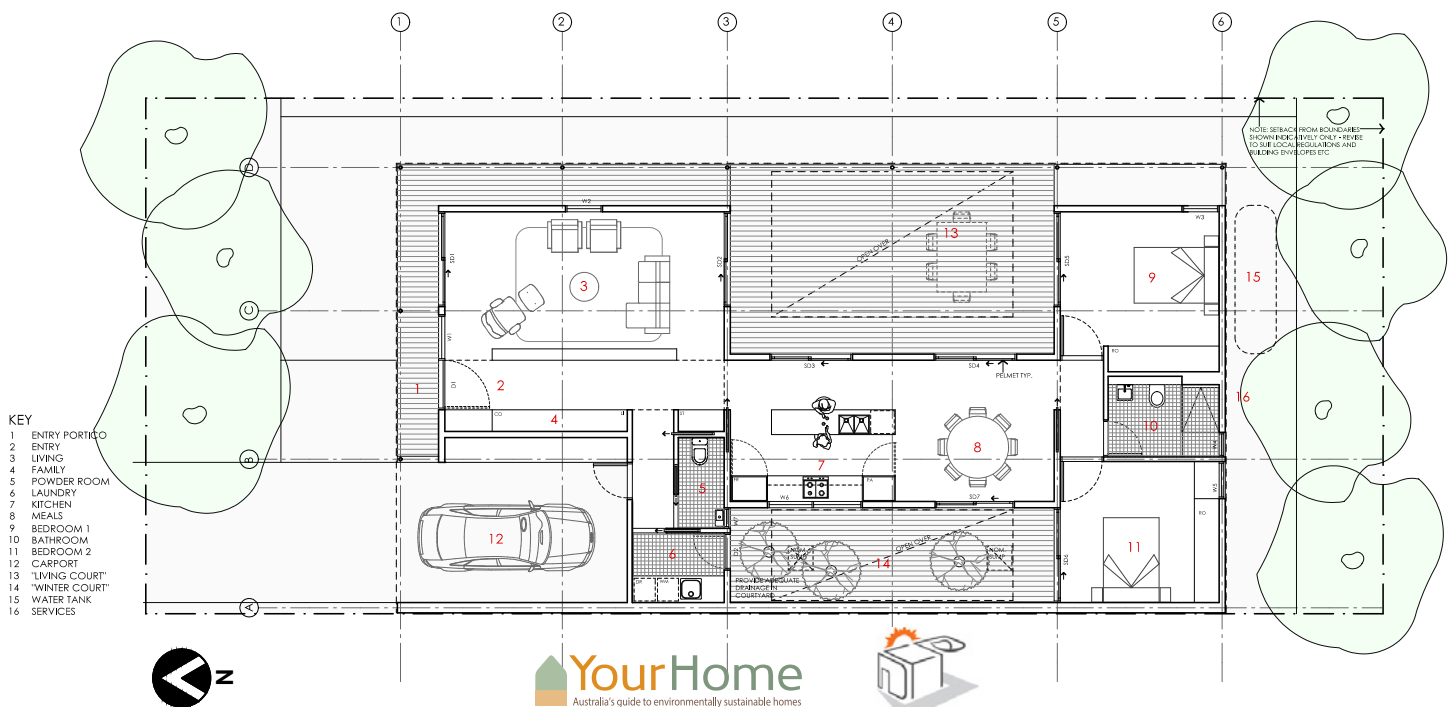
Actions

1. Conduct a property condition assessment to thoroughly evaluate the condition of all properties in Tom Price and Paraburadoo.
2. Establish a 'Refurbishment Framework' to guide and prioritise capital works.
3. Progress discussions with the State Government to initiate Joint Development Opportunities for Tom Price, address the Town's housing shortage for essential workers, and build a more diverse and modern range of housing stock.
4. Maintain open dialogue with key developers in Town, to understand building programs and leverage cost-sharing opportunities, where possible.
5. Commence 'designated' works that will have an immediate and positive impact on property values and assist with cost-saving measures (i.e. retic, landscaping, insulation, hot water systems).
6. Seek quotations and commence upgrades for properties in Tom Price and Paraburadoo, identified as 'high' and 'medium' priority (2 x properties p.a.)
7. Progress demolition and initiate a tender to construct new housing at 61 Pine Street (explore opportunity for two smaller dwellings 2 x 2 or one single dwelling 4 x 2).
8. Explore purchase opportunities for surplus housing stock with Rio Tinto, together with a position statement that demonstrates a joint commitment to grow and support a stronger and resilient Town.
9. Test 'lazy land' sites through concept designs and feasibilities.

Two-bedroom floorplan example

Suitable for Tom Price and Paraburadoo

House design available from [Your Home](#), Australian Government website.



Onslow

“The preferred shape for a hot humid climate is an elongated rectangle with a ratio of 1:1.7 enables good cross-ventilation.”

Pilbara Vernacular Handbook, CODA and Landcorp (2011)

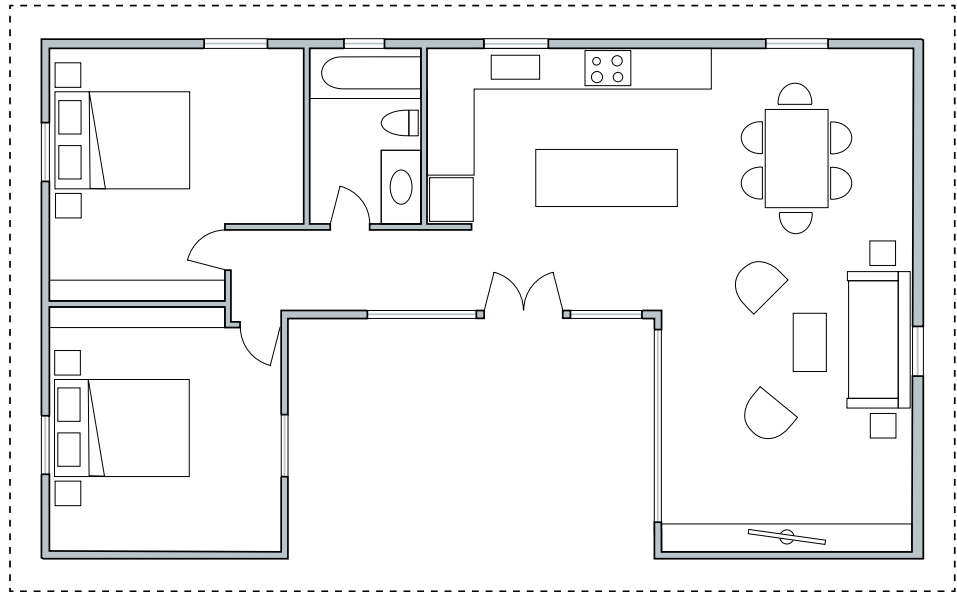


Diagram 1: Plan

Tom Price + Paraburdoo

“In a hot dry climate, a square, introverted design with rooms opening onto an enclosed courtyard is appropriate. The courtyard can be shaded by surrounding walls whilst enabling cross-ventilation to the surrounding rooms.”

Pilbara Vernacular Handbook, CODA and Landcorp (2011)



Diagram 2: Plan

ONSLOW

Overview

To many, Onslow is perceived as a small, understated coastal town. But with strong projected growth, this small town will most likely be the primary focus area, for the Shire's future growth.

Onslow has seen strong growth and investment over the past decade. The Town's expansion is earmarked as strategically important to the State Government.

The community investment in Onslow has been extraordinary, for a small community. Major projects such as Chevron Wheatstone LNG, Onslow Marine Support Base, BHP Macedon Gas and Onslow Salt have transformed the town.

On the back of this investment, local businesses and residents have benefited from new housing and tourism accommodation, upgraded roads and utilities, and state

of the art facilities including a new airport, upgraded health services, recreational (and aquatic) facilities, and a new Shire Administration Building. The Town's untapped tourism potential is also significant - as home to the Mackerel Islands and some of WA's best marine environments.

Development WA has also invested in Town, with the establishment of Barrada Estate – which has seen 65 homes built, since it was established in 2015.

Council has recently invested in a state-of-the-art administration building in Onslow. At some stage over the coming years, consideration should be given to transitioning and encouraging more staff to be based in Onslow.

Thinking ahead and making smart investment decisions now, will ensure the Shire is well positioned to manage this transition.

GUIDING PRINCIPLES

- Invest in land now, while prices are still reasonable
- Consider larger dwellings to help attract more families to town (3 x 2 + 4 x 2)
- Explore Housing Benefit initiatives (to encourage home ownership and balance out the rental market)
- Invest in houses / block sizes that leverage the coastal location (i.e. larger block sizes, space for boats etc.)

Strategic Opportunities

1. Maintain open dialogue with the private sector and the Department of Communities (Housing). Continue to work with Development WA, to secure value for money land opportunities at Barrada Estate.
2. Continue to encourage more retirees to age in place within the Shire.

Actions

1. Demolish and replace the Transit House (transition strategy required). Consider options to replace with a single house with multiple beds and bathrooms or two Grouped Dwellings (3x2).
2. Demolish existing 3 x properties on Third Avenue and build new group dwellings.
3. Upgrade Heritage Property on 944 First Avenue.
4. Progressively invest in vacant land, and aged properties within well sought-after locations (1 x lots p.a.).
5. Cost and undertake minimum refurbishments on long term strategic assets (waterfront properties).
6. In the medium to longer term, explore design ideas and cost implications to invest in a multi-density apartment development on the Shire's existing waterfront properties (First Avenue). The property could be utilised for short term contractors, visiting staff or Executive Accommodation.



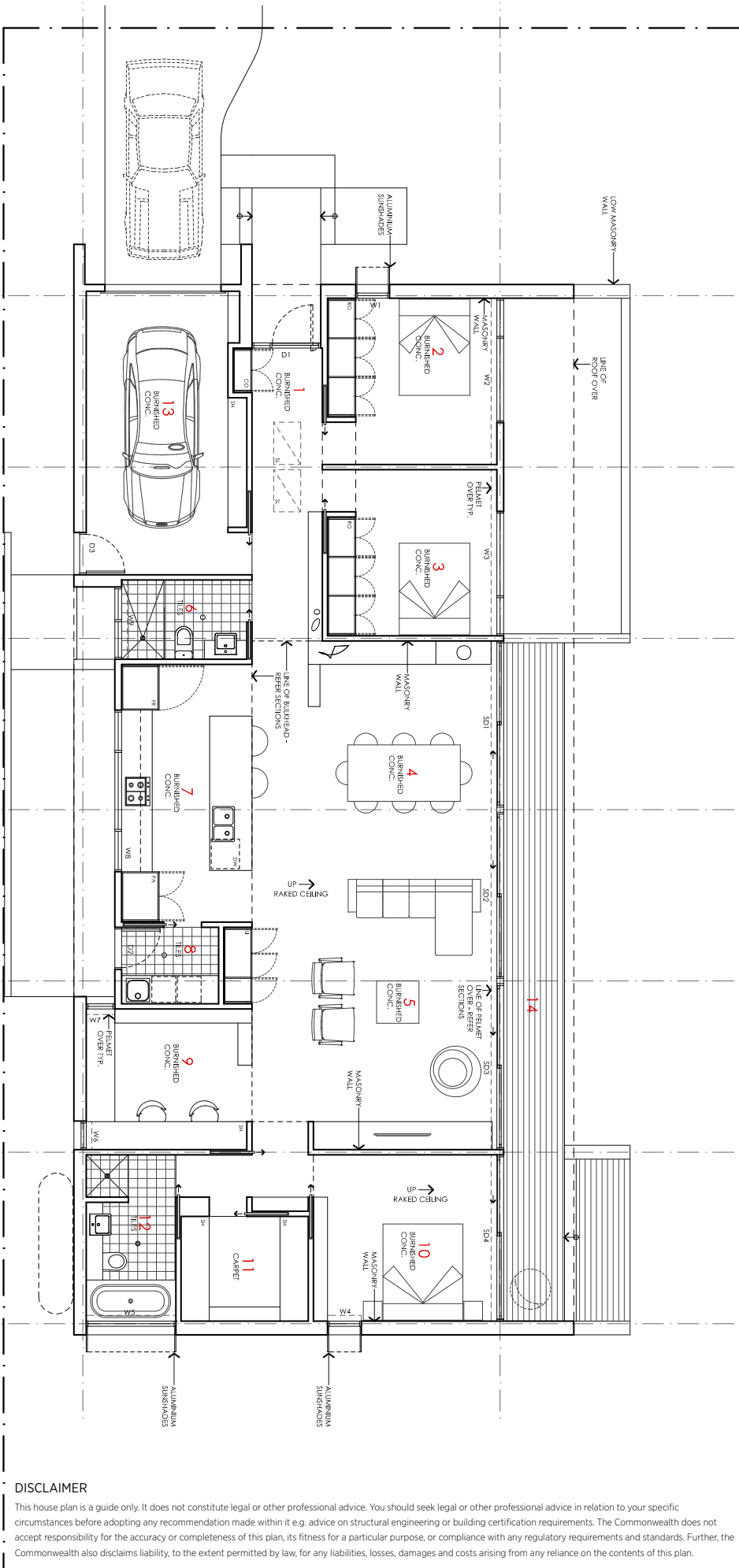
Three-bedroom floorplan example

Suited for Onslow's climate.

House design available from [Your Home](#), Australian Government website.



Design For Place



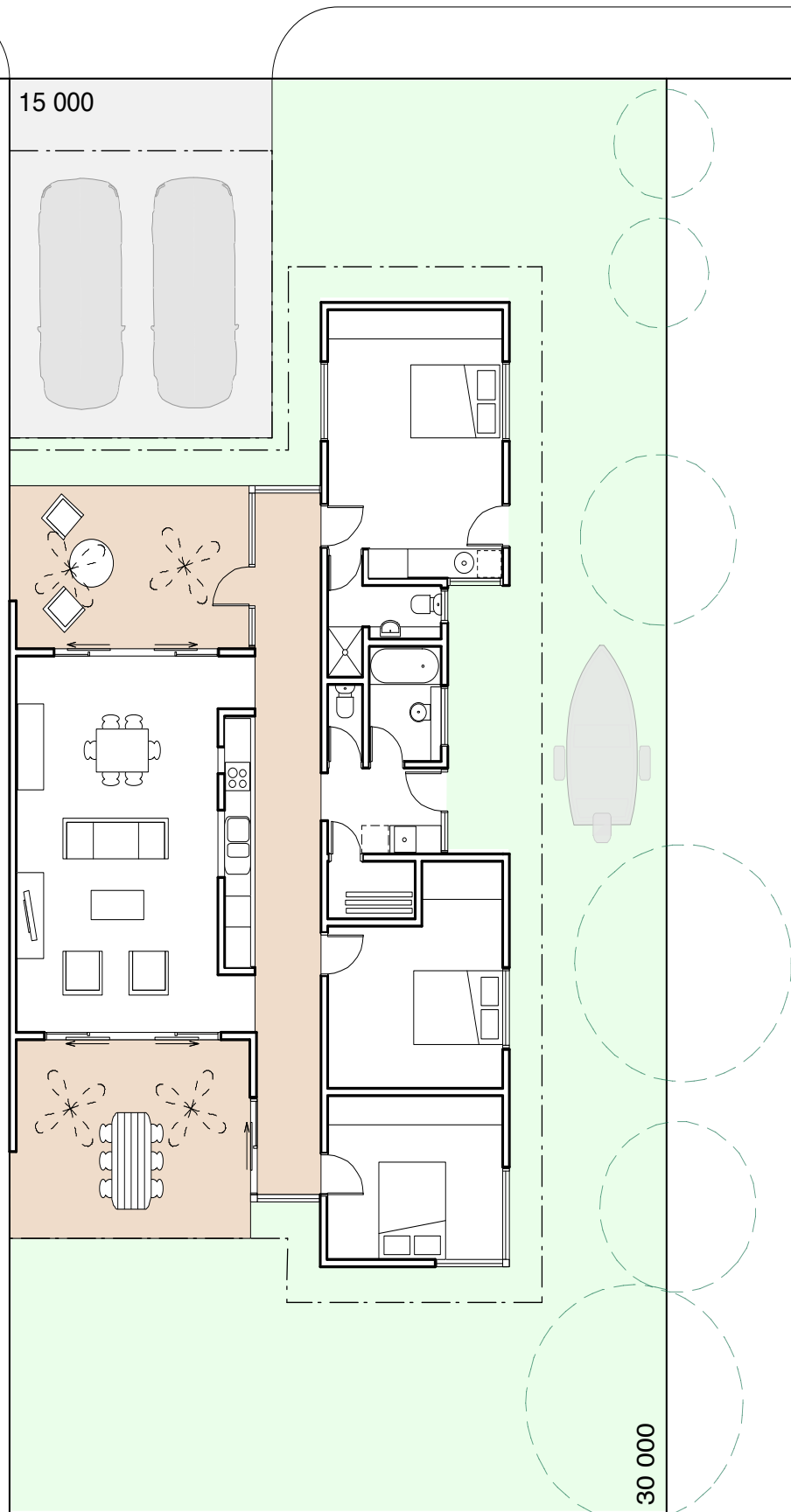
DISCLAIMER

This house plan is a guide only. It does not constitute legal or other professional advice. You should seek legal or other professional advice in relation to your specific circumstances before adopting any recommendation made within it e.g. advice on structural engineering or building certification requirements. The Commonwealth does not accept responsibility for the accuracy or completeness of this plan, its fitness for a particular purpose, or compliance with any regulatory requirements and standards. Further, the Commonwealth also disclaims liability, to the extent permitted by law, for any liabilities, losses, damages and costs arising from any reliance on the contents of this plan.



Design for Place

- Consider re-use of demolition materials which speak of past building traditions as well as being positive sustainable practice.
- Consider designing outdoor living and sleeping areas which support a lifestyle which suits local conditions. (Diagram 1 and various adaptable options and responses to seasonal climate conditions for this plan).
- Consider time-honored and familiar building elements such a perimeter verandah particularly when building in masonry.



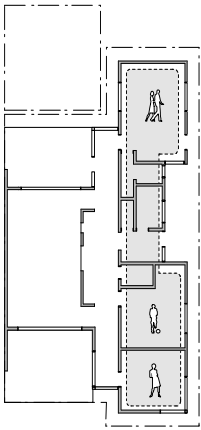
MORE READING:

- [Pilbara Vernacular Study](#) (Landcorp and Coda, 2011)
- [Guide to Low Carbon Residential Buildings - New Build](#)
- [Guide to Low Carbon Residential Buildings - Retrofit](#)
- [Your Home, Guide to Sustainable Homes](#)

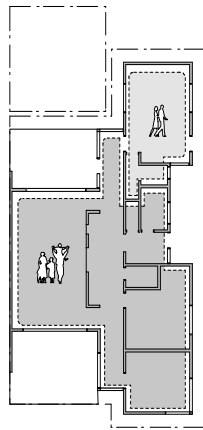
All drawings and information on this page is an extract from the Pilbara Vernacular Handbook, CODA and Landcorp (2011)

Design that recognises how spaces are used differently throughout the year

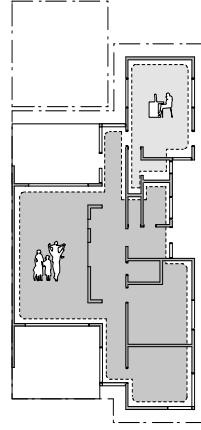
Allowing residents to acclimatise, adapt and be comfortable at all times



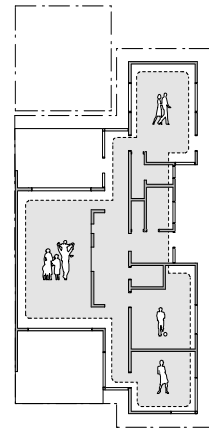
ADAPTABILITY 1
Family Home:
 Three bedroom House with extensive outdoor living. Large master bedroom at front includes ensuite, kitchenette and adjacent outdoor living area.



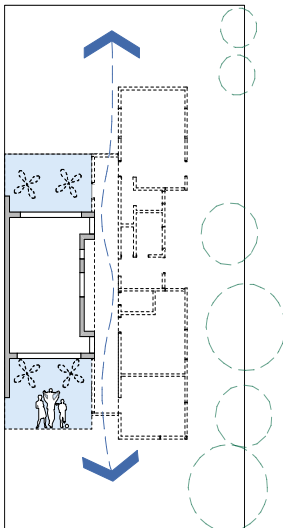
ADAPTABILITY 2
Shared house/Cultural:
 Self contained room at the front of the house with a separate entry and outdoor space. House responds to shared households and cultural rules by allowing for independence of occupant groups



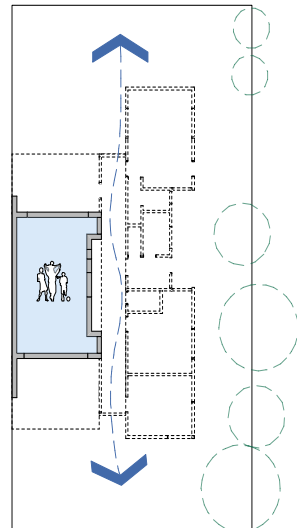
ADAPTABILITY 3
Live/Work:
 Fully contained home office at the front of the house with a separate entry, allowing for complete separation of home and work environments.



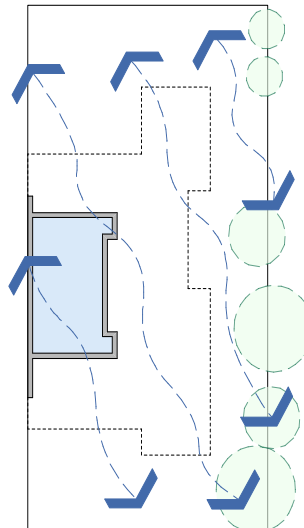
ADAPTABILITY 4
Extended Family:
 Mattresses can be taken from the store room and used in the living space (and outdoor decks) when extended family come to stay



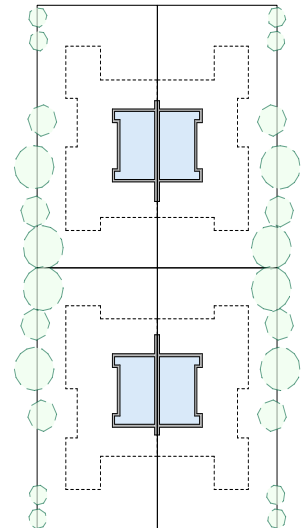
DRY SEASON
 Living spills outdoors to the north and south. Central breeze-way and sleeping wing open up for maximum ventilation



WET SEASON
 Living retreats to the air-conditioned core. Ventilation still provides some relief



ZERO LOT
 Large side setbacks provide breeze path to lot layout. Planting in setback provides a buffer zone



COOL CORE
 Repetition of house design with zero lot alignment creates cool-cores fully shaded by surrounding light-weight house construction

All drawings and information on this page is an extract from the Pilbara Vernacular Handbook, CODA and Landcorp (2011)

PART 5

SCHEDULE OF WORKS

FINANCIAL YEAR	LTFP	LOCATION	ADDRESS	EXISTING	REDEVELOPMENT	ACCOMMODATION GAIN	REFURBS	ESTIMATED COST	SAS LOCATION	FURTHER INFO
2021/22	\$3,000,000									
		Onslow	48 Third Avenue (3 lots divided by Shell Museum)	Vacant	4, 3 x 2 Grouped Dwellings	4	0	\$1,500,000.00	Not in SAS	Shire holds MO
		Tom Price	76 Marrinup Way	Vacant	2, 3 x 2 Grouped Dwellings	2	0	\$1,000,000.00	Not in SAS	Freehold
		Tom Price	Upgrades to high and medium priority properties	N/A	2 properties pa	0	2	\$500,000.00	Page 68	
								\$3,000,000.00		
2022/23	\$2,000,000									
		Onslow	20 Third Avenue	Transit House	2, 3 x 2 Grouped Dwellings / 4 x 4 Transit House	2	0	\$1,000,000.00	Page 70	
		Tom Price	Reticulation/Landscaping	N/A		0	0	\$500,000.00	Page 68	
			ROLLOVER to 2023/24 (Watson Street Redevelopment)			0	0	\$500,000.00		
								\$2,000,000.00		
2023/24	\$2,000,000									
			2022/23 ROLLOVER			0	0	-\$500,000.00		
		Onslow	Cnr Watson and Laphorn	Vacant	4, 3 x 2 Grouped Dwellings	4	0	\$2,500,000.00	Not in SAS	Shire holds MO
								\$2,000,000.00		
2024/25	\$-									
		-	-	-	-	0	0	\$-		
2025/26	\$2,000,000									
		Onslow	9, 11 & 13 Third Avenue	3, 3 x 1 Houses	6, 2 x 1 Grouped Dwellings	3	0	\$1,500,000.00	Page 70	
		Tom Price	Upgrades to high and medium priority properties		2 properties pa	0	2	\$500,000.00	Page 68	
								\$2,000,000.00		
2026/27	\$2,000,000									
		Onslow	7 First Avenue	3 x 1 House	STAGE 1: Multi-unit medium density development	0	0	\$1,500,000.00	Page 44	
		Tom Price	Hot water systems			0	0	\$500,000.00	Page 68	
								\$2,000,000.00		
2027/28	\$2,000,000									
		Onslow	7 First Avenue	3 x 1 House	STAGE 2: Multi-unit medium density development	3	0	\$1,500,000.00	Page 44	
		Tom Price	Upgrades to high and medium priority properties		2 properties pa	0	2	\$500,000.00	Page 68	
								\$2,000,000.00		
2028/29	\$2,000,000									
		Tom Price	61 Pine Street	3 x 1	2 x 2 or 4 x 2	1	0	\$850,000.00	Page 68	
			Upgrades to high and medium priority properties		2 properties pa	0	2	\$500,000.00	Page 68	
		Tom Price	Reticulation/Landscaping	N/A		0	0	\$150,000.00	Page 68	
			ROLLOVER to 2029/30 (Poinsettia Street Redevelopment)			0	0	\$500,000.00		
								\$2,000,000.00		



FINANCIAL YEAR	LTFP	LOCATION	ADDRESS	EXISTING	REDEVELOPMENT	ACCOMMODATION GAIN	REFURBS	ESTIMATED COST	SAS LOCATION	FURTHER INFO
2029/30	\$2,000,000.00									
		Tom Price	2028/29 ROLLOVER 292 Poinsettia Street	Vacant	4, 3 x 2	0 4	0 0	-\$500,000.00 \$2,500,000.00	Not in SAS	Awaiting RTIO Easement prior to creation of reserve/freehold tranfer/sale to Shire
								\$2,000,000.00		
2030/31	\$2,000,000.00									
		Onslow	15 First Avenue	3 x 1 House	STAGE 1: Multi-unit medium density development	0	0	\$1,000,000.00	Page 44	
		Tom Price	Upgrades to high and medium priority properties		2 properties pa	0	4	\$1,000,000.00		
								\$2,000,000.00		
2031/32	\$2,000,000									
		Onslow	15 First Avenue	3 x 1 House	STAGE 2: Multi-unit medium density development	3	0	\$2,000,000.00	Page 44	
								\$2,000,000.00		
						26	12	\$21,000,000.00		

Refurb Order of Priority

Paraburdoo	516 Lockyer 571 Brockman	2	2028/29 2028/29
Tom Price	797 Kulai 1104A Jabberup 1104B Jabberup 98 Oleander 126 Cedar 773 Larnook 22 Lilac 498 Sirius 825 Warara 758 Mungarra	10	2021/22 2021/22 2025/26 2025/26 2027/28 2027/28 2029/30 2029/30 2029/30 2029/30
		12	

Financial Year	LTFP	Location	Address	Existing	Redevelopment	Accommodation Gain	Refurbs	Estimated Cost
2021/22 \$3,000,000								
		Onslow Tom Price	48 Third Avenue (3 lots divided by Shell Museum)	Vacant	4, 3 x 2 Grouped Dwellings	4	0	\$1,500,000
		Tom Price	76 Marrinup Way	Vacant	2, 3 x 2 Grouped Dwellings	2	0	\$1,000,000
		Price	Upgrades to high and medium priority properties	N/A	2 properties pa	0	2	\$ 500,000
								\$3,000,000
2022/23 \$2,000,000								
		Onslow Tom Price	20 Third Avenue	Transit House	2, 3 x 2 Grouped Dwellings / 4 x 4 Transit House	2	0	\$1,000,000
		Price	Reticulation/Landscaping	N/A		0	0	\$ 500,000
			ROLLOVER to 2023/24 (Watson Street Redevelopment)			0	0	\$ 500,000
								\$2,000,000
2023/24 \$2,000,000								
			2022/23 ROLLOVER			0	0	-\$ 500,000
		Onslow	Cnr Watson and Laphorn	Vacant	4, 3 x 2 Grouped Dwellings	4	0	\$2,500,000
								\$2,000,000
2024/25 \$ -								
						0	0	\$ -
2025/26 \$2,000,000								
		Onslow Tom Price	9, 11 & 13 Third Avenue	3, 3 x 1 Houses	6, 2 x 1 Grouped Dwellings	3	0	\$1,500,000
		Price	Upgrades to high and medium priority properties		2 properties pa	0	2	\$ 500,000
								\$2,000,000
2026/27 \$2,000,000								
		Onslow Tom Price	7 First Avenue	3 x 1 House	STAGE 1: Multi-unit medium density development	0	0	\$1,500,000
		Price	Hot water systems			0	0	\$ 500,000
								\$2,000,000
2027/28 \$2,000,000								
		Onslow Tom Price	7 First Avenue	3 x 1 House	STAGE 2: Multi-unit medium density development	3	0	\$1,500,000
		Price	Upgrades to high and medium priority properties		2 properties pa	0	2	\$ 500,000
								\$2,000,000

Financial Year	LTFP	Location	Address	Existing	Redevelopment	Accommodation Gain	Refurbs	Estimated Cost
2028/29 \$2,000,000								
		Tom Price	61 Pine Street	3 x 1	2 x 2 or 4 x 2	1	0	\$ 850,000
		Paraburdoo	Upgrades to high and medium priority properties		2 properties pa	0	2	\$ 500,000
		Tom Price	Reticulation/Landscaping	N/A		0	0	\$ 150,000
			ROLLOVER to 2029/30 (Poinsettia Street Redevelopment)			0	0	\$ 500,000
								\$ 2,000,000
2029/30 \$2,000,000								
			2028/29 ROLLOVER			0	0	-\$ 500,000
		Tom Price	292 Poinsettia Street	Vacant	4, 3 x 2	4	0	\$2,500,000
								\$2,000,000
2030/31 \$2,000,000								
		Onslow Tom Price	15 First Avenue	3 x 1 House	STAGE 1: Multi-unit medium density development	0	0	\$1,000,000
			Upgrades to high and medium priority properties		2 properties pa	0	4	\$1,000,000
								\$2,000,000
2031/32 \$2,000,000								
		Onslow	15 First Avenue	3 x 1 House	STAGE 2: Multi-unit medium density development	3	0	\$2,000,000
								\$2,000,000
TOTAL						26	12	\$21,000,000

SERVICE LEVEL AGREEMENT

This agreement is made between:

Astrotourism WA Pty Ltd

and

Shire of Ashburton

Astrotourism WA Towns 2021/22 and 2022/23

July 2021

Parties

Name:	Shire of Ashburton	Name:	Astrotourism WA Pty Ltd
Contact:	Ben Witkowski	Contact:	Carol Redford
Phone:	9188 4444	Phone:	0427 554 035
Email:	Ben.Witkowski@ashburton.wa.gov.au	Email:	carol@astrotourismwa.com.au
Address:	PO Box 567 Tom Price WA 6751	Address:	372 Fynes Road, Gingin WA 6503

1 Purpose

The intention of the Service Level Agreement (SLA) is to detail the service arrangements between the parties covered by the SLA.

This SLA applies specifically to the Astrotourism WA Towns project that aims to:

- Build a stargazing trail through regional Western Australian communities;
- Grow jobs, build community capacity and develop Astrotourism products and services in regional WA;
- Facilitate the protection of Western Australia's dark night sky; and
- Maintain a digital map of Astrotourism WA Towns that will welcome visitors for stargazing and astronomical activities.

2 Parties Covered by the Agreement

The parties covered by this agreement are the Shire of Ashburton (the Shire) and Astrotourism WA Pty Ltd (Astrotourism WA).

3 Scope of Services Covered by the Agreement

Astrotourism WA is responsible for:

- a) Management and implementation of the project;
- b) Engagement with stakeholders and local community members where required;
- c) Engagement with service providers where required;
- d) Identification and communication with providers of external expertise where required;
- e) Administration of the project; and
- f) Provision of items and services outlined in the SLA Action Table.

The Shire is responsible for:

- a) Engagement with Astrotourism WA;
- b) Assistance with provision of appropriate stakeholders, feedback and information where required; and
- c) Assistance with the provision of items and services outlined in the SLA Action Table.

4 Mutual Understandings

- 4.1 The project encompasses a number of towns, shires, regions and sub-regions across regional Western Australia that aims to attract visitors for stargazing and astronomy related activities;
- 4.2 Project funds will be used exclusively on the project in accordance with the SLA's Budget and Action Tables.
- 4.3 The Shire and Astrotourism WA acknowledge that they will hold appropriate insurance for the project including public liability and workers compensation as appropriate.

5 Operational Date

- 5.1 This SLA commences once signed by all parties; and
- 5.2 The agreement ceases upon completion of the agreed scope of works or on written agreement by both parties.

6 Budget and Actions Covered by the Agreement

Budget Table

Item of Expenditure	Budget (excl GST)	Source of Funds
Year 1 Astrotourism WA Towns Preparation 2021/22.	\$7,979	Shire of Ashburton
Year 2 Astrotourism WA Towns Membership, Community Event and Website Promotion 2022/23.	\$7,979	Shire of Ashburton
Total budget	\$15,958	

Action Table

Deliverables – Stargazing and Astronomy Sites	Provided by Astrotourism WA	Provided by Local Government and/or other local organisations	Budget (ex GST)	Timeline
Observing Site where visitors are welcome for stargazing activities and to use telescopes and binoculars.	Assistance with the selection of site.	Provision of site location and permissions to use.	Included with membership	Jul-Dec 2021
Astrophotography Hot Spot where visitors are welcome for stargazing activities and to use cameras.	Assistance with the selection of site.	Provision of site location and permissions to use.	Included with membership	Jul-Dec 2021
Observing Site	Addition and promotion of site on Astrotourism WA website and digital map.	Provision of site location and permissions to use.	Included with membership	Jul 2022
Astrophotography Hot Spot	Addition and promotion of site on Astrotourism WA website and digital map.	Provision of site location and permissions to use.	Included with membership	Jul 2022
Deliverables – Community Engagement and Capacity Building	Provided by Astrotourism WA	Provided by Local Government and/or other local organisations	Budget (ex GST)	Timeline
Free local community/town stargazing event to engage community members with the Astrotourism Towns project. This event will provide information on astronomy, the importance of light pollution reduction, dark night sky protection for future generations and will also highlight the value of additional tourism for local businesses.	Planning, promotion, presentation and telescope viewing (2.5 hour event).	Use of local Observing Site or other suitable location for stargazing. Use of local hall/meeting room for presentations.	Included with membership	2022/23

Mentor local tourism industry on how best to assist visitors for stargazing and astronomical activities. Upskilling will empower Visitor Centre and/or Community Resource Centre staff, volunteers and other interested community members. They will be provided with introductory knowledge on the importance of dark night sky protection, what can be seen, where to access information and how to share this knowledge with others.	Liaise and foster enthusiasm. Communicate regularly.	Assist with advice on best local contacts.	Included with membership	Ongoing
Deliverables – Enterprise and Product Development	Provided by Astrotourism WA	Provided by Local Government and/or other local organisations	Budget (ex GST)	Timeline
Support interested regional enterprise to develop stargazing, astronomy and/or Aboriginal Astronomy products and services.	Foster enthusiasm and connect interested parties to external services for business and mentoring assistance.	Assist with identification of interested parties and advice on best local contacts.	Included with membership	2022/23

Tourism WA Astrotourism Market Research Workshop	Upon completion of the forthcoming Tourism WA Astrotourism Market Research Study, share and discuss findings, opportunities and future projects/plans for the Shire.		Included with membership	2021/22
Aboriginal Astronomy Trail concept.	Investigate external funding opportunities for development and/or implementation.	Provide any feedback into the concept and advice on best local contacts.	Included with membership	Ongoing
Deliverables – Promotion and Advocacy	Provided by Astrotourism WA	Provided by Local Government and/or other local organisations	Budget (ex GST)	Timeline
Digital Astrotourism WA Towns map with information on the towns, links to visitor services, what can be seen, where to look, stories of the night sky and how the local community is protecting the night sky from light pollution and why that is important.	Design, purchase, implementation and management.	Local distribution and promotion.	Included with membership	Ongoing
DL flyer for use in Visitor Centres in Astrotourism WA Towns.	Design, purchase and implementation.	Local distribution.	Included with membership	Ongoing
Build Tourism WA's awareness of Astrotourism and its potential to grow the regional Tourism Industry economy.	Liaise, collaborate and foster relationship.	Support with consistent messaging.	Included with membership	Ongoing
Astronomy tourism focused television series (Star Tracks).	Support Beam Me Up Media to develop and seek external funding. Explore value added opportunities to create video snapshots and imagery for use in destination marketing tools.		Included with membership	Ongoing
Memberships with Australia's Coral Coast (ACC), Australia's Golden Outback (AGO), Australia's North West (ANW), Destination Perth, Western Australian Indigenous	Maintain memberships, relationships, engagement and collaboration.		Included with membership	2021/22 to 2022/23

Tourism Operators Council, Forum Advocating Cultural and Eco-Tourism Inc, Geoparks WA Inc, Astronomy WA, International Dark-Sky Association, Australasian Dark Sky Alliance and various amateur astronomical and astrophotography societies and groups.				
Promotion of Astrotourism WA via ACC and AGO.	Design, purchase and implementation.	Support with consistent messaging.	Included with membership	January 2022
Promotion of Astrotourism WA via ACC, AGO and ANW.	Design, purchase and implementation.	Support with consistent messaging.	Included with membership	January 2023
Electronic direct marketing to WA's local Astronomy and Astrophotography clubs and groups including any news and special events in towns of interest to the groups.	Design, purchase and implementation.		Included with membership	Ongoing
Electronic direct marketing to International Astronomy and Astrophotography clubs and groups.	Design, purchase and implementation.		Included with membership	Ongoing
Astrotourism WA digital map, website domain and hosting.	Design, purchase, implementation and management.		Included with membership	Ongoing
Deliverables – Night Sky Protection	Provided by Astrotourism WA	Provided by Local Government and/or other local organisations	Budget (ex GST)	Timeline
Lighting Management Policy for best practice light pollution reduction to enable the long-term opportunity to apply for International Dark-Sky Accreditation.	Provide draft policy.	Assist with feedback. Consider in terms of policies, strategic planning and/or Town Planning.	Included with membership	2021/22
Implementation of best practice light pollution reduction.	Liaise with WA Local Government Association and power service providers to raise awareness and encourage implementation.	Assist with advice on best local contacts.	Included with membership	Ongoing

7 Management of the Agreement

The SLA will be reviewed on an as needs basis to ensure that it continues to properly guide the project.

8 Changes to the Agreement

Any changes to the service levels specified in the SLA will be subject to agreement by both parties. The exception to this will be changes resulting from issues beyond the control of either party. In these circumstances, both parties will still record the changes.

In the event that a change is requested, Astrotourism WA will coordinate meetings between the relevant management staff from both parties. Once agreement has been reached, Astrotourism WA will ensure that an addendum to the SLA is produced and tabled at a meeting between the parties.

9 Confidentiality

The Shire and Astrotourism WA agree not to divulge any information that holds commercial sensitivity.

10 Dispute Resolution

Any conflicts arising through work undertaken under this SLA shall be resolved by negotiation between the Shire and Astrotourism WA.

11 Principal Contacts

11.1 The Shire of Ashburton

Ben Witkowski

Phone: 9188 4444

PO Box 567

Email: Ben.Witkowski@ashburton.wa.gov.au

Tom Price WA 6751

11.2 Astrotourism WA

Carol Redford

Phone: 0427 554 035

372 Fynes Road

Email: carol@astrotourismwa.com.au

Gingin WA 6503

12 Signatures and Date

Kenn Donohoe
Chief Executive Officer
Shire of Ashburton

Signature

Date

Carol Redford
Founder | CEO
Astrotourism WA

Signature

Date



MINING TENEMENT SUMMARY REPORT

EXPLORATION LICENCE 08/3338

Status: Pending

TENEMENT SUMMARY

Area: 85 BL Death Reason :
 Mark Out : Death Date :
 Received : 19/02/2021 09:39:23 Commence :
 Term Granted :

CURRENT HOLDER DETAILS

Name and Address

FMG PILBARA PTY LTD

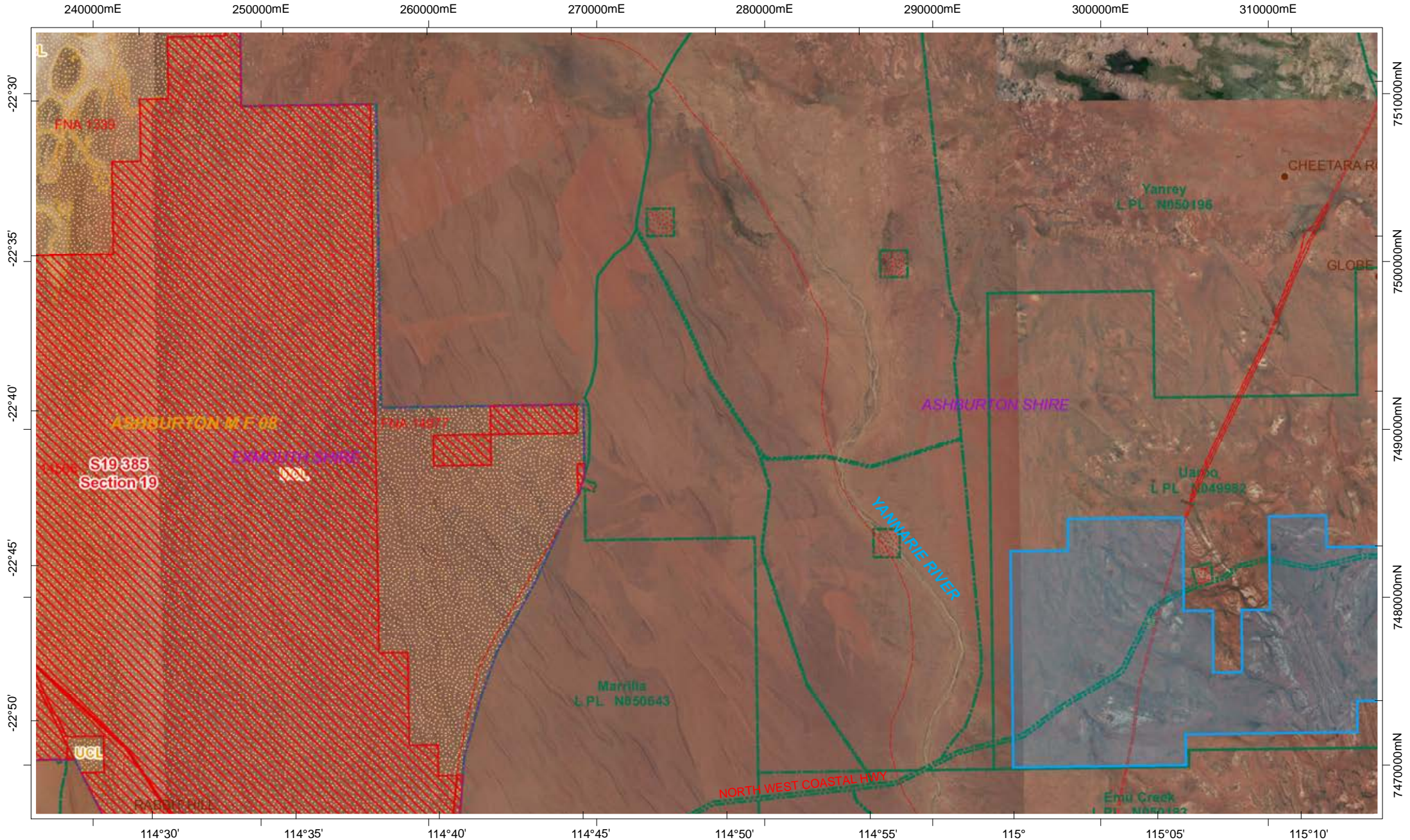
ACQUISITIONS AND TENEMENTS DEPARTMENT, ACQUISITIONS AND TENEMENTS DEPARTMENT, PO
 BOX 3379 HAY STREET, EAST PERTH, WA, 6004, xxxxxxxxxxxxxxxxxxxx@fmgil.com.au

DESCRIPTION

Type	Start Date	No. of Blocks	Remaining Blocks	
			Million Plan	Graticules Primary Blocks
Applied For	19/02/2021	85	HAMERSLEY RANGE	2317 xyz
			HAMERSLEY RANGE	2318 vz
			HAMERSLEY RANGE	2319 v
			HAMERSLEY RANGE	2389 abcdefghijklmnopqrstuvwxyz
			HAMERSLEY RANGE	2390 aefklmopqrtuvwxyz
			HAMERSLEY RANGE	2391 abcfghlmnqrstuvwxyz
			HAMERSLEY RANGE	2461 abcdefghjk
			HAMERSLEY RANGE	2462 abcdef
			HAMERSLEY RANGE	2463 ab

SHIRE DETAILS

Shire	Shire No	Start	End	Area
ASHBURTON SHIRE	250	19/02/2021		85.00000 BL



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MINING TENEMENT SUMMARY REPORT

EXPLORATION LICENCE 08/3329

Status: Pending

TENEMENT SUMMARY

Area: 26 BL Death Reason :
Mark Out : Death Date :
Received : 18/02/2021 10:06:44 Commence :
Term Granted :

CURRENT HOLDER DETAILS

Name and Address

AVIRA RESOURCES LTD
MCMAHON MINING TITLE SERVICES PTY LTD, C/- MCMAHON MINING TITLE SERVICES PTY LTD, PO BOX
592, MAYLANDS, WA, 6931, xxxx@mmts.net.au, xxxxxxx997

DESCRIPTION

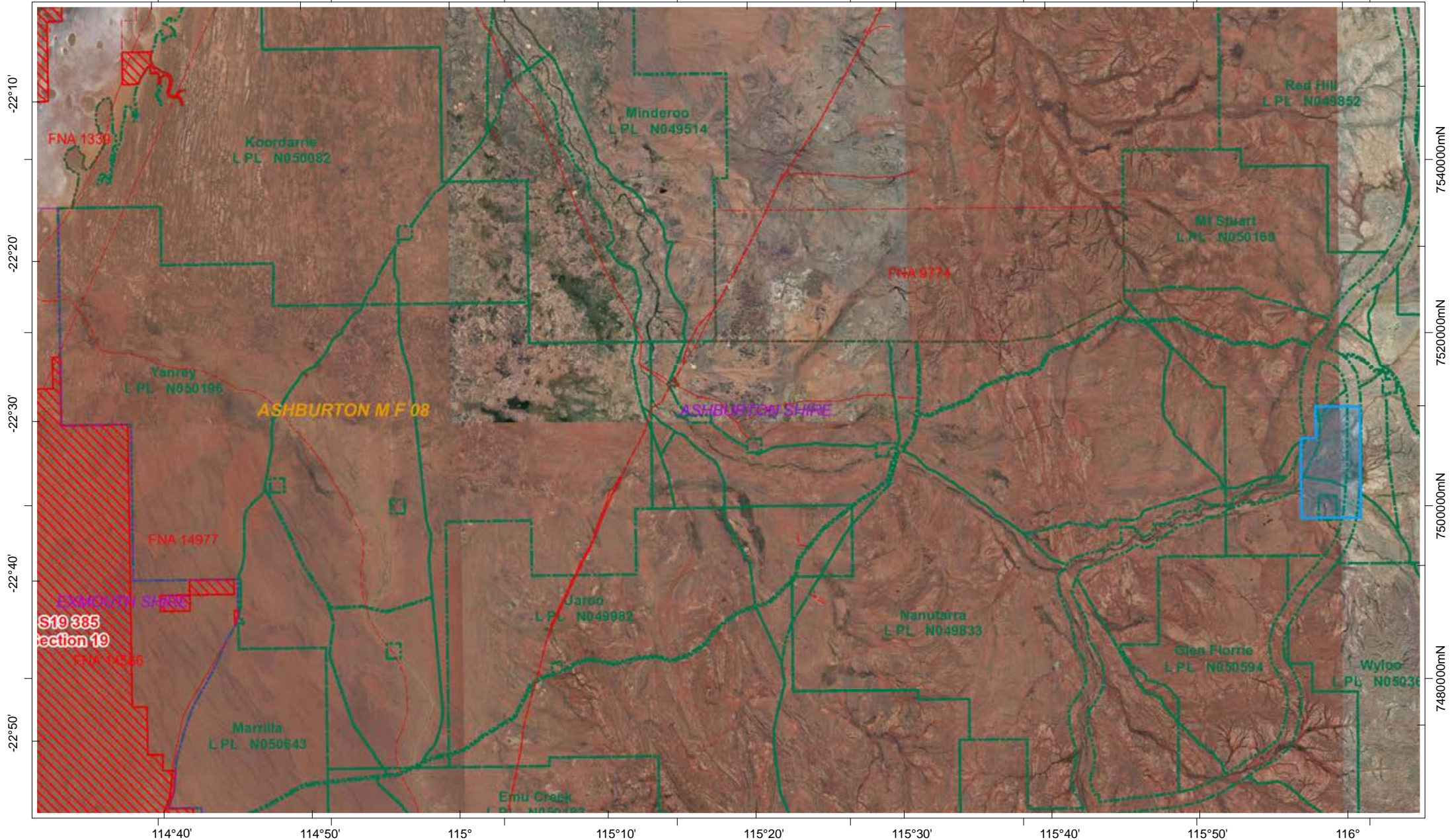
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			Million Plan	Graticules Primary Blocks
Applied For	18/02/2021	26	HAMERSLEY RANGE	2184 dejknopstuxyz
			HAMERSLEY RANGE	2185 aflqv
			HAMERSLEY RANGE	2256 cdehjk
			HAMERSLEY RANGE	2257 af

SHIRE DETAILS

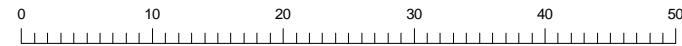
Shire	Shire No	Start	End	Area
ASHBURTON SHIRE	250	18/02/2021		26.00000 BL



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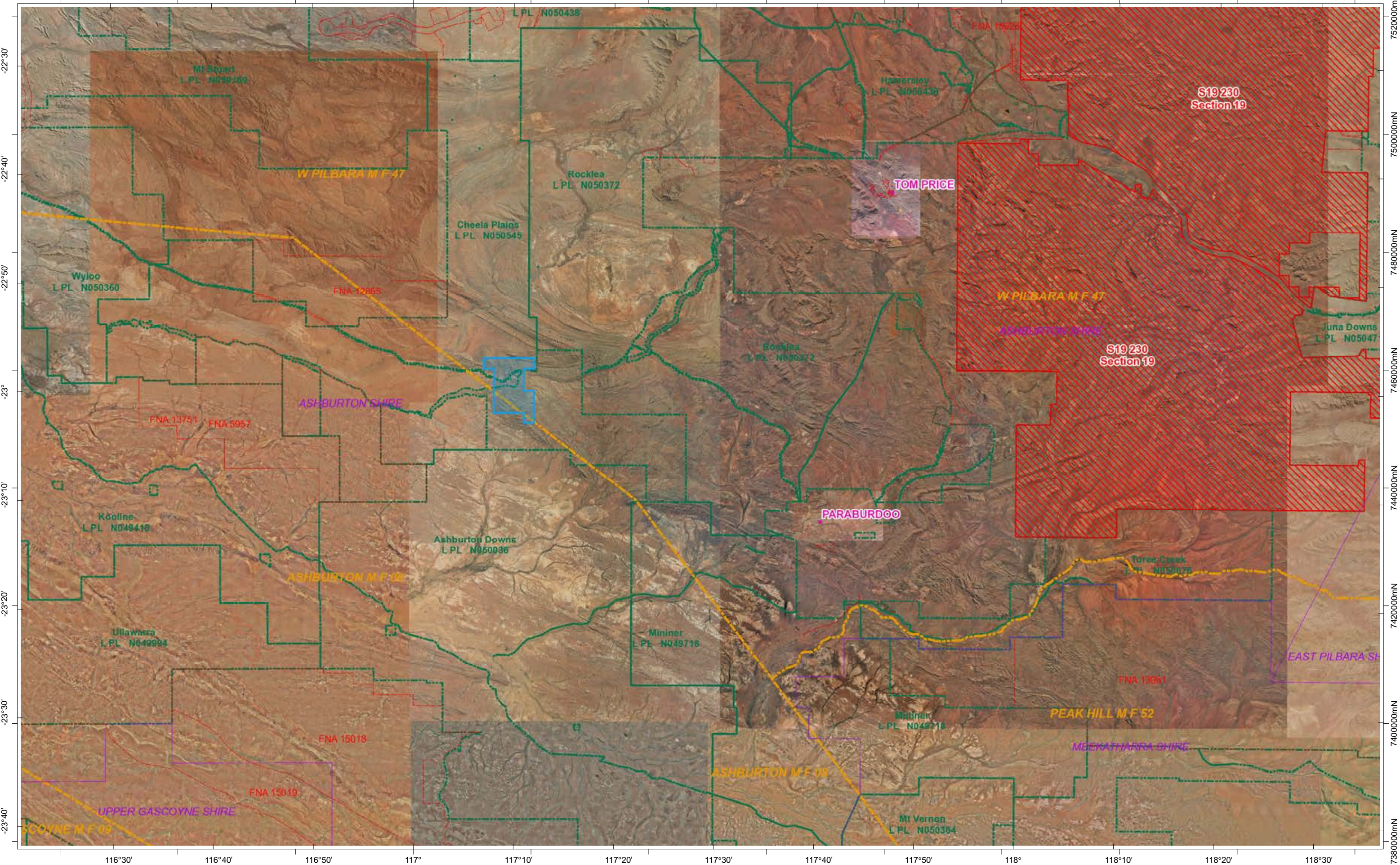


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- Pending Application
- Live Tenement
- Application over Live Tenement

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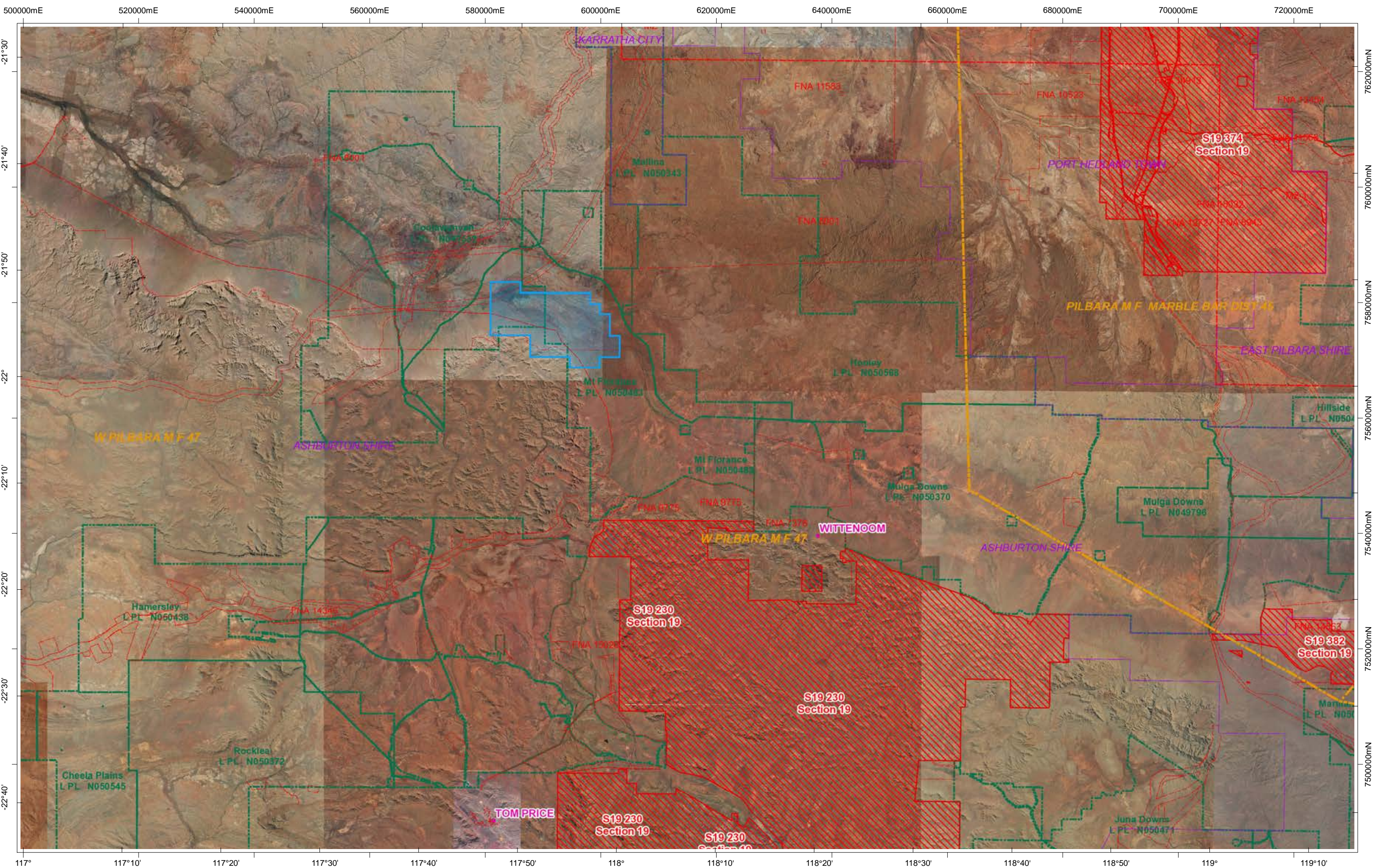
This plan has been compiled from various data sources received from a number of agencies and with information supplied by applicants for mining tenements. No responsibility is accepted for any error or omission. The Commonwealth of Australia (c) 2002, through Geoscience Australia and the Department of Defence, maintains copyright over those parts of the topographic data it has provided for display in TENGRAPI. Users wishing to use the data in its unaltered form should contact Geoscience Australia at www.ga.gov.au. Confirmation of the extent and composition of any Native Title Claims should be sought from the Native Title Spatial Services Landgate. Enclosed Pastoral Lease land and Pre-1994 mining continued to Nimanawungga Wajjari and Ngarrawungga IJIA Native Title determination boundary.

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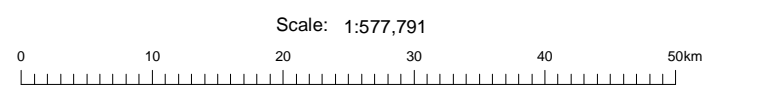
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-  Pending Application
-  Live Tenement
-  Application over Live Tenement

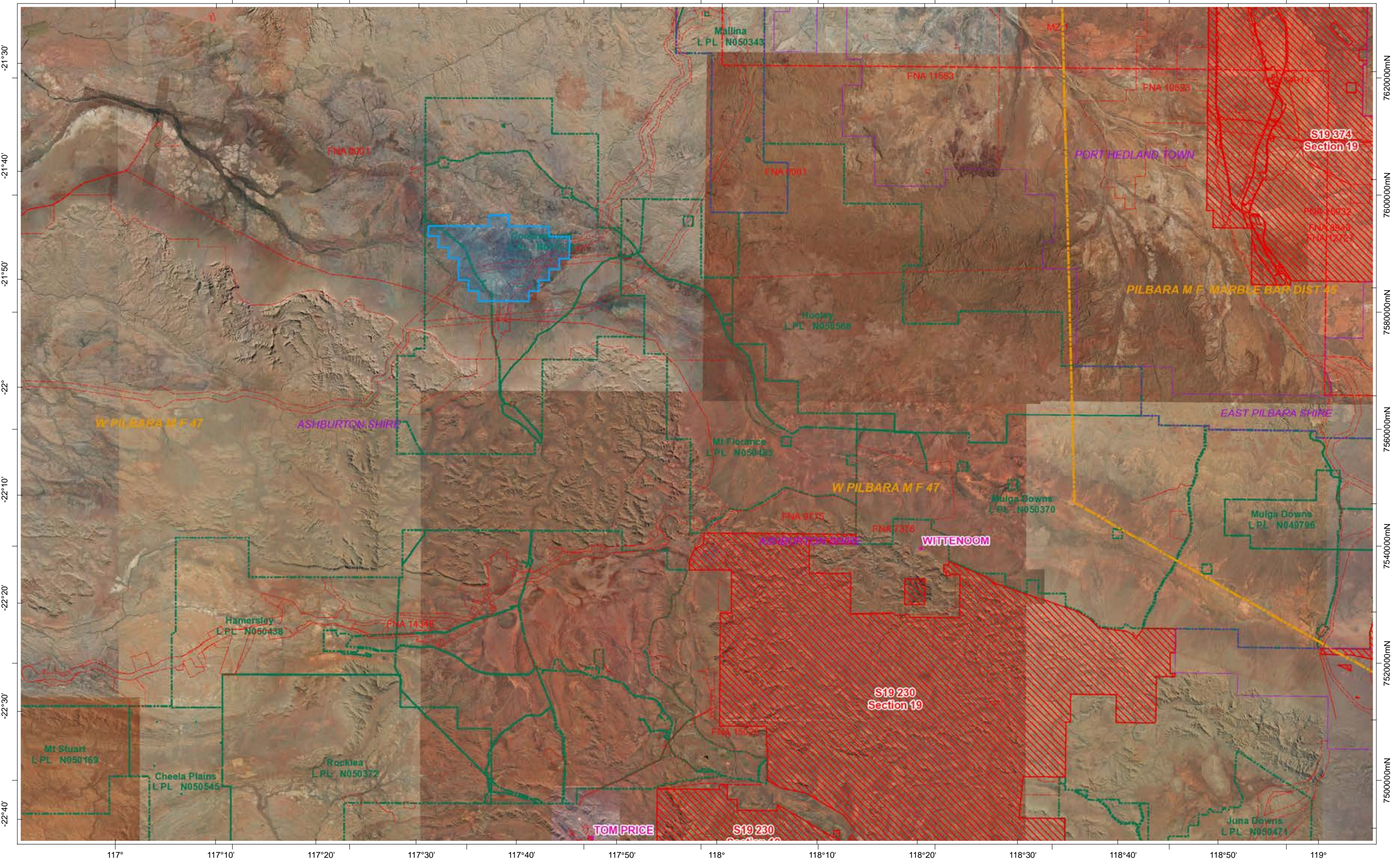


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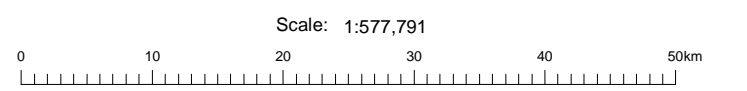


- Pending Application
- Live Tenement
- Application over Live Tenement

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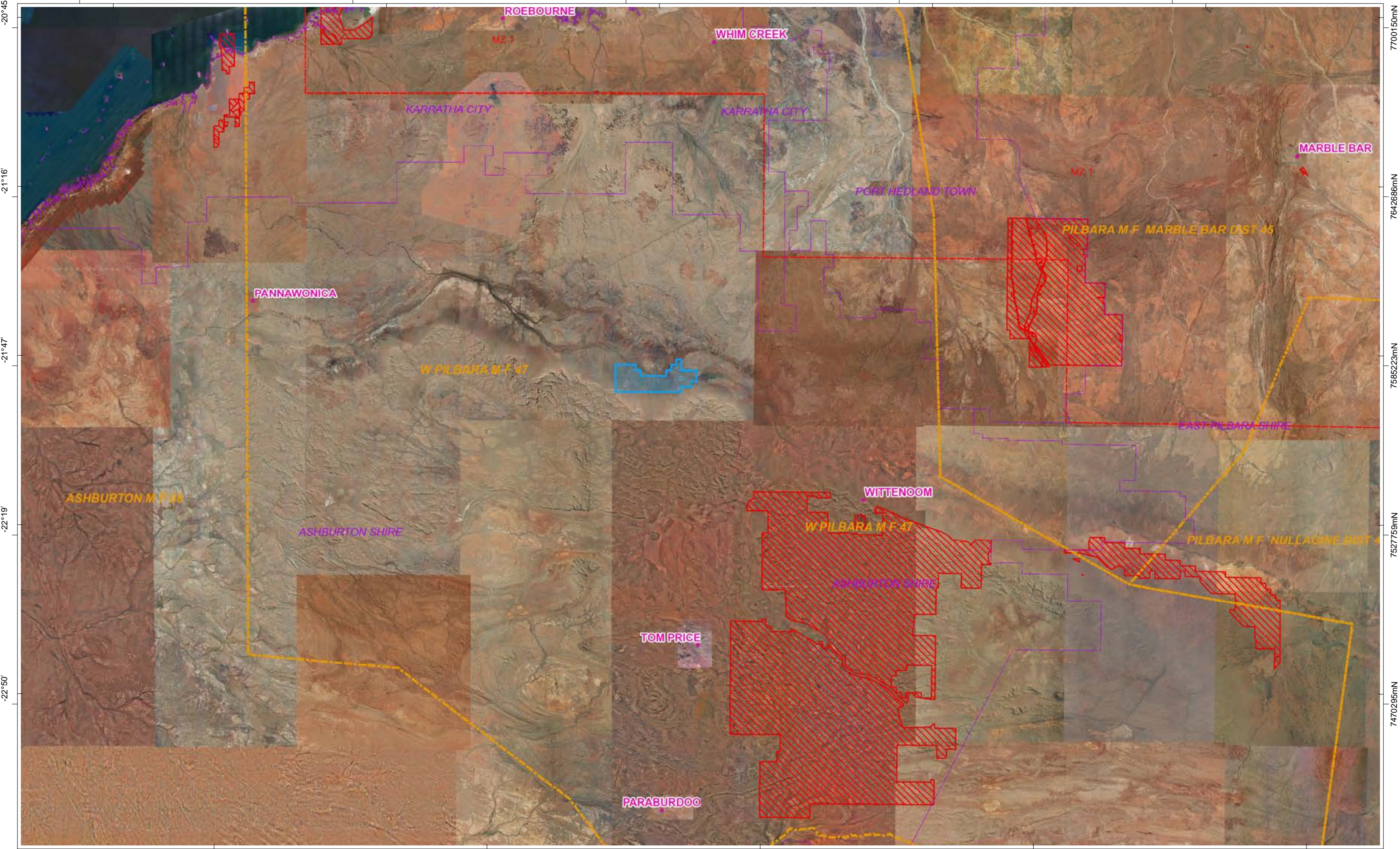


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- ▭ Pending Application
- ▭ Live Tenement
- ▭ Application over Live Tenement

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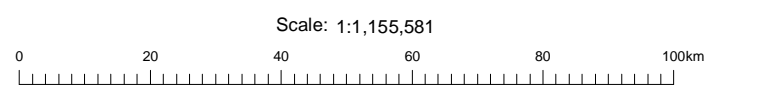


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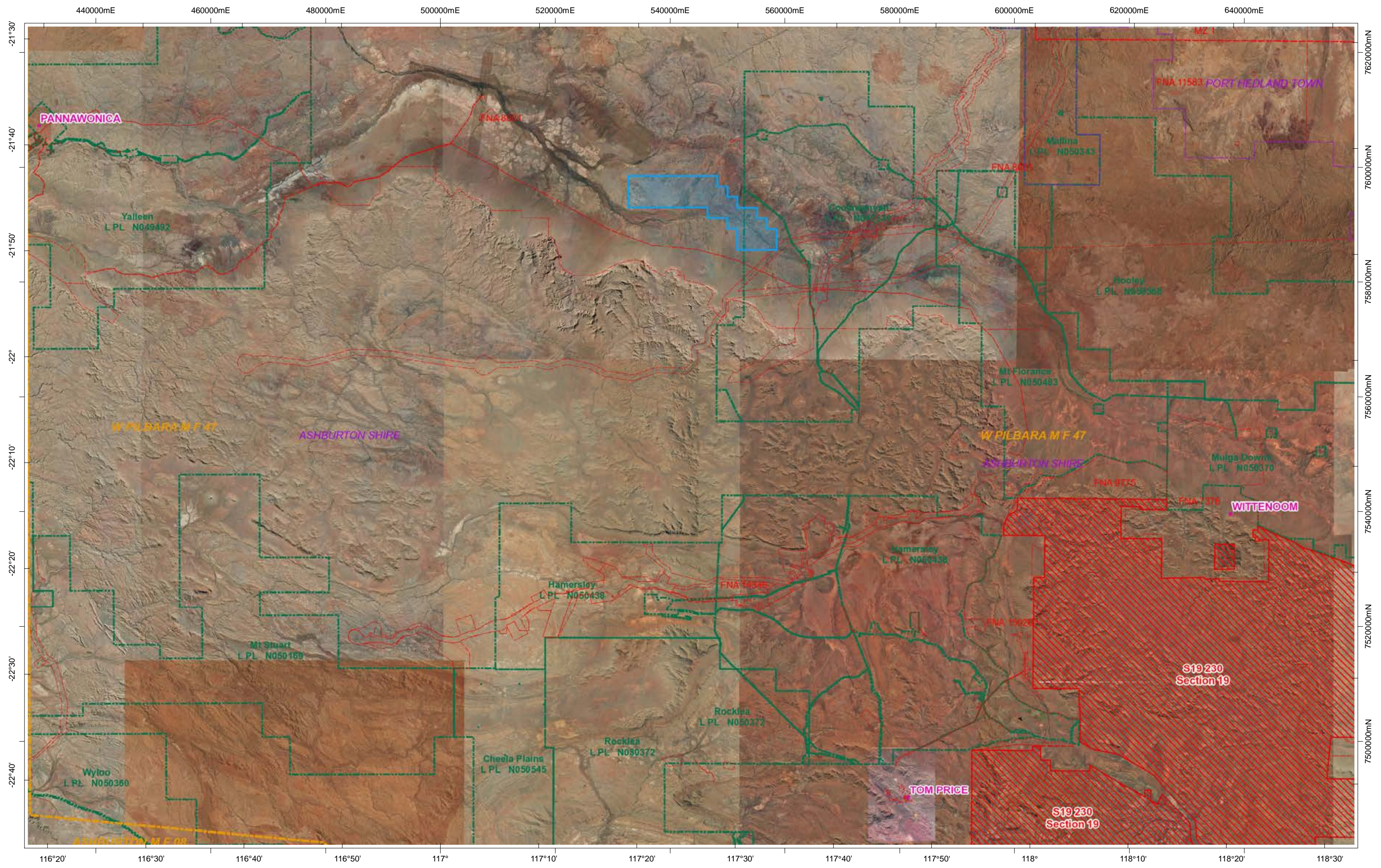
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7527759mN
7470295mN

116°11' 117°05' 118° 118°54' 119°49'

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- Pending Application
- Live Tenement
- Application over Live Tenement



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MINING TENEMENT SUMMARY REPORT

EXPLORATION LICENCE 47/4504

Status: Pending

TENEMENT SUMMARY

Area: 46 BL Death Reason :
Mark Out : Death Date :
Received : 05/03/2021 16:16:32 Commence :
Term Granted :

CURRENT HOLDER DETAILS

Name and Address

MALLINA EXPLORATION PTY LTD
MARCO TENTORI, C/- ANDERSON'S TENEMENT MANAGEMENT, PO BOX 2162, WARWICK, WA, 6024,
xxxxxx@atmwa.net.au, xxxxxxxxx095

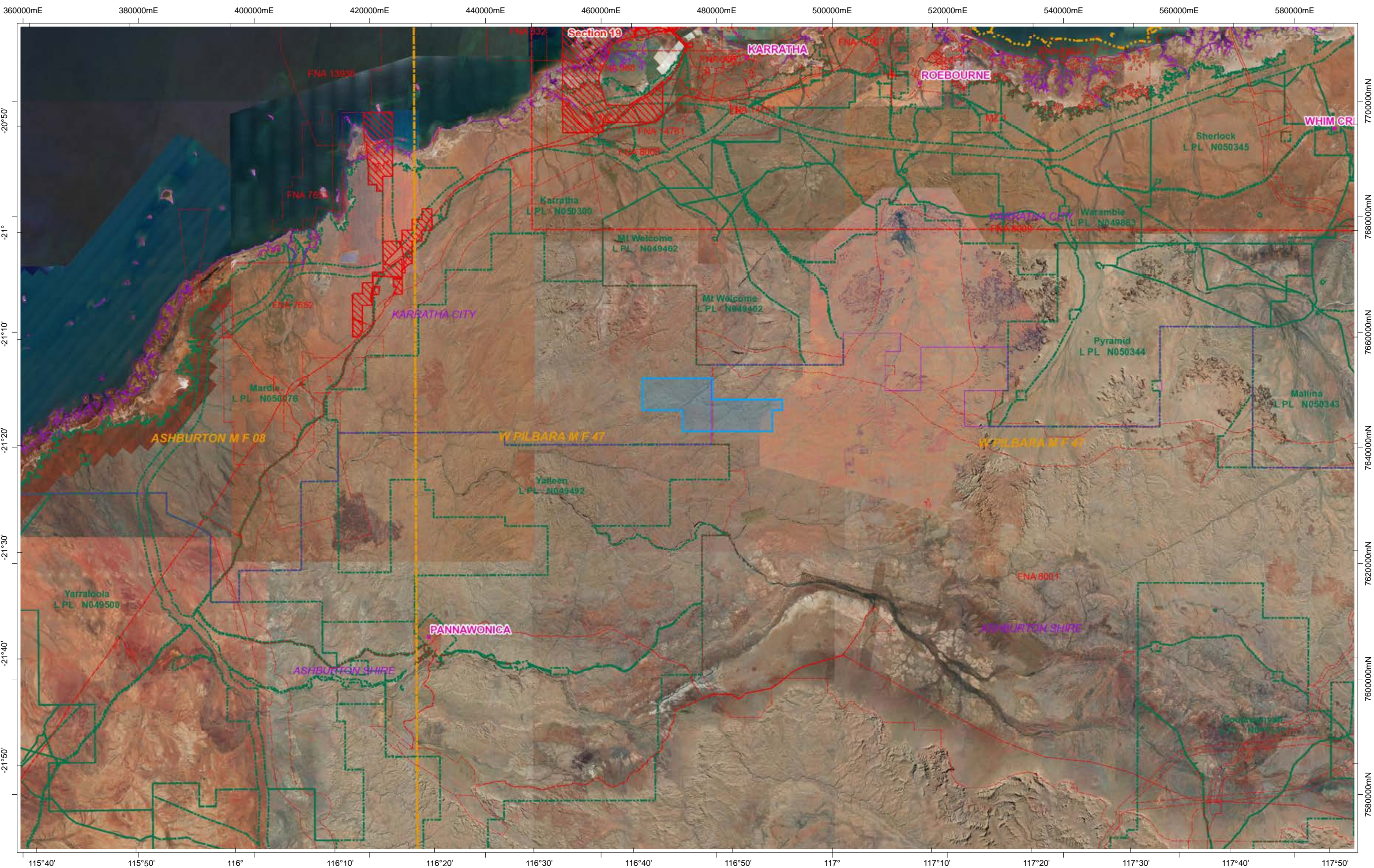
DESCRIPTION

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			HAMERSLEY RANGE	1042 vwx
			HAMERSLEY RANGE	1113 bcdeghjk
			HAMERSLEY RANGE	1114 abcdefghijklmnopqrstu
			HAMERSLEY RANGE	1115 fghijklmnoqrst

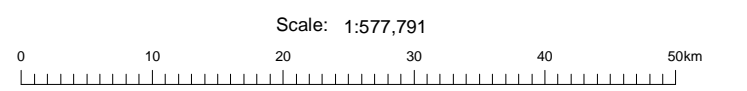
SHIRE DETAILS

Shire	Shire No	Start	End	Area
ASHBURTON SHIRE	250	05/03/2021		19.60272 BL
KARRATHA CITY	4310	05/03/2021		26.39728 BL

- ▭ Pending Application
- ▭ Live Tenement
- ▭ Application over Live Tenement



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MINING TENEMENT SUMMARY REPORT

EXPLORATION LICENCE 47/4503

Status: Pending

TENEMENT SUMMARY

Area: 54 BL Death Reason :
Mark Out : Death Date :
Received : 05/03/2021 10:18:06 Commence :
Term Granted :

CURRENT HOLDER DETAILS

Name and Address




FORGE RESOURCES SWAN PTY LTD
MCMAHON MINING TITLE SERVICES PTY LTD, C/- MCMAHON MINING TITLE SERVICES PTY LTD, PO BOX
592, MAYLANDS, WA, 6931, xxxx@mmts.net.au, xxxxx997

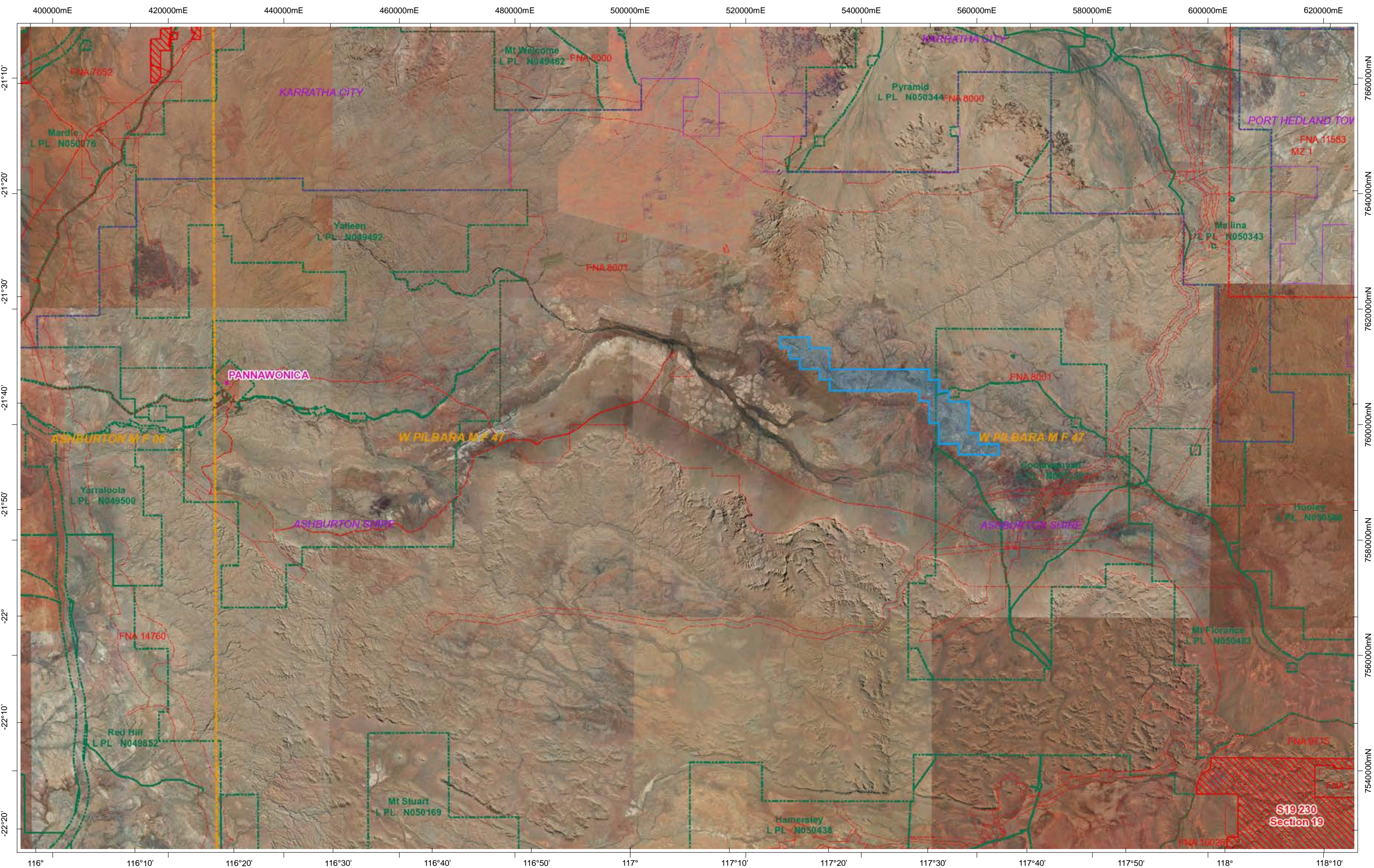
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Type	Start Date	No. of Blocks	Remaining Blocks	
			Million Plan	Graticules Primary Blocks
Applied For	05/03/2021	54	HAMERSLEY RANGE	1336 vwx
			HAMERSLEY RANGE	1408 bcdehjpk
			HAMERSLEY RANGE	1409 lmnopqrstu
			HAMERSLEY RANGE	1410 lmnopqrstuz
			HAMERSLEY RANGE	1411 qvw
			HAMERSLEY RANGE	1483 abcdfghjmnorstuyz
			HAMERSLEY RANGE	1484 vw

SHIRE DETAILS

Shire	Shire No	Start	End	Area
ASHBURTON SHIRE	250	05/03/2021		54.00000 BL

-  Pending Application
-  Live Tenement
-  Application over Live Tenement



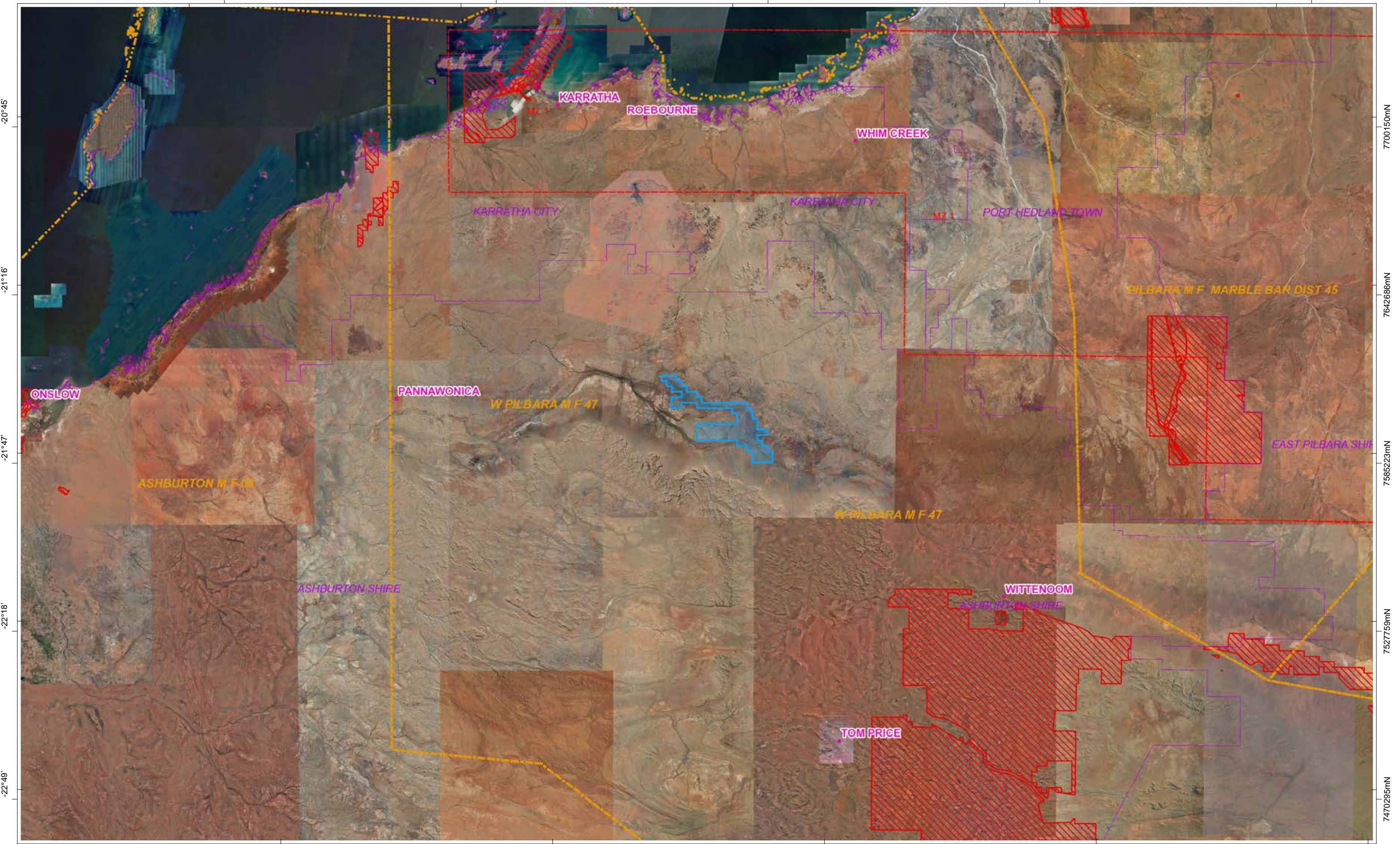
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SHIRE DETAILS

Shire	Shire No	Start	End	Area
ASHBURTON SHIRE	250	10/03/2021		96.00000 BL

- ▭ Pending Application
- ▭ Live Tenement
- ▭ Application over Live Tenement

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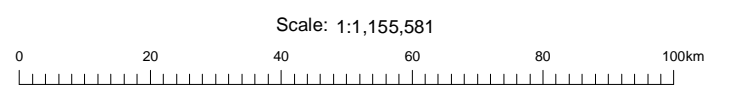


-20°45'
-21°16'
-21°47'
-22°18'
-22°49'

7700150mN
7642686mN
7585223mN
7527759mN
7470295mN

115°56' 116°50' 117°44' 118°39' 119°33'

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MINING TENEMENT SUMMARY REPORT

EXPLORATION LICENCE 47/4507

Status: Pending

TENEMENT SUMMARY

Area: 132 BL Death Reason :
Mark Out : Death Date :
Received : 10/03/2021 08:30:00 Commence :
Term Granted :

CURRENT HOLDER DETAILS

Name and Address

FORGE RESOURCES SWAN PTY LTD
MCMAHON MINING TITLE SERVICES PTY LTD, C/- MCMAHON MINING TITLE SERVICES PTY LTD, PO BOX
592, MAYLANDS, WA, 6931, xxxx@mmts.net.au, xxxxx997

DESCRIPTION

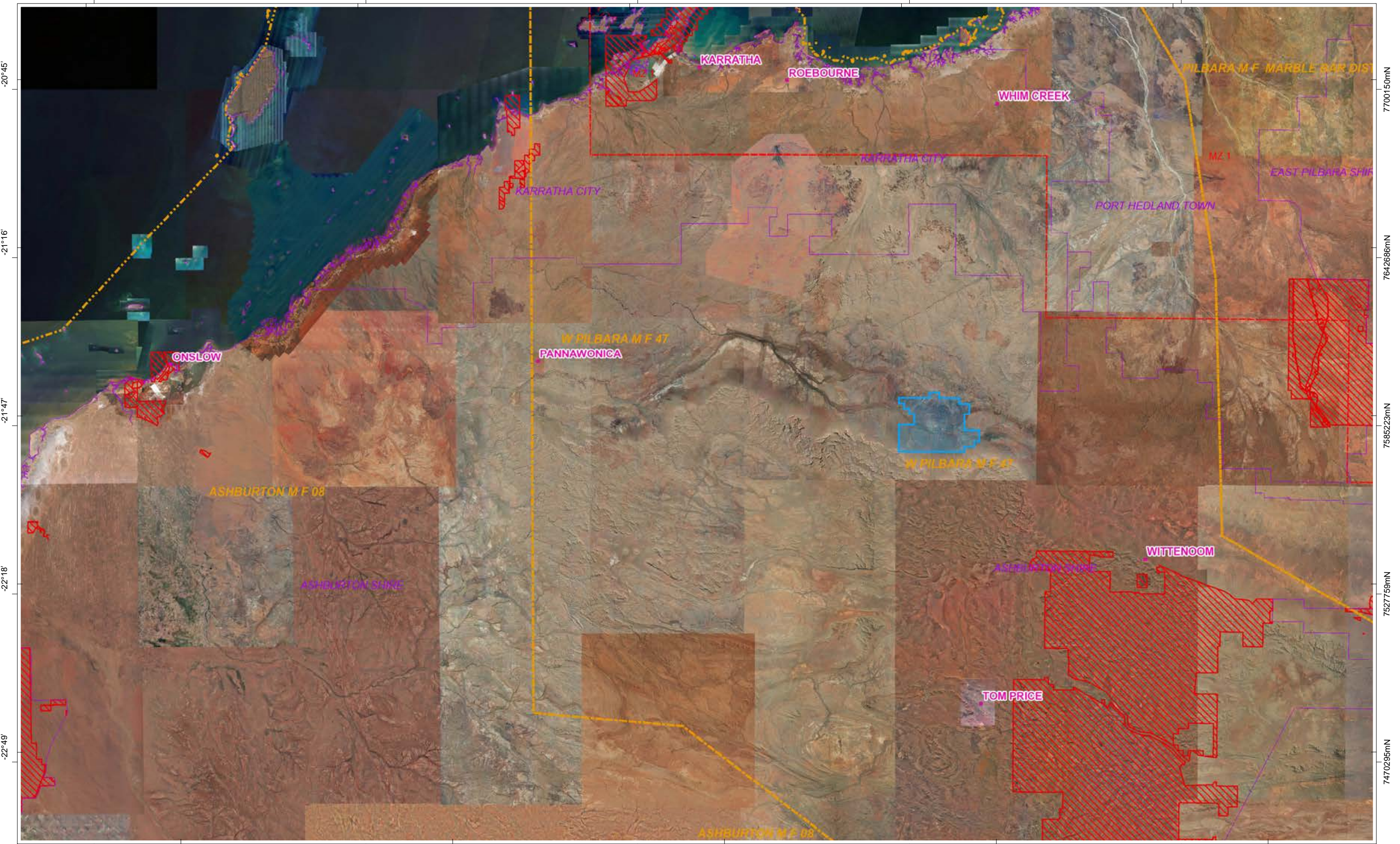
Type	Start Date	No. of Blocks	Remaining Blocks	
			Million Plan	Graticules Primary Blocks
Applied For	10/03/2021	132	HAMERSLEY RANGE	1484 xy
			HAMERSLEY RANGE	1555 bcdehjkopuz
			HAMERSLEY RANGE	1556 abcdefghijklmnopqrstuvwxyz
			HAMERSLEY RANGE	1557 abcfghijklmnopqrstvwxy
			HAMERSLEY RANGE	1627 bcdeghjkmnoprstuvwxyz
			HAMERSLEY RANGE	1628 abcdefghijklmnopqrstuvwxyz
			HAMERSLEY RANGE	1629 abcdfghijklmnopqrstuvwxy
			HAMERSLEY RANGE	1630 fglmq

SHIRE DETAILS

Shire	Shire No	Start	End	Area
ASHBURTON SHIRE	250	10/03/2021		132.00000 BL

- ▭ Pending Application
- ▭ Live Tenement
- ▭ Application over Live Tenement

278513mE 371351mE 464189mE 557027mE 649864mE

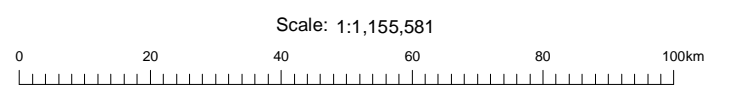


-20°45'
-21°16'
-21°47'
-22°18'
-22°49'

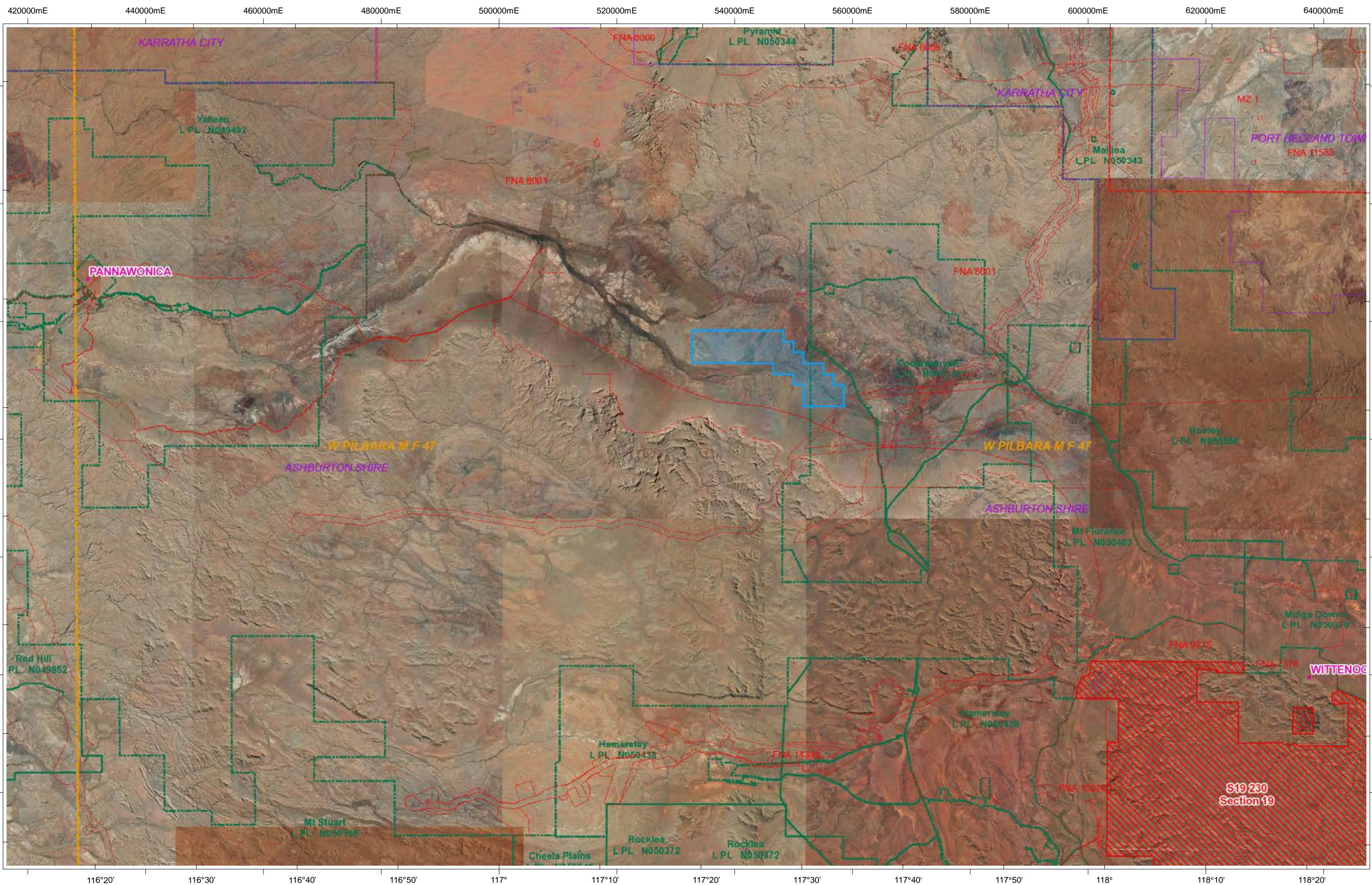
7700150mN
7642686mN
7585223mN
7527759mN
7470295mN

115°07' 116°02' 116°56' 117°50' 118°45'

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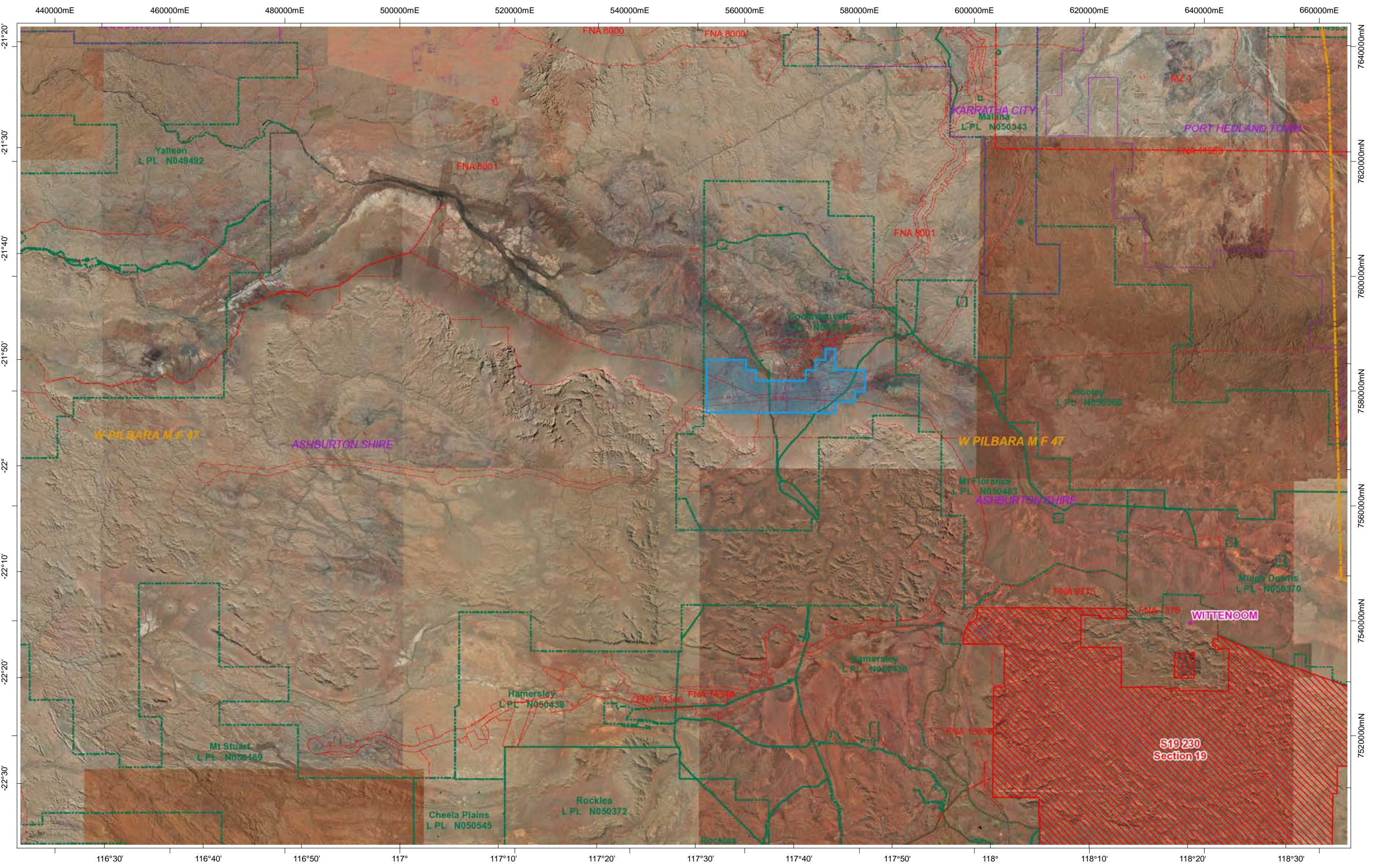


- ▭ Pending Application
- ▭ Live Tenement
- ▭ Application over Live Tenement

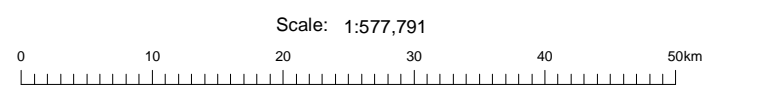


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- Pending Application
- Live Tenement
- Application over Live Tenement

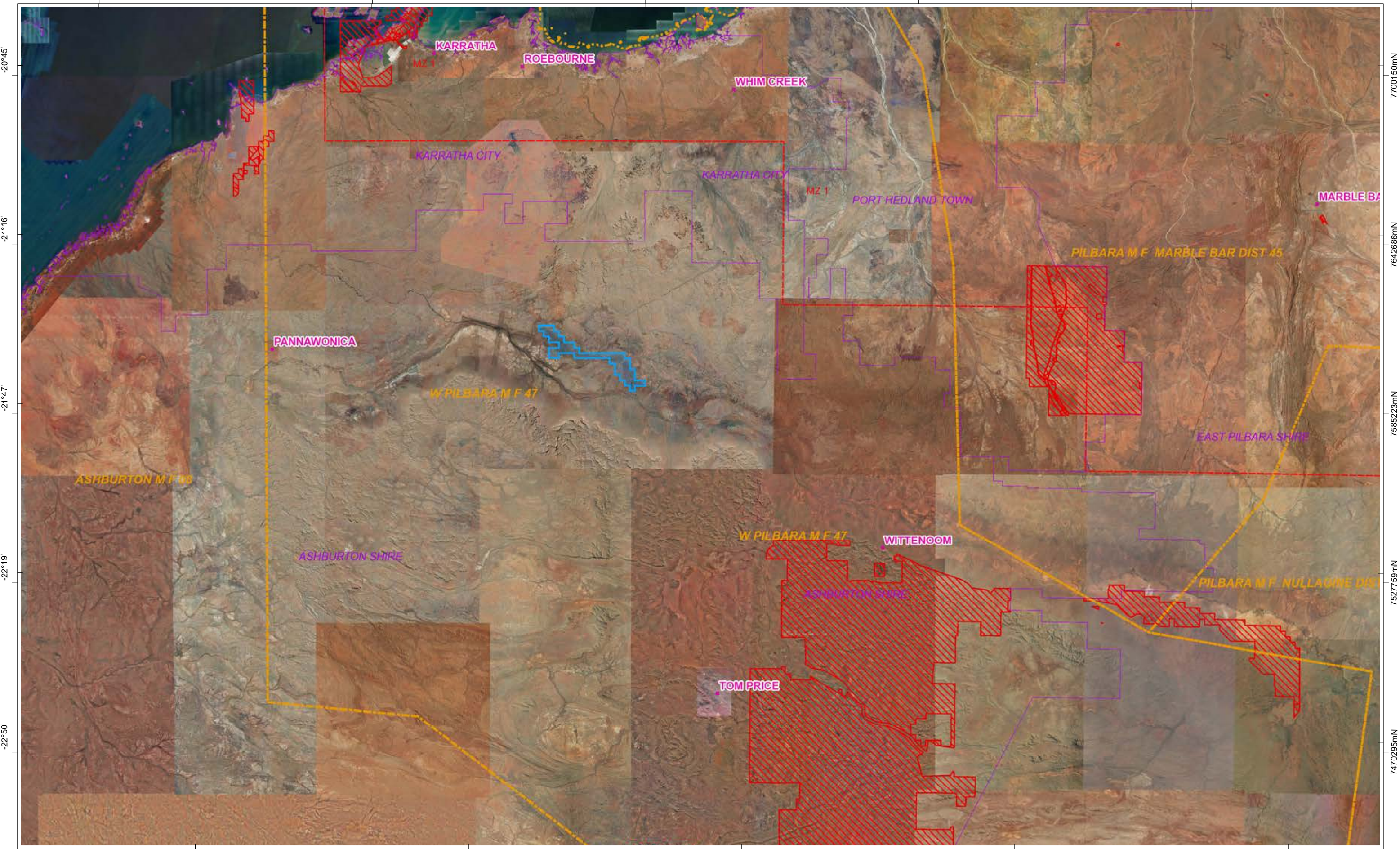


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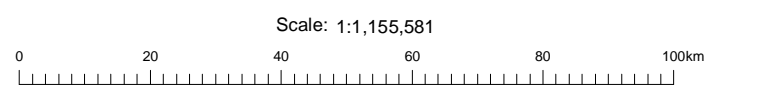
- Pending Application
- Live Tenement
- Application over Live Tenement

371351mE 464189mE 557027mE 649864mE 742702mE



116°03' 116°58' 117°52' 118°46' 119°41'

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MINING TENEMENT SUMMARY REPORT

EXPLORATION LICENCE 47/4516

Status: Pending

TENEMENT SUMMARY

Area: 70 BL Death Reason :
 Mark Out : Death Date :
 Received : 10/03/2021 08:30:00 Commence :
 Term Granted :

CURRENT HOLDER DETAILS

Name and Address

ONE EIGHT TWO CAPITAL INVESTMENTS PTY LTD
 AUSTWIDE MINING TITLE MANAGEMENT PTY LTD, C/- AUSTWIDE MINING TITLE MANAGEMENT PTY LTD,
 PO BOX 1434, WANGARA, WA, 6947, xxxxxxxx@austwidemining.com.au, xxxxxxx400

DESCRIPTION

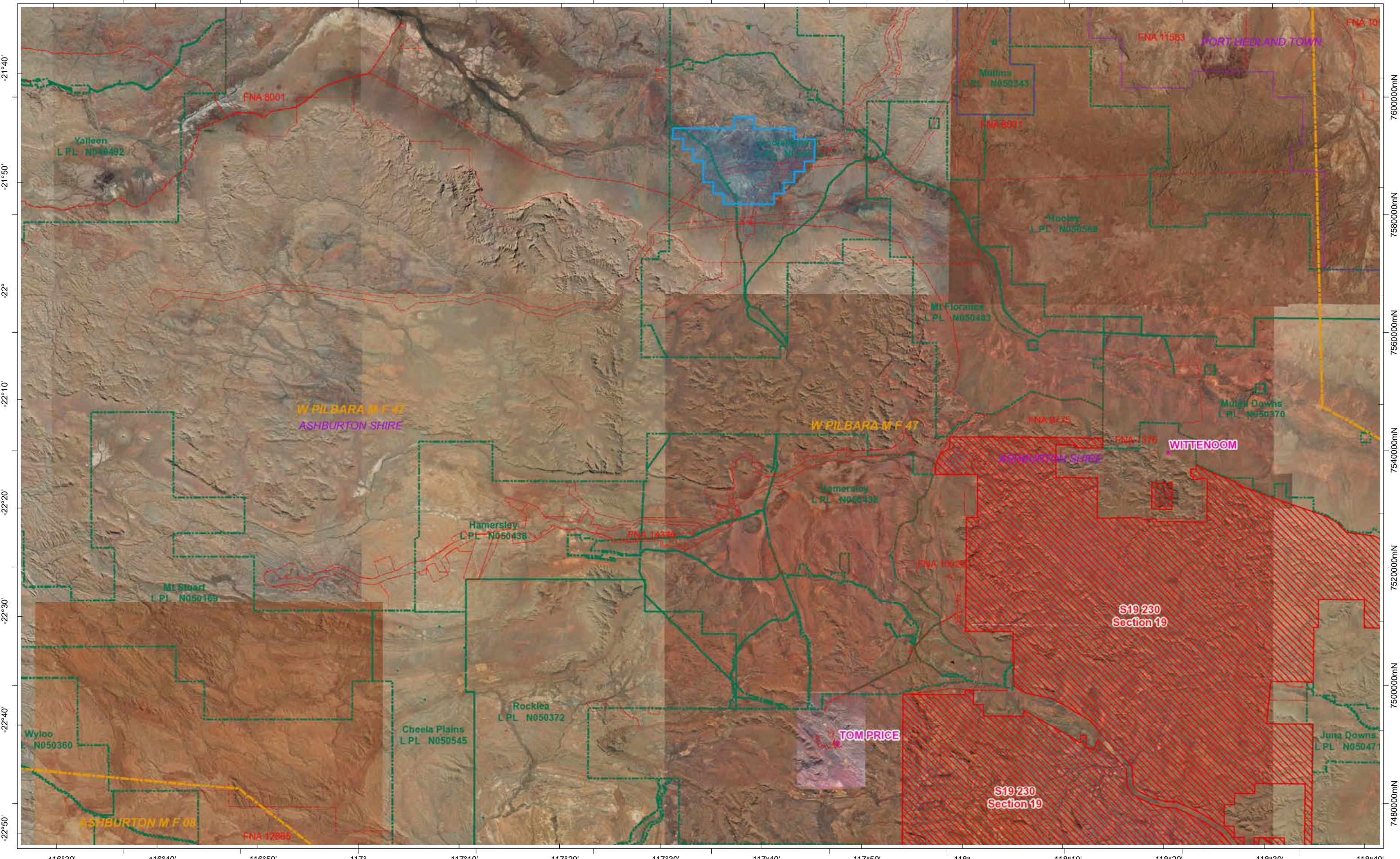
Type	Start Date	No. of Blocks	Remaining Blocks	
			Million Plan	Graticules Primary Blocks
Applied For	10/03/2021	70	HAMERSLEY RANGE	1484 xy
			HAMERSLEY RANGE	1555 bcdehjkopuz
			HAMERSLEY RANGE	1556 abcdefghijklmnopqrstuvwxyz
			HAMERSLEY RANGE	1557 abcfghijklmnopqrstvw
			HAMERSLEY RANGE	1628 abcdeghjk
			HAMERSLEY RANGE	1629 abf

SHIRE DETAILS

Shire	Shire No	Start	End	Area
-------	----------	-------	-----	------

- Pending Application
- Live Tenement
- Application over Live Tenement

460000mE 480000mE 500000mE 520000mE 540000mE 560000mE 580000mE 600000mE 620000mE 640000mE 660000mE



116°30' 116°40' 116°50' 117° 117°10' 117°20' 117°30' 117°40' 117°50' 118° 118°10' 118°20' 118°30' 118°40'

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MINING TENEMENT SUMMARY REPORT

MINING LEASE 47/1613

Status: Pending

TENEMENT SUMMARY

Area: 1,005.00000 HA **Death Reason :**
Mark Out : 24/02/2021 10:49:00 **Death Date :**
Received : 24/02/2021 16:05:08 **Commence :**
Term Granted :

CURRENT HOLDER DETAILS

Name and Address

FMG PILBARA PTY LTD

ACQUISITIONS AND TENEMENTS DEPARTMENT, ACQUISITIONS AND TENEMENTS DEPARTMENT, PO
BOX 3379 HAY STREET, EAST PERTH, WA, 6004, xxxxxxxxxxxxxxxxxxxx@fmgl.com.au

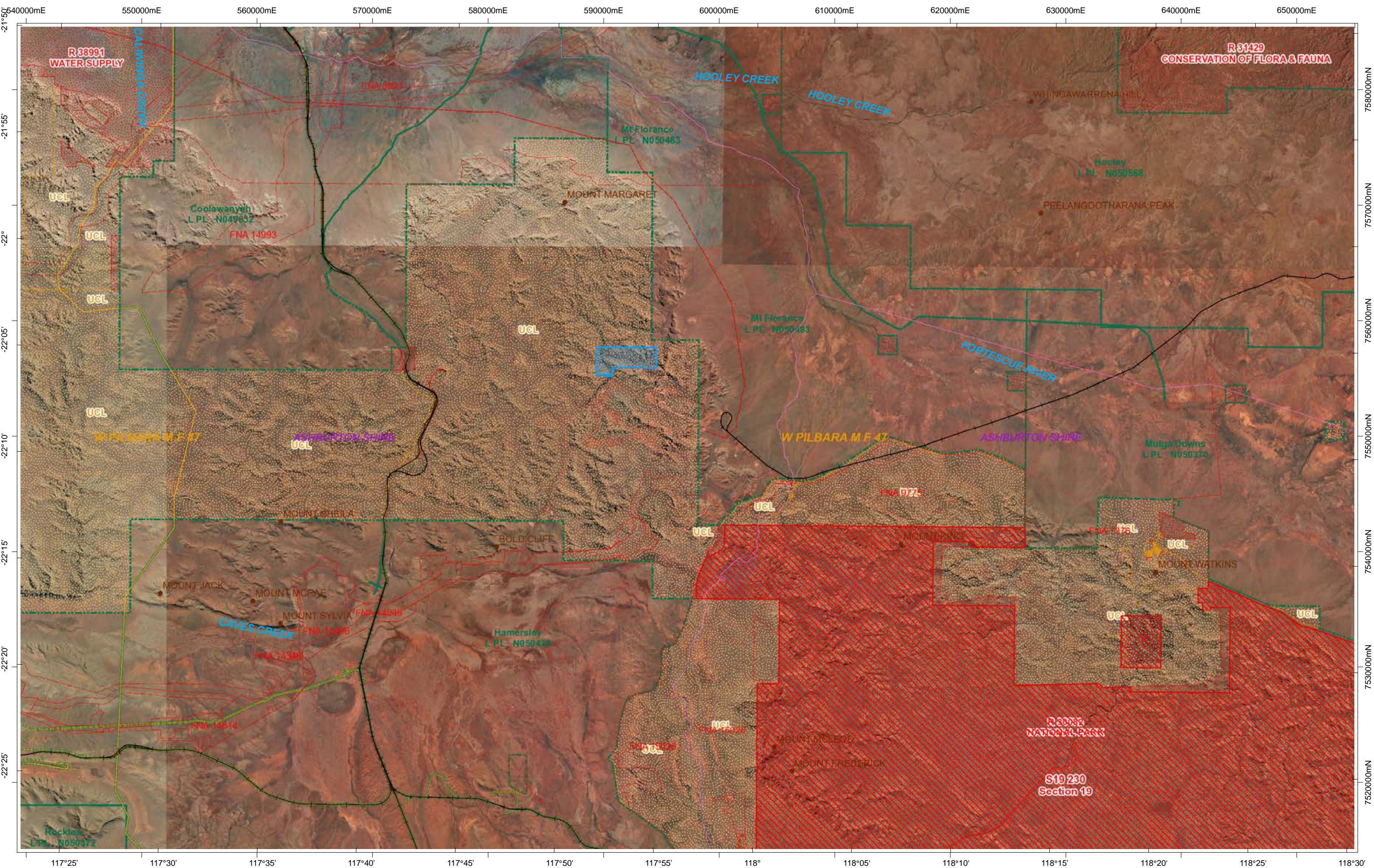
DESCRIPTION

Locality: Garnajee
Datum: GDA94 MGA Z50 Datum situated at 594,566.64 mE
7,557,664.75 mN
Boundary: Then to 594,555.54 mE 7,555,819.79 mN Then to
594,511.40 mE 7,555,820.05 mN Then to 593,356.51 mE
7,555,927.70 mN Then to 591,117.47 mE 7,555,928.98
mN Then to 591,116.96 mE 7,555,840.11 mN Then to
590,707.13 mE 7,555,842.47 mN Then to 590,709.23 mE
7,555,153.22 mN Then to 590,212.91 mE 7,555,157.28
mN Then to 590,409.63 mE 7,555,273.68 mN Then to
589,411.56 mE 7,555,269.23 mN Then to 589,394.30 mE
7,555,256.74 mN Then to 589,408.17 mE 7,557,694.93
mN Back to the datum at 594,566.64 mE 7,557,664.75
mN

Area :	Type	Dealing No	Start Date	Area
	Applied For		24/02/2021	1,005.00000 HA

SHIRE DETAILS

Shire	Shire No	Start	End	Area
ASHBURTON SHIRE	250	24/02/2021		1,004.73034 HA



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MINING TENEMENT SUMMARY REPORT

MISCELLANEOUS LICENCE 08/239

Status: Pending

TENEMENT SUMMARY

Area: 630.00000 HA	Death Reason :
Mark Out : N/A	Death Date :
Received : 05/03/2021 08:30:00	Commence :
Term Granted :	

CURRENT HOLDER DETAILS

Name and Address

PILBARA ENERGY COMPANY PTY LTD
AQUISITIONS AND TENEMENTS DEPARTMENT, AQUISITIONS AND TENEMENTS DEPARTMENT, PO BOX
3379 HAY STREET, EAST PERTH, WA, 6004, xxxxxxxxxxxxxxxxxxxx@fmgl.com.au

DESCRIPTION

Locality: PEC STAGE 5 SECTION 1 APPLICATION 1
Datum: GDA94 MGA Zone 50 306843.402 mE 7480689.201 mN
Boundary: Then to 306654.638 mE 7480632.691 mN Then to
306243.880 mE 7480509.722 mN Then to 305845.921
mE 7480390.587 mN Then to 305139.493 mE
7480071.463 mN Then to 304920.226 mE 7479972.411
mN Then to 304370.159 mE 7479723.923 mN Then to
304074.790 mE 7479590.492 mN Then to 303782.969
mE 7479407.323 mN Then to 303658.247 mE
7479329.035 mN Then to 303334.241 mE 7479125.664
mN Then to 303274.944 mE 7478999.354 mN Then to
303214.227 mE 7478969.634 mN Then to 302911.541
mE 7478903.310 mN Then to 302763.503 mE
7478593.886 mN Then to 302524.055 mE 7478092.499
mN Then to 302328.263 mE 7477677.102 mN Then to
302087.491 mE 7477202.174 mN Then to 301764.699
mE 7476553.944 mN Then to 301620.501 mE
7476268.193 mN Then to 301482.917 mE 7475991.703
mN Then to 301369.146 mE 7475762.838 mN Then to
301299.031 mE 7475663.619 mN Then to 301228.917
mE 7475578.952 mN Then to 301145.573 mE
7475504.869 mN Then to 300977.562 mE 7475395.067
mN Then to 300699.749 mE 7475233.670 mN Then to
300186.456 mE 7474926.753 mN Then to 299679.778
mE 7474622.482 mN Then to 299220.725 mE
7474353.929 mN Then to 298912.485 mE 7474168.720
mN Then to 298747.331 mE 7474410.105 mN Then to
298728.076 mE 7474424.636 mN Then to 299693.294
mE 7474997.694 mN Then to 300485.674 mE
7475468.133 mN Then to 300857.455 mE 7475688.859
mN Then to 301133.015 mE 7475982.846 mN Then to
301716.701 mE 7477146.307 mN Then to 302113.330

Page329

mE 7477936.898 mN Then to 302476.627 mE
 7478710.768 mN Then to 302788.281 mE 7479374.624
 mN Then to 302811.791 mE 7479424.703 mN Then to
 302876.731 mE 7479546.908 mN Then to 303522.359
 mE 7479952.137 mN Then to 303647.074 mE
 7480030.427 mN Then to 303764.167 mE 7480103.926
 mN Then to 303801.201 mE 7480099.368 mN Then to
 304213.952 mE 7479981.628 mN Then to 304462.661
 mE 7480096.722 mN Then to 304814.557 mE
 7480258.118 mN Then to 305306.683 mE 7480486.983
 mN Then to 305687.684 mE 7480660.286 mN Then to
 305794.840 mE 7480701.296 mN Then to 306362.373
 mE 7480874.598 mN Then to 307092.624 mE
 7481090.234 mN Then to 307309.583 mE 7481165.641
 mN Then to 307544.955 mE 7481124.612 mN Then to
 308662.797 mE 7481216.954 mN Then to 309446.319
 mE 7481418.716 mN Then to 309775.794 mE
 7481483.094 mN Then to 310631.553 mE 7481521.185
 mN Then to 311381.049 mE 7481586.581 mN Then to
 312138.978 mE 7481644.620 mN Then to 312394.885
 mE 7481770.215 mN Then to 312603.906 mE
 7481760.954 mN Then to 312728.605 mE 7481768.757
 mN Then to 313003.428 mE 7481833.715 mN Then to
 313356.647 mE 7481915.736 mN Then to 313798.502
 mE 7482024.215 mN Then to 314149.076 mE
 7482104.913 mN Then to 314510.233 mE 7482202.809
 mN Then to 315040.235 mE 7482141.105 mN Then to
 315465.230 mE 7482177.077 mN Then to 316108.067
 mE 7482291.065 mN Then to 316381.105 mE
 7482453.701 mN Then to 316513.662 mE 7482464.814
 mN Then to 316796.899 mE 7482493.786 mN Then to
 316890.522 mE 7482503.205 mN Then to 316892.238
 mE 7482416.363 mN Then to 316894.666 mE
 7482214.789 mN Then to 316893.522 mE 7482179.480
 mN Then to 316459.569 mE 7482150.324 mN Then to
 315491.154 mE 7481978.762 mN Then to 314613.882
 mE 7481904.476 mN Then to 314224.930 mE
 7481803.443 mN Then to 313013.077 mE 7481517.351
 mN Then to 312609.847 mE 7481422.156 mN Then to
 311929.741 mE 7481428.006 mN Then to 311397.120
 mE 7481387.223 mN Then to 310646.478 mE
 7481321.629 mN Then to 309798.263 mE 7481283.845
 mN Then to 309491.216 mE 7481223.681 mN Then to
 308700.330 mE 7481019.535 mN Then to 307846.450
 mE 7480948.683 mN Then to 307515.119 mE
 7480890.289 mN Then to 306843.402 mE 7480689.201
 mN Back to Datum

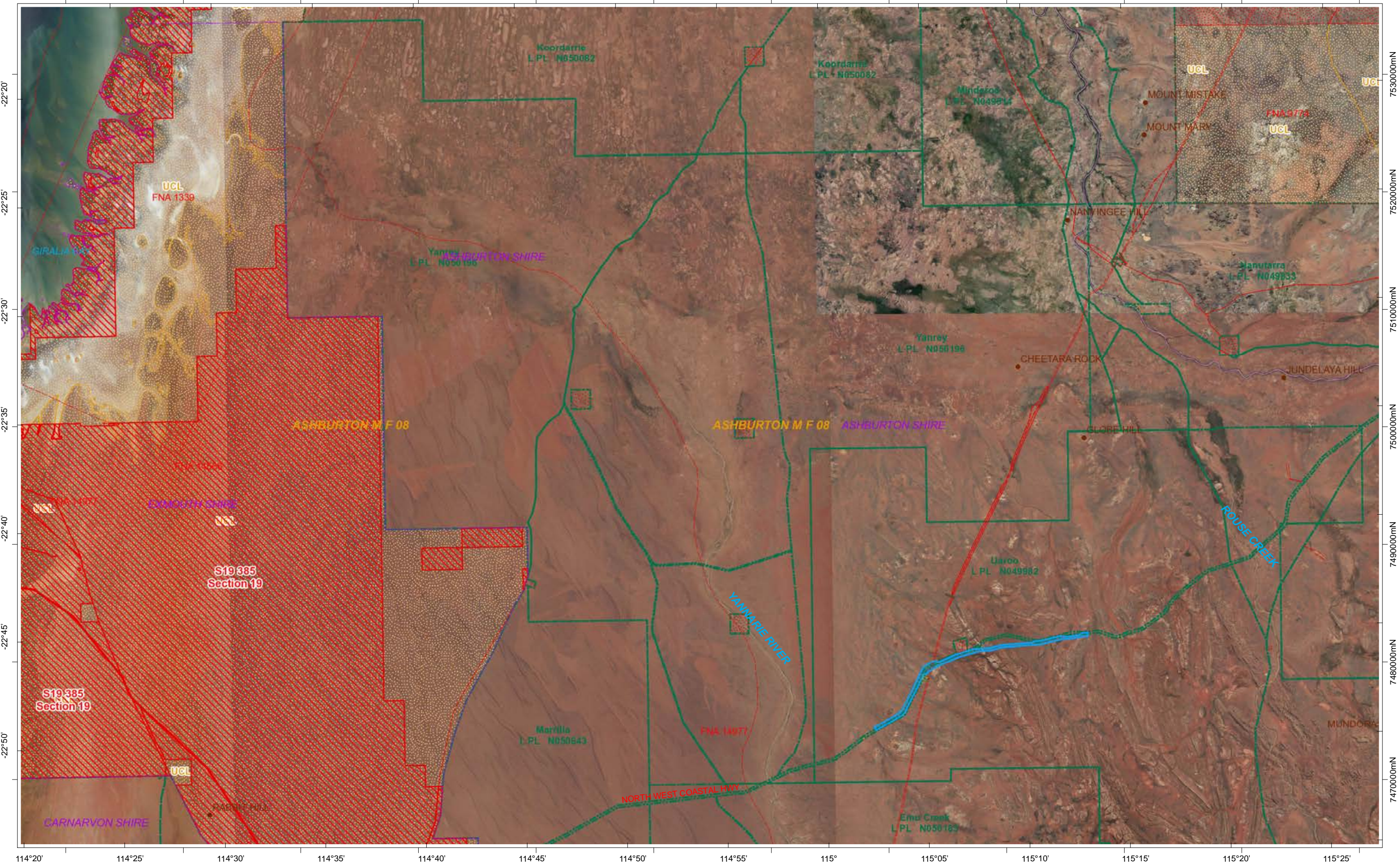
Area :	Type	Dealing No	Start Date	Area
	Applied For		05/03/2021	630.0000 HA

SHIRE DETAILS

Shire	Shire No	Start	End	Area
ASHBURTON SHIRE	250	05/03/2021		629.81094 HA

- ▭ Pending Application
- ▭ Live Tenement
- ▭ Application over Live Tenement

230000mE 240000mE 250000mE 260000mE 270000mE 280000mE 290000mE 300000mE 310000mE 320000mE 330000mE 340000mE



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MINING TENEMENT SUMMARY REPORT

MISCELLANEOUS LICENCE 08/241

Status: Pending

TENEMENT SUMMARY

Area: 268.00000 HA	Death Reason :
Mark Out : N/A	Death Date :
Received : 05/03/2021 08:30:00	Commence :
Term Granted :	

CURRENT HOLDER DETAILS

Name and Address

PILBARA ENERGY COMPANY PTY LTD
ACQUISITIONS AND TENEMENTS DEPARTMENT, ACQUISITIONS AND TENEMENTS DEPARTMENT, PO
BOX 3379 HAY STREET, EAST PERTH, WA, 6004, xxxxxxxxxxxxxxxxxxxx@fmgl.com.au

DESCRIPTION

Locality: PEC STAGE 5 SECTION 1 APPLICATION 2
Datum: GDA94 MGA Zone 50 316892.238 mE 7482416.363 mN
Boundary: Then to 316890.522 mE 7482503.205 mN Then to
317518.547 mE 7482552.894 mN Then to 317738.681
mE 7482569.827 mN Then to 317883.673 mE
7482558.185 mN Then to 318012.789 mE 7482526.435
mN Then to 318295.365 mE 7482430.127 mN Then to
318514.440 mE 7482357.102 mN Then to 318963.175
mE 7482197.293 mN Then to 319155.792 mE
7482136.968 mN Then to 319258.450 mE 7482124.268
mN Then to 319378.044 mE 7482122.120 mN Then to
319529.384 mE 7482139.084 mN Then to 319675.434
mE 7482180.359 mN Then to 319882.868 mE
7482275.610 mN Then to 320143.219 mE 7482398.377
mN Then to 320354.886 mE 7482490.452 mN Then to
320704.137 mE 7482570.885 mN Then to 321292.571
mE 7482709.527 mN Then to 321386.763 mE
7482746.569 mN Then to 321496.830 mE 7482801.602
mN Then to 321670.397 mE 7482915.903 mN Then to
321848.197 mE 7483043.961 mN Then to 322197.448
mE 7483291.612 mN Then to 322321.273 mE
7483378.395 mN Then to 322648.299 mE 7483614.404
mN Then to 323032.475 mE 7483890.630 mN Then to
323266.367 mE 7484058.905 mN Then to 323364.792
mE 7484139.338 mN Then to 323442.050 mE
7484227.180 mN Then to 323485.442 mE 7484288.564
mN Then to 323533.067 mE 7484365.822 mN Then to
323697.113 mE 7484371.749 mN Then to 323833.293
mE 7484422.566 mN Then to 324373.718 mE
7484583.252 mN Then to 325424.126 mE 7484984.818
mN Then to 325426.567 mE 7484772.096 mN Then to
324441.502 mE 7484395.050 mN Then to 324439.079

Page332

mE 7484394.193 mN Then to 324437.882 mE
 7484393.821 mN Then to 323895.962 mE 7484232.642
 mN Then to 323792.005 mE 7484194.938 mN Then to
 323779.455 mE 7484186.181 mN Then to 323625.210
 mE 7483939.708 mN Then to 323228.410 mE
 7483656.180 mN Then to 321754.317 mE 7482602.873
 mN Then to 321258.148 mE 7482377.630 mN Then to
 320436.562 mE 7482192.165 mN Then to 319705.790
 mE 7481853.488 mN Then to 319105.898 mE
 7481823.681 mN Then to 318206.409 mE 7482136.537
 mN Then to 317816.053 mE 7482272.307 mN Then to
 317095.796 mE 7482205.235 mN Then to 316893.522
 mE 7482179.480 mN Then to 316894.666 mE
 7482214.789 mN Then to 316892.238 mE 7482416.363
 mN back to datum

Area :	Type	Dealing No	Start Date	Area
	Applied For		05/03/2021	268.00000 HA

SHIRE DETAILS

Shire	Shire No	Start	End	Area
ASHBURTON SHIRE	250	05/03/2021		267.24328 HA

310000mE 315000mE 320000mE 325000mE 330000mE



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MINING TENEMENT SUMMARY REPORT

MISCELLANEOUS LICENCE 08/242

Status: Pending

TENEMENT SUMMARY

Area: 634.00000 HA	Death Reason :
Mark Out : N/A	Death Date :
Received : 05/03/2021 08:30:00	Commence :
Term Granted :	

CURRENT HOLDER DETAILS

Name and Address

PILBARA ENERGY COMPANY PTY LTD
ACQUISITIONS AND TENEMENTS DEPARTMENT, ACQUISITIONS AND TENEMENTS DEPARTMENT, PO
BOX 3379 HAY STREET, EAST PERTH, WA, 6004, xxxxxxxxxxxxxxxxxxxx@fmgl.com.au

DESCRIPTION

Locality: PEC STAGE 5 SECTION 1 APPLICATION 3
Datum: GDA94 MGA Zone 50 356207.329 mE 7488196.620 mN
Boundary: Then to 353000.551 mE 7487109.553 mN Then to
351623.082 mE 7486727.136 mN Then to 351619.286
mE 7486726.162 mN Then to 351263.005 mE
7486642.132 mN Then to 350607.268 mE 7486460.286
mN Then to 350438.230 mE 7486400.274 mN Then to
350435.675 mE 7486399.405 mN Then to 350427.026
mE 7486397.018 mN Then to 350424.976 mE
7486396.573 mN Then to 349602.462 mE 7486226.911
mN Then to 349095.295 mE 7485633.731 mN Then to
349094.596 mE 7485632.923 mN Then to 349088.395
mE 7485626.437 mN Then to 349082.122 mE
7485620.922 mN Then to 348886.075 mE 7485462.577
mN Then to 348885.590 mE 7485462.188 mN Then to
348878.331 mE 7485456.913 mN Then to 348876.348
mE 7485455.638 mN Then to 348245.157 mE
7485060.039 mN Then to 348239.437 mE 7485056.713
mN Then to 348231.351 mE 7485052.819 mN Then to
347398.597 mE 7484698.662 mN Then to 346860.580
mE 7484674.911 mN Then to 345933.733 mE
7484700.344 mN Then to 344459.504 mE 7484704.689
mN Then to 344031.878 mE 7484722.515 mN Then to
341373.782 mE 7484890.330 mN Then to 341371.442
mE 7484890.533 mN Then to 339807.509 mE
7485063.299 mN Then to 330933.608 mE 7484875.535
mN Then to 330929.411 mE 7484875.622 mN Then to
330927.640 mE 7484875.765 mN Then to 328899.862
mE 7485075.884 mN Then to 327485.843 mE
7485219.097 mN Then to 326267.438 mE 7485093.950
mN Then to 325426.567 mE 7484772.096 mN Then to
325424.126 mE 7484984.818 mN Then to 326216.954

Page335

mE 7485287.913 mN Then to 326219.358 mE
 7485288.762 mN Then to 326225.439 mE 7485290.324
 mN Then to 326229.733 mE 7485290.951 mN Then to
 327485.735 mE 7485419.100 mN Then to 327487.670
 mE 7485419.259 mN Then to 327493.949 mE
 7485419.259 mN Then to 327495.848 mE 7485419.104
 mN Then to 328919.770 mE 7485274.887 mN Then to
 330935.869 mE 7485075.620 mN Then to 339810.377
 mE 7485263.393 mN Then to 339814.575 mE
 7485263.306 mN Then to 339816.915 mE 7485263.103
 mN Then to 341388.725 mE 7485089.776 mN Then to
 344043.988 mE 7484922.138 mN Then to 344445.692
 mE 7484904.731 mN Then to 345935.728 mE
 7484900.339 mN Then to 345938.538 mE 7484900.291
 mN Then to 346852.382 mE 7484874.743 mN Then to
 347353.916 mE 7484895.319 mN Then to 348145.565
 mE 7485233.656 mN Then to 348765.064 mE
 7485621.926 mN Then to 348949.278 mE 7485770.714
 mN Then to 349472.708 mE 7486382.914 mN Then to
 349473.407 mE 7486383.723 mN Then to 349479.608
 mE 7486390.209 mN Then to 349486.365 mE
 7486396.113 mN Then to 349493.625 mE 7486401.387
 mN Then to 349501.327 mE 7486405.989 mN Then to
 349509.412 mE 7486409.882 mN Then to 349517.813
 mE 7486413.035 mN Then to 349526.462 mE
 7486415.422 mN Then to 349528.512 mE 7486415.868
 mN Then to 350377.817 mE 7486591.056 mN Then to
 350543.684 mE 7486649.943 mN Then to 350546.239
 mE 7486650.811 mN Then to 350550.418 mE
 7486652.069 mN Then to 351211.433 mE 7486835.379
 mN Then to 351215.201 mE 7486836.345 mN Then to
 351571.469 mE 7486920.371 mN Then to 352950.577
 mE 7487303.244 mN Then to 356205.344 mE
 7488407.012 mN Then to 356207.329 mE 7488196.620
 mN Back to Datum

Area :	Type	Dealing No	Start Date	Area
	Applied For		05/03/2021	634.00000 HA

SHIRE DETAILS

Shire	Shire No	Start	End	Area
ASHBURTON SHIRE	250	05/03/2021		633.57540 HA



MINING TENEMENT SUMMARY REPORT

MISCELLANEOUS LICENCE 08/243

Status: Pending

TENEMENT SUMMARY

Area: 74.00000 HA Death Reason :
 Mark Out : N/A Death Date :
 Received : 05/03/2021 08:30:00 Commence :
 Term Granted :

CURRENT HOLDER DETAILS

Name and Address

PILBARA ENERGY COMPANY PTY LTD
 ACQUISITIONS AND TENEMENTS DEPARTMENT, ACQUISITIONS AND TENEMENTS DEPARTMENT, PO
 BOX 3379 HAY STREET, EAST PERTH, WA, 6004, xxxxxxxxxxxxxxxxxxxx@fmgl.com.au




DESCRIPTION

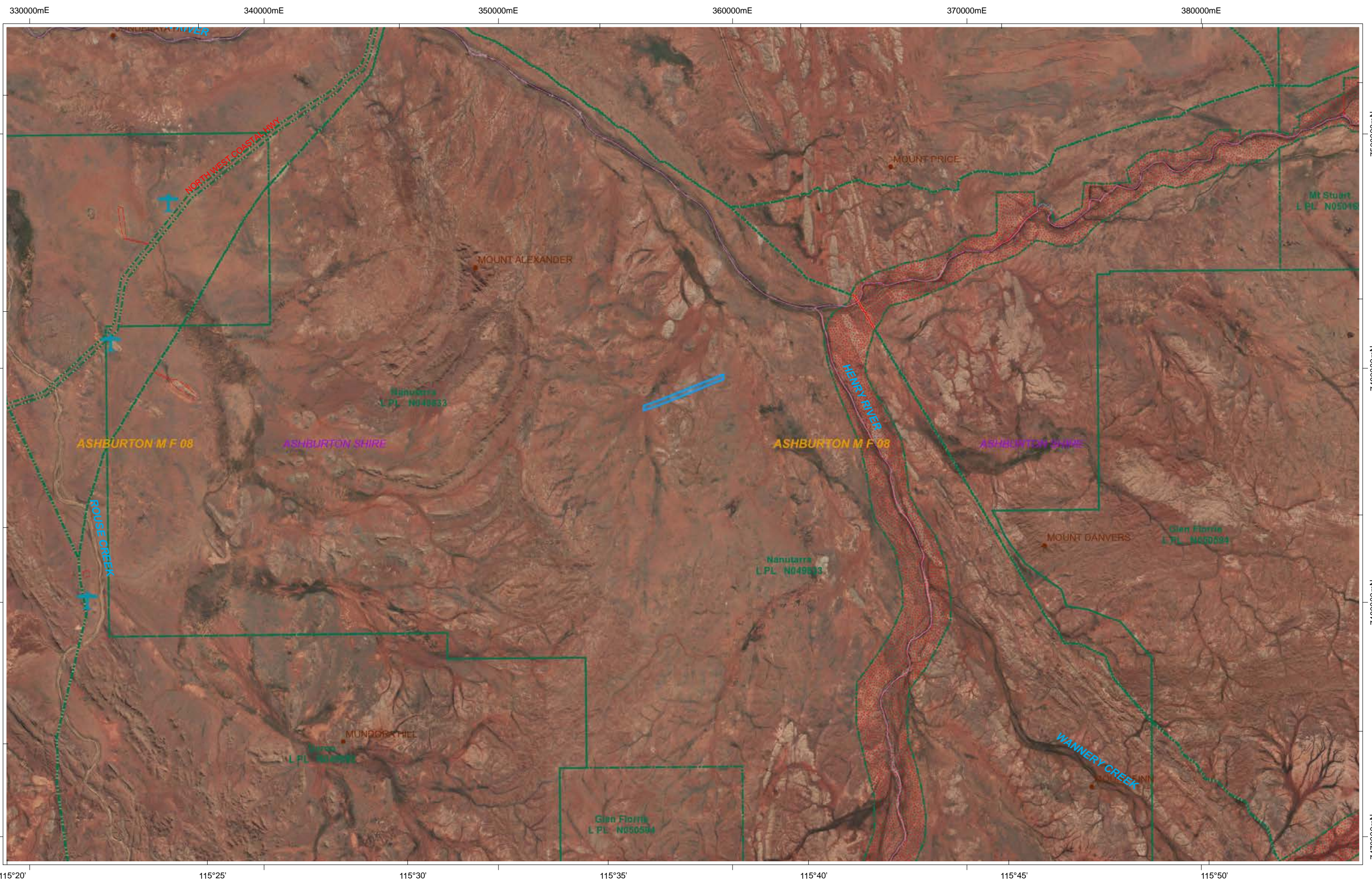
Locality: PEC STAGE 5 SECTION 1 APPLICATION 4
Datum: GDA94 MGA Zone 50 359621.566 mE 7489514.238 mN
Boundary: Then to 356802.591 mE 7488398.408 mN Then to
 356207.329 mE 7488196.620 mN Then to 356205.344
 mE 7488407.012 mN Then to 356734.462 mE
 7488586.449 mN Then to 359619.594 mE 7489728.510
 mN Then to 359621.566 mE 7489514.238 mN Back to
 Datum

Area :	Type	Dealing No	Start Date	Area
	Applied For		05/03/2021	74.00000 HA

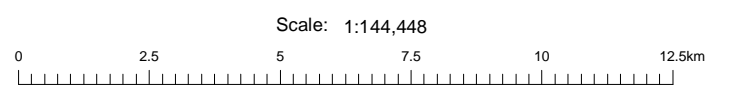
SHIRE DETAILS

Shire	Shire No	Start	End	Area
ASHBURTON SHIRE	250	05/03/2021		73.19592 HA

-  Pending Application
-  Live Tenement
-  Application over Live Tenement



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MINING TENEMENT SUMMARY REPORT

MISCELLANEOUS LICENCE 08/244

Status: Pending

TENEMENT SUMMARY

Area: 95.00000 HA **Death Reason :**
Mark Out : N/A **Death Date :**
Received : 05/03/2021 08:30:00 **Commence :**
Term Granted :

CURRENT HOLDER DETAILS

Name and Address

PILBARA ENERGY COMPANY PTY LTD
ACQUISITIONS AND TENEMENTS DEPARTMENT, ACQUISITIONS AND TENEMENTS DEPARTMENT, PO
BOX 3379 HAY STREET, EAST PERTH, WA, 6004, xxxxxxxxxxxxxxxxxxxx@fmgl.com.au

DESCRIPTION

Locality: PEC STAGE 5 SECTION 1 APPLICATION 5
Datum: GDA94 MGA Zone 50 361499.295 mE 7490257.496 mN
Boundary: Then to 359621.566 mE 7489514.238 mN Then to
359619.594 mE 7489728.510 mN Then to 361426.421
mE 7490443.731 mN Then to 361455.908 mE
7490454.876 mN Then to 363844.729 mE 7491357.780
mN Then to 364005.740 mE 7491404.140 mN Then to
364039.435 mE 7491206.495 mN Then to 363910.390
mE 7491168.526 mN Then to 361585.772 mE
7490290.171 mN Then to 361499.295 mE 7490257.496
mN Back to Datum

Area :	Type	Dealing No	Start Date	Area
	Applied For		05/03/2021	95.00000 HA

SHIRE DETAILS

Shire	Shire No	Start	End	Area
ASHBURTON SHIRE	250	05/03/2021		94.29058 HA

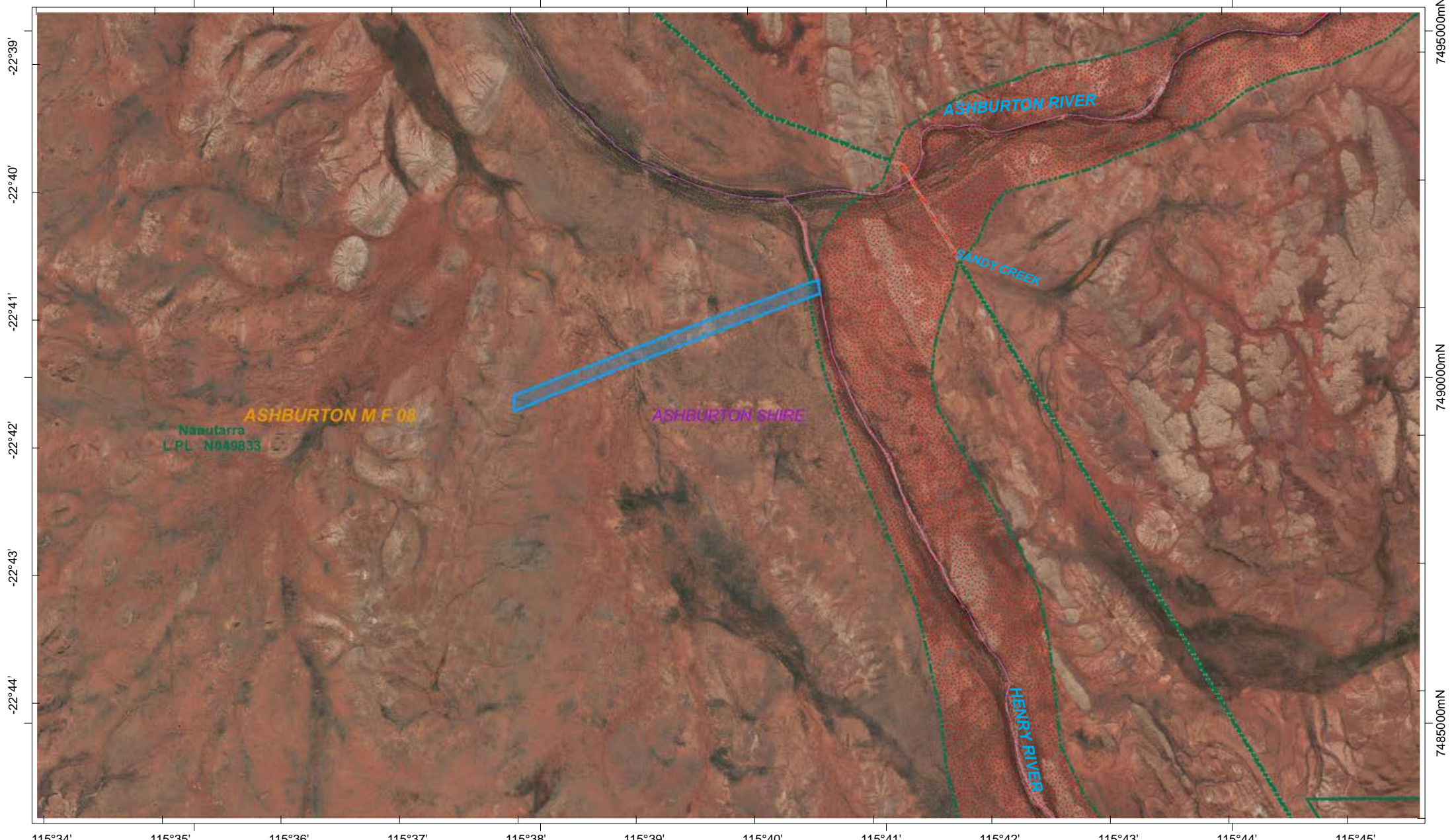


355000mE

360000mE

365000mE

370000mE



-22°39'

-22°40'

-22°41'

-22°42'

-22°43'

-22°44'

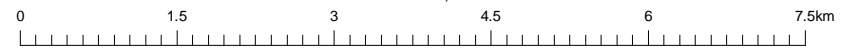
7495000mN

7490000mN

7485000mN

115°34' 115°35' 115°36' 115°37' 115°38' 115°39' 115°40' 115°41' 115°42' 115°43' 115°44' 115°45'

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MINING TENEMENT SUMMARY REPORT

MISCELLANEOUS LICENCE 47/980

Status: Pending

TENEMENT SUMMARY

Area: 62.60000 HA **Death Reason :**
Mark Out : N/A **Death Date :**
Received : 17/02/2021 11:01:50 **Commence :**
Term Granted :

CURRENT HOLDER DETAILS

Name and Address

ORION EQUITIES LIMITED
 NINA MAS, C/- ANDERSON'S TENEMENT MANAGEMENT, PO BOX 2162, WARWICK, WA, 6024,
 xxxxx@atmwa.net.au, xxxxxxx699

DESCRIPTION

Locality: PAULSENS
Datum: Datum situated at GDA94, Zone 50 coordinates
 7504981.289mN 428908.970mE
Boundary: Thence to 7504981.302mN 429310.404mE Coincident
 with boundary of M47/1583 Thence to 7504570.671mN
 429269.533mE Coincident with boundary of M47/1583
 Thence to 7504575.092mN 429746.912mE Coincident
 with boundary of E47/1693 Thence to 7504288.023mN
 429748.210mE Thence to 7504172.490mN
 429749.681mE NW corner point of L47/938 Thence to
 7503844.686mN 429751.193mE SW corner point of
 L47/938 Thence to 7504180.523mN 428908.970mE
 Thence Back To Datum 7504981.289mN 428908.970mE

Area :	Type	Dealing No	Start Date	Area
	Applied For		17/02/2021	62.60000 HA

SHIRE DETAILS

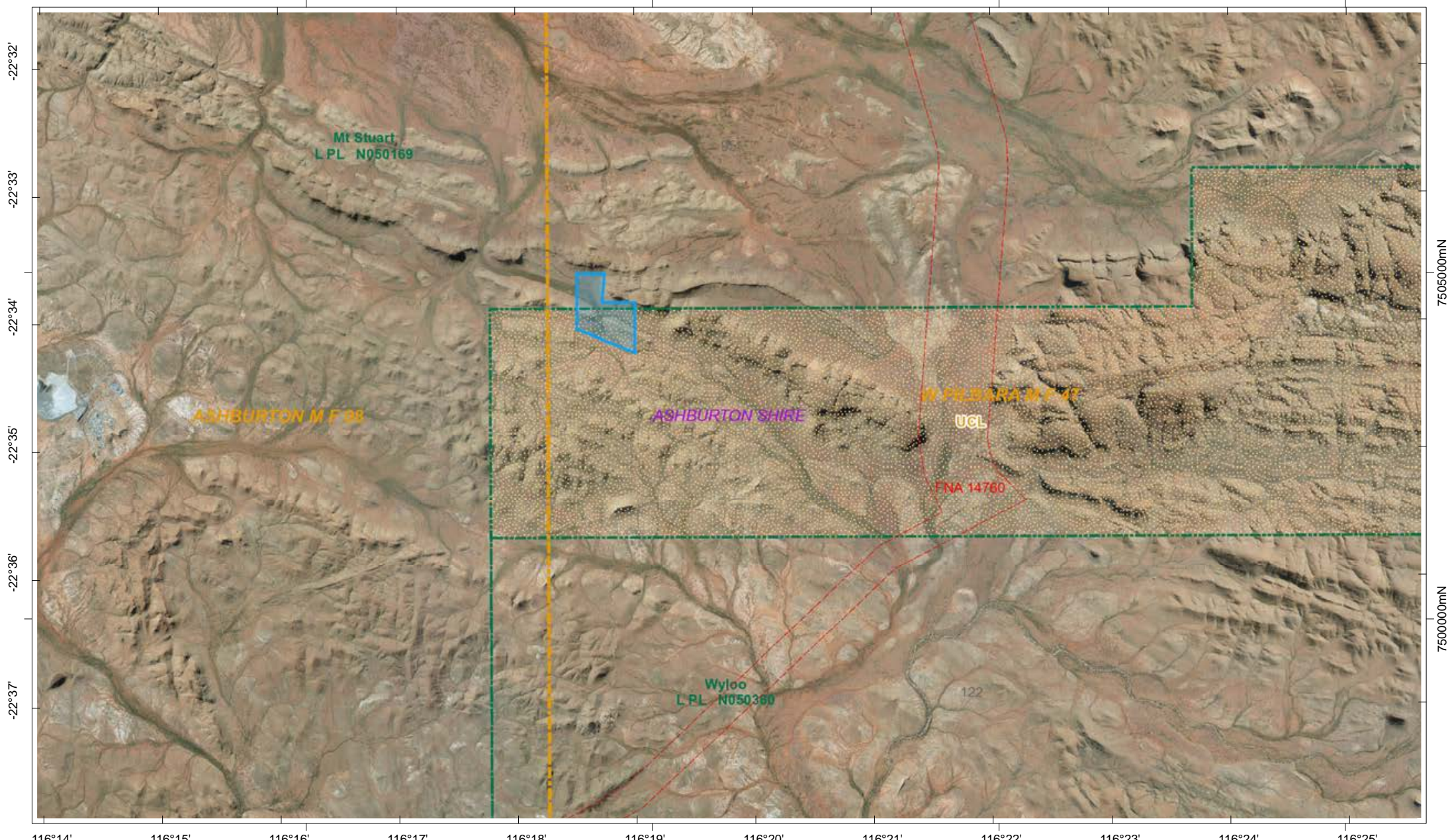
Shire	Shire No	Start	End	Area
ASHBURTON SHIRE	250	17/02/2021		62.59914 HA

425000mE

430000mE

435000mE

440000mE

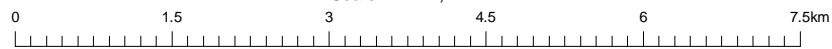


-22°32'
-22°33'
-22°34'
-22°35'
-22°36'
-22°37'

7505000mN
7500000mN

116°14' 116°15' 116°16' 116°17' 116°18' 116°19' 116°20' 116°21' 116°22' 116°23' 116°24' 116°25'

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MINING TENEMENT SUMMARY REPORT

MISCELLANEOUS LICENCE 47/981

Status: Pending

TENEMENT SUMMARY

Area: 465.04000 HA	Death Reason :
Mark Out : N/A	Death Date :
Received : 05/03/2021 16:21:07	Commence :
Term Granted :	

CURRENT HOLDER DETAILS

Name and Address

ORION EQUITIES LIMITED

NINA MAS, C/- ANDERSON'S TENEMENT MANAGEMENT, PO BOX 2162, WARWICK, WA, 6024,

xxxxx@atmwa.net.au, xxxxxxx699

DESCRIPTION

Locality: PAULSENS
Datum: Datum situated at GDA94, Zone 50 coordinates
 Northing(m) Easting(m) 1 7502457.847 433183.282
Boundary: 2 7502192.227 433184.436 3 7502221.566 432618.108
 4 7502162.824 432224.147 5 7501862.390 432043.336
 6 7501855.612 432038.640 7 7501851.312 432035.663
 8 7501845.310 432031.495 9 7501354.595 431691.312
 10 7501021.711 431393.910 11 7500688.794
 431131.535 12 7500197.495 430816.894 13
 7499218.684 430240.646 14 7498754.853 429956.848
 15 7498591.494 429856.038 16 7498411.543
 429767.448 17 7498386.508 429753.212 18
 7498310.314 429732.589 19 7498247.347 429743.916
 20 7498010.531 429960.254 21 7497872.893
 430023.802 22 7497629.322 430063.550 23
 7497422.792 430142.864 24 7497301.653 430174.323
 25 7497188.717 430179.254 26 7497131.579
 430165.165 27 7497017.217 430118.225 28
 7496940.802 430049.036 29 7496910.910 430012.749
 30 7496865.288 429916.930 31 7496849.660
 429814.903 32 7496850.108 429782.892 33
 7496908.070 429782.144 34 7496907.057 429432.618
 35 7496952.507 429303.247 36 7497016.748
 429053.496 37 7497078.936 428874.395 38
 7497170.785 428681.909 39 7497210.439 428516.155
 40 7497244.074 428334.975 41 7497254.418
 428258.764 42 7497301.310 428116.154 43
 7497351.732 428025.037 44 7497543.971 427690.779
 45 7497699.238 427334.611 46 7497727.349
 427245.067 47 7497725.856 427181.052 48
 7497693.558 427140.364 49 7497585.042 427074.651
 50 7497264.358 426900.675 51 7497022.354

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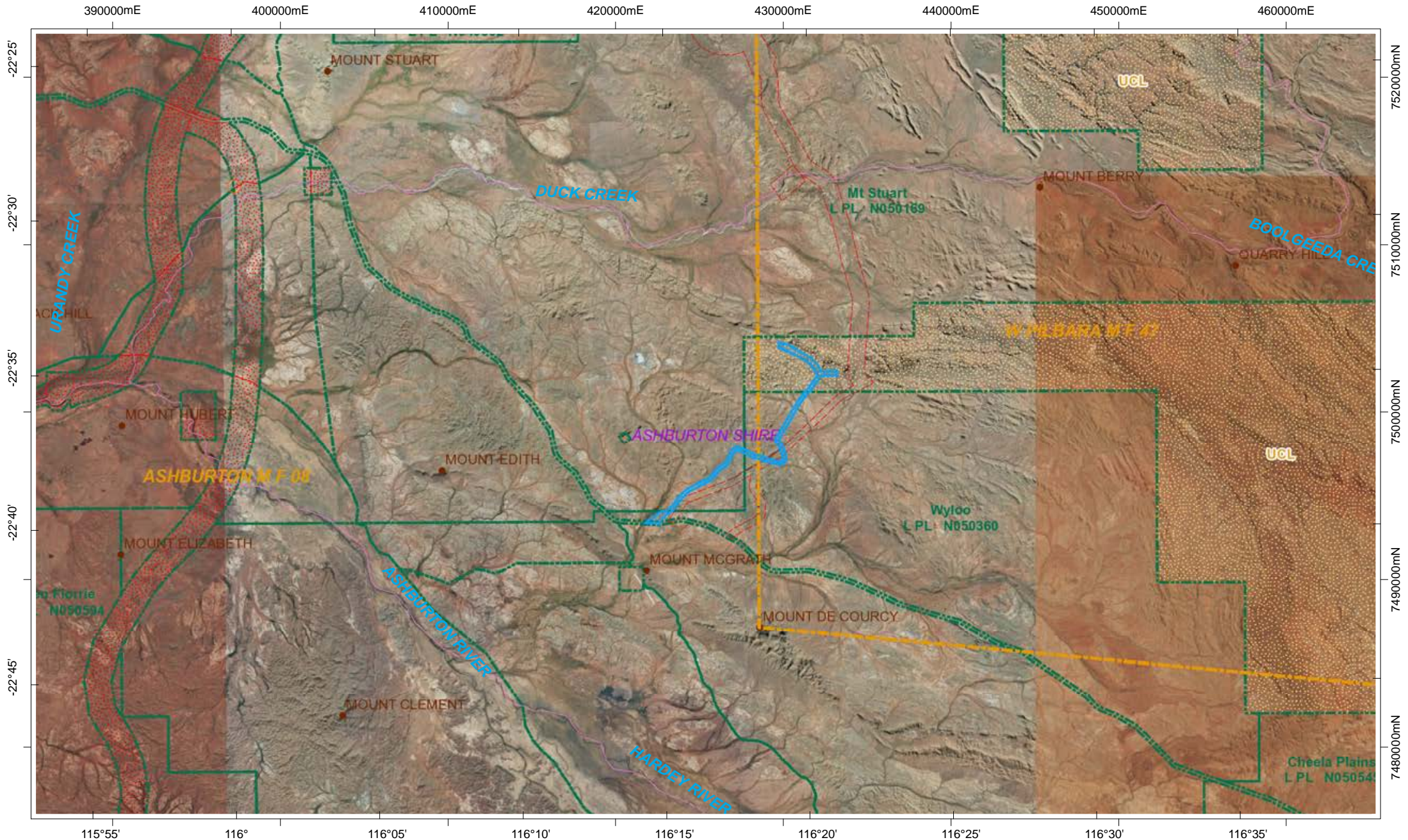
426769.377 52 7496918.634 426712.477 53
7496789.669 426598.303 54 7496603.933 426300.076
55 7496017.443 425748.837 56 7495903.777
425603.700 57 7495822.187 425452.889 58
7495597.519 424979.399 59 7495560.285 424903.428
60 7495346.676 424506.052 61 7495252.050
424366.354 62 7494985.480 424081.829 63
7494893.409 423978.544 64 7494699.929 423807.341
65 7494223.930 423494.087 66 7494139.083
423409.535 67 7493784.738 422935.677 68
7493671.217 422824.790 69 7493496.971 422697.660
70 7493309.246 422609.224 71 7493343.892
422524.076 72 7493382.448 421806.583 73
7493485.184 421899.858 74 7494061.187 422698.667
75 7494064.969 422976.751 76 7494300.157
423282.366 77 7494352.765 423340.041 78
7494834.122 423653.818 79 7495036.606 423842.083
80 7495368.947 424200.777 81 7495405.404
424239.225 82 7495528.777 424421.273 83
7495727.349 424782.856 84 7495754.349 424832.942
85 7495964.692 425293.812 86 7496009.763
425392.375 87 7496060.711 425477.112 88
7496169.538 425605.166 89 7496471.802 425900.604
90 7496747.166 426166.934 91 7496845.395
426317.677 92 7496929.943 426467.384 93
7497024.815 426538.674 94 7497475.466 426787.077
95 7497671.579 426894.866 96 7497826.594
426986.849 97 7497851.687 427012.669 98
7497902.613 427094.663 99 7497927.253 427150.290
100 7497927.349 427295.446 101 7497882.208
427429.778 102 7497723.974 427787.618 103
7497480.387 428202.147 104 7497448.796 428311.572
105 7497410.081 428550.728 106 7497361.046
428744.675 107 7497260.342 428951.002 108
7497211.151 429112.384 109 7497142.760 429364.917
110 7497072.404 429578.823 111 7497053.255
429681.011 112 7497050.265 429806.856 113
7497052.851 429852.099 114 7497081.063 429911.022
115 7497130.003 429952.190 116 7497197.303
429978.372 117 7497283.494 429975.218 118
7497372.544 429947.216 119 7497565.410 429870.170
120 7497810.759 429829.307 121 7497890.292
429800.243 122 7498130.635 429575.609 123
7498177.502 429553.868 124 7498291.530 429527.954
125 7498345.651 429532.121 126 7498464.128
429568.555 127 7498681.615 429674.633 128
7498840.802 429772.702 129 7499265.293 430033.492
130 7499423.877 430130.467 131 7499722.487
430296.357 132 7499977.033 430447.549 133
7500279.870 430628.888 134 7500353.793 430673.818
135 7500587.542 430828.429 136 7500799.813
430966.581 137 7500963.881 431094.464 138
7501154.199 431243.210 139 7501469.365 431524.997
140 7501848.647 431787.740 141 7501984.616
431882.090 142 7502202.927 432043.981 143
7502360.521 431920.722 144 7502444.928 431917.587
145 7502532.684 431865.301 146 7502843.068
431608.854 147 7502878.013 431579.437 148
7503099.103 431297.981 149 7503456.353 430625.557
150 7503605.489 430343.851 151 7503805.361
429847.128 152 7503845.943 429750.871 153
7504173.511 429748.820 154 7504017.467 430208.363
155 7503765.463 430748.941 156 7503596.791
431050.609 157 7503469.976 431274.788 158
7503357.315 431474.054 159 7503106.094 431798.710
160 7502769.044 432075.703 161 7502661.824 431345

432162.855 162 7502495.054 432228.187 163
 7502452.113 432231.277 164 Back To Datum
 7502457.847 433183.282

Area :	Type	Dealing No	Start Date	Area
	Applied For		05/03/2021	465.04000 HA

SHIRE DETAILS

Shire	Shire No	Start	End	Area
ASHBURTON SHIRE	250	05/03/2021		465.03900 HA



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MINING TENEMENT SUMMARY REPORT

MISCELLANEOUS LICENCE 45/610

Status: Pending

TENEMENT SUMMARY

Area: 22.00000 HA	Death Reason :
Mark Out : N/A	Death Date :
Received : 17/02/2021 14:56:25	Commence :
Term Granted :	

CURRENT HOLDER DETAILS

Name and Address

CV EXTRACTIVES PTY LTD

MCMAHON MINING TITLE SERVICES PTY LTD, C/- MCMAHON MINING TITLE SERVICES PTY LTD, PO BOX 592, MAYLANDS, WA, 6931, xxxx@mmts.net.au, xxxxxxx997

DESCRIPTION

Locality: FORREST
Datum: Datum situated at GDA co-ordinates in Zone 50
 7559785.223mN 686872.350mE
Boundary: From datum GDA co-ordinates in Zone 50
 Thence 7559398.626mN 686572.015mE
 Thence 7559396.709mN 686570.449mE
 Thence 7559393.528mN 686567.464mE
 Thence 7559390.620mN 686564.213mE
 Thence 7559388.005mN 686560.721mE
 Thence 7559385.705mN 686557.015mE
 Thence 7559383.396mN 686552.349mE
 Thence 7559328.836mN 686425.979mE
 Thence 7559327.556mN 686422.703mE
 Thence 7559326.294mN 686418.527mE
 Thence 7559325.401mN 686414.258mE
 Thence 7559324.895mN 686410.085mE
 Thence 7559311.469mN 686239.608mE
 Thence 7559254.277mN 686235.972mE
 Thence 7559254.269mN 686148.377mE
 Thence 7559254.267mN 686133.149mE
 Thence 7559254.266mN 686123.471mE
 Thence 7559310.425mN 686128.464mE
 Thence 7559402.354mN 686136.637mE
 Thence 7559457.770mN 686141.564mE
 Thence 7559457.698mN 686148.279mE
 Thence 7559457.578mN 686159.518mE
 Thence 7559456.624mN 686248.835mE
 Thence 7559412.286mN 686246.017mE
 Thence 7559423.937mN 686393.959mE
 Thence 7559470.117mN 686500.920mE
 Thence 7559848.467mN 686794.848mE
 Thence 7559850.385mN 686796.415mE

Thence 7559852.104mN 686797.963mE
 Thence 7559988.039mN 686926.202mE
 Thence 7559990.874mN 686929.103mE
 Thence 7560503.040mN 687497.523mE
 Thence 7560522.165mN 687518.749mE
 Thence 7560570.205mN 687572.064mE
 Thence 7560570.205mN 687721.460mE
 Thence 7560520.402mN 687666.187mE
 Thence 7560505.995mN 687650.198mE Thence
 7559917.939mN 686997.552mE Thence back to datum

Area :	Type	Dealing No	Start Date	Area
	Applied For		17/02/2021	22.00000 HA

SHIRE DETAILS

Shire	Shire No	Start	End	Area
ASHBURTON SHIRE	250	17/02/2021		11.15898 HA
EAST PILBARA SHIRE	3220	17/02/2021		10.08329 HA

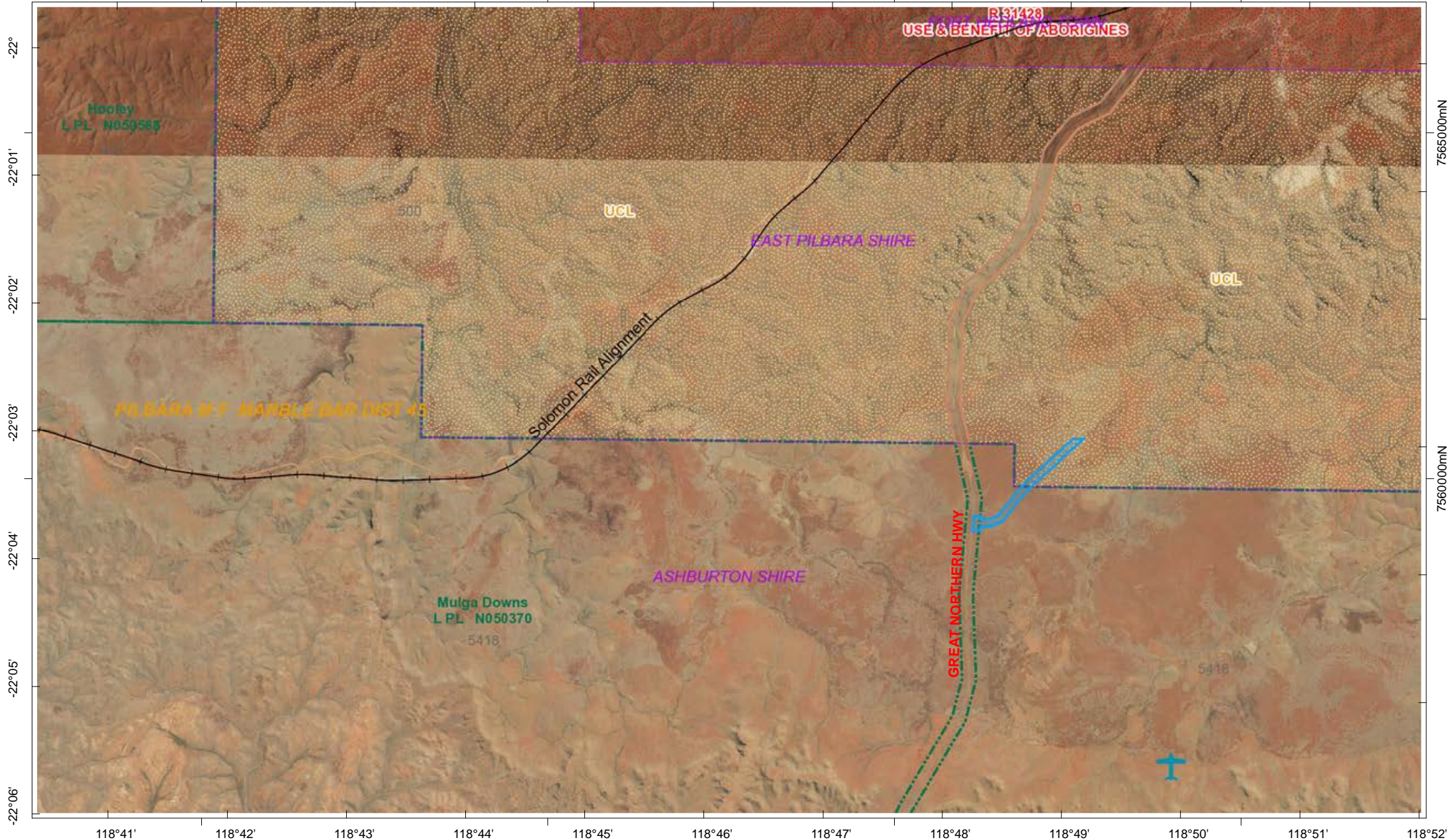


675000mE

680000mE

685000mE

690000mE



-22°
-22°01'
-22°02'
-22°03'
-22°04'
-22°05'
-22°06'

7665000mN
7660000mN

118°41' 118°42' 118°43' 118°44' 118°45' 118°46' 118°47' 118°48' 118°49' 118°50' 118°51' 118°52'

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MINING TENEMENT SUMMARY REPORT

MISCELLANEOUS LICENCE 08/231

Status: Pending

TENEMENT SUMMARY

Area: 4,893.57000 HA **Death Reason :**
Mark Out : N/A **Death Date :**
Received : 22/02/2021 16:00:48 **Commence :**
Term Granted :

CURRENT HOLDER DETAILS

Name and Address

A.C.N. 629 923 753 PTY LTD
 LAND ACCESS TEAM, PO BOX 1095, CANNING BRIDGE LPO, APPLECROSS, WA, 6153,
 xxxxxxxx@mrl.com.au, xxxxxxx600

DESCRIPTION

Locality: Ashburton
Datum: Situated at GDA94 Coordinates Zone 50 Datum is
 Located at 7561115.526 mN 401234.54 mE
Boundary: From Datum 7561115.526 mN 401234.54 mE Thence
 7562673.085 mN 399809.816 mE Thence 7563010.75
 mN 399147.735 mE Thence 7563454.234 mN
 398317.458 mE Thence 7563554.279 mN 398201.194
 mE Thence 7563821.664 mN 397966.089 mE Thence
 7564486.257 mN 397405.518 mE Thence 7564792.028
 mN 396994.624 mE Thence 7565083.744 mN
 395590.285 mE Thence 7565347.476 mN 393773.731
 mE Thence 7568509.923 mN 393003.666 mE Thence
 7569496.825 mN 392650.959 mE Thence 7569982.905
 mN 391396.605 mE Thence 7571080.932 mN
 387892.942 mE Thence 7570877.123 mN 383386.687
 mE Thence 7571220.012 mN 382412.548 mE Thence
 7571223.972 mN 382401.429 mE Thence 7571224.004
 mN 382401.429 mE Thence 7573664.765 mN
 382384.11 mE Thence 7573663.678 mN 382394.708
 mE Thence 7573191.065 mN 383706.876 mE Thence
 7573398.631 mN 388089.516 mE Thence 7573302.009
 mN 388551.683 mE Thence 7572751.347 mN 390064.2
 mE Thence 7572269.617 mN 391939.966 mE Thence
 7571833.74 mN 393072.177 mE Thence 7570848.561
 mN 393137.404 mE Thence 7570412.274 mN
 395029.689 mE Thence 7566823.59 mN 395053.552
 mE Thence 7566832.317 mN 396376.451 mE Thence
 7564920.798 mN 397367.345 mE Thence 7564637.848
 mN 397688.037 mE Thence 7563855.04 mN 398344.102
 mE Thence 7563717.242 mN 398466.598 mE Thence
 7563611.51 mN 398641.469 mE Thence 7562868.177
 mN 400079.183 mE Thence 7562717.972 mN

Page351

400367.198 mE Thence 7562596.259 mN 400509.778
 mE Thence 7561936.724 mN 401012.864 mE Thence
 7561478.142 mN 401328.889 mE Thence 7561246.267
 mN 401594.349 mE Thence 7561140.565 mN
 401922.635 mE Thence 7561311.221 mN 403782.913
 mE Thence 7561157.668 mN 405028.967 mE Thence
 7561421.206 mN 406241.575 mE Thence 7561465.722
 mN 406529.504 mE Thence 7561349.947 mN
 407057.804 mE Thence 7561488.929 mN 408865.949
 mE Thence 7561671.113 mN 409117.62 mE Thence
 7561806.116 mN 409436.076 mE Thence 7561518.568
 mN 410719.074 mE Thence 7561755.871 mN
 411962.266 mE Thence 7561889.701 mN 412065.533
 mE Thence 7562873.817 mN 414110.098 mE Thence
 7562891.968 mN 414178.102 mE Thence 7563227.508
 mN 415115.917 mE Thence 7563230.18 mN 415119.382
 mE Thence 7563457.695 mN 415418.942 mE Thence
 7564161.667 mN 416515.563 mE Thence 7563926.809
 mN 416704.915 mE Thence 7563797.092 mN
 416809.498 mE Thence 7564124.068 mN 417342.407
 mE Thence 7564049.217 mN 417334.329 mE Thence
 7563933.218 mN 417274.329 mE Thence 7562973.51
 mN 416315.258 mE Thence 7562681.134 mN
 415496.731 mE Thence 7561848.663 mN 414327.531
 mE Thence 7561631.565 mN 414095.737 mE Thence
 7561327.375 mN 413965.581 mE Thence 7561373.016
 mN 413615.074 mE Thence 7561485.078 mN
 412377.465 mE Thence 7561464.548 mN 412107.125
 mE Thence 7561228.887 mN 410796.088 mE Thence
 7561250.703 mN 410450.141 mE Thence 7561449.298
 mN 409415.959 mE Thence 7561276.732 mN
 409181.968 mE Thence 7561122.391 mN 408810.434
 mE Thence 7561048.896 mN 406983.426 mE Thence
 7561146.939 mN 406531.79 mE Thence 7561095.413
 mN 406217.7 mE Thence 7560853.101 mN 405092.224
 mE Thence 7560689.001 mN 403747.33 mE Thence
 7560830.295 mN 401888.495 mE Thence 7560923.3
 mN 401505.725 mE Back to Datum 7561115.526 mN
 401234.54 mE Eastern boundary to abut L47/680
 Western boundary to abut Peedamulla Pastoral Lease
 boundary.

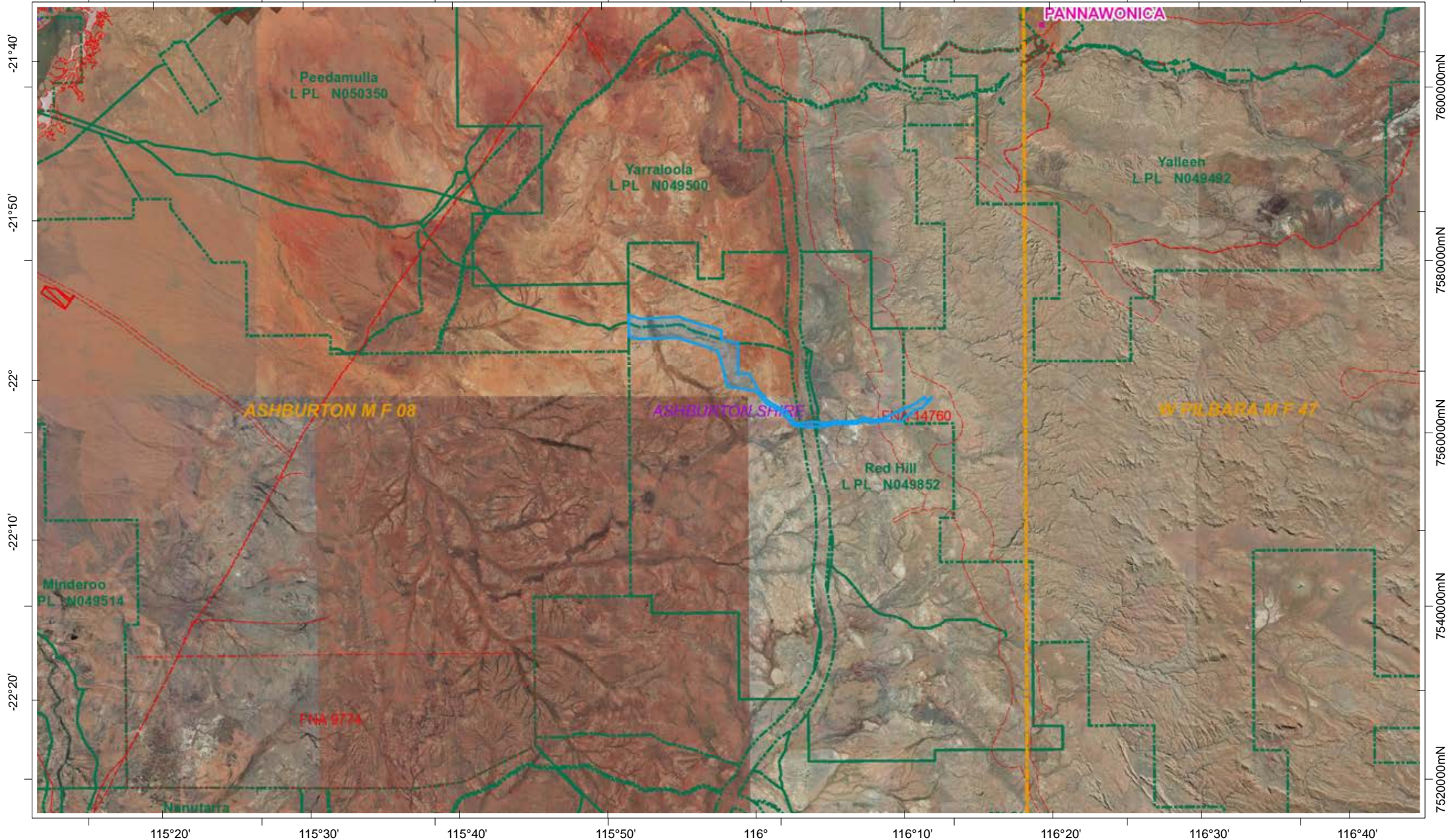
Area :	Type	Dealing No	Start Date	Area
	Applied For		22/02/2021	4,893.57000 HA

SHIRE DETAILS

Shire	Shire No	Start	End	Area
ASHBURTON SHIRE	250	22/02/2021		4,893.56974 HA



320000mE 340000mE 360000mE 380000mE 400000mE 420000mE 440000mE 460000mE



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MINING TENEMENT SUMMARY REPORT

MISCELLANEOUS LICENCE 08/232

Status: Pending

TENEMENT SUMMARY

Area: 1,597.88000 HA	Death Reason :
Mark Out : N/A	Death Date :
Received : 22/02/2021 16:05:23	Commence :
Term Granted :	

CURRENT HOLDER DETAILS

Name and Address

A.C.N. 629 923 753 PTY LTD
LAND ACCESS TEAM, PO BOX 1095, CANNING BRIDGE LPO, APPLECROSS, WA, 6153,
xxxxxxxxx@mrl.com.au, xxxxxxxx600

DESCRIPTION

Locality: Ashburton
Datum: Situated at GDA94 Coordinates Zone 50 Datum is
Located at 7562673.085 mN 399809.816 mE
Boundary: From Datum 7562673.085 mN 399809.816 mE
Thence 7561115.526 mN 401234.54 mE Thence
7561322.811 mN 400251.444 mE Thence 7561311.822
mN 398531.52 mE Thence 7561300.645 mN 396811.59
mE Thence 7561289.281 mN 395091.654 mE Thence
7561277.728 mN 393371.711 mE Thence 7561493.101
mN 392263.301 mE Thence 7561932.359 mN
391423.811 mE Thence 7562214.007 mN 390285.528
mE Thence 7562631.794 mN 389181.944 mE Thence
7562652.303 mN 388308.109 mE Thence 7563214.733
mN 386550.45 mE Thence 7563879.836 mN 385827.298
mE Thence 7564757.877 mN 385176.653 mE Thence
7565609.342 mN 384485.867 mE Thence 7567668.909
mN 384212.804 mE Thence 7567966.081 mN
384041.406 mE Thence 7568750.785 mN 383162.122
mE Thence 7568757.863 mN 383154.717 mE Thence
7568765.43 mN 383147.812 mE Thence 7568770.503
mN 383143.679 mE Thence 7568775.75 mN 383139.771
mE Thence 7568781.164 mN 383136.096 mE Thence
7568786.732 mN 383132.66 mE Thence 7568790.183
mN 383130.695 mE Thence 7569447.149 mN
382414.341 mE Thence 7571223.972 mN 382401.429
mE Thence 7569837.303 mN 382904.076 mE Thence
7568957.54 mN 383380.902 mE Thence 7567982.138
mN 384473.9 mE Thence 7566434.055 mN 385524.786
mE Thence 7564808.358 mN 386798.924 mE Thence
7563758.042 mN 387367.268 mE Thence 7562949.832
mN 388362.535 mE Thence 7562930.59 mN 389240.012
mE Thence 7562500.951 mN 390379.608 mE Thence

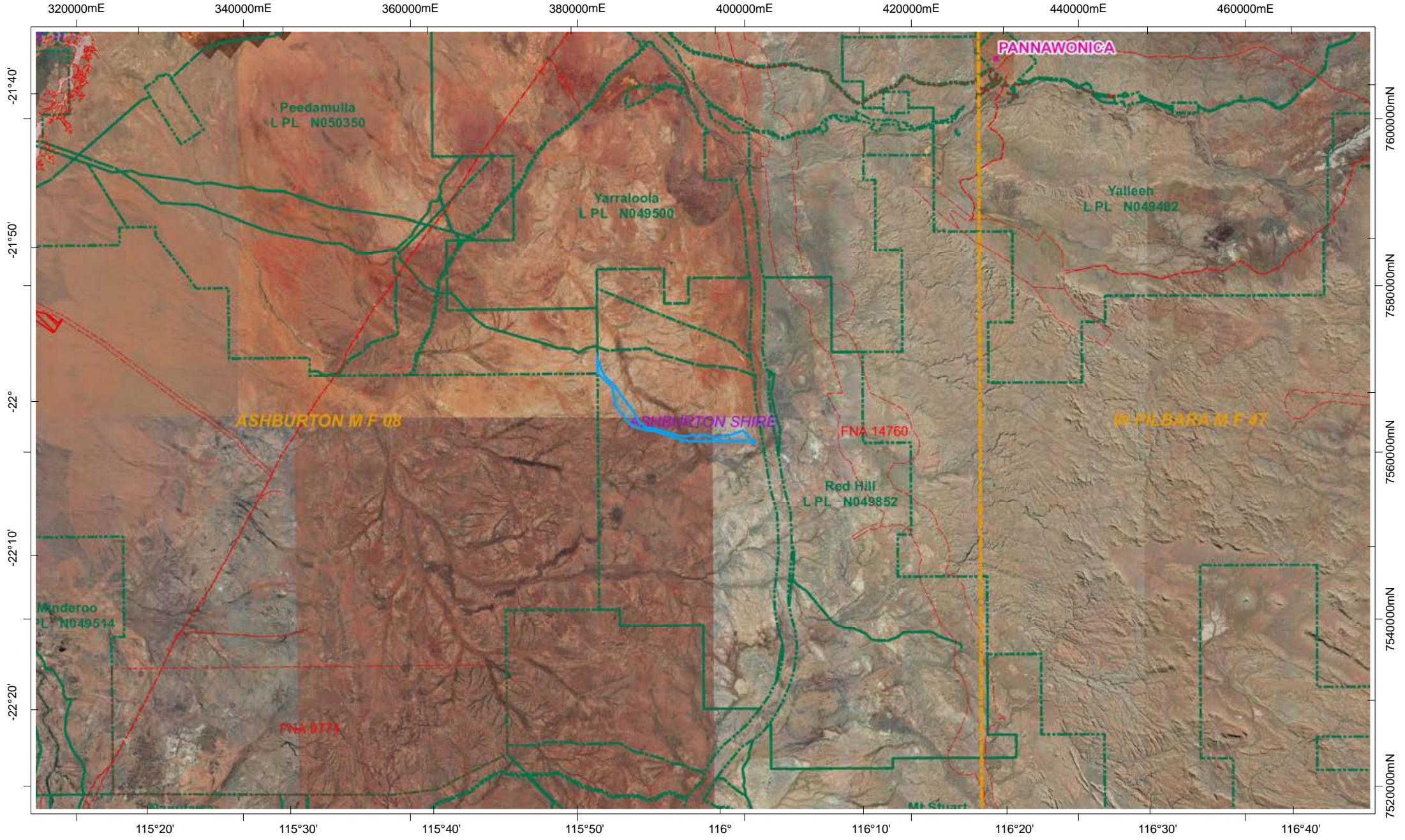
Page354

7562264.393 mN 391420.468 mE Thence 7561997.585
 mN 392302.06 mE Thence 7562108.032 mN 395328.986
 mE Thence 7561805.662 mN 396468.846 mE Thence
 7562196.539 mN 398443.451 mE Back to Datum
 7562673.085 mN 399809.816 mE Western boundary to
 abut Peedamulla Pastoral Lease boundary.

Area :	Type	Dealing No	Start Date	Area
	Applied For		22/02/2021	1,597.88000 HA

SHIRE DETAILS

Shire	Shire No	Start	End	Area
ASHBURTON SHIRE	250	22/02/2021		1,597.88089 HA



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MINING TENEMENT SUMMARY REPORT

MISCELLANEOUS LICENCE 08/246

Status: Pending

TENEMENT SUMMARY

Area: 2,207.00000 HA **Death Reason :**
Mark Out : N/A **Death Date :**
Received : 05/03/2021 08:30:00 **Commence :**
Term Granted :

CURRENT HOLDER DETAILS

Name and Address

PILBARA ENERGY (GENERATION) PTY LTD
ACQUISITIONS AND TENEMENTS DEPARTMENT, ACQUISITIONS AND TENEMENTS DEPARTMENT, PO
BOX 3379 HAY STREET, EAST PERTH, WA, 6004, xxxxxxxxxxxxxxxxxxxx@fmgl.com.au

DESCRIPTION

Locality: Uaroo B2
Datum: GDA94 MGA Zone 50 318866.184 mE 7452634.685 mN
Boundary: Then to 319026.329 mE 7452669.141 mN Then to
320299.517 mE 7452980.049 mN Then to 321315.853
mE 7453183.922 mN Then to 322555.250 mE
7453381.930 mN Then to 323127.548 mE 7453510.609
mN Then to 324309.110 mE 7453781.196 mN Then to
324880.745 mE 7453934.493 mN Then to 325983.551
mE 7454253.161 mN Then to 326317.626 mE
7453696.265 mN Then to 326371.503 mE 7449043.167
mN Then to 325451.889 mE 7449032.663 mN Then to
325451.864 mE 7449034.793 mN Then to 325436.411
mE 7450361.132 mN Then to 325432.319 mE
7450712.625 mN Then to 322160.491 mE 7450673.775
mN Then to 319572.948 mE 7450643.050 mN Then to
319569.904 mE 7450643.014 mN Then to 318890.618
mE 7450634.947 mN Then to 318882.103 mE
7451339.590 mN Then to 318866.184 mE 7452634.685
mN Back to Datum

Area :	Type	Dealing No	Start Date	Area
	Applied For		05/03/2021	2,207.00000 HA

SHIRE DETAILS

Shire	Shire No	Start	End	Area
ASHBURTON SHIRE	250	05/03/2021		2,200.78097 HA



310000mE

320000mE

330000mE

340000mE

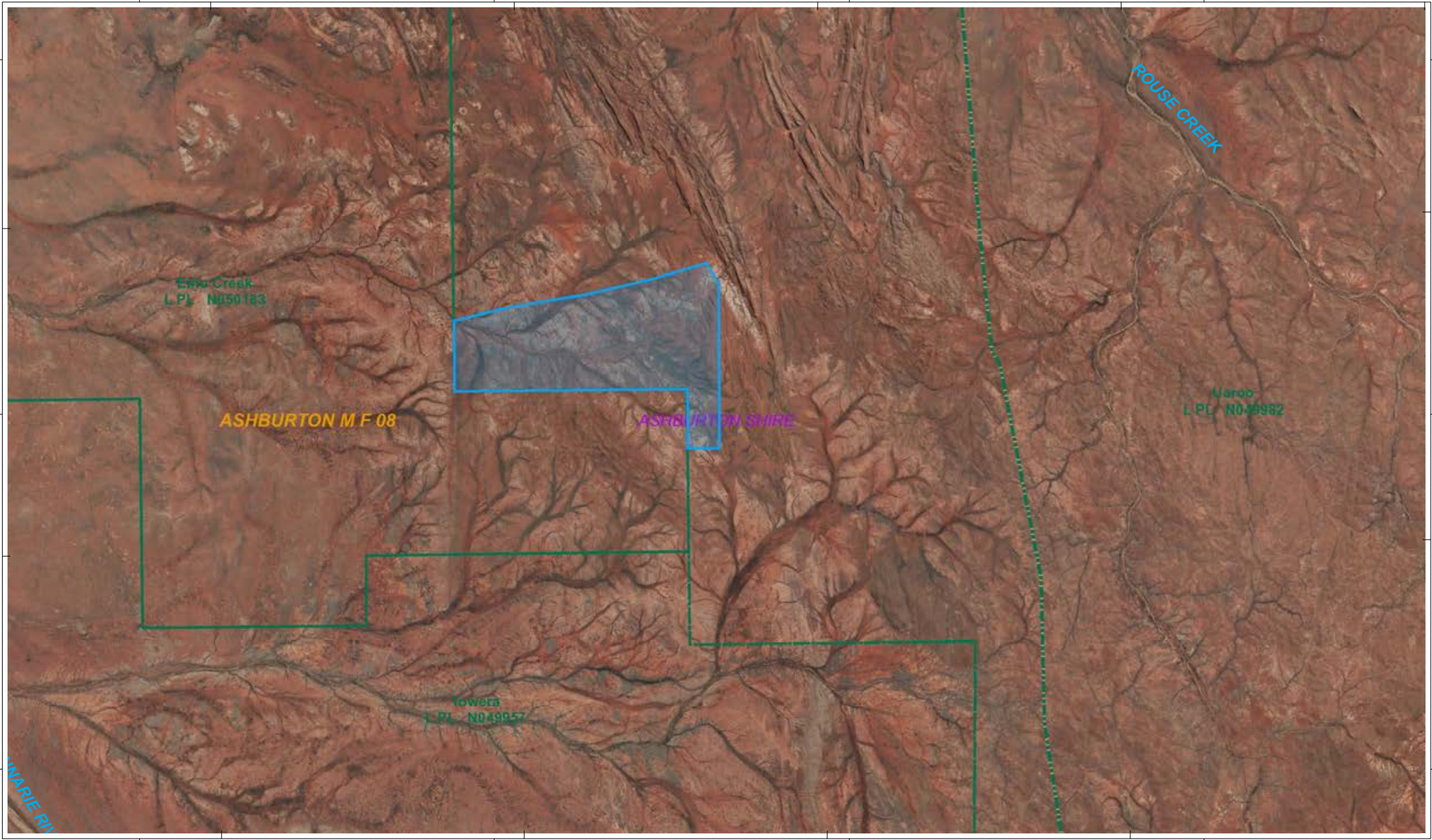
-23°

-23°05'

7460000mN

7450000mN

7440000mN



115°10'

115°15'

115°20'

115°25'

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MINING TENEMENT SUMMARY REPORT

MISCELLANEOUS LICENCE 08/245

Status: Pending

TENEMENT SUMMARY

Area: 2,330.00000 HA **Death Reason :**
Mark Out : N/A **Death Date :**
Received : 05/03/2021 08:30:00 **Commence :**
Term Granted :

CURRENT HOLDER DETAILS

Name and Address

PILBARA ENERGY (GENERATION) PTY LTD
ACQUISITIONS AND TENEMENTS DEPARTMENT, ACQUISITIONS AND TENEMENTS DEPARTMENT, PO
BOX 3379 HAY STREET, EAST PERTH, WA, 6004, xxxxxxxxxxxxxxxxxxxx@fmgl.com.au

DESCRIPTION

Locality: Uaroo C1
Datum: GDA94 MGA Zone 50 325484.462 mE 7446238.676 mN
Boundary: Then to 325464.293 mE 7447968.258 mN Then to
325451.891 mE 7449032.482 mN Then to 325451.889
mE 7449032.663 mN Then to 326371.503 mE
7449043.167 mN Then to 326371.512 mE 7449042.455
mN Then to 332668.454 mE 7449110.665 mN Then to
332679.009 mE 7448165.632 mN Then to 332699.623
mE 7446321.097 mN Then to 330993.159 mE
7446301.922 mN Then to 329285.684 mE 7446282.540
mN Then to 327577.201 mE 7446262.952 mN Then to
327598.474 mE 7444417.380 mN Then to 325893.190
mE 7444397.621 mN Then to 325871.707 mE
7446243.204 mN Then to 325484.462 mE 7446238.676
mN Back to Datum

Area :	Type	Dealing No	Start Date	Area
	Applied For		05/03/2021	2,330.00000 HA

SHIRE DETAILS

Shire	Shire No	Start	End	Area
ASHBURTON SHIRE	250	05/03/2021		2,330.91761 HA



320000mE

330000mE

340000mE

350000mE

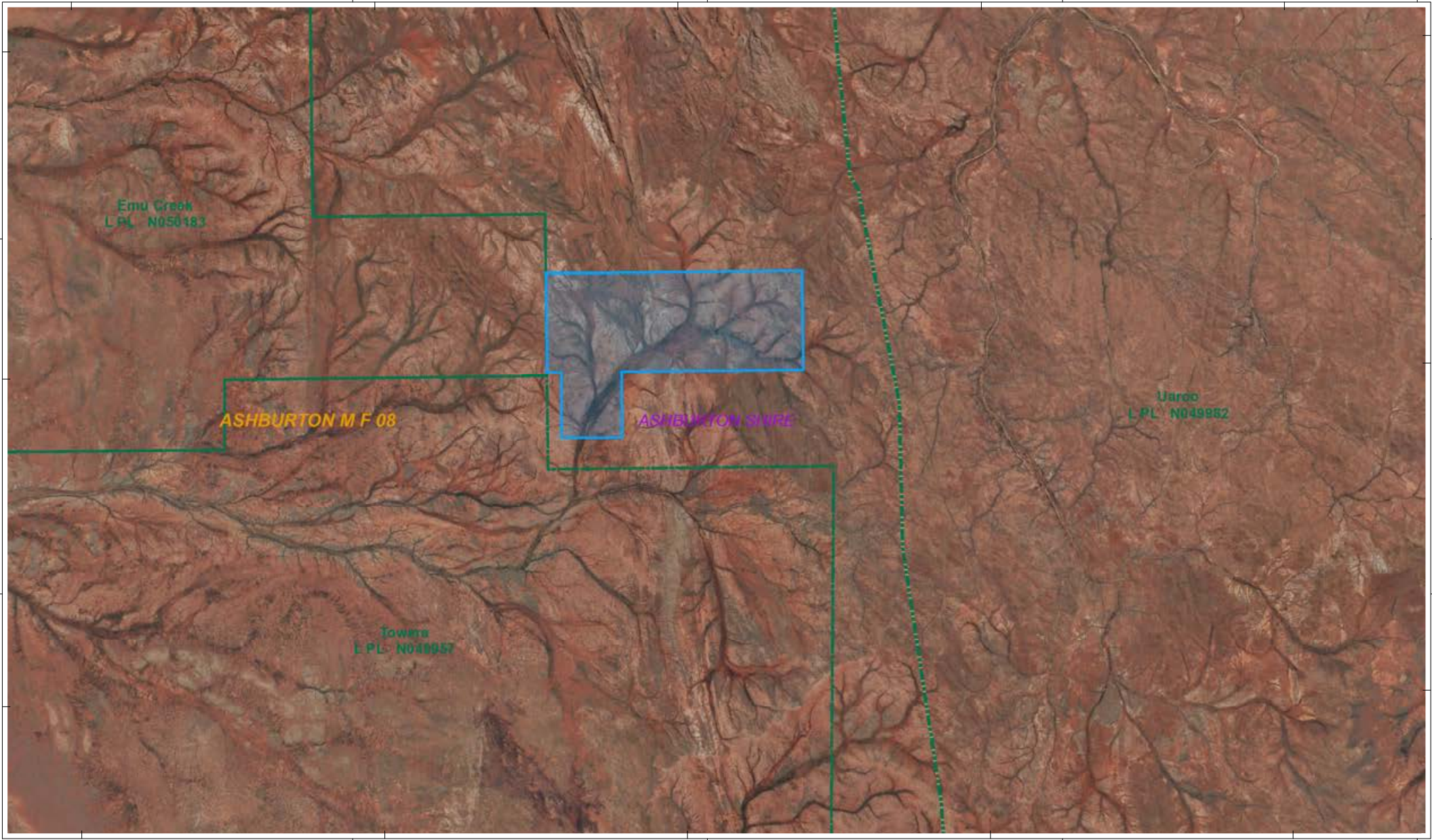
-23°

-23°05'

-23°10'

7450000mN

7440000mN



115°10'

115°15'

115°20'

115°25'

115°30'

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MINING TENEMENT SUMMARY REPORT

MISCELLANEOUS LICENCE 08/240

Status: Pending

TENEMENT SUMMARY

Area: 4,798.00000 HA **Death Reason :**
Mark Out : N/A **Death Date :**
Received : 05/03/2021 08:30:00 **Commence :**
Term Granted :

CURRENT HOLDER DETAILS

Name and Address

PILBARA ENERGY (GENERATION) PTY LTD
ACQUISITIONS AND TENEMENTS DEPARTMENT, ACQUISITIONS AND TENEMENTS DEPARTMENT, PO
BOX 3379 HAY STREET, EAST PERTH, WA, 6004, xxxxxxxxxxxxxxxxxxxx@fmgl.com.au

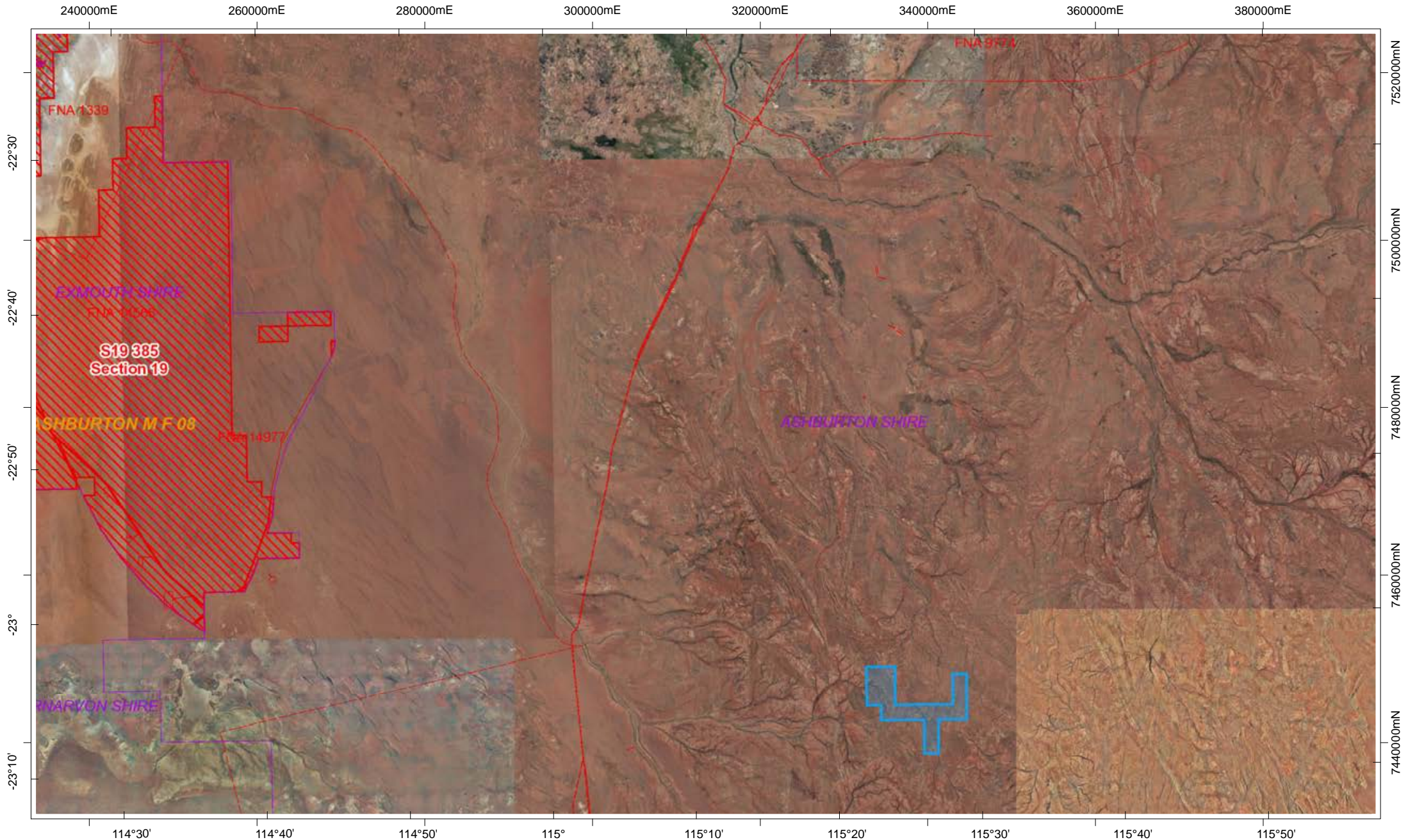
DESCRIPTION

Locality: Uaroo C2
Datum: GDA94 MGA Zone 50 334449.970 mE 7442647.049 mN
Boundary: Then to 334429.505 mE 7444494.582 mN Then to
332722.263 mE 7444475.580 mN Then to 332701.634
mE 7446320.120 mN Then to 332699.609 mE
7446322.382 mN Then to 332679.009 mE 7448165.632
mN Then to 332668.454 mE 7449110.665 mN
Then to 336085.997 mE 7449147.685 mN Then to
336096.327 mE 7448203.421 mN Then to 336116.532
mE 7446357.908 mN Then to 336136.739 mE
7444513.389 mN Then to 337842.963 mE 7444531.990
mN Then to 339550.178 mE 7444550.407 mN Then to
341257.382 mE 7444568.629 mN Then to 342963.578
mE 7444586.645 mN Then to 342944.213 mE
7446431.123 mN Then to 342924.841 mE 7448277.595
mN Then to 344634.449 mE 7448295.428 mN Then to
344653.610 mE 7446448.965 mN Then to 344672.775
mE 7444603.498 mN Then to 344691.962 mE
7442757.026 mN Then to 342983.987 mE 7442739.174
mN Then to 341278.002 mE 7442721.148 mN Then to
341282.552 mE 7442292.954 mN Then to 341283.463
mE 7442207.285 mN Then to 341297.604 mE
7440876.655 mN Then to 341317.230 mE 7439031.156
mN Then to 341320.957 mE 7438680.935 mN Then to
339612.426 mE 7438662.748 mN Then to 339608.660
mE 7439012.882 mN Then to 339588.822 mE
7440858.391 mN Then to 339569.010 mE 7442702.895
mN Then to 337863.006 mE 7442684.478 mN Then to
336155.993 mE 7442665.856 mN Then to 334449.970
mE 7442647.049 mN Back to Datum

Area :	Type	Dealing No	Start Date	Area
	Applied For		05/03/2021	4,798.00000 HA

SHIRE DETAILS

Shire	Shire No	Start	End	Area
ASHBURTON SHIRE	250	05/03/2021		4,793.83523 HA



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MINING TENEMENT SUMMARY REPORT

MISCELLANEOUS LICENCE 08/238

Status: Pending

TENEMENT SUMMARY

Area: 3,332.00000 HA **Death Reason :**
Mark Out : N/A **Death Date :**
Received : 05/03/2021 08:30:00 **Commence :**
Term Granted :

CURRENT HOLDER DETAILS

Name and Address

PILBARA ENERGY (GENERATION) PTY LTD
ACQUISITIONS AND TENEMENTS DEPARTMENT, ACQUISITIONS AND TENEMENTS DEPARTMENT, PO
BOX 3379 HAY STREET, EAST PERTH, WA, 6004, xxxxxxxxxxxxxxxxxxxx@fmgl.com.au

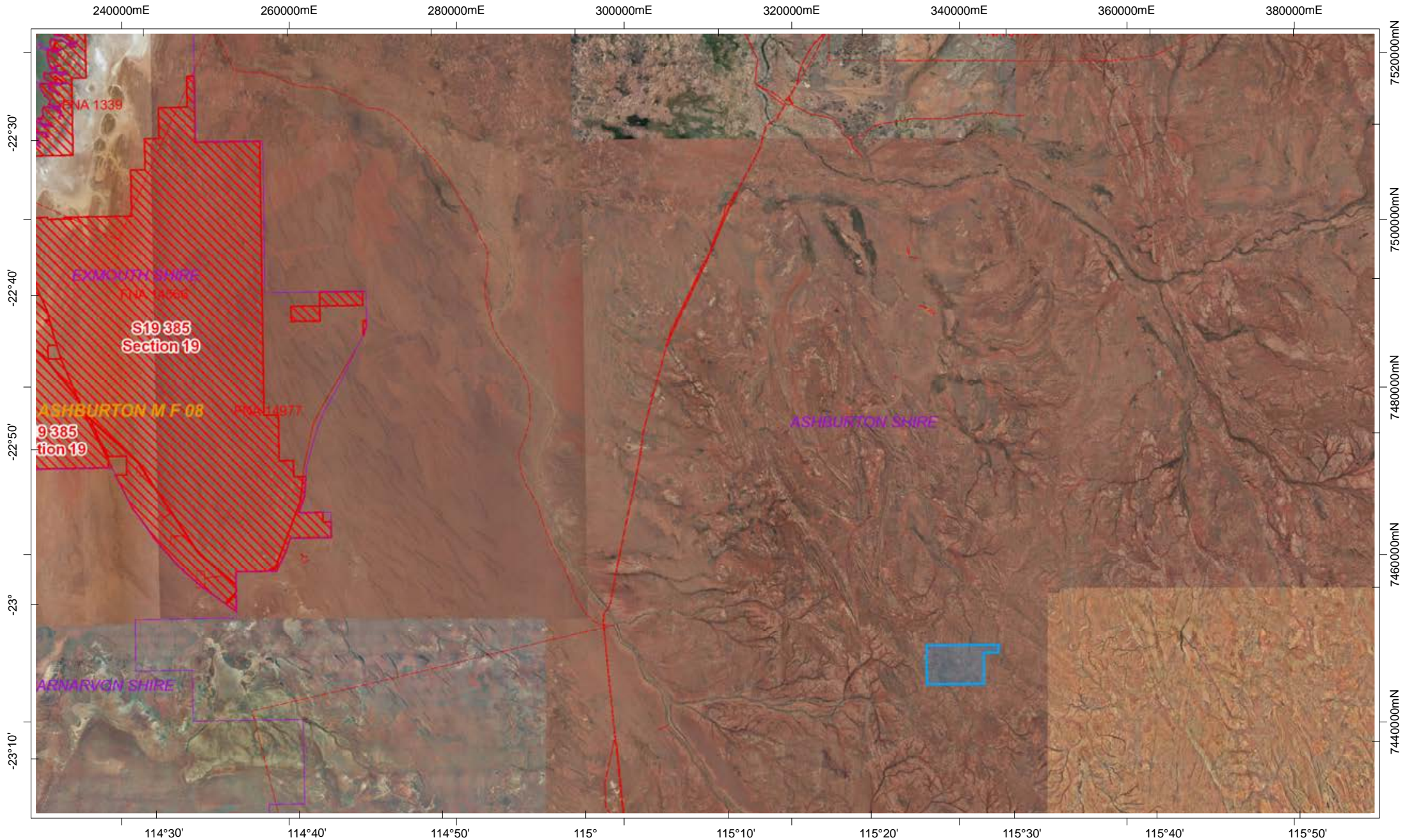
DESCRIPTION

Locality: Uaroo C3
Datum: GDA94 MGA Zone 50 344634.449 mE 7448295.428 mN
Boundary: Then to 342924.841 mE 7448277.595 mN Then to
342944.213 mE 7446431.123 mN Then to 342963.578
mE 7444586.645 mN Then to 341257.382 mE
7444568.629 mN Then to 339550.178 mE 7444550.407
mN Then to 337842.963 mE 7444531.990 mN Then to
336136.739 mE 7444513.389 mN Then to 336116.532
mE 7446357.908 mN Then to 336096.327 mE
7448203.421 mN Then to 336085.997 mE 7449147.685
mN Then to 344731.656 mE 7449241.338 mN Then to
344634.449 mE 7448295.428 mN Back to Datum

Area :	Type	Dealing No	Start Date	Area
	Applied For		05/03/2021	3,332.00000 HA

SHIRE DETAILS

Shire	Shire No	Start	End	Area
ASHBURTON SHIRE	250	05/03/2021		3,332.87080 HA



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MINING TENEMENT SUMMARY REPORT

MISCELLANEOUS LICENCE 08/235

Status: Pending

TENEMENT SUMMARY

Area: 4,109.00000 HA **Death Reason :**
Mark Out : N/A **Death Date :**
Received : 05/03/2021 08:30:00 **Commence :**
Term Granted :

CURRENT HOLDER DETAILS

Name and Address

PILBARA ENERGY (GENERATION) PTY LTD
ACQUISITIONS AND TENEMENTS DEPARTMENT, ACQUISITIONS AND TENEMENTS DEPARTMENT, PO
BOX 3379 HAY STREET, EAST PERTH, WA, 6004, xxxxxxxxxxxxxxxxxxxx@fmgl.com.au

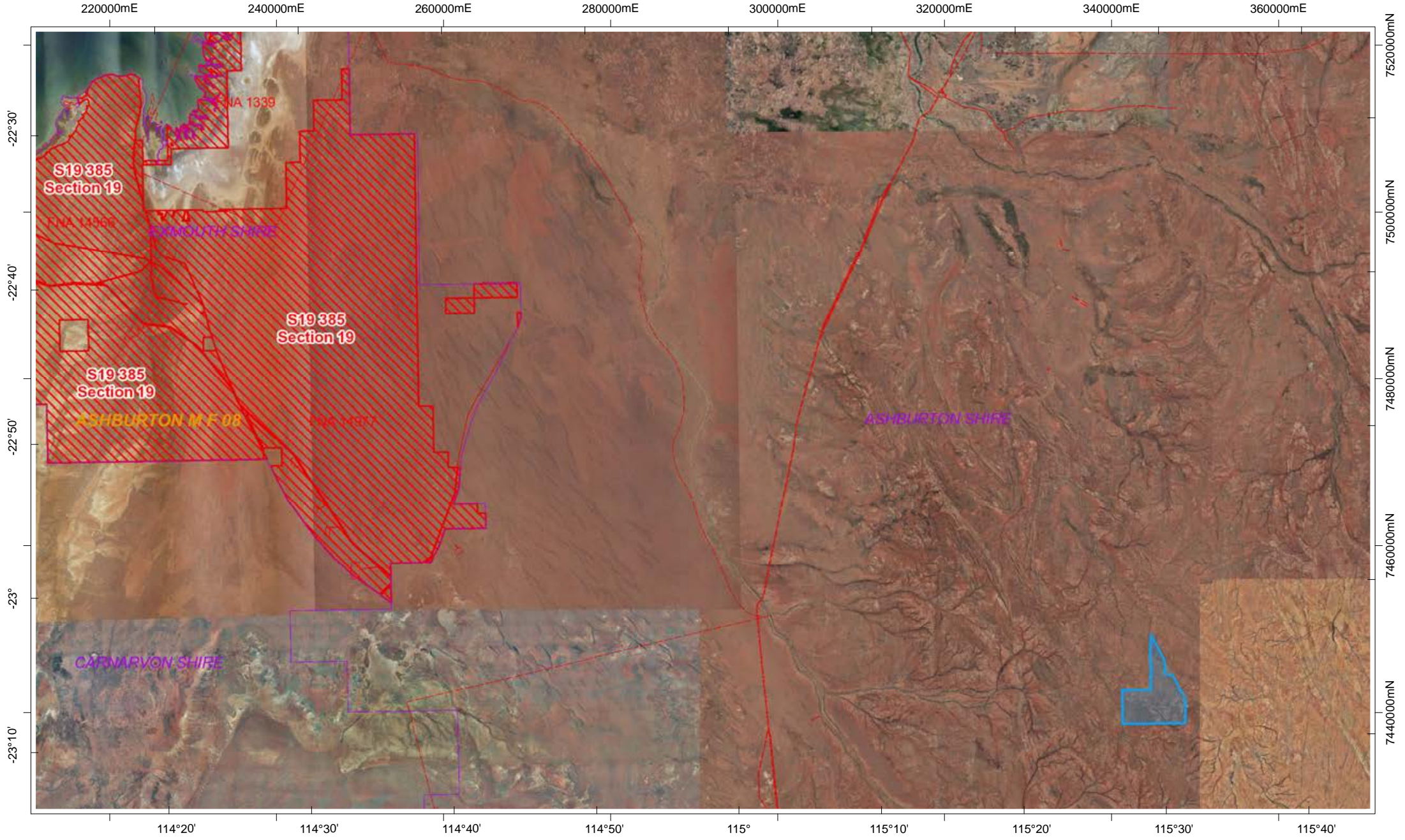
DESCRIPTION

Locality: Uaroo C4
Datum: GDA94 MGA Zone 50 348102.037 mE 7442973.910 mN
Boundary: Then to 348103.884 mE 7442792.104 mN Then to
348199.286 mE 7442793.068 mN Then to 348824.341
mE 7441630.742 mN Then to 348860.323 mE
7438761.190 mN Then to 341320.957 mE 7438680.935
mN Then to 341317.230 mE 7439031.156 mN Then to
341297.604 mE 7440876.655 mN Then to 341283.463
mE 7442207.285 mN Then to 341282.552 mE
7442292.954 mN Then to 341278.002 mE 7442721.148
mN Then to 342983.987 mE 7442739.174 mN Then to
344691.962 mE 7442757.026 mN Then to 344672.775
mE 7444603.498 mN Then to 344653.610 mE
7446448.965 mN Then to 344634.449 mE 7448295.428
mN Then to 344731.656 mE 7449241.338 mN Then to
346361.629 mE 7446210.305 mN Then to 346377.961
mE 7444620.114 mN Then to 347212.189 mE
7444628.637 mN Then to 348102.037 mE 7442973.910
mN Back to Datum

Area :	Type	Dealing No	Start Date	Area
	Applied For		05/03/2021	4,109.00000 HA

SHIRE DETAILS

Shire	Shire No	Start	End	Area
ASHBURTON SHIRE	250	05/03/2021		4,109.73252 HA



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MINING TENEMENT SUMMARY REPORT

MISCELLANEOUS LICENCE 08/236

Status: Pending

TENEMENT SUMMARY

Area: 2,068.00000 HA **Death Reason :**
Mark Out : N/A **Death Date :**
Received : 05/03/2021 08:30:00 **Commence :**
Term Granted :

CURRENT HOLDER DETAILS

Name and Address

PILBARA ENERGY (GENERATION) PTY LTD
ACQUISITIONS AND TENEMENTS DEPARTMENT, ACQUISITIONS AND TENEMENTS DEPARTMENT, PO
BOX 3379 HAY STREET, EAST PERTH, WA, 6004, xxxxxxxxxxxxxxxxxxxx@fmgl.com.au

DESCRIPTION

Locality: Uaroo C5
Datum: GDA94 MGA Zone 50 339612.426 mE 7438662.748 mN
Boundary: Then to 334494.757 mE 7438608.272 mN Then to
334490.887 mE 7438956.975 mN Then to 334470.416
mE 7440802.515 mN Then to 334449.970 mE
7442647.049 mN Then to 336155.993 mE 7442665.856
mN Then to 337863.006 mE 7442684.478 mN Then to
339569.010 mE 7442702.895 mN Then to 339588.822
mE 7440858.391 mN Then to 339608.660 mE
7439012.882 mN Then to 339612.426 mE 7438662.748
mN Back to Datum

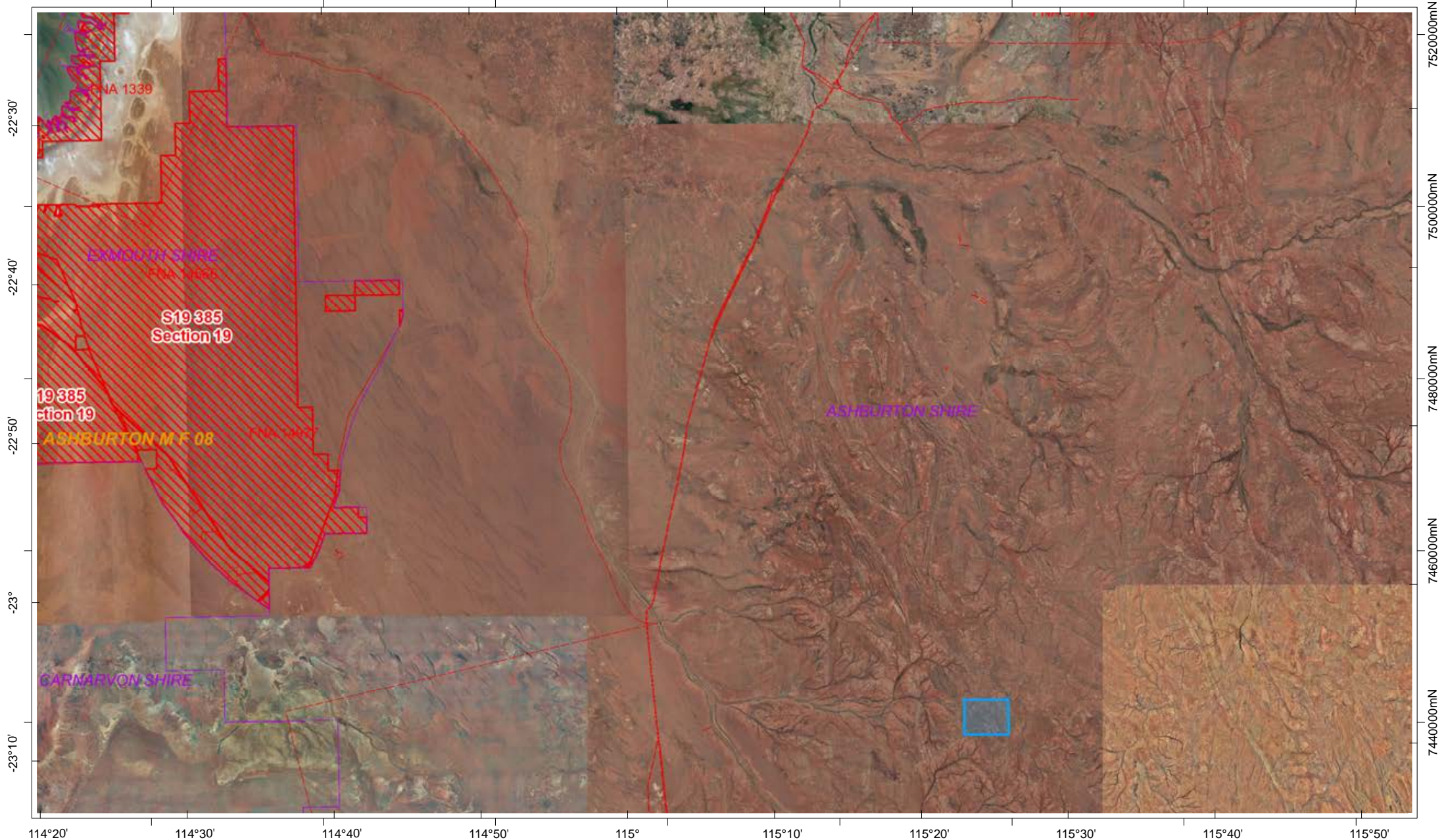
Area :	Type	Dealing No	Start Date	Area
	Applied For		05/03/2021	2,068.00000 HA

SHIRE DETAILS

Shire	Shire No	Start	End	Area
ASHBURTON SHIRE	250	05/03/2021		2,069.16774 HA



240000mE 260000mE 280000mE 300000mE 320000mE 340000mE 360000mE 380000mE



-22°30' -22°40' -22°50' -23° -23°10'

114°20' 114°30' 114°40' 114°50' 115° 115°10' 115°20' 115°30' 115°40' 115°50'

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MINING TENEMENT SUMMARY REPORT

MISCELLANEOUS LICENCE 08/237

Status: Pending

TENEMENT SUMMARY

Area: 2,275.00000 HA **Death Reason :**
Mark Out : N/A **Death Date :**
Received : 05/03/2021 08:30:00 **Commence :**
Term Granted :

CURRENT HOLDER DETAILS

Name and Address

PILBARA ENERGY (GENERATION) PTY LTD
ACQUISITIONS AND TENEMENTS DEPARTMENT, ACQUISITIONS AND TENEMENTS DEPARTMENT, PO
BOX 3379 HAY STREET, EAST PERTH, WA, 6004, xxxxxxxxxxxxxxxxxxxx@fmgl.com.au

DESCRIPTION

Locality: Uaroo C6
Datum: GDA94 MGA Zone 50 334449.970 mE 7442647.049 mN
Boundary: Then to 334451.012 mE 7442553.020 mN Then to
334470.416 mE 7440802.515 mN Then to 334490.887
mE 7438956.975 mN Then to 334494.757 mE
7438608.272 mN Then to 333621.328 mE 7438598.974
mN Then to 333525.886 mE 7438593.592 mN Then to
333535.574 mE 7440149.293 mN Then to 333541.708
mE 7441133.508 mN Then to 333547.847 mE
7442117.726 mN Then to 333553.989 mE 7443101.940
mN Then to 333557.068 mE 7443595.068 mN Then to
333083.079 mE 7443589.653 mN Then to 332137.132
mE 7443578.850 mN Then to 325516.401 mE
7443503.232 mN Then to 325511.278 mE 7443941.753
mN Then to 325494.258 mE 7445399.344 mN Then to
325484.474 mE 7446237.676 mN Then to 325484.462
mE 7446238.676 mN Then to 325871.707 mE
7446243.204 mN Then to 325893.190 mE 7444397.621
mN Then to 327598.474 mE 7444417.380 mN Then to
327577.201 mE 7446262.952 mN Then to 329285.684
mE 7446282.540 mN Then to 330993.159 mE
7446301.922 mN Then to 332699.623 mE 7446321.097
mN Then to 332699.609 mE 7446322.382 mN Then to
332701.634 mE 7446320.120 mN Then to 332722.263
mE 7444475.580 mN Then to 334429.505 mE
7444494.582 mN Then to 334449.970 mE 7442647.049
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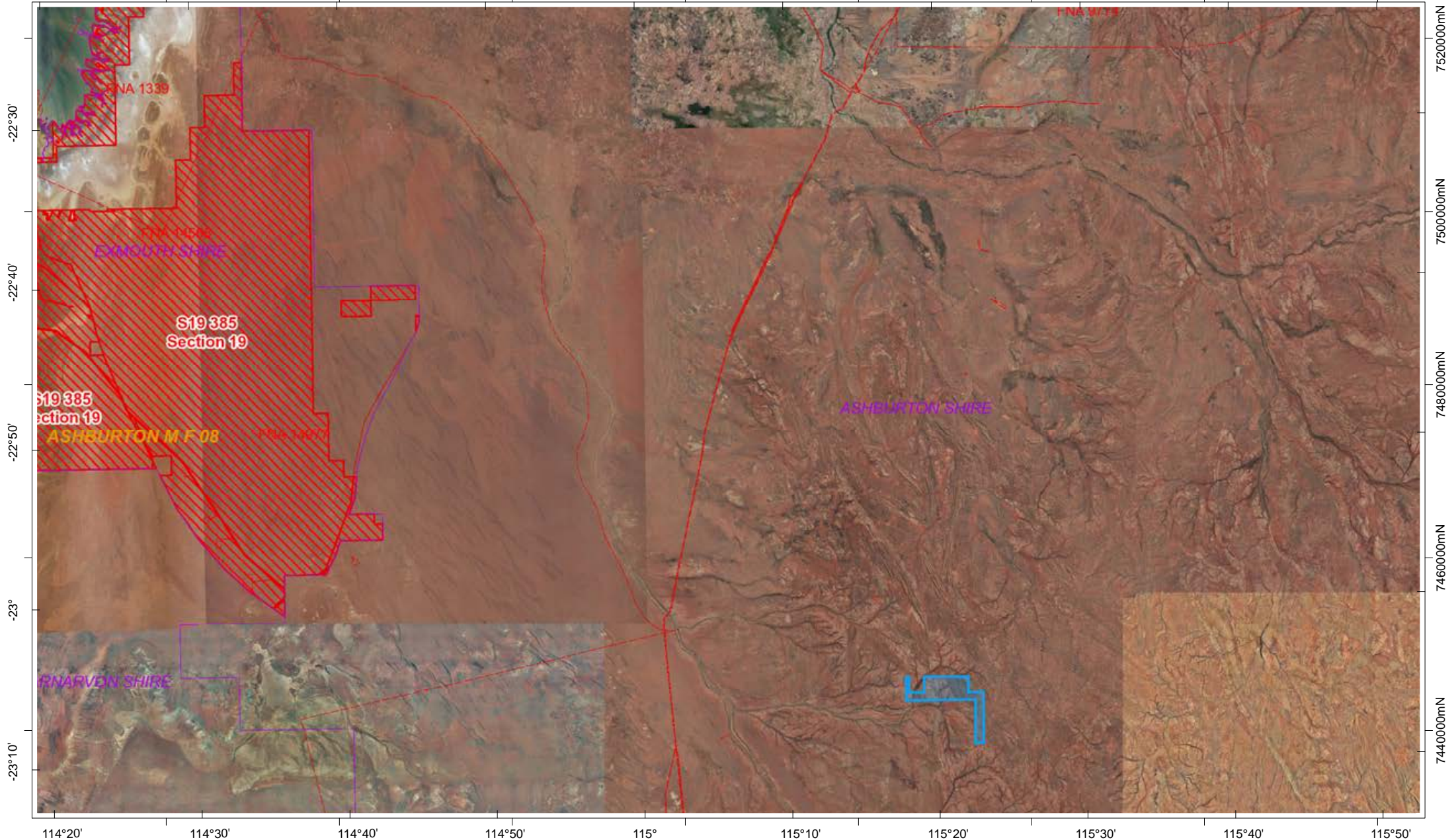
Area :	Type	Dealing No	Start Date	Area
	Applied For		05/03/2021	2,275.00000 HA

SHIRE DETAILS

Shire	Shire No	Start	End	Area
ASHBURTON SHIRE	250	05/03/2021		2,272.12662 HA



240000mE 260000mE 280000mE 300000mE 320000mE 340000mE 360000mE 380000mE



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MINING TENEMENT SUMMARY REPORT

MISCELLANEOUS LICENCE 08/247

Status: Pending

TENEMENT SUMMARY

Area: 392.09000 HA **Death Reason :**
Mark Out : N/A **Death Date :**
Received : 15/03/2021 11:42:14 **Commence :**
Term Granted :

CURRENT HOLDER DETAILS

Name and Address

AQUILA STEEL PTY LTD

API MANAGEMENT PTY LTD, PO BOX 7361, CLOISTERS SQUARE PO, WA, 6850, xxxx@apijv.com.au, xxxxxxx222

AMCI (IO) PTY LTD

API MANAGEMENT PTY LTD, PO BOX 7361, CLOISTERS SQUARE PO, WA, 6850, xxxx@apijv.com.au, xxxxxxx222

DESCRIPTION

Locality: Kens Bore
Datum: Situated within GDA94 Coordinates Zone 50 Datum is at 7561631.564mN 414095.737mE
Boundary: Datum (7561631.564mN 414095.737mE) Thence 7561702.068mN 413777.317mE abutting L08/199 Thence 7561704.94mN 413735.357mE abutting L08/199 Thence 7561807.686mN 412233.789mE abutting L08/199 Thence 7561755.858mN 411962.255mE abutting L08/199 Thence 7561889.701mN 412065.533mE Thence 7562873.817mN 414110.098mE Thence 7562891.968mN 414178.102mE Thence 7563227.508mN 415115.917mE Thence 7563230.18mN 415119.382mE Thence 7563457.695mN 415418.942mE Thence 7564161.667mN 416515.563mE abutting L08/680 Thence 7563926.809mN 416704.915mE abutting L08/680 Thence 7563797.092mN 416809.498mE abutting L08/680 Thence 7564124.068mN 417342.407mE abutting L08/680 Thence 7564049.217mN 417334.329mE Thence 7563933.218mN 417274.329mE Thence 7562973.51mN 416315.258mE Thence 7562681.134mN 415496.731mE Thence 7561848.663mN 414327.531mE Back to Datum (7561631.564mN 414095.737mE)

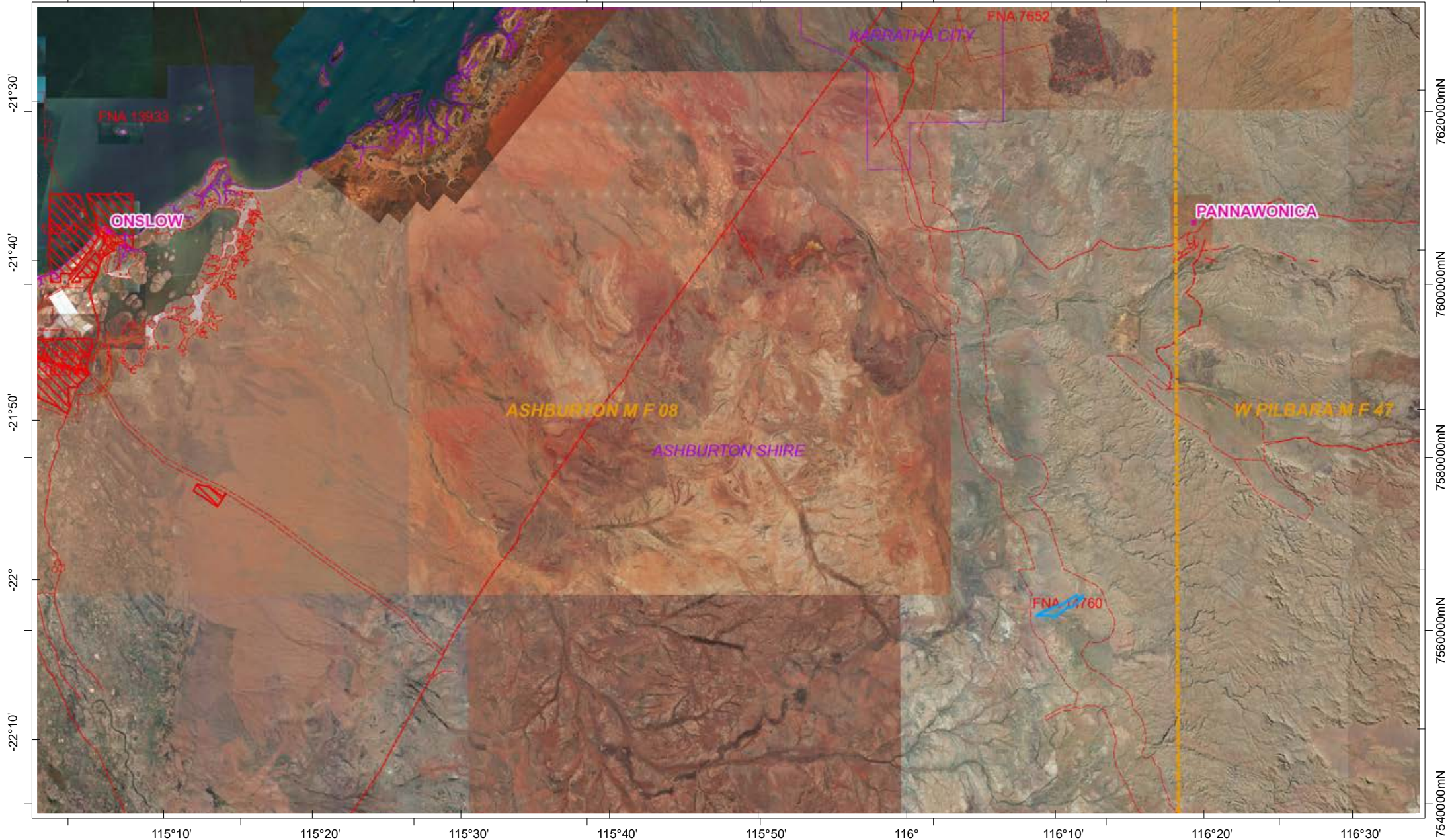
Area :	Type	Dealing No	Start Date	Area
	Applied For		15/03/2021	392.09000 HA

SHIRE DETAILS

Shire	Shire No	Start	End	Area
ASHBURTON SHIRE	250	15/03/2021		392.38733 HA



300000mE 320000mE 340000mE 360000mE 380000mE 400000mE 420000mE 440000mE



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MINING TENEMENT SUMMARY REPORT

MISCELLANEOUS LICENCE 08/248

Status: Pending

TENEMENT SUMMARY

Area: 440.00000 HA **Death Reason :**
Mark Out : N/A **Death Date :**
Received : 17/03/2021 11:04:55 **Commence :**
Term Granted :

CURRENT HOLDER DETAILS

Name and Address

RED HILL IRON LIMITED

MCMAHON MINING TITLE SERVICES PTY LTD, C/- MCMAHON MINING TITLE SERVICES PTY LTD, PO BOX 592, MAYLANDS, WA, 6931, xxxx@mmts.net.au, xxxxxxx997

DESCRIPTION

Locality: Yarraloola
Datum: All coordinates situated in GDA Zone 50 7590064.551
N(m) 412129.944 E(m)
Boundary: 7589838.935 N(m) 412131.187 E(m) 7589825.637 N(m)
409981.696 E(m) 7585225.179 N(m) 409355.593 E(m)
7584314.497 N(m) 409342.401 E(m) 7582836.354 N(m)
409449.222 E(m) 7582445.100 N(m) 409462.685 E(m)
7582112.340 N(m) 409439.284 E(m) 7581667.437 N(m)
409351.836 E(m) 7581398.486 N(m) 409243.748 E(m)
7580610.666 N(m) 408617.328 E(m) 7580323.542 N(m)
408462.796 E(m) 7580134.360 N(m) 408368.332 E(m)
7579932.806 N(m) 408311.843 E(m) 7579772.026 N(m)
408297.299 E(m) 7579667.124 N(m) 408279.643 E(m)
7579606.582 N(m) 408246.295 E(m) 7579555.176 N(m)
408178.416 E(m) 7579542.684 N(m) 408070.961 E(m)
7579536.984 N(m) 407811.680 E(m) 7579520.562 N(m)
407629.786 E(m) 7579493.751 N(m) 407467.592 E(m)
7579446.522 N(m) 407349.109 E(m) 7579380.201 N(m)
407238.473 E(m) 7579184.124 N(m) 407014.453 E(m)
7579346.005 N(m) 406873.695 E(m) 7579520.524 N(m)
407087.726 E(m) 7579586.846 N(m) 407198.361 E(m)
7579634.077 N(m) 407316.846 E(m) 7579660.890 N(m)
407479.041 E(m) 7579677.313 N(m) 407660.936 E(m)
7579683.016 N(m) 407920.220 E(m) 7579695.509 N(m)
408027.675 E(m) 7579746.916 N(m) 408095.554 E(m)
7579807.459 N(m) 408128.902 E(m) 7579912.362 N(m)
408146.557 E(m) 7580073.143 N(m) 408161.101 E(m)
7580274.699 N(m) 408217.588 E(m) 7580463.885 N(m)
408312.051 E(m) 7580751.013 N(m) 408466.582 E(m)
7581538.846 N(m) 409093.000 E(m) 7581807.800 N(m)
409201.087 E(m) 7582252.707 N(m) 409288.532 E(m)
7582585.471 N(m) 409311.930 E(m) 7582976.728 N(m)

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409298.463 E(m) 7584454.884 N(m) 409191.628 E(m)
 7585365.574 N(m) 409204.812 E(m) 7589823.454 N(m)
 409811.438 E(m) 7589817.602 N(m) 408681.955 E(m)
 7590892.732 N(m) 408675.802 E(m) 7590905.566 N(m)
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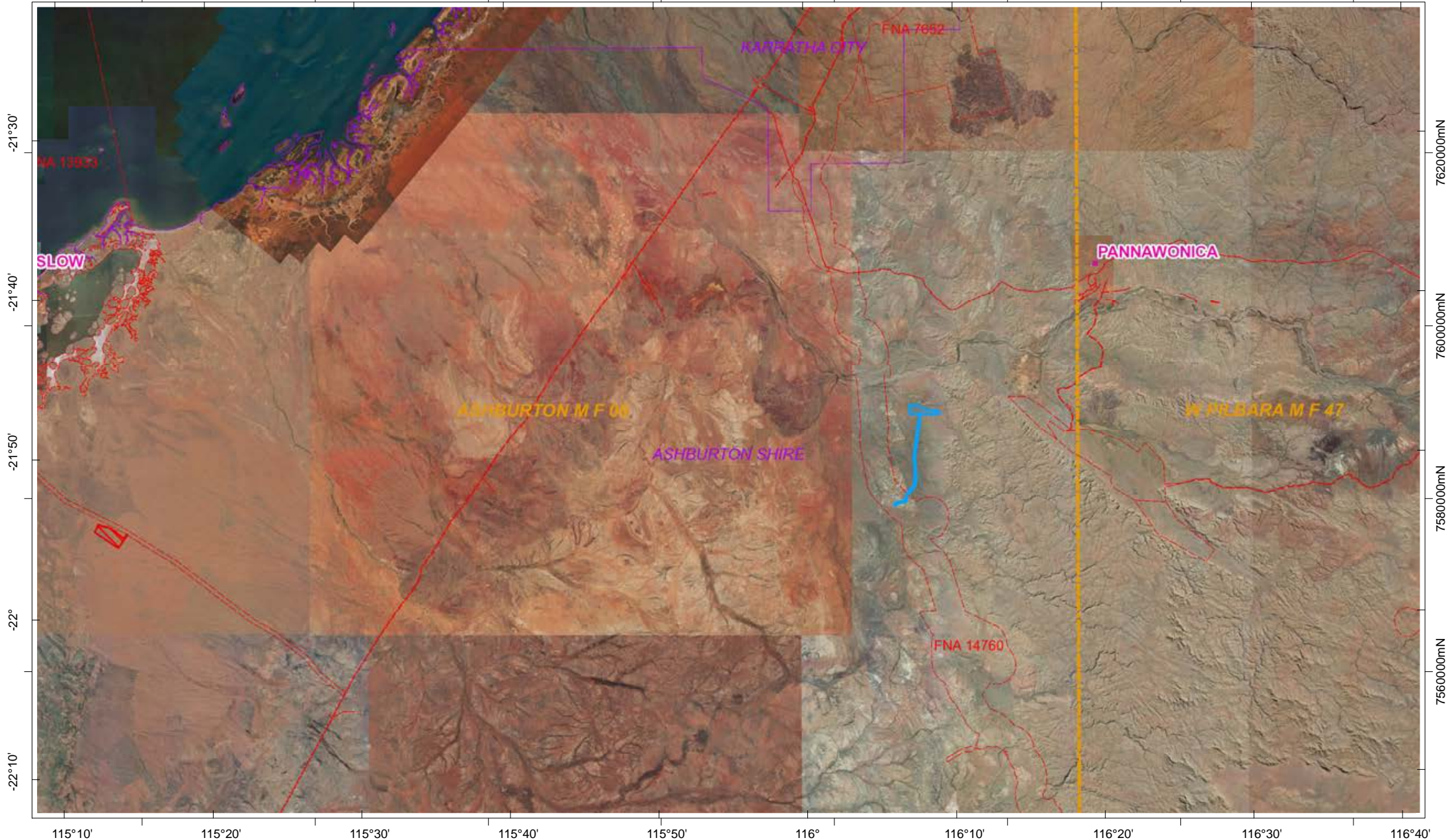
Area :	Type	Dealing No	Start Date	Area
	Applied For		17/03/2021	440.00000 HA

SHIRE DETAILS

Shire	Shire No	Start	End	Area
ASHBURTON SHIRE	250	17/03/2021		440.09055 HA



320000mE 340000mE 360000mE 380000mE 400000mE 420000mE 440000mE 460000mE



-21°30'
-21°40'
-21°50'
-22°
-22°10'

7620000mN
7600000mN
7580000mN
7560000mN

115°10' 115°20' 115°30' 115°40' 115°50' 116° 116°10' 116°20' 116°30' 116°40'

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MINING TENEMENT SUMMARY REPORT

MISCELLANEOUS LICENCE 08/249

Status: Pending

TENEMENT SUMMARY

Area: 690.00000 HA **Death Reason :**
Mark Out : N/A **Death Date :**
Received : 17/03/2021 11:04:55 **Commence :**
Term Granted :

CURRENT HOLDER DETAILS

Name and Address

RED HILL IRON LIMITED

MCMAHON MINING TITLE SERVICES PTY LTD, C/- MCMAHON MINING TITLE SERVICES PTY LTD, PO BOX 592, MAYLANDS, WA, 6931, xxxx@mmts.net.au, xxxxxxx997

DESCRIPTION

Locality: Red Hill
Datum: All coordinates situated in GDA Zone 50 7561629.549
N(m) 414097.284 E(m)
Boundary: 7561327.911 N(m) 413966.489 E(m) 7561384.181 N(m)
413507.448 E(m) 7561428.426 N(m) 413003.592 E(m)
7561465.968 N(m) 412565.935 E(m) 7561485.785 N(m)
412326.983 E(m) 7561448.776 N(m) 412012.708 E(m)
7561740.117 N(m) 411982.697 E(m) 7562362.742 N(m)
412329.198 E(m) 7563021.674 N(m) 412439.038 E(m)
7563812.394 N(m) 412567.070 E(m) 7564542.495 N(m)
412552.543 E(m) 7566229.003 N(m) 410992.832 E(m)
7566726.218 N(m) 410917.076 E(m) 7566915.183 N(m)
410852.571 E(m) 7567181.669 N(m) 410768.041 E(m)
7567482.484 N(m) 410741.924 E(m) 7567875.589 N(m)
410725.059 E(m) 7568215.199 N(m) 410688.983 E(m)
7568418.472 N(m) 410580.420 E(m) 7568660.354 N(m)
410427.666 E(m) 7568939.781 N(m) 410050.085 E(m)
7569092.495 N(m) 409590.216 E(m) 7569159.213 N(m)
409370.127 E(m) 7569230.432 N(m) 409091.358 E(m)
7569301.477 N(m) 408783.334 E(m) 7569362.930 N(m)
408494.876 E(m) 7569388.815 N(m) 408255.464 E(m)
7569394.742 N(m) 408133.922 E(m) 7569384.825 N(m)
408049.009 E(m) 7569388.389 N(m) 407988.253 E(m)
7569400.634 N(m) 407933.393 E(m) 7569426.848 N(m)
407878.452 E(m) 7569451.766 N(m) 407838.981 E(m)
7569510.094 N(m) 407783.889 E(m) 7569569.916 N(m)
407744.177 E(m) 7569629.786 N(m) 407715.763 E(m)
7569766.206 N(m) 407639.101 E(m) 7570019.268 N(m)
407449.424 E(m) 7570633.697 N(m) 406921.132 E(m)
7571030.484 N(m) 406606.648 E(m) 7571285.663 N(m)
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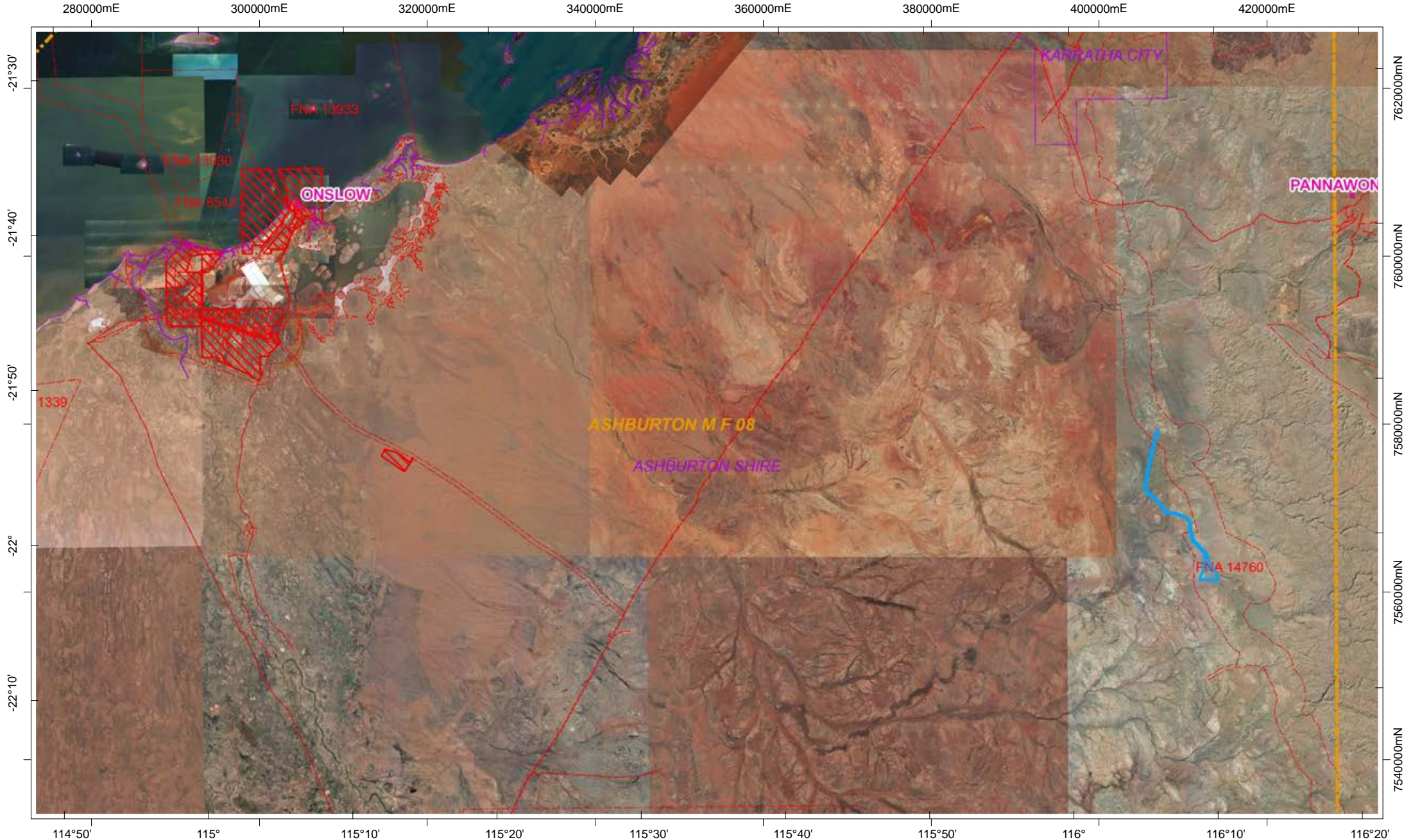
Page379

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 405404.340 E(m) 7572477.375 N(m) 405390.624 E(m)
 7572561.143 N(m) 405385.922 E(m) 7572688.306 N(m)
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 7572902.305 N(m) 405600.595 E(m) 7572807.074 N(m)
 405586.069 E(m) 7572679.910 N(m) 405578.388 E(m)
 7572596.141 N(m) 405583.089 E(m) 7572416.046 N(m)
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 405877.612 E(m) 7571823.643 N(m) 406033.027 E(m)
 7571631.951 N(m) 406239.968 E(m) 7571404.410 N(m)
 406494.180 E(m) 7571149.225 N(m) 406799.104 E(m)
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 7569570.481 N(m) 408031.425 E(m) 7569545.562 N(m)
 408070.896 E(m) 7569519.347 N(m) 408125.838 E(m)
 7569507.101 N(m) 408180.698 E(m) 7569503.537 N(m)
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 7566347.656 N(m) 411185.258 E(m) 7564661.117 N(m)
 412744.959 E(m) 7564285.045 N(m) 412901.540 E(m)
 7563838.239 N(m) 412971.596 E(m) 7563261.192 N(m)
 413212.759 E(m) 7562999.475 N(m) 413425.756 E(m)
 7562768.008 N(m) 413563.605 E(m) 7562392.813 N(m)
 413856.532 E(m) 7562191.812 N(m) 413954.562 E(m)
 7561973.118 N(m) 414021.849 E(m) Back to Datum.

Area :	Type	Dealing No	Start Date	Area
	Applied For		17/03/2021	690.0000 HA

SHIRE DETAILS

Shire	Shire No	Start	End	Area
ASHBURTON SHIRE	250	17/03/2021		689.94910 HA



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MINING TENEMENT SUMMARY REPORT

PROSPECTING LICENCE 08/799

Status: Pending

TENEMENT SUMMARY

Area: 59.79000 HA **Death Reason :**
Mark Out : 21/02/2021 10:15:00 **Death Date :**
Received : 02/03/2021 14:20:09 **Commence :**
Term Granted :

CURRENT HOLDER DETAILS

Name and Address

A.C.N. 629 923 753 PTY LTD
 LAND ACCESS TEAM, PO BOX 1095, CANNING BRIDGE LPO, APPLECROSS, WA, 6153,
 xxxxxxxx@mrl.com.au, xxxxxxx600

DESCRIPTION

Locality: Ashburton
Datum: Datum situated at GDA94 Zone 50 7589896.701mN & 303545.767mE
Boundary: Thence 7589877.186 mN & 303204.358 mE
 Thence 7590592.975 mN & 303213.487 mE
 Thence 7591357.735 mN & 303281.372 mE
 Thence 7591784.981 mN & 303122.704 mE
 Thence 7591790.022 mN & 303533.287 mE Thence
 7590596.561 mN & 303536.728 mE Back to datum
 7589896.701mN & 303545.767mE

Area :	Type	Dealing No	Start Date	Area
	Applied For		21/02/2021	59.79000 HA

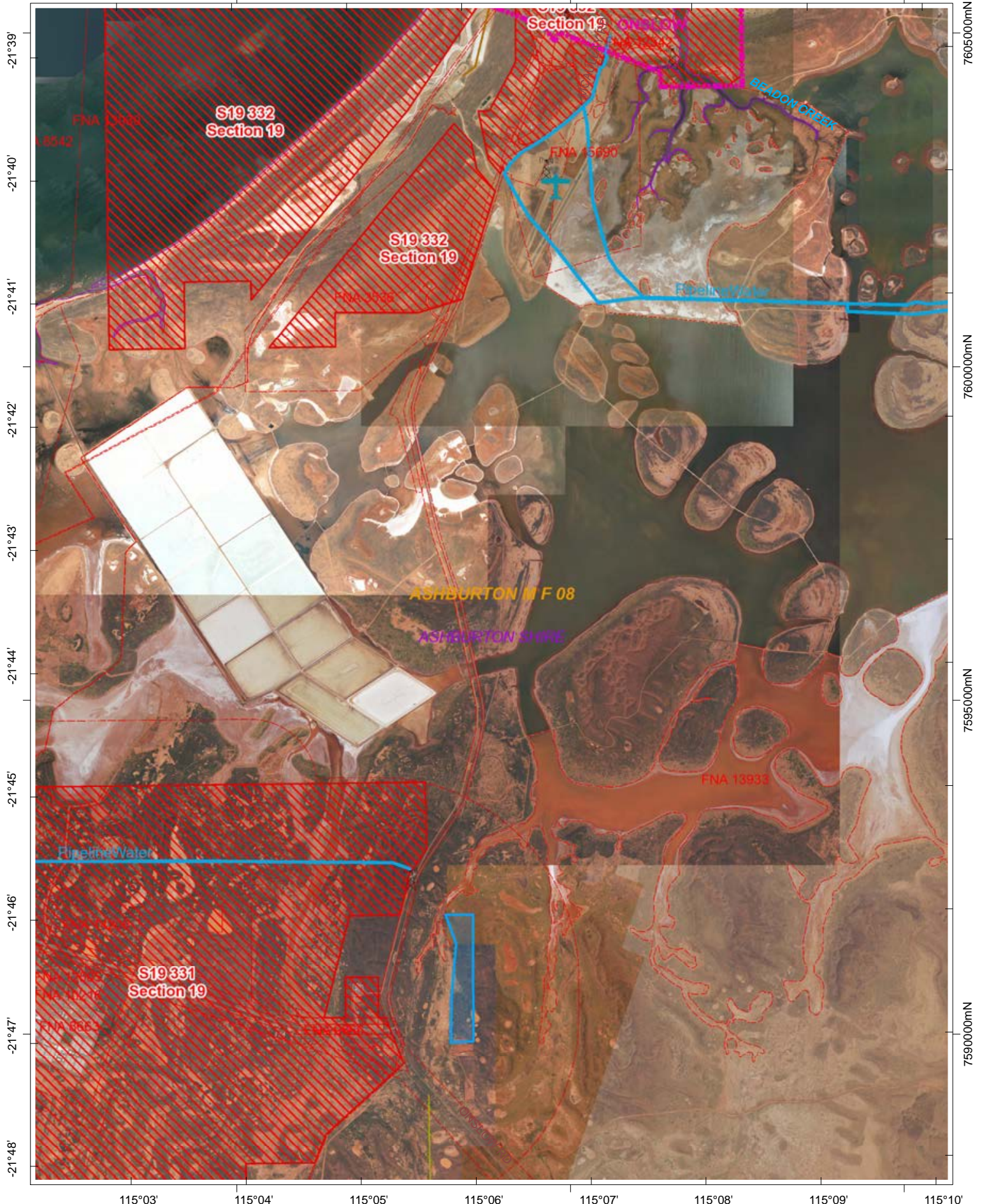
SHIRE DETAILS

Shire	Shire No	Start	End	Area
ASHBURTON SHIRE	250	02/03/2021		59.78866 HA

300000mE

305000mE

310000mE



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Scale: 1:72,224





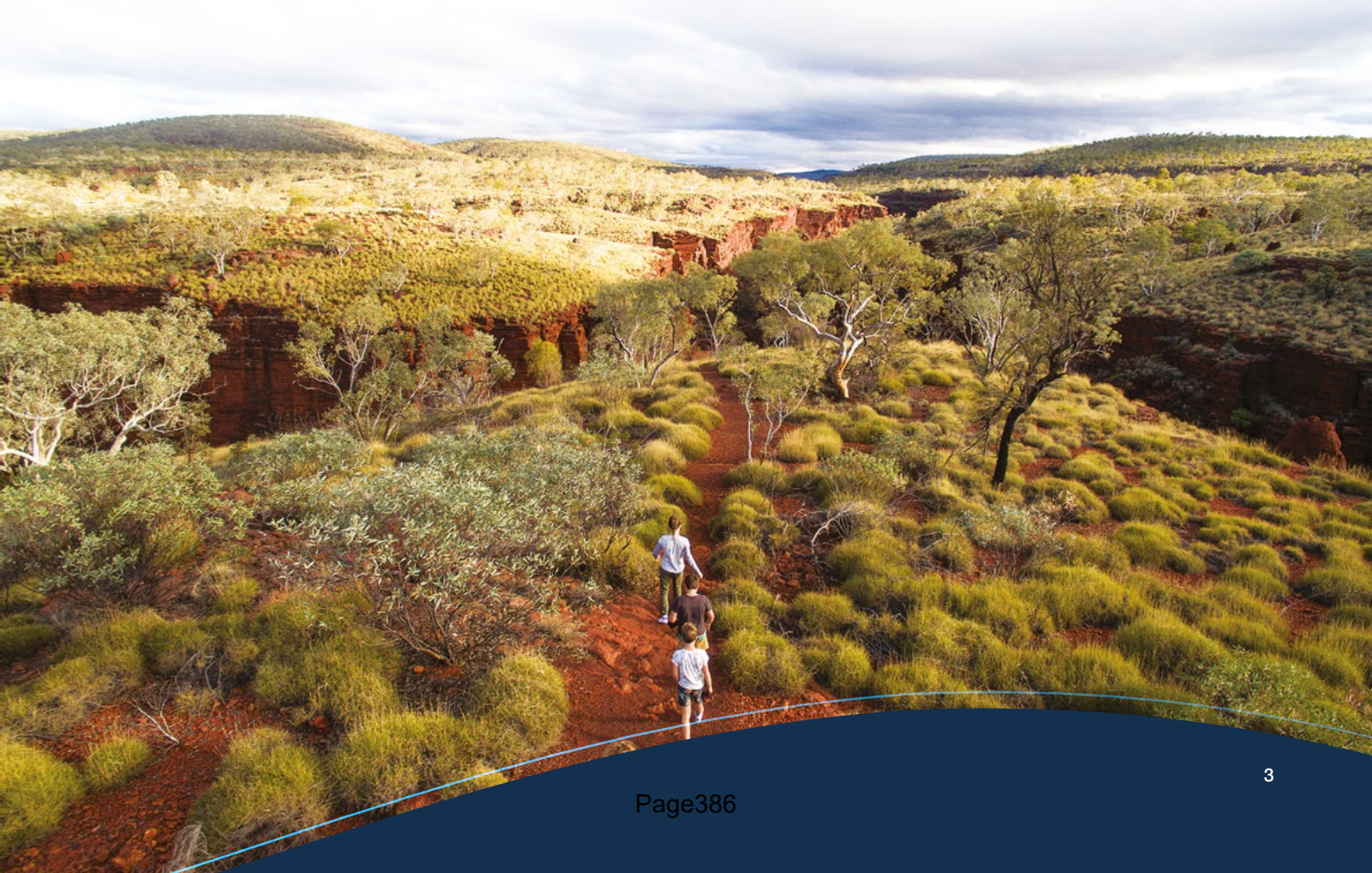


shire of Ashburton
reef to range

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

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Message from the Shire President



The Shire of Ashburton continued to achieve several outcomes, progress numerous projects and deliver key community priorities in 2019/20.

In July, Council endorsed a positive budget that included a Capital Works program totalling \$64.2m with investment in 122 new and ongoing projects. Some of the key challenges faced by the Shire this year include the need to absorb increased costs for insurance, utilities, labour, materials and transportation as a result of the upturn in new resource industry investment. Despite these factors, the Shire developed a budget that endeavoured to meet community expectations as well as respond to market conditions.

We delivered Passion of the Pilbara in August 2019 attracting a record number of people to Onslow for the biennial community event delivered in partnership with Chevron operated Wheatstone project and BHP and that celebrates our strong community spirit and unique lifestyle experiences the town provides to both residents and visitors.

As part of our commitment to supporting the local business community in each of our towns the Shire signed a Small Business Friendly Local Government Charter as part of our commitment for the enhanced development of a robust local economy in the Shire's four towns. This also aligned with the Shire's Economic and Tourism Development Strategy that mapped out the Shire's future direction to create a more vibrant and diverse future by facilitating and promoting tourism and economic growth. Further supporting our economic development strategy we launched the Ashburton Tourism Champion Program in early 2020.

Council also welcomed Deputy Prime Minister and Federal Minister for Infrastructure, Transport and Regional Development, Michael McCormack MP to Onslow showcasing the potential for diverse strong local communities and also acknowledging Federal

Government for their investment in the Pilbara

Waste Management Facility and also in the sealing of the Tom Price to Karratha Road.

Local Government elections were held in October which saw Cr Foster, Tom Price Ward; Cr Richardson, Tableland Ward; and Cr De Pledge, Ashburton Ward elected to Council along with myself reelected into the Shire President Chair. Cr Thomas also retired in October, and I would like to take this opportunity to thank her for her commitment during her tenure.

Following the devastating bushfires in the Eastern States that unfolded over the Christmas and New Year period, Council unanimously passed a motion to donate to the Australia Wide Bushfire Appeal, donating \$5000 each to the NSW Rural Fire Service, Victoria Country Fire Association, Queensland Fire and Rescue and the South Australia Country Fire Service.

We choose to donate directly to fire brigades as we felt money would go direct to those organisations to aid firefighting efforts, disaster relief and recovery efforts and recognise the efforts of these bushfire brigades and their volunteers.

In mid-March, local, state and indeed worldwide events took an unprecedented turn as we cancelled all events for four weeks in line with the federal government response to the outbreak of COVID-19.

From that point on COVID-19 updates became part and parcel of our regular news and the Shire undertook all necessary measures to protect our community and to ensure we did what we could to lessen the impact of COVID-19 in our region.

We maintained essential services to our communities and were able to redeploy all our staff into alternate roles while we navigated through lockdown and restricted movements.

Council also endorsed a series of financial support and relief measures to be made available to the community at the April Ordinary Meeting of Council to assist community groups, sporting clubs and small businesses. We held rates, fees and charges, offered rent relief and deferred rates notices with special payment arrangements extended.

We established a \$500,000 COVID-19 Small Business and Community Grants Fund for those businesses, community groups and sporting clubs suffered demonstrate hardship and/or losses due to the restrictions put in place to reduce the spread of the pandemic. This was then supported with a \$1M contribution from Rio Tinto towards the Shire's COVID-19 Relief package to assist those in Tom Price,

Paraburdoo and Pannawonica and \$1M made available by Chevron to the Chevron Onslow Relief Fund that will enable the provision of financial support and critical health services to Onslow residents, Aboriginal communities, local businesses and the unemployed.

We also welcomed Kenn Donohoe as Chief Executive Officer to the Shire and to lead the organisation to achieve the long-term strategic goals and objectives of Council and the community.

It is my privilege to lead the Council as Shire President once again and I would like to acknowledge the great work of both Councillors and staff who work tirelessly to deliver results to our community.

Cr Kerry White

Shire President
Shire of Ashburton



About Council

Our Councillors

Cr Kerry White	Shire President Onslow Ward
Cr Doug Diver	Deputy Shire President Tom Price Ward
Cr Rory de Pledge	Ashburton Ward
Cr Melanie Gallanagh	Pannawonica Ward
Cr Douglas (Ivan) Dias	Paraburdoo Ward
Cr Linton Rumble	Paraburdoo Ward
Cr Peter Foster	Tom Price Ward
Cr Matthew Lynch	Tom Price Ward
Cr Jamie Richardson	Tableland Ward
Cr Thomas (Retired 18/10/2019)	Tableland Ward

Council Attendance

Elected Member	Ordinary Council Meeting (11)	Audit and Risk Committee (4)	Tourism Committee (1)	Pilbara Regional Waste (1)	Special Meetings (2)	AGM CHUB Electors (1)	(0)	CHUB (1)
Cr White	11	4	1	1	2	1	N/A	1
Cr Diver	11	2	1	1	2	1	N/A	1
Cr Rumble	11	2	1	N/A	2	1	N/A	1
Cr Dias	10	2	N/A	N/A	0	1	N/A	1
Cr Foster	11	4	N/A	N/A	2	1	N/A	1
Cr Gallanagh	8	1	0	N/A	2	0	N/A	0
Cr Lynch	11	4	1	1	2	1	N/A	1
Cr de Pledge	10	2	N/A	N/A	1	1	N/A	1
Cr Thomas Retired 18/10/2019	3	N/A	1	N/A	1	N/A	N/A	1
Cr Richardson	8	2	N/A	N/A	1	1	N/A	N/A

Message from the CEO

I am immensely proud to have stepped into the role of Chief Executive Officer at the Shire of Ashburton this year.

Over the past year the Shire has continued to focus on delivering positive and valuable outcomes for the community and one of the key areas that I will focus on initially is getting a series of capital works projects off the ground and progressing so that Council's vision for the Shire can be achieved.

The Shire's capital works program for the next twelve months has value of \$73M including 12 tier one projects that will have significant economic and community impact.

The Ashburton community demonstrate great pride and passion for their region and share Council's vision for the Shire as a vibrant and robust place to live.

Progressing projects such as Tom Price Childcare Centre, which this year Rio Tinto committed funding to in addition to the Shire's commitment to increase childcare options and support for families in Tom Price.

A \$600,000 improvement works program was completed at Judy Woodvine Oval in Paraburdoo, transforming the current facilities and adding lighting, dugouts and fencing to the facility, which completed the Paraburdoo Community Hub, made possible through funding from the Shire of Ashburton, Rio Tinto and the State Government through the Pilbara Development Commission.



An intensive \$1.1M footpath repair and kerbing program was completed, improving community and pedestrian safety to users in Onslow, Tom Price and Paraburdoo.

Despite the challenges of COVID-19, the Shire of Ashburton is continuing to press ahead with a \$6 million road improvement and road renewal program this year in addition to a \$2.2M Unsealed Rural Roads Project that has been ongoing and expected to conclude late August 2020.

I look forward to working with Shire staff to ensure we have the capability and a collaboration of knowledge and experience to fulfil Council's objectives, working with our industry partners to achieve future growth and improvements for our towns, and continuing to provide to State and the national economy as a significant contributor.

Kenn Donohoe
Chief Executive Officer

Executive Team

Kenn Donohoe, Chief Executive Officer

Since April 2020

The Chief Executive Officer is the principal non-elected officer of the Shire and is directly responsible to the Council for the operations of the organisation.

The Chief Executive Officer's core functions are to;

- Advise the Council in relation to the functions of the Shire and ensure that relevant advice and information is available to it;
- Cause Council decisions to be implemented; and
- Manage the day to day operations of the Shire and the staff, in accordance with the Corporate Plan's direction, and within Council Policy parameters.

The Chief Executive Officer also works closely with the President and the other Elected Members of Council to ensure that the many and varied day-to-day issues faced by the Shire are managed and addressed in an efficient, effective, fair and consistent manner.

Chantelle McGurk, Acting Director Planning & Building Services

Since May 2020

- Contract Management
- Town Planning & Building
- Facility Maintenance
- Project Management
- GIS
- Environmental Health
- Ranger Services
- Emergency Services
- Traders Permits (food)
- Land Development
- Commercial Leases
- Pools, Halls and Facilities
- Staff Housing

Brian Cameron, Director Planning & Building Services

- Contract Management
- Town Planning & Building
- Facility Maintenance
- Project Management
- GIS
- Environmental Health
- Ranger Services
- Emergency Services
- Traders Permits (food)
- Land Development
- Commercial Leases
- Pools, Halls and Facilities
- Staff Housing

Kellie Bartley, Director Community Services

- Project Initiation and Coordination
- Relationship Management
- Community Engagement
- Club Development
- Community Events and Activities
- Sport and Recreation
- Social Planning
- Disability Access and Inclusion

Mike Hudson, Director Infrastructure Services

- Airport
- Asset Management
- Engineering
- Fleet
- Parks, Gardens and Infrastructure
- Private Works
- Roads
- Waste Management
- Depots
- Camps

John Bingham, Director Corporate Services

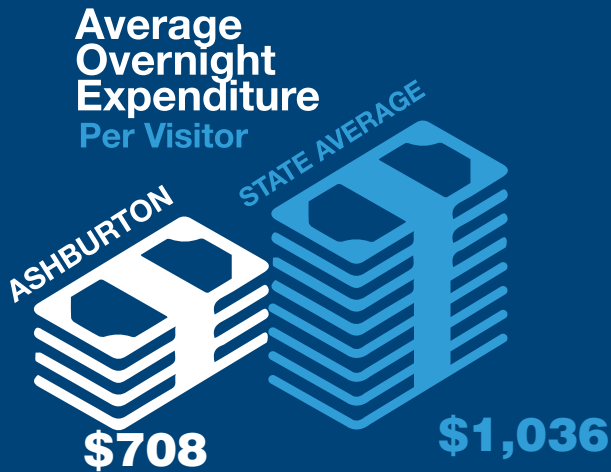
- Financial Services and Reporting
- Budget Preparation, Dissemination and Training
- Administration
- IT, GIS and Knowledge Management
- Financial
- Grants
- Visitor Centre



ASHBURTON 2019/2020

Highlights

TOURISM OPPORTUNITIES



INFRASTRUCTURE AND LAND TO SUPPORT INVESTMENT



Airport Industrial Precinct (34Ha)
2 Airports

ASHBURTON 2019/2020

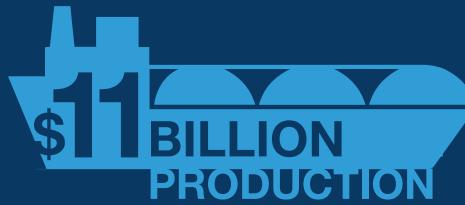
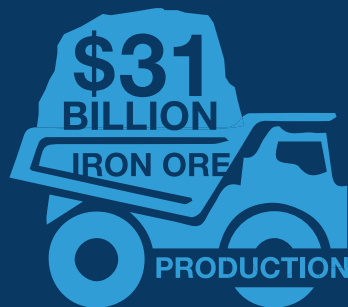
Highlights

ECONOMIC POWERHOUSE

Western Australia's fastest growing economies



\$46 Billion IN EXPORTS



HIGH CONTRIBUTORS TO AUSTRALIA'S GDP

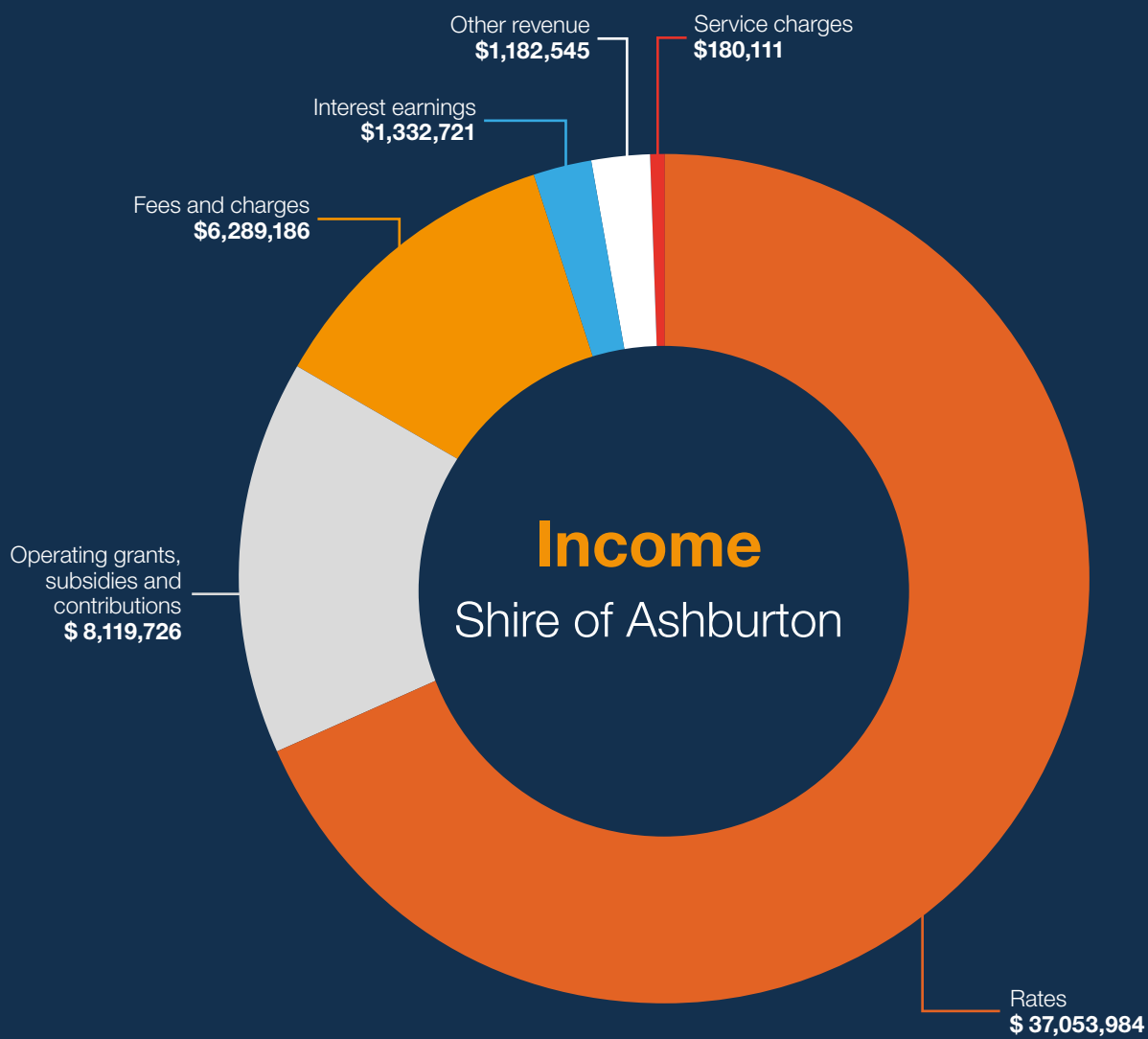


Rio Tinto investing \$967 million into Robe Valley

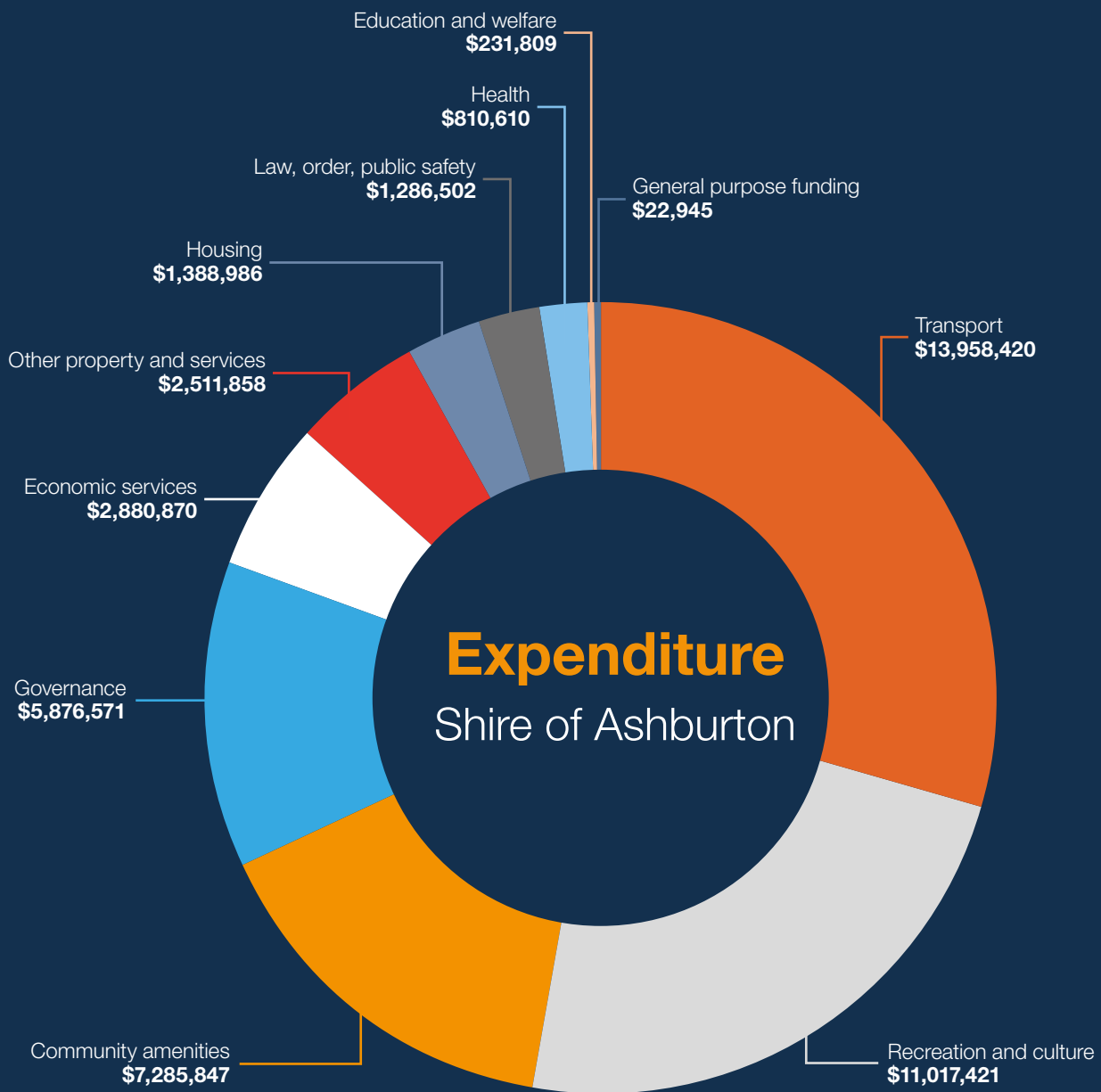


FMG Investing \$1.7 billion into its new Eliwana mine

BREAKDOWN OF Income & Expenditure



BREAKDOWN OF Income & Expenditure



About Ashburton

The Shire of Ashburton is comprised of diverse towns and communities that stretch across pristine coastal and inland Pilbara environments. Our communities consist of people from a range of backgrounds whom enjoy the economic and employment opportunities on offer, while also relishing the unique lifestyle that this part of the world provides.

Serving the communities of Onslow, Tom Price, Paraburdoo and Pannawonica in Australia's North West, and encompassing the communities of Bindi Bindi, Wakathuni, Bellary, Youngaleena and Ngurawaana, the Shire of Ashburton is recognised for mining, agriculture and fishing, and for its rugged, ancient landscape.

At nearly half the size of the state of Victoria (105 647 square km), our Shire boasts some of the world's largest open cut mines, largest pastoral leases and cattle farming.

The Shire of Ashburton continues to be a driving force of the Pilbara region and Western Australian economy.

Our Shire delivers 38.1% or \$15.943 billion to the Gross Regional Product of the Pilbara region and 18% to the WA economy.

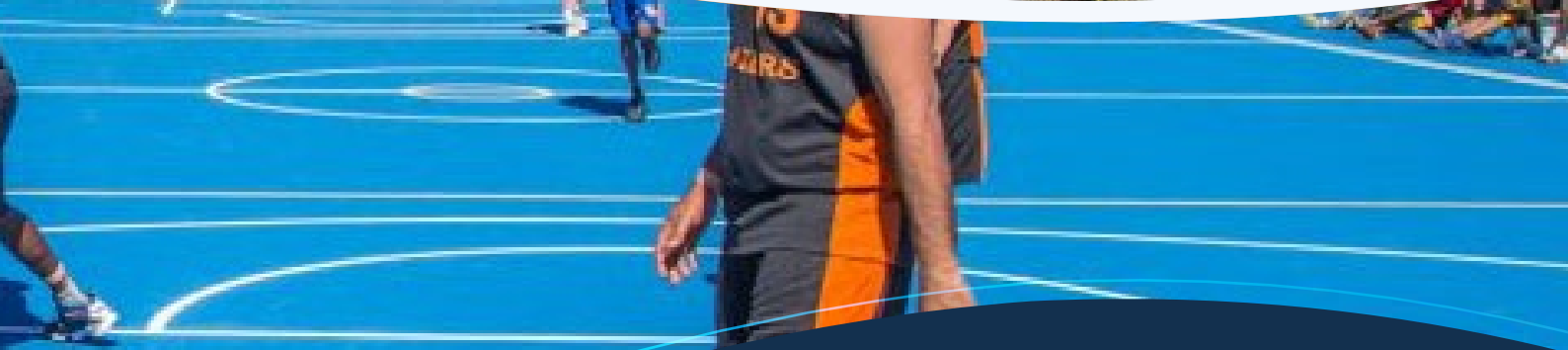
Boasting a unique lifestyle, our residents live next door to Karijini and Millstream Chichester National Parks and avail of idyllic coastal living as our Shire stretches from reef to range.

Tourism continues to be a secondary economic driver for the Shire with approximately 330,000 visitors to the Shire in 2019.

The Shire is advocating for support and funding to develop accommodation, recreation, attractions, eco-tourism and geo-tourism products that define the heritage, culture and diversity of Ashburton and the Pilbara.

The Shire of Ashburton is committed to achieve its vision and will do this by courageously imagining the future, and partnering with the government, industry and the community to build strong communities and robust economies where we live life to the fullest.





TOM PRICE HOSPITAL



Strategic Community Plan

The Shire of Ashburton 10 Year Strategic Community Plan 2017 provides focus, direction and represents the hopes and aspirations of the Shire. A minor desk top review of the existing Strategic Community Plan in early 2019, which focused on resetting the Corporate Business Plan along with the integration of other informing strategies. The new plan 'Living Life' 2019 Desktop Review was adopted at the Ordinary Meeting of Council held on 18 June 2019.

Corporate Business Plan

Achieving the community's vision and the Shire's strategic objectives requires the development of actions to address each strategy contained within the Strategic Community Plan. Careful operational planning and prioritisation is required to achieve the objectives and desired outcomes due to the limited resources available.

The Corporate Business Plan converts the Strategic Community Plan into action through the adoption of an Annual Budget.

In accordance with statutory requirements, the Corporate Business Plan was reviewed and endorsed by Council at the 18 June 2019 Ordinary Meeting to assess the progress of projects and realign the Plan's actions and priorities based on current information and available funding.

Key projects in the 2019/20 year included in this update are:

- 1.3.1.3 Develop Child Care Facilities in Tom Price
- 1.3.1.4 Completion of the Paraburdoo CHUB
- 3.2.3.2 Development of Pilbara Regional Waste Management Facility
- 4.1.2.2 Plan and develop Onslow Marina
- 4.2.1.3 Road Infrastructure upgrades and renewals
- 4.2.5.2 Development of Emergency Services Precinct in Tom Price






The tables over page detail the actions under each of the five key strategic goals that were progressed in the 2019/20 financial year.

- Completed 2018/19 or earlier
- Completed during 2019/20
- Programmed for Future year

GOAL 1 VIBRANT AND ACTIVE COMMUNITIES

Objective 1.1: Connected, caring and engaged communities




Outcome: People feel connected and actively involved in the community

STRATEGY		ACTIONS		PROJECTS	2019/20 PROGRESS
1.1.1	Encourage and provide a range of opportunities to community members and stakeholders to inform and participate in decision making.	1.1.1.1	Develop communication and engagement strategy.	Draft Local Planning Strategy completed addressing and incorporating industry and economic trends, planned for completion early 2019.	
		1.1.1.2	Engage community and stakeholders in accordance with Communication and Engagement Strategy.	Community Scorecard completed and results presented to Council at March 2020 OCM and for consideration as part of the 20/21 Marketing & Communications Strategy.	
1.1.2	Establish a strategic approach to community development planning that focuses on building social capital, developing community capability and addresses social isolation and dislocation all residents across the Shire.	1.1.2.1	Undertake strategic planning to ensure integration of informing plans for adequate resourcing and service delivery.	The Shire's current Integrated Planning Framework comprises of up to date strategic documents, including the CBP and Strategic Community Plan (SCP) to assist service delivery requirements.	
1.1.3	Continue to develop programs that welcome and induct new residents and transient workers into their host communities; Engage and celebrate local culture, both Indigenous and non-Indigenous.	1.1.3.1	Continue to develop programs welcoming new residents and transient workers into the community.	Many events had to be cancelled due to COVID-19 but the Shire provided alternative support for new community members.	
		1.1.3.2	Engage and celebrate local culture, both Indigenous and non-Indigenous.	Naidoc Week activities suffered the COVID-19 pandemic with communities closed. By November 2020 things looked better and NAIDOC events were successfully held for 2020.	

GOAL 1 VIBRANT AND ACTIVE COMMUNITIES

Objective 1.2: Sustainable Services, Clubs, Associations and Facilities

Outcome: High levels of community involvement in supporting clubs and organisations to be successful and sustainable, while optimising community facility use

STRATEGY		ACTIONS		PROJECTS	2019/20 PROGRESS
1.2.1	Develop and implement a cohesive, whole Shire strategy to encourage and support club and community group development through a focus on increased volunteerism and capacity building that utilises the skills and experience of residents and visitors.	1.2.1.1	Develop and implement a cohesive strategy to encourage and support club and community group development.	Strategy developed for Tom Price, Paraburdoo and Pannawonica through RTIO Partnership. Also taking part in the State Government 'Every Club Program', a number of workshops and learning opportunities (face to face and online) were held across the Shire of Ashburton to the benefit of many clubs and groups.	
1.2.2	Review existing club and community organisations' governance and operating processes to identify possible synergies, collaborations or alternative models that can increase community involvement, reduce workloads and increase sustainability.	1.2.2.1	As per action 1.2.1.1	As above action.	
1.2.3	Collaborate with industry to encourage FIFO participation in their host communities through a concerted campaign to increase engagement in community activities; leisure and recreation pursuits.	1.2.3.1	Collaborate with partners, key stakeholders and other organisations where appropriate.	Collaboration with Sodexo and Rio Tinto for events to incorporate FIFO inclusion. All event flyers shared with lifestyle coordinator at Sodexo to increase promotion within the camp FIFO community.	

1.2.4	Prepare plans, programs and schedules that provide cost effective access and optimisation of existing community facilities – and provide new or upgraded facilities to accommodate future needs.	1.2.4.1	Seek to deliver community facility services and outcomes within resource capacity.	Multiple facilities throughout the shire available for use. These facilities are maintained and upgraded in accordance with plans and budget allocations.	●
		1.2.4.2	Provide community facilities as per asset management planning.	Paraburdoo Community Hub (CHUB) completed March 2019.	●

Objective 1.3: Quality education, healthcare, childcare, aged care and youth services






Outcome: A cohesive approach to service development, delivery and access to quality education, healthcare, childcare, aged care and youth services and facilities

STRATEGY	ACTIONS	PROJECTS	2019/20 PROGRESS		
1.3.1	Play a leadership role in advocating to, and engaging with, relevant government and private sector stakeholders to foster a whole of Shire approach to the provision of quality education, training, healthcare, childcare, aged care, youth services and facility provision.	1.3.1.1	Continue to advocate on behalf of the community.	2019/2020 emphasised the importance of collaboration with the Shire President, the Chief Executive Officer (CEO), Directors, Managers, staff and corporate partners, Federal and State Governments who acted quickly and precisely during the COVID-19 pandemic. Providing guidance, assistance and well-being across whole of Ashburton Shire services, industries and communities.	●
		1.3.1.2	Provision of aged care services and housing.	Planned for 2020/21 financial year	●
		1.3.1.3	Develop child care facilities in Tom Price.	Funding secured January 2020. Land transaction to secure the site. Construction works to begin in march 2021 works to be complete early 2022.	●
		1.3.1.4	Construction of the Paraburdoo CHUB.	Completed March 2019	●

GOAL 1 VIBRANT AND ACTIVE COMMUNITIES

Objective 1.4: A rich cultural life

Outcome: High levels of community appreciation for, and involvement in Arts and Cultural activities




STRATEGY		ACTIONS		PROJECTS	2019/20 PROGRESS
1.4.1	Encourage and support community involvement with and appreciation of, arts and culture.	1.4.1.1	Encourage and support community involvement with and appreciation of, arts and culture.	In collaboration with the Shire President, the CEO and Directors advocate directly with corporate partners, Federal and State Governments to promote opportunities, supporting community and local organisations involvement with and appreciation of, arts and culture.	
1.4.2	Develop and deliver a whole of Shire Cultural Plan that includes 'place management' approaches.	1.4.2.1	Develop and deliver a whole of Shire Cultural Plan.	Comprehensive community consultation to understand what each community requires and will be delivered within the cultural plan.	
1.4.3	Continue to work collaboratively with the community to deliver town events.	1.4.3.1	Continue to work collaboratively with the community to deliver town events.	Multiple events held throughout the 2019/20 year. Even with COVID-19 good numbers attending School Holiday activities (1800), Ashburton Driveways at Dawn Anzac Day, Australia Day (800), Onslow Gala Ball, Community Showcase's, and Passion of the Pilbara. Club Development Officers working with community groups and Not For Profit's to lead out on additional events, including Wave for Volunteers day.	
1.4.4	Increase opportunities for children, youth and Indigenous residents to be part of the wider community.	1.4.4.1	As per Action 1.4.2.1	Shire staff attended Employment Expos with other Ashburton employers to expose younger residents to the vast array of careers right here at home.	
1.4.5	Continue to foster industry and government social investments and participation in community arts and cultural initiatives.	1.4.5.1	As per Action 1.4.2.1	The Shire partnered with the Karijini Experience being a sponsor for the 2019 Event. The Shire and Water Corporation have partnered to bring a mural artist to paint the Onslow Water Tanks in the 2019/20 financial year.	



GOAL 2 ECONOMIC PROSPERITY

Objective 2.1: Strong local economies

Outcome: A diverse and strong economy

STRATEGY		ACTIONS		PROJECTS	2019/20 PROGRESS
2.1.1	Develop local capability and capacity to understand and adapt to economic trends and better meet needs of local businesses.	2.1.1.1	As per action 2.2.2.1	We became members of OCCI and PICCI and assisted them with their Buy Local campaigns.	
2.1.2	Develop policies and programs to support existing businesses and encourage business attraction to meet the changing needs of local and regional areas.	2.1.2.1	As per action 2.2.2.1	Hosted small business workshop with PICCI in October 2019 Marketing Masterclass for Tourism in November 2019.	
2.1.3	Proactively engage with government and industry to support business development and community enterprise and to plan for present and future training and employment needs.	2.1.3.1	As per action 2.2.2.1	The Shire continued this through the Ashburton Tourism Champion Program, and through the Small Business Friendly Local Government Program.	
2.1.4	Facilitate timely release of land to support the local economy.	2.1.4.1	Facilitate timely release of land to support the local economy.	Continue to liaise with corporate partners, Federal and State governments to identify and promote land release where available.	

GOAL 2 ECONOMIC PROSPERITY





Objective 2.2: Enduring partnerships with industry and government

Outcome: Industry and government actively engaging with local communities and economies

STRATEGY		ACTIONS		PROJECTS	2019/20 PROGRESS
2.2.1	Partner with industry and government to target their investment in stimulating more diversified business and economic development to benefit communities and the local economy.	2.2.1.1	Advocate for more diversified business and economic development in accordance with Economic Development Strategy.	The Shire continued to work with OCCI, PICCI, the PTA, and Australia's North West to develop business opportunities for industry.	
2.2.2	Develop a Shire Economic Development Strategy that includes engagement with industry and government to support local economic development initiatives.	2.2.2.1	Develop and implement Shire Economic Development Strategy.	Economic & Tourism Development strategy adopted and released in September 2019.	



Objective 2.3: Well-managed tourism**Outcome: Sustainable tourism activity benefiting local economies and the Shire as a whole**



STRATEGY		ACTIONS		PROJECTS	2019/20 PROGRESS
2.3.1	Work with the tourism industry, key stakeholders and agencies to collaboratively develop a regional Tourism Strategy that promotes the unique Pilbara offering of distinctive landscapes, seascapes and communities.	2.3.1.1	Develop Tourism Strategy.	Economic & Tourism Development strategy adopted and released in September 2019.	
2.3.2	Continue to plan for, invest in, and advocate for the development of key tourist infrastructure including increased accommodation options; tourism attractions and signage.	2.3.2.1	Continue to plan for, invest in, and advocate for the development of key tourist infrastructure in accordance with Tourism Strategy.	Economic & Tourism Development strategy adopted and released in September 2019.	
2.3.3	Explore Aboriginal tourism opportunities.	2.3.3.1	Encourage Aboriginal tourism opportunities in accordance with Tourism Strategy.	Economic & Tourism Development strategy adopted and released in September 2019.	
2.3.4	Plan for improved tourism accommodation, camping grounds and associated facilities.	2.3.4.1	Plan for improved tourism accommodation, camping grounds and associated facilities in accordance with Tourism Strategy.	Paraburdoo Visitor Information Bay upgrade completed – Tom Price planned for future.	
2.3.5	Engage with industry to manage the interface with tourism to optimise opportunities and minimise competing interests.	2.3.5.1	As per action 1.1.1.1	The Tom Price Visitors Centre (TPVC) continues to implement the TPVC strategic plan.	



GOAL 3 UNIQUE HERITAGE AND ENVIRONMENT



Objective 3.1: Flourishing natural environments

Outcome: The integrity of the Shire's natural environments are maintained

STRATEGY		ACTIONS		PROJECTS	2019/20 PROGRESS
3.1.1	Partner with government agencies, industry, traditional owners, non-government organisations, local governments, research institutions, pastoralists and the community to better manage natural assets and deliver improved conservation outcomes that reflect the region's high biodiversity and landscape values.	3.1.1.1	Advocate for the protection of natural assets and sustainable use of resources and utilities.	Whole of Shire ongoing advocacy.	
3.1.2	Improve recreational access to natural environments with a focus on signage, access and safety.	3.1.2.1	Improve recreational access to natural environments with a focus on signage, access and safety.	Signage upgrades completed throughout the Shire focusing on Fire Danger and access. Rural signage to be installed September 2020.	

Objective 3.2: Leading regional sustainability

Outcome: The Shire of Ashburton supports and implements best practice sustainability practices

STRATEGY		ACTIONS		PROJECTS	2019/20 PROGRESS
3.2.1	Promote and encourage protection of natural assets and sustainable use of resources and utilities.	3.2.1.1	As per Action 3.1.1.1	Whole of Shire ongoing advocacy.	
3.2.2	Collaborate with State Government and Rio Tinto (the providers of water resources in the Shire) to promote water-wise practices across the Shire.	3.2.2.1	Collaborate with stakeholders to promote water-wise practices across the Shire.	We continue to encourage providers of water within the Shire to promote water-wise practices .	

3.2.3	Encourage and implement improved waste minimisation practices, including proactive approaches to recycling and reuse.	3.2.3.1	Encourage and implement improved waste minimisation practices.	Shire continuing plans to establish a waste strategy which will address recycling and waste minimisation in all towns.	●
		3.2.3.2	Development of Pilbara Regional Waste Management Facility.	Construction works commenced during the 2019/20 financial year with opening early 2021.	●

Objective 3.3: Celebration of history and heritage





Outcome: The Aboriginal and European history and heritage of the Shire is celebrated and valued


STRATEGY	ACTIONS	PROJECTS	2019/20 PROGRESS	
3.3.1	Develop strategies to recognise and celebrate the Aboriginal and Non-Aboriginal history and heritage of the Shire, including providing cultural awareness training opportunities.	3.3.1.1	Recognise and celebrate the Shire's Aboriginal and Non-Aboriginal history and heritage.	●
		3.3.1.2	Support and encourage cultural awareness opportunities.	●
		Continue to support NAIDOC week and other celebrations of aboriginal history and culture NAIDOC 2019 was the result of high levels of collaboration across many organisations. According to community and local elders it was very well celebrated and supported. Ashburton continued participation in the Reconciliation Action Committee learning and sharing with other LGAs and Communities.		
		Continue to support NAIDOC week and other celebrations of aboriginal history and culture. Reconciliation Action Plan to be developed		

GOAL 4 QUALITY SERVICES AND INFRASTRUCTURE

Objective 4.1: Quality public infrastructure







Outcome: Adequate, accessible and sustainable public infrastructure

STRATEGY		ACTIONS		PROJECTS	2019/20 PROGRESS
4.1.1	Advocate to, and partner with, government to facilitate the development of the Tom Price – Karratha Road to link Tom Price and Paraburdoo to the Pilbara Cities.	4.1.1.1	Advocate to, and partner with stakeholders to facilitate the development of the Tom Price – Karratha Road to link Tom Price and Paraburdoo to the Pilbara Cities.	Shire continues to advocate for the facilitation of the development of the Tom Price – Karratha Road. Stage 3 of Tom Price-Karratha Rd majority completed, planned open September 2020 and renaming to Manuwarra Red Dog Hwy.	
4.1.2	Provide and maintain affordable infrastructure that serves the current and future needs of the community, environment, industry and business.	4.1.2.1	Provide and maintain infrastructure in accordance with asset management plans.	\$268,000 spent on drainage upgrades and \$346,000 spent on drainage maintenance in Tom Price, Paraburdoo and Onslow.	
		4.1.2.2	Plan and develop Onslow Marina.	Building Better Regions application unsuccessful, The Shire has funded \$6m for and Chevron \$1.5m for Stage 1 construction works due to commence May 2021.	
4.1.3	Actively engage with State Government, Aboriginal Corporations and communities to support strategies to effectively manage the planned transition of municipal services in Aboriginal communities (upon the completion of the Aboriginal Communities Review by the WA State Government).	4.1.3.1	Advocate for the provision of appropriate services to all of the community.	In collaboration with the President, the CEO and Directors to advocate for support strategies to effectively manage the planned transition of municipal services in Aboriginal communities.	

4.1.4	Actively advocate for the effective supply of utilities and services that meet commercial, industrial and retail needs.	4.1.4.1	As per Action 4.1.2.1	Continue to advocate for supply of utilities and services that meet commercial, industrial and retail needs.	
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Objective 4.2: Accessible and safe towns

Outcome: Transportation into and throughout towns are improved

STRATEGY	ACTIONS	PROJECTS	2019/20 PROGRESS		
4.2.1	Advocate to, and partner with, key government and industry to develop an air strip at Tom Price and improve public transport and roads between the Shire's towns.	4.2.1.1	Advocate and partner with key stakeholders to develop an air strip at Tom Price.	Shire continuing to advocate to relevant stakeholders.	
		4.2.1.2	Advocate to improve public transport and roads between the Shire's towns.	In collaboration with the Shire President, the CEO and Directors continued to advocate for improved public transport and roads between the Shire's towns.	
		4.2.1.3	Maintain and improve road infrastructure in accordance with asset management plans.	Over \$5,500,000 spent on road renewal and upgrade projects throughout the Shire.	
		4.2.1.4	Maintain and improve air transport infrastructure in accordance with asset management plans.	Shade structures over airport lighting distribution board / system. Runway pavement assessment undertaken.	
4.2.2	Continue to improve and maintain condition of footpaths, cycleway, kerbs and signage to provide enhanced amenities and connections with towns.	4.2.2.1	Maintain and improve footpaths, cycleway, kerbs and signage in line with asset management planning.	\$564,000 spent on footpath and kerb renewals throughout the 2019/20 financial year.	
4.2.3	Maintain and improved existing public lighting and increase coverage of lighting where appropriate.	4.2.3.1	Advocate for improved public lighting where appropriate.	Onslow Street lighting project. Multiple lighting upgrades completed.	

GOAL 4 QUALITY SERVICES AND INFRASTRUCTURE

Objective 4.2: Accessible and safe towns




Outcome: Transportation into and throughout towns are improved

STRATEGY	ACTIONS	PROJECTS	2019/20 PROGRESS	
4.2.4	Shire to continue to work with police, stakeholders and the community to promote positive crime prevention and safety initiatives.	4.2.4.1 Continue to work with police, stakeholders and the community to promote positive crime prevention and safety initiatives.	Councillors and the CEO continued to advocate for positive crime prevention and safety initiatives.	
4.2.5	Effectively communicate and manage natural hazards, risks and other community emergencies through the development of an emergency management strategy that includes educating stakeholders and community on how to prevent and address emergencies.	4.2.5.1 Continue to effectively communicate emergency management plans and educate stakeholders and community on how to prevent and address emergencies.	In collaboration with Local Emergency Management Committees, Shire staff and Department of Fire and Emergency Services (DFES) to improve and implement emergency management strategies that includes educating stakeholders and community.	
		4.2.5.2 Development of Emergency Services Precinct in Tom Price.	Conditional subdivision approval obtained, however progressing into the 2019/20 financial year.	
		4.2.5.3 Develop RFDS Airstrip infrastructure.	Shire resolution to advocate only.	

Objective 4.3: Well-planned towns

Outcome: Distinctive and well-functioning towns







STRATEGY	ACTIONS	PROJECTS	2019/20 PROGRESS	
4.3.1	Continue to monitor industry and economic trends and ensure town planning schemes respond appropriately to future housing, accommodation and commercial needs.	4.3.1.1 Continue to monitor industry and economic trends and ensure town planning schemes respond appropriately to future housing, accommodation and commercial needs.	Approval granted by DPLH for the Local Planning Strategy following approved modifications.	

4.3.2	Ensure any new buildings and developments are sensitive to and integrate appropriately with the natural and built environments.	4.3.2.1	Continue to ensure any new buildings and developments are sensitive to, and integrate appropriately with the natural and built environments.	The Shire have progressed the Onslow Coastal Process Study to address this action.	
4.3.3	Incorporate social planning and ecological sustainable development principles in planning strategies and policies.	4.3.3.1	Consider social planning and ecological sustainable development principles in planning strategies and policies.	Local Planning Policy review to align with the Scheme Review, following approval of the Local Planning Strategy.	
4.3.4	Continue to provide and maintain a range of public open spaces with high quality amenities.	4.3.4.1	Continue to provide and maintain a range of public open spaces in accordance with asset management plans.	Multiple public spaces and recreational facility upgrades completed throughout the financial year including: Paraburdoo – <ul style="list-style-type: none"> • Quentin Broad Swimming Pool - Renewal of Tiles. • Information Bay - Install New Toilet Block, Dog Exercise Yard - Install New, Cricket Nets – Renewal, Ashburton Hall - Install New Air Conditioner. • Onslow - MPC Install New Storage Shed, Community Gardens - Install Toilet Amenities, Back Beach - Renewal of Shade Structure. • Tom Price - Clem Thompson Oval - Install New Rebound Nets for AFL, Community Hall - Renewal of 2 x Air Conditioners, Visitors Centre Wash Down Bay. 	

GOAL 5 INSPIRING GOVERNANCE





Objective 5.1: Effective Planning for the Future

Outcome: Ensure that Shire resources are optimally applied to achieving community outcomes, whilst maintaining financial sustainability

STRATEGY	ACTIONS	PROJECTS	2019/20 PROGRESS
5.1.1	Ensure the Strategic Community Plan and Corporate Business Plan are used effectively to guide all planning and decision making in the delivery of quality services and facilities.	5.1.1.1 As per Action 1.1.2.1 Strategic Community Plan and Corporate Business Plans considered and used to drive the final adopted annual budget.	
		5.1.1.2 Review, update and implement asset management plans. Asset management planning is under review with our new Asset Management Strategy proposed for early 2021 year.	
5.1.2	Regular communication and engagement with stakeholders and community to generate a sound understanding, support and buy-in to the Shire's plans and strategies.	5.1.2.1 As per Action 1.1.1.1 Community Scorecard Survey completed late 2019 and results informed to Council March 2020.	
5.1.3	Monitor trends, anticipate needs and capitalise on opportunities to build strong communities.	5.1.3.1 As per Action 1.2.4.1 Marketing Audit identified improvements and other mediums to review. Will be taken into account in recommendations of Marketing & Communications Strategy.	
5.1.4	Develop a Reconciliation Action Plan and seek greater Aboriginal engagement and representation in decision making.	5.1.4.1 Develop a Reconciliation Action Plan and seek greater Aboriginal engagement and representation in decision making. Reconciliation Action Committee proposed for 2020/21.	
5.1.5	Regularly monitor, review and revise the Strategic Community Plan (SCP) and develop a four year Corporate Business Plan (CBP) that reflects the evolving community needs and aspirations.	5.1.5.1 As per Action 1.1.2.1 Completed.	

Objective 5.2: Community ownership

Outcome: An engaged and well-informed constituency

STRATEGY		ACTIONS		PROJECTS	2019/20 PROGRESS
5.2.1	Ensure equitable and broad representation on committees and in community engagement activities to ensure there is well informed decision making.	5.2.1.1	As per Action 1.1.1.1	Marketing and Communications Audit completed June 2020. Results to feed into a Marketing & Communications Strategy.	
5.2.2	Ensure broad participation and diverse representation in research, planning and decision making.	5.2.2.1	As per Action 1.1.1.1	Marketing and Communications Audit completed June 2020. Results to feed into a Marketing & Communications Strategy.	
5.2.3	Develop a communications and engagement strategy that ensures the provision of quality information on Shire activities and uses modern methods to foster high levels of community awareness and involvement.	5.2.3.1	As per Action 1.1.1.1	Marketing and Communications Audit completed June 2020. Results to feed into a Marketing & Communications Strategy.	
5.2.4	Be a strong voice and advocate for the local community in regional, state and federal settings.	5.2.4.1	As per Action 1.3.1.1	<ul style="list-style-type: none"> • Suite of marketing Ashburton collateral – invest in one of the fastest growing economies in WA – tourism, industry, infrastructure. • Beadon Creek Marina brochure. • TPCC advocacy brochure. 	

GOAL 5 INSPIRING GOVERNANCE

Objective 5.3: Council leadership

Outcome: Council effectively governing the Shire, demonstrating effective governance and town leadership

STRATEGY		ACTIONS		PROJECTS	2019/20 PROGRESS
5.3.1	Support and strengthen the effectiveness of Councillors, and educate the community on their roles, responsibilities and achievements.	5.3.1.1	As per Action 1.3.1.1	Elected Members attended training through WALGA to support and strengthen their effectiveness. Compulsory training was undertaken online due to COVID-19 restrictions.	
		5.3.1.2	Support and strengthen the effectiveness of Councillors.	The CEO and Directors continue to keep Elected Members informed to strengthen the effectiveness of Council through workshops and provision of industry information.	
		5.3.1.2	Seek to educate the community on the roles, responsibilities and achievements of Council.	Communication re local elections 2019, role of Council and what's involved. Good news stories of Council continue to form regular online content and printed material.	
		5.3.1.3	Continue to provide quality regulatory services.	We continue to provide and improve Shire regulatory services and establish service standards with Rangers located in Tom Price, Paraburdoo and Onslow.	
5.3.2	Improve civic engagement and leadership to increase the involvement of under-represented groups including youth, the Aboriginal community and seniors.	5.3.2.1	As per Action 1.1.1.1	Youth Strategy to be developed in line with ADM08 Community Engagement Policy. A Youth CHUB activation program is planned for 2020/21.	

Objective 5.4: Exemplary team and work environment

Outcome: Highly-functioning Shire team that effectively manages the Shire's resources to build strong communities

STRATEGY	ACTIONS	PROJECTS	2019/20 PROGRESS	
5.4.1	Develop an inspired and engaged workforce through the provision of a targeted workforce development plan that includes strategies to attract and retain skilled and capable staff.	5.4.1.1 Undertake staff engagement survey to identify strategies to attract and retain staff.	Perception Survey update and action items were rolled out Shire wide June 2019. Subsequent perception survey was conducted in 2020, but no actions were implemented due to lack of HR capacity and ELT decision based on employee change fatigue at the time.	●
		5.4.1.2 Review and maintain Workforce Plan and associated plans.	Draft workforce plan was done by HR. Subsequent decision was made to temporarily move the workforce plan to Corporate Services which has since been outsourced.	●
		5.4.1.3 Implement strategies with Workforce Plan.	Implementation strategies as an outcome of the Workforce Plan review Plan in draft format, yet to be reviewed.	●
5.4.2	Promote an innovative and engaging corporate culture underpinned by the organisation's vision and mission.	5.4.2.1 Promote an innovative and engaging corporate culture underpinned by the organisation's vision.	The CEO and Directors to continue to liaise with staff and lead by example in the role of the Shire and the need to provide outstanding customer service This is an ongoing initiative and therefore a work in progress.	●



Statutory Reports

Freedom of Information

The *Freedom of Information Act 1992* gives the public a right to apply for access to documents held by the Shire of Ashburton. The Shire aims to make information available whenever possible, outside the freedom of information process.

The Shire received 5 valid freedom of information applications in 2019-2020. All were finalised internally. 0 were transferred to another agency.

Financial Year	2019/20
FOI Requests Received	5
Finalised Internally	5
3rd Party Consultations	1

The Shire of Ashburton's information statement is available on the Shire's website.

The Shire of Ashburton is committed to the reliable and systematic management of government records, in accordance with legislative requirements and best practice standards.

Record-keeping Plan

The Shire's current record-keeping plan was submitted to the State Records Office in December 2015 and subsequently approved in March 2016 in accordance with *State Records Act 2000*. The plan is to be reviewed and submitted to the State Records Office in March 2021.

Training and Awareness

Recordkeeping inductions were held with new employees on commencement. This includes records responsibilities and use of the electronic recordkeeping system.

Information Management Systems

The Shire is continuing a review of its business processes and the various systems used to capture business intelligence across the organisation. An ICT Reference Group consisting of ICT and information management specialists and reporting to the Director of Corporate Services has been formed to inform the review.

Annual Salaries

The *Local Government Act 1995* requires Council to provide the number of employees who are entitled to an annual salary of \$100,000 or more and to break those employees into salary bands of \$10,000.

For the period under review, the Shire had 60 employees whose salary exceeded \$100,000.

Of these employees;

Annual Salary	# of Employees
100-110,000	15
110-120,000	20
120-130,000	4
130-140,000	12
140-150,000	2
150-160,000	0
160-170,000	0
170-180,000	0
180-190,000	2
190-200,000	4
310-320,000	1

Register of Complaints

No complaints were received by the Shire during the reporting period.



Citizenship Ceremonies

1 July – 31 December 2019

8 Ceremonies

12 Conferrees became Australian Citizens in 2019:

- Brittany Hamilton, United Kingdom
- Emily Rutherford, Canada
- Ksenia and Emilia Reed, Ukraine
- Maureen Hastings, New Zealand
- William Turner, New Zealand
- Clodagh Scanlon, Ireland
- Michelle Sibta, Pakistan
- Maria Dela Cruz, Philippines
- Jerry Dela Cruz, Philippines
- Carl Dela Cruz, Philippines
- Craig Dela Cruz, Philippines

1 January - 30 June 2020

7 Ceremonies

11 Conferrees became Australian Citizens in 2020:

- Chuntana Soonjan, Thailand
- Clinton Cullimore, New Zealand
- David Russell, United Kingdom
- Martin Ferreira, South Africa
- Anje Ferreira, South Africa
- Tyler Ferreira, South Africa
- Navaaz Cooper, India
- Rachel Easton, Scotland
- Ruben Maglante, Philippines
- Marivic Maglante, Philippines
- Mark Amoroto, Philippines



Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

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Community Vision

We will embrace our unique Pilbara environment and lifestyle through the development of vibrant, connected and active communities that have access to quality services, exceptional amenities and economic vitality.

Statement by Chief Executive Officer

**SHIRE OF ASHBURTON
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020**

*Local Government Act 1995
Local Government (Financial Management) Regulations 1996*

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Shire of Ashburton for the financial year ended 30 June 2020 is based on proper accounts and records to present fairly the financial position of the Shire of Ashburton at 30 June 2020 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.


Signed on the

16th

day of

February

2021



Chief Executive Officer

Mr. Kenn Donohoe

Name of Chief Executive Officer

Statement by Comprehensive Income by nature or type

FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020 Actual \$	2020 Budget \$	2019 Actual \$
Revenue				
Rates	23(a)	37,053,984	37,931,090	32,374,843
Operating grants, subsidies and contributions	2(a)	8,119,726	3,937,157	8,467,984
Fees and charges	2(a)	6,289,186	6,128,206	7,366,563
Service charges	23(b)	180,111	180,300	173,268
Interest earnings	2(a)	1,332,721	1,223,132	1,534,904
Other revenue	2(a)	1,182,545	975,681	579,037
		54,158,273	50,375,566	50,496,599
Expenses				
Employee costs		(18,949,088)	(20,386,764)	(16,603,201)
Materials and contracts		(12,846,528)	(20,038,325)	(20,116,767)
Utility charges		(1,606,495)	(1,342,566)	(1,192,230)
Depreciation on non-current assets	10(b)	(11,760,791)	(11,603,060)	(11,903,173)
Interest expenses	2(b)	(135,011)	(140,534)	(200,648)
Insurance expenses		(1,077,178)	(1,297,955)	(1,151,290)
Other expenditure		(1,031,759)	(2,146,591)	(711,049)
		(47,406,850)	(56,955,795)	(51,878,358)
		6,751,423	(6,580,229)	(1,381,759)
Non-operating grants, subsidies and contributions	2(a)	4,564,552	30,966,305	11,166,128
Profit on asset disposals	10(a)	58,823	9,889	35,262
(Loss) on asset disposals	10(a)	(504,371)	(83,471)	(372,104)
		4,119,004	30,892,723	10,829,286
Net result for the period		10,870,427	24,312,494	9,447,527
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	11	(10,438,982)	0	628,865
Total other comprehensive income for the period		(10,438,982)	0	628,865
Total comprehensive income for the period		431,445	24,312,494	10,076,392

This statement is to be read in conjunction with the accompanying notes.



Statement by Comprehensive Income by program

FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020 Actual \$	2020 Budget \$	2019 Actual \$
Revenue				
	2(a)			
Governance		1,061,666	606,098	170,384
General purpose funding		42,516,009	41,226,819	37,408,763
Law, order, public safety		96,171	76,103	123,468
Health		300,330	73,791	235,507
Education and welfare		243,960	45,300	54,218
Housing		477,438	294,973	432,324
Community amenities		2,705,963	2,387,589	2,142,423
Recreation and culture		1,300,384	1,427,094	4,664,914
Transport		3,013,689	2,670,657	3,668,580
Economic services		2,274,277	1,292,888	1,433,978
Other property and services		168,386	274,254	162,040
		54,158,273	50,375,566	50,496,599
Expenses				
	2(b)			
Governance		(5,876,571)	(8,901,969)	(6,993,977)
General purpose funding		(22,945)	(83,136)	(12,287)
Law, order, public safety		(1,286,502)	(1,374,419)	(1,047,311)
Health		(810,610)	(779,209)	(661,520)
Education and welfare		(231,809)	(318,868)	(282,934)
Housing		(1,388,986)	(1,324,223)	(1,191,756)
Community amenities		(7,285,847)	(9,077,691)	(6,714,854)
Recreation and culture		(11,017,421)	(12,683,686)	(9,167,531)
Transport		(13,958,420)	(15,408,636)	(20,953,723)
Economic services		(2,880,870)	(3,518,082)	(2,385,382)
Other property and services		(2,511,858)	(3,345,342)	(2,266,435)
		(47,271,839)	(56,815,261)	(51,677,710)
Finance Costs				
	2(b)			
Governance		(22,357)	(22,415)	(28,702)
Housing		(44,557)	(47,993)	(74,191)
Community amenities		(58,462)	(60,309)	(83,222)
Recreation and culture		(408)	(610)	(3,114)
Transport		(9,227)	(9,207)	(11,419)
		(135,011)	(140,534)	(200,648)
		6,751,423	(6,580,229)	(1,381,759)
Non-operating grants, subsidies and contributions	2(a)	4,564,552	30,966,305	11,166,128
Profit on disposal of assets	10(a)	58,823	9,889	35,262
(Loss) on disposal of assets	10(a)	(504,371)	(83,471)	(372,104)
		4,119,004	30,892,723	10,829,286
Net result for the period		10,870,427	24,312,494	9,447,527
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	11	(10,438,982)	0	628,865
Total other comprehensive income for the period		(10,438,982)	0	628,865
Total comprehensive income for the period		431,445	24,312,494	10,076,392



This statement is to be read in conjunction with the accompanying notes.

Statement of Financial Position

AS AT 30 JUNE 2020

	NOTE	2020 \$	2019 \$
CURRENT ASSETS			
Cash and cash equivalents	3	69,882,380	60,252,679
Trade and other receivables	5	3,603,509	4,272,597
Inventories	6	145,831	702,729
Other assets	7	1,366,477	509,793
TOTAL CURRENT ASSETS		74,998,197	65,737,798
NON-CURRENT ASSETS			
Inventories	6	1,149,169	400,892
Property, plant and equipment	8	118,971,059	113,550,978
Infrastructure	9	395,445,907	406,571,728
TOTAL NON-CURRENT ASSETS		515,566,135	520,523,598
TOTAL ASSETS		590,564,332	586,261,396
CURRENT LIABILITIES			
Trade and other payables	12	10,720,658	8,583,757
Contract liabilities	13	4,083,109	0
Borrowings	14(a)	779,810	766,294
Employee related provisions	15	1,703,074	1,536,357
TOTAL CURRENT LIABILITIES		17,286,651	10,886,408
NON-CURRENT LIABILITIES			
Borrowings	14(a)	2,267,294	3,047,102
Employee related provisions	15	306,716	336,761
TOTAL NON-CURRENT LIABILITIES		2,574,010	3,383,863
TOTAL LIABILITIES		19,860,661	14,270,271
NET ASSETS		570,703,671	571,991,125
EQUITY			
Retained surplus		224,053,769	221,718,386
Reserves - cash backed	4	55,970,608	48,394,463
Revaluation surplus	11	290,679,294	301,878,276
TOTAL EQUITY		570,703,671	571,991,125

This statement is to be read in conjunction with the accompanying notes.



Statement of Changes in Equity

AS AT 30 JUNE 2020

	NOTE	RETAINED SURPLUS \$	RESERVES CASH BACKED \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
Balance as at 1 July 2018		219,287,941	41,377,381	301,249,411	561,914,733
Comprehensive income					
Net result for the period		9,447,527	0	0	9,447,527
Other comprehensive income	11	0	0	628,865	628,865
Total comprehensive income		9,447,527	0	628,865	10,076,392
Transfers from reserves	4	15,062,387	(15,062,387)	0	0
Transfers to reserves	4	(22,079,469)	22,079,469	0	0
Balance as at 30 June 2019		221,718,386	48,394,463	301,878,276	571,991,125
Change in accounting policy	27(e)	(958,899)	0	(760,000)	(1,718,899)
Restated total equity at 1 July 2019		220,759,487	48,394,463	301,118,276	570,272,226
Comprehensive income					
Net result for the period		10,870,427	0	0	10,870,427
Other comprehensive income	11	0	0	(10,438,982)	(10,438,982)
Total comprehensive income		10,870,427	0	(10,438,982)	431,445
Transfers from reserves	4	6,482,008	(6,482,008)	0	0
Transfers to reserves	4	(14,058,153)	14,058,153	0	0
Balance as at 30 June 2020		224,053,769	55,970,608	290,679,294	570,703,671

This statement is to be read in conjunction with the accompanying notes.



Statement of Cash Flows

FOR THE YEAR ENDED 30 JUNE 2020

NOTE	2020 Actual \$	2020 Budget \$	2019 Actual \$	
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates	36,523,739	37,931,090	35,117,466	
Operating grants, subsidies and contributions	7,098,955	3,892,157	11,031,561	
Fees and charges	6,289,186	6,128,206	7,366,563	
Service charges	180,111	180,300	173,268	
Interest received	1,332,721	1,223,132	1,534,904	
Goods and services tax received	4,150,769	2,182,586	4,540,623	
Other revenue	1,182,545	975,681	579,037	
	56,758,026	52,513,152	60,343,422	
Payments				
Employee costs	(18,351,504)	(20,386,764)	(16,351,355)	
Materials and contracts	(9,873,404)	(19,888,357)	(19,997,654)	
Utility charges	(1,606,495)	(1,342,566)	(1,192,230)	
Interest expenses	(135,011)	(140,534)	(180,282)	
Insurance paid	(1,077,178)	(1,297,955)	(1,151,290)	
Goods and services tax paid	(4,275,862)	(730,654)	(4,542,925)	
Other expenditure	(1,031,759)	(2,146,591)	(711,049)	
	(36,351,213)	(45,933,421)	(44,126,785)	
Net cash provided by (used in) operating activities	16	20,406,813	6,579,731	16,216,637
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for development if land held for resale	0	(369,343)	0	
Payments for purchase of property, plant & equipment	8(a)	(5,288,301)	(18,008,398)	(11,635,267)
Payments for construction of infrastructure	9(a)	(12,827,830)	(46,159,659)	(6,146,840)
Non-operating grants, subsidies and contributions		7,688,762	30,966,305	11,166,128
Proceeds from sale of property, plant & equipment	10(a)	416,551	315,000	356,520
Net cash provided by (used in) investment activities		(10,010,818)	(33,256,095)	(6,259,459)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	14(b)	(766,294)	(766,294)	(752,680)
Proceeds from new borrowings	14(b)	0	1,726,000	0
Net cash provided by (used in) financing activities		(766,294)	959,706	(752,680)
Net increase (decrease) in cash held		9,629,701	(25,716,658)	9,204,498
Cash at beginning of year		60,252,679	60,572,612	50,920,344
Transfer from Trust		0	0	127,837
Cash and cash equivalents at the end of the year	16	69,882,380	34,855,954	60,252,679

This statement is to be read in conjunction with the accompanying notes.



Statement of Cash Flows

FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020 Actual \$	2020 Budget \$	2019 Actual \$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)				
	24 (b)	8,759,579	9,684,911	12,102,225
		8,759,579	9,684,911	12,102,225
Revenue from operating activities (excluding rates)				
Governance		1,061,666	606,098	170,384
General purpose funding		5,476,145	3,295,729	5,043,806
Law, order, public safety		96,171	76,103	123,468
Health		300,330	73,791	235,507
Education and welfare		243,960	45,300	54,218
Housing		477,438	294,973	432,324
Community amenities		2,705,963	2,387,589	2,142,423
Recreation and culture		1,300,384	1,427,094	4,664,914
Transport		3,072,512	2,680,546	3,703,842
Economic services		2,274,277	1,292,888	1,433,978
Other property and services		168,386	274,254	162,040
		17,177,232	12,454,365	18,166,904
Expenditure from operating activities				
Governance		(5,898,928)	(8,924,384)	(7,022,679)
General purpose funding		(22,945)	(83,136)	(12,287)
Law, order, public safety		(1,286,502)	(1,374,419)	(1,047,311)
Health		(810,610)	(779,209)	(661,520)
Education and welfare		(231,809)	(318,868)	(282,934)
Housing		(1,691,546)	(1,372,216)	(1,265,947)
Community amenities		(7,376,746)	(9,138,000)	(6,798,076)
Recreation and culture		(11,094,179)	(12,684,296)	(9,516,333)
Transport		(14,105,228)	(15,501,314)	(20,991,558)
Economic services		(2,880,870)	(3,518,082)	(2,385,382)
Other property and services		(2,511,858)	(3,345,342)	(2,266,435)
		(47,911,221)	(57,039,266)	(52,250,462)
Non-cash amounts excluded from operating activities	24(a)	11,428,017	11,691,384	12,405,176
Amount attributable to operating activities		(10,546,393)	(23,208,606)	(9,576,157)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions		7,688,762	30,966,305	11,166,128
Proceeds from disposal of assets	10(a)	416,551	315,000	356,520
Purchase land held for resale		0	(369,343)	0
Purchase of property, plant and equipment	8(a)	(5,288,301)	(18,008,398)	(11,635,267)
Purchase and construction of infrastructure	9(a)	(12,827,830)	(46,159,659)	(6,146,840)
Amount attributable to investing activities		(10,010,818)	(33,256,095)	(6,259,459)
FINANCING ACTIVITIES				
Repayment of borrowings	14(b)	(766,294)	(766,294)	(752,680)
Proceeds from borrowings	14(c)	0	1,726,000	0
Transfers to reserves (restricted assets)	4	(14,058,153)	(844,314)	(22,079,469)
Transfers from reserves (restricted assets)	4	6,482,008	19,918,219	15,062,387
Amount attributable to financing activities		(8,342,439)	20,033,611	(7,769,762)
Surplus/(deficit) before imposition of general rates		(28,899,650)	(36,431,090)	(23,605,378)
Total amount raised from general rates	23(a)	37,039,864	37,931,090	32,364,957
Surplus/(deficit) after imposition of general rates	24(b)	8,140,214	1,500,000	8,759,579

This statement is to be read in conjunction with the accompanying notes.

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Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

1. BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have 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 (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

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 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.

NEW ACCOUNTING STANDARDS FOR APPLICATION IN FUTURE YEARS

On 1 July 2020 the following new accounting standards are to be adopted:

- *AASB 1059 Service Concession Arrangements: Grantors*
- *AASB 2018-7 Amendments to Australian Accounting Standards - Materiality*

AASB 1059 Service Concession Arrangements: Grantors is not expected to impact the financial report.

Specific impacts of *AASB 2018-7 Amendments to Australian Accounting Standards - Materiality*, have not been identified.

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 that are 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 that are not readily apparent from other sources. Actual results may differ from these estimates.

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.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 28 to these financial statements.

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

2. REVENUE AND EXPENSES

REVENUE RECOGNITION POLICY

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Timing of revenue recognition
Rates - general rates	General rates	over time	Payment dates adopted by council during the year	None	Adopted by council annually	when taxable event occurs	Not applicable	When rates notice is issued
Service Charges	Underground Power	over time	Payment dates adopted by council during the year	None	Adopted by council annually	when taxable event occurs	Not applicable	When rates notice is issued
Grants subsidies or contributions for other purposes & construction of non-financial assets	construction or acquisition of recognisable non-financial assets & provision of services to the community	over time	Fixed terms transfer of funds based on agreed milestones and reporting	None	Set by mutual agreement with the funding body	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms	Output method based on project milestones and/or completion date matched to performance obligations
Grants subsidies or contributions with no contractual commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled
Fees and Charges - licences, registrations, approvals	Building, planning, development and animal management, having the same nature as a licence.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of the associated rights	No refunds	On payment of the licence, registration or approval
Fees and charges - pool inspections	Building, Planning	Single point in time	Full payment prior to inspection	None	Set by State legislation	Apportioned equally across the inspection cycle	No refunds	After inspection complete based on a 4 year cycle
Fees and charges - other inspections	Regulatory food, health and safety	Single point in time	Fully payment prior to inspection	None	Set by State legislation or limited by legislation to the cost of provision	Applied fully on timing of inspection	Not applicable	Revenue recognised after inspection event occurs
Fees and charges - Waste management entry fees	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Adopted by council annually	Apportioned equally across the collection period	Not applicable	Output method based on regular weekly and fortnightly period as proportionate to collection service
Fees and charges - waste management entry fees	Waste treatment recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided monthly in arrears	None	Adopted by council annually	Not applicable	Not applicable	On entry to facility
Fees and charges airport landing charges	Permission to use facilities and runway	Single point in time	Monthly in arrears	None	Adopted by council annually	Applied fully on timing of landing/take-off	Not applicable	On landing/departure event
Fees and charges property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within specified number of days	Adopted by council annually	Based on timing of entry to facility	Returns limited to repayment of transaction	On entry or at conclusion of hire
Fees and charges - memberships	Gym and pool membership	Overtime	Payment in full in advance	Refund for unused portion on application	Adopted by Council annually	Apportioned equally across the access period	Returns limited to repayment of transaction	Output method over 12 months matched to access right
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works
Fees and charges - sale of stock	Kiosk and visitor centre stock	Single point in time	In full in advance on 15 day credit	Refund for faulty goods	Adopted by council annually, set by mutual agreement	Applied fully based on timing of provision	Returns limited to repayment of transaction	When fine notice is issued
Fees and charges - finds	Fine issued for breaches of local laws	Single point in time	Payment in full within defined time	None	Adopted by council annually, set by mutual agreement	When taxable event occurs	Not applicable	
Other revenue commissions	Commissions ticket sales & visitors centre sales	Overtime	Payment in full on sale	None	Set by mutual agreement with the customer	On receipt of funds	Not applicable	When assets are controlled

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

2. REVENUE AND EXPENSES

(a) Grant revenue

Grants, subsidies and contributions are included as both operating and non-operating revenues in the Statement of Comprehensive Income:

	2020 Actual	2020 Budget	2019 Actual
	\$	\$	\$
Operating grants, subsidies and contributions			
Governance	502,388	430,000	12,726
General purpose funding	4,126,224	1,986,313	3,490,264
Law, order, public safety	3	0	62,424
Health	150,883	500	147,693
Housing	315	320,000	3,508
Community amenities	290,000	920,122	239,200
Recreation and culture	873,489	280,222	4,211,519
Transport	1,176,337	0	272,102
Economic services	1,000,087	0	18,517
Other property and services	0	0	10,031
	8,119,726	3,937,157	8,467,984
Non-operating grants, subsidies and contributions			
Education and welfare	0	5,500,000	0
Community amenities	0	11,564,201	0
Recreation and culture	1,573,221	3,977,456	0
Transport	2,188,284	8,746,987	11,166,128
Economic services	803,047	1,177,661	0
	4,564,552	30,966,305	11,166,128
Total grants, subsidies and contributions	12,684,278	34,903,462	19,634,112
Fees and charges			
Governance	4,701	6,865	5,882
General purpose funding	11,815	13,798	12,082
Law, order, public safety	61,485	71,483	59,918
Health	149,446	73,291	87,814
Education and welfare	67,900	43,800	52,312
Housing	297,498	120,663	259,731
Community amenities	2,415,964	2,067,509	1,903,854
Recreation and culture	408,094	448,360	434,514
Transport	1,823,906	2,353,081	3,381,281
Economic services	1,048,377	918,432	1,169,175
Other property and services	0	10,924	0
	6,289,186	6,128,206	7,366,563

SIGNIFICANT ACCOUNTING POLICIES

Grants, subsidies and contributions

Operating grants, subsidies and contributions are grants, subsidies or contributions that are not non-operating in nature.

Non-operating grants, subsidies and contributions are amounts received for the acquisition or construction of recognisable non-financial assets to be controlled by the local government.

Fees and Charges

Revenue (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.

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

Contracts with customers and transfers for recognisable non-financial assets

Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the Shire was recognised during the year for the following nature or types of goods or services:

Non-operating grants, subsidies and contributions

	2020 Actual	2020 Budget
	\$	\$
Non-operating grants, subsidies and contributions	4,564,552	30,966,305
	<u>4,564,552</u>	<u>30,966,305</u>
Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the Shire is comprised of:		
Other revenue from performance obligations satisfied during the year	4,144,974	30,966,305
	<u>4,564,552</u>	<u>30,966,305</u>
Information about receivables, contract assets and contract liabilities from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:		
Trade and other receivables from contracts with customers	2,207,080	
Financial assets held from transfers for recognisable financial assets	3,735,350	
Contract liabilities from transfers for recognisable non financial assets	(3,735,350)	

Contract assets primarily relate to the Shire's right to consideration for work completed but not billed at 30 June 2020.

Assets associated with contracts with customers were not subject to an impairment charge.

Contract liabilities for contracts with customers primarily relate to grants with performance obligations received in advance, for which revenue is recognised over time as the performance obligations are met.

Information is not provided about remaining performance obligations for contracts with customers that had an original expected duration of one year or less.

Consideration from contracts with customers is included in the transaction price.

Performance obligations in relation to contract liabilities from transfers for recognisable non financial assets are satisfied as project milestones are met or completion of construction or acquisition of the asset. All associated performance obligations are expected to be met over the next 12 months.

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

Revenue from statutory requirements

Revenue from statutory requirements was recognised during the year for the following nature or types of goods or services:

General rates
Service charges

	2020 Actual	2020 Budget	2019 Actual
	\$	\$	\$
General rates	37,039,864	37,931,090	32,364,957
Service charges	180,111	180,300	173,268
	<u>37,219,975</u>	<u>38,111,390</u>	<u>32,538,225</u>
Other revenue			
Reimbursements and recoveries	837,930	634,397	300,938
Sale of inventory	344,615	339,203	278,099
	<u>1,182,545</u>	<u>973,600</u>	<u>579,037</u>
Interest earnings			
Interest on reserve funds	761,302	844,313	986,141
Rates instalment and penalty interest (refer Note 23(d))	178,528	118,719	119,855
Other interest earnings	392,891	260,100	428,908
	<u>1,332,721</u>	<u>1,223,132</u>	<u>1,534,904</u>

SIGNIFICANT ACCOUNTING POLICIES

Interest earnings

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

Interest earnings (continued)

Interest income is presented as finance income where it is earned from financial assets that are held for cash management purposes.

(b) Expenses

Interest expenses (finance costs)

Borrowings

Note	2020 Actual	2020 Budget	2019 Actual
	\$	\$	\$
14(b)	135,011	140,534	200,648
	<u>135,011</u>	<u>140,534</u>	<u>200,648</u>

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

3. CASH AND CASH EQUIVALENTS

	NOTE	2020 \$	2019 \$
Cash at bank and on hand		13,911,772	11,858,216
Term deposits		55,970,608	48,394,463
Total cash and cash equivalents		69,882,380	60,252,679
Restrictions			
requirements which limit or direct the purpose for which the resources may be used:			
- Cash and cash equivalents		56,318,367	48,522,300
		56,318,367	48,522,300

The restricted assets are a result of the following specific purposes to which the assets may be used:

Reserves - cash backed	4	55,970,608	48,394,463
Contract liabilities from transfers for recognisable non financial assets	13	3,735,350	0
Less: Unspent grants, subsidies and contributions offset by Reserves		(3,735,350)	0
Deposits and Bonds (reclassified from Trust)		0	127,837
Total restricted assets		56,318,367	48,522,300

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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 financial position.

Restricted assets

Restricted asset balances are not available for general use by the local government due to externally imposed restrictions. Externally imposed restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

4. RESERVES - CASH BACKED

	2020 Actual Opening Balance	2020 Actual Transfer to	2020 Actual Transfer (from)	2020 Actual Closing Balance	2020 Budget Opening Balance	2020 Budget Transfer to	2020 Budget Transfer (from)	2020 Budget Closing Balance	2019 Actual Opening Balance	2019 Actual Transfer to	2019 Actual Transfer (from)	2019 Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(a) Employee Benefits Reserve	1,087,432	18,066	0	1,105,498	1,091,091	14,742	0	1,105,833	574,373	513,059	0	1,087,432
(b) Financial Risk Reserve	7,913,309	350,473	(1,675,222)	6,588,560	7,977,185	141,509	(6,741,016)	1,377,678	6,500,000	6,110,038	(4,696,729)	7,913,309
(c) Future Projects Reserve	2,726,543	287,497	0	3,014,040	2,743,065	46,975	(2,013,126)	776,914	1,664,755	1,061,788	0	2,726,543
(d) Housing Reserve	1,406,104	1,259,162	(770,250)	1,895,016	1,418,600	25,249	(1,087,000)	356,849	1,263,232	1,030,372	(887,500)	1,406,104
(e) Infrastructure Reserve	3,439,382	2,581,555	(2,493,321)	3,527,616	3,462,700	65,393	(2,800,130)	727,963	2,349,929	1,089,453	0	3,439,382
(f) Joint Venture Housing Reserve	101,693	1,689	0	103,382	102,676	3,640	(100,000)	6,316	100,001	1,692	0	101,693
(g) Onslow Aerodrome Reserve	14,636,336	294,003	(280,172)	14,650,167	14,706,010	220,141	(4,414,969)	10,511,182	13,282,756	3,377,164	(2,023,584)	14,636,336
(h) Onslow Community Infrastructure Reserve	194,584	3,233	0	197,817	192,277	3,485	0	195,762	189,548	5,036	0	194,584
(i) Plant Replacement Reserve	488,698	1,477,189	(512,000)	1,453,887	494,798	46,646	(512,000)	29,444	423,180	569,313	(503,795)	488,698
(j) Property Development Reserve	2,671,312	2,286,479	(12,051)	4,945,740	2,639,332	47,894	(169,343)	2,517,883	2,601,064	70,248	0	2,671,312
(k) RTIO Partnership Reserve	3,798,260	3,383,958	(305,926)	6,876,292	3,162,561	57,318	(1,243,451)	1,976,428	5,852,632	713,692	(2,768,064)	3,798,260
(l) Tom Price Administration Building Reserve	6,016,929	99,960	0	6,116,889	6,026,756	108,443	(100,000)	6,035,199	1,000,001	5,016,928	0	6,016,929
(m) Unspent Grants and Contribution Reserve	896,952	1,043,157	(418,650)	1,521,459	592,076	9,038	0	601,114	4,575,910	503,757	(4,182,715)	896,952
(n) Waste Services Reserve	3,016,929	50,001	(14,416)	3,052,514	3,026,756	53,841	(737,184)	2,343,413	1,000,000	2,016,929	0	3,016,929
(o) COVID-19 Relief & Stimulus	0	921,731	0	921,731	0	0	0	0	0	0	0	0
	48,394,463	14,058,153	(6,482,008)	55,970,608	47,635,883	844,314	(19,918,219)	28,561,978	41,377,381	22,079,469	(15,062,387)	48,394,463

All reserves are supported by cash and cash equivalents and are restricted within equity as Reserves - cash backed.

In accordance with Council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of Reserve	Anticipated date of use	Purpose of the reserve
(a) Employee Benefits Reserve	Ongoing	- To contribute towards funding the Council's liability for payments of employee benefits owing to staff and taken either as leave or paid upon termination of their employment.
(b) Financial Risk Reserve	Ongoing	- To provide funds to mitigate against Financial Risks including legal cases with penalties awarded against the Shire, SAT rulings upholding valuation objections on valuation objections on high value properties likely to cause significantly large refunds and other unknown events potentially resulting in financial loss to the Shire.
(c) Future Projects Reserve	Ongoing	- To provide funds for Future Capital Projects determined in the Long Term Financial Plan.
(d) Housing Reserve	Ongoing	- To provide funds to assist the Council to maintain and improve Council housing stock in accordance with the Housing Asset Management Plan.
(e) Infrastructure Reserve	Ongoing	- To provide funds for provision and maintenance of new and existing infrastructure assets (Including Buildings) throughout the Shire.
(f) Joint Venture Housing Reserve	Ongoing	- To provide funds for repairs and maintenance in compliance with Joint Venture Housing Agreements.
(g) Onslow Aerodrome Reserve	Ongoing	- To provide funds for operational surpluses and deficits as well as the upgrading and modifications to the Onslow Aerodrome.
(h) Onslow Community Infrastructure Reserve	Ongoing	- To provide funds for the development of community facilities in Onslow.
(i) Plant Replacement Reserve	Ongoing	- To provide an optimum level of cash reserves for funding the Council heavy machinery replacement program on a five year rolling basis.
(j) Property Development Reserve	Ongoing	- To provide funds to assist the Council in purchasing, developing and selling property to stimulate economic development.
(k) RTIO Partnership Reserve	Ongoing	- For the purpose of funding the projects and programs associated with partnership agreements between the Shire of Ashburton and Rio Tinto.
(l) Tom Price Administration Building Reserve	Ongoing	- To provide funds for replacement of Tom Price Administration Building.
(m) Unspent Grants and Contribution Reserve	Ongoing	- To preserve unspent Grant and ongoing Capital works Funds.
(n) Waste Services Reserve	Ongoing	- To provide funds for the upgrading and modifications to Waste Facilities within the Shire.
(o) COVID-19 Relief & Stimulus	Ongoing	- To provide financial support and relief initiatives to assist small business and community groups suffering financial hardship as a result of the impacts of the COVID-19 pandemic; and to provide economic stimulus during recovery.

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

5. TRADE AND OTHER RECEIVABLES

Current

Rates receivable	
Trade and other receivables	
GST receivable	
Provision for Doubtful Debts	

2020	2019
\$	\$
1,372,651	3,187,603
2,207,080	1,192,938
415,877	290,784
(392,099)	(398,728)
3,603,509	4,272,597

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables

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 uncollectible 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.

Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 25.

SIGNIFICANT ACCOUNTING POLICIES (Continued)

Classification and subsequent measurement

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

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

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

6. INVENTORIES

Current

Fuel and materials
Tourist Bureau Stock
Land held for resale - cost
Development costs

Non-current

Land held for resale - cost
Cost of acquisition
Development costs

The following movements in inventories occurred during the year:

Carrying amount at beginning of period

Additions to inventory

Carrying amount at end of period

	2020	2019
	\$	\$
	7,619	33,487
	138,212	102,999
	0	566,243
	<u>145,831</u>	<u>702,729</u>
	400,892	400,892
	748,277	0
	<u>1,149,169</u>	<u>400,892</u>
	1,103,621	1,181,001
	191,379	(77,380)
	<u>1,295,000</u>	<u>1,103,621</u>

SIGNIFICANT ACCOUNTING POLICIES

General

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.

Land held for resale (Continued)

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 and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

7. OTHER ASSETS

Other assets - current

Prepayments
Accrued income
Contract assets

2020	2019
\$	\$
19,498	0
300,862	509,793
1,046,117	0
1,366,477	509,793

SIGNIFICANT ACCOUNTING POLICIES

Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

Non-current assets held for sale

Assets are classified as held for sale where the carrying amount will be recovered through a sale rather than continuing use and the asset is available for immediate sale with a sale being highly probable.

Non-current assets held for sale (Continued)

Non-current assets classified as held for sale are valued at the lower of the carrying amount and fair value less costs to sell.

The fair value of land and buildings was determined using the sales comparison approach using comparable properties in the area. This is a level 2 measurement as per the fair value hierarchy set out in Note 29(h).

Contract assets

Contract assets represents the shire's obligation to receive consideration for performance obligation met as per contract.

Notes to and Forming Part of the Financial Report FOR THE YEAR ENDED 30 JUNE 2020

8. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Carrying Amounts

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land - freehold land	Land - vested in and under the control of Council	Buildings - non- specialised	Buildings - Specialised	Total buildings	Total land and buildings	Furniture and Equipment	Plant and Equipment	Work in Progress	Total property, plant and equipment	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Balance at 1 July 2018	16,537,000	760,000	17,297,000	14,862,075	57,294,759	72,156,834	89,453,834	910,148	7,505,624	0	97,869,606
Additions	105,000	0	105,000	821,004	8,622,716	9,443,720	9,548,720	75,337	1,718,934	292,276	11,635,267
(Disposals)	0	0	0	0	(214,259)	(214,259)	(214,259)	0	(347,674)	0	(561,933)
Revaluation (loss) / reversals transferred to profit or loss	0	0	0	0	0	0	0	235,135	393,730	0	628,865
Depreciation (expense)	0	0	0	(211,341)	(1,424,426)	(1,635,767)	(1,635,767)	(230,640)	(1,182,814)	0	(3,049,221)
Transfers	140,000	0	140,000	(140,000)	7,028,396	6,888,396	7,028,396	0	0	0	7,028,396
Carrying amount at 30 June 2019	16,782,000	760,000	17,542,000	15,331,738	71,307,186	86,638,924	104,180,924	989,980	8,087,800	292,276	113,550,980
Comprises:											
Gross carrying amount at 30 June 2019	16,782,000	760,000	17,542,000	15,747,948	74,041,226	89,789,174	107,331,174	1,084,075	8,087,800	292,276	116,795,325
Accumulated depreciation at 30 June 2019	0	0	0	(416,210)	(2,734,040)	(3,150,250)	(3,150,250)	(94,095)	0	0	(3,244,345)
Carrying amount at 30 June 2019	16,782,000	760,000	17,542,000	15,331,738	71,307,186	86,638,924	104,180,924	989,980	8,087,800	292,276	113,550,980
Change in accounting policy	0	(760,000)	(760,000)	0	0	0	(760,000)	0	0	0	(760,000)
Carrying amount at 1 July 2019	16,782,000	0	16,782,000	15,331,738	71,307,186	86,638,924	103,420,924	989,980	8,087,800	292,276	112,790,980
Additions	315,000	0	315,000	855,790	2,206,078	3,061,868	3,376,868	47,498	919,479	944,456	5,288,301
(Disposals)	0	0	0	(258,003)	(108,787)	(366,790)	(366,790)	0	(495,309)	0	(862,099)
Revaluation increments / (decrements) transferred to revaluation surplus	(5,052,000)	0	(5,052,000)	(2,018,275)	2,774,293	756,018	(4,295,982)	0	0	0	(4,295,982)
Depreciation (expense)	0	0	0	(226,585)	(1,711,201)	(1,937,786)	(1,937,786)	(170,474)	(573,726)	0	(2,681,986)
Transfers	0	0	0	0	8,801,656	8,801,656	8,801,656	0	0	(69,811)	8,731,845
Carrying amount at 30 June 2020	12,045,000	0	12,045,000	13,684,665	83,269,225	96,953,890	108,998,890	867,004	7,938,244	1,166,921	118,971,059
Comprises:											
Gross carrying amount at 30 June 2020	12,045,000	0	12,045,000	13,684,665	83,759,448	97,444,113	109,489,113	1,131,573	8,477,279	1,166,921	120,264,886
Accumulated depreciation at 30 June 2020	0	0	0	0	(490,223)	(490,223)	(490,223)	(264,569)	(539,035)	0	(1,293,827)
Carrying amount at 30 June 2020	12,045,000	0	12,045,000	13,684,665	83,269,225	96,953,890	108,998,890	867,004	7,938,244	1,166,921	118,971,059

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Land and buildings					
Land - freehold land	2	Market approach using recent observable market data for similar properties.	Independent registered valuers	June 2020	Price per hectare.
Land - vested in and under the control of Council	3	Cost approach using depreciated replacement cost.	Independent registered valuers	June 2020	Improvements to land using construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs.
Buildings - non-specialised	2	Market approach using recent observable market data for similar properties.	Independent registered valuers	June 2020	Price per square metre.
Buildings - Specialised	3	Cost approach using depreciation replacement cost.	Independent registered valuers	June 2020	Construction costs and current condition (Level 2), residual value and remaining useful life assessments (Level 3) inputs.
- Management valuation 2019	2	Market approach using recent observable market data for similar items.	Management valuation	June 2019	Price per item.
Plant and Equipment					
- Management valuation 2019	2	Market approach using recent observable market data for similar items.	Management valuation	June 2019	Price per item.
- Management valuation 2019	3	Cost approach using depreciated replacement cost.	Management valuation	June 2019	Purchase costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs.

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

Notes to and Forming Part of the Financial Report FOR THE YEAR ENDED 30 JUNE 2020

9. INFRASTRUCTURE

(a) Movements in Carrying Amounts

Movement in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - Roads	Infrastructure - Footpaths	Infrastructure - Drainage	Infrastructure - Airports	Infrastructure - Bridges	Infrastructure - Parks & Recreation	Infrastructure - Townns	Infrastructure - Waste	Work in Progress	Total Infrastructure
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2018	275,395,747	8,080,568	31,349,187	52,771,580	1,508,815	22,224,631	5,752,880	5,038,071	7,546,631	409,668,110
Additions	3,302,745	0	61,465	50,839	0	695,299	306,664	0	1,729,828	6,146,840
(Disposals)	0	0	0	0	0	(131,429)	0	0	0	(131,429)
Depreciation (expense)	(5,925,178)	(181,878)	(560,646)	(924,830)	(32,848)	(829,182)	(225,642)	(173,748)	0	(8,853,952)
Transfers	2,739,478	86,355	53,270	1,610,123	0	718,902	504,833	0	(5,970,803)	(257,842)
Carrying amount at 30 June 2019	275,512,792	7,985,045	30,903,276	53,507,712	1,475,967	22,678,221	6,338,735	4,864,323	3,305,656	406,571,727
Comprises:										
Gross carrying amount at 30 June 2019	337,691,472	10,366,011	50,978,351	59,099,446	2,627,874	30,117,275	7,809,892	6,071,732	3,305,656	508,067,709
Accumulated depreciation at 30 June 2019	(62,178,680)	(2,380,966)	(20,075,075)	(5,591,734)	(1,151,907)	(7,439,054)	(1,471,157)	(1,207,409)	0	(101,495,982)
Carrying amount at 30 June 2019	275,512,792	7,985,045	30,903,276	53,507,712	1,475,967	22,678,221	6,338,735	4,864,323	3,305,656	406,571,727
Additions	5,798,533	528,934	379,510	0	0	656,126	194,761	14,416	5,255,550	12,827,830
Impairment (losses) / reversals	(6,143,000)	0	0	0	0	0	0	0	0	(6,143,000)
Depreciation (expense)	(6,049,396)	(183,320)	(561,358)	(951,501)	(32,848)	(858,866)	(267,769)	(173,747)	0	(9,078,805)
Transfers	1,262,548	0	0	(7,373,398)	0	0	45,364	(1,357,198)	(1,309,161)	(8,731,845)
Carrying amount at 30 June 2020	270,381,477	8,330,659	30,721,428	45,182,813	1,443,119	22,475,481	6,311,091	3,347,794	7,252,045	395,445,907
Comprises:										
Gross carrying amount at 30 June 2020	338,609,553	10,894,945	51,357,861	51,570,236	2,627,874	30,773,401	8,050,017	4,519,346	7,252,045	505,655,278
Accumulated depreciation at 30 June 2020	(68,228,076)	(2,564,286)	(20,636,433)	(6,387,423)	(1,184,755)	(8,297,920)	(1,738,926)	(1,171,552)	0	(110,209,371)
Carrying amount at 30 June 2020	270,381,477	8,330,659	30,721,428	45,182,813	1,443,119	22,475,481	6,311,091	3,347,794	7,252,045	395,445,907

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

9. INFRASTRUCTURE (Continued)

(b) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Infrastructure - Roads	3	Cost approach using depreciated replacement cost.	Management Valuation	June 2018	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs.
Infrastructure - Footpaths	3	Cost approach using depreciated replacement cost.	Management Valuation	June 2018	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs.
Infrastructure - Drainage	3	Cost approach using depreciated replacement cost.	Management Valuation	June 2018	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs.
Infrastructure - Airports	3	Cost approach using depreciated replacement cost.	Management Valuation	June 2018	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs.
Infrastructure - Bridges	3	Cost approach using depreciated replacement cost.	Management Valuation	June 2018	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs.
Infrastructure - Parks & Recreation	3	Cost approach using depreciated replacement cost.	Management Valuation	June 2018	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs.
Infrastructure - Towns	3	Cost approach using depreciated replacement cost.	Management Valuation	June 2018	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs.
Infrastructure - Waste	3	Cost approach using depreciated replacement cost.	Management Valuation	June 2018	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs.

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

Following a change to Local Government (Financial Management) Regulation 17A, plant and equipment type assets (being plant and equipment and furniture and equipment) are to be measured under the cost model, rather than at fair value. This change is effective from 1 July 2019 and represents a change in accounting policy. Revaluations carried out previously were not reversed as it was deemed fair value approximates cost at the date of change.

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

10. FIXED ASSETS

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets

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.

Initial recognition and measurement between mandatory revaluation dates

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.

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.

Individual assets that are land, buildings, infrastructure and investment properties acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

Revaluation

The fair value of land, buildings, infrastructure and investment properties is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the Shire.

At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires land, buildings, infrastructure, investment properties and vested improvements to be shown at fair value.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY

Land under control prior to 1 July 2019

In accordance with the then *Local Government (Financial Management) Regulation 16(a)(ii)* the Shire was previously required to include as an asset (by 30 June 2013), vested Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land.

Land under roads prior to 1 July 2019

In Western Australia, most land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in *Australian Accounting Standard AASB 1051 Land Under Roads* and the then *Local Government (Financial Management) Regulation 16(a)(i)* which arbitrarily prohibited local governments from recognising such land as an asset. This regulation has now been deleted.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, the then *Local Government (Financial Management) Regulation 16(a)(i)* prohibited local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of *AASB 1051, Local Government (Financial Management) Regulation 4(2)* provides, in the event of such an inconsistency, the *Local Government (Financial Management) Regulations* prevail. Consequently, any land under roads acquired on or after 1 July 2008 was not included as an asset of the Shire.

Land under roads from 1 July 2019

As a result of amendments to the *Local Government (Financial Management) Regulations 1996*, effective from 1 July 2019, vested land, including land under roads, are treated as right-of-use assets measured at zero cost. Therefore, the previous inconsistency with AASB 1051 in respect of non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the statement of financial position.

The Shire has accounted for the removal of the vested land values associated with vested land previously recognised by removing the land value and associated revaluation reserve as at 1 July 2019. The comparatives have not been restated.

Vested improvements from 1 July 2019

The measurement of vested improvements at fair value in accordance with *Local Government (Financial Management) Regulation 17A(2)(iv)* is a departure from AASB 16 which would have required the Shire to measure the vested improvements as part of the related right-of-use assets at zero cost.

Refer to Note 5 that details the significant accounting policies applying to leases (including right of use assets).

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

10. FIXED ASSETS

(a) Disposals of Assets

	2020 Actual Net Book Value	2020 Actual Sale Proceeds	2020 Actual Profit	2020 Actual Loss	2020 Budget Net Book Value	2020 Budget Sale Proceeds	2020 Budget Profit	2020 Budget Loss	2019 Actual Net Book Value	2019 Actual Sale Proceeds	2019 Actual Profit	2019 Actual Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Buildings - non-specialised	258,003	0	0	(258,003)	0	0	0	0	0	0	0	0
Buildings - Specialised	108,787	0	0	(108,787)	0	0	0	0	214,259	0	0	(214,259)
Plant and Equipment	495,309	416,551	58,823	(137,581)	388,582	315,000	9,889	(83,471)	347,674	356,520	35,262	(26,416)
Work in Progress	0	0	0	0	0	0	0	0	0	0	0	0
Infrastructure - Parks & Recreation	0	0	0	0	0	0	0	0	131,429	0	0	(131,429)
	862,099	416,551	58,823	(504,371)	388,582	315,000	9,889	(83,471)	693,362	356,520	35,262	(372,104)

The following assets were disposed of during the year.

	2020 Actual Net Book Value	2020 Actual Sale Proceeds	2020 Actual Profit	2020 Actual Loss
Plant and Equipment				
Housing				
Assets disposed of producing a loss	258,003	0	0	(258,003)
Community amenities				
Assets disposed of producing a loss	32,437	0	0	(32,437)
Recreation and culture				
Assets disposed of producing a loss	76,350	0	0	(76,350)
Transport				
Assets disposed of producing a loss	308,878	171,296	0	(137,582)
Assets disposed of producing a profit	186,432	245,255	58,823	0
	862,099	416,551	58,823	(504,371)
	862,099	416,551	58,823	(504,371)

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

10. FIXED ASSETS

(b) Depreciation

	2020 Actual	2020 Budget	2019 Actual
	\$	\$	\$
Buildings - Specialised	1,937,786	1,609,984	1,635,767
Furniture and Equipment	170,474	204,995	230,640
Plant and Equipment	573,726	974,741	1,182,814
Infrastructure - Roads	6,049,396	5,909,611	5,925,178
Infrastructure - Footpaths	183,320	185,747	181,878
Infrastructure - Drainage	561,358	572,571	560,646
Infrastructure - Airports	951,501	762,703	924,830
Infrastructure - Bridges	32,848	928,211	32,848
Infrastructure - Parks & Recreation	858,866	64,588	829,182
Infrastructure - Towns	267,769	230,442	225,642
Infrastructure - Waste	173,747	159,467	173,748
	11,760,791	11,603,060	11,903,173

SIGNIFICANT ACCOUNTING POLICIES

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land and vested land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful life	Depreciation
Buildings	15 to 100 years	1.00-6.67%
Furniture and Equipment	4 to 10 years	10.00-25.00%
Computer Equipment	3 years	33.33%
Office Equipment	5 years	20.00%
Plant and Equipment	3 to 15 years	6.67-33.33%
Motor Vehicles	3 to 5 years	20.00-33.00%
Infrastructure Other	10 to 100 years	1.00-10.00%
Water Supply Piping & Drainage Systems	100 years	1.00%
Sewerage Piping	100 years	1.00%
Footpaths	35 to 50 years	2.00-2.85%
Sealed Roads and Streets Formation	not depreciated	
Formed roads (unsealed)		
Construction Base	80 years	1.25%
Gravel Roads		
Construction/Road Base	80 years	1.25%
Gravel Sheet	12 years	8.33%

Depreciation on revaluation

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or
- Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Amortisation

All intangible assets with a finite useful life, are amortised on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The residual value of intangible assets is considered to be zero and the useful life and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income and in the note above.

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

11. REVALUATION SURPLUS

	2020 Opening Balance \$	2020 Change in Accounting Policy	2020 Revaluation Increment \$	2020 Revaluation (Decrement) \$	Total Movement on Revaluation \$	2020 Closing Balance \$	2019 Opening Balance \$	2019 Revaluation Increment \$	2019 Revaluation (Decrement) \$	Total Movement on Revaluation \$	2019 Closing Balance \$
Revaluation surplus - Land and Building	35,620,458	(760,000)	0	(4,295,982)	(5,055,982)	30,564,476	35,620,458	0	0	0	35,620,458
Revaluation surplus - Furniture and equipment	612,550	0	0	0	0	612,550	377,415	235,135	0	235,135	612,550
Revaluation surplus - Plant and equipment	827,844	0	0	0	0	827,844	434,114	393,730	0	393,730	827,844
Revaluation surplus - Infrastructure - Roads	237,379,251	0	0	(6,143,000)	(6,143,000)	231,236,251	237,379,251	0	0	0	237,379,251
Revaluation surplus - Infrastructure - Footpaths	4,562,593	0	0	0	0	4,562,593	4,562,593	0	0	0	4,562,593
Revaluation surplus - Infrastructure - Drainage	18,554,990	0	0	0	0	18,554,990	18,554,990	0	0	0	18,554,990
Revaluation surplus - Infrastructure - Airports	3,316,303	0	0	0	0	3,316,303	3,316,303	0	0	0	3,316,303
Revaluation surplus - Infrastructure - Bridges	1,003,671	0	0	0	0	1,003,671	1,003,671	0	0	0	1,003,671
Revaluation surplus - Infrastructure - Waste	616	0	0	0	0	616	616	0	0	0	616
	301,878,276	(760,000)	0	(10,438,982)	(11,198,982)	290,679,294	301,249,411	628,865	0	628,865	301,878,276

Movements on revaluation of property, plant and equipment (including infrastructure) are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

Vested land no longer required to be recognised. Land under golf courses, showgrounds, racecourses or any other sporting or recreational facility of State, or regional significance should no longer be recognised.

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

12. TRADE AND OTHER PAYABLES

Current

Sundry creditors	
Prepaid rates	
Accrued salaries and wages	
ATO liabilities	
Bonds and deposits held	
Accrued expenses	
Accrued Interest	

	2020	2019
	\$	\$
	4,150,102	1,659,978
	3,280,975	5,626,172
	365,808	288,447
	475,680	92,129
	108,134	127,837
	2,325,115	768,827
	14,844	20,366
	<u>10,720,658</u>	<u>8,583,756</u>

SIGNIFICANT ACCOUNTING POLICIES

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year 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

Prepaid rates

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

13. CONTRACT LIABILITIES

Current

Contract liabilities from contracts with customers
Contract grant liabilities from contracts with customers

2020	2019
\$	\$
347,759	0
3,735,350	0
4,083,109	0

Performance obligations from contracts with customers are expected to be recognised as revenue in accordance with the following time bands:

Less than 1 year

4,083,109	0
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SIGNIFICANT ACCOUNTING POLICIES

Contract Liabilities

Contract liabilities represent the the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

With respect to transfers for recognisable non-financial assets, contract liabilities represent performance obligations which are not yet satisfied.

Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

Contract Grant Liabilities

Capital grant liabilities relate to the Shire's obligation to construct non financial assets that are yet to be fulfilled at the end of the financial year. The Shire expects to satisfy the performance obligation with the next 12 months.

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

14. INFORMATION ON BORROWINGS

(a) Borrowings

	2020	2019
	\$	\$
Current	779,810	766,294
Non-current	2,267,294	3,047,104
	3,047,104	3,813,398

(b) Repayments - Borrowings

Particulars	Loan Number	Institution	Interest Rate	Actual	30 June 2020	30 June 2020	30 June 2020	Budget	30 June 2020	30 June 2020	30 June 2020	30 June 2020	Actual	30 June 2019	30 June 2019	30 June 2019
				Principal 1 July 2019	Actual Principal repayments	Actual Interest repayments	Actual Principal outstanding	Principal 1 July 2019	Budget New Loans	Budget Principal repayments	Budget Interest repayments	Budget Principal outstanding	Principal 1 July 2018	Actual Principal repayments	Actual Interest repayments	Actual Principal outstanding
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Particulars																
Governance																
Onslow Administration Building	124	WATC	3.31%	687,879	43,127	22,357	644,752	687,879	0	43,127	22,415	644,752	729,613	41,734	28,016	687,879
Housing																
Housing Manager	117	WATC	5.45%	295,542	67,934	14,914	227,608	282,039	0	67,933	15,195	194,106	359,856	64,314	20,370	295,542
New Staff Housing	121	WATC	5.97%	623,976	302,814	29,643	321,162	474,796	0	302,814	32,798	171,982	909,491	285,515	52,218	623,976
Community amenities																
Onslow Transfer Station	122	WATC	3.08%	2,035,960	313,936	58,462	1,722,024	1,880,191	0	313,936	60,309	1,566,255	2,340,445	304,485	80,843	2,035,960
Recreation and culture																
Community Rec. Centre	118	WATC	5.82%	20,972	20,972	408	0	20,973	0	20,973	610	0	61,155	40,183	3,078	20,972
Transport																
Onslow Aerodrome Upgrade	119	WATC	6.36%	149,069	17,511	9,227	131,558	140,451	0	17,511	9,207	122,940	165,518	16,449	16,123	149,069
Economic services																
Loan 123 Onslow Underground Power				0	0	0	0	0	1,000,000	0	0	1,000,000	0	0	0	0
Loan 125 CHUB Paraburdoo				0	0	0	0	0	726,000	0	0	726,000	0	0	0	0
				3,813,398	766,294	135,011	3,047,104	3,466,329	1,726,000	766,294	140,534	4,426,035	4,566,078	752,680	200,648	3,813,398
Self Supporting Loans				0	0	0	0	0	0	0	0	0	0	0	0	0
				3,813,398	766,294	135,011	3,047,104	3,466,329	1,726,000	766,294	140,534	4,426,035	4,566,078	752,680	200,648	3,813,398

* WA Treasury Corporation

All other loan repayments were financed by general purpose revenue.

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

14. INFORMATION ON BORROWINGS (Continued)

(c) New Borrowings - 2019/20

Particulars/Purpose	Institution	Loan Type	Term Years	Interest Rate	Amount Borrowed		Amount (Used)		Total Interest & Charges	Actual Balance Unspent
					2020 Actual	2020 Budget	2020 Actual	2020 Budget		
				%	\$	\$	\$	\$	\$	\$
Loan 123 Onslow Underground Power	WATC	Debenture	3	3.25%	0	1,000,000	0	0	0	0
Loan 125 CHUB Paraburdoo	WATC	Debenture	15	3.25%	0	726,000	0	0	0	0
* WA Treasury Corporation					0	1,726,000	0	0	0	0

(d) Undrawn Borrowing Facilities

	2020	2019
	\$	\$
Credit Standby Arrangements		
Credit card limit	75,000	64,000
Credit card balance at balance date	(17,825)	(19,106)
Total amount of credit unused	57,175	44,894
Loan facilities		
Loan facilities - current	779,810	766,294
Loan facilities - non-current	2,267,294	3,047,104
Lease liabilities - current	0	0
Lease liabilities - non-current	0	0
Total facilities in use at balance date	3,047,104	3,813,398

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities

Financial liabilities are recognised at fair value when the Shire becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Borrowing costs

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.

Risk

Information regarding exposure to risk can be found at Note 25.

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

15. EMPLOYEE RELATED PROVISIONS

(a) Employee Related Provisions

	Provision for Annual Leave	Provision for Long Service Leave	Total
	\$	\$	\$
Opening balance at 1 July 2019			
Current provisions	948,277	588,080	1,536,357
Non-current provisions	0	336,761	336,761
	948,277	924,841	1,873,118
Additional provision	72,025	64,647	136,672
Balance at 30 June 2020	1,020,302	989,488	2,009,790
Comprises			
Current	1,020,302	682,772	1,703,074
Non-current	0	306,716	306,716
	1,020,302	989,488	2,009,790
Amounts are expected to be settled on the following basis:	2020	2019	
More than 12 months from reporting date	\$	\$	
	2,009,790	1,873,118	
	2,009,790	1,873,118	

Timing of the payment of current leave liabilities is difficult to determine as it is dependent on future decisions of employees. Expected settlement timings are based on information obtained from employees and historical leave trends and assumes no events will occur to impact on these historical trends.

SIGNIFICANT ACCOUNTING POLICIES

Employee benefits

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 statement of financial position.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as 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

Other long-term employee benefits (Continued)

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.

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.

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

16. NOTES TO THE STATEMENT OF CASH FLOWS

Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	2020 Actual	2020 Budget	2019 Actual
	\$	\$	\$
Cash and cash equivalents	69,882,380	34,855,954	60,252,679
Reconciliation of Net Cash Provided By Operating Activities to Net Result			
Net result	10,870,427	24,312,494	9,447,527
Non-cash flows in Net result:			
Depreciation on non-current assets	11,760,791	11,603,060	11,903,173
(Profit)/loss on sale of asset	445,548	73,582	336,842
Changes in assets and liabilities:			
(Increase)/decrease in receivables	669,088	0	(296,618)
(Increase)/decrease in other assets	(856,684)	0	0
(Increase)/decrease in inventories	(191,379)	16,250	77,380
Increase/(decrease) in payables	2,136,902	1,540,650	5,834,437
Increase/(decrease) in provisions	136,672	0	80,024
Non-operating grants, subsidies and contributions	(4,564,552)	(30,966,305)	(11,166,128)
Net cash from operating activities	20,406,813	6,579,731	16,216,637

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

17. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2020	2019
	\$	\$
Governance	25,642,156	16,348,366
General purpose funding	9,869,560	5,508,858
Law, order, public safety	841,647	831,142
Education and welfare	4,742,222	4,222,200
Housing	21,502,265	27,549,273
Community amenities	19,328,171	13,402,597
Recreation and culture	60,627,005	59,688,692
Transport	405,439,667	404,606,211
Economic services	11,395,188	15,169,357
Other property and services	13,132,089	9,053,393
Unallocated	18,044,362	29,881,308
	<u>590,564,332</u>	<u>586,261,397</u>

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

18. CONTINGENT LIABILITIES

Wittenoom Asbestos

Wittenoom asbestos claims are being made against a number of defendants including the Shire by former residents and visitors to Wittenoom for potential damages incurred as a result of suffering from asbestos related diseases.

The present outlook for the Shire in relation to Wittenoom litigation is being carefully monitored by the Council and the Executive on a monthly basis. The amount of potential claims and the Shire's potential contribution to the settlement of these has remained relatively steady over the current period.

Total future potential claims in respect of Wittenoom are not reliably quantifiable; however, the changing nature of damages claims and their defence means that individual cases could potentially place the Shire at a greater financial risk.

The Shire has a commitment from the State Government that it will support a financial contribution if the Wittenoom impost becomes too onerous for the Shire. All cases to date have been settled out of court with a number of parties contributing to the settlement process. Out of court settlements result in no judgement being reached by the court.

The amount of on-going claims and the manner in which they were concluded have not been disclosed as this may prejudice the Shire's position in an individual case.

In the event that a number of cases brought against the Shire and additional defendants are ruled in favour of the plaintiff, the financial impact on the Shire may result in significant losses being incurred which in turn may convert to higher rating levels, or a reduction in services provided to ratepayers.

Rehabilitation of Landfill Sites

The Shire of Ashburton has in compliance with the *Contaminated Sites Act 2003 s11* listed sites to be possible sources of contamination:

- Paraburdoo Waste Disposal Site
- Tom Price Waste Disposal Site
- Onslow Waste Refuse Site
- Onslow Waste Transfer Station

Until the Shire conducts an investigation to determine the presence and scope of contamination, assess the risk and agree with the DWER the need and criteria for remediation, the Shire is unable to accurately quantify its clean-up liabilities for potentially contaminated sites. The Shire is continuing to monitor the sites and will progressively undertake site investigations and remediation on a risk based approach. The approach is consistent with the DWER guidelines.

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

19. CAPITAL AND LEASING COMMITMENTS

(a) Capital Expenditure Commitments

Contracted for:

	2020 \$	2019 \$
Provision for Business Software	0	40,397
Passion of the Pilbara 2019 event	0	300,000
Storm Water Network Cleaning	0	266,000
Onslow Class IV Landfill Project - Early Works	0	1,343,354
Design and Construction of Onslow Depot	0	378,831
Pilbara Regional Waste Management Facility (Onslow)	10,850,836	0
Tom Price Staff Housing (Demolish & Rebuild)	652,862	0
Paraburdoo New Softball/Soccer & Rugby Pitch Upgrade	257,129	0
Waste Operation Buildings - Paraburdoo and Tom Price	360,183	0
Road Renewals - Ashburton Down Meetartharra Rd	1,157,073	0
Kerb & Gutter Renewal	345,440	0
Footpath Construction Renewal	1,726,320	0
Mine Road renewal & Widening	147,827	0
	15,497,670	2,328,582

Payable:

- not later than one year

15,497,670	2,328,582
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(b) Operating Lease Commitments

Non-cancellable operating leases contracted for but not capitalised in the accounts (short term and low value leases).

Payable:

- not later than one year

- later than one year but not later than five years

	2020 \$	2019 \$
	7,308	29,716
	0	7,308
	7,308	37,024

SIGNIFICANT ACCOUNTING POLICIES

Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Shire, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower of the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leases (Continued)

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

20. INVESTMENT IN ASSOCIATE AND JOINT ARRANGEMENTS

Share of joint operations

Communities Housing (Homeswest):

Purpose:

The Shire of Ashburton in conjunction with Homeswest is providing rental accommodation for senior citizens who are eligible by virtue

Address

46 Second Avenue, Onslow, Pilbara 6710 - Carinya Units 1-5

Number and Type of dwellings: 5

Freehold

Certificate of Title Volume 3042 Folio 6

Drawing No. 190235

Legal Agreements:

Joint Venture Agreement dated 2nd August 1994 for fifty years from that date with an extension to be given upon request in writing for

Equity:

Department of Housing capital contribution

Shire of Ashburton capital contribution

Total
\$
481,945
126,754

Department of Housing percentage interest 79.18%

Shire of Ashburton percentage interest 20.82%

2020	2019
\$	\$
460,930	207,933
0	(40,391)
460,930	167,542

Non-current assets

Land and buildings

Less: accumulated depreciation

SIGNIFICANT ACCOUNTING POLICIES

Interests in joint arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint arrangements providing joint ventures with an interest to net assets are classified as a joint venture and accounted for using the equity method. The equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss.

Interests in joint arrangements (Continued)

Joint operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements.

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

21. RELATED PARTY TRANSACTIONS

Elected Members Remuneration

The following fees, expenses and allowances were paid to council members and/or the President.

	2020 Actual	2020 Budget	2019 Actual
	\$	\$	\$
Meeting fees	216,863	186,000	212,091
President's allowance	63,003	64,000	62,727
Deputy President's allowance	15,837	16,000	15,682
Travelling expenses	66,029	73,000	67,446
Telecommunications allowance	5,001	5,000	4,440
	<u>366,733</u>	<u>344,000</u>	<u>362,386</u>

Key Management Personnel (KMP) Compensation Disclosure

The total of remuneration paid to KMP of the Shire during the year are as follows:

	2020 Actual	2019 Actual
	\$	\$
Short-term employee benefits	1,273,422	1,017,846
Post-employment benefits	183,307	142,504
Other long-term benefits	23,480	38,294
Termination benefits	350,879	300,212
	<u>1,831,088</u>	<u>1,498,856</u>

Short-term employee benefits

These amounts include all salary, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found above.

Post-employment benefits

These amounts are the current-year's estimated cost of providing for the Shire's superannuation contributions made during the year.

Other long-term benefits

These amounts represent long service benefits accruing during the year.

Termination benefits

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

21. RELATED PARTY TRANSACTIONS (Continued)

Transactions with related parties

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

The following transactions occurred with related parties:	2020 Actual	2019 Actual
	\$	\$
Purchase of goods and services	69,238	69,283
Amounts outstanding from related parties:		
Trade and other receivables	0	1,081
Amounts payable to related parties:		
Trade and other payables	41,548	7,281

Related Parties

The Shire's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.

ii. Other Related Parties

The associate person of KMP was employed by the Shire under normal employment terms and conditions.

iii. Entities subject to significant influence by the Shire

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

22. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

The Shire's objective is to maintain a safe landing airstrip and functional airport amenities conducive to the promotion of the district as a tourist and business destination.

Ongoing costs are met by landing fees charged. Annual surpluses as determined by Council, are transferred to a cash reserve to finance future upgrades and modifications to the facility.

(a) Operating Statement

	2020	2020 Budget	2019
	\$	\$	\$
Operating Income			
Landing Fees	412,375	405,000	582,347
Grant and Contribution Income	0	565,000	0
Passenger Tax	890,311	1,149,200	1,786,320
Parking Income	1,880	2,500	3,508
Property Rental	105,924	131,022	108,084
Security Screening Charges	406,209	552,500	894,736
Sundry Income	7,282	10,306	15,643
	<u>1,823,981</u>	<u>2,815,528</u>	<u>3,390,638</u>
Operating Expenditure			
Employee Expenses	(246,674)	(276,721)	(363,666)
Operational Expenses	(1,166,965)	(1,766,354)	(1,284,627)
Grounds & Strip Maintenance	(162,146)	(393,559)	(169,715)
Marketing	(2,407)	(5,000)	(890)
Other Sundry Expenses	(11,008)	(13,277)	(11,419)
Administration Expenses	(62,625)	(81,495)	(118,141)
Administration Overheads	(186,774)	(180,664)	(146,680)
Depreciation	(957,710)	(967,428)	(933,380)
	<u>(2,796,309)</u>	<u>(3,684,498)</u>	<u>(3,028,518)</u>
Operating Result	<u>(972,328)</u>	<u>(868,970)</u>	<u>362,120</u>

(b) Non-Operating Income & Expenditure

Capital Revenue

Transfer From Cash Reserve	280,172	4,029,125	2,023,584
Contributions	0	0	0
Government Grants	0	0	0
	<u>280,172</u>	<u>4,029,125</u>	<u>2,023,584</u>

Capital Expenditure

Transfer to Cash Reserve	458,173	0	(3,322,803)
Infrastructure	152,255	4,336,219	(78,849)
Buildings	36,364	48,750	(1,250)
Plant	30,560	190,000	0
	<u>677,352</u>	<u>4,574,969</u>	<u>(3,402,902)</u>

Total Net Trading Undertaking

	<u>(14,804)</u>	<u>7,735,124</u>	<u>(1,017,198)</u>
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Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

23. RATING INFORMATION

(a) Rates

RATE TYPE

Differential general rate / general rate

Gross rental valuations

	Rate in \$	Number of Properties	2019/20 Actual Rateable Value \$	2019/20 Actual Rate Revenue \$	2019/20 Actual Interim Rates \$	2019/20 Actual Back Rates \$	2019/20 Actual Total Revenue \$	2019/20 Budget Rate Revenue \$	2019/20 Budget Interim Rate \$	2019/20 Budget Back Rate \$	2019/20 Budget Total Revenue \$	2018/19 Actual Total Revenue \$
Residential / Community	0.10236	2,409	43,949,376	4,498,834	0	0	4,498,834	4,498,832	0	0	4,498,832	4,438,830
Commercial / Industrial / Tourism	0.06593	117	12,593,938	830,269	0	0	830,269	830,268	0	0	830,268	750,607
Transient Workers Accommodation	0.13185	23	19,715,380	2,599,372	(51,476)	0	2,547,896	2,619,670	0	0	2,619,670	0

Unimproved valuations

Mining / Industrial	0.36957	566	75,243,739	27,807,904	290,168	0	28,098,072	28,625,164	232,503	9,551	28,625,164	26,114,197
Pastoral	0.06220	33	6,753,023	420,011	0	0	420,011	409,797	0	0	409,797	402,978
Tourism	0.16902	4	345,000	58,311	0	0	58,311	58,311	0	0	58,311	57,168
Sub-Total		3,152	158,600,456	36,214,701	238,692	0	36,453,393	37,042,042	232,503	9,551	37,042,042	31,763,780

Minimum payment

Gross rental valuations

Residential / Community (General)	1,010	187	916,647	188,870	0	0	188,870	189,880	0	0	189,880	145,360
Residential / Community (Lesser)	727.50	17	18,455	12,367	0	0	12,367	12,368	0	0	12,368	11,730
Commercial / Industrial / Tourism	1,262.50	66	571,484	83,325	0	0	83,325	83,325	0	0	83,325	73,600
Transient Workers Accommodation	1,262.50	1	20	1,262	0	0	1,262	0	0	0	0	0

Unimproved valuations

Mining / Industrial	1,262.50	459	638,193	579,488	0	0	579,488	593,375	0	0	593,375	495,650
Pastoral	1,262.50	8	61,348	10,100	0	0	10,100	10,100	0	0	10,100	8,050
Non Rateable	0.00	276	0	0	0	0	0	0	0	0	0	0
Sub-Total		1,014	2,206,147	875,412	0	0	875,412	889,048	0	0	889,048	734,390

Discounts (Note 23(c))

Total amount raised from general rate

Concessions (Note 23(c))

Ex-gratia rates

Rates Written Off

Totals

	4,166	160,806,603	37,090,113	238,692	0	37,328,805	37,931,090	232,503	9,551	37,931,090	32,498,170
						(288,941)				0	(133,213)
						37,039,864				37,931,090	32,364,957
						0				(18,550)	0
						14,639				0	10,350
						(519)				0	(464)
Totals						37,053,984				37,912,540	32,374,843

SIGNIFICANT ACCOUNTING POLICIES

Rates

Control over assets acquired from rates is obtained at the commencement of the rating period.

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is

23. RATING INFORMATION (Continued)

(b) Service Charges

Service Charges	Amount of Charge	2019/20 Actual Revenue Raised	2019/20 Actual Charges Applied to Costs	2019/20 Actual Charges Set Aside to Reserve	2019/20 Actual Reserve Applied to Costs	2019/20 Budget Revenue	2019/20 Budget Charges Applied to Costs	2019/20 Budget Charges Set Aside to Reserve	2019/20 Budget Reserve Applied to Costs	2018/19 Total Actual Revenue
Residential - Full Overhead	433.00	46,555	46,555	0	0	57,922	57,922	0	0	45,446
Residential - Full Overhead Pensioner	217.00	1,302	1,302	0	0	0	0	0	0	0
Residential - Consumer Mains Underground	210.00	8,051	8,051	0	0	7,590	7,590	0	0	8,009
Residential - Transformer / Vacant Connection	118.00	1,901	1,901	0	0	2,997	2,997	0	0	1,901
Residential - Base Rate	83.00	2,839	2,839	0	0	20,992	20,992	0	0	2,295
Commercial Mixed Use - Full Overhead	1,484.24	7,421	7,421	0	0	0	0	0	0	11,132
Commercial - Consumer Mains Underground Pensioner	742.12	3,711	3,711	0	0	0	0	0	0	0
Commercial Mixed Use - Consumer Mains Underground	1,260.94	5,986	5,986	0	0	0	0	0	0	7,262
Commercial Mixed Use - Transformer Vacant	118.16	1,536	1,536	0	0	12,717	12,717	0	0	1,536
Commercial Mixed Use - Base Rate	210.16	0	0	0	0	5,457	5,457	0	0	0
Industrial - Full Overhead	2,929.12	69,495	69,495	0	0	0	0	0	0	66,881
Industrial - Consumer Mains Underground	2,797.82	10,823	10,823	0	0	0	0	0	0	10,823
Industrial - Transformer / Vacant Connection	2,613.87	10,456	10,456	0	0	0	0	0	0	10,455
Industrial - Base Rate	2,508.79	10,035	10,035	0	0	72,625	72,625	0	0	7,526
		180,111	180,111	0	0	180,300	180,300	0	0	173,268

Nature of the Service Charge	Objects of the Charge	Reasons for the Charge	Area/Properties Charge Imposed
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The Shire of Ashburton introduced a service charge for the 2018/19 financial year in relation to the Pilbara Underground Power Project.

The Project is for the town of Onslow to dramatically reduce the likelihood of power outages to essential services immediately following adverse weather events. The project is a partnership between the State Government's Royalties for Regions initiative and Local Government. 'Due to the support of the Royalties for Regions program the project only requires a local 25% contribution to the overall cost of the project. Landowners contribution will be 10% or approximately \$1,000,000. This is funded by a low interest loan budgeted for in the 2019/20 financial year. 'Landowners will then pay their portion over four years via this service charge'.

The funding model for landowners has been developed based on the type of existing connection to it. A property with 'full overhead power including the connection to the meter box will be charged slightly ' more than a property that already has underground power from the street 'to the house'.

There is no intention to set aside funds to a Reserve account as the full amount will be applied in the 2019/20 financial year. Should the service 'charge funds not be applied in the 2019/20 financial year unspent amounts will be set aside in a Reserve account specifically for the purpose'.

The service charge will be levied in addition to the annual rates charges and an instalment option will apply as per rates instalment dates.

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

23. RATING INFORMATION (Continued)

(c) Discounts, Incentives, Concessions, & Write-offs

Rates Discounts

Rate or Fee Discount Granted	Discount %	Discount \$	2020 Actual \$	2020 Budget \$	2019 Actual \$
GRV Residential / Community	30.00%	288,941	288,941	0	133,213
			288,941	0	133,213

Circumstances in which Discount is Granted

If the following criteria are met, a concession of 30% to be granted to the following property holders:

1. Properties located in the town-site boundaries of Onslow, Paraburdoo and Tom Price in the 'GRV Residential Community' rating category; and
2. Property holders with ownership of no more than three residential community properties; and
3. Not already on, or pay less than, the minimum rate for GRV Residential Community of \$1010.

Waivers or Concessions

Rate or Fee and Charge to which the Waiver or Concession is Granted

Type	Discount %	Discount \$	2020 Actual \$	2020 Budget \$	2019 Actual \$
Dog and Cat registration fees (Statutory)	50.00%		623	600	525
Refuse Collection Charge	50.00%		14,114	16,500	15,515
Swimming Pools	40.00%		393	1,450	1,359
			15,130	18,550	17,399
Total discounts/concessions (Note 23(a))			304,071	18,550	150,612

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

23. RATING INFORMATION (Continued)

(d) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge \$	Instalment Plan Interest Rate %	Unpaid Rates Interest Rate %
Option One				
Single full payment	30/08/2019	0.00	0.00%	11.00%
Option Two				
First instalment	30/08/2019	0.00	0.00%	11.00%
Second instalment	6/01/2020	15.00	5.50%	11.00%
Option Three				
First instalment	30/08/2019	0.00	0.00%	0.00%
Second instalment	1/11/2019	15.00	5.50%	11.00%
Third instalment	6/01/2020	15.00	5.50%	11.00%
Fourth instalment	9/03/2020	15.00	5.50%	11.00%

	2020 Actual \$	2020 Budget \$	2019 Actual \$
Charges on instalment plan	8,386	10,404	9,033
Interest on instalment plan	15,059	28,091	14,495
Interest on unpaid rates	146,913	83,232	94,824
Interest on ESL	3,822	0	2,657
Interest on Sundry Debtors	12,734	0	7,879
	186,914	121,727	128,888

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

24. RATE SETTING STATEMENT INFORMATION

Note	2019/20 (30 June 2020 Carried Forward)	2019/20 Budget (30 June 2020 Carried Forward)	2019/20 (1 July 2019 Brought Forward)	2018/19 (30 June 2019 Carried Forward)
	\$	\$	\$	\$
(a) Non-cash amounts excluded from operating activities				
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> .				
Adjustments to operating activities				
Less: Profit on asset disposals	10(a)	(58,823)	(9,889)	(35,262)
Less: Movement in liabilities associated with restricted cash		0	14,742	0
Movement in employee benefit provisions (non-current)		(30,045)	0	(28,082)
Movement in other provisions (non-current)		0	85,136	85,136
Movement of inventory (non-current)		(748,277)	0	(19,730)
Reclassification of Deposits and Bonds		0	127,837	127,837
Add: Loss on disposal of assets	10(a)	504,371	83,471	372,104
Add: Depreciation on non-current assets	10(b)	11,760,791	11,603,060	11,903,173
Non cash amounts excluded from operating activities		11,428,017	11,691,384	12,405,176
(b) Surplus/(deficit) after imposition of general rates				
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.				
Adjustments to net current assets				
Less: Reserves - cash backed	4	(55,970,608)	(28,561,978)	(48,394,463)
Less: Current assets not expected to be received at end of year				
- Land held for resale	6	0	(929,929)	0
Add: Current liabilities not expected to be cleared at end of year				
- Current portion of borrowings	14(a)	779,810	0	766,294
- Current portion of contract liability held in reserve		4,083,109	0	0
- Employee benefit provisions		1,536,357	0	1,536,357
Total adjustments to net current assets		(49,571,332)	(29,491,907)	(46,091,812)
Net current assets used in the Rate Setting Statement				
Total current assets		74,998,197	28,926,368	65,737,798
Less: Total current liabilities		(17,286,651)	2,065,539	(10,886,407)
Less: Total adjustments to net current assets		(49,571,332)	(29,491,907)	(46,091,812)
Net current assets used in the Rate Setting Statement		8,140,214	1,500,000	8,759,579
(c) Adjustments to current assets and liabilities at 1 July 2019 on application of new accounting standards				
Total current assets at 30 June 2019				65,737,798
- Contract assets				0
Total current assets at 1 July 2019				65,737,798
Total current liabilities at 30 June 2019				(10,886,407)
Total current liabilities at 1 July 2019				(10,886,407)

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

25. FINANCIAL RISK MANAGEMENT

This note explains the Shire's exposure to financial risks and how these risks could affect the Shire's future financial performance.

Risk	Exposure arising from	Measurement	Management
Market risk - interest rate	Long term borrowings at variable	Sensitivity analysis	Utilise fixed interest rate borrowings
Credit risk	Cash and cash equivalents, trade receivables, financial assets and	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
Liquidity risk	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

The Shire does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council. The finance area identifies, evaluates and manages financial risks in close co-operation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

(a) Interest rate risk

Cash and cash equivalents

The Shire's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the Shire to cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the Shire to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at 30 June and the weighted average interest rate across all cash and cash equivalents and term deposits held disclosed as financial assets at amortised cost are reflected in the table below.

	Weighted Average Interest Rate	Carrying Amounts	Fixed Interest Rate	Variable Interest Rate	Non Interest Bearing
	%	\$	\$	\$	\$
2020					
Cash and cash equivalents	1.33%	74,048,937	47,859,290	23,922,613	2,267,034
2019					
Cash and cash equivalents	2.84%	60,252,679	0	57,917,757	2,334,922

Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2020	2019
	\$	\$
Impact of a 1% movement in interest rates on profit and loss and equity*	698,824	602,527

* Holding all other variables constant

Borrowings

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The Shire does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 14(b).

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

25. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

Trade and Other Receivables

The Shire's major receivables comprise rates annual charges and user fees and charges. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies.

Credit risk on rates and annual charges is minimised by the ability of the Shire to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. The Shire is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

The expected loss rates are based on the payment profiles of rates and fees and charges over a period of 36 months before 1 July 2019 or 1 July 2020 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of ratepayers and residents to settle the receivables. Housing prices and unemployment rates have been identified as the most relevant factor in repayment rates, and accordingly adjustments are made to the expected credit loss rate based on these factors. There are no material receivables that have been subject to a re-negotiation of repayment terms.

The loss allowance as at 30 June 2019 and 1 July 2018 (on adoption of AASB 9) was determined as follows for rates receivable. No expected credit loss was forecast on 1 July 2018 or 30 June 2019 for rates receivable as penalty interest applies to unpaid rates and properties associated with unpaid rates may be disposed of to recover unpaid rates.

	Current	More than 1 year past due	More than 2 years past due	More than 3 years past due	Total
30 June 2020					
Rates receivable					
Expected credit loss	5.0%	30.0%	75.0%	75.0%	25.8%
Gross carrying amount	773,277	297,602	128,728	173,044	1,372,651
Loss allowance	38,700	89,300	96,500	129,800	354,300
30 June 2019					
Rates receivable					
Expected credit loss	4.84%	4.84%	4.84%	4.84%	4.84%
Gross carrying amount	2,828,934	154,201	142,730	61,739	3,187,603
Loss allowance	136,920	7,463	6,908	2,988	154,279

The loss allowance as at 30 June 2020 and 30 June 2019 was determined as follows for trade receivables.

The increase in anticipated loss for trade receivables over 30 days is due to specific debtors entering administration.

	Current	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total
30 June 2020					
Trade and other receivables					
Expected credit loss	2.5%	72.5%	40.0%	40.3%	17.0%
Gross carrying amount	1,774,811	395,390	16,628	143,824	2,330,653
Loss allowance	44,400	286,700	6,700	57,900	395,700
30 June 2019					
Trade and other receivables					
Expected credit loss	2.50%	2.50%	2.50%	2.50%	2.50%
Gross carrying amount	593,418	259,136	77,268	263,116	1,192,938
Loss allowance	14,835	6,478	1,932	6,578	29,823

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

25. FINANCIAL RISK MANAGEMENT (Continued)

(c) Liquidity risk

Payables and borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Shire manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required and disclosed in Note 12(d).

The contractual undiscounted cash flows of the Shire's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
	\$	\$	\$	\$	\$
2020					
Payables	10,720,658	0	0	10,720,658	10,720,658
Borrowings	779,807	1,835,261	432,036	3,047,104	3,047,104
Contract liabilities	4,083,109	0	0	4,083,109	4,083,109
	<u>15,583,574</u>	<u>1,835,261</u>	<u>432,036</u>	<u>17,850,871</u>	<u>17,850,871</u>
2019					
Payables	8,583,756	0	0	8,583,756	8,583,756
Borrowings	766,294	2,174,526	872,578	3,813,398	3,813,398
	<u>9,350,050</u>	<u>2,174,526</u>	<u>872,578</u>	<u>12,397,154</u>	<u>12,397,154</u>

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

26. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

There has been no material events after the reporting period which would affect the financial report of the Shire of Ashburton for the year ended 30 June 2020 or which would require additional disclosures.

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

27. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS

During the current year, the Shire adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

(a) AASB 15: Revenue from Contracts with Customers

The Shire adopted AASB 15 Revenue from Contracts with Customers (issued December 2014) on 1 July 2019 resulting in changes in accounting policies. In accordance with the transition provisions AASB 15, the Shire adopted the new rules retrospectively with the cumulative effect of initially applying these rules recognised on 1 July 2019. In summary the following adjustments were made to the amounts recognised in the balance sheet at the date of initial application (1 July 2019).

Note	AASB 118 carrying amount 30 June 2019 \$	Reclassification \$	AASB 15 carrying amount 01 July 2019 \$
Contract liabilities - current			
Contract liabilities from contracts with customers	0	(419,578)	(419,578)
Adjustment to retained surplus from adoption of AASB 15	27(e) 0	(419,578)	(419,578)

(b) AASB 1058: Income For Not-For-Profit Entities

The Shire adopted AASB 1058 Income for Not-for-Profit Entities (issued December 2016) on 1 July 2019 which will result in changes in accounting policies. In accordance with the transition provisions AASB 1058, the Shire adopted the new rules retrospectively with the cumulative effect of initially applying AASB 1058 recognised at 1 July 2019. Comparative information for prior reporting periods was not restated in accordance with AASB 1058 transition requirements.

In applying AASB 1058 retrospectively with the cumulative effect of initially applying the Standard on 1 July 2019 changes occurred to the following financial statement line items by application of AASB 1058 as compared to AASB 118: Revenue and AASB 1004: Contributions before the change:

Note	AASB 118 and AASB 1004 carrying amount 30 June 2019 \$	Reclassification \$	AASB 1058 carrying amount 01 July 2019 \$
Trade and other payables			
Contract liabilities from conditions of grants not yet met	0	(539,321)	(539,321)
Adjustment to retained surplus from adoption of AASB 1058	27(e) 0	(539,321)	(539,321)

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Therefore the rates received in advance gave rise to a financial liability that is within the scope of AASB 9. On 1 July 2019 the prepaid rates were recognised as a financial asset and a related amount recognised as a financial liability and no income recognised by the Shire. When the taxable event occurred, the financial liability was extinguished and the Shire recognised income for the prepaid rates that have not been refunded. Assets that were acquired for consideration, that were significantly less than fair value principally to enable the Shire to further its objectives, may have been measured on initial recognition under other Australian Accounting Standards at a cost that was significantly less than fair value. Such assets are not required to be remeasured at fair value.

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

27. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS (Continued)

The table below provides details of the amount by which each financial statement line item is affected in the current reporting period by the application of this Standard as compared to AASB 118 and 1004 and related Interpretations that were in effect before the change.

	Note	2020 \$ As reported under AASB 15 and AASB 1058	Adjustment due to application of AASB 15 and AASB 1058	2020 \$ Compared to AASB 118 and AASB 1004
Statement of Comprehensive Income				
Revenue				
Rates	23(a)	37,053,984	3,280,975	40,334,959
Operating grants, subsidies and contributions	2(a)	8,119,726	347,759	8,467,485
Fees and charges	2(a)	6,289,186	0	6,289,186
Non-operating grants, subsidies and contributions	2(a)	4,564,552	3,735,350	8,299,902
Net result		10,870,427	7,364,084	18,234,511
Statement of Financial Position				
Trade and other payables	12	10,720,658	(3,280,975)	7,439,683
Contract liabilities	13	4,083,109	(4,083,109)	0
Net assets		570,703,671	7,364,084	578,067,755
Statement of Changes in Equity				
Net result		10,870,427	7,364,084	18,234,511
Retained surplus		224,053,769	7,364,084	231,417,853

Refer to Note 2(a) for new revenue recognition accounting policies as a result of the application of AASB 15 and AASB 1058.

(c) AASB 16: Leases

The Shire adopted AASB 16 retrospectively from 1 July 2019 which resulted in changes in accounting policies. In accordance with the transition provisions of AASB 16, the Shire has applied this Standard to its leases retrospectively, with the cumulative effect of initially applying AASB 16 recognised on 1 July 2019. In applying AASB 16, under the specific transition provisions chosen, the Shire will not restate comparatives for prior reporting periods.

In applying AASB 16 for the first time, the Shire will use the following practical expedient permitted by the standard.

- The exclusion of initial direct costs from the measurement of the right-of-use asset at the date of initial application.

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FOR THE YEAR ENDED 30 JUNE 2020

27. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS (Continued)

(d) Change in Accounting Policies due to regulation changes

Effective 6 November 2020, *Local Government (Financial Management) Regulation 16* was deleted and *Local Government (Financial Management) Regulation 17A* was amended with retrospective application. The changes were effective for financial years ending on or after 30 June 2020 so are required to be applied retrospectively with cumulative effect applied initially on 1 July 2019.

In accordance with the changes, the Shire was required to remove the values attributable to certain crown land assets previously required to be recognised, as well as the associated revaluation surplus at 1 July 2019. These assets have been measured as concessionary lease right-of-use assets at zero cost in accordance with AASB 16. For further details relating to these changes, refer to Note 11.

In summary the following adjustments were made to the amounts recognised in the statement of financial position at the date of initial application (1 July 2019):

	Note	Carrying amount 30 June 2019 \$	Reclassification \$	Carrying amount 01 July 2019 \$
Property, plant and equipment	8	113,550,980	(760,000)	112,790,980
Revaluation surplus	11	301,878,276	(760,000)	301,118,276

Also, following changes to *Local Government (Financial Management) Regulation 17A*, plant and equipment type assets (being plant and equipment and furniture and equipment) are to be measured under the cost model, rather than at fair value. This change is effective from 1 July 2019 and represents a change in accounting policy. Revaluations carried out previously or during the year were not reversed as it was deemed fair value approximates cost at the date of the change.

(e) Impact of New Accounting Standards on Retained Surplus

The impact on the Shire's retained surplus due to the adoption of AASB 15, AASB 1058 and AASB 16 as at 1 July 2019 was as follows:

	Note	Adjustments	2019 \$
Retained surplus - 30 June 2019			221,718,386
Adjustment to retained surplus from adoption of AASB 15	27(a)	(419,578)	
Adjustment to retained surplus from adoption of AASB 1058 & AASB 16	27(b)	(539,321)	(958,899)
Retained surplus - 1 July 2019		(958,899)	220,759,487

The impact on the City's opening revaluation surplus resulting from *Local Government (Financial Management) Regulation 16* being deleted and the amendments to *Local Government (Financial Management) Regulation 17A* as at 1 July 2019 was as follows:

	Note	Adjustments	2019 \$
Revaluation surplus - 30 June 2019			301,878,276
Adjustment to revaluation surplus from deletion of FM Reg 16	27(d)	(760,000)	
Adjustment to revaluation surplus from deletion of FM Reg 17	27(d)	0	(760,000)
Revaluation surplus - 1 July 2019		(760,000)	301,118,276

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

28. TRUST FUNDS

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

	1 July 2019	Amounts Received	Amounts Paid	30 June 2020
	\$	\$	\$	\$
Public Open Space	236,655	0	0	236,655
	236,655	0	0	236,655

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FOR THE YEAR ENDED 30 JUNE 2020

29. OTHER SIGNIFICANT ACCOUNTING POLICIES

a) Goods and services tax (GST)

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.

b) Current and non-current classification

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

g) Fair value of assets and liabilities

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

i) Impairment of assets

In accordance with Australian Accounting Standards the Shire's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets that are measured under the revaluation model, such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regulatory to ensure the carrying value does not differ materially from that which would be determined using fair value at the ends of the reporting period.

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

30. ACTIVITIES/PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME AND OBJECTIVES	ACTIVITIES
GOVERNANCE	
GENERAL PURPOSE FUNDING To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY To provide services to help ensure a safer community.	Supervision of various by-laws, fire prevention, emergency services and animal control.
HEALTH To assess and manage risks to public health and create and maintain environments that promote good public health.	Food safety, traders permits, septic approvals, analysis of drinking water, public pool safety, monitoring and control of mosquitoes, noise - dust or odour complaints, public building inspections, Environmental Health support to Aboriginal communities, provision of public information on issues such as asbestos, mosquitoes, food hygiene.
EDUCATION AND WELFARE To meet the needs of the community in these areas.	Maintenance of pre-school facilities & donations to schools. Assistance to welfare groups and Youth Services.
HOUSING To manage housing.	Maintenance of staff and rental housing.
COMMUNITY AMENITIES To provide services required but the community.	Rubbish collections, refuse site operations, litter control, administration of the town planning scheme, cemetery operations, public toilet facilities and protection of the environment.
RECREATION AND CULTURE To establish and manage efficiently infrastructure and resources which help the social well being of the community.	Maintenance of Halls, Swimming pools, sporting facilities, parks and associated facilities, provision of library services in Tom Price, Onslow, Pannawonica & Paraburdo.
TRANSPORT To provide effective and efficient transport services to the community.	Construction and maintenance of streets, roads, bridges, footpaths; street lighting, traffic management and airport. Purchase and disposal of Council's Road Plant.
ECONOMIC SERVICES To help promote the Shire and improve it's economic well-being.	Building control, management of tourist bureau, tourism and area promotion and standpipes.
OTHER PROPERTY AND SERVICES To provide support services for works and plant operations.	Private works operations, plant repairs and operation costs, stock and materials, salaries and wages of Council employees.

Notes to and Forming Part of the Financial Report

FOR THE YEAR ENDED 30 JUNE 2020

31. FINANCIAL RATIOS

	2020 Actual	2019 Actual	2018 Actual
Current ratio	1.50	1.76	3.48
Asset consumption ratio	0.82	0.83	0.72
Asset renewal funding ratio	2.13	2.13	1.69
Asset sustainability ratio	1.43	0.61	0.43
Debt service cover ratio	20.20	10.89	18.62
Operating surplus ratio	0.14	(0.04)	0.07
Own source revenue coverage ratio	0.96	0.80	0.92

The above ratios are calculated as follows:

Current ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Asset consumption ratio	$\frac{\text{depreciated replacement costs of depreciable assets}}{\text{current replacement cost of depreciable assets}}$
Asset renewal funding ratio	$\frac{\text{NPV of planned capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$
Asset sustainability ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation}}$
Debt service cover ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Operating surplus ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
Own source revenue coverage ratio	$\frac{\text{own source operating revenue}}{\text{operating expense}}$

Independent Auditor's Report



Auditor General

INDEPENDENT AUDITOR'S REPORT

To the Councillors of the Shire of Ashburton

Report on the Audit of the Financial Report

Opinion

I have audited the annual financial report of the Shire of Ashburton which comprises the Statement of Financial Position as at 30 June 2020, and the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended, as well as notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Chief Executive Officer.

In my opinion the annual financial report of the Shire of Ashburton:

- (i) is based on proper accounts and records; and
- (ii) fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2020 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the Shire in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the annual financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of Matter – Basis of Accounting

I draw attention to Notes 1 and 10 to the annual financial report, which describe the basis of accounting. The annual financial report has been prepared for the purpose of fulfilling the Shire's financial reporting responsibilities under the Act, including the Local Government (Financial Management) Regulations 1996 (Regulations). My opinion is not modified in respect of these matters:

- (i) Regulation 17A requires a local government to measure vested improvements at fair value and the associated vested land at zero cost. This is a departure from AASB 16 *Leases* which would have required the entity to measure the vested improvements also at zero cost.
- (ii) In respect of the comparatives for the previous year ended 30 June 2019, Regulation 16 did not allow a local government to recognise some categories of land, including land under roads, as assets in the annual financial report.

Responsibilities of the Chief Executive Officer and Council for the Financial Report

The Chief Executive Officer (CEO) of the Shire is responsible for the preparation and fair presentation of the annual financial report in accordance with the requirements of the Act, the Regulations and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards. The CEO is also responsible for such internal control as the CEO determines is necessary to enable the preparation of the annual financial report that is free from material misstatement, whether due to fraud or error.

Independent Auditor's Report

In preparing the annual financial report, the CEO is responsible for assessing the Shire's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

Auditor's Responsibility for the Audit of the Financial Report

The objectives of my audit are to obtain reasonable assurance about whether the annual financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the annual financial report.

A further description of my responsibilities for the audit of the annual financial report is located on the Auditing and Assurance Standards Board website at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf. This includes the identification and assessment of the risk of material misstatement due to fraud arising from management override of controls. This description forms part of my auditor's report.

Report on Other Legal and Regulatory Requirements

In accordance with the Local Government (Audit) Regulations 1996 I report that:

- (i) All required information and explanations were obtained by me.
- (ii) All audit procedures were satisfactorily completed.
- (iii) In my opinion, the Asset Consumption Ratio and the Asset Renewal Funding Ratio included in the annual financial report were supported by verifiable information and reasonable assumptions.

Other Matter

The financial ratios for 2018 in Note 31 of the annual financial report were audited by another auditor when performing their audit of the Shire for the year ending 30 June 2018. The auditor expressed an unmodified opinion on the annual financial report for that year.

Matters Relating to the Electronic Publication of the Audited Financial Report

This auditor's report relates to the annual financial report of the Shire of Ashburton for the year ended 30 June 2020 included on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the annual financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this annual financial report. If users of the annual financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited annual financial report to confirm the information contained in this website version of the annual financial report.

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and Cultural Industries



*Local Government
Act 1995 Review*
agile • smart • inclusive



LOCAL GOVERNMENT ACT REVIEW ►► DELIVERING FOR THE COMMUNITY

Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination

***Local Government (Administration) Amendment
Regulations 2021***

February 2021

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Preface

The *Local Government Legislation Amendment Act 2019* includes a requirement for model standards covering the recruitment and selection, performance review and termination of employment of local government Chief Executive Officers (CEOs). These reforms are intended to ensure best practice and greater consistency in these processes between local governments.

The accompanying guidelines outline the recommended practice for local governments in undertaking these processes. These guidelines will assist local governments in meeting the model standards prescribed in the *Local Government (Administration) Amendment Regulations 2021*.

The standards and guidelines have been developed by the Department of Local Government, Sport and Cultural Industries (Department), in consultation with representatives from the Public Sector Commission, the Ombudsman, the Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LGPro). The Department gratefully acknowledges the participation and contribution of these representatives.

The Department notes that the content of these guidelines does not necessarily reflect the views or policies of the organisations or individuals that have been consulted.

Part 1 – Recruitment and Selection

One of the fundamental roles of the council is the employment of the local government's CEO. The CEO is responsible for implementing the council's strategic vision and leading the local government administration.

Principles

A local government must select a CEO in accordance with the principles of merit, equity and transparency. A local government must not exercise nepotism, bias or patronage in exercising its powers. Additionally, a local government must not unlawfully discriminate against applicants. Section 5.40 of the *Local Government Act 1995 (Act)* lists a number of general principles of employment that apply to local governments.

Recruitment and Selection Standard

The minimum standard for recruitment and selection will be met if:

- S1.1** The council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context.
- S1.2** The council has approved, by absolute majority, the Job Description Form (JDF) which clearly outlines the qualifications, selection criteria and responsibilities of the position. The JDF is made available to all applicants.
- S1.3** The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member, human resources consultant, or staff member of the local government.
- S1.4** The local government attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year). The local government must advertise a vacancy for the position of CEO in the manner prescribed.
- S1.5** The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
- S1.6** The local government has verified the recommended applicant's work history, qualifications, referees and claims made in their job application.
- S1.7** The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria.

Recruitment and Selection Standard cont.

- S1.8** The appointment is made impartially and free from nepotism, bias or unlawful discrimination.
- S1.9** The council has endorsed by absolute majority the final appointment.
- S1.10** The council has approved the employment contract by absolute majority.
- S1.11** The local government re-advertises the CEO position and undertakes a recruitment and selection process after each instance where a person has occupied the position for ten (10) consecutive years.

Guidelines

Recruitment and selection process

The council of the local government should act collectively throughout the recruitment and selection process. To uphold the integrity of the process, the council must resist any attempt to influence the outcome through canvassing or lobbying.

The local government should carefully consider the role of the CEO. This includes the CEO's legislated powers and functions and their role as the head of the administrative arm of the local government. In determining the selection criteria for the position of CEO, it will be important for a local government to consider the needs of the community and the specific skills and experience that will be required of the CEO in that particular local government. The competencies the council looks for in its CEO should reflect the council's strategic community plan.

Once the essential skills and experience which form the selection criteria for the position have been established, the local government must set out the selection criteria (essential and desirable) and the responsibilities of the position in a Job Description Form (JDF). If emphasis is placed on certain selection criteria, this should be highlighted in the JDF so that applicants are aware of this. For example, some level of project management experience will usually be an important criterion, but if the local government is undertaking a major development such as a new recreation centre, added emphasis may need to be given to this criterion.

The JDF must be approved by an absolute majority of the council.

Advertising

The local government should ensure that applicants are clearly informed about the application process, such as the application requirements, the closing date for applications and how applications are to be submitted. It is essential that this process is transparent and that each step in the process is documented. Associated records must be kept in a manner consistent with the *State Records Act 2000* (WA).

It is a requirement that a local government is to give Statewide public notice if the position of CEO becomes vacant. Statewide public notice must contain:

- details of the remuneration and benefits offered;
- details of the place where applications are to be submitted;
- the date and time applications close;
- the duration of the proposed contract;
- a web address where the JDF can be accessed;
- contact details for a person who can provide further information; and
- any other relevant information.

In order to attract the best possible pool of applicants for the position of CEO, it is recommended that local governments use a diverse range of advertising methods, mediums and platforms (in addition to the advertising requirement under section 5.36(4) of the Act). For example:

- advertising on the local government's website;
- posting on online jobs boards (e.g. SEEK);
- sharing the advertisement via professional networks; and
- undertaking an executive search.

A local government must publicly advertise the CEO position if the same person has remained in the job for 10 consecutive years. This requirement does not prevent the incumbent CEO from being employed for another term, provided they are selected in accordance with the standards for recruitment and selection.

Selection panel and independent person

Local governments are required to establish a selection panel to conduct and facilitate the recruitment and selection process. The selection panel should be made up of elected members (the number of which is determined by the council) and must include at least one independent person. The independent person cannot be a current elected member, human resources consultant, or staff member of the local government. Examples of who the independent person could be include:

- former elected members or staff members of the local government;
- former elected members (such as a Mayor or Shire President) or staff members of *another* local government;
- a prominent or highly regarded member of the community; or
- a person with experience in the recruitment of CEOs and senior executives.

The panel are responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant or applicants. The essence of the role of an independent panel member is to bring an impartial perspective to the process and reduce any perception of bias or nepotism.

It is essential that prior to a person's appointment to a selection panel they are informed of the duties and responsibilities of their role and that of the panel. It is recommended that local governments develop a policy or terms of reference to facilitate this process that incorporate the standards for recruitment at Division 2 of the *Local Government (Administration) Amendment Regulations (No.2) 2020*. A policy should include important information that outlines:

- The primary functions of the panel;
- Roles and responsibilities of panel members;
- Composition of the panel;
- Duration of term;
- Desirable criteria for appointment to the panel;
- A requirement that panel members sign a confidentially agreement and agree to the duties and responsibilities of their role; and
- Any other information the local government deems necessary for the panel to effectively carry out their role.

Independent human resources consultant

A local government should seek independent advice from a human resources consultant where the council lacks the capacity or expertise to facilitate the recruitment and selection process (or any aspect of it). A member of the human resources team within a local government should not be involved in the recruitment of a new CEO.

The consultant should not be associated with the local government or any of its council members. The consultant can be an independent human resources professional, recruitment consultant, or recruitment agency.

An independent human resources consultant can provide advice to the selection panel on how to conduct the recruitment process, or a local government may engage a consultant to support it in undertaking certain aspects of the recruitment process, such as one or more of the following:

- development or review of the JDF;
- development of selection criteria;
- development of assessment methods in relation to the selection criteria;
- drafting of the advertisement;
- executive search;
- preliminary assessment of the applications;
- shortlisting;
- drafting questions for interview;
- coordinating interviews;
- preparing the selection summary assessment and recommendation;

- arranging for an integrity check and/or police clearance; and
- assisting the council in preparing the employment contract.

The consultant is not to be directly involved in determining which applicant should be recommended for the position, their role is not one of decision-maker.

It is recommended that rigorous checks be conducted on any independent consultants before they are engaged to ensure they have the necessary skills and experience to effectively assist the council. Local government recruitment experience may be beneficial but is not a requirement.

The independent human resources consultant must be able to validate their experience in senior executive recruitment and appointments. It is important to note that if the local government uses a consultant or agency to assist in finding applicants, they will require an employment agent licence under the *Employment Agents Act 1976* (WA).

A good independent human resources consultant will bring expertise, an objective perspective and additional human resources to what is a complex and time-consuming process. Given the time and effort involved in finding a competent CEO, and the cost of recruiting an unsuitable CEO, there can be a good business case for spending money on a human resources consultant.

If a decision is made to engage an independent human resources consultant, it is imperative that the council maintains a high level of involvement in the process and enters into a formal agreement (contract) with them. In order to manage the contract efficiently, and ensure an effective outcome, regular contact with the consultant is required during the recruitment process. As with any contractor engagement, the local government must ensure their procurement and tender processes comply with the Act and the procurement policy of the local government.

Council's responsibilities

A human resources consultant cannot undertake the tasks for which the council is solely responsible. An independent consultant cannot and should not be asked to:

- Conduct interviews: This should be done by the selection panel. However, council may decide to interview applicants recommended by the selection panel. A consultant can provide support with interviews, providing advice on the recruitment and selection process and writing up recommendations. The consultant may also arrange referee reports and checks of applicants.
- Make the decision about who to appoint to the position of CEO: Only the council can make this decision, drawing upon advice from the selection panel.
- Negotiate the terms and conditions of employment: Noting that the consultant should be able to provide advice on remuneration constraints and other terms and conditions.

Creating Diversity

In order to ensure all applicants are given an equal opportunity for success, selection methods need to be consistent and objective. In a structured interview, each applicant should have the opportunity to answer the same primary questions with follow-up questions used to illicit further detail or clarification. Behavioural-based interview

questions are objective and gauge the applicants' suitability, reducing biases in assessment (see examples below).

Basing a selection decision on the results of a number of selection methods can help to reduce procedural shortcomings and ensure the best applicant is chosen. Psychometric, ability and aptitude testing are considered to be valid, reliable and objective. While applicants with extensive experience and reputable education may appear to be more qualified, an objective assessment of each person's ability and personal traits can help to provide a clearer picture of the applicant.

Where possible, it is recommended that local governments ensure diversity on the selection panel. This may be achieved by ensuring gender, ethnicity, age and experiential diversity is represented on the panel. Diversity is also a consideration when selecting an independent person for the selection panel, particularly where there is a lack of diversity on the council. A diverse selection panel will assist in making quality decisions regarding suitable applicants.

Individuals are often unaware of biases they may have. For this reason, it is helpful for the selection panel to undertake training about unconscious biases. Awareness of unconscious biases assists individuals in preventing those biases from interfering in their decision making. For example, if there are considerable discrepancies in the assessment scores between two panel members, discussion will be required to ensure bias has not influenced these scores. Allowing team members to acknowledge and recognise prejudices is essential to managing those biases. The following biases should be addressed:

- "Similar-to-me" effect - if interviewers share the same characteristics with the applicants or view those characteristics positively, they are more likely to score them highly;
- "Halo" effect – interviewers may let one quality (such as race, gender, looks, accent, experience, etc.) positively or negatively affect the assessment of the applicant's other characteristics.

Due Diligence

It is essential that the local government ensures that the necessary due diligence is undertaken to verify an applicant's qualifications, experience and demonstrated performance. This includes:

- verifying an applicant's qualifications such as university degrees and training certificates;
- verifying the applicant's claims (in relation to the applicant's character, details of work experience, skills and performance) by contacting the applicant's referees. Referee reports should be in writing in the form of a written report, or recorded and verified by the referee;
- requesting that an applicant obtains a national police clearance as part of the application process; and
- ensuring no conflicts of interests arise by looking to outside interests such as board membership and secondary employment.

A council may wish to contact a person who is not listed as an applicant's referee,

such as a previous employer. This may be useful in obtaining further information regarding an applicant's character and work experience, and verifying related claims. The applicant should be advised of this and be able to provide written comments to the council.

A search of social media and whether an applicant has an online presence may also assist in identifying potential issues. For example, an applicant may have expressed views which are in conflict with the local government's values. This should be made clear in the application information. To ensure the integrity of the recruitment process, a council must act collectively when performing due diligence.

Selection

Once the application period closes, the selection panel, or consultant on behalf of the selection panel, must assess applications and identify a shortlist of applicants to be interviewed.

In shortlisting applicants for the interview phase, the selection panel should consider the transferable skills of applicants and how these would be of value in the role of CEO. The selection panel should not overlook applicants who do not have experience working in the local government sector.

It is important that the assessment process is consistent for all applicants. For example, each applicant is asked the same interview questions which are related to the selection criteria and each are provided with the same information and undertake the same assessments.

Elected members should declare any previous association with an applicant or any potential conflict of interest at the time of shortlisting if they are part of the selection panel. Similarly, if the interviews involve the full council, the elected member should make an appropriate declaration before the interviews commence. If the potential conflict of interest is significant or a member's relationship with an applicant may result in claims of nepotism, patronage or bias, the council may need to consider whether to exclude the elected member from the process. The decision should be documented and recorded for future reference.

Selecting an applicant should be based on merit; that is, choosing an applicant that is best suited to the requirements of the position and the needs of the local government. This involves the consideration and assessment of applicants' skills, knowledge, qualifications and experience against the selection criteria required for the role. As part of the selection process, a council may consider it appropriate for each of the preferred candidates to do a presentation to council.

The appointment decision by the council should be based on the assessment of all measures used, including:

- assessment technique(s) used (e.g. interview performance);
- quality of application;
- referee reports;
- verification and sighting of formal qualifications and other claims provided by the applicant; and
- other vetting assessments used (e.g. police checks, integrity checks, etc.).

Employment contract

In preparing the CEO's employment contract, the council must ensure the contract includes the necessary provisions required under section 5.39 of the Act and associated regulations.

Section 5.39 of the Act provides that a CEO's employment contract must not be for a term exceeding five years. The term of a contract for an acting or temporary position cannot exceed one year.

Further, the employment contract is of no effect unless it contains:

- the expiry date of the contract;
- the performance review criteria; and
- as prescribed under regulation 18B of the Administration Regulations, the maximum amount of money (or a method of calculating such an amount) to which the CEO is to be entitled if the contract is terminated before the expiry date. The amount is not to exceed whichever is the lesser of:
 - the value of one year's remuneration under the contract; or
 - the value of the remuneration that the CEO would have been entitled to, had the contract not been terminated.

It is recommended that the council seeks independent legal advice to ensure that the contract is lawful and able to be enforced. In particular, advice should be sought if there is any doubt as to the meaning of the provisions of the contract.

Councils should be aware that CEO remuneration is determined by the Salaries and Allowances Tribunal and the remuneration package may not fall outside the band applicable to the particular local government.

The CEO's employment contract should clearly outline grounds for termination and the termination process in accordance with the standards in regulations.

The council of the local government must approve, by absolute majority, the employment contract and the person they appoint as CEO.

Appointment

A decision to make an offer of employment to a preferred applicant must be made by an absolute majority of council. If the preferred applicant accepts the offer and the proposed terms of the contract without negotiation, there is no further requirement for council to endorse the applicant and the contract. However, if there is a process of negotiation to finalise the terms and conditions of the contract, council is required to endorse the appointment and approve the CEO's employment contract by absolute majority. In both instances, the employment contract must be signed by all parties.

The council should notify both the successful individual and the remaining unsuccessful applicants as soon as possible before publicly announcing the CEO appointment.

The successful applicant should not commence duties with the local government as CEO until the employment contract has been signed.

The unsuccessful applicants (including those not interviewed) should be notified of the outcome of their application. It is recommended that the local government creates a template letter for unsuccessful applicants that can be easily personalised with the applicants' details and sent out quickly.

The council should keep a record of their assessment of the unsuccessful applicant(s) and provide the unsuccessful applicant(s) with the opportunity to receive feedback on their application, or interview performance if they were granted an interview. Should an unsuccessful applicant request feedback, it is recommended that a member of the selection panel provides this. If a recruitment consultant is used, they may undertake this task.

Confidentiality

The local government should ensure that all information produced or obtained during the recruitment and selection process is kept confidential. This includes applicants' personal details, assessment details, the selection report and outcome of the process. This ensures privacy requirements are met and maintains the integrity of the process. It is recommended that selection panel members and councillors sign a confidentiality agreement to ensure that they are aware of their obligations.

CEO induction

Local governments should ensure that they provide the CEO with all of the necessary information on the local government's processes, policies, procedures and systems at the commencement of the CEO's employment.

New CEOs are eligible to participate in the Local Government CEO Support Program which is a joint initiative of the Department and LG Pro to provide mentoring and general support to those appointed to the position of CEO in a local government for the first time. The program runs for six to nine months from the time a CEO is appointed and involves the CEO being matched with a mentor that best meets their needs.

The program provides the CEO with an opportunity (through meetings and on-going correspondence) to discuss a wide range of issues with their appointed mentor in the strictest confidence. The program is aimed at addressing the individual needs of the CEO. Examples of issues that may be covered include the following:

- Role of the CEO
- Governance
- Strategic and long-term planning
- Legislative framework
- Relationships and dealing with council members
- Risk management
- Resource management
- Managing the business of Council
- Family considerations

Part 2 – Performance Review

Principles

The standards regarding CEO performance review are based on the principles of fairness, integrity and impartiality.

Performance Review Standards

The minimum standard for performance review will be met if:

- S2.1** Performance criteria is specific, relevant, measurable, achievable and time-based.
- S2.2** The performance criteria and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and council.
- S2.3** The CEO is informed about how their performance will be assessed and managed and the results of their performance assessment.
- S2.4** The collection of evidence regarding performance outcomes is thorough and comprehensive.
- S2.5** Assessment is made free from bias and based on the CEO's achievements against documented performance criteria, and decisions and actions are impartial and transparent.
- S2.6** The council has endorsed the performance review assessment by absolute majority.

Guidelines

Section 5.38 of the Act provides that, for a CEO who is employed for a term of more than one year, the performance of a CEO is to be reviewed formally at least once in every year of their employment.

In addition to this minimum requirement, it is recommended that the council engages in regular discussions with the CEO regarding their performance against the performance criteria, including progress and ways that the CEO can be supported. Any changes to the CEO's performance agreement such as changes to the performance criteria should also be discussed, and agreed to, between the council and the CEO, as the matter arises.

Employment contract and performance agreement

Section 5.39, of the Act requires the employment contract to specify the performance criteria for the purpose of reviewing the CEO's performance. This will include ongoing permanent performance criteria. A local government may wish to have a separate additional document called a "performance agreement" which includes the

performance review criteria in the employment contract, additional criteria (e.g. the performance indicators in relation to specific projects) and how the criteria will be assessed. The performance agreement should be negotiated and agreed upon by the CEO and the council. The performance agreement may also set out the CEO's professional development goals and outline a plan to achieve these goals.

Performance Criteria

Setting the performance criteria is an important step. One of the CEO's key responsibilities is to oversee the implementation of council's strategic direction, and so it is important to align the CEO's performance criteria to the goals contained in the council's Strategic Community Plan and Corporate Business Plan. Accordingly, as these plans are updated, the CEO's performance criteria should be updated to reflect the changes.

In leading the administrative arm of a local government, the CEO is responsible for undertaking core tasks, the achievement of which will contribute to the effectiveness of the council. It is important that the outcomes associated with these tasks are measurable and clearly defined. These could be in relation to:

- service delivery targets from the council's Strategic Community Plan;
- budget compliance;
- organisational capability;
- operational and project management;
- financial performance and asset management;
- timeliness and accuracy of information and advice to councillors;
- implementation of council resolutions;
- management of organisational risks;
- leadership (including conduct and behaviour) and human resource management; and
- stakeholder management and satisfaction.

Performance criteria should focus on the priorities of the council and, if appropriate, can be assigned priority weighting in percentages. The council and CEO should set goals related to target outcomes for future achievement in the performance criteria. Goals should be specific, measurable, achievable, relevant and time-based.

Following the determination of the performance criteria and goals, the council will need to determine how to measure the outcomes of each criteria. It is important to relate performance indicators to the selection criteria used in selecting the CEO. For example, if the CEO has been selected due to their financial experience and ability to improve the local government's finances, indicators regarding improved revenue and reduced expenses are obvious starting points.

Considering the context within which the local government is operating is important. For example, if a significant financial event occurs, such as a downturn in the economy, financial performance indicators will likely need to be adjusted. It is important that such contextual factors are given appropriate weighting and that goals are flexible to allow regular adjustment. Adjustments may be initiated by either the CEO or the council. Councils need to be realistic in terms of their expectations of a CEO's performance and provide appropriate resources and support to facilitate the

achievement of performance criteria.

Performance review panel

It is recommended that the council delegates the CEO performance review to a panel (e.g. comprising certain council members and an independent observer). The panel has a duty to gather as much evidence as possible upon which to base their assessments. The role of the review panel includes developing the performance agreement in the first instance, conducting the performance review and reporting on the findings and recommendations of the review to council. It is also recommended that council develop a policy to guide the performance review process. A policy might include the composition of the panel, primary functions, the role and appointment of an independent consultant, and the responsibilities of review panel members.

Independent consultant

If a council lacks the resources and expertise to meet the expected standard of performance review, the council should engage an external facilitator to assist with the process of performance appraisal and the development of the performance agreement. The local government should ensure that the consultant has experience in performance review and, if possible, experience in local government or dealing with the performance review of senior executives. The consultant should not have any interest in, or relationship with, the council or the CEO.

With guidance from the performance review panel, a consultant can facilitate the following tasks:

- setting performance criteria;
- preparing the performance agreement;
- collecting performance evidence;
- writing the performance appraisal report;
- facilitating meetings between the performance review panel;
- assisting with the provision of feedback to the CEO;
- formulating plans to support improvement (if necessary); and
- providing an objective view regarding any performance management-related matters between the concerned parties.

Assessing performance

It is a requirement of the regulations that the process by which the CEO's performance will be reviewed is documented and agreed to by both parties. Council and the CEO must also agree on any performance criteria that is in addition to what is specified in the CEO's contract of employment. The option to include additional criteria for performance review purposes by agreement provides a degree of flexibility for both parties in response to changing circumstances and priorities.

It is essential that CEO performance is measured in an objective manner against the performance criteria alone. It is important that reviews are impartial and not skewed by personal relationships between the review panel and the CEO. Close personal relationships between the panel members and the CEO can be just as problematic as extremely poor relationships. Evidence of CEO performance may come from an array of sources, many of which the CEO themselves can and should provide to the

council as part of regular reporting. These sources include:

- achievement of key business outcomes;
- interactions with the council and progress that has been made towards implementing the council's strategic vision;
- audit and risk committee reports;
- workforce metrics (e.g. the average time to fill vacancies, retention rate, information about why people leave the organisation and staff absence rate);
- incident reports (e.g. results of occupational health and safety assessments, the number and nature of occupational health and safety incident reports, and the number and nature of staff grievances);
- organisational survey results;
- relationships (e.g. with relevant organisations, stakeholder groups, and professional networks); and
- insights from key stakeholders (this could be done by way of a survey to obtain stakeholder input).

It is important that, in addition to looking at the achievement of key performance indicators (KPIs), the council considers the following:

- How the CEO has achieved the outcomes. In particular, whether or not their methods are acceptable and sustainable.
- The extent to which current performance is contingent upon current circumstances. Has the CEO demonstrated skills and behaviours to address and manage changes in circumstances which have affected his or her performance? (for example, the impact of COVID-19.)
- What the CEO has done to ensure the wellbeing of staff and to maintain trust in the local government.

The council should consider the attention the CEO has given to ensuring equal employment opportunity, occupational health and safety, privacy, managing potential conflicts of interest, and complying with procurement process requirements.

Addressing performance issues

Once the CEO's performance has been assessed, it is essential that any areas requiring attention or improvement are identified, discussed with the CEO and a plan is agreed and put in place to address these. The plan should outline the actions to be taken, who is responsible for the actions and an agreed timeframe.

The performance review panel must decide on an appropriate course of action that will address the performance issue. This may include professional development courses, training, counselling, mediation, mentoring or developing new work routines to ensure specific areas are not neglected. The performance review panel should then arrange for regular discussion and ongoing feedback on the identified performance issues, ensuring improvements are being made.

It is important to keep in mind that a local government falling short of its goals is not always attributable to the CEO. External factors may have resulted in initial performance expectations becoming unrealistic. Failure to meet performance criteria does not necessarily mean the CEO has performed poorly and, for this reason,

performance and outcome should be considered separately. Where ongoing issues have been identified, the council will need to take a constructive approach and seek to develop the CEO's competency in that area.

While there are obligations on the council to manage the CEO in regard to their performance, when it extends into potential wrongdoing (misconduct), the council should be referring the matter to the Public Sector Commission or Corruption and Crime Commission. This provides an independent process to follow and ensures probity, natural justice and oversight of allegations.

Confidentiality

The council must ensure that accurate and comprehensive records of the performance management process are created. Any information produced must be kept confidential.

Part 3 – Termination

Principles

The standards for the termination of a local government CEO's employment (other than for reasons such as voluntary resignation or retirement) are based on the principles of fairness and transparency. Procedural fairness is a principle of common law regarding the proper and fair procedure that should apply when a decision is made that may adversely impact upon a person's rights or interests.

Termination Standards

The minimum standards for the termination of a CEO's contract will be met if:

- S3.1** Decisions are based on assessment of the CEO's performance as measured against the documented performance criteria in the CEO's contract.
- S3.2** Performance issues have been identified as part a performance review (conducted within the preceding 12 months) and the CEO has been informed of the issues. The council has given the CEO a reasonable opportunity to improve and implement a plan to remedy the performance issues, but the CEO has not subsequently remedied these issues to the satisfaction of the local government.
- S3.3** The principle of procedural fairness is applied. The CEO is informed of their rights, entitlements and responsibilities in the termination process. This includes the CEO being provided with notice of any allegations against them, given a reasonable opportunity to respond to those allegations or decisions affecting them, and their response is genuinely considered.
- S3.4** Decisions are impartial and transparent.
- S3.5** The council of the local government has endorsed the termination by absolute majority.
- S3.6** The required notice of termination (which outlines the reasons for termination) is provided in writing.

Guidelines

Reasons for termination

The early termination of a CEO's employment may end due to:

- poor performance;
- misconduct; or
- non-performance or repudiation of contract terms.

There is a difference between poor performance and serious misconduct. Poor performance is defined as an employee not meeting the required performance criteria or demonstrating unacceptable conduct and behaviour at work, it includes:

- not carrying out their work to the required standard or not doing their job at all;
- not following workplace policies, rules or procedures;
- unacceptable conduct and behaviour at work;
- disruptive or negative behaviour at work;
- not meeting the performance criteria set out in the employment contract and/or performance agreement unless these are outside the CEO's control;
- not complying with an agreed plan to address performance issues;
- failing to comply with the provisions of the *Local Government Act 1995* and other relevant legislation;
- failing to follow council endorsed policies.

Serious misconduct can include when an employee:

- causes serious and imminent risk to the health and safety of another person or to the reputation or revenue of the local government; or
- behaves unlawfully or corruptly; or
- deliberately behaves in a way that's inconsistent with continuing their employment.

Examples of serious misconduct can include:

- matters arising under section 4(a), (b) and (c) of the *Corruption, Crime and Misconduct Act 2003*;
- theft;
- fraud;
- assault;
- falsification of records;
- being under the influence of drugs or alcohol at work; or
- refusing to carry out appropriate and lawful resolutions of council.

Misconduct is also defined in section 4 of the *Corruption, Crime and Misconduct Act 2003* (WA). Under this Act, misconduct can be either serious or minor and the obligation to notify the Public Sector Commission (PSC) or the Corruption and Crime Commission (CCC) is paramount.

Termination on the basis of misconduct is covered by employment law. A local government should seek independent legal, employment or industrial relations advice prior to a termination. A council should also seek independent advice during the termination process including advice on the relevant employment legislation affecting CEO employment and the application of that legislation to their specific circumstances. This will ensure that a council complies with employment law during the entire termination process.

A local government is required to endorse the decision to terminate a CEO's employment by way of an absolute majority decision. A local government must certify that the termination was in accordance with the adopted standards in regulations.

Opportunity to improve and mediation

If a CEO is deemed to have been performing poorly, the council must be transparent and inform the CEO of this. It is important that the CEO is given an opportunity to remedy the issues within a reasonable timeframe as agreed between the CEO and the council. The council should clearly outline the areas in need of improvement, and with the CEO's input, determine a plan to address any issues. If a plan for improvement is put in place and the CEO's performance remains poor, then termination may be necessary. If a local government decides to terminate the employment of the CEO it must have conducted a performance review in the previous 12 months in accordance with section 5.38 of the Act.

Where the concerns or issues relate to problematic working relationships or dysfunctional behaviour, it is recommended that a council engages an independent accredited mediator to conduct a mediation between the parties. A mediation session may be useful in assisting parties to understand and address issues before the situation escalates to a breakdown in the working relationship (which affects the ability of the CEO to effectively perform their duties) and the subsequent termination of the CEO's employment.

Termination report

The council should prepare a termination report which outlines the reasons for termination, the opportunities and assistance provided to the CEO to remedy any issues, and an explanation of the CEO's failure to do so. Council must provide prior opportunities and support to the CEO to assist them in remedying the issues which form the basis of the termination. It is a requirement of the regulations that council must provide written notice to the CEO outlining the reasons for their decision to terminate. In addition, council must certify that the termination of the CEO's employment was carried out in accordance with the standards set out in regulations.

Confidentiality

Local governments should ensure that the termination process is kept confidential. The CEO is to be informed of their rights and entitlements. Notice of termination of employment is required to be given in writing. Where possible, the news of termination of employment should also be delivered in person. The CEO should be provided with a letter outlining the reasons for, and date of, the termination of their employment.

Before making any public announcements on the termination of the CEO, a council should ensure that the entire termination process is complete, including that the CEO has been informed in writing of the termination.

Disclaimer

It is outside the scope of these guidelines to provide legal advice, and local governments should seek their own legal advice where necessary. Guidance as to legal requirements and compliance in relation to the termination of employment is provided by the Fair Work Commission at www.fwc.gov.au, the Fair Work Ombudsman at www.fairwork.gov.au and the Western Australian Industrial Relations Commission at www.wairc.wa.gov.au.



Standards for CEO Recruitment, Performance and Termination

Shire of Ashburton

Standards for CEO recruitment, performance, and termination

Division 1 — Preliminary provisions

1. Citation

These are the Shire of Ashburton *Standards for CEO Recruitment, Performance and Termination*.

2. Terms used

(1) In these standards —

Act means the *Local Government Act 1995*;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the *[insert name of local government]*;

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — Standards for recruitment of CEOs

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

- (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.
- (2) This Division does not apply —
 - (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
 - (b) in relation to a renewal of the CEO’s contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government’s consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
 - (a) the duties and responsibilities of the position; and
 - (b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

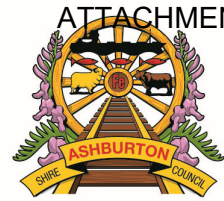
- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —
 - (i) email a copy of the job description form to an email address provided by the person; or
 - (ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

- (1) In this clause —
independent person means a person other than any of the following —
 - (a) a council member;
 - (b) an employee of the local government;
 - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise —
 - (a) council members (the number of which must be determined by the local government); and
 - (b) at least 1 independent person.

9. Recommendation by selection panel

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
 - (a) a summary of the selection panel's assessment of each applicant; and
 - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
 - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
 - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
 - (a) in an impartial and transparent manner; and
 - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
 - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
 - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and



- (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
 - (a) clause 5 does not apply to the new recruitment and selection process; and
 - (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the **negotiated contract**) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

- (1) In this clause —
commencement day means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.
- (2) This clause applies if —

- (a) upon the expiry of the contract of employment of the person (the **incumbent CEO**) who holds the position of CEO —
 - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
 - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;
 and
 - (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
 - (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

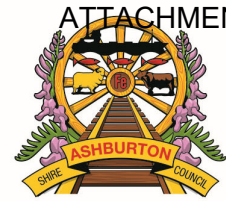
Division 3 — Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.



17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
 - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
 - (b) notifying the CEO of any allegations against the CEO; and
 - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
 - (d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
 - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the **performance issues**) related to the performance of the CEO; and
 - (b) informed the CEO of the performance issues; and
 - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
 - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
 - (2) The notice must set out the local government's reasons for terminating the employment of the CEO.
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Code of Conduct for Council Members, Committee Members and Candidates

Shire of Ashburton



Code of Conduct for Council Members, Committee Members and Candidates

Division 1 — Preliminary provisions

1. Citation

This is the *Shire of Ashburton Code of Conduct for Council Members, Committee Members and Candidates*

2. Terms used

(1) In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision-making in an honest, fair, impartial and timely manner; and
- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

(1) A council member, committee member or candidate should —

- (a) treat others with respect, courtesy, and fairness; and



- (b) respect and value diversity in the community.
- 2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

(1) A council member, committee member or candidate —

- (a) must ensure that their use of social media and other forms of communication complies with this code; and
- (b) must only publish material that is factually correct.

(2) A council member or committee member —

- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
- (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and



- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.



- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
- (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
- (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
- (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.



17. Misuse of local government resources

(1) In this clause —

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*.

resources of a local government include —

- (a) local government property; and
- (b) services provided, or paid for, by a local government.

(2) A council member must not, directly, or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

(1) A council member must not make improper use of their office —

- (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
- (b) to cause detriment to the local government or any other person.

(2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

(1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.

(2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

(1) In this clause —

local government employee means a person —

- (a) employed by a local government under section 5.36(1) of the Act; or
- (b) engaged by a local government under a contract for services.

(2) A council member or candidate must not —

- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
- (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
- (c) act in an abusive or threatening manner towards a local government employee.

(3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

(4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —



- (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

- (1) In this clause —

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act.

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed.

document includes a part of a document.

non-confidential document means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
- (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
- (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause —

interest —

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - (b) includes an interest arising from kinship, friendship, or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
- (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.



- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
 - (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
 - (a) before the meeting, the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting, the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
 - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.



Department of
Local Government, Sport
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LOCAL GOVERNMENT ACT REVIEW ►► DELIVERING FOR THE COMMUNITY

Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates

March 2021

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Model Code of Conduct

Introduction

Local government is vital for the delivery of key services and infrastructure in the community. Individuals who are, or seek to be, members of local councils and council committees are entrusted by their community to represent local views, make sound decisions, and utilise public funds effectively to deliver services and amenities for their community. As such, a high standard of professional and ethical conduct is expected of council members and committee members in local governments, as well as candidates in local government elections.

A review of the *Local Government Act 1995* (Act), including consultation with community and sector stakeholders, led to the implementation of priority reforms under the *Local Government Amendment Act 2019* (Amendment Act).

The Amendment Act was developed in response to stakeholder feedback that there was a need for governance reforms, including a Code of Conduct for council members, committee members and candidates that clearly reflects community expectations of behaviour and supports consistency between local governments in relation to the overall process for managing alleged breaches of that Code.

As a result, key reforms under the Amendment Act include the introduction of a Model Code of Conduct (Model Code) that must be adopted by local governments and applied to council members, committee members and candidates; as well as a separate Code of Conduct for Employees.

The Model Code replaces the previous statutory requirement for local governments to develop and implement an individual code of conduct for their council members, committee members and employees.

The *Model Code of Conduct Regulations 2021* (Regulations) have been developed to give effect to the Amendment Act, and provide for:

- overarching principles to guide behaviour;
- behaviours and complaints which are managed by local governments; and
- rules of conduct, contraventions of which are considered by the independent Local Government Standards Panel (Standards Panel) where appropriate.

Definitions

The Model Code defines key terms to aid understanding and compliance. Where a term is not defined in either the Regulations or the Act, then the generally accepted meaning of the term applies. Some additional guidance is provided as follows:

Candidate: an individual is considered a candidate when their nomination for election is accepted by a Returning Officer under section 4.49 of the Act. The Model Code applies to the individual from that point. Any alleged breach of the Model Code may only be addressed if and when the individual is elected as a council member.

Council member: references to ‘council member’ in the Regulations mean an individual who has been elected as a council member under the Act. The requirements of the Regulations also apply to a council member who is a committee member on a council committee.

Committee member: under the Regulations, a ‘committee member’ includes any council member, local government employee or unelected member of the community who has been engaged by the council to participate in a council committee.

Evidence: references to ‘evidence’ in the Regulations means the available facts or information indicating whether an allegation is true or valid. Local governments must use evidence provided by the complainant and by the person to whom the complaint relates, as well as other relevant information, to decide whether an alleged breach of the Model Code has occurred.

Local government(s): per the approach in the Act, references to ‘local government’ in the Regulations mean the body corporate that is the local governing body made up of the council, Chief Executive Officer (CEO) and administrative staff appointed and managed by the CEO.

Where a statutory function entails decision-making on governance matters, the council is responsible for making those decisions unless the matter is delegated. This includes decisions on complaints regarding the conduct of council members, committee members and candidates, as set out in the Regulations.

Further guidance on certain terms in the Model Code is provided in these Guidelines.

Purpose

The purpose of the Model Code is to guide the decisions, actions and behaviours of members, both in council and on council committees, and of candidates running for election as a council member.

Members must comply with the provisions in the Model Code in fulfilling their role and responsibilities in council and on council committees, as set out in the Act.

An individual who has nominated as a candidate for election as a council member is also required to demonstrate professional and ethical behaviour during their election campaign. If elected, the individual must continue to comply with the Model Code in council and on council committees.

It is the individual responsibility of council members, committee members and candidates to become familiar with the Model Code, these Guidelines and any relevant policies of their local government, and to follow the Code at all times.

Where the behaviour of a council member, committee member or candidate does not comply with the Code, it is intended that the local council address the behaviour through education and other remedial actions that the council considers appropriate, rather than formal sanctions.

Where an individual does not comply with any action required by the council, then the council may determine that the matter is to be referred to the Standards Panel as an

alleged contravention of a rule of conduct. The Standards Panel has the authority to make binding decisions regarding allegations of minor misconduct.

Adoption

Section 5.104 of the Act requires that local governments adopt the Model Code as their Code of Conduct within three months of the Regulations coming into operation (by 3 May 2021).

In accordance with section 5.104(4), the Model Code applies until the local government adopts it as their Code. This means that the principles, behaviour requirements and rules of conduct of the Regulations apply to council members, committee members and candidates even if their local government has not yet adopted the Model Code.

While local governments may not amend Division 2 (Principles) or Division 4 (Rules of Conduct), additional behaviour requirements can be included in Division 3 (Behaviours) if deemed appropriate by the local government. Any additions must be consistent with the Model Code of Conduct (section 5.104(3) of the Act).

In preparing the Code for adoption, local governments are encouraged to review their existing Code and consider incorporating any additional behaviour requirements that are not represented in the Model Code. This may include specific dress standards or the appropriate use of technology.

To adopt the Code, a resolution passed by an absolute majority of the council is required. Once the Code is adopted, it must be published on the local government's official website (section 5.104(7)).

Division 2 – General Principles

This section of the Regulations set out the fundamental rules that council members, committee members and candidates are expected to adhere to, promote and support. Adhering to these rules will assist individuals to comply with the behaviours outlined in Division 3 and 4.

The principles outline the overarching approach that members and candidates should demonstrate in their role as public representatives, or potential public representatives. Individuals should consider all behaviours in light of these principles, including any behaviour and conduct that is not covered specifically in Division 3 and 4.

The principles are grouped into three key areas: Personal Integrity; Relationships with others and Accountability. Additional guidance on these areas is provided as follows:

Integrity and conflicts of interest

Members and candidates are generally active in their local area which may lead to a conflict between the public interests of the community and the personal interests of the individual, their family members and associates.

It is the individual responsibility of members and candidates to disclose any such conflicts and ensure that they are managed appropriately to comply with the Model Code and serve their community as expected by the local electors.

Individuals should also consider perceived and potential conflicts of interest. While an individual may be confident of the integrity of their actions, it is important to reflect on how their actions may appear to others, and/or how an action taken now could lead to a conflict of interest in future. If an interest is identified, the individual should disclose and manage this to avoid a conflict with the public interest.

Avoidance of reputational damage

Elected members and candidates may hold strong concerns in relation to actions, or a lack of action, by their local government on certain matters.

It is the individual responsibility of members to ensure that they comply with the Model Code by raising concerns in a respectful and constructive manner and working effectively with their colleagues for their community, as expected by the local electors.

During an election campaign, it is the individual responsibility of candidates to ensure that any concerns they raise regarding the current local government is based on accurate information and expressed in a respectful and constructive manner that demonstrates to local electors their suitability as a potential public representative.

Decision-making and accountability

Council and committee members regularly make decisions that impact on their local area. The community expects that members will make council and committee decisions based on information that is relevant and factually correct. This will vary according to the decision to be made and the information available to the council members and committee members at that time.

In general, individuals are responsible for ensuring their decisions are based on information that is accurate and pertinent to the matter at hand; and can be reasonably considered accurate and relevant by others.

As part of being accountable to their community, council members and committee members should accept responsibility for the decisions they make in the performance of their role.

Division 3 – Behaviour

This section of the Regulations sets the standards of behaviour which reflect the general principles outlined in Division 2.

It is the individual responsibility of members and candidates to demonstrate, promote and support professional and ethical behaviour as provided in the Model Code.

Complaints regarding alleged breaches of the Model Code in Division 3 are managed by the local council as the decision-making body of the local governments, unless this function has been delegated.

The division also provides a principles-based process for responding to alleged breaches. The emphasis is on education and development, rather than punitive sanctions, with the aim of establishing or restoring positive working relationships and avoiding further breaches.

Failure to comply with this Division may give rise to a complaint regarding the conduct of a council member, committee member or candidate, which may lead to the council making a formal finding of a breach and requiring remedial action by the individual.

It is recommended that local governments develop further guidance on dealing with complaints through the introduction of a complementary policy or procedure on complaints management to the extent it is not provided for in the Regulations. There are resources on effective complaints management available on the Ombudsman WA's website at www.ombudsman.wa.gov.au.

Complaints

Process for making a complaint

Clause 11 of the Regulations provides that a person can make a complaint alleging a breach of Division 3 within one month of the alleged breach occurring.

Local governments should ensure that making a complaint is a simple and accessible process so that any member of the local community can raise concerns about the conduct of council members, committee members and candidates.

Local governments should make it clear that it is important a complainant provides details in their complaint, with supporting information where feasible to do so, because the complaint will form part of the evidence considered by the council when deciding whether a breach of the Model Code has occurred.

Action required

Local governments must authorise at least one person to receive complaints regarding members and candidates. While the Regulations do not include specific requirements and a local government may decide that the complaints officer is appropriate, other options could include:

- President or Mayor,
- Deputy President or Mayor (especially for complaints about the President or Mayor),
- Chief Executive Officer, or
- External consultant

The Regulations also provide that complaints are to be made in writing in a form approved by the local government.

Action required

Local governments must determine whether there will be a specific template for complaints and process for how they are to be lodged.

Local governments may choose to:

- establish a specific email address for conduct complaints
- provide a name/position to whom complaints should be addressed
- prepare an online complaint form
- engage an independent person to support the resolution of a complaint. Local governments may consider sharing the services of an independent person.

The Department has prepared a template form for complaints to assist local governments. The template is available on the department's website at www.dlgsc.wa.gov.au.

The authorised person(s) should acknowledge the receipt of every written complaint in a timely manner. As part of the acknowledgment process, the complainant should be provided information on how the complaint will be progressed and an expected timeframe for the matter to be finalised. This may include providing the complainant with a copy of the complaint policy.

The local government may determine that the person who is authorised to receive complaints takes responsibility for the administrative process. This may include preparing the necessary report to the council or committee tasked with making a decision on the complaint.

The report should contain a summary of the alleged breach, including evidence provided by the complainant. It should also contain information from the person to whom the complaint relates.

Dealing with a complaint

The Regulations do not specify a timeframe by when complaints should be dealt with, however, a timeframe could be included in a local government's policy.

In the interests of procedural fairness, all complaints should be dealt with in a timely manner and allow all parties the opportunity to provide information regarding the alleged conduct.

Clause 12 of the Regulations outlines the process for dealing with complaints regarding the conduct of elected members and candidates. The Model Code leaves it open to local governments to determine the most appropriate and effective process for how this is undertaken. Possible options could include:

Council considered

Under this option, all complaints received are considered by the council. This would require a report to be provided to the council – either with or without a recommendation (this is a matter for the Council to determine).

The council may choose to appoint a independent/external consultant to review complaints and provide a report to the council. If an independent consultant is tasked with reviewing complaints, it may be preferable that they also make a recommendation as to whether a breach has occurred.

If the person authorised to receive complaints prepares the report, it may be more appropriate that no recommendation is made, and council make a finding on the basis of the information they are provided.

Committee considered

Under this option, a committee is established to consider complaints. The makeup of the committee will depend on whether the power to make a finding can be delegated to the committee, or whether they are tasked with making a recommendation for council consideration.

In establishing a committee, local governments may like to consider forming a behaviour review committee that contains a member from some surrounding local governments and an independent person, to review all complaints for those local governments. The committee would prepare a recommendation which is submitted to the relevant council for consideration.

If the committee is tasked with making a recommendation for council consideration, and the council do not accept the recommendation, the reasons why it is not accepted should be noted in the minutes.

CEO considered

As with a number of functions in the Act, this function can be delegated to the CEO. Councils may choose to make it the responsibility of the CEO so as to remove council members from the decision-making process. However, consideration also needs to be given as to whether it is appropriate for the CEO to be responsible for making findings on council members behaviour.

Triaging complaints

Local governments should consider how they are going to respond to complaints, and whether complaints are going to be addressed based on seriousness or impact of the allegation or on the order in which complaints are received. This should be outlined in the complaint policy.

Action required

Local governments must determine who will be considering complaints received and how complaints will be prioritised and managed.

Clause 12(2) of the Regulations require that the person to whom the complaint relates is given a reasonable opportunity to be heard. This should include providing a copy of the complaint to that person in a timely manner and allowing them an opportunity to respond to the allegations in writing. The information provided by that person will assist the local government in forming a view as to whether a breach has occurred.

Mediation

Local governments may choose to introduce mediation following the receipt of a complaint. This could be in the form of informal or formal mediation, conducted either internally or with an external mediator. Mediation may prove to be a valuable tool to resolve matters quickly, before they escalate. If mediation is successful, there is the ability for a complaint to be withdrawn.

Making a finding

Clause 12(1) requires the local government (which could be the council or a committee) to consider whether the alleged matter which is the subject of a complaint, did occur and make a finding on whether the matter constituted a breach of the Code of Conduct.

The same approach should be used as the Standards Panel in their deliberations and decision-making; that is, based on the complaint and other evidence received by the council, the council must be satisfied that, on the balance of probabilities, it is more likely than not that a breach occurred.

At a minimum, the information used to make a finding will include the information provided by the complainant and the person to whom the complaint relates. While not mandatory, there is nothing that prohibits local governments seeking further evidence to assist in making a decision, such as statements from witnesses.

Conflicts of interest

Members will be required to disclose an impartiality interest. This will include the complainant (if applicable) and person to who the alleged breach applies.

An impartiality interest does not require a member to leave the room for the debate or decision. By having both the complainant and accused in the room, it may also allow further input and clarification around the circumstances of the complaint.

The Presiding Member must keep control of the meeting and ensure everyone is provided with an opportunity to speak. Members should remain respectful and open-minded and make a decision on whether a breach has occurred or not using the information available.

Action Plans

Clause 12(4) provides that if a finding that a breach of the Code of Conduct did occur, the local government may determine that no further action is required; or that an action plan must be prepared and implemented.

An action plan should be designed to provide the member with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives.

The action plan does not need to be complex. The plan should outline:

- the behaviour(s) of concern;
- the actions to be taken to address the behaviour(s);
- who is responsible for the actions; and
- an agreed timeframe for the actions to be completed.

An action plan should not include measures that are intended to be a punishment, and instead should focus on mechanisms to encourage positive behaviour and prevent negative behaviour from occurring again in future.

The Code requires that in preparing the action plan, consultation must be undertaken with the elected member to whom the plan relates. This is designed to provide the member with the opportunity to be involved in matters such as the timing of meetings or training. Note: some members may not be willing to engage with the opportunity to participate in the process.

The council or a delegated person should monitor the actions and timeframes set out in the action plan. This is important because if the member does not comply with the action/s within the agreed timeframe, then under the Regulations it is considered a contravention of a rule of conduct.

Dismissal of complaints

While local governments are required to consider all complaints, they can be dismissed if:

- the behaviour occurred at a council or committee meeting and the behaviour was dealt with at that meeting (clause 13), or
- the complaint is withdrawn (clause 14).

Clause 13 allows a complaint to be dismissed if the behaviour occurred at a council or committee meeting, and that behaviour was addressed at the time. This could have been by the presiding member, or remedial action was taken in accordance with the local government's standing orders or local law.

Where agreement cannot be reached

Circumstances may arise when a local council cannot agree on a finding, whether the complaint can be dismissed under clause 13, or an appropriate course of action following a finding of breach.

While the presiding member has the casting vote, in a divided situation, the local government may decide to engage an independent person/consultant to review the evidence and make a recommendation. If this occurs, the council (or committee) should give due consideration to the advice and recommendation, and if they don't accept the recommendation they should state the reasons why in the minutes.

Withdrawal of a complaint

Clause 14 provides the option for a complaint to be withdrawn before it is considered by the council.

Local governments may elect to include in their complaints policy the option for mediation between the complainant and the member. Mediation may resolve any specific issues before the council is required to make a finding and may lead to the complainant withdrawing the complaint. Clause 14 requires a withdrawal to be made in writing and provided to the person(s) authorised to receive complaints.

Division 4 – Rules of Conduct

Contraventions of rules of conduct are matters that:

- negatively affect the honest or impartial performance of an elected member;
- involve a breach of trust placed in the elected member; or
- involve the misuse of information or material.

Division 4 sets out rules of conduct for elected members and candidates that relate to the principles in Division 2 and the behaviours in Division 3. This Division also introduces a new rule of conduct to address situations where an elected member does not undertake the actions required by the local council following a breach of the Model Code. A contravention of this rule of conduct is considered a minor breach, as defined in the Act.

The process for complaints under Division 4 is outlined in the Act. Complaints in the first instance are directed to the complaints officer at the local government. The Act provides that the complaints officer is the CEO or another officer with delegated responsibility.

A council may decide to refer an alleged contravention of Division 4 to the independent Standards Panel in accordance with the Act. As the Panel does not have investigative powers, decisions are made based on the information received by the Panel from the local government. The Standards Panel must be satisfied that, on the balance of probabilities, it is more likely than not that a breach has occurred for the Standards Panel to make a finding of breach.

Where the Standards Panel makes a finding against an elected member or candidate, sanctions will be imposed in accordance with the Part 5 Division 9 of the Act.

Nothing in this Division removes the obligations placed upon council members and employees (including the CEO) of the local government under the *Corruption, Crime and Misconduct Act 2003*.

Further information on the Standards Panel process is available on the Department's website.

Further information

The aim of the Model Code of Conduct is to foster a high standard of professional and ethical conduct by council members and candidates, and to support consistency across local governments in relation to their response to complaints regarding conduct.

Local governments are encouraged to seek guidance and advice on specific matters whenever necessary. For queries, please contact: actreview@dlgsc.wa.gov.au

**ELM04 CODE OF CONDUCT**

Aim	The Code provides a guide and a basis of expectations for Staff, Volunteers and Contractors. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.
Application	Employees, Volunteers and Contractors
Statutory Environment	<i>Local Government Act 1996 (Section. 5.51A(4)) Local Government (Administration) Regulations 1996 Part 4a - Codes of conduct for local government employees</i>
Principles	Strategic Community Plan 2017 – 2027 (Desktop Review 2019) Goal 05 Inspiring Governance Objective 3 Council leadership
Approval Date	OMC 17 December 2019 (MINUTE: 722/2019)

OBJECTIVE

The Code of Conduct staff, volunteers and contractors in the Shire of Ashburton consistent guidelines for an acceptable standard of professional conduct.

The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in Local Governments.

The Code is complementary to the principles adopted in the *Local Government Act* and regulations which incorporates four fundamental aims to result in:

- a) better decision-making by local governments;
- b) greater community participation in the decisions and affairs of local governments;
- c) greater accountability of local governments to their communities; and
- d) more efficient and effective local government.

It is intended to provide an elementary guide to:-

- a) Complying with statutory duty to act honestly and exercise due diligence and a high degree of care.
- b) identifying and resolving situations which could result in:-
 - i) conflict of interests;
 - ii) impropriety;
 - iii) improper use of their positions;
 - iv) improper use of the Shire's resources.
- c) Acting in ways which enhance both public perception and confidence in the Shire's administration and the system of Local Government in Western Australia.



1. ROLES

1.1 Role of Council Member

The primary role of a Council Member is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Council Member's public life.

The Role of Council Members is set out in S 2.10 of the *Local Government Act 1995* as follows:

A Councillor —

(a) Represents the interests of electors, ratepayers and residents of the district; provides leadership and guidance to the community in the district; facilitates communication between the community and the council; participates in the local government's decision-making processes at council and committee meetings; and performs such other functions as are given to a Councillor by this Act or any other written law."

A Council Member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives.

In fulfilling the various roles, Council Members' activities will focus on: achieving a balance in the diversity of community views to develop an overall strategy for the future of the community; achieving sound financial management and accountability in relation to the Local Government's finances; ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns; working with other governments and organisations to achieve benefits for the community at both a local and regional level; having an awareness of the statutory obligations imposed on Council Members and on Local Governments. In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

1.2 Role of Staff

The role of staff is determined by the functions of the CEO as set out in S 5.41 of the *Local Government Act 1995*:

"The CEO's functions are to —

- a) advise the Council in relation to the functions of a local government under this Act and other written laws;*
- b) ensure that advice and information is available to the Council so that informed decisions can be made;*
- c) cause Council decisions to be implemented;*
- d) manage the day to day operations of the local government;*
- e) liaise with the Mayor or President on the local government's affairs and the performance of the local government's functions;*
- f) speak on behalf of the local government if the Mayor or President agrees;*
- g) be responsible for the employment, management supervision, direction and*



dismissal of other employees (subject to S 5.37(2) in relation to senior employees);

- h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

1.3 Role of Volunteers and Contractors

The role of a volunteer and contractor is determined by and limited to a written and/or verbal agreement with the Shire, to carry out specific functions on behalf of the Shire.

1.4 Role of Council

The Role of the Council is in accordance with S 2.7 of the *Local Government Act 1995*:

(1) *The Council—*

- a) directs and controls the local government's affairs; and*
- b) is responsible for the performance of the local government's functions.*

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

- a) oversee the allocation of the local government's finances and resources; and*
- b) determine the local government's policies."*

1.5 Relationships between Council Members and Staff

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Council Members and staff have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve that position, Council Members need to observe their statutory obligations which include, but are not limited to, the following:

- a) accept that their role is a leadership, not a management or administrative one;
- b) acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- c) Refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility.

2. CONFLICT AND DISCLOSURE OF INTEREST

2.1 Conflict of Interest

- a) Staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- b) Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict



- with performance of duties must be scrupulously avoided.
- c) Staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the local government area or which may otherwise be in conflict with the Local Government's functions (other than purchasing the principal place of residence).
 - d) Staff who exercise recruitment or other discretionary functions will make disclosure to the CEO before dealing with relatives or close friends and may be disqualified from dealing with those persons.
 - e) Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti- discriminatory legislation.

2.2 Financial Interest

Staff will adopt the principles of disclosure of financial interest as contained within the *Local Government Act*.

2.3 Disclosure of Interest

Definition:

In this clause, and in accordance with 19AA of the Local Government (Administration) Regulations 1996: "interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

- (a) A person who is an employee and who has an interest in any matter to be discussed at a council or committee meeting attended by the person is required to disclose the nature of the interest—
 - i. in a written notice given to the CEO before the meeting; or
 - ii. at the meeting immediately before the matter is discussed.
- (b) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter-
 - i. In a written notice given to the CEO before the meeting; or
 - ii. At the time the advice is given.
 - iii. A requirement described under items (a) and (b) exclude an interest referred to in S 5.60 of the *Local Government Act 1995*.
- (c) A person is excused from a requirement made under items (a) or (b) to disclose the nature of an interest if -
 - i. The person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
 - ii. The person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be



discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.

- (d) If a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of items (a) or (b), then –
- i. before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - ii. immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (e) If -
- i. to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or (ii) a disclosure is made as described in item (d)(ii) at a meeting; or
 - ii. to comply with a requirement made under item (e) (ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

3. PERSONAL BENEFIT

3.1 Use of Confidential Information

Staff, volunteers and contractors will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.

3.2 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

3.3 Improper or Undue Influence

Staff will not take advantage of their position to improperly influence Council Members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

3.4 Gifts

Definitions:

In this clause, and in accordance with the Local Government (Administration) Regulations 1996 –

“activity involving a local government discretion” means an activity

- (1) *that cannot be undertaken without an authorisation from the local government or (b) by way of a commercial dealing with the local government;*



“gift” has the meaning given to that term in S 5.82(4) except that it does not include;

- (a) *a gift from a relative as defined in S 5.74(1); or*
- (b) *a gift that must be disclosed under Regulation 30B of the Local Government (Elections) Regulations 1997; or*
- (c) *A gift from a statutory authority, government instrumentality or non-profit association for professional training.*

“notifiable gift”, in relation to a person who is an employee, means

- (a) *a gift worth between \$50 and \$300; or*
- (b) *a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;*

“prohibited gift”, in relation to a person who is an employee, means -

- (a) *a gift worth \$300 or more; or*
- (b) *a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.*

- (a) A person who is an employee is to refrain from accepting a prohibited gift from a person who
 - i) is undertaking or seeking to undertake an activity involving a local government discretion; or
 - ii) It is reasonable to believe is intending to undertake an activity involving a local government discretion.
- (b) A person who is an employee and who accepts a notifiable gift from a person who
 - i) is undertaking or seeking to undertake an activity involving a local government discretion; or
 - ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion must notify the CEO, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.
- (c) The notification of the acceptance of a notifiable gift must be in writing and include
 - i) the name of the person who gave the gift; and
 - ii) the date on which the gift was accepted; and
 - iii) a description, and the estimated value, of the gift; and
 - iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
 - v) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition)
 - (1) a description; and
 - (2) the estimated value; and
 - (3) The date of acceptance, of each other gift accepted within the 6 month period.
- (d) The CEO is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).



- (e) This clause does not apply to gifts received from a relative (as defined in S 5.74(1) of the *Local Government Act*) or an electoral gift (to which other disclosure provisions apply). (f) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the CEO, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

3.5 Purchasing Rewards/Loyalty Programs and Competition Prizes

Staff must not gain private advantage from public expenditure. Therefore, they must not:

- (a) enter competitions where eligibility to enter is based on the Local Government being a customer of the business offering the competition and if you were not Councillor, Committee Member, employee, or volunteer of the Local Government you would not be eligible to enter;
- (b) claim incentive points or bonuses on personal reward/loyalty programs from purchases made using Local Government funds, such as (but not limited to) Frequent Flyer points, Flybuys, Everyday Rewards;
- (c) Accept lucky door prizes or raffle prizes whilst attending Local Government-paid events, functions, professional development activities, or whilst engaging in official duties.

Any unintended or inadvertent private advantage gained by Council Members, Committee Members, staff, or volunteers in the course of their duties (e.g. corporate business travel loyalty points) must be surrendered to the Local Government, or disclosed and then used only for Local Government business and with the CEO's or (in the case of the CEO) President's approval.

4. CONDUCT OF STAFF, VOLUNTEERS AND CONTRACTORS

4.1 Personal Behaviour

Council Members, Committee Members, staff, volunteers and contractors will:

- a) act and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
- b) perform their duties impartially and in the best interests of the Local Government and the community uninfluenced by fear or favour;
- c) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
- d) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- e) always act in accordance with their obligation of fidelity to the Local Government; and
- f) refrain from publicly criticising Councillors in a way that casts aspersions on their professional competence and credibility.

Council Members will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.



4.2 Honesty and Integrity

Staff, Volunteers and Contractors will:

- a) Observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- b) Bring to the notice of the President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer; and be frank and honest in their official dealing with each other.

4.3 Performance of Duties

While on duty, staff will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.

4.4 Compliance with Lawful Orders

Council Members, Committee Members, staff, volunteers and contractors will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.

Council Members, Committee Members, staff, volunteers and contractors will give effect to the lawful policies of the Local Government, whether or not they agree with, or approve of them.

4.5 Administrative and Management Practices

Council Members, Committee Members and staff will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

4.6 Corporate Obligations

a) Standard of Dress

Staff are expected to comply with neat and responsible dress standards at all times.

Accordingly:

- i) Staff will dress in a manner appropriate to their position, in particular when attending meetings or representing the Local Government in an official capacity.
- ii) Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual staff.

b) Communication and Public Relations

- i) All aspects of communication by staff (including verbal, written or personal), involving the Local Government's activities should reflect the status and objectives of the Local Government. Communications should be accurate, polite and professional.



5. DEALING WITH LOCAL GOVERNMENT PROPERTY

5.1 Use of Local Government Resources

Staff, Volunteers and Contractors will:

- a) Be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- b) Use the Local Government's resources entrusted to them effectively and economically in the course of their duties; and
- c) Not use the Local Government's resources (including the services of Shire staff) for private or business related purposes (other than when supplied as part of a contract of employment in the case of staff), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).
- d)

5.2 Travelling and Sustenance Expenses

Staff will only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the Local Governments in accordance with the provision of the *Local Government Act*.

5.3 Access to Information

- a) Staff will ensure that Council Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.
- b) Council Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.



ELM05 CONTINUING PROFESSIONAL DEVELOPMENT – ELECTED MEMBERS

Aim	To enable Elected Members to meet their Local Government Act obligations in relation to Elected Member training and gives effect to the legislative requirement to adopt a continuing professional development Policy.
Application	All Elected Members
Principles	Strategic Community Plan 2017 – 2027 (Desktop Review 2019) Goal 05 Inspiring Governance Objective 3 Council leadership

PREAMBLE

This policy is to provide a framework within which Elected Members can have access to a range of development and training/conference opportunities that will assist them to undertake their role throughout the elected term of office.

This Policy also provides guidance on training and professional development that is not of a statutory nature, by supporting the attendance by Elected Members at conferences, seminars and relevant training courses that contribute to their ongoing professional, skills, and knowledge development (and to detail the relevant expenses to be paid by the Shire associated with such attendance).

POLICY

Where the benefits to the Council, or the organisation, can be clearly identified, Council encourages and will fund the attendance of Elected Members and Employees at training events. Training can take several forms, including formal qualifications: and on and off-site short courses, events, seminars, and conferences.

Training is required to relate to the professional development of Shire of Ashburton representatives. Training related to for example, local government leadership, town planning, strategic planning, financial management, corporate governance, risk management, conflict resolution, emergency management, and public sector management, are all considered to be relevant.

Where possible, training should be conducted through a Registered Training Organisation. Examples of organisations that provide training relating to the professional development of Elected Members and Employees, includes, but is not restricted to:

- Western Australian Local Government Association (WALGA);
- Australian Local Government Association (ALGA);
- Local Government Managers Australia (WA and national);
- Australian Institute of Management;
- Australian Institute of Company Directors; and
- Institute of Public Administration Australia



Legislated Training for Elected Members

S5.126 of the Local Government Act (Training for Council Members) requires that each Elected Member must complete training in accordance with the Regulations. The Local Government (Administration) Regulations 1996 requires Elected Members to complete a 'Council Member Essentials' course consisting of five modules. Training is required to be completed (and passed) by all Elected Members within 12 months of taking office and is valid for five years. Non-compliance with the requirements to complete training is an offence under the Act.

S5.127 of the Local Government Act (Report on Training) requires that each financial year, a report must be prepared for the training completed by Elected Members in that financial year. The CEO must publish this report on the Shire's website by the end of July of every year.

Following each ordinary election, Elected Members will be provided with information on training options from approved training providers. Elected Members will be able to select a training option to meet their learning style and availability. Unless otherwise resolved by Council, training that an Elected Member is required to complete under section S5.126 of the Act will be paid for separately by the Shire and will not be subtracted from any budget allocation provided for additional (non-legislated) training for Elected Members.

Additional (Non-Legislated) Training and Professional Development for Elected Members
Subject to sufficient funds being available in the Shire's Budget for this purpose, Elected Members are encouraged to attend:

- Western Australian Local Government Association's (WALGA) Annual Local Government Week Convention;
- WALGA's Pilbara Zone Meetings;
- up to two separate conferences/seminars/training events of significant importance to the Shire each financial year;
- other relevant conferences or seminars in addition to the above, but only following a request being submitted by the Elected Member to the CEO, for presentation to Council for its consideration of approval; and
- ALGA's Annual National Assembly of Local Government (President and Deputy President only).

On return from any conference attended (excluding the Annual Local Government Week Conference and WA Local Government Association Pilbara Country Zone Meetings) Elected Members shall provide any comments from the Training/Conference to be provided to the CEO for inclusion into the CEO's Friday Facts or shared on the Elected Members Teams portal.

Reporting

S5.128 Policy for Continuing Professional Development requires that every WA local government must prepare and adopt (* Absolute majority required) a policy in relation to the continuing professional development of council members. The Policy must comply with any prescribed requirements relating to the form or content of a policy under this section. The CEO must publish an up-to-date version of the policy on the Shire's official website. The Council must at least review the policy after each ordinary election.



Elected Member Authorisation to attend Conferences/Seminars/Training Events

To expedite consideration of attendance, training requests are to be submitted in the first instance, to the CEO. The CEO is authorised to approve, if considered to meet this Policy, Elected Member applications to attend conferences/seminars/training events. Where an Elected Member is seeking to attend more than two training events in a financial year, or an event outside of Australia, the request is required to be the subject of a separate report to Council for its consideration. Where an Elected Member's request for training is declined by the CEO under this Policy, the member can require that the matter be referred to Council for determination.

Where the CEO considers special circumstances apply in relation to an Elected Member's training application, the CEO may refer the application to Council for consideration.

Elected Member Travel Arrangements and Acceptable Costs of Attendance

The cost of travel and accommodation, including meals and any other business-related costs (e.g., telephone calls) for the Elected Member delegates shall be met by the Shire. To best control expenditure, expenses are to be prepaid through the Shire's Purchase Order system or approved Corporate Purchasing/Credit Card, where practical. The only Elected Member partner costs that will be met by the Shire will be for the relevant event's official function (e.g., Local Government Week Dinner).

Conference Training Budget

The \$5,000 individual Elected Member Conference/Training budget is to be maintained and all Conference / Training costs are allocated against that sum, except for the following:

- Car mileage expenses from the Elected Members home in Ashburton to the airport, and likewise for the return journey, from the airport to the Elected Members home.
- Local hotel costs where travel from the Elected Members home in Ashburton to the airport warrants it (Note – generally the hotel in Tom Price or Paraburdoo but could be Onslow or Karratha in certain circumstances).
- Costs to attend the annual WALGA Local Government Week Conference (Note – this is to promote Elected Members attendance at this annual conference as a combination training opportunity; chance to meet other WA Local Government Elected Members and WALGA representatives; and also, as a good forum for Elected Members team development. It will be budgeted separately to the \$45,000 Elected Members Conference allocation, as will the President's attendance at either the ALGA Congress or the State of the Nation event.

Should an Elected Members have the opportunity to be accompanied by a family member or partner to a work-related conference or event, any administration in relation to transport and/or bookings or accommodation and/or any associated costs are the responsibility of the Elected Member in all instances.

Should an Elected Member attend an authorised conference dinner (or similar), where available, the Shire will pay for the cost of one family member or partner to accompany the Elected Member. Any family members or other attendees accompanying the Elected Member is not covered under the Council's relevant insurance policies.



Reimbursement of Statutory Travel Expenses

Members may be entitled to reimbursement of expenses incurred in travelling in connection with their (Council endorsed where relevant) duties as Elected Members, including attendance at but not limited to the following:

- meetings (Council Meetings and Representative Meetings)
- briefings
- workshops
- presentations
- deputations
- ceremonies (i.e., Australia Day, Anzac Day and Citizenship)
- functions and receptions training and seminars
- on-site inspections

The extent to which an elected member can be reimbursed for travel and accommodation costs incurred in any of the circumstances referred to in Regulation 32(1) of the LG Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the Public Service Award 1992, travel costs incurred while driving a privately owned or leased vehicle under the Local Government Officers' (Western Australia) Interim Award 2011 as issued by the Western Australian Industrial Relations Commission as at the date of the current determination of the Salaries and Allowances Tribunal on Local Government Elected Council Members.

“Away from Home” Expenses

All accommodation requirements to be where-ever possible supported by an official Council purchase order and coordinated by the Chief Executive Officer (or delegate).

All reasonable away-from-home costs like accommodation, taxi fares, meals, refreshments (including non-alcoholic mini-bar purchases) and other minor relevant incidentals are to be reimbursed. Claims can include a reasonable range of expenses commonly associated with living away from home and liaising with external stakeholders, like a limited number of alcoholic refreshments accompanied with an evening meal and in some circumstance's costs like unforeseen/emergency clothes cleaning.

The Shire reserves the right to disallow excessive claims and invoice for reimbursement if required. Expenses like in-room movies and otherwise personal costs like grooming, will not be reimbursed. Reasonably avoidable costs like clothes washing or meal costs where they are otherwise provided by the accommodation package or the training/conference will also not be reimbursed.

Extended Stay

Any Elected Member wishing to remain at a destination for extra days before or after their Council activities has concluded, does so at their own expense (including not

being covered by the Shire's insurance policies). Shire costs should not exceed what would otherwise have applied, like for example, any return flights booked must be of equivalent or lesser value of the day they would have travelled (if it is higher, the



Elected Member must meet the difference in those costs).

Note: Any extension to accommodation should not be booked at a Local Government rate. However, should the discounted Local Government rate be applied, then Elected Members are to take into account the gift implications which apply and should complete the necessary disclosure forms to ensure transparency of the accommodation payment transaction.

Motor Vehicle Allowance

Elected Members may make application to seek reimbursement for costs of utilising their private vehicles to perform their duties as Elected Members where a Shire of Ashburton fleet vehicle is not available.

Travel costs incurred while driving a privately owned vehicle are to be calculated at the same rate applicable to the *Local Government Officers' (Western Australia) Interim Award 2011* issued by the Western Australian Industrial Relations Commission as at the date of the current determination of the Salaries and Allowances Tribunal on Local Government Elected Members.

Elected Members should endeavour to locate the most cost-effective travel arrangements, including travelling with other Councillors in their vehicles where reasonable to do so and also travelling by plane in lieu of a motor vehicle where that is more cost effective.

Child Care

Members who incur childcare costs as a result of attending Council meetings or a meeting of a committee (of which he or she is a member), are entitled to reimbursement in accordance with section 5.98(2) as prescribed in regulation 31(1)(b) of the *Local Government (Administration) Regulations 1996*.

Childcare costs incurred are to be calculated at the same rate applicable to the current determination of the Salaries and Allowances Tribunal on Local Government Elected Members.

Other Expenses (Incidentals)

It is not expected that members may need to incur any unreasonable level of expense in the performance of their duties. Where a member does incur in the performance of their duties any other expense (in addition to those specifically highlighted in this Policy) which the member believes they are entitled to have reimbursed, a claim should be submitted to the Chief Executive Officer, who shall decide in accordance with the LGA and the Administration Regulations on the extent of the reimbursement.

Claiming of Costs

Any claim for other expenses shall include receipts or suitable evidence of expenditure and are to be submitted with the SOA CEO 023 ELM05 Travel Expense Claim form to the Chief Executive Officer for authorisation.

In instances where receipts or proof of expenditure cannot be supplied, a written declaration with sufficient information of expenditure should be submitted with the travel claim (a written declaration will ideally only be used for special circumstances



and will be determined as appropriate by the Chief Executive Officer).

The appropriate methods of payment of allowances and forms to be used are to be determined by Corporate Services having regard to accounting and auditing requirements.

Other guidelines, directions, and procedures for the administration of this policy may include such things as:

- Purchasing procedures
- Preferred accommodation providers
- Corporate charging arrangements.

Costings

Elected members should contact the Elected Member Support Officer in order to ascertain their expenditure regarding costs incurred as part of this policy at the time of application.

Document Control Box							
Document Responsibilities:							
Owner:	Director Corporate Services		Owner Business Unit:	Corporate Services			
Reviewer:	Manager Governance		Decision Maker:	Council			
Compliance Requirements:							
Legislation:	<i>Local Government Act 1995</i> S5.126 Training for Council Members S5.127 Report on training S5.128 Policy for Continuing Professional Development <i>Local Government (Administration) Regulations 1996</i> Cl.35 Training for Council Members <i>Local Government Amendment Act 2019</i> <i>Public Service Award 1992</i> <i>Western Australia Salaries and Allowances Act 1975</i> Determination of The Salaries and Allowances Tribunal For Local Government Chief Executive Officers and Elected Members Pursuant to Section 7A and 7B						
Industry:	WALGA						
Organisational:	Code of Conduct Record Keeping Plan ELM05 Procedure ELM05 Application Form (CEO 058) ELM05 Elected Members Travel Expense Claim Form (CEO 023) ELM05 Evaluation Form (CEO 054)						
Document Management:							
Risk Rating:	Low	Review Frequency:	Biannual (after each election)	Next Due:	November 2021	Records Ref:	
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1.	722/2019		OMC 17 December 2019				



ELM06 COUNCILLOR ACCOMMODATION, TRAVEL AND INCIDENTAL EXPENSES WHILST ON COUNCIL BUSINESS

Aim	<p>Members of Council are required to perform a number of functions in the fulfilment of their Councillor duties. The Shire also provides members with the opportunity to attend conferences, seminars and training courses to continuously improve their capacities.</p> <p>The Shire therefore provides members with suitable levels of allowances and equipment and reimburses members for reasonable levels of expenses incurred in the performance of the above duties and activities.</p>
Application	All Elected Members
Principles	<p>Strategic Community Plan 2017 – 2027 (Desktop Review 2019)</p> <p>Goal 05 Inspiring Governance Objective 3 Council leadership</p>

OBJECTIVE

1. To ensure that representatives of the Shire who are attending to legitimate and approved business on behalf of the Council are not financially disadvantaged as a result of attending to that business.
2. To provide flexibility for Elected Members required to travel on Council Business.
3. To ensure the funds of the Shire are properly and responsibly used by representatives of the Council when they incur expenses whilst on legitimate and approved Shire business, and that funds are accounted for in accordance with the relevant Regulations.



POLICY STATEMENT

In order for Elected Members to carry out their legislated roles and functions, to participate in training/conferences, and to consult with stakeholders and other Local Government representatives both within and outside the Shire of Ashburton, the Shire may reimburse relevant costs and pay agreed member allowances.

All Elected Members are encouraged to attend appropriate training in accordance with Policy ELM05.

Member Allowances

Under the LGA the Council is required to determine the amount of allowances that members are entitled to receive within prescribed limits (which are set out in the Local Government (Administration) Regulations 1996, and complimented via WA State Administrative Tribunal determinations).

The amount of these allowances are to be reviewed each year by Council as part of the annual budget development process and the revised amount is to be set by a resolution of Council made by an absolute majority.

Allowances are to be paid quarterly in arrears if an elected member retires before the end of their term then they will be paid a daily rate up until the date they retire.

Reimbursement of Statutory Travel Expenses

Members may be entitled to reimbursement of expenses incurred in travelling in connection with their (Council endorsed where relevant) duties as Elected Members, including attendance at but not limited to the following:

- meetings (Council Meetings and Representative Meetings)
- briefings
- workshops
- presentations
- deputations
- ceremonies (i.e. Australia Day, Anzac Day and Citizenship)
- functions and receptions training and seminars
- on-site inspections.

The extent to which an elected member can be reimbursed for travel and accommodation costs incurred in any of the circumstances referred to in Regulation 32(1) of the LG Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the Public Service Award 1992, travel costs incurred while driving a privately owned or leased vehicle under the Local Government Officers' (Western Australia) Interim Award 2011 as issued by the Western Australian Industrial Relations Commission as at the date of the current determination of the Salaries and Allowances Tribunal on Local Government Elected Council Members.



“Away from Home” Expenses

All accommodation requirements to be where-ever possible supported by an official Council purchase order and coordinated by the Chief Executive Officer (or delegate).

All reasonable away-from-home costs like accommodation, taxi fares, meals, refreshments (including non-alcoholic mini-bar purchases) and other minor relevant incidentals are to be reimbursed. Claims can include a reasonable range of expenses commonly associated with living away from home and liaising with external stakeholders, like a limited amount of alcoholic refreshments accompanied with an evening meal and in some circumstances costs like unforeseen/emergency clothes cleaning.

The Shire reserves the right to disallow excessive claims and invoice for reimbursement if required. Expenses like in-room movies and otherwise personal costs like grooming, will not be reimbursed. Reasonably avoidable costs like clothes washing or meal costs where they are otherwise provided by the accommodation package or the training/conference will also not be reimbursed.

Extended Stay

Any Elected Member wishing to remain at a destination for extra days before or after their Council activities has concluded, does so at their own expense (including not being covered by the Shire’s insurance policies). Shire costs should not exceed what would otherwise have applied, like for example, any return flights booked must be of equivalent or lesser value of the day they would have travelled (if it is higher, the Elected Member must meet the difference in those costs).

Note: Any extension to accommodation should not be booked at a Local Government rate. However, should the discounted Local Government rate be applied, then Elected Members are to take into account the gift implications which apply and should complete the necessary disclosure forms to ensure transparency of the accommodation payment transaction.

Motor Vehicle Allowance

Elected Members may make application to seek reimbursement for costs of utilising their private vehicles to perform their duties as Elected Members.

Travel costs incurred while driving a privately owned vehicle are to be calculated at the same rate applicable to the Local Government Officers’ (Western Australia) Interim Award 2011 issued by the Western Australian Industrial Relations Commission as at the date of the current determination of the Salaries and Allowances Tribunal on Local Government Elected Members.

Elected Members should endeavour to locate the most cost effective travel arrangements, including travelling with other Councillors in their vehicles where reasonable to do so and also travelling by plane in lieu of a motor vehicle where that is more cost effective.



Child Care

Members who incur childcare costs as a result of attending Council meetings or a meeting of a committee (of which he or she is a member), are entitled to reimbursement in accordance with section 5.98(2) as prescribed in regulation 31(1)(b) of the *Local Government (Administration) Regulations 1996*.

Childcare costs incurred are to be calculated at the same rate applicable to the current determination of the Salaries and Allowances Tribunal on Local Government Elected Members.

Other Expenses (Incidentals)

It is not expected that members may need to incur any unreasonable level of expense in the performance of their duties. Where a member does incur in the performance of their duties any other expense (in addition to those specifically highlighted in this Policy) which the member believes they are entitled to have reimbursed, a claim should be submitted to the Chief Executive Officer, who shall decide in accordance with the LGA and the Administration Regulations on the extent of the reimbursement.

Claiming of Costs

Any claim for other expenses shall include receipts or suitable evidence of expenditure and are to be submitted with the SOA CEO 023 ELM05 Travel Expense Claim form to the Chief Executive Officer for authorisation.

In instances where receipts or proof of expenditure cannot be supplied, a written declaration with sufficient information of expenditure should be submitted with the travel claim (a written declaration will ideally only be used for special circumstances and will be determined as appropriate by the Chief Executive Officer).

The appropriate methods of payment of allowances and forms to be used are to be determined by Corporate Services having regard to accounting and auditing requirements.

Other guidelines, directions, and procedures for the administration of this policy may include such things as:

- Purchasing procedures
- Preferred accommodation providers
- Corporate charging arrangements.

Costings

Elected members should contact the Elected Member Support Officer in order to ascertain their expenditure regarding costs incurred as part of this policy at the time of application.

Supporting Documentation



Document Control Box							
Document Responsibilities:							
Owner:	Director Corporate Services	Owner Business Unit:	Corporate Services				
Reviewer:	Coordinator Records	Decision Maker:	Council				
Compliance Requirements:							
Legislation:	<i>Local Government Act 1995, s2.10, 5.98(2) (b), 5.98(3)(b) 5.98(5) (b 5.99A (b), 5.102. Local Government (Administration) Regulations 1996, Regs 31(1), 32(1) Salaries & Allowances Act s7B Salaries and Allowances Tribunal on Local Government Elected Council Members June 2014 Public Service Award 1992 (Schedule F & I) Local Government Officer's (Western Australia) Interim Award 2011</i>						
Industry:							
Organisational:	Code of Conduct Record Keeping Plan ELM05 Elected Member Training/Conference Attendance Policy ELM05 Procedure SOA CEO 058 ELM05 Application for Training Form SOA CEO 023 ELM05 Travel Expense Claim Form SOA CEO 054 ELM05 Evaluation Form.						
Document Management:							
Risk Rating:		Review Frequency:	Annual	Next Due:		Records Ref:	
Version #	Decision Reference:	Synopsis:					
1.							



ELM24 APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER

Aim	To provide for the appointment of an Acting Chief Executive Officer during limited absences of the Chief Executive Officer
Application	Chief Executive Officer and Directors
Principles	Strategic Community Plan 2017 – 2027 (2019 Desktop Review) Goal 05 Inspiring Governance Objective 3 Council leadership

POLICY STATEMENT

1. In accordance with the requirements of the *Local Government Act 1995*, section 5.36(2)(a), Shire of Ashburton Council (Council) has determined that the persons appointed as the permanent incumbent to the position of a Director are suitably qualified to perform the role of Acting Chief Executive Officer (CEO).
2. In the event of an unforeseen absence of the CEO, then the default Acting CEO will be the permanent incumbent of the position with the title Director for a period not exceeding thirty (30) working days.
3. Within 24 hours of the appointment of Acting CEO under 2 above the President will advise Councillors and Executive Staff of the appointment.

Document Control Box						
Document Responsibilities:						
Owner:	Director Corporate Services	Owner Business Unit:	Corporate Services			
Reviewer:	Manager Governance	Decision Maker:	Council			
Compliance Requirements:						
Legislation:	<i>Local Government Act 1995 Section 5.5.39C</i>					
Industry:	Department of Local Government, WALGA					
Organisational:	Code of Conduct Record Keeping Plan					
Document Management:						
Risk Rating:		Review Frequency:	Annual	Next Due:		Records Ref:
Version #	Decision Reference:	Synopsis:				
1.	722/2019	OMC 17 December 2019				
2.						



Delegation of authority

Delegation	1.1.32 Appointment of an Acting CEO (DRAFT)
Head of power	01. LOCAL GOVERNMENT ACT 1995 DELEGATIONS
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> Power to appoint an Acting Chief Executive Officer under s.5.36(1)(a) .
Function	Power to appoint an Acting Chief Executive Officer
Delegates	Chief Executive Officer
Conditions	a. The Employee being appointed to the position of Director and in accordance with ELM24 Appointment of an Acting Chief Executive Officer. b. Appointments being no longer than 30 working days c. Council Members to be advised of Acting Chief Executive Officer d. In instances where an appointment is required for a period exceeding 30 days, then that proposed appointment must be presented to Council for determination prior to the appointment taking effect.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegate conditions	Nil
Statutory framework	Local Government Act 1995
Policy	ELM24 Appointment of an Acting Chief Executive Officer
Record keeping	Each exercise of this delegation must be recorded in the Delegated Authority Register and records kept in accordance with Council's Recordkeeping Plan.

Amendments			
Approved	Type	Amendment	References
8 Sep 2020	Amended delegation	Whole register review to align with industry standards.	OCM 8.9.2020 - 139/2020



ELM26 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW

Aim	Guidelines for the CEO Performance review process
Application	CEO and Elected Members
Principles	Strategic Community Plan 2017 – 2027 (Desktop Review 2019) Goal 05 Inspiring Governance Objective 4 Exemplary work and team environment

POLICY OBJECTIVE

To accord with s5.39c of the *Local Government Act 1995* and s15-19 of the Local Government (Administration) Regulations 1996 in undertaking the performance review of the Chief Executive Officer (CEO).

PURPOSE

That the performance of the CEO be reviewed by the Shire at least once in relation to each year of employment using the performance criteria contained in the CEO's position description.

Objectives of The CEO'S Performance Review

The objectives of the Shire of Ashburton Council's performance reviews of CEOs are to seek continuous improvement, review and assess against key performance indicators (KPIs), identify impediments to enhanced performance and professional training and development opportunities.

Principles Underlying the CEO'S Performance Review

1. The CEO shall be performance reviewed if they have been employed for a term of more than one year.
2. The CEO shall be performance reviewed at least once in relation to each year of service with the Shire.
3. The Council and the CEO must agree in writing on the process by which the CEO's performance will be reviewed.
4. The Council and the CEO must agree in writing on any performance criteria to be met by the CEO that are in addition to the CEO's contractual performance criteria.
5. The Council shall carry out performance reviews of the CEO in an impartial and transparent manner.
6. The Council shall collect evidence regarding the CEO's performance in



respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner.

7. The Council shall review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on evidence.
8. In consultation with the CEO, the Council shall agree to CEO performance objectives for the next review period and any variations to the CEO's conditions of employment.
9. Following a review of the performance of the CEO, the Council must by resolution of an absolute majority of the Council, endorse the review.
10. Immediately after the Council endorsement, Council will provide a written review outcome, including any identified performance issues that need to be addressed.
11. CEO to be notified of results of performance review.
After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of
 - (a) the results of the review; and
 - (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

Document Control Box							
Document Responsibilities:							
Owner:	Director Corporate Services	Owner Business Unit:	Corporate Services				
Reviewer:	Manager Human Resources	Decision Maker:	Council				
Compliance Requirements:							
Legislation:	Section 5.39A Local Government Act 1995 Local Government (Administration) Regulations 1996 Division 3 – Standards for review of performance of Chief Executive Officers						
Industry:							
Organisational:	Code of Conduct Record Keeping Plan						
Document Management:							
Risk Rating:		Review Frequency:	Annual	Next Due:	2022	Records Ref:	
Version #	Decision Reference:	Synopsis:					
1.	722/2019	OMC 17 December 2019					



EMP11 SENIOR EMPLOYEES

Aim	To clearly identify employees to be Senior Employees pursuant to the provisions of the <i>Local Government Act 1995</i> and for those same employees to be designated employees, also pursuant to the provisions of the Act.
Application	Senior Employees
Principles	Strategic Community Plan 2017 – 2027 (2019 Desktop Review) Goal 05 Inspiring Governance Objective 3 Council leadership

POLICY STATEMENT

Pursuant to section 5.37 of the *Local Government Act 1995*, the Council designates the position of Chief Executive Officer and Director as a Senior Employee.

Document Control Box							
Document Responsibilities:							
Owner:	Director Corporate Services			Owner Business Unit:	Corporate Services		
Reviewer:	Manager Governance			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	<i>Local Government Act 1995 s5.37</i>						
Industry:							
Organisational:	Code of Conduct Record Keeping Plan						
Document Management:							
Risk Rating:		Review Frequency:	Annual	Next Due:	2021	Records Ref:	
Version #	Decision Reference:		Synopsis:				
1.	29 November 2013		Approved by Council				
2.	722/2019		OMC 17 December 2019				



WESTERN AUSTRALIAN
Electoral Commission

Your ref: GV02
Our ref: LGE 1842

Mr Ken Donohoe
Chief Executive Officer
Shire of Ashburton
PO Box 567
TOM PRICE WA 6751

By email: Nathan.cain@ashburton.wa.gov.au
Cc: Nicole.jeffery@ashburton.wa.gov.au

Dear Mr Donohoe

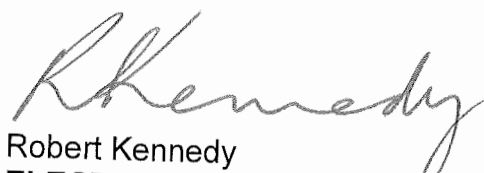
Request to Leave Vacancy Unfilled

I refer to your letter dated 6 April March 2021 in which you advised of the resignation of Councillor Peter Foster following his election to the Legislative Council, effective from 1 April 2021, and your subsequent request to seek my agreement that the vacancy remain unfilled until the October 2021 ordinary elections.

I have considered the information provided in your correspondence and advise that approval is given under section 4.17(2) of the *Local Government Act 1995* to defer filling the vacancy until the October 2021 ordinary elections.

Should you require any further information please contact Phill Richards, Manager Election Events on 9214 0443.

Yours sincerely


Robert Kennedy
ELECTORAL COMMISSIONER

12 April 2021



ADM04 DIGITAL INFORMATION & RECORDS POLICY

Aim	To integrate robust digital information management into all of the Shire's business processes. This will enable greater: <ul style="list-style-type: none"> ➤ Efficiency ➤ Innovation ➤ Interoperability ➤ Information re-use ➤ Accountability
Application	Shire of Ashburton Officers and Contractors
Principles	Strategic Community Plan 2017 – 2027 Goal 05 Inspiring Governance Objective 4 Exemplary team and work environment

1. PURPOSE

This policy establishes the principles that promote modern information management within the Shire by ensuring all records and information is managed electronically to enhance retrieval and ensure integrity and security of information that supports both the business needs and the Shire of Ashburton's compliance with recordkeeping legislation.

2. Definitions

Record: "Any record of information however recorded" and includes:

- (a) "anything on which there is writing or Braille;
- (b) a map, plan, diagram or graph;
- (c) a drawing, pictorial or graphic work, or photograph;
- (d) anything on which there are figures marks, perforations, or symbols, having meaning for persons qualified to interpret them;
- (e) anything from which images, sounds, or writings can be reproduced with or without the aid of anything else; and
- (f) anything on which information has been stored or recorded, either mechanically, magnetically, or electronically." (*State Records Act 2000*).

3. Content

Principle 1 – Information is valued

The Shire of Ashburton's information is a key strategic asset and economic resource. It informs public policy and debate, ensures accountability and underpins how the Shire conducts its business. When information is accountably created, managed, described and stored the potential future value of information increases.

The Shire will manage its information as an asset, ensuring that it is created and managed for as long as required, taking into account business and legislative needs and risks.

Principle 2 – Information is managed digitally

The development of end to end digital work processes provides opportunities for the Shire to establish more mature and efficient procedures and services that engage the public



directly and effectively, while providing opportunities for process improvements and innovation.

The Shire will transition to entirely digital work processes, meaning business processes including authorisations and approvals are completed digitally and that information is created and managed in digital format. The exception to this is legislative requirements for information to be retained in its source format.

Information in analogue or paper formats will be migrated to digital format, where there is value for business.

Principle 3 – Information, systems and processes are interoperable

Digital transformation initiatives will make the Shire's services simpler, faster and easier to use. This is enabled through interoperable information, system and processes that make it less costly and easier to share information, improve information quality, reduce unnecessary duplication and reduce the impact of structural changes in the Shire.

The Shire will have interoperable information, systems and processes that meet standards for short and long-term management, improve information quality and enable information to be found, managed, shared and re-used easily and efficiently.

4. Roles and Responsibilities

It is the policy of the Shire of Ashburton that all business transactions, administrative and operational decisions carried out or made by any staff member or consultant are to be documented in the official recordkeeping system.

Document Control Box							
Document Responsibilities:							
Owner:	Director Corporate Services			Owner Business Unit:	Corporate Services		
Reviewer:	Coordinator Records			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	Public Records Act 2000 S 5.41(h) Local Government Act 1995						
Industry:	State Records Office						
Organisational:	Code of Conduct Record Keeping Plan SOA CS 032 ADM04 Managing Inactive and Archival Information SOA CS 035 ADM04 Recordkeeping Procedures Declaration Form						
Document Management:							
Risk Rating:		Review Frequency:	Annual	Next Due:	2021	Records Ref:	
Version #	Decision Reference:		Synopsis:				
1.	29 November 2013		Approved by Council				
2.			Policy renamed - supersedes version 1				
3.	722/2019		OMC 17 December 2019				



ELM01 COUNCIL AND OTHER MEETINGS

Aim	To outline the rights and responsibilities of Council and Councillors in terms of convening Council meetings, overnight accommodation, and to ensure that Councillors are appropriately reimbursed for representing the Council at meetings and functions.
Application	All Elected Members
Principles	Strategic Community Plan 2017 – 2027 (Desktop Review 2019) Goal 05 Inspiring Governance Objective 3 Council leadership

Policy Statement

All accommodation associated with attendance by Councillors at Council meetings will be arranged by the Chief Executive Officer and expenses thereof paid by Council as per policy ELM06. Councillor Accommodation, Travel, and Incidental Expenses whilst on Council Business.

Councillors are authorised to attend meetings and functions appropriate to their appointments to committees and external organisations and other functions approved by the Council in advance.

Consideration will be given to all invitations to Council to submit nominations for representation on regional or State committees/organisations. Reimbursements of expenses shall be in accordance with any other relevant policy of the Council as determined from time to time.

Document Control Box							
Document Responsibilities:							
Owner:	Director Corporate Services	Owner Business Unit:	Corporate Services				
Reviewer:	Manager Governance	Decision Maker:	Council				
Compliance Requirements:							
Legislation:	Local Government Act 1995 Section 5 Division 2						
Industry:							
Organisational:	Code of Conduct Record Keeping Plan						
Document Management:							
Risk Rating:		Review Frequency:	Annual	Next Due:	2021	Records Ref:	
Version #	Decision Reference:	Synopsis:					
1.	722/2019	OMC 17 December 2019					
2.		OMC 17 April 2021					



ELM03 RECOGNITION OF RETIRING COUNCILLORS

Aim	To formally recognise retiring Elected Members for their services during their elected term in local government and citizens of the Shire for their contributions to the community
Application	All Elected Members
Principles	Strategic Community Plan 2017 – 2027 (Desktop Review 2019) Goal 05 Inspiring Governance Objective 3 Council leadership

DEFINITIONS

Retiring - Not being re-elected or standing down from public office.

RECOGNITION OF ELECTED MEMBERS

Retiring Elected Members are recognised at their last Ordinary Council meeting or at an official function recognising past Elected Members. Retiring Elected Members are presented with:

- A name plaque
- A certificate of service
- A gift up to the value of \$100 per year of service with a maximum value of \$1000 subject to the minimum length of service being one full four-year term of office.

REFERENCE

Local Government Regulations (Administration) Regulations 1996 - Reg 34AC - Gifts to council members, when permitted etc. (Act s. 5.100A).

Document Control Box						
Document Responsibilities:						
Owner:	Director Corporate Services	Owner Business Unit:	Corporate Services			
Reviewer:	Manager Human Resources	Decision Maker:	Council			
Compliance Requirements:						
Legislation:	Local Government Act 1995 s. 5.100A Administration Regulations 34AC					
Industry:						
Organisational:	Code of Conduct Record Keeping Plan					
Document Management:						
Risk Rating:		Review Frequency:	Annual	Next Due:	2021	Records Ref:
Version #	Decision Reference:	Synopsis:				
1.	29 November 2013	Approved by Council				
2.	722/2019	OMC 17 December 2019				



ELM13 EXECUTION OF DOCUMENTS AND AFFIXING THE COMMON SEAL

Aim	To establish procedures for: (a) Affixing the Shire of Ashburton Common Seal; and (b) Determining whether a document is executed by way of common seal or signed by an authorised employee.
Application	Elected Members & Employees
Principles	Strategic Community Plan 2017 – 2027 (Desktop Review 2019) Goal 05 Inspiring Governance Objective leadership

1. Affixing the Common Seal

Documents that require the Common Seal are to be presented to Council for consideration within the Reports of Officers section at the appropriate meeting of Council. The report recommendation is to include the following or similar wording *“That Council approves the affixation of the Common Seal of the Shire of Ashburton to the document and authorises the Shire President and Chief Executive Officer to sign all documentation as required”*.

The attachment of the Common Seal requires attesting by both the Shire President, or in their absence the Deputy Shire President, and Chief Executive Officer or the person acting in that position.

2. Documents requiring the Common Seal to be affixed.

The Common Seal is to be affixed to documents- Set out in Appendix 1.

3. Authority to Sign documents on Behalf of the Shire

Where there is no legal requirement for the common seal to be affixed in order for a document to be executed, Council has resolved to authorise identified employees to sign a document pursuant to section 9.49A of the Local Government Act 1995.

Employees authorised under section 9.49A of the Local Government Act 1995 may sign the documents identified for that purpose in Appendix 1- Part B of this Policy. Despite the authorisation, the common seal may still be affixed in the following circumstances:

- (a) if the authorised officer is of the opinion the document carries a high level of financial risk, legal complexity, or political sensitivity that the document should be executed by way of common seal; or
- (b) the other party has reasonably requested the document be executed by way of common seal.



4. Procedures for the use of the Common Seal

The Chief Executive Officer is responsible for the security and proper use of the Common Seal.

The CEO is to make appropriate arrangements for –

- (a) keeping the seal in a safe and secure location; and
- (b) the appointment of a person who is to have custody of the seal.

5. Common Seal Register

Entries in the register are to indicate;

- (a) the document to which the seal was affixed;
- (b) the date the seal was affixed;
- (c) the people who have attested to the seal being affixed to the document;
- (d) the date on which the Council resolved to make the decision or enter into the contract to which the document relates; and the date on which the Council resolved to grant authorisation for the seal to be affixed to the relevant document.

5. Wording of the Common Seal clause

If the legislation is silent on the wording of the Common Seal clause then the following shall apply:

Example – Where the Common Seal is Affixed by Resolution of Council

DATED: _20_



The Common Seal of the Shire of [name] was affixed by authority of a resolution of the Council in the presence of:

[INSERT NAME OF PRESIDENT] PRESIDENT

[INSERT NAME OF CEO] CHIEF EXECUTIVE OFFICER

APPENDIX 1



PART A - EXAMPLES OF DOCUMENTS WHERE THE COMMON SEAL IS/OR MAY BE REQUIRED

1. New or Revised Town Planning Schemes
2. Commonwealth or State Governments documents requiring the seal.
3. Amendments to Town Planning Schemes
4. Documents of a Ceremonial Nature such as Sister City agreements
5. New, Revised or Amendments to Local Laws

PART B - EXAMPLES OF DOCUMENTS THAT CAN BE EXECUTED UNDER COUNCIL AUTHORISATION

1. Restrictive Covenants under s.129BA of the Transfer of Land Act 1893 and any discharge or modifications of covenants
2. Reciprocal Access agreements and withdrawal or modification of Reciprocal Access Agreements
3. Lodgment, modification, and withdrawal of Caveats
4. Management Statements and withdrawal or modification of Management Statements
5. Lodgment, modification, and withdrawal of Memorial
6. General Legal and Service Agreements
7. Leases where Council has previously resolved to enter into or have been approved under delegation, including renewals, extensions or modifications of leases, including leases for staff housing.
8. Contracts for the provision of services or goods, including those to be entered into following a tender process.
9. Deeds of Agreement, Development Contribution Deeds and Deeds of Release
10. Transfer of land documents where Council has previously resolved to either purchase or dispose of land or land is being transferred to the Shire for a public purpose.
11. Licences
12. Debenture documents for loans which Council has resolved to raise.
13. Covenants and any discharge or modification of covenants
14. New Funding or Contracts of Agreement between the Council and State or Commonwealth Governments or Private Organisations for programs to which Council has previously adopted, or additions to existing programs, which in the view of the Chief Executive Officer are in accordance with the original intent of the adopted program.
15. Easements and the surrender or modification of easements
16. Records Disposal Authorisation
17. Notifications on title and withdrawal or modification of notifications
18. Letters requested to be written by Council by resolution, which are not of a Political nature.
19. Rights of Carriageway agreements and withdrawal or modification of Rights of Carriageway agreements



Document Control Box							
Document Responsibilities:							
Owner:	Director Corporate Services			Owner Business Unit:	Corporate Services		
Reviewer:	Manager Governance			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	Local Government Act 2.5(2) Local governments created as bodies corporate. 5.43 Limits on delegations to CEO 9.49A. Execution of documents 9.49B. Contract formalities						
Industry:							
Organisational:	Code of Conduct Record Keeping Plan SOA CEO 094 Use of Common Seal Register (Form).						
Document Management:							
Risk Rating:		Review Frequency:	Annual	Next Due:	2022	Records Ref:	
Version #	Decision Reference:		Synopsis:				
1.	722/2019		OMC 17 December 2019				



ELM14 GOVERNANCE AND POLICY MANUAL

Aim	To assist the Council to achieve its commitment to excellence in Governance
Application	Elected Members & Staff
Statutory Environment	<i>Local Government Act (1995)</i>
Principles	Strategic Community Plan 2017 – 2027 (2019 Desktop Review) Goal 05 Inspiring Governance Objective 3 Council Leadership
Approval Date	OCM 17 December 2019

Preface

Corporate governance is a system of processes through which an organisation makes decisions and how it directs, controls and monitors its operations. The systems are complex and are required by legislation. The Governance Manual will assist the Council to achieve its commitment to excellence in governance.

The Manual links the respective roles under the *Local Government Act* and other relevant legislation with the suite of available governance documents. It is designed to provide guidance and information to the major participants in all functions and governance processes of the Council.

It will act as:

- an introduction for new Councillors and staff members to the governance framework and processes for the Council;
- a guide and reference for Councillors in performing their duties as elected representatives;
- a document that establishes clear guidelines for the day-to-day governance of the Council.
- a basis to monitor the performance of the Council and administration in working towards excellence in governance.

The manual has been based on a number of existing governance frameworks, but in particular “Excellence in Governance for Local Government” produced by the Local Government Managers Australia and CPA Australia.

The Manual is divided into five parts: Part One: Principles, values and vision

- The principles, values and vision establish the underlying aspects that should govern every aspect of Council corporate operations.



Part Two: Overview of corporate governance

- This section introduces the need for a governance manual. It explains the importance of good governance and the critical factors to be considered for all stakeholders in governance processes.

Part Three: Council governance statement and framework

- This part outlines the conceptual governance framework for the Council. It provides a statement of commitment to good governance principles within which all Elected Members and staff should operate. The framework highlights the inter-relationship between different aspects of good governance and illustrates how the Councillors and staff must work in a collegiate way to ensure strength and success in the Council's governance practices.

Part Four: Detailed Guidelines for good governance practice

- Provides more detailed guidelines on how good governance is carried out. The section covers roles and responsibilities, decision-making, accountability and sustainability.

Part Five: Appendix - Policies

- Policies provided reference essential documents that support the governance processes and procedures of the Council.

Summary

The Governance Manual will form the basis for a biennial corporate governance review by Council which will assess the effectiveness of the Elected Members and administration in achieving good governance.

Part 1: Principles, and Vision

1.1 Principles

Clear principles govern how decisions are made by the whole organisation. All decisions should be measured against the principles to ensure that the governance processes and practices adhere to the overarching principles of operation. Individual elected members and staff take specific responsibility for governance in their own activities. Individual actions in governance must demonstrate values that reflect best practice in governance and alignment with the agreed principles.

The vision and values of the Council demonstrate how the five principles above are incorporated in a vision that provides the long term goals for the Council. Five key principles have been identified to assist Council achieve excellence in governance.

These are:

Principle 1. - Clear Vision and Culture.

- Uniting in a clear vision and positive culture that respects the natural and built heritage of the Council as well as community needs and aspirations.



Principle 2. – Productive Roles and Relationships.

- Valuing the different roles of the various elements of a local government and the need for positive working relationships between these elements.

Principle 3. – Good leadership.

- Demonstrating exemplary leadership qualities through effective decision-making and related management processes that reflect transparency, integrity and sustainability.

Principle 4. - Accountability.

- Accounting for all local government activities and installing and maintaining systems which reinforce accountability, and which communicate outcomes achieved to the community.

Principle 5. – Commitment to Sustainability

- Making the right decisions for both now and for future generations, in careful monitoring of progress to avoid negative impact, and, in ensuring a positive change for improved results and outcomes.

1.2 Shire of Ashburton Vision

We will embrace our unique Pilbara environment and lifestyle through the development of vibrant, connected and active communities that have access to quality services, exceptional amenities and economic vitality.

1.3 Shire of Ashburton Focus

In the context of the Shire of Ashburton's objectives to strengthen and diversify opportunities and experiences for people living, visiting, working and learning in the Shire, strategies will address the following six key areas:

Diversify and Strengthen the Economy

- Focuses on ensuring that the Shire's economic base is robust, broad and able to service future growth.

Include and Engage Our Community

- Ensures lifestyle is enhanced by providing access to satisfactory health and educational services, as well as quality recreational, community and social services.

A Connected and Accessible Region

- Addresses the need for people to have a high standard of access to their neighbourhood community, region and world by means of high-quality transport and communication systems.

Conserve and Enhance the Environmental and Cultural Heritage

- Ensures that the Shire's diverse natural, cultural and built environment is conserved.

**Community Safety and Security**

- Promotes an environment which is safe and secure from both natural and societal risks.

A Well Managed and Contemporary Corporation

Delivers effective and accountable governance and administration within the Shire organisation, achieved by demonstrating:

- Economic growth and diversity
- Quality lifestyle and social wellbeing
- Ecological sustainability and environmental management
- Improved services and infrastructure
- Best practice local government management.

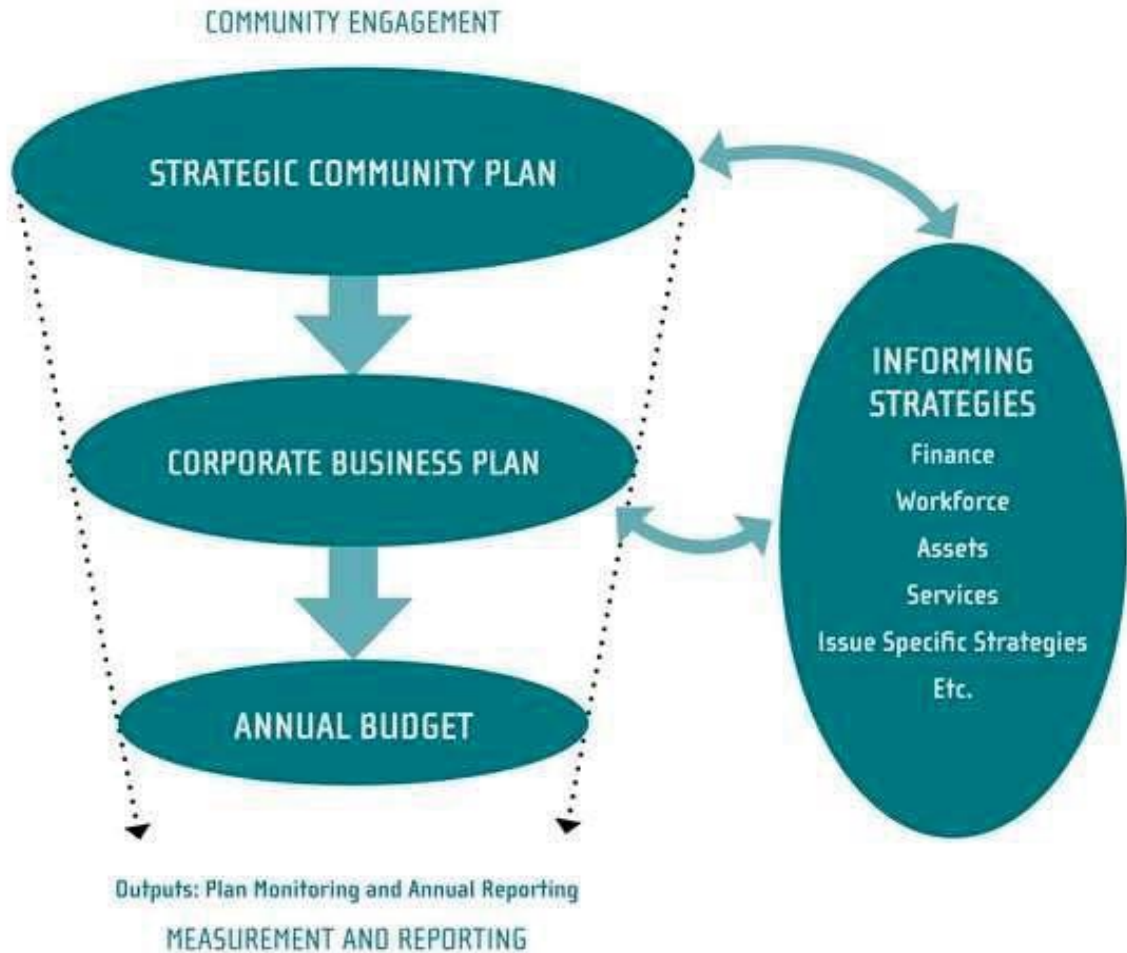
1.4 Strategic Planning Context

Integrated planning and reporting gives local governments a framework for establishing local priorities and to link this information to operational functions.

Legislation changes gazetted in August 2011 require compliance to this approach that can be tabled to the size and structure of each local government as long as the principles and practices of the framework are upheld.



Ref: A “plan for the future” - S5.56 (1) of the Local Government Act (1995). Elements of the



Integrated Planning Framework

The **Strategic Community Plan** responds to three questions put to the community and the local government:

- Where are we now?
- Where do we want to be?
- How do we get there?

The plan prioritises community aspirations giving consideration to:

- Social objectives.
- Economic objectives.
- Environmental objectives.
- Factors such as changing demographics and land use.

It is at least a 10 year Plan

The **Corporate Business Plan** activates the Strategic Community Plan by



responding to:

- Council's distillation and prioritisation of the community's short, medium and long term aspirations.
- Existing operational plans, priorities and external factors impacting on resourcing.
- The assessment and integration of services and business area plans. The process through which the Corporate Business Plan is developed incorporates:
- Activating the Strategic Community Plan.
- Operations Planning - including: – Asset Management.
- Financial Management.
- Workforce Management.

It is for at least 4 years.

Part 2 Overview of Corporate Governance

2.1 Governance in the Legislative Environment.

Local Governments in Western Australia are required to make decisions, report them and implement them according to the provisions of the Local Government Act 1995 (the Act). Other legislation regulates the way in which a local government exercises its authority in areas such as Town Planning, Environmental Health and Dog Control.

The Act defines the roles and responsibilities of Elected Members and the Chief Executive Officer to ensure that a local government fulfils its obligations and exercises its powers and functions appropriately. Section 3.1 (1) of the act prescribes that the general function of a local government is to provide for the good government of persons in its district.

To facilitate good government, local governments develop strategies and policies and provide mechanisms and processes for their implementation as provided for in the Act and its regulations. The Governance Manual establishes the policies and processes by which the Elected Members and the Chief Executive Officer undertake their respective roles.

2.2 Definition of 'Good Governance'.

Just as the companies operating in the private sector has a requirement to adhere to legislation and regulations governing compliance and behaviour, so do local governments in the public sector.

The private sector has had a long-standing involvement with governance issues, as reflected in adoption of mechanisms such as the Australian Institute of Company Directors corporate governance charter, which:

"...defines the roles and responsibilities of the ultimate decision makers in the organisation and establishes a framework for strategic planning. It also defines expectations of the board and delineates critical policies, such as strategies for risk management and the delegation of responsibility."



2.3 Excellence in Governance.

Governance is the process by which decisions are taken and implemented; the process by which organisations go about achieving their goals; producing their outputs; and, the process by which organisations are directed, controlled and held to account. It encompasses authority, accountability, stewardship, leadership, values and culture within the organisation.

Excellence in governance occurs when it is underpinned by accountability, integrity, openness and commitment to sustainability. It involves a focus on clarity of roles and responsibilities, robust systems which support both internal and external accountability and public access to decision making and information.

From a Local Government perspective, the establishment of a governance framework reinforces the statutory authority and responsibilities of Council as a corporate body and assists Elected Members and professional officers in the delivery of quality services. Central to the achievement of these outcomes is the engagement of key stakeholders and intended beneficiaries in the development and implementation of initiatives for the betterment of local communities.

Effective outcomes are best achieved where the role and focus of Elected Members as a collective corporate body, is directed to policy formulation and strategic development. The role of the officers is to implement the policies and strategies of the corporate body through an accountable, effective and efficient application of resources and assets.

Governance is based on the understanding that the Council and its Chief Executive Officer and staff have different roles and responsibilities which, when combined, create the environment for effective management and operation of the Council. It recognises that good governance does not only apply to internal procedures but ultimately reflects in the satisfaction of the residents and other stakeholders of the Shire both now and into the future.

Accountability is unachievable without effective stewardship of the Shire's financial, physical, intellectual and natural heritage assets. Stewardship refers to the planning and management required ensuring optimum use of assets to serve existing community needs and provide a lasting legacy for future generations. It requires innovation, reflected in strategies designed to encourage sustainable growth and prosperity, which are compatible with the unique character and focus of the Shire.

Part Three: Governance Statement and Framework

3.1 Council Governance Statement.

The Council considers that integrity, role delineation, accountability, a systems approach, and strategic management are applicable to local government. To ensure effective, transparent, and sustainable administration of the Council's affairs, a governance framework has been designed.

The governance statement, key principles, values and framework aim to create a



strategic and accountable approach to management of the Council as “pillars” of good governance. Collectively, appropriate policies, strategies and procedures constitute the Council’s governance “foundations” private sector has had a long standing involvement with governance issues, as reflected in adoption of mechanisms such as the Australian Institute of Company Directors corporate governance charter, which:

“defines the roles and responsibilities of the ultimate decision makers in the organisation and establishes a framework for strategic planning. It also defines expectations of the board and delineates critical policies, such as strategies for risk management and the delegation of responsibility.”

3.2 Council Governance Framework

The governance framework serves to bring together in a coordinated manner, legislative issues and requirements affecting the Council, the governance statement and its underlying strategies, policies and procedures. It depicts the values, legislation of strategic directions as the pillars which support the activities of

Councillors, staff and stakeholders. The foundation stones of the framework are the good principles and practices that are required for building good governance throughout the organisation.

The fundamental objective of a corporate governance framework is to promote stability, confidence and consistency of process by providing role clarity and certainty of direction for the Elected Members and administrative office holders of the Council.

The basis for this governance framework can be found in strategic documents and associated operational mechanisms which have been developed and implemented pursuant to roles and functions prescribed by the *Local Government Act 1995 (The Act)* and arising from the vision, values and goals enunciated in the Strategic Community Plan.

3.3 Good Governance Practice

The increasing level of scrutiny now being directed to the operations and activities of public bodies has created a need for full and open disclosure of the governance systems which exist within these organisations.

Accountability is an essential element of good governance and applies to Elected Members and Chief Executive Officer alike. From a political perspective, accountability requires that the Shire President and Councillors of the Council are accessible to residents and ratepayers so they may be responsive to community issues and needs.

As the governing body of the Shire, the Council has the ultimate responsibility for ensuring compliance with legislation and regulations. It is the Chief Executive Officer’s responsibility to ensure that Council is provided with unbiased and relevant, professional advice and information on which decisions are made.



The Chief Executive Officer is also responsible for the management of officers, financial resources and the maintenance of effective and efficient systems, procedures and processes which are necessary to meet the accountability requirements of the Council.

Accountability is unachievable without effective stewardship of the Shire's financial, physical, intellectual, and natural heritage assets. Stewardship refers to the planning and management required ensuring optimum use of assets to serve existing community needs and provide a lasting legacy for future generations. It requires innovation, reflected in strategies designed to encourage sustainable growth and prosperity, which are compatible with the unique character and focus of the Shire.

3.4 Good Governance Principles

The following practices, as they relate to the five principles of operation apply to the achievement of good governance at the Council. A summary of the key practices that will govern actions for each principle is provided below then further detail on each aspect is provided in the following sections.

Principle 1 - Vision and Organisational Culture

- There is a clear vision and Strategic Community Plan that is produced through a comprehensive and inclusive process which is owned by all sectors of the local government.
- There is a positive culture that promotes openness and honesty, in which questioning is encouraged and accountability is clear.

Principle 2 - Roles, responsibilities and relationships

- There is clarity about the roles of local government and there exists a sophisticated approach to defining and implementing these.
- There are effective working relationships that are promoted and supported within and between the Shire President, Councillors, CEO and administration.

Principle 3 - Decision-making and management

- There are effective decision-making processes in place that reflect the transparency and accountability which underpin excellence in governance.
- There should be robust and transparent financial management established and maintained to meet local government's accountability to its stakeholders, particularly in terms of stewardship of community assets, both now and into the future.
- An effective approach to the identification, assessment, monitoring and management of risks should be established and maintained.
- Effective delegations should be implemented and maintained.
- There should be an active performance management system in place that enables Elected Members and officers to be openly accountable for their performance.

Principle 4 Accountability

- Consultation should be undertaken that is appropriate to the scope and



potential impact of the matter. It should respect the position and opinion of all stakeholders. The outcomes of the consultation should be taken into account when the decision is made, and feedback should be provided to those who participated.

- The Council must account for its activities and have systems that support this accountability.
- The Council should establish internal structures that provide for independent review of processes and decision-making to assist the Council to meet its accountability to stakeholders.

Principle 5 Commitment to Sustainability

- The Council will endeavour to keep up to date with all processes, methodologies and technologies which are capable of achieving improved outcomes for the Shire.
- Awareness of practices that will lead to improved resource management, environmental protection and rehabilitation, stronger communities and added economic value will be raised within the Council and staff and across the community.
- Potential environmental, social and economic impact of any project or decision will be considered.

Part 4 Detailed Guidelines for Governance Practice

4.1 Vision and Organisational Culture

Vision

There is a clear vision and Strategic Community Plan that is produced through a comprehensive and inclusive process which is owned by all sectors of the Local Government.

The Council vision as stated in Part 1 is the driver that governs the culture of the organisation. The vision has been generated as a united focus for the Shire.

Governance decisions and practice must at all times contribute towards achievement of the vision.

Organisational Culture

There is a positive culture that promotes openness and honesty, in which questioning is encouraged and accountability is clear.

The principles introduced in Part 1 will be demonstrated as an integral part of the organisational culture. If all individuals involved in Shire governance apply the values, the culture of the organisation will be one that has the greatest opportunity of achieving excellence in governance.

In addition, the Elected Members and staff will strive to achieve the following eight elements within its organisational culture:

- Effectiveness in management structures and practices



- Good communication including feedback
- Learning
- Ethical behaviour and codes of conduct
- No conflict of interest
- Support for frankness and openness
- Confidentiality
- Innovation

Effectiveness in management structures and practices

- A good management structure will be maintained based on the organisation's vision, with clear roles and responsibilities.
- Responsibility and accountability will be delegated appropriately down the organisation.
- Management will support clarity in responsibility and accountability and focus on outcomes.
- There will be effective and efficient processes and systems in place.

Good communication including feedback

- Good relationships will be developed between the various parts of the Shire.

Learning

- Decision making processes will incorporate appropriate consultation, knowledge management and involvement.
- There will be learning programs for Elected Members and officers designed to meet their skills and knowledge requirements.

Ethical behaviour and code of conduct

- The Code of Conduct and ethics will be owned and lived, particularly by leaders throughout the organisation.
- The Council, Shire President, CEO and senior management will be models of appropriate behaviour.

No conflict of interest

- An effective induction program will reinforce the organisation's culture so that all people associated with the organisation recognise where conflict of interest may arise and how relevant action can be taken.
- There will be agreement about different, but complementary roles of Councillors and officers.

Support for frankness and openness

- Opportunities will be provided for open and frank exchange between Elected Members, management and staff.
- Effective feedback mechanisms from the community will be established and maintained.

Confidentiality

- Where issues of confidentiality arise, the Shire will be transparent about instances where confidentiality will be protected.



Innovation

- The Shire will recognise that it operates in a changing environment and so must be aware of opportunities in those changes to improve the way the Shire operates.
- The Shire staff will be encouraged to take reasonable efforts to keep abreast of current best practice and up to date technologies.

4.2. Roles, Responsibilities and Relationships

There is clarity about the roles of local government and there exists a sophisticated approach to defining and implementing these.

4.2.1 Working Relationships

There are effective working relationships that are promoted and supported within and between the Shire President, Councillors, CEO and administration.

Effective working relationships are promoted and/or supported by and between the Shire President, Councillors, Chief Executive Officer and administration. It is a requirement that initial officer contact by Elected Members is made through the Chief Executive Officer in accordance with Council policy. Should an elected member wish to contact any other officer directly, a request shall first be made to the Chief Executive Officer, who will assess the request and advise the elected member of their decision.

Good corporate governance requires clear identification and definitions of responsibility and a clear understanding of relationships between the organisation's stakeholders and those responsible for managing its resources. Very important relationships are those between:

- The Shire President and the Councillors;
- Elected Members and Elected Members;
- The Shire President and the Chief Executive Officer;
- Elected Members and the Chief Executive Officer; and
- Elected Members and the administration.

Effective relationships are achieved and maintained at the Shire through:

- Parties agreeing on and respecting the differences in their roles.
- Protocols being established based on the agreements about roles and responsibilities being followed.
- Information and discussion about the various roles being included in Councillors' induction processes.
- Goodwill on the part of all parties to make governance work.
- The administration accepting that local government is a level of government and that political activities of Council are legitimate. Councillors are accountable to their constituents as well as to the "corporate whole" and they have to be able



- to address these accountability requirements in a constructive manner.
- There being a preparedness to tackle problems when they arise.

4.2.2 Council - Roles and Responsibilities

Under the Act the Council is a body corporate with perpetual succession, a common seal, and is charged with responsibilities. The Shire has interpreted these responsibilities as they are contained in the Act in conjunction with the Shire's governance framework and this governance framework and statement document provides the following guidance on the range and scope of these following roles:

(a) Directs and controls the Shire affairs.

This role encompasses strategic planning mechanisms to ensure the continued viability and performance of the organisation, the setting of strategic goals for the organisation and the monitoring of the Shire's performance against these strategic goals.

(b) Is responsible for the performance of the Shire functions.

This role provides that the Council bears the ultimate responsibility for the performance of the Shire's functions. It can exercise this responsibility through the development of appropriate governance frameworks including delegations of authority and the determination of an appropriate organisational structure.

(c) Oversees the allocation of the Shire finances and resources.

The Council exercises this role by adopting the Shire's budget and long term financial plans. It is advised by officers of the Shire who are responsible for the development of appropriate financial controls and strategic documents.

(d) Determines the Shire policies.

The role of Council in setting policy is most effective when it is linked with a professional organisation that implements these policies through the development of appropriate management practices and work processes. Council policy should set the standards for the administration to achieve and make strategic policy decisions that guide officers in their decision making processes. Under the Act, a local government is a body corporate with perpetual succession and a common seal.

4.2.3 Role of Elected Representation

The Council consists of nine members including the Shire President. Councillors are elected from each of the Shire's six wards. The Shire President is elected by the Councillors.

Local Government elections are conducted biennially on a fixed date prescribed by the Act, with candidates elected to the office of Councillor or Shire President as applicable, attaining terms of four (4) years.

Statutory Role of Councillors

Section 2.10 of *the Act* describes that the role of a Councillor is to:

- Represent the interests of electors, ratepayers and residents of the Shire;
- Provide leadership and guidance to the Shire community;



- Facilitate communication between the community and the Council;
- Participate in the Shire decision making processes at Council and Committee meetings; and
- Perform such other functions as are given to a Councillor by this Act or any other written law.

Each individual Councillor has a legislative requirement to fulfil this role. This governance framework provides guidance to Councillors on how they perform this role at the Shire.

Individually Councillors have a responsibility to act as a conduit between the community and the Shire. Not only must they represent the interest of the broader community on the Council, but also as community leaders they must represent the interests of the Shire within the broader community.

Whilst Councillors may be elected from an individual ward, their primary obligation is to represent the interests of the broader community within the Shire. It is not appropriate for individual Councillor's constituent concerns to interfere with their decision making processes in providing good governance of the Shire as a whole.

Elected Members sitting as Councillors are responsible and ultimately accountable for long term financial planning, the annual budget and monitoring financial performance. In doing so, each individual elected member thus accepts a joint and individual responsibility for the financial outcomes.

Accountability and transparency is also facilitated through the standards and behaviour maintained by members – most notably, through their adherence to legislation governing declarations of financial and other interest where these arise, together with associated implications for participation in any debate.

Elected Members rely on:

- Financial advice and information from administration;
- Input from internal and external auditors and the Audit and Risk Committee;

Elected Members must also seek whatever additional information they need to make informed decisions.

Responsibilities of Council

The responsibilities of Council can be categorised into the following three key areas:

Legislative

- The Council is responsible for adopting a set of local laws that reflect current community standards and provide for the good governance of the Shire. Council when making local laws must be aware of their legislative effect.

Executive

- The Council is responsible for overseeing the executive functions of the Shire and determines appropriate policies, strategies and functions for the



administration to implement.

Quasi - judicial

The Council is responsible for applying factual situations to the legislative regime in a quasi-judicial manner under the *Local Government Act*, *Town Planning and Development Act* and other relevant legislation. This is explained in more detail at Part 4 “Councils Governance Tools” – Planning and Development Functions of the Council.

Accountability, stewardship, sustainability and innovation focus.

Accountability, stewardship, sustainability and innovation objectives are most effectively pursued where the focus of Elected Members of Council centres upon:

- Strategic planning, policy development and defining scope for delegation of powers and functions;
- Allocating the Shire’s resources;
- Monitoring performance of the Shire against adopted strategies and objectives;
- Representing the interests of the community;
- Appointing the Chief Executive Officer and participating in the performance review process of that officer.

Accordingly, the Council is required to be accountable and transparent by undertaking deliberations and making resolutions within a framework which is factually based, non- prejudicial and relevant to issues at hand.

4.2.4 Limitation of Member Liability

The Shire has the legal capacity of a natural person. As such, the Shire may instigate legal proceedings in its corporate name and have proceedings taken against it. Section 9.56 of the Act, summarised in Attachment 2 specifies the limitation that Councillors must be aware of when taking office.

It is largely due to such legislative-based requirements, that local governments have embraced strategies designed to mitigate the liability of members and officers, with liability insurance protection and risk management now serving as a significant element of corporate governance frameworks.

It is for these reasons that many organisations have developed and implemented processes for identifying, analysing and mitigating risks which could prevent the achievement of business objectives. These organisations have put control activities in place to manage risk throughout the organisation by developing risk management plans that cover activities as diverse as reviews of operating performance, information technology and management information systems

4.2.5 The Shire President Role

The role of the Shire President as provided under Section 2.8 of the Act is to:

- a) Preside at meetings in accordance with the Act;
- b) Provide leadership and guidance to the community;



- c) Carry out civic and ceremonial duties on behalf of the Shire;
- d) speak on behalf of the Shire;
- e) Perform such other functions as are given to the Shire President by the Act or any other written law;
- f) Liaise with the Chief Executive Officer on the Shire affairs and the performance of its functions; and
- g) Otherwise fulfil the role of Councillor.

4.2.6 The Deputy Shire President Role

Section 2.9 of the Act enables the Deputy Shire President to perform the functions of the Shire President, if:

- a) the office of Shire President is vacant; or
- b) if the Shire President is not available, or is unable or unwilling to perform the functions of Shire President.

4.2.7 Chief Executive Officer Role

The Chief Executive Officer's functions as described under Section 5.41 of the Act are to:

- a) Advise the Council in relation to the functions of the Shire under the Act and other written laws;
- b) Ensure that advice and information is available to the Council so that informed decisions can be made;
- c) Cause Council decisions to be implemented;
- d) Manage the day to day operations of the Shire;
- e) Liaise with the Shire President on the Shire affairs and the performance of the Shire's functions;
- f) speak on behalf of the Shire if the Shire President agrees;
- g) be responsible for the employment, management, supervision, direction and dismissal of other employees (subject to Section 5.37 (2) in relation to senior employees);
- h) ensure that records and documents of the Shire are properly kept for the purposes of the Act, or any other written law; and
- i) perform any other function specified or delegated by the Shire or imposed under the Act or any other written law as a function to be performed by the Chief Executive Officer.

Section 5.42 of the Act enables the Shire to delegate in writing to the Chief Executive Officer, the capacity to exercise any of its powers or duties, with the exception of those relating to:

- a) Actions in which a decision of an absolute majority or a 75% majority of the Council is required;
- b) Acceptance of a tender which exceeds an amount as determined by the Council;
- c) Appointment of an auditor;
- d) Acquisition or disposal of any property valued at an amount exceeding an amount determined by the Council for the purposes of this paragraph;
- e) Any of the Council's powers under Sections 5.98A, 5.99A or 5.100 (*determining*



fees, allowances and expenses of members and Committee members);

- f) Borrowing money on behalf of the Shire;
- g) Hearing or determining an objection of a kind referred to in Section 9.5;
- h) Carrying out any power or duty that requires the approval of the Minister or the Governor; or
- i) Such other powers or duties as may be prescribed.

This clear separation of elected member and Chief Executive Officer roles and responsibilities as identified within the Act reinforces good governance principles. It also ensures that the Shire adheres to all statutory requirements whilst meeting the expectations of its community.

4.2.8 Executive Management Role

In undertaking its functions and responsibilities, Council is supported by the Chief Executive Officer and an Executive Management Group comprising the heads of the four Divisions, namely:

- Corporate Services
- Property and Development Services
- Infrastructure Services
- Community Services

The Executive Management Group meets regularly as a basis for ensuring effective coordination of the Shire's operations and implementation of Council resolutions.

These meetings are complemented by operational meetings. Such forums are considered important, both in enabling management information dissemination and also feedback by officers. This promotes a whole of organisation approach for the Shire in the fulfilment of its functions and responsibilities.

4.3. Decision Making and Management

4.3.1 Decision-Making

There are effective decision-making processes in place that reflect the transparency and accountability which underpin excellence in governance.

The five stages in decision making which will be followed at the Shire are:

4.3.1.1 Agenda Setting –

This will be achieved through:

- An effective and efficient strategic planning process which produces owned strategic goals; and
- Processes being in place which ensures Council plans are properly implemented.

4.3.1.2 Information Gathering – This will be achieved through:

- Ensuring the information gathered is sufficient to allow a decision to be made;
- Ensuring an effective process within the administration to convert information



into advice;

- Providing good quality and timely Council reports which provide the necessary information, options and clear recommendations. The reports will always incorporate the corporate view of the issue in question, the financial impacts and any risks;
- Having workable and productive consultation processes in place that ensure that decision-makers are aware of the views of those whom the decision affects; a sound process for identifying and distilling data into appropriate information;
- Agendas being structured so as to facilitate good decision-making processes.

4.3.1.3 Opinion Formation –

This will be achieved through ensuring that Elected Members understand the issues and have enough information provided to make a decision.

4.3.1.4 Decision-making –

This will be achieved through:

- Council and Committee meetings being well chaired and conducted in accordance with Council Standing Orders;
- Facilitating participation and involvement while ensuring debate is relevant and succinct;
- Robust debate which ensures that all issues are aired. Although it is robust, the debate is conducted with courtesy and respect;
- The Chair attempting to find common ground amongst Elected Members; opportunities being available for the community to participate appropriately;
- Delegations where appropriate.

4.3.1.5 Implementation –

This will be achieved through:

- Decisions being implemented in a timely manner;
- Solidarity among the Councillors once a decision has been made;
- Confidentiality being maintained wherever necessary.

4.3.2 Financial Management

There should be robust and transparent financial management established and maintained to meet local government's accountability to its stakeholders, particularly in terms of stewardship of community assets, both now and into the future.

The Council will achieve this by:

- Approving management's Service Delivery Plans that reflect the services and projects identified for the relevant financial year as shown in the Corporate Plan.
- Approve each year's Annual Budget in accordance with the adopted Service Delivery Plans and the Long Term Financial Modelling.
- Council through policy will determine the appropriate mix between borrowing for capital works and funding them from revenue. Council will consider the implications of its decisions on the level of capital works and infrastructure maintenance.



4.3.2.1 Funding Strategic Objectives

Section 5.56 of the *Act* requires that a local government prepare a plan for the future.

The Council must know the direction it is going long-term. Its vision and goals must be properly reflected in the Strategic Community Plan. Council will take its final decisions about the content of the Strategic Community Plan based on an understanding of the long-term financial consequences of their decisions. To enable this to successfully occur, the following steps will be implemented by Council:

Longer-term financial planning

Elected Members, sitting as Council, will determine the long term financial plan, and be accountable for the process of developing it.

The delivery of the services identified in the Long Term Financial Plan will be in accordance with the Shire's strategic direction.

The financial strategy should be consistent with the Council's strategic plan. That is, it must be able to fund its projects, functions and service improvements.

As part of responsible business planning, the Shire's Long Term Financial Plan will detail the significant programs and activities to be undertaken by the Shire over the next five years and roll on each year with amendments and additions.

The Plan will provide a broad overview of where the financial resources of the Shire are planned to be directed over this period and the manner in which these activities will be funded.

The implementation of a Long-Term Financial Model that can be used to align capital and operating expenditure requirements with income streams complies with Council's rating strategy and policy.

The rating system

The rating system at the Shire will reflect the Council's strategy and vision for the future of the Shire. The rating levels and mix will represent a fair distribution of the rate burden across the community and Council's policies on appropriate taxation contributions from different sectors of the Shire.

Council's approach to rating will incorporate the concept of intergenerational equity; that is; the way the rating burden is spread between current and future generations of ratepayers of the Shire.

Council will be informed whether the rates outcome, which was envisaged in the Long Term Financial Plan, is still appropriate and consistent with all objectives of the Community Strategic plan.

Mindful of the role outlined under Section 2.10 of the *Act*, Councillors must assess if the budget delivers what the Council wishes to achieve.



4.3.3 Annual Budget

Developed as part of sound business management, the annual budget provides a framework for allocation of financial, physical and administrative resources required in pursuing the Shire's objectives for the proceeding twelve month period. The annual budget will be developed within the following framework:

4.3.3.1 Process

The Executive Group will annually develop a budget preparation timetable and process which meets Council's statutory requirements and gives enough time to resolve major issues. The Director Corporate Services will ensure that Council is given adequate time to have the opportunity to work through key issues.

4.3.3.2 Consistency with Financial Plan

Council's Long Term Financial Plan will provide broad guidance for the budget. The Long Term Financial Plan will be reviewed at least annually to incorporate the long term impact of any significant current decisions which are not consistent with the plan.

4.3.3.3 Information

Information will be presented to Council by officers through reports that enable Council to make informed decisions.

4.3.3.4 Community input

Opportunities will be provided to enable the Community to have input into the plan for the future through an advertising process.

4.3.4 Financial Reporting – Performance against Budget

4.3.4.1 Statutory Compliance

The Shire recognises that when decisions are made by Council, when resolutions are acted upon and when performance outcomes are reported, it is important that the requirements of any legislation and/or regulations are complied with, especially because of the reporting requirements of the Statutory Compliance Return.

Compliance will be pursued through ensuring the integrity of the key financial planning and reporting mechanisms which underpin the Shire's operations – especially the Annual Budget and Annual Report, and supplemented by internally based performance measurement instruments such as Reports from each division.

Compliance with key financial and statutory requirements is assessed through the audit schedule conducted in accordance with *the Act* by professionally qualified internal and external parties as appointed by the Shire. Financial reporting to Council will as a minimum be in accordance with its statutory requirements.

4.3.4.2. Content

The focus of financial reports to Council is to provide accurate information about the Shire's overall financial position.

Councillors, when considering the financial reports, will satisfy themselves that the



information they are given reflects the actual situation of the Shire. Councillors will ensure that they understand sufficiently about the financial indicators for them to ask appropriate questions and interpret the responses.

4.3.5 Annual Report

The Annual Report has its basis in *the Act*, but also serves as the vehicle by which the Shire can evaluate, monitor, control, improve and report on the outcome of its activities over a particular financial year.

The Annual Budget should reflect the priorities expressed in the Strategic Community Plan and the Annual Report should indicate the extent to which those priorities have been achieved.

4.3.7 Services and funds Council will:

- Monitor on a regular basis (every 2 years) community satisfaction with the levels of service it provides
- Have appropriate user charges for its services and facilities.
- Be mindful of the proportion of rate revenue required to meet operational and capital costs for the Shire.
- Comply with government policy
- Where appropriate, seek to obtain other avenues of financial assistance such as grants, being mindful of the implications of accepting any grant including financial and management obligations
- Ensure costs can be recognised and recovered appropriately.

4.3.8 Capital works and debt servicing

- Key assets will be maintained.
- Any borrowing must be sustainable and not impose an unacceptable level of debt servicing.
- Council will be informed on the proportion of rate revenue required to service debt and decide whether it is appropriate for the Shire.

4.3.9 Accountability and policy

- Council will meet its legislative and financial reporting requirements.
- Council will meet its accountability requirements to the community in terms of stewardship of assets.
- Council will strive to achieve best practice in financial policies and practices. Council will leave an appropriate legacy for future Councils.

4.3.10 Audit

An Audit and Risk Management Committee will be appointed by Council. Council has professional external auditors appointed by, the Auditor General of WA.

4.3.11 Risk Management - An effective approach to the identification, assessment, monitoring and management of risks should be established and maintained.

The Shire's performance in implementing effective risk management strategies and adherence to sound business practice is reinforced through access to independent



legal advice, the completion of the annual statutory compliance audit, and the annual financial audit undertaken by professional external auditors as required by the Act.

The Shire maintains a wide range of assets including:

- Infrastructure assets;
- Real property;
- Financial assets;
- Information assets and intellectual property and
- Natural and heritage assets.
-

The Shire takes an active approach to risk management in the conduct of its business through the implementation of a number of specific and organisation wide initiatives.

This risk management strategy involves the Shire identifying, collating and treating all the identified risk (internal and external) to ensure a coordinated approach that effectively minimises business, financial and physical liability to the Shire's operations.

The Council will ensure the risk management program is of the standard required to meet its fiduciary obligations to:

- Safeguard assets
- Ensure there are sufficient monies to meet its financial obligations when due
- Prevent and detect fraud
- Ensure accuracy and completeness of accounting records.

Controls and risk minimisation processes have been implemented in the form of:

- An Audit & Risk Management Committee
- Formal processes whereby strategic and operational business risks and activities are considered by the Council.
- Review processes and reporting requirements that monitor compliance of service providers with their contracts.
- Formal procedures for the safeguarding of assets. The procedures include accounting, financial reporting and internal control policies.
- Regular reporting to the Council on financial and non - financial areas of Council operations.
- Process mapping of procedures.

Internal control and risk management procedures are set out in the following documents:

- Procedures and Controls
- CORP5 Risk Management Policy
- Liability Insurance
- Asset Insurance
- Financial Controls
- Delegations Register



- Auditor review.

4.3.12 Delegations

Effective delegations should be implemented and maintained. Delegations of authority are required in order to provide officers of the Shire with the power to exercise duties and make determinations. It is essential that the Council's delegations are performed in accordance with the adopted governance framework and are compliant with relevant legislation. The Shire is required to keep records on the exercise of its delegations.

Council may delegate authority to the Chief Executive Officer and other nominated officers under the provisions of the *Local Government Act 1995*, *Health Act 1911*, *Strata Titles Act 1985*, *Caravan Parks and Camping Grounds Regulations 1987* and the Shire's Town Planning Scheme to perform some of its functions and duties.

The Act and associated regulations allow the Chief Executive Officer to delegate to any other officer the authority to perform functions and duties that are exercisable by the Chief Executive Officer under the Act or that have been delegated to the Chief Executive Officer by the Council.

This is in accord with a governance framework whereby officers are responsible to the Chief Executive Officer and the Chief Executive Officer is responsible to Council. Similarly the Chief Executive Officer is responsible for the implementation of Council decisions and may delegate some of this responsibility to other officers of the Shire.

All delegations are to be recorded in a register established for the purpose (as required by the Act) and reviewed annually. The Chief Executive Officer will advise Council of any decisions that have been made under delegated authority.

Under the provisions of Town Planning Scheme Council may delegate authority to certain officers other than the Chief Executive Officer. If such a delegation is exercised Council shall be advised.

4.4. Accountability

Local government must account for its activities and have systems that support this accountability.

Excellence in governance is based on the premise that those who are involved in governance are held accountable for what they do. Accountability at the Shire means the Elected Members and management taking responsibility for their performance.

Elected Members and management at the Shire accept they are accountable under legislation in terms of how the Council operates and reports. This also extends to other measures such as:

- Risk management systems implemented and maintained to ensure that community assets are protected.
- Audit and Risk Management Committee focused toward providing assurances



to all stakeholders that processes and procedures are being adhered to and that financial reports are accurate.

- A consultation policy to support good decision making by ensuring Elected Members are aware of the views of those who will be affected by any decision.

4.4.1 Performance Management

There should be an active performance management system in place that enables Elected Members and officers to be openly accountable for their performance.

The Shire will put in place a range of mechanisms to ensure that performance is measured, reviewed and improved and thereby enable remedial action to be taken, where necessary. The Shire is committed to the development of appropriate performance measures in financial policies and strategic plans to ensure long term viability.

Ongoing financial performance will be monitored through internally and externally based systems and processes, with associated reporting at the Executive Management Group and Council.

Effective coordination between the strategic and operational elements will be maintained through a regular report to Council which is based on the Strategic Plan, Long Term Financial Plan and agreed service levels.

4.4.2 Chief Executive Officer Performance Management

The Chief Executive Officer is appointed by the Council and is directly accountable to it.

The Council is accountable for setting the Chief Executive Officer's performance plan and subsequent monitoring of his or her performance. This responsibility belongs to Council sitting as the Council and is not the responsibility of individual Elected Members.

Council has established a Chief Executive Officer's Performance Review Panel which is responsible for;

- Undertaking a performance appraisal of the Chief Executive Officer in accordance with the provisions of Section 5.38 of the Local Government Act 1995 and in accordance with the terms and conditions of the employment contract of the Chief Executive Officer.
- Managing and conducting the performance appraisal of the Chief Executive Officer in order to meet both Council's statutory obligations in accordance with the requirements of Section 5.38 of the Local Government Act 1995 and any terms and conditions of the employment contract of the Chief Executive Officer.
- Determining and setting in place an appropriate review process;
- Consulting prior to determining and setting in place an appropriate review process, with each of the Elected Members at the time and taking account of their respective views;



- Using the resources and professional advice of a mutually agreed and independent consultant to determine the process and plan and conduct the review;
- Negotiating and setting goals, objectives, key performance indicators and changes to the remuneration package within the terms of the Chief Executive Officers contract. Any goals, objectives, key performance indicators or remuneration package changes so negotiated and set must be acknowledged in writing by both the Shire President and the Chief Executive Officer; and outlined
- Briefing all Elected Members on the outcomes of the review.

4.4.3 Independent Review

Local governments should establish internal structures that provide for independent review of processes and decision-making to assist the Council to meet its accountability to stakeholders.

Independent Review will be sought as appropriate through the following ways:

- Audit & Risk Management Committee
- Internal auditors
- External auditors
- 3rd party certifications

4.4.4 Customer Consultation

Consultation should be undertaken that is appropriate to the scope and potential impact of the matter. It should respect the position and opinion of all stakeholders. The outcomes of the consultation should be taken into account when the decision is made and feedback should be provided to those who participated.

The Shire will maintain and regularly review a Customer Service Charter which details the levels of service a customer can expect from the Shire, concentrating on the areas of service that our residents have indicated are the most important.

The Shire is prepared to explore new and innovative methods of service delivery in order to provide improved access to information and enhance customer interaction.

The Shire is committed to fostering high levels of public awareness of its activities, by providing its residents and ratepayers with access to a wide range of information. Any policy or planning developments will be fully inclusive of the affected Ward's representatives.

In addition to meeting the state wide and local public notice requirements prescribed by the Act in respect to particular proposals and activities, the Shire will also ensure that information is available by electronic means.

The Shire will utilise the local press for notifying residents about important issues. Information will also be posted on its official notice board located at the Administration Centre. The Shire Newsletter will continue in its role as a mechanism for disseminating information and encouraging feedback on key strategies, projects and significant Shire events.



Increasingly, the Shire's website at: www.ashburton.wa.gov.au will serve as the focal point for providing up to date information and service delivery information to ratepayers and residents.

Public consultation involving residents and ratepayers is facilitated by the Shire through a range of mechanisms which includes; information provision, consultation, public comment, Special Meetings and Annual General Meetings.

4.5. Commitment to Sustainability

4.5.1 Sustainability Principles

The Shire will meet its commitment by ensuring that planning, reporting and decision making are conducted using contemporary sustainability principles.

4.5.2 Sustainability Outcomes

The Shire will endeavour to keep up-to-date with processes, methodologies and technologies which are capable of achieving improved outcomes.

The Shire will:

- Identify, assess and manage risks to employees, contractors, the environment and communities
- Strive to achieve industry best practice
- Meet and where appropriate, exceed the minimum performance standards required by legislation.
- Set and achieve targets that include reducing and preventing pollution
- Develop our people and provide the resources to meet our targets
- Support the fundamental human rights of employees, contractors and the communities in which we operate
- Care for the environment and value cultural heritage.
- Communicate with, and engage employees, contractors, business partners, suppliers, customers, visitors and communities to build relationships based on honesty, openness, mutual trust and involvement.

4.5.3 Sustainability Practices

Awareness of practices that will lead to improved resource management, environmental protection and rehabilitation, stronger communities and added economic value will be raised within the Council and staff and across the community. Organisational Teams will support sustainability by:

- Integrating service delivery across departments.
- Minimising the consumption of energy, water and other resources, by reducing waste and maximising recycling.
- Reducing vehicle use, maximising fuel efficiency, promoting alternative fuels and modes of travel to offset greenhouse gas emissions.
- Incorporating sustainability considerations into the design, procurement, leasing, construction, maintenance and management of Council assets and to the management or development of Council owned land.



- Continually improving their knowledge about sustainability through education and training.
- Implementing occupational health and safety measures in the workplace to improve environmental, economic and social outcomes.

4.5.4 Sustainability Monitoring

Potential environmental, social and economic impacts of any project or decision will be considered.

Sustainability is not an outcome in itself, but is a process towards improved outcomes in social, economic and environmental terms.

Reviewing progress in that process is important for the Shire to assess its level of success and learn from its own processes.

4.6 Support for Elected Members in the Governance Process

Elected Members are encouraged to attend training offered by the Local Government Department or the WA Local Government Association to better enable them to carry out their Civic Duties.

Training needs, advice or resource needs can be facilitated by the CEO or relevant delegated officers.

The Department of Local Government and Communities offers advisory and support services for Elected Members. Guidelines are available through their Website www.dlg.wa.gov.au, or by contacting the Department on 08 92171500, or Free call 1800 620 511.

Corporate Governance Standards AS 8001 – 8004 can be purchased by Staff (subject to Budget) from Standards Australia – www.standards.com.au.



PROPOSED SCHEME AMENDMENT

Lot 558 Beadon Creek Road



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1 INTRODUCTION

RFF act on behalf of Greater Ashburton Services Pty Ltd with respect to this request to amend the Shire of Ashburton Local Planning Scheme No. 7 by rezoning Lot 558 Beadon Creek Road from 'Tourism' to 'Industrial'.

The report provides the relevant background to the proposal and provides adequate justification to support having regard to the statutory and strategic planning framework applicable to the site to justify commencement of a standard scheme amendment pursuant to Section 7 of the *Planning and Development Act 2005* and Regulation XXX of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

2 SITE

2.1 LOCATION

Lot 558 Beadon Creek Road is in the Onslow locality (the 'Subject Site') is at the eastern end of Beadon Creek Road directly adjoining the Beadon Creek boat harbour.

A location plan is provided as Figure 1.



Figure 1- Location Plan

2.2 LAND TENURE

The subject site is formally described as Lot 558 on deposited Plan 173181, being the whole of the land in Certificate of Title Volume 1783 Folio 970. There are no encumbrances on the title which might impact development of the land.

Certificate of Title is attached in Appendix 1.

2.3 SITE DESCRIPTION

The subject site has a land area of 1.08 hectares with a frontage of 106m to Beadon Creek Road and 138m frontage to an internal port access road connecting Beadon Creek Road to the Onslow Marine Supply Base.

An informal crossover from Beadon Creek road is the main access point.

The subject site is flat and cleared. The major improvement is a large shed historically used to process seafood. Whilst the site is currently not used, in more recent times, the property has been utilised informally as a laydown and transport

depot associated with the operation of Beadon creek harbour and the construction of the Onslow Marine Supply Base.

2.4 SURROUNDING CONTEXT

The subject site is located at an important junction and entrance point to the Beadon Creek Harbour and the newly constructed Onslow Marine Supply Base (OMSB) which is located within the bounds of the Department of Transport Port boundary. With access to the northern access road which also provides access to OMSB, the site is ideally suited to meet increased demand for land to support continued growth in activity through OMSB.

The Department of Transport is also progressing concepts for development of the 'Beadon Creek Community Boating Facility' which will be located within the Beadon Creek boat harbour, immediately adjacent to the site, also sharing access from the harbour northern access road with the subject site.

Beadon Creek Road is a primary road and an important freight connection from the main entrance road into Onslow to the OMSB and Beadon creek Harbour operations.

OMSB and the other components of the Beadon Creek Harbour are transformational pieces of infrastructure capable of supporting substantive growth and diversification of Onslow's economy. The operations, with the necessary supporting land to support enhanced freight and logistics operations provide a basis to increase engagement with both the Oil and Gas Sector and Defence sector according to the Shire of Ashburton's adopted Economic and Tourism Development Strategy (2019).

To the south of the site, on the southern side of Beadon Creek Road is the primary industrial area in Onslow which incorporates just over 13 hectares of land, with 19% of the land contained in Crown Land lots and 81% of the land in freehold lots.

Immediately adjoining the subject site to the north and west is a tourism precinct which incorporates the Discovery Holiday Park, predominantly used to meet workforce accommodation demand in the community. The Shire's draft Local Planning Strategy notes this area is '*...not considered to be the highest valued land for such activity/use*'.

The surrounding land uses in the area indicate clearly a prevailing industrial, logistics and maritime uses which are important to the functional operation of the Beadon Creek Harbour and OMSB, whilst also proving adequate to meet the Onslow community's own industrial business requirements.

2.1 EXISTING ZONING AND LAND USE PERMISSIBILITY

The subject site is currently zoned 'Tourism' in the Shire of Ashburton Local Planning Scheme No. 7. The purpose of this zone is outlined in clause 4.1 which is to *accommodate development which has a primary focus on providing a tourism service*.

Proposed Scheme Amendment Lot 558 Beadon Creek Road, Onslow | Page 6

A variety of sensitive land use are either permitted or may be approved at the discretion of Council. However, there a numerous commercial and industrial oriented uses, complimentary to the Beadon Creek Harbour and OMSB operations which are not permitted. This is highlighted in the table below. It is not exhaustive, rather providing an indication of the type of land uses which are intended for the zone.

Tourism Zone Land Use Permissibility Summary		
Permitted	Discretionary	Not Permitted
Holiday Accommodation, Arts and Craft Centre, Restaurant	All other 'residential use', excluding residential building, rural settlement and single house. Office, Motor Vehicle wash, market, shop, take-away food outlet, consulting rooms, entertainment venue	All 'Industry Uses' excluding Arts and Craft Centre, Home Occupation and Infrastructure. Motor vehicle wrecking, Motor Vehicle and Marine Repair, Showroom, Warehouse



3 PURPOSE

The purpose of the proposed changes to the Shire of Ashburton Local Planning Scheme No. 7 is to ensure the subject site is adequately zoned to:

- Ensure there is adequate land available to support continued growth in operations at Beadon Creek Harbour and the OMSB;
- Limit encroachment of sensitive land uses which may impact on the operation of Beadon Creek Harbour, OMSB and the Onslow Industrial Area that the current Tourism zone permits;
- Manage potential land use conflict through development of the subject site with the adjoining Discovery Holiday Park
- Align the zoning of the subject site with Shire of Ashburton's Local Planning Strategy.

The landowners of the site have experienced increased interest in use of the site for a variety of land uses, all of which are commercial and light industrial focused. This proposed amendment will increase the flexibility in land use options which are commercial/ industrial in nature consistent with the market interest.

4 PROPOSAL

This request seeks the following amendments to the Shire of Ashburton local Planning Scheme No. 7 :

- Rezone Lot 588 Beadon Creek Road from from 'Tourism' to 'Industry';
- Incorporate additional Clause 4.6 – Restricted Use which includes the following text:

4.6.1 – *The table below sets out –*

- a) *restricted classes of use for specified land that apply instead of the classes of use that are permissible in the zone in which the land is located; and*
- b) *the conditions that apply to that restricted use.*

Table – Restricted uses for land in Scheme area No. Description of land Restricted use Conditions

No.	Description of Land	Restricted Use	Conditions
1	Lot 588 Beadon Creek Road, Onslow	Storage Facility/ Depot/Laydown Area	Any proposed development of the site for a Storage Facility/ Depot/Laydown Area must demonstrate operations on the premises, will not cause any injury to, or will not adversely affect the adjoining property, Lot 100 on Deposited Plan 403216 by reason of the emission of light, noise, electrical interference, vibration, smell, fumes, smoke, vapour, steam soot, ash, dust, waste water or other waste products

4.6.2. *Despite anything contained in the zoning table, land that is specified in the Table to subclause 4.6.1 may be used only for the restricted class of use set out in respect of that land subject to the conditions that apply to that use.*

5 TOWN PLANNING FRAMEWORK

5.1 PILBARA PLANNING AND INFRASTRUCTURE FRAMEWORK (PPIF)

The Pilbara Planning and Infrastructure Framework was adopted by the Western Australian Planning Commission (WAPC) in 2012. The PPIF outlines the strategic direction for the future development of the region over the next 25 years. The PPIF refers specifically to the importance of enabling marine trade and making available supporting land and infrastructure

Marine transport:

Trade tonnage at the region's seaports is set to expand significantly over the next decade. There will be expanded seaport facilities at Port Hedland and Dampier and iron ore export terminals at Cape Lambert, Anketell and Cape Preston. These are supplemented by marine servicing boat harbours at Onslow (Beadon Creek) and Point Samson (Johns Creek). Future priorities include:

- *facilitating berth capacity expansion;*
- *promoting multi-user port facilities;*
- *upgrading road and rail access to port areas;*
- *providing sufficient port related land for storage and processing;*
- and*
- *providing facilities for general cargo as well as bulk commodities.*

The proposed amendment will provide additional land immediately adjoining the port capable of use for a variety of land use which will support operations in the Beadon Creek Harbour and OMSB.

5.2 SHIRE OF ASHBURTON LOCAL PLANNING STRATEGY (DRAFT)

The Shire of Ashburton's Draft Local Planning Strategy (Draft LPS) was adopted by the Council of the Shire of Ashburton and subsequently submitted to the WAPC during November 2020. It is understood final changes to the Strategy have been requested which will enable the WAPC to consider adoption of the Local Planning Strategy. Once finally adopted, the LPS is intended to guide future land use and development in the Shire for the next 10 – 15 years.

The subject site is identified in the Draft LPS as 'Future Industry/Mixed Business'. Part 2 of the Draft LPS outlines this is a suitable conclusion to ensure there is adequate industry land to support growth of the community and expanded operations at Beadon Creek Harbour. The Strategy notes the potential land use conflict arising from sensitive land uses, such as Discovery Parks being located in close proximity to Beadon Creek Harbour and the surrounding Industrial Land. Modifications to be incorporated into the final adopted LPS includes in response to this issue:

Investigate the requirement and necessity for a buffer around the Beadon Creek Boat Harbour to ensure that the long term operations of the harbour are not prejudiced by incompatible land uses.

The comments in the Draft LPS and subsequent modifications highlight the inappropriate nature of the subject sites Tourism zone and desire in the longer term to enable and de-constrain harbour operations by preventing further sensitive development in close proximity.

5.3 STATEMENT OF PLANNING POLICIES

5.3.1 Statement of Planning Policy 2.6 – Coastal Planning (SPP2.6)

SPP2.6 provides guidance on land use and development in area subject to coastal processes. The Shire of Ashburton has an adopted Coastal Hazard Risk Management and Adaption Plan (CHRMAP) prepared by Cardno in 2017. The report identified that the subject site is not located within an area that will be subject to coastal erosion; however, it may be subject to inundation during a storm surge event.

Table 6-2 recommends future industry and commercial development should have a finished floor level of 4.9m AHD, substantially lower than finished level of 5.9 and 5.9m AHD to retail, tourism and residential development.

We note that the subject site is located behind the Groyne Access Road and Beadon Creek Road, both set at 6m AHD. These provide a natural barrier to storm surges that migrate up from the creek. The Onslow main drain runs along Beadon Creek Road adjacent to the property. The drain, after it crosses the Groyne Access Road, is fitted with one-way flow control flaps to mitigate the backflow of creek water during storm surge events.

Therefore, whilst the subject site has a level of 3m AHD the additional coastal infrastructure subsequently constructed within the Harbour are expected to provide significant coastal protection from storm surge.

These coastal protection measures, and the lower FFL requirements for industry/commercial uses compared with tourism uses show rezoning the land will actually improve development capability of the site having regard to coastal planning policies. Specific development considerations associated with filling the site can be addressed as part of considering a development application.

5.3.2 Statement of Planning Policy 3.7 – Planning in Bushfire Prone Areas

The east portion of the subject site is identified as being ‘bushfire prone’ according to the Department of Fire and Emergency Services Bushfire Prone planning, shown in figure 2.



Figure 2- Bushfire Prone Area Map- Department of Fire and Emergency

However, an evaluation of the site utilising the “Planning and Bushfire Prone Areas’ BAL Assessment (Basic Report) shows the BAL rating is BAL-Low on the basis that all bushfire prone vegetation is located at least 100m from the subject site as the site is entirely bound by either cleared land or development where the vegetation is landscaped or managed by the Shire of Ashburton. Attached report in Appendix 2.

5.3.3 Statement of Planning Policy 4.1 – State Industrial Buffer (SPP4.1)

The purpose of SPP4.1 is to provide a consistent state-wide approach from the protection and long-term security of industrial zones, transport terminals (including ports), other utilities and special uses.

The Draft LPS highlights the existing risks of conflict arising as a result of the area of existing developed and undeveloped tourism zoned land in close proximity to the harbour operations which has a primary objective to enable development of sensitive land uses that might further perpetuate conflict or constrain operations of the harbour and OMSB.

The rezoning of this land from Tourism to Industry aligns with the direction of SPP5.4 by ensuring greater separation between port operations and sensitive land uses. The additional restricted use provisions for land uses that are permitted by may create conflict with existing sensitive uses is properly considered as part of any development application.

5.3.4 Statement of Planning Policy 5.4 – Road and Rail Transport Planning (SPP5.4)

Beadon Creek Road has been identified in the Draft LPS has been a road whereby SPP5.4 will be applicable in considering future development. The proposed

amendment will deliver land uses which align with the classification of the Beadon Creek Road with future development not being affected by SPP5.4.

The current zone represents and broadly incompatible land use that may either place further pressure on the operation of freight and logistics associated with Beadon Creek Harbour; or be subject of onerous development conditions which render an alternative tourism development unviable.

5.3.5 Shire of Ashburton Local Planning Scheme No. 7

Clause 1.6 of LPS7 outlines the aims of the Scheme. The proposed amendment is consistent with the aims of the Scheme for the following reasons:

- Development which would be enabled through the amendment is a much more accurate reflection of the character and amenity and environmental characteristics of the Beadon Creek Harbour area;
- The amendment creates land which is ideally located to support operations from the Beadon Creek Harbour which support strategic offshore industry;
- The amendment represents an orderly and proper response to State Planning Policies and the Shires own adopted LPS.

5.3.6 Industry Zone Purpose and Development

The purpose of the Industry zone is set out in Cl4.1 of LPS 7, which is as follows:

This zone is for Industrial and associated land uses, providing for manufacturing, extraction or processing industries, public utilities, storage or wholesaling or any business that can be considered within one of the 'Industrial' definitions in the Scheme.

The nature of potential development options where interest have been expressed more accurately reflect the Industry zone purpose compared with the Tourism zone. Furthermore, the nature and purpose of the zone is more complementary to the operations underway within Beadon Creek Harbour.

Development controls associated with the Industry zone are set out in Cl6.11 and 6.12 of LPS7. Clause 6.11.2 outlines:

In considering planning applications within the industrial zones, community zones, public purpose Reserves, infrastructure reservation or the industry buffers identified in the Policy Manual, Local Government shall have regard for the:

- a) *compatibility of the proposed uses with other surrounding uses,*
- b) *potential impact of the proposal on the efficient and effective operations of existing and planned industry, infrastructure or public purposes, and*
- c) *risks, hazards, health and amenity associated with the proposed use being located in proximity to existing and planned industry,*

infrastructure or public purpose or any other use. Note: Industrial buffers applicable to the Shire of Ashburton shall be identified in the Shire's Land Use Planning Policy Manual.

- d) restricting unsewered industrial developments to low wastewater producing type of industries, that is industries predicted to produce a daily wastewater volume of less than 540 litres per 200m² of lot area intended for disposal on site.*
- e) the capacity for infrastructure to accommodate additional loads (particularly where development involves the expansion of existing operations);*
- f) measures to prevent soil and groundwater contamination; and*
- g) separation of stormwater and process liquids and the onsite containment of process liquids*

This important development controls provides further specific and clear direction in considering development applications in the context of their compatibility with other surrounding land uses, potential health and amenity risks. This measure ensures that the potential risks and impacts to operation of the Discovery Holiday Park will be given adequate consideration during the development application stage, managing potential land use conflict which could arise through the variety of land uses which may be approved in the Industry zone.

5.4 ISSUES AND OPPORTUNITIES

This section considers the issues and opportunities associated with the proposed amendment.

5.4.1 Issues

The primary issue which might arise through from the proposed amendment is land use conflict resulting from future industrial or commercial development on the site with Discovery Holiday Park which adjoins the park. In this respect:

1. All land uses within the zoning table which might create off-site impacts are discretionary uses and not permitted unless Council granted approval. This ensures potential impacts for any such development can be considered in determining any development application on the subject site.
2. The proposed restricted use provisions for inclusion in LPS7 ensure that Storage Facility/Depot/Laydown Area is similarly subject to the same considerations and is not simply permitted on the subject site without such considerations first being given.

These controls ensure potential conflict and impacts to adjoining land uses can be adequately considered during the development application process.

In addition to the above, we note any additional development and use on the site is unlikely to have a material increase in cumulative noise, dust, light pollution or other such emission likely to be already affecting Discovery Holiday

Park given its location and proximity to the Beadon Creek Road, Beadon Creek Harbour, OMSB and Onslow's primary industrial precinct.

5.4.2 Opportunities

The proposed amendment offers numerous opportunities including:

- Enable development which is more compatible with surrounding character and amenity of the area;
- Facilitate use of the land for a higher and better use as identified in the Draft LPS;
- Creation of additional land to support Beadon Creek Harbour Operations consistent with the recommendations of the PPIF and the Shire's Economic Development and Tourism Strategy;
- Commence implementation of the Shires adopted LPS; and
- Prevent further encroachment of sensitive land uses towards Onslow's primary industrial area and marine operations at Beadon Creek Harbour.

6 ENVIRONMENTAL CONSIDERATIONS

The subject site is cleared. It is not listed as a potentially contaminated site within DWER's contaminated sites register. The site is not identified in Environmental Profile supporting the Shire's adopted LPS. Accordingly, there are no material environmental issues which might impact this scheme amendment progressing.

7 ENGINEERING

The subject site has legal road access and access to reticulated water and power services located within the Beadon Creek Road Reserve.

The site has adequate area to manage effluent disposal on-site.

Any fill and retaining required to address coastal inundation risk can be readily managed at the development stage and would not cause any material impact on the amenity of the surrounding area in a manner that would prevent progression of this proposed amendment.

8 SUMMARY

This request to amend the Shire of Ashburton Local Planning Scheme No. 7 will rezone Lot 558 Beadon Creek Road, Onslow from Tourism to Industry, incorporated adequate restricted use provisions to manage potential future land use conflict with nearby sensitive land uses. The amendment is a logical change to the Onslow Statutory Planning Framework because:

- The amendment is consistent with the recommendations of the Shire's Local Planning Strategy
- It creates new land capable of being services and developed which is necessary to support expanded operations at the Beadon Creek Harbour through the Onslow Marine Supply Base;
- The amendment removes the prospect of further tourism, sensitive land use development which may further encroach on the operations of the Beadon Creek Harbour.

In light of the information within this report, we respectfully request the Shire of Ashburton initiate this amendment.

Appendix 1 - Certificate of Title



WESTERN



AUSTRALIA

REGISTER NUMBER 558/DP173181	
DUPLICATE EDITION N/A	DATE DUPLICATE ISSUED N/A

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME 1783 FOLIO 970

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 558 ON DEPOSITED PLAN 173181

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

DANELLE NICOLE KEMPTON OF 277 BERKSHIRE ROAD, FORRESTFIELD

(T J010892) REGISTERED 3/9/2004

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. *J630820 MORTGAGE TO WESTPAC BANKING CORPORATION REGISTERED 21/2/2006.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1783-970 (558/DP173181)
PREVIOUS TITLE: 1355-44
PROPERTY STREET ADDRESS: LOT 558 BEADON CREEK RD, ONSLOW.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF ASHBURTON

NOTE 1: A000001A LAND PARCEL IDENTIFIER OF ONSLOW TOWN LOT/LOT 558 (OR THE PART THEREOF) ON SUPERSEDED PAPER CERTIFICATE OF TITLE CHANGED TO LOT 558 ON DEPOSITED PLAN 173181 ON 18-APR-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.

NOTE 2: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE OF TITLE OR ON THE CURRENT EDITION OF DUPLICATE CERTIFICATE OF TITLE.

NOTE 3: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING J10893

Appendix 2 – BAL Self Assessment





Department of
Planning



Western
Australian
Planning
Commission

PLANNING IN BUSHFIRE PRONE AREAS

BAL ASSESSMENT (BASIC) REPORT



A BAL REPORT FOR A PROPOSED BUILDING ON A SITE THAT IS NOT WITHIN 100 METRES OF BUSHFIRE PRONE VEGETATION

Please read the [BAL Assessment \(Basic\) fact sheet](#) before completing this report.

1. Fire Danger Index (FDI)

Determine the FDI for your site. The FDI for all of Western Australia is 80.

2. Bushfire prone vegetation

Determine if there is bushfire prone vegetation within 100 metres of the proposed building. Insert NIL where there is no bushfire prone vegetation within 100 metres of the proposed building.

3. Distance between the proposed building and bushfire prone vegetation

Determine the horizontal distance between the proposed building and the nearest bushfire prone vegetation in the area surrounding the proposed building. Insert YES where the horizontal distance is greater than 100 metres on flat land and 110 metres on sloping land.

4. Slope of the land under bushfire prone vegetation

Determine the horizontal distance between the proposed building and the nearest bushfire prone vegetation. Insert N/A where the horizontal distance is greater than 100 metres on flat land and 110 metres on sloping land.

Step 5: Bushfire Attack Level (BAL)

Determine the BAL for the proposed building or development. Insert the BAL.

If the BAL is BAL-LOW, then this report may be used to support a relevant application for the proposed building or development. If the BAL is **not** BAL-LOW, this report should not be used.

Attach any supporting information (i.e. site plans, photos, aerial photography and other design documents and specifications) as evidence that your site is not within 100 metres of bushfire prone vegetation.

I certify that the inputs into this BAL assessment (basic) report are a true and accurate representation of the conditions of the proposed building and site on the date of this assessment for the site located at:

.....

And being the whole of the land described in Certificate of Title:

The BAL rating is: Date of assessment:

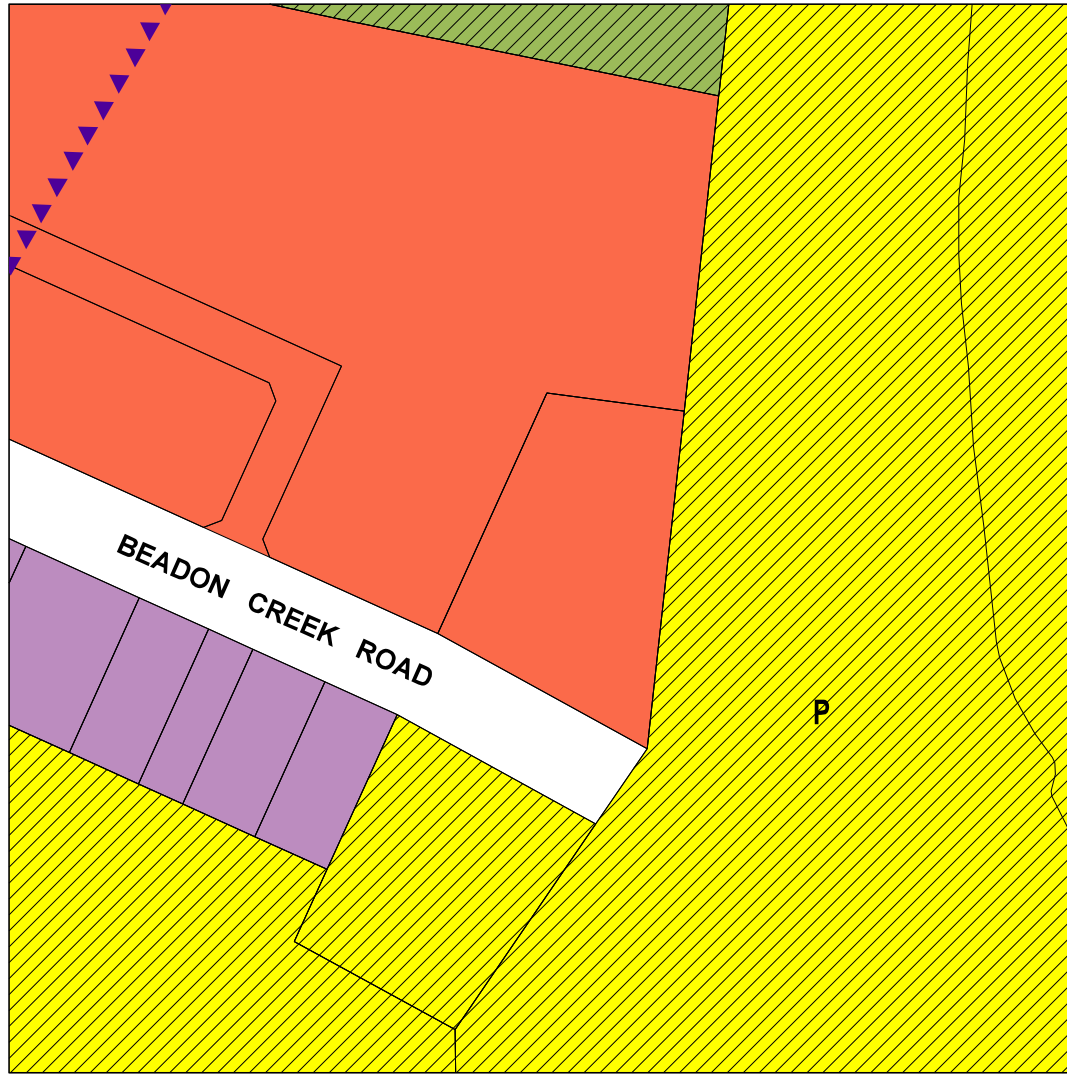
Signed:

Postal address:

Phone: Email:

SCHEME AMENDMENT MAP

SHIRE OF ASHBURTON LOCAL PLANNING SCHEME No.7 AMENDMENT No. ___





EXISTING ZONING





PROPOSED ZONING

LEGEND



LOCAL SCHEME RESERVES

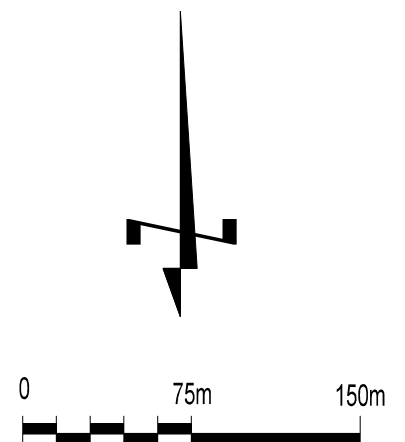
-  CONSERVATION, RECREATION & NATURE LANDSCAPE
-  PUBLIC PURPOSES: PORT FACILITIES

LOCAL SCHEME ZONES

-  INDUSTRY
-  TOURISM

OTHER CATEGORIES

-  ONSLOW AIRPORT HEIGHT RESTRICTIONS AREA - SPECIAL CONTROL AREA
-  RESTRICTED USES



17 February 2021



28 March 2021

Ben McKay
Manager Town Planning

Delivered via e-mail: Ben.McKay@ashburton.wa.gov.au

RE: Social Impact Assessment – Proposed Scheme Amendment – Lot 558 Beadon Creek Road, Onslow

We refer to your email on Monday 22nd March 2021 seeking submission of a Social Impact Statement (SIS) for the above-mentioned proposed Scheme Amendment. We provide the following information in response to LPP20 – Social Impact Statement (LPP20).

The amendment relates to the rezoning of a single lot in a manner consistent with the Shire’s adopted Local Planning Strategy. We therefore consider the level of investigation, detail and consultation for the SIS only needs to be minor in nature given that other broader strategic planning processes have considered the suitability and potential impacts of supporting an industrial zone for the premises, consistent with the principles set out in section 6 of LPP20.

The tables below responds to the relevant considerations of the SIS within LPP20.

1. Economic Considerations

Factor	Response
Employment of opportunities, estimation of job opportunities	Industrial land is employment generating land, capable of supporting new local business growth. The rezoning will enable new industrial activity, supporting expanded operations at OMSB, therefore create new employment opportunities.
Income generation (short and long term)	Industrial land offers more stable, long-term employment prospects compared to tourism zoned land, which is seasonal and highly volatile in the Pilbara region.
Impact on local economy	New industrial land being created enables expansion of the economy.
Provision of capital infrastructure	No capital infrastructure is associated with the project.
Provision of telecommunication	The site will connect to available communications network.

1 AUSTEN LOOP, KARRATHA WA 6714 | PO BOX 111 KARRATHA WA 6714
22 CARNARVON STREET, BROOME WA 6725 | PO BOX 3881 BROOME WA 6715
OWEN@RFFAUSTRALIA.COM | 0407 684 337 | MATT@RFFAUSTRALIA.COM | 0439 882 558

and advanced technology	
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2. Social Considerations

Factor	Response
Impact on existing community facilities	Potential increased employment may result in greater use of community facilities which will enhance their viability within such a small community that has extensive community infrastructure.
Provision of affordable housing	No housing is associated with the project.
Impact on quality of life	Creating opportunities to grow Onslow's population will enhance the viability of new businesses and community groups, enhancing opportunities for better quality of life.
Provision of use able open space	No open space is proposed.
Identify stakeholders (outline of consultation)	The amendment will be advertised if initiated provided all potentially affected stakeholders to have input.
Long term costs and benefits to the community	There are long term benefits for the community by enabling new employment generating businesses on the premises.
Requirements for additional facilities	No additional facilities will be required.
Access to resources	The site has access to relevant utilities to support the development of the land.
Impact on community	There will be a positive impact on the community, by creating new opportunities for economic growth.
Safety, security and social amenity	There will be no impact on the safety, security and amenity of the area.
Noise and acoustic impacts	Noise and acoustic impacts can be properly considered during a development application process.
Visual impact assessment	Compliance with Council's other local planning policies will ensure visual amenity is protected and enhanced at the development application stage.

3. Transport Considerations

Factor	Response
Impact on local transport network	The Site is integrated into Main Roads RAV Network and is ideally located to make use of transport infrastructure. Details traffic impact assessments can manage any specific impacts of a proposed use at the development application stage.
Availability and use of public transport, walking, cycling trips	Development of the site will not compromise public transport networks.
Impact on pedestrian/ Cycle network	There will be no impact or modification to the pedestrian/ cycle network.
Heavy vehicle movements and potential conflicts	Potential uses which may cause heavy vehicle movements can be considered at the development application stage.

4. Ecological Considerations

Factor	Response
Potential for pollution / contamination	Potential risks of pollution/ contamination can be considered and managed at the development application stage and via other legislative requirements.
Impact on greenhouse gas emissions – carbon footprint	The scale of the land subject of the amendment means carbon impacts will be very small.
Impact on biodiversity and ecological values, including hydrology	The land is already cleared. There will be no impact to biodiversity in the Shire.
Impact on vegetation clearing	The land is already cleared.
Fauna habit impact	The land is already cleared.
Buffers internal and external	Future impacts associated with specific development applications will enable consideration of the need/ ability to meet any specific buffer requirements.
Service corridors	No service corridors are required.
Dust and air born particulates, including odours	Air quality can be considered and managed at the development application stage.
Impact on potable water use	The site is already serviced. Any upgrade will require consent of the service provider.
Impact on energy use	The site is already serviced. Any upgrade will require consent of the service provider.

5. Cultural Considerations

Factor	Response
Impact on local character, amenity and 'sense of place'.	The site has historically be used informally for industrial purposes. It is located in a predominantly industrial area. The use of the land for this purpose will therefore be consistent with its historical use and as such there will be no impact on the local character of the area.
Impact on historic and cultural landscapes	The land is cleared and preiovously heavily used. There is no registered heritage site on the land. Therefore there will be no impact to historic heritage and cultural impacts.
Form partnerships with the community	This is not relevant to the proposal.
Impact on attractions of the area	This will have no impact on attractions in Onslow.
Impact on places of heritage significance, both indigenous and post European settlement	The land is cleared and preiovously heavily used. There is no registered heritage site on the land. Therefore there will be no impact to historic heritage and cultural impacts.

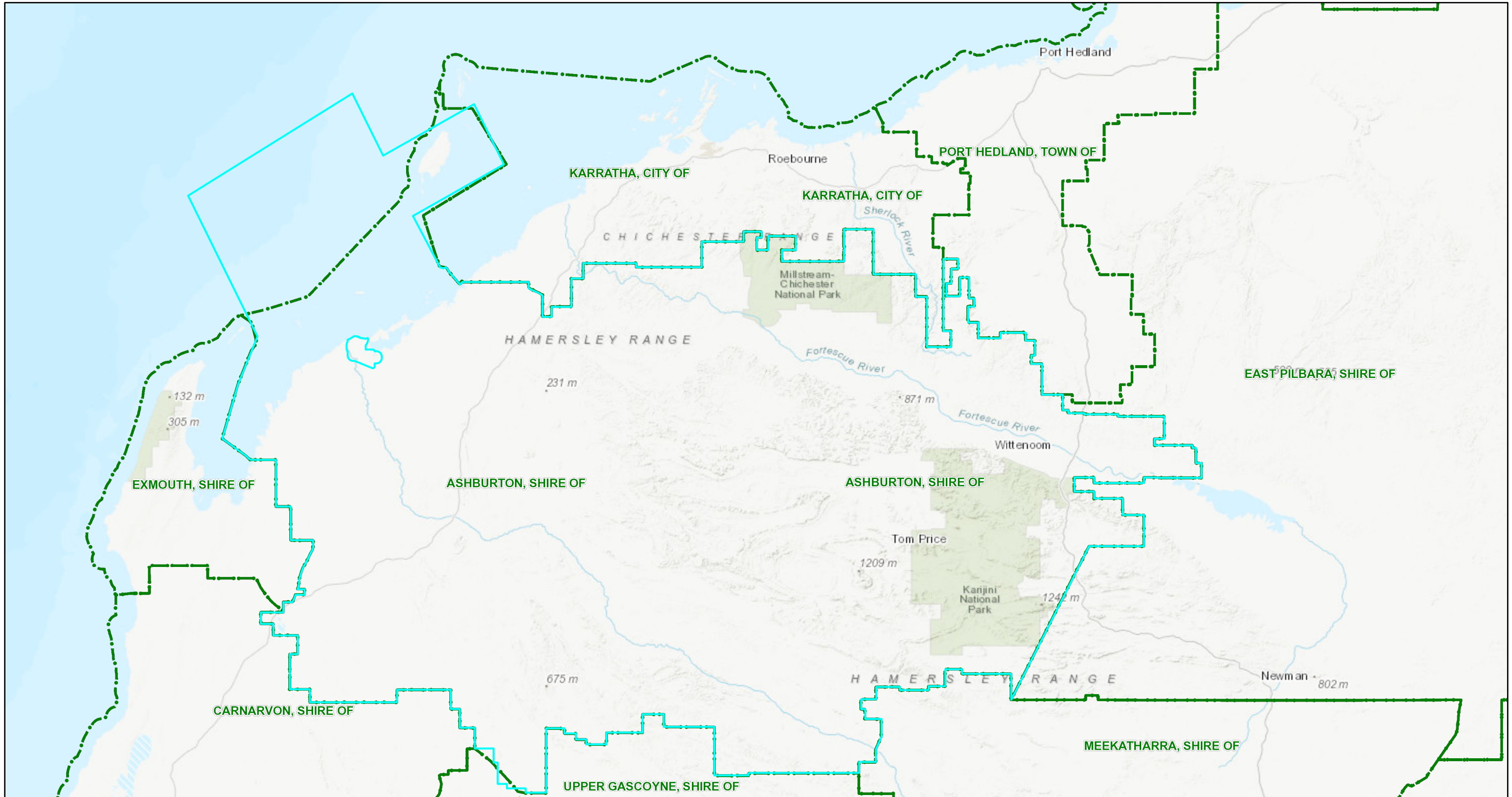
We trust this SIS is adequate and inline with the level of detail required for such a minor amendment. Should you have any further queries please contact Owen Hightower on 0407 685 337 or owen@rffaustalia.com.

Cheers

A handwritten signature in black ink, appearing to read 'Owen Hightower', with a long horizontal stroke extending to the right.

Owen Hightower
RFF

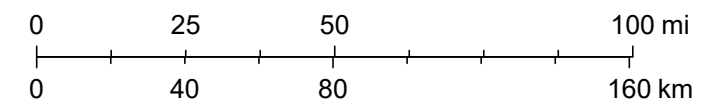
Shire of Ashburton - Local Planning Scheme No. 8



30/03/2021, 08:16:55

LGA

1:2,200,000



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community, SLIP/Landgate

DRAFT SCHEME AIMS – LOCAL PLANNING SCHEME NO. 8

- (1) Protect and enhance the landscape, natural environment, ecological values and environmental quality and improve the sustainable management of natural resources;
- (2) Preserve heritage values, amenity and areas of cultural significance;
- (3) Deliver a diversity of housing types and lot sizes to accommodate all sectors of the population and integrate new built environments within the existing local character;
- (4) Encourage local economic development, employment and diversification opportunities while recognising the importance of both mining and pastoral activities;
- (5) Protect rural land for agricultural production and minimise land use conflicts;
- (6) To acknowledge the health risks within the Wittenoom townsite;
- (7) Support community wellbeing by promoting active, connected, safe and secure pursuits for all;
- (8) Create distinctive and well-defined town sites which foster a strong sense of place and local identity;
- (9) Support regional development and improve connections within the broader region.