



**SHIRE OF ASHBURTON**  
**PUBLIC AGENDA**

**Ashburton Hall, Ashburton Avenue,  
Paraburdoo**

**15 June 2021**

**1.00 pm**

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**SHIRE OF ASHBURTON**

**ORDINARY MEETING OF COUNCIL**

Notice is hereby given that an Ordinary Meeting of Council of the Shire of Ashburton will be held on 15 June 2021 at the Ashburton Hall, Ashburton Avenue, Paraburdoo commencing at 1:00 pm.

The business to be transacted is shown in the Agenda.



**Mr Kenn Donohoe**  
**Chief Executive Officer**

Date: 11 June 2021

**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.*

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

<b>1.</b>	<b>DECLARATION OF OPENING.....</b>	<b>4</b>
1.1	ACKNOWLEDGEMENT OF COUNTRY .....	4
<b>2.</b>	<b>ANNOUNCEMENT OF VISITORS.....</b>	<b>4</b>
<b>3.</b>	<b>ATTENDANCE .....</b>	<b>4</b>
3.1	PRESENT .....	4
3.2	APOLOGIES.....	4
3.3	APPROVED LEAVE OF ABSENCE .....	4
<b>4.</b>	<b>QUESTION TIME .....</b>	<b>5</b>
4.1	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	5
4.2	PUBLIC QUESTION TIME .....	5
<b>5.</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE.....</b>	<b>5</b>
<b>6.</b>	<b>DECLARATION BY MEMBERS.....</b>	<b>5</b>
6.1	DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA .....	5
6.2	DECLARATIONS OF INTEREST .....	5
<b>7.</b>	<b>ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS WITHOUT DISCUSSION .....</b>	<b>10</b>
<b>8.</b>	<b>PETITIONS / DEPUTATIONS / PRESENTATIONS.....</b>	<b>10</b>
8.1	PETITIONS.....	10
8.2	DEPUTATIONS .....	10
8.3	PRESENTATIONS .....	10
<b>9.</b>	<b>CONFIRMATION OF MINUTES .....</b>	<b>10</b>
9.0.1	UNCONFIRMED MINUTES ORDINARY MEETING OF COUNCIL HELD ON 18 MAY 2021 10	
<b>9.1</b>	<b>RECEIPT OF COMMITTEE AND OTHER MINUTES .....</b>	<b>10</b>
<b>9.2</b>	<b>RECEIPT OF COMMITTEE MINUTES – ‘EN BLOC’ .....</b>	<b>10</b>
<b>9.3</b>	<b>RECOMMENDATIONS OF COMMITTEE .....</b>	<b>10</b>
<b>10.</b>	<b>AGENDA ITEMS ADOPTED "EN BLOC" .....</b>	<b>10</b>
10.1	AGENDA ITEMS ADOPTED 'EN BLOC'.....	10
<b>11.</b>	<b>OFFICE OF THE CEO REPORTS.....</b>	<b>12</b>
11.1	PROGRESS OF IMPLEMENTATION OF COUNCIL DECISIONS STATUS REPORT FOR MAY 2021 .....	12
11.2	STAFF ACCOMMODATION STRATEGY 2020 - 2030.....	15
11.3	MINING ACT 1978 TENEMENT REFERRALS – 1 FEBRUARY 2021 – 31 MARCH 2021.....	24
11.4	MINING ACT 1978 TENEMENT REFERRALS – 1 APRIL 2021 – 30 APRIL 2021.....	33
11.6	USE OF COMMON SEAL AND ACTIONS PERFORMED UNDER DELEGATED AUTHORITY AND THE TENDER REGISTER FOR THE MONTH OF MAY2021 .....	46
<b>12</b>	<b>CORPORATE SERVICES REPORTS.....</b>	<b>48</b>
12.1	MONTHLY FINANCIALS AND SCHEDULE OF ACCOUNTS PAID.....	48
<b>13</b>	<b>PEOPLE AND PLACE REPORTS .....</b>	<b>66</b>
13.1	PROPOSED CHANGE OF RESERVE PURPOSE WITH POWER TO LEASE – RESERVE 38467 (Lot 41 on Deposited Plan 184619).....	66
13.2	COMMUNITY SUPPORT GRANT ALLOCATIONS – ROUND 2 2020/21 FINANCIAL YEAR 70	
<b>14</b>	<b>INFRASTRUCTURE REPORTS.....</b>	<b>73</b>
14.1	ON SLOW LRCIP PROJECT BASIN 2 – STATUS UPDATE .....	73
14.2	SPORTS LIGHTING AUDIT REPORT .....	77
14.3	PROPOSED WORKS.....	82
<b>15</b>	<b>PROJECTS AND PROCUREMENT REPORTS .....</b>	<b>89</b>
<b>16</b>	<b>COUNCILLOR AGENDA ITEMS/NOTICES OF MOTION .....</b>	<b>89</b>
<b>17</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING .....</b>	<b>89</b>
<b>18</b>	<b>CONFIDENTIAL MATTERS .....</b>	<b>89</b>
18.1	AWARD OF RFQ – COMMUNITY LIFESTYLE AND INFRASTRUCTURE PLAN .....	89
<b>19</b>	<b>NEXT MEETING.....</b>	<b>90</b>
<b>20</b>	<b>CLOSURE OF MEETING .....</b>	<b>90</b>

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**1. DECLARATION OF OPENING**

The Presiding Member declared the meeting open at 1.00 pm.

**1.1 ACKNOWLEDGEMENT OF COUNTRY**

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

**2. ANNOUNCEMENT OF VISITORS**

**3. ATTENDANCE**

**3.1 PRESENT**

<b>Elected Members:</b>	Cr K White Cr D Diver Cr M Lynch Cr L Rumble Cr D Dias Cr M Gallanagh Cr J Richardson Cr R de Pledge	Shire President (Presiding Member) Onslow Ward Deputy Shire President, Tom Price Ward Tom Price Ward Paraburdoo Ward Paraburdoo Ward Pannawonica Ward Tablelands Ward Ashburton Ward
<b>Staff:</b>	Mr K Donohoe Ms C McGurk Mr A Majid Mr M Khosravi Mr N Cain Mrs D Walkington Mrs A Lennon Ms N Jeffery	Chief Executive Officer Director Projects and Procurement Director Development Services Director Infrastructure Services Director Corporate Services Acting Council Liaison Officer Manager Media and Communication Executive Assistant Corporate Services
<b>Guests:</b>		
<b>Members of Public:</b>	There were ___ members of the public in attendance at the commencement of the meeting.	
<b>Members of Media:</b>	There were ___ members of the media in attendance at the commencement of the meeting.	

**3.2 APOLOGIES**

**3.3 APPROVED LEAVE OF ABSENCE**

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**4. QUESTION TIME**

**4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

**4.2 PUBLIC QUESTION TIME**

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

**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 Acting Chief Executive Officer before the Meeting; or,
- (b) At the Meeting, immediately before the matter is discussed.

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

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

**NOTES ON DECLARING INTERESTS (FOR YOUR GUIDANCE)**

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

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

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor, or a person closely associated with the Councillor and is capable of being 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.

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

3. If an interest is shared 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
<b>11.2 - Staff Accommodation Strategy 2020 - 2030</b>		
Cr White	Proximity	The nature of my interest is I own two properties on Third Avenue Onslow and the extent of my interest is proximity.
Cr Diver	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 elected rate payer who is a member of council. Which has a reinvestment amount of share which has increase above the greater value of \$10,000 over past last 34 years. The extent of my interest Financial.
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 Dias	Indirect Financial	The nature being 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 / gifts offered to employees and / or shareholders. The extent of my interest is Indirect Financial
Cr Gallanagh	Indirect Financial	The nature of my interest is myself and my husband are employed by Rio Tinto, have company housing and shares in Rio Tinto

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

		and the extent of my interest is Financial - We have shares of greater value than \$10,000 in Rio Tinto
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**11.3 MINING ACT 1978 TENEMENT REFERRALS – 1 FEBRUARY 2021 – 31 MARCH 2021**

Cr White	Proximity	The nature of my interest is I own two properties on Third Avenue Onslow and the extent of my interest is Proximity.
Cr Diver	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. The extent of my interest is Financial
Cr Rumble	Financial	The nature of my interest is I am rate payer and elected member of council which holds Rio Tinto share greater value of \$10,000 investment plan for my retirement. The extent of my interest Financial.
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 Dias	Indirect Financial	The nature of my interest is (5) My wife and I own shares in Rio Tinto Ltd individually and collectively. We are potential recipients benefits offered to employees and shareholders. My wife is a Pilbara Iron employee and our primary residence is a house provided by Rio Tinto. The extent of my interest is Indirect Financial.
Cr Gallanagh	Indirect Financial	The nature of my interest is myself and my husband are employed by Rio Tinto, have company housing and shares in Rio Tinto and the extent of my interest is Financial - We have shares of greater value than \$10,000 in Rio Tinto
Cr Richardson	Proximity	The nature of my interest one of the tenements encroaches on my pastoral lease and the extent of my interest is proximity.

**11.4 MINING ACT 1978 TENEMENT REFERRALS – 1 APRIL 2021 – 30 APRIL 2021**

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

Cr White	Proximity	The nature of my interest is I own two properties on Third Avenue Onslow and the extent of my interest is proximity.
Cr Diver	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 rate payer and elected member of council which holds Rio Tinto share greater value of \$10,000 investment plan for my retirement. The extent of my interest is Financial
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 Dias	Indirect Financial	The nature of my interest is (5) My wife and I own shares in Rio Tinto Ltd individually and collectively. We are potential recipients benefits offered to employees and shareholders. My wife is a Pilbara Iron employee, and we live in a house provided by Rio Tinto. The extent of my interest is Indirect Financial.
Cr Gallanagh	Indirect Financial	The nature of my interest is myself and my husband are employed by Rio Tinto, have company housing and shares in Rio Tinto and the extent of my interest is Financial - We have shares of greater value than \$10,000 in Rio Tinto
<b>11.5 LAND ASSET ASSESSMENT</b>		
Cr Dias	Indirect Financial	The nature of my interest is (5) I own shares in Rio Tinto Ltd. My wife is a Pilbara Iron employee. We live in a house provided by Rio Tinto. My wife is a Rio Tinto share holder individually and jointly with me. We are receive all benefits offered to employees and shareholders. The extent of my interest is Indirect Financial
Cr White	Proximity	The nature of my interest is I own two properties on Third Avenue Onslow and the extent of my interest is proximity.
Cr Diver	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



**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

		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.
Cr Gallanagh	Indirect Financial	The nature of my interest is myself and my husband are employed by Rio Tinto, have company housing and shares in Rio Tinto and the extent of my interest is Financial - We have shares of greater value than \$10,000 in Rio Tinto

**18.1 AWARD OF RFQ – COMMUNITY LIFESTYLE AND INFRASTRUCTURE PLAN**

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 financial. I hold Ri Tinto shares. Also note I am rate pay have like interest in the community that I am elected for in the Town past 20 years. I have these shares in my retirement investments which increase by rolling over on going investment over 34 years I also pay Tax on these shares, never had any personal gain. The extent of my interest is I have great value than \$10,000 in value which always declare each year under requirement of the Act.
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 Dias	Indirect Financial	The nature of my interest is (5) My wife is a Pilbara Iron employee and we both own shares in Rio Tinto Ltd individually and collectively. We are potential recipients of all the benefits and gifts offered to employees and shareholders. Our primary residence is a house provided by Rio Tinto. The extent of my interest is Indirect Financial
Cr Gallanagh	Indirect Financial	The nature of my interest is myself and my husband are employed by Rio Tinto, have company housing and shares in Rio Tinto

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

		and the extent of my interest is Financial - We have shares of greater value than \$10,000 in Rio Tinto
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**7. ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS WITHOUT DISCUSSION**

**8. PETITIONS / DEPUTATIONS / PRESENTATIONS**

**8.1 PETITIONS**

**8.2 DEPUTATIONS**

**8.3 PRESENTATIONS**

**9. CONFIRMATION OF MINUTES**

**9.0.1 UNCONFIRMED MINUTES ORDINARY MEETING OF COUNCIL HELD ON 18 MAY 2021**

That the Unconfirmed Minutes of the Ordinary Meeting of Council held 18 May 2021 in the Multi-Purpose Centre, Cr Hooley and McGrath Ave, Onslow be confirmed as a true and accurate record. (Attachment 9.01)

**9.1 RECEIPT OF COMMITTEE AND OTHER MINUTES**

**9.2 RECEIPT OF COMMITTEE MINUTES – ‘EN BLOC’**

**9.3 RECOMMENDATIONS OF COMMITTEE**

Nil

**10. AGENDA ITEMS ADOPTED "EN BLOC"**

**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.*

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

- (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.”*

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**11. OFFICE OF THE CEO REPORTS**

**11.1 PROGRESS OF IMPLEMENTATION OF COUNCIL DECISIONS STATUS REPORT FOR MAY 2021**

<b>FILE REFERENCE:</b>	GV04
<b>AUTHOR'S NAME AND POSITION:</b>	Dee Walkington Acting Governance Officer
<b>AUTHORISING OFFICER AND POSITION:</b>	Kenn Donohoe Chief Executive Officer
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	11 May 2021
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal
<b>PREVIOUS MEETING REFERENCE:</b>	Agenda Item 11.1 (Minute No. 72/2021) Ordinary Meeting of Council 17 December 2019

**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 presents a summary of the "Decision Status Reports" for Office of the CEO, Corporate Services, Infrastructure Services, People and Place and Projects and Procurement. Three key demand drivers influence future staff accommodation growth:

**ATTACHMENT 11.1A**

**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*

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

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

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

- (a) oversee the allocation of the local government's finances and resources; and  
 (b) determine the local government's policies."

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

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

**Financial Implications**

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 1 Effective planning for the future

Objective 4 Exemplary team and work environment

**Risk Management**

Risk has been assessed based on the Officers Recommendation.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan
Financial	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 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 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.

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**Policy Implications**

There are no known policy implications for this matter.

**Voting Requirement**

Simple Majority Required

**Officers Recommendation**

That with respect to the Council Decisions Status Reports” for the month of May 2021, Council receive the report as per **ATTACHMENT 11.1A**

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**11.2 STAFF ACCOMMODATION STRATEGY 2020 - 2030**

<b>FILE REFERENCE:</b>	PE06
<b>AUTHOR'S NAME AND POSITION:</b>	Janelle Fell Manager Land and Asset Compliance
<b>AUTHORISING OFFICER AND POSITION:</b>	Kenn Donohoe Chief Executive Officer
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	1 April 2021
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	<p>The author has no financial, proximity or impartiality interests in the proposal.</p> <p>The authorising officer (CEO) declares a financial interest in this item as a salaried officer that utilises Shire provided accommodation</p>
<b>PREVIOUS MEETING REFERENCE:</b>	Agenda Item 13.2 (Minute No. 727/2019) Ordinary Meeting of Council 17 December 2019

**Summary**

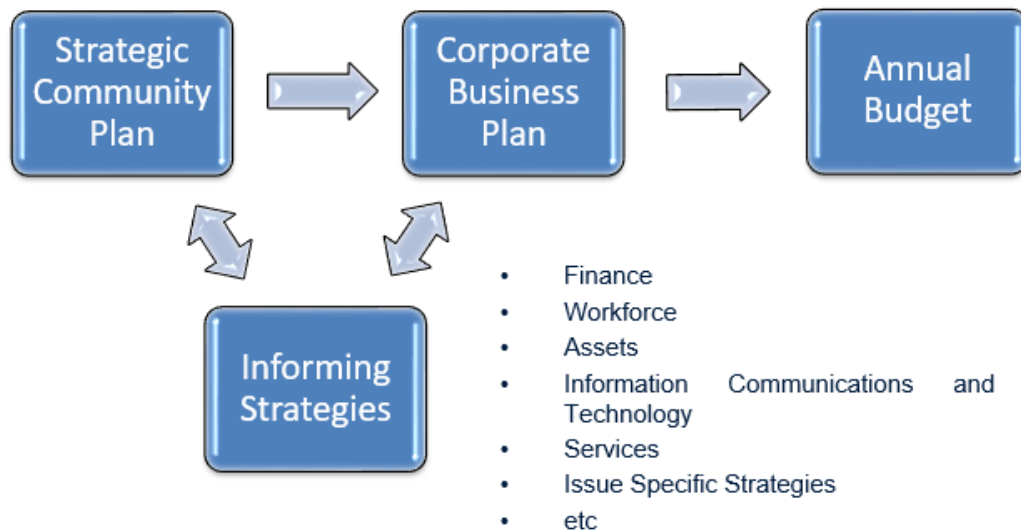
To establish the strategic direction for the provision of staff accommodation and to inform the Long-Term Financial Plan (LTFP) over the next ten years, a Staff Accommodation Strategy (SAS) for 2020 – 2030 is presented for Council's consideration.

**Background**

A local government is to a plan for the future of the district in accordance with section 5.56 of the *Local Government Act 1995* through preparation of a Strategic Community Plan and Corporate Business Plan. A Corporate Business Plan is to '*develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning*'.

Developed alongside the staff growth forecasts, and to inform the LTFP, the SAS addresses future planning and sustainability of suitable accommodation needs for current and future Shire staff.

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**



At the December 2019 Ordinary Meeting of Council, Councilors endorsed that with respect to the Housing Strategy 2020-2025, Council:

1. Adopt the Housing Strategy 2020-2025; and
2. Endorses allowance for annual expenditure of \$3,177,920.00 over the next 5-year period, or an acceptable amount, in accordance with the Housing Strategy projections.

The annual expenditure outlined in the 2020-25 Housing Strategy was removed from the 2020/21 budget for reasons unknown to current Shire Officers. All maintenance during 2020/21 has been performed through Operational Budget allocations. Council endorsed a \$600,000 budget amendment in October 2020 to allow purchase of an executive style house in Tom Price. To date, this has not been achieved due to the type of accommodation being listed as poor quality.

To establish the strategic direction for the provision of staff accommodation and to inform the LTFP over the next ten years, consultants Moore Australia and Hatch Roberts Day were engaged to prepare a SAS. The consultant was required to:

1. Quantify and profile current staff and accommodation provision  
*Comprehensive analysis; evaluation and reporting of current staff's accommodation provision for Tom Price, Onslow and Paraburdoo.*
2. Forecast staff growth and decline for each year from 2020 through to 2030  
*Comprehensive analysis, evaluation and reporting of staff forecast requirements for Tom Price, Onslow and Paraburdoo.*
3. Determine the number and type of accommodation required to meet staff forecasts  
*Comprehensive analysis, evaluation, and reporting of detailed accommodation demand requirement for Tom Price, Onslow and Paraburdoo.*
4. Develop land and accommodation strategies to meet the identified demand  
*10-year Strategy for accommodation provision to meet forecast demand requirements.*

**Comment**

The Shire has maintained a staff level of approximately 180 employees for the last five years, with staff located in various locations. Of the 100 properties that accommodate staff, 56 are owned by the Shire, 29 are Rio Tinto properties (managed by Sodexo), 13 are private rentals and 1 is rented from the Housing Authority. 46% of staff receive no assistance for housing from the Shire, they instead benefit from spousal accommodation provisions. Should a change of circumstances occur in the spouse's employer the Shire is not currently able to offer these staff



**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

accommodation, further exacerbating the housing provisions. Recruitment of staff continues to be impacted by limited or inadequate housing stock.

Quality accommodation when recruiting is important.

Three key demand drivers influence future staff accommodation growth:

1. Replacement of existing rental properties  
Competition in the rental market impacts on the Shire's budget. If Council desire immunity from these cycles, replacing rental stock requires an additional 44 accommodation units to be constructed across the Shire.

During 2019/20, rentals cost \$714,448 (Onslow - \$219,276 [19 rentals], Tom Price - \$462,189 [31 rentals], Paraburdoo - \$32,983 [2 rentals]).

Rent relief is provided to staff who secure private rentals at the rates shown in the table below. With rental prices increasing across the Shire due to the upturn in the resources sector, this is not sufficient to cover rent per annum disincentivising staff from seeking private rentals, instead turning to the Shire for accommodation provision.

<b>Town</b>	<b>Maximum Value</b>	<b>52 weeks</b>
Onslow	\$550.00	\$28,600
Tom Price	\$600.00	\$31,200
Paraburdoo	\$400.00	\$20,800
Pannawonica	\$300.00	\$15,600

2. Accommodation for current vacant positions  
21.5 FTEs were advertised at the time of compiling the Staff Growth Forecast report. Assuming a ratio of 100:115, 19 accommodation units would be required to fill the vacancies.
3. Accommodation for staff growth or changes in the percentage of housed staff.

Staff growth numbers were developed with the Executive Leadership Team and Managers by analysing current and potential future projects over the next five years and roles required during an integrated strategic planning and reporting workshop; additional full-time employees will be required.

**CONFIDENTIAL ATTACHMENT 11.2C**

Four main demand drivers for accommodation were identified:

1. Additional stock to accommodate existing vacant positions
2. Additional stock for staff growth forecasts
3. Replacing existing rentals with Shire owned properties
4. Additional stock to accommodate a higher percentage of staff

The SAS includes the following Guiding Principles regarding the Shire's policies:

- Invest in a system that will improve the efficiency and effectiveness of the Capital Works and Maintenance Programs
- 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 to support broader economic activity and improve lifestyle and

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

amenity outcomes

Actions to make improvements to the Shire's processes include:

*Property Management*

1. Ensure staff have the 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 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 aging properties in Onslow, Tom Price and Paraburdoo.
4. Prepare and implement a Preventative Maintenance Program for all properties owned by the Shire, including new builds.
5. 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. Consideration would be given to existing employee contracts with any current arrangements are grandfathered (exempting current staff from the changes).
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 subsidies. Consider provisions for 'capped' rent, which could be subject to annual market review.
5. A recommended guide or 'capped' rent for each town, based on reasonable market rates and current market reviews, would help to manage issues of equity and fairness.

## **PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**

### **15 June 2021**

#### Acquisitions/Rental Replacement

1. Before making an acquisition, ensure there is a healthy mix of housing options to suit varying needs of staff in the medium and long term.
2. 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.
3. 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).

These Corporate Polies are further explored by town:

#### Tom Price & Paraburdoo

##### *Guiding Principles*

- Upgrade / rebuild existing properties in poor condition
- Build portfolio to lessen reliance on rental properties
- Invest in larger and smaller dwellings to diversify housing stock in Town
- Explore Housing Benefit Initiatives (to encourage home ownership and balance out the rental market)

##### *Strategic Opportunities*

1. Continue dialogue with Gumala and other Not for Profit organisations to understand, support and possibly explore joint development opportunities on undeveloped land (i.e., along Warrara 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 opportunities to diversify the local economy (Development WA, Department of Communities).

Shire Officers are exploring a 1000 lot development to future proof Tom Price from a town planning perspective. A land assessment undertaken in late 2020 sets out the infill potential in Tom Price which could be developed by State Agencies alone or in partnership with the Shire.

3. Partner with key stakeholders, such as Rio Tinto, 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 Paraburdoo.
4. Invest in new community infrastructure in all areas of Town, to improve amenity, uplift property values and enhance livability (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.

##### *Actions*

1. Conduct a property condition assessment to thoroughly evaluate the condition of all properties in Tom Price and Paraburdoo.
2. Establish a 'Refurbishment Framework' to guide and prioritise capital works.

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

3. Progress discussions with Gumala and 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., landscaping, insulation, hot water systems).
6. Seek quotations and commence upgrades for properties in Tom Price and Paraburdoo, 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 Tom Price (explore 2 x 2 and 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.

Onslow

It is expected Onslow will require a larger staffing presence due to the high expectation of economic growth, and its flow-on effect, in the coming years.

*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).

*Strategic Opportunities*

- Maintain open dialogue with the Department of Communities (Housing). Work closely with the Department to potentially pursue value for money acquisition opportunities, and possible joint development projects to achieve cost efficiencies.
- Continue to work with Development WA, to secure value for money land opportunities at Barrarda Estate.
- Continue to encourage more retirees to age in place within the Shire.
- As population grows, advocate for a stand-alone high school and improved health services.

*Actions*

1. Demolish and replace the Transit House (transition strategy required).
2. Demolish existing 3 x properties on Third Avenue and build new houses on Third Avenue.
3. Upgrade Heritage Property on 944 First Avenue.

Listed on the June 2019 Local Government Heritage Inventory with the management recommendation stating, 'encouragement should be given to the retention and

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

conservation of the place' and 'photographically record prior to major development or demolition'.

4. Progressively invest in vacant land, and aged properties within well sought-after locations (1 x lots p.a.).
5. 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.

The SAS provides valuable insight into current and speculated financial costs associated with providing suitable accommodation to Shire staff. The SAS will provide clear direction for Shire Officers to follow with the aim of achieving a level of accommodation that will not only provide staff with comfortable efficient accommodation but assist with attraction and retention of qualified staff.

Based on the recommendations of the SAS, the following program is proposed with a total of \$21,000,000 included in the LTFP from 2021/22 through 2031/32 inclusive. This investment will result in 26 accommodation gains (19 in Onslow while replacing current aged stock and 7 in Tom Price) and 12 refurbished properties (2 in Paraburdoo and 10 in Tom Price).

**ATTACHMENT 11.2A**

Rio Tinto have offered six residential dwellings requiring refurbishment in Tom Price for ~\$250,000 per property. Purchase and refurbishment of these properties is not feasible due to the considerable costs involved, with refurbishment being circa \$300,000 (excluding environmental improvements, roofing, landscaping), therefore new builds on land the Shire has tenure over, and where multiple dwellings per lot can be achieved, is recommended.

**ATTACHMENT 11.2B**

**Consultation**

Councillors  
Executive Leadership Team  
Middle Managers Group  
Lease and Accommodation Officers  
Moore Australia  
Hatch Roberts Day

**Statutory Environment**

*Local Government Act 1995*

Section 5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**Financial Implications**

\$21,000,000 has been included in the LTFP for staff housing acquisitions and refurbishments. This allocation, over a ten-year period from 2021/22 – 2031/32, is as follows:

2021/22	\$	3,000,000
2022/23	\$	2,000,000
2023/24	\$	2,000,000
2024/25	\$	-
2025/26	\$	2,000,000
2026/27	\$	2,000,000
2027/28	\$	2,000,000
2028/29	\$	2,000,000
2029/30	\$	2,000,000
2030/31	\$	2,000,000
2031/32	\$	2,000,000

**Strategic Implications**

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

Goal 05 Inspiring Governance  
 Objective 1 Effective planning for the future  
 Objective 4 Exemplary team and work environment

**Risk Management**

Risk has been assessed based on the Officer Recommendation.

<b>Risk</b>	<b>Risk Likelihood</b>	<b>Risk Impact / Consequence</b>	<b>Risk Rating</b>	<b>Principal Risk Theme</b>	<b>Risk Action Plan</b>
Financial	Unlikely (2)	Major (4)	Moderate (8)	\$1 million to \$5 million (per annum)	Inclusion in the LTFP and delivery of the proposed program
Interruption to Service	Likely (4)	Extreme (5)	Extreme (20)	Indeterminate prolonged interruption of services, non-performance, > 1 month	Initiate actions as captured in the SAS

# PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL

## 15 June 2021

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 high, however will be managed through internal processes and procedures.

### Policy Implications

ENG13 Asset Management Policy

### Voting Requirement

Simple Majority Required

### Officers Recommendation

That with respect to Staff Accommodation Strategy 2020 – 2030, Council:

1. Adopt the Staff Accommodation Strategy 2020 – 2030 **ATTACHMENT 11.2A**;
2. Requests the Chief Executive Officer to prepare development plans and construction business cases for:
  - a. Watson Drive, Onslow, and identified lots in Tom Price;
  - b. 2, 3 x 2 grouped dwellings at 76 Marrinup Way, Tom Price; and
  - c. Upgrades / refurbishment of 797 Kulai Street, Tome Price and 1104A Jabberup Place, Tom Price; and
3. Consider the allocation of \$3,000,000 in the 2021-2022 annual budget deliberations.

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**11.3 MINING ACT 1978 TENEMENT REFERRALS – 1 FEBRUARY 2021 – 31 MARCH 2021**

<b>FILE REFERENCE:</b>	ED01
<b>AUTHOR'S NAME AND POSITION:</b>	Janelle Fell Manager Land and Asset Compliance
<b>AUTHORISING OFFICER AND POSITION:</b>	Kenn Donohoe Chief Executive Officer
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	31 March 2021
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal
<b>PREVIOUS MEETING REFERENCE:</b>	Agenda Item 12.4 (Minute No. 9/2021) Ordinary Meeting of Council 16 February 2021

**Summary**

The purpose of this report is to inform Council, for information, of Notices of Application for tenure under the *Mining Act 1978*.

**Background**

It is a requirement of the *Mining Regulations 1981* (Mining Regs) that application for mining tenements be in the prescribed form, being a Form 21, and lodged within 10 days of marking out (by fixing a post projecting at least 1 m above the ground along with other prescribed actions as per Division 1 – Marking out mining tenements of the Mining Regs).

A notice in the form of Form 21 is to be served on the Chief Executive Officer of the local government within 14 days of the lodging of the application to which the notice relates.

The period for lodgment of an objection concerning an application over private land is within 21 days of service of the Form 21 or the date notified on the Form 21, whichever is the longer period.

**Comment**

Mining tenements prescribed under the *Mining Act 1978* include prospecting licences, exploration licences, retention licences, mining leases, general purpose leases and miscellaneous licences.

The Shire receives varying numbers of Form 21 Applications for Mining Tenement each month. Therefore, Shire Officers undertake an assessment of each Notification with any concerning Applications referred to Council. The due diligence assessment includes, but is not limited to:

- Affected Shire assets:
  - Will the licence generate traffic volumes that significantly affect Shire roads
  - Borrow pits
- Bushfire back burning areas
- Aboriginal heritage sites
- Special Control Areas as per the Local Planning Scheme No. 7
  - Wittenoom a particular concern



## PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL 15 June 2021

- Areas used for public recreation
- Land identified for future use or development (landfill, tourism, etc.)
- Traffic management if operating near roads used by travelling public
- Identify landowner/pastoral company
- Identify Aboriginal groups
- European heritage sites – municipal inventory
- Proximity to:
  - Telecommunications
  - Electricity
  - Water
  - Gas pipelines
- General notification of possible permanent and temporary camps

Thirty-eight (38) Form 21 - Application for Mining Tenement notifications were received between 1 February 2021 and 31 March 2021.

### ATTACHMENT 11.3A

#### Exploration Licences

The Mining Regs imposes a limit on the amount of earth, soil, rock, stone, fluid, or mineral bearing substance which may be excavated, extracted, or removed to 1,000 tonnes in total. Excavation, extraction, or removal in excess of this requires the Ministers written approval.

Exploration Licence notifications received include:

<b>Company</b>	<b>Application No.</b>	<b>Block/s (~80km2)</b>	<b>Locality</b>
FMG Pilbara Pty Ltd	E 08/3338	85 BL	Uaroo 1
Avira Resources Ltd	E 08/3329	26 BL	Gregory
Rio Tinto Exploration Pty Limited	E 08/3335	39 BL	Cheela Plains
	E 47/4497	20 BL	Cheela Plains
	E 47/4502	69 BL	Toweranna Well
	E 47/4510	70 BL	Lefroy Well
	E 47/4515	62 BL	Quarrina
	E 47/4513	47 BL	Peawanah
Mallina Exploration Pty Ltd	E 47/4504	46 BL	Munni Creek
Forge Resources Swan Pty Ltd	E 47/4503	54 BL	Peawah
	E 47/4506	96 BL	
	E 47/4507	132 BL	
One Eight Two Capital Investments Pty Ltd	E 47/4508	47 BL	Coolawanyah
	E 47/4511	62 BL	
	E 47/4514	49 BL	
	E 47/4516	70 BL	

#### Mining Leases

The following kinds of mining operations are prescribed in the Mining Regs:

- open-cut operations;
- underground operations;
- quarrying operations;
- dredging operations;
- harvesting operations;
- scraping operations;
- leaching operations;
- tailing treatment operations;

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

- Construction activities incidental or conducive to mining operations, including the construction of plant, tailing storage facilities and overburden dumps.

Mining Lease notifications received are:

<b>Company</b>	<b>Application No.</b>	<b>Hectares</b>	<b>Locality</b>	<b>Mineral</b>
FMG Pilbara Pty Ltd	M 47/1613	1,005.00000	Gamajee	Iron Ore

Miscellaneous Licences

A miscellaneous licence may be granted for use of land for one or more of the following purposes:

- A road;
- A tramway;
- An aerial rope way;
- A pipeline;
- A powerline;
- A conveyor system;
- A tunnel;
- A bridge;
- Taking water;
- A search for groundwater;
- Hydraulic reclamation and transport of tailings;
- An aerodrome;
- A meteorological station;
- A Sulphur dioxide monitoring station;
- A communications facility;
- A drainage channel;
- A pump station;
- A minesite accommodation facility;
- A bore;
- A bore field;
- A water management facility;
- A power generation and transmission facility;
- A storage or transportation facility for minerals or mineral concentrate;
- A minesite administration facility;
- A workshop and storage facility;
- A jetty.

Miscellaneous Licence notifications received are:

<b>Company</b>	<b>Application No.</b>	<b>Hectares</b>	<b>Locality</b>	<b>Purpose/s</b>
Pilbara Energy Company Pty Ltd (FMG)	L 08/239	630.00000	Uaroo	<ul style="list-style-type: none"> <li>• A bore</li> <li>• A bore field</li> <li>• A communications facility</li> <li>• A pipeline</li> <li>• A power generation and transmission facility</li> <li>• A power line</li> <li>• A pump station</li> </ul>

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

Company	Application No.	Hectares	Locality	Purpose/s
				<ul style="list-style-type: none"> <li>• A water management facility</li> <li>• A workshop and storage facility</li> <li>• Taking water</li> </ul>
	L 08/241 L 08/242 L 08/243 L 08/244	268.00000 634.00000 74.00000 95.00000	Uaroo Nanutarra	<ul style="list-style-type: none"> <li>• A bore</li> <li>• A bore field</li> <li>• A communications facility</li> <li>• A pipeline</li> <li>• A power generation and transmission facility</li> <li>• A power line</li> <li>• A pump station</li> <li>• A road</li> <li>• A water management facility</li> <li>• A workshop and storage facility</li> <li>• Taking water</li> </ul>
Orion Equities Limited	L 47/980	62.60000	Paulsens	<ul style="list-style-type: none"> <li>• A bore</li> <li>• A bore field</li> <li>• A communications facility</li> <li>• A drainage channel</li> <li>• A minesite administration facility</li> <li>• A pipeline</li> <li>• A road</li> <li>• A search for groundwater</li> <li>• A storage or transportation facility for minerals or mineral concentrate</li> <li>• A water management facility</li> <li>• A workshop and storage facility</li> <li>• Taking water</li> </ul>
	L 47/981	465.04000	Paulsens	<ul style="list-style-type: none"> <li>• A bore</li> <li>• A bore field</li> <li>• A communications facility</li> <li>• A conveyor system</li> <li>• A drainage channel</li> <li>• A minesite accommodation facility</li> <li>• A minesite administration facility</li> <li>• A pipeline</li> <li>• A power generation and transmission facility</li> </ul>

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

Company	Application No.	Hectares	Locality	Purpose/s
				<ul style="list-style-type: none"> <li>• A pump station</li> <li>• A road</li> <li>• A search for groundwater</li> <li>• A storage or transportation facility for minerals or mineral concentrate</li> <li>• A water management facility</li> <li>• A workshop and storage facility</li> <li>• Taking water</li> </ul>
CV Extractives Pty Ltd	L 45/610	22.00000	Forrest / Mulga Downs	<ul style="list-style-type: none"> <li>• A road</li> </ul>
A.C.N 629 923 753 Pty Ltd (Mineral Resources)	L 08/231 L 08/232	4,893.57000 1,597.88000	Red Hill	<ul style="list-style-type: none"> <li>• A bore</li> <li>• A bore field</li> <li>• A bridge</li> <li>• A communications facility</li> <li>• A drainage channel</li> <li>• A pipeline</li> <li>• A power generation and transmission facility</li> <li>• A power line</li> <li>• A pump station</li> <li>• A road</li> <li>• A search for groundwater</li> <li>• A tunnel</li> <li>• A water management facility</li> <li>• Taking water</li> </ul>
Pilbara Energy (Generation) Pty Ltd	L 08/246 L 08/245 L 08/240 L 08/238 L 08/235 L 08/236 L 08/237	2,207.00000 2,330.00000 4,798.00000 2,275.00000 4,109.00000 2,068.00000	Uaroo B2 Uaroo C1 Uaroo C2 Uaroo C3 Uaroo C4 Uaroo C5 Uaroo C6	<ul style="list-style-type: none"> <li>• A bore</li> <li>• A bore field</li> <li>• A communications facility</li> <li>• A pipeline</li> <li>• A power generation and transmission facility</li> <li>• A power line</li> <li>• A pump station</li> <li>• A road</li> <li>• A water management facility</li> <li>• A workshop and storage facility</li> <li>• Taking water</li> </ul>
AMCI (IO) Pty Ltd  Aquila Steel Pty Ltd	L 08/247	392.09000	Kens Bore	<ul style="list-style-type: none"> <li>• A bore</li> <li>• A bore field</li> <li>• A bridge</li> <li>• A communications facility</li> <li>• A drainage channel</li> <li>• A pipeline</li> </ul>

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

<b>Company</b>	<b>Application No.</b>	<b>Hectares</b>	<b>Locality</b>	<b>Purpose/s</b>
				<ul style="list-style-type: none"> <li>• A power generation and transmission facility</li> <li>• A power line</li> <li>• A pump station</li> <li>• A road</li> <li>• A search for groundwater</li> <li>• A tunnel</li> <li>• A water management facility</li> <li>• Taking water</li> </ul>

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

Company	Application No.	Hectares	Locality	Purpose/s
Red Hill Iron Limited	L 08/248 L 08/249	440.00000 690.00000	Yarraloola Red Hill	<ul style="list-style-type: none"> <li>• A road</li> <li>• A pipeline</li> <li>• A power line</li> <li>• A storage or transportation facility for minerals or mineral concentrate</li> </ul>

Prospecting Licences

Prospecting licences are granted subject to conditions including minerals of economic interest discovered be reported to the Minister; that no ground disturbing equipment be used unless a programme of work has been approved by the Minister; that disturbances to the surface of the land the subject of the prospecting licence are made safe; and the licence holder takes steps to prevent fire and damage to trees, property, or livestock.

A prospecting licence remains in force for a period of four years. This may be extended by the Minister for four years or, where retention status is nominated, a further period or periods of four years.

A prospecting licence will not be granted in respect of land subject to a mining tenement however, the holder of a prospecting licence has priority for grant of mining leases or general-purpose leases.

Company	Application No.	Hectares	Locality
A.C.N. 629 923 753 Pty Ltd (Mineral Resources)	P 08/799	59.79000 HA	Ashburton

Miscellaneous Licences 08/248, 08/249, 08/231 and 08/232 and Prospecting Licence 08/799 encroach or utilise the Shire controlled and managed Red Hill Road. Applicants A.C.N. 629 923 753 Pty Ltd and Red Hill Iron Limited's proposals appear to be consistent with the Shire of Ashburton's strategic aims and objectives however, the Shire should be satisfied of the Public Road's use and maintenance while retaining unrestricted public access and safety of the roads. An Agreement for the design, construction, and maintenance of Red Hill Road to include the following requirements (but not limited to) will be required:

- Establishing RAV rating required to inform width and integrity;
- Road design including specifications including signage etc.;
- Shire inspection schedule;
- Construction materials and testing;
- Construction term;
- Maintenance term;
- Insurance; and
- A.C.N. 629 923 753 Pty Ltd and Red Hill Iron Limited being responsible for all costs (including Shire costs) associated with the preparation and implementation of the Agreement.

Alternatively, should the Shire be responsible for maintenance of Red Hill Road, an adequate fee will be required from A.C.N. 629 923 753 Pty Ltd and Red Hill Iron Limited to contribute to ongoing maintenance costs associated with use of the road.

# PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL

## 15 June 2021

Section 64B of the Mining Regulations requires the Notice of application for mining tenement be given to the holder of a pastoral lease, or other lease granted by or on behalf of the Crown for grazing purposes only.

### Consultation

Executive Leadership Team

### Statutory Environment

*PART IV -- Mining tenements* of the *Mining Act 1978* set out the grant and conditions of mining tenements in Western Australia.

#### *Mining Regulations 1981*

*Regulation 64, Application for mining tenement* of the *Mining Regulations 1981* (Mining Regs) states that application for mining tenements must be in the prescribed form, being a Form 21 and copies served in accordance with 33 (Application for mining by permit holder), 41 (Application for prospecting licence), 56A (Special prospecting licences), 58 (Application for exploration licence), 70 (Special prospecting licence on an exploration licence), 74 (Application for mining lease), 85B (Special prospecting licence on a mining lease), 91 (Grant of miscellaneous licence) and 118 (Notice of application to be given to lessee of pastoral lease) of the *Mining Act 1978*.

### 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 02 Economic Prosperity

Objective 1 Strong local economies

Goal 04 Quality Services and Infrastructure

Objective 1 Quality public infrastructure

### Risk Management

Risk has been assessed based on the Officers Recommendation.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Damage to natural environment – social performance responsibilities to the community at large	Rare (1)	Moderate (3)	Low (3)	Natural Environment (3) – contained, reversible impact managed by external agencies	Correspondence to all Applicants advising Shire's required considerations
Financial impact to assets (Red Hill Road)	Major (4)	Possible (3)	High (12)	Damage to road or liability for unsafe road	Where asset implications are identified, user agreements will be initiated

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

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 high due to potential litigation associated with unsafe roads. User agreements for maintenance or contribution to maintenance costs will see the roads maintained in a safe, trafficable state.

**Policy Implications**

Town Planning Scheme No. 7

LPP – Transient Workforce Accommodation

**Voting Requirement**

Simple Majority Required

**Officers Recommendation**

That with respect to *Mining Act 1978* Tenement Referrals – 1 February 2021 - 31 March 2021, Council:

1. Acknowledge the contents of this report;
2. Advise the Department of Mines, Industry Regulation and Safety of the Shire of Ashburton's request to negotiate terms of agreement with A.C.N. 629 923 753 Pty Ltd in relation to Miscellaneous Licences 08/248, 08/249, 08/231 and 08/232 and, Red Hill Iron Limited in relation to Prospecting Licence 08/799; and
3. Negotiate terms of agreement with A.C.N. 629 923 753 Pty Ltd in relation to Miscellaneous Licences 08/248, 08/249, 08/231 and 08/232 and, Red Hill Iron Limited in relation to Prospecting Licence 08/799.



**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**11.4 MINING ACT 1978 TENEMENT REFERRALS – 1 APRIL 2021 – 30 APRIL 2021**

<b>FILE REFERENCE:</b>	ED01
<b>AUTHOR'S NAME AND POSITION:</b>	Janelle Fell Manager Land & Asset Compliance
<b>AUTHORISING OFFICER AND POSITION:</b>	Kenn Donohoe Chief Executive Officer
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	3 May 2021
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.
<b>PREVIOUS MEETING REFERENCE:</b>	Agenda Item 12.4 (Minute No. 9/2021) – Ordinary Meeting of Council 16 February 2021

**Summary**

The purpose of this report is to inform Council, for information, of Notices of Application for tenure under the *Mining Act 1978*.

**Background**

It is a requirement of the *Mining Regulations 1981* (Mining Regs) that application for mining tenements be in the prescribed form, being a Form 21, and lodged within 10 days of marking out (by fixing a post projecting at least 1 m above the ground along with other prescribed actions as per Division 1 – Marking out mining tenements of the Mining Regs).

A notice in the form of Form 21 is to be served on the Chief Executive Officer of the local government within 14 days of the lodging of the application to which the notice relates.

The period for lodgment of an objection concerning an application over private land is within 21 days of service of the Form 21 or the date notified on the Form 21, whichever is the longer period.

**Comment**

Mining tenements prescribed under the *Mining Act 1978* include prospecting licences, exploration licences, retention licences, mining leases, general purpose leases and miscellaneous licences.

The Shire receives varying numbers of Form 21 Applications for Mining Tenement each month. Therefore, Shire Officers undertake an assessment of each Notification with any concerning Applications referred to Council. The due diligence assessment includes, but is not limited to:

- Affected Shire assets:
  - Will the lease/licence generate traffic volumes that significantly affect Shire
  - Borrow pits
- Bushfire back burning areas
- Aboriginal heritage sites
- Special Control Areas as per the Local Planning Scheme No. 7
  - Wittenoom a particular concern
- Areas used for public recreation
- Land identified for future use or development (landfill, tourism, etc.)

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

- Traffic management if operating near roads used by travelling public
- Identify landowner/pastoral company
- Identify Aboriginal groups
- European heritage sites – municipal inventory
- Proximity to:
  - Telecommunications
  - Electricity
  - Water
  - Gas pipelines
- General notification of possible permanent and temporary camps

Ten (10) Form 21 - Application for Mining Tenement notifications were received between 1 – 30 April 2021.

**ATTACHMENT 11.4A**

Exploration Licences

The Mining Regs imposes a limit on the amount of earth, soil, rock, stone, fluid, or mineral bearing substance which may be excavated, extracted, or removed to 1,000 tonnes in total. Excavation, extraction, or removal in excess of this requires the Ministers written approval.

Exploration Licence notifications received include:

<b>Company</b>	<b>Application No.</b>	<b>Block/s (~80km<sup>2</sup>)</b>	<b>Locality</b>
Central Pilbara North Iron Ore Pty Ltd	E 47/4524	69	Howlett Creek
One Eight Two Capital Investments Pty Ltd	E 47/4521	69	Peawah
Forge Resources Swan Pty Ltd	E 47/4520	69	Peawah
Rio Tinto Exploration Pty Limited	E 47/4523	9	Barrowanna Hill

The Mining Act prescribes an exploration licence shall not be less than one block or more than 70 blocks, unless is in an area of the State designated under section 57A (1) (permits the Minister, by notice published in the *Gazette*, to designate one or more areas of the State) it shall not be more than 200 blocks. A block has a lengthy definition in the Mining Act but is generally a graticular section (1 minute of longitude and 1 minute of latitude) or approximately 3.407716km<sup>2</sup>.

Mining Leases

The following kinds of mining operations are prescribed in the Mining Regs:

- Open-cut operations;
- Underground operations;
- Quarrying operations;
- Dredging operations;
- Harvesting operations;
- Scraping operations;
- Leaching operations;
- Tailing treatment operations;
- Construction activities incidental or conducive to mining operations, including the construction of plant, tailing storage facilities and overburden dumps.

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

Mining Lease notifications received are:

<b>Company</b>	<b>Application No.</b>	<b>Hectares</b>	<b>Locality</b>	<b>Mineral</b>
Zanthus Resources Pty Ltd	M 08/533	582 Ha	Robe Mesa	Aggregate Building Stone Copper Diamond Dolomite Gold Gravel Gypsum Iron Ore Lead Limestone Manganese Mineral Sands Nickel Platinoids Rock Sand Tantalum Zinc

**General Purpose Leases**

A general-purpose lease may be granted for one or more of the following purposes:

- For erecting, placing and operating machinery thereon in connection with the mining operations carried on by the lessee in relation to which the general-purpose lease was granted;
- For depositing or treating thereon minerals or tailings obtained from any land in accordance with this act;
- For using the land for any other specified purpose directly connected with mining operations.

A general-purpose lease is in place until:

- It is surrendered or is forfeited; or
- The date of surrender, forfeiture, or expiry of the mining lease (or any renewal thereof) in relation to which it was granted or 21 years from the date deemed pursuant to section 79 to be the date on which the term of the general-purpose lease commenced or, if any other date of commencement is specified in the general-purpose lease, the specified date, whichever is the longer period; or
- In any other case, for a period of 21 years or until it is sooner surrendered or forfeited.

A general-purpose lease may be extended for one further period of 21 years on the terms and conditions to which the lease was granted.

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

General Purpose Lease notifications received are:

Company	Application No.	Hectares	Locality	Purpose/s
Yangibana Pty Ltd	G 08/95	132 Ha	Onslow South	<ul style="list-style-type: none"> <li>• A storage or transportation facility for minerals or mineral concentrate</li> <li>• Admin buildings</li> <li>• Communications facility</li> </ul>
	G 08/96	107 Ha	Onslow South	<ul style="list-style-type: none"> <li>• Evaporation pond</li> <li>• Gas pipeline</li> <li>• Monitoring bores</li> <li>• Power generation</li> <li>• Power lines</li> <li>• Process plant and associated infrastructure</li> <li>• Roads and carpark</li> </ul>
	G 08/97	100 Ha	Onslow South	<ul style="list-style-type: none"> <li>• Tailings storage facility</li> <li>• Topsoil stockpile</li> <li>• Water bore</li> <li>• Water management infrastructure</li> <li>• Water pipeline</li> <li>• Workshop</li> </ul>

**Miscellaneous Licences**

A miscellaneous licence may be granted for use of land for one or more of the following purposes:

- A road;
- A tramway;
- An aerial rope way;
- A pipeline;
- A powerline;
- A conveyor system;
- A tunnel;
- A bridge;
- Taking water;
- A search for groundwater;
- Hydraulic reclamation and transport of tailings;
- An aerodrome;
- A meteorological station;
- A Sulphur dioxide monitoring station;
- A communications facility;
- A drainage channel;
- A pump station;

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

- A minesite accommodation facility;
- A bore;
- A bore field;
- A water management facility;
- A power generation and transmission facility;
- A storage or transportation facility for minerals or mineral concentrate;
- A minesite administration facility;
- A workshop and storage facility;
- A jetty.

Miscellaneous Licence notifications received are:

Company	Application No.	Hectares	Locality	Purpose/s
Orion Equities Limited	L 47/983	184.98 Ha	Paulsens	<ul style="list-style-type: none"> <li>• A bore</li> <li>• A bore field</li> <li>• A communications facility</li> <li>• A pipeline</li> <li>• A road</li> <li>• A search for groundwater</li> <li>• A storage or transportation facility for minerals or mineral concentrate</li> <li>• Taking water</li> </ul>
Maiden Iron Pty Ltd	L 47/982	188 Ha	The Three Sisters	<ul style="list-style-type: none"> <li>• A road</li> </ul>

Three of the notifications for exploration licences (Central Pilbara North Iron Ore Pty Ltd E 47/4524, One Eight Two Capital Investments Pty Ltd E 47/4521, and Forge Resources Swan Pty Ltd E 47/4520), which are all for the same blocks, encroach Pannawonica – Millstream Road. The proposals appear to be consistent with the Shire of Ashburton's strategic aims and objectives however, the Shire should be satisfied of the Public Road's use and maintenance while retaining unrestricted public access and safety of the roads. An Agreement setting out the following will be required:

- Establishing RAV rating requirements to inform width and integrity;
- Road design including specifications including signage etc.;
- Shire inspection schedule;
- Construction materials and testing;
- Construction term;
- Maintenance term;
- Insurance; and
- Central Pilbara North Iron Ore Pty Ltd, One Eight Two Capital Investments Pty Ltd and Forge Resources Swan Pty Ltd being responsible for all costs (including Shire costs) associated with the preparation and implementation of the Agreement.

Alternatively, should the Shire be responsible for maintenance of Pannawonica – Millstream Road, an adequate fee will be required from Central Pilbara North Iron Ore Pty Ltd, One Eight Two Capital Investments Pty Ltd and Forge Resources Swan Pty Ltd to contribute to ongoing maintenance costs associated with their use of the road.

# PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL

## 15 June 2021

### Consultation

Chief Executive Officer  
Executive Leadership Team

### Statutory Environment

*PART IV -- Mining tenements* of the *Mining Act 1978* set out the grant and conditions of mining tenements in Western Australia.

#### *Mining Regulations 1981*

*Regulation 64, Application for mining tenement* of the *Mining Regulations 1981* (Mining Regs) states that application for mining tenements must be in the prescribed form, being a Form 21 and copies served in accordance with 33 (Application for mining by permit holder), 41 (Application for prospecting licence), 56A (Special prospecting licences), 58 (Application for exploration licence), 70 (Special prospecting licence on an exploration licence), 74 (Application for mining lease), 85B (Special prospecting licence on a mining lease), 91 (Grant of miscellaneous licence) and 118 (Notice of application to be given to lessee of pastoral lease) of the *Mining Act 1978*.

### 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 02 – Economic Prosperity

Objective 1 – Strong Local Economies

Goal 4 – Quality Services and Infrastructure

Objective 1 – Quality Public Infrastructure

### Risk Management

Risk has been assessed based on the Officers Recommendation.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Damage to natural environment – social performance responsibilities to the community at large	Rare (1)	Moderate (3)	Low (3)	Natural Environment (3) – contained, reversible impact managed by external agencies	Correspondence to all Applicants advising Shire's required considerations
Financial impact to assets (Pannawonica – Millstream Road)	Major (4)	Possible (3)	High (12)	Damage to road or liability for unsafe road	Where asset implications are identified, user agreements will be initiated

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

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 "High" due to potential litigation associated with unsafe roads. User agreements for maintenance or contribution to maintenance costs will see the roads maintained in a safe, trafficable state.

**Policy Implications**

Town Planning Scheme No. 7

LPP – Transient Workforce Accommodation

**Voting Requirement**

Simple Majority Required

**Officers Recommendation**

That with respect to *Mining Act 1978* Tenement Referrals – 1 April 2021 – 30 April 2021, Council:

1. Acknowledge the contents of this report;
2. Advise Central Pilbara North Iron Ore Pty Ltd, One Eight Two Capital Investments Pty Ltd and Forge Resources Swan Pty Ltd that an Agreement for use of Pannawonica – Millstream Road in relation to Miscellaneous Licences E 47/4524, E 47/4521, and E 47/4520; and
3. Negotiate terms of agreement for use of Pannawonica – Millstream Road with Central Pilbara North Iron Ore Pty Ltd, One Eight Two Capital Investments Pty Ltd and Forge Resources Swan Pty Ltd in relation to Miscellaneous Licences E 47/4524, E 47/4521, and E 47/4520.

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**11.5 LAND ASSET ASSESSMENT**

<b>FILE REFERENCE:</b>	LP01
<b>AUTHOR'S NAME AND POSITION:</b>	Janelle Fell Manager Land & Asset Compliance
<b>AUTHORISING OFFICER AND POSITION:</b>	Kenn Donohoe Chief Executive Officer
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	5 May 2021
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.
<b>PREVIOUS MEETING REFERENCE:</b>	Nil

**Summary**

To provide a framework for ongoing property asset management of the Shire of Ashburton's (Shire) property portfolio, a Land Asset Assessment (LAA) has been prepared and is presented for Council's consideration.

**Background**

The LAA is intended to optimize property assets to achieve the maximum community benefit while informing a future Land Asset Management Plan.

An analysis of all Shire properties was required, including consideration of the Town Planning Scheme and other planning documentation, to recommend key strategic properties for development and identify opportunities for the public's benefit.

NS Group were appointed in July 2020 to undertake a land asset assessment across the Shire's land asset portfolio which included:

- Informing site particulars
- Impact of local planning scheme
- Commercial opportunities
- Site constraints
- Servicing requirements

NS Group's methodology included:

- Phase One – LAA
  - Inception meeting
  - Identify assets – strategic or commercial value
  - Site inspection (key assets only)
  - Site assessment (address, site plan, area, zoning, current use/improvements, surround precinct, contamination, historical, Indigenous significance etc.)
  - Review Local Planning Scheme to inform permitted land use for each site
  - Ascertain current community needs and strategic requirements to inform priority sites and or asset gaps



**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

- Identify opportunities and constraints
- Prioritise assets
- Outcome – asset assessment report, providing a summary of all assets (categorised), together with a more detailed assessment of the opportunities and constraints of the identified strategic assets and prioritisation of those that should proceed to the technical due diligence and feasibility stage. In addition, an Excel database of all Shire assets will be provided, documenting the site particulars of all assets, including land size, zoning, improvements etc.
- Optional Phase Two (Technical Due Diligence and Feasibility – Outcome: feasibility report which summarises the technical due diligence findings of each of the site investigations, the refined opportunities, and constraints of each of the site investigations, the refined opportunities, and constraints of each site recommendation as to which assets should proceed to the Business Case); and
- Optional Phase Three (Business Case including statement of need, alignment to government and strategic objectives, options development, concepts, capital cost estimates, risk analysis, programme, options analysis, delivery plan, funding strategy)

**Comment**

The LAA comprises 267 assets, consisting of a mix of:

- Built form (residential dwellings, community infrastructure, commercial office, or public open spaces - ~40%)
- Vacant land (residential lots, development sites and reserves or rural land - ~60%)

Of these assets, approximately:

- 40% are in Onslow (107)
- 14% are in Paraburdoo (38)
- 45% are in Tom Price (120)
- 1% are in regional or remote locations outside of the Shire's three main towns (2)

Each property is detailed in the LAA report with zoning, land area, current use, known agreements, potential alternate use, environmental constraints, Heritage constraints, other constraints, fair value (on 30 June 2020) and an overall recommendation. The intent of the recommendation is to consider current and future community/social benefit, tourism and economic potential, and environmental value. Each recommendation presents an opportunity however, actual implementation may vary depending on internal resources and external conditions.

The report focuses on freehold, and properties owned by the State (with Management Order issued to the Shire).

The assets have been classified into:

- Commercial
- Commercial development
- Community facility
- Infrastructure reserve
- Heritage site
- Industrial
- Industrial development
- Public open space (developed)

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

- Public open space (undeveloped)
- Residential development
- Rural
- Staff housing
- Tourism development

	Commercial	Commercial Development	Community Facility	Heritage Site	Industrial	Industrial Development	Infrastructure Reserve	POS (Developed)	POS (Undeveloped)	Residential Development	Rural	Staff Housing	Tourism Development
Onslow	5	5	12	24	3	5	12	7	-	11	7	12	4
Tom Price	3	4	22	-	2	2	23	12	14	10	3	24	1
Paraburdoo	5	-	5	-	1	-	6	6	3	2	-	10	-
Mount Sheila	-	-	-	-	-	-	1	-	-	-	1	-	-
<b>TOTAL</b>	<b>13</b>	<b>9</b>	<b>39</b>	<b>24</b>	<b>6</b>	<b>7</b>	<b>42</b>	<b>25</b>	<b>17</b>	<b>23</b>	<b>11</b>	<b>46</b>	<b>5</b>

**ATTACHMENT 11.5A**

Research into the relevant property markets to identify potential land use requirements or demands, strategic projects or initiatives and commercial opportunities was undertaken with assessment criteria adopted to identify strategic value or opportunity. Quick wins/priorities identified are on Council's radar with acquisition of the following progressing.

Lot	Street Name	Town	Brief Description	Classification	Shire Comment
3504	Second Avenue	Onslow	Irregular shaped, vacant site, with street frontage to the head of Second Avenue only	Tourism Development	Creation of Reserve under Shire management to allow access to Lot 381 and Reserve 32702 "Recreation"
341	Second Avenue	Onslow	Vacant, regular shaped, corner site, with secondary frontage to Third Street	Commercial Development	Acquisition completed
342	Second Avenue	Onslow	Vacant, regular shaped site	Commercial Development	Acquisition completed
381	Third Avenue	Onslow	Vacant, rectangular shaped site, with street frontage to the head of Third Avenue only	Tourism Development	Settlement Date 17 May 2021
395	Third Avenue	Onslow	Regular shaped site, improved with office / workshop buildings used as an ambulance depot	Residential Development	Transfer of Title progressing with DPLH
N/A	Third Avenue	Onslow	Triangular shaped vacant site, extending between Third Avenue and Second Avenue, at their north-western end	Tourism Development	Public road, potential change of use

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

Lot	Street Name	Town	Brief Description	Classification	Shire Comment
247	Poinciana Street	Tom Price	Slightly irregular shaped site, having frontages to both Poinciana Street and Mine Road, improved with an older style office building	Commercial Development	Planned acquisition for Tom Price Admin Office expansion
292	Poinsettia Street	Tom Price	Triangular shaped, vacant site, located at the end of Poinsettia Street	Public Open Space (Undeveloped)	Creation of Reserve progressing with DPLH with Purpose to be "Staff Housing" or similar

NS Group recommend a staff housing strategy (completed however yet to be endorsed by Council) and public open space (OPS) strategy (particularly for Tom Price) be undertaken to develop a formal Land Asset Management Plan. A POS strategy would identify any parcels surplus to the POS delivery, in consultation with the Department of Planning, Lands and Heritage, to ensure no impact on POS delivery.

**CONFIDENTIAL ATTACHMENT 11.5B**

**Consultation**

Chief Executive Officer  
Executive Leadership Team  
Planning Team

**Statutory Environment**

*Local Government Act 1995*

*'Section 3.58 of the LGA sets out the requirements to enable a local government to dispose of property, being by public auction (to highest bidder) or public tender (most acceptable tender) or by giving local public notice.'*

*Section 3.59 of the LGA sets out the procedure for acquisition and disposal of property as a major land transaction or major land undertaking, requiring the preparation (and advertising) of a business plan.'*

*Land Administration Act 1997*

'The Land Administration Act 1997 ('LAA') is Western Australia's primary legislation dealing with the management of Crown land. The LAA is administered by the Minister for Lands ('Minister'), assisted by the Department of Planning, Lands and Heritage.

Part 4 of the LAA provides for the creation, administration, and management of reserves over Crown land / waters.

Under section 41 of the LAA the Minister may set aside Crown land as reserve for a particular purpose in the public interest. Every such reservation has a land description and designated purpose registered on a Crown Land Title ('CLT') and is graphically depicted on a plan or diagram held by Landgate.

Reserve tenure is usually applied to land that:

- a) holds intrinsic community value or is of high conservation value that should be preserved and maintained for the benefit of future generations;

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

- b) for core business/service delivery needs of general sector State agencies and local governments.'

**Financial Implications**

Costs incurred to date include:

Phase	Fee (excl. GST)
Phase 1: Land Asset Audit	\$38,750
Phase 2: Technical Due Diligence and Feasibility	TBD (Future Stage)
Phase 3: Business Case	TBD (Future Stage)

The Procurement Policy will be adhered to when procuring a consultant to prepare a Public Open Space Strategy, with sufficient provision being made in the 2021/22 Budget.

**Strategic Implications**

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

Goal 05 Inspiring Governance  
Objective 1 Effective planning for the future

**Risk Management**

Risk has been assessed based on the Officer Recommendation.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan
Compliance	Rare (1)	Insignificant (1)	Low (1)	No noticeable regulatory or statutory impact	Adopt 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 "Low" and will be monitored through internal processes and procedures.

**Policy Implications**

ENG13 Asset Management Policy

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**Voting Requirement**

Simple Majority Required

**Officers Recommendation**

That with respect to the Land Asset Assessment, Council:

1. Receives the Land Asset Assessment; and
2. Authorises the Chief Executive Officer to prepare a Public Open Space Strategy for consideration by Council.

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**11.6 USE OF COMMON SEAL AND ACTIONS PERFORMED UNDER DELEGATED AUTHORITY AND THE TENDER REGISTER FOR THE MONTH OF MAY 2021**

<b>FILE REFERENCE:</b>	GV21 CM02
<b>AUTHOR'S NAME AND POSITION:</b>	Dee Walkington Acting Governance Officer
<b>AUTHORISING OFFICER AND POSITION:</b>	Kenn Donohoe Chief Executive Officer
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	11 June 2021
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The authors and authorising officer have no financial, proximity or impartiality interests in the proposal
<b>PREVIOUS MEETING REFERENCE:</b>	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 May 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 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 Seal or delegations for the month of March 2021.

**ATTACHMENT 11.6A**

**Consultation**

Relevant officers as listed in the Attachment.

**Statutory Environment**

*Local Government Act 1995*

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

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**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 "Low" considering 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

**Voting Requirement**

Simple Majority Required

**Officers Recommendation**

That with respect to the Use of Common Seal and Actions Performed under Delegated Authority and the Tender Register for the month of May 2021, Council receive the reports relating to actions performed under delegated authority for the month as per **ATTACHMENT 11.6A**.

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**12 CORPORATE SERVICES REPORTS**

**12.1 MONTHLY FINANCIALS AND SCHEDULE OF ACCOUNTS PAID**

<b>FILE REFERENCE:</b>	FM03
<b>AUTHOR'S NAME AND POSITION:</b>	Taryn Dayman Manger Finance and Administration
<b>AUTHORISING OFFICER AND POSITION:</b>	Nathan Cain Director Corporate Services
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	1 June 2021
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and authorising officer have no financial, proximity or impartiality interests in the proposal.
<b>PREVIOUS MEETING REFERENCE:</b>	Not Applicable

**Summary**

Council is required to produce a statement of financial activity and a schedule of accounts paid each month containing relevant information, as legislated.

The purpose of this report is to present the statement of financial activity for the month ended May 2021 and the schedule of accounts paid for May 2021.

Council is requested to accept the statement of financial activity and confirm the schedule of accounts paid, as presented.

**Background**

The *Local Government (Financial Management) Regulations 1996* require Shire officers, monthly and within a prescribed timeframe, to:

1. Prepare financial reports covering prescribed information and present these to Council for acceptance; and
2. Prepare a schedule of payments made from the municipal fund and the trust fund and present this to Council for confirmation.

**Comment**

Financial Reporting

Shire officers have prepared the statement of financial activity and the schedule of accounts paid in accordance with legislative requirements.

The schedule of accounts paid, inclusive of credit card payments is attached.

**CONFIDENTIAL ATTACHMENT 12.1A**

The monthly financial report has been prepared in accordance with legislative requirements as well as providing Council with additional supplementary information. The monthly financial report is inclusive of the following reports.



## **PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**

### **15 June 2021**

- Statement of Financial Activity for the period ending 30 May 2021.
- Capital Expense Report outlining the progress of capital initiatives as of 30 May 2021.
- 2020-2021 Budget Amendments Register as of 30 May 2021

#### **ATTACHMENT 12.1B**

#### **Consultation**

Executive Leadership Team  
Middle Management Team  
Finance Team

#### **Statutory Environment**

*Local Government Act 1995*  
*Section 6.4 (Financial report)*

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

#### *Section 6.8 (Expenditure from municipal fund not included in annual budget)*

A local government is not to incur expenditure from the municipal fund for an additional purpose except where the expenditure is incurred before the budget is adopted (which it must then be included), is authorised in advance by Council resolution or is authorised in advance by the Shire President in an emergency.

#### *Local Government (Financial Management) Regulations 1996*

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

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

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

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

#### **Financial Implications**

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

Payments included on the Schedule of Accounts Paid have been undertaken in accordance with appropriate processes and the annual budget.

#### **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 based on the Officers Recommendation.

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

<b>Risk</b>	<b>Risk Likelihood</b>	<b>Risk Impact / Consequence</b>	<b>Risk Rating</b>	<b>Principal Risk Theme</b>	<b>Risk Action Plan (Controls or Treatment proposed)</b>
Material misstatement or significant error in the financial statements.	Unlikely (2)	Moderate (3)	Moderate (6)	Financial Impact - \$100,000 to \$1 million	Review of financial position information to be undertaken regularly and by multiple officers.
Council does not accept the Officers recommendation.	Unlikely (2)	Minor (2)	Low (4)	Compliance – Some temporary non compliances.	Provide elected members with sufficient information for decision making.

The following risk matrix has been applied.

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

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 low due to the financial controls in place and the regularity of review of the information contained within these reports.

### **Policy Implications**

#### *FIN06 Significant Accounting Policy*

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

#### *ELM10 Financial Sustainability Policy*

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

### **Voting Requirement**

Absolute Majority Required

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**Officers Recommendation**

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

1. In accordance with the *Local Government (Financial Management) Regulations 1996* regulation 13 (Payments from municipal fund or trust fund by Chief Executive Officer, Chief Executive Officer's duties as to etc.), confirms the Schedule of Accounts Paid for May 2021 **CONFIDENTIAL ATTACHMENT 12.1A**; and;
2. In accordance with the *Local Government (Financial Management) Regulations 1996* regulation 34 Financial activity statement required each month (Act s. 6.4), accepts the Statement of Financial Activity, and associated reports, for May 2021 **ATTACHMENT 12.1B**.

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**12.2                    2020 – 2021 GENERAL MEETING OF ELECTORS**

<b>FILE REFERENCE:</b>	GV04
<b>AUTHOR'S NAME AND POSITION:</b>	Nathan Cain Director Corporate Services
<b>AUTHORISING OFFICER AND POSITION:</b>	Kenn Donohoe Chief Executive Officer
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	31 May 2021
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.
<b>PREVIOUS MEETING REFERENCE:</b>	Nil

**Summary**

A general meeting of the electors of the district is to be held once every financial year.

The general meeting of electors of the district for the 2020-2021 financial year was held at the Onslow Multi-Purpose Centre (Corner Hooley Avenue and McGrath Avenue, Onslow) on 18 May 2021, and commenced at 4:00 pm.

Council is requested to receive the minutes of the recent general meeting of electors and consider the Decision by Electors made at this meeting.

**Background**

The *Local Government Act 1995* requires a general meeting of electors in the district to be held once every financial year.

The general meeting of electors of the district for the 2020-2021 financial year was held at the Onslow Multi-Purpose Centre (Corner Hooley Avenue and McGrath Avenue, Onslow) on 18 May 2021, and commenced at 4:00 pm.

Excluding attending Shire councillors and employees, twenty-five (25) people were in attendance, with fifteen (15) of those people being eligible electors.

The minutes from the meeting are contained in the appendices.

**APPENDIX 12.2A**

At the meeting, the following Decision by Electors was moved and carried –

*“Moved:                    S Wilson  
Seconded:                A Shone*

*That Council repair the relationship with Guido van Helten to produce a design concept which fits the contract brief before engaging another artist.”*

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

No other Decisions by Electors were made.

**Comment**

Shire officers have considered the Decision by Electors regarding repairing the relationship with Guido van Helten (the artist contracted to paint mural artwork on the Onslow Water Tanks, Onslow).

The Decision by Electors is like the petition lodged by the mover of the Decision by Electors (Suzanne Wilson) at the council meeting held earlier on the same day as the general meeting of electors.

The petition, which is the subject of an Officer report in this Council Agenda, has the following request:

*“We, the undersigned, all being electors of the Shire of Ashburton do respectfully request that Council reinstate Artist Guido Van Helten to complete the Onslow Water Tank Project as endorsed by Council.*

*Furthermore, we request that Council provide a written explanation as to why as stated in media reports the mural was “too indigenous” resulting in the artist abandoning the Onslow Water Tank Public Art Project.”*

Because of the similarity between the Decision by Electors and the petition request, Shire officers believe the item is best considered once only and, accordingly, request Council note the Decision by Electors in this Agenda item and consider the detail in the Agenda item which directly considers the petition (Item 12.3 in this Agenda).

**Consultation**

Executive Leadership Team

Chief Operating Officer – Airport and Tourism

**Statutory Environment**

*Local Government Act 1995*

*Section 5.26 – Term used: electors*

Electors includes ratepayers, in addition to a person who is enrolled to vote at elections for the district (or ward).

*Section 5.27 – Electors’ general meetings*

A general meeting of the electors of a district is to be held once every financial year, after Council accepts the annual report for the previous year.

*Section 5.32 – Minutes of electors’ meetings*

The Chief Executive Officer is to ensure minutes of the electors’ meeting are kept and preserved and ensure the minutes are made available for inspection before the council meeting at which decisions made at the electors’ meeting are first considered.

*Section 5.33 – Decisions made at electors’ meetings*

All decisions made at an electors’ meeting are to be considered at the next ordinary council meeting, unless not practicable. In the case it is not practicable, at the next ordinary council meeting or at a special meeting called for the purpose of considering those decisions.

If council makes a decision in response to a decision made at an electors’ meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

# PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL

## 15 June 2021

*Local Government (Administration) Regulations 1996*

*Regulation 17 – Voting at meeting*

Each elector present at an electors' meeting is entitled to one vote on each matter to be decided, although does not have to vote.

### Financial Implications

There are no financial implications specifically regarding the adoption of the recommendation.

### Strategic Implications

Shire of Ashburton Strategic Community Plan 2017-2027 Living Life (2019 Desktop Review)

Goal 5 Inspiring Governance

Objective 2 Community ownership

Objective 3 Council leadership

### Risk Management

Risk has been assessed based on the Officer Recommendation.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Council is branded negatively for not considering the Decision by Electors in this Agenda item	Possible (3)	Moderate (3)	Moderate (9)	Reputation – Substantiated, public embarrassment, moderate impact on community trust or moderate media profile.	Provision of detailed explanation within an additional agenda item, including the details of the Motion by Elector within the item.

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 "Moderate" due to the heightened local community interest regarding the mural artwork on the Onslow Water Tanks and the need to appropriately convey the position of Council to the broader community.

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

*Model Code of Conduct for Council Members, Committee Members and Candidates 2021*

Council is to ensure it –

- acts based on relevant and factually correct information,
- makes decisions on merit, in the public interest and according to statute, good governance and procedural fairness, and

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

- is open and accountable and represents the community in the district.

*ADM08 – Community Engagement Policy*

Council is committed to engaging with the Shire of Ashburton community and recognises community engagement is about involving the community in decisions impacting them, noting community engagement does not mean achieving consensus, however it does involve seeking broad, informed agreement and the best possible solution for Council and community.

**Voting Requirement**

Simple Majority Required

**Officers Recommendation**

That with respect to the 2020-2021 General Meeting of Electors, Council, in accordance with the *Local Government Act 1995* section 5.33;

- a. Receives the minutes of the 2020-2021 General Meeting of Electors held at the Onslow Multi-Purpose Centre (Corner Hooley Avenue and McGrath Avenue, Onslow) on 18 May 2021, which commenced at 4:00 pm, as included at Appendix 12.3A;
- b. Acknowledges the Decision by Electors regarding repairing the relationship with Guido van Helten (the artist contracted to paint mural artwork on the Onslow Water Tanks, Onslow); and
- c. Noting the similarity to the petition received at the 18 May 2021 ordinary council meeting, elects to consider both the petition and Decision by Electors (regarding Guido van Helten) in the one item (Item 12.3 to this Council agenda).

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**12.3 PETITION AND DECISION BY ELECTORS – MATTERS REGARDING ONSLOW WATER TANK PUBLIC ART PROJECT ARTIST (GUIDO VAN HELTEN)**

<b>FILE REFERENCE:</b>	RC34
<b>AUTHOR'S NAME AND POSITION:</b>	Nathan Cain Director Corporate Services
<b>AUTHORISING OFFICER AND POSITION:</b>	Kenn Donohoe Chief Executive Officer
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	1 June 2021
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.
<b>PREVIOUS MEETING REFERENCE:</b>	Agenda Item 11.3 – Ordinary Meeting of Council 16 March 2021

**CONFIDENTIALITY OF ATTACHMENTS**

Some attachments to this report are considered confidential in accordance with section 5.23 (2) of the *Local Government Act 1995* because they deal with matters of –

- a) 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, and
- b) Legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.

**Summary**

A petition was provided to Council at the 18 May 2021 ordinary council meeting requesting the reinstatement of the Onslow Water Tank Public Art Project artist (Guido van Helten), and for an explanation to be provided why, in the petitioners' perception, the "...mural was "too indigenous" resulting in the artist abandoning the Onslow Water Tank Public Art Project."

The purpose of this item seeks to –

- a) address the request contained within the submitted petition,
- b) consider the Decision by Electors from the 2020-2021 general meeting of electors, and
- b) comment on the future direction of the project (including a proposed alternative method to progress the project, should Council so choose).

Council is requested to support the continuation of the project, consider the petition request and Decision by Electors, and establish an Artwork Selection Working Group, involving community members, to assist in overseeing the delivery of the project (assuming Council is supportive of continuing the project).

**Background**

In 2018, the Shire of Ashburton undertook a Request for Quote process to award an artist the contract to paint mural artwork on the Onslow Water Tanks, Onslow. This artwork initiative was intended to represent the community's history, spirit, and people, with the objectives of –

- Increasing the arts sector within the Shire,



## **PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**

### **15 June 2021**

- Bringing the community together, and
- Increasing tourism in Onslow and the Shire of Ashburton region.

The successful artist (Guido van Helten) signed a contract with the Shire of Ashburton and the Water Corporation to commission the painting of the Onslow Water Tanks, Onslow, with a suitable public art design.

Due to COVID-19 pandemic movement restrictions the artist was not able to commence the project on-site until March 2021.

In April 2021, following a comprehensive community consultation process, Shire officers provided, on behalf of the artist, the artist's initial design proposal to a Council briefing session where Councillors discussed the initial design proposal. The artist was not present at this discussion.

Councillors provided direction to the Chief Executive Officer to reject the initial design as it was considered to not be in line with Council's vision for the artwork.

Council's vision included a visual interpretation of Onslow's community history and a reflection of its past to modern day, which was to acknowledge indigenous heritage, pearling and agriculture industries, and the stories that make Onslow the authentic coastal town it is today.

Shire officers were of the understanding the artist was willing to work on an alternative design, as conveyed by the artist at a subsequent meeting held with the artist and Shire representatives following the Council briefing session.

Soon after the discussion of the design at the April 2021 Council briefing session and the subsequent meeting, Shire officers were informed by correspondence, on 26 April 2021, sent on behalf of the artist, stating he was not prepared to work on an alternative design, or modify the initial design, and, soon thereafter, the artist left the district.

Shire officers have sought legal advice for guidance regarding the contractual relationship between the Shire of Ashburton and Mr. van Helten.

At the 18 May 2021 ordinary council meeting a petition was submitted to, and accepted by, Council.

The request, as contained on each page of the petition, is as below:

*"We, the undersigned, all being electors of the Shire of Ashburton do respectfully request that Council reinstate Artist Guido Van Helten to complete the Onslow Water Tank Project as endorsed by Council.*

*Furthermore, we request that Council provide a written explanation as to why as stated in media reports the mural was "too indigenous" resulting in the artist abandoning the Onslow Water Tank Public Art Project."*

The summary of the reasons for the request contained within the petition is as below:

*"The reasons for the request are:*

- *Guido van Helten spent six weeks in Onslow and engaged with a wide range of community members in an inclusive and professional manner.*
- *Guido sourced a variety of photos that depicted an honest and unbiased view of Onslow's history, spirit, and people.*
- *Council made their decision without any consultant with the community; therefore,*

## PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL 15 June 2021

*this petition aims to voice community concern regarding Councils blatant disregard towards community input during the design and approval process.*

*Additional factors of concern raised by the community during discussions include;*

- Lost opportunity for reconciliation with our indigenous people and culture;*
- Lost tourism and economic opportunities;*
- Financial implications to project stakeholders, Water Corporation sponsored \$50,000 and Regional Arts WA \$30,000; And what, if any decision and feedback these Stakeholder had in the approval process.*
- The Shire of Ashburton recently purchased Public Sculptures (Paparazzi Dogs) to the value of \$125,000. There is no public record indicating Council approved the purchase of the sculptures. The item appeared in March Monthly Financial Report (page 27). The public sculptures have no relevance to the history and culture of Onslow. The sculptures do not meet the Shires own Strategic Community Plan (unlike the Water Tank Public Art Project), and the **community were not consulted on public sculpture project.**"*

Additionally, at the 2020-2021 general meeting of electors, also held on 18 May 2021, the following Decision by Electors was moved and carried:

*"Moved: S Wilson  
Seconded: A Shone*

*That Council repair the relationship with Guido van Helten to produce a design concept which fits the contract brief before engaging another artist."*

### **Comment**

#### Petition assessment

The petition, lodged pursuant to section 6.10 (Petitions) of the *Shire of Ashburton Standing Orders Local Law 2012*, has been assessed by Shire officers and found satisfactorily compliant.

The Western Australian Electoral Commission provided Shire officers with a copy of the district electoral roll as of 1 June 2021.

The petition contains 220 signatures, with the following breakdown of the assessment against the supplied electoral roll provided:

- 129 of the signatories have been identified on the supplied electoral roll;
- 10 of the signatories identified themselves as not being electors of the district;
- 1 signatory was indeterminable; and
- 80 signatories claimed to be electors of the district and were unable to be matched on the supplied electoral roll.

Based on the satisfactorily compliant nature of the petition, Shire officers have proceeded to address the petition request.

#### Petition request (Part B)

Part B of the petition request is as below:

*"Furthermore, we request that Council provide a written explanation as to why as stated in media reports the mural was "too indigenous" resulting in the artist abandoning the Onslow Water Tank Public Art Project."*

It is noted, and reinforced, Council, and Council representatives, have no control over what is

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

reported in media reports by other agencies and do not, and have not, referred to the mural as being “too indigenous”.

Council’s vision for the artwork on Onslow’s water tanks was for a visual interpretation of the community’s history and a reflection of the past to modern day.

The Preamble for the Request for Quotation for the Onslow Water Tanks Mural Project (April 2019) stated the following:

*“The Shire of Ashburton (SoA) is seeking quotations from suitably experienced artists for the provision of a mural on the two Onslow Water Tanks which reflects the township of Onslow’s history and character. This project includes preparing the surfaces of the water tanks, conducting community engagement, submitting designs, and painting the mural on the tanks.”*

Council aspired for the mural to be an interpretation of the town and surrounding lands, which not only acknowledged the Indigenous heritage and respectfully represented the traditional custodians of the land, the Thalanyji People.

In essence the vision for the artwork would be provided through the stories of those who call Onslow home, and through the traditional industries and growth of Onslow into the authentic coastal town it is today.

This is reinforced and included within the Project Deliverables section of the Request for Quotation document (with regards to the concept), which stated:

*“The proposed large scale public artwork will contribute and enhance Onslow’s sense of place and community connectedness, will provide the area with a unique tourist attraction and be part of a bigger art trail.*

*The Shire is keen for artists to exercise artistic expression and freedom on this project, as the final design should reflect the un-biased artist’s interpretation of the community; however, the work will need to explore and refer to the themes specified for Onslow by the Shire of Ashburton, Water Corporation, and the community elements relative to the community, its history, culture and character, environment, and water.*

*The artist will need to work within the defined parameters (no offensive content) and the artwork should not resemble graffiti. The artist is required to engage with the community, develop at least two concept designs, these will be put forward to the reference group for feedback before presenting the final design to the community and delivering the project.”*

**ATTACHMENT 12.3A**

Shire officers note the commentary included in media reports regarding the initial concept are not in context and do not reflect the feedback and sentiment of the Council direction as provided to the Chief Executive Officer at a Council briefing session held in April 2021.

At this session it was noted Onslow, as a diverse and dynamic town in the North-West of Western Australia, has an interesting story to tell which was not captured in the imagery provided by the artist.

Petition request (Part A) and Decision by Electors (18 May 2021)

Part A of the petition request is as below:

*“We, the undersigned, all being electors of the Shire of Ashburton do respectfully request that Council reinstate Artist Guido Van Helten to complete the Onslow Water Tank Project*

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

*as endorsed by Council.”*

The Decision by Electors, which was moved and carried at the 2020-2021 general meeting of electors, is as below:

*“That Council repair the relationship with Guido van Helten to produce a design concept which fits the contract brief before engaging another artist.”*

As the two components are like each other, the two matters will be considered together.

The relationship between the artist (Guido van Helten), the Water Corporation and the Shire of Ashburton is controlled by the terms and conditions contained within the Public Art and Commission Agreement signed and executed by representatives from each party on 18 December 2020.

From the moment of signature and execution, each party is bound by the terms and conditions of the Agreement.

A copy of the Executed Agreement is contained as a confidential attachment in the Appendices.

**CONFIDENTIAL ATTACHMENT 12.3B**

Shire officers have sought legal advice and guidance regarding the continuation of any form of relationship with the artist.

This advice is contained as a confidential attachment in the Appendices.

**CONFIDENTIAL ATTACHMENT 12.3C**

Further advice has been sought by Shire officers from a procurement advisor, which was verbally provided, seeking direction regarding the potential opportunity for an ongoing relationship with the artist.

By way of summary from both the legal advisor and procurement advisor, should Council wish to continue any form of ongoing relationship with Guido van Helten, as the artist for the Onslow Water Tanks Mural Project, this should be undertaken by way of another open and transparent procurement process, where the artist can resubmit his proposal (along with any other interested artist/s), and, if the artist is successful, a new Agreement entered. This position does not align to Part A of the petition request nor the Decision of Electors.

Essentially, the contractual agreement between Guido van Helten, the Water Corporation and the Shire of Ashburton (as signed and executed by representatives from each party on 18 December 2020) is considered “no longer on foot”. That is, a discontinuance to observe the obligations to the Agreement mean it is no longer binding on the parties in any way.

**Progressing the Project**

Should Council wish to continue with the project, there is a need to progress any artwork on the water tanks in a timely manner (due to recent preparatory cleaning of the tanks and the traditional ideal weather conditions for these works).

Shire officers have considered an alternate process for advancing the project and have held preliminary discussions with the Water Corporation and Regional Arts WA.

Both organisations have indicated a desire to continue with the project noting the cultural and tourism significance to Onslow.

## **PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**

### **15 June 2021**

Through discussions with State agencies, other local governments, other Shire officers, and considering the legal and procurement advice, an alternate procurement process could be considered by Council to progress the project, namely an Expression of Interest process.

An Expression of Interest would be an opportunity for a respondent to express themselves in a clear, professional document, offering an opportunity to provide important information and to demonstrate suitability, interest, artistic genre, originality, inventiveness, and ability to communicate with stakeholders.

Additionally, consideration has been given to potential community involvement to assist with the selection of the artist/s and artwork through the utilisation of an "Artwork Selection Working Group".

Shire Officers suggest the Artwork Selection Working Group be comprised of appropriately skilled representatives from the Shire of Ashburton, relevant local community groups, residents, and businesses.

It is suggested the Art Selection Working Group would make recommendation (not unlike the role of a Shire officer) for the selection of an artist/s following the Expression of Interest Process.

In accordance with legislative requirements, at the conclusion of the Expression of Interest process, tenders would be sought from the successful submissions. It has been suggested a fee be paid to each shortlisted artist/s to prepare and present their concepts, which is not an uncommon process in the delivery of artwork concept proposals.

From the short-listed projects, the Artwork Selection Working Group would select an artist/s for the design, fabrication and installation of the artwork and provide this in the form of a recommendation.

Shire officers believe this process would provide a high level of community ownership, discussion, and involvement, which is likely to result in a high level of community acceptance.

#### **Consultation**

Executive Leadership Team  
Chief Operating Officer – Airport and Tourism  
Manager Economic Development and Tourism  
Legal advisor  
Procurement advisor  
Other local government officers  
Water Corporation  
Regional Arts WA

#### **Statutory Environment**

*Shire of Ashburton Standing Orders Local Law 2012*

*Section 6.10 - Petitions*

A petition submitted to Council is to be in an appropriate form and contain such detail to ensure the eligibility of the petition being submitted. Council is not to consider any issue raised in the received petition until it has considered a report on the matter of the petition.

*Local Government Act 1995*

*Section 5.33 – Decisions made at electors' meetings*

All decisions made at an electors' meeting are to be considered at the next ordinary council meeting, unless not practicable. In the case it is not practicable, at the next ordinary council meeting or at a special meeting called for the purpose of considering those decisions.

## **PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**

### **15 June 2021**

If council makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

#### *Local Government (Functions and General) Regulations 1996*

##### *Regulation 21 – Limiting who can tender, procedure for*

A local government can choose to make a preliminary selection from amongst prospective tenderers for the supply of goods or services. The process, known as an "Expression of interest", must meet certain requirements as part of this process.

##### *Regulation 14 – Publicly inviting tenders, requirements for*

If a local government has prepared a list of acceptable tenderers via the use of an Expression of Use process, then the local government is required to conduct the appropriate tender submission selection process as though it had been required to call tenders, giving notice of the invitation to tender to each acceptable tenderer listed instead of Statewide public notice.

### **Financial Implications**

The total budget for this project (\$123,400) has already been approved by Council and included in the 2020-2021 Annual Budget. Shire officers propose rolling the budget over to the next financial year as it is unlikely the project will be completed this financial year.

The total budget includes preparatory cleaning, community engagement, artist accommodation and payments to the artist.

To date, approximately \$48,000 has been expended, which has predominantly been for the cleaning, community engagement, and artist accommodation (\$37,500).

The grant funds towards the delivery of the project total \$80,000.

### **Strategic Implications**

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

Goal 2 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 1 Promote the Shire

Objective 1 Targeted Destination marketing for increased tourism

Objective 2 Supporting capacity building

Goal 2 Encourage Infrastructure Development and Investment

Objective 1 Encouraging tourism & transport infrastructure & development

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**Risk Management**

Risk has been assessed based on the Officers Recommendation.

<b>Risk</b>	<b>Risk Likelihood</b>	<b>Risk Impact / Consequence</b>	<b>Risk Rating</b>	<b>Principal Risk Theme</b>	<b>Risk Action Plan (Controls or Treatment proposed)</b>
Council does not reinstate the artist (Guido van Helten) against the wishes of some of the community	Likely (4)	Moderate (3)	High (12)	Reputation – Substantiated, public embarrassment, moderate impact on community trust or moderate media profile.	Provision of an alternative solution for Council to consider which has a high degree of public engagement.
Council is branded negatively for not delivering public artwork	Possible (3)	Moderate (3)	Moderate (9)	Reputation – Substantiated, public embarrassment, moderate impact on community trust or moderate media profile.	Provision of alternative solutions for Council to consider which have a high degree of public engagement.
Council fails to follow legislation associated with Expressions of Interest	Unlikely (2)	Moderate (3)	Moderate (6)	Compliance – Short-term non-compliance with significant regulatory requirements imposed.	Utilisation of the Shire's dedicated Procurement Service Team, combined with Governance assistance.
The proposal fails to deliver artwork which is accepted by Council and community	Possible (3)	Moderate (3)	Moderate (9)	Project (Time) – Exceeds deadline by 15% of project timeline	The provision of regular updates to the community of Onslow by the nominated artist / working group

The following Risk Matrix has been applied.

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

## **PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**

### **15 June 2021**

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 "Moderate to High" due to the high level of community interest and perceived angst of the project. A proposal providing a higher level of community involvement, coupled with a collaborative approach, is likely to provide a result with a high community acceptance.

#### **Policy Implications**

##### *ADM08 – Community Engagement Policy*

Council is committed to engaging with the Shire of Ashburton community. Council recognises community engagement is about involving the community in decisions which impact them, noting community engagement does not mean achieving consensus, however it does involve seeking broad, informed agreement and the best possible solution for Council and community.

#### **Voting Requirement**

Simple Majority Required

#### **Officers Recommendation**

That with respect to consideration of the petition requesting reinstatement of the Onslow Water Tank Public Art Project Artist (Guido van Helten), and the Decision by Electors, which was moved and carried at the 2020-2021 general meeting of electors, and which is like the petition, Council:

1. Supports the continuation of the delivery of the Onslow Water Tank Mural Project;
2. In accordance with section 6.10 of the *Shire of Ashburton Standing Orders Local Law 2012* and section 5.33 of the *Local Government act 1995*, advises:

*"With respect to the delivery of the Onslow Water Tank Public Art Project, the relationship between the artist (Guido van Helten), the Water Corporation and the Shire of Ashburton is controlled by the terms and conditions contained within the Public Art and Commission Agreement signed and executed by representatives from each party on 18 December 2020.*

*Council has been advised a discontinuance to observe the obligations to the Agreement mean it is no longer binding on the parties in any way.*

*Additionally, advice has been received noting, should Council wish to continue any form of ongoing relationship with Guido van Helten, as the artist for the Onslow Water Tanks Mural Project, this should be undertaken by way of another open and transparent procurement process, where the artist can resubmit his proposal (along with any other interested artist/s) and, if successful, a new Agreement with the artist entered.*

*Further, regarding media reports stating the proposed mural was "too indigenous" neither the Council, nor Council representatives, hold this view.*

*Council notes the commentary included in media reports regarding the initial concept are not in context and do not reflect the feedback and sentiment of the Council direction as provided to the Chief Executive Officer at a Council briefing session held in April 2021.*

*At this session it was noted Onslow, as a diverse and dynamic town in the North-West of Western Australia, has an interesting story to tell which was not captured in the imagery provided by the artist."*



**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

3. Requests the Chief Executive establish an Artwork Selection Working Group comprised of appropriately skilled representatives from the Shire of Ashburton, relevant local community groups, residents, and businesses to assist Council with the selection of the artist/s and artwork for the Onslow Water Tank Mural; and
4. In accordance with the *Local Government (Functions and General) Regulations 1996* regulation 21, requests the Chief Executive Officer to seek Expressions of Interest for the supply of Onslow Water Tank Mural Artwork based on the scope of Request for Quotation – Onslow Water Tanks Mural Project (April 2019) as attached (Appendix 12.3A).

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**13 PEOPLE AND PLACE REPORTS**

**13.1 PROPOSED CHANGE OF RESERVE PURPOSE WITH POWER TO LEASE – RESERVE 38467 (Lot 41 on Deposited Plan 184619)**

<b>FILE REFERENCE:</b>	PR38467
<b>AUTHOR'S NAME AND POSITION:</b>	Ben McKay Manager Town Planning
<b>AUTHORISING OFFICER AND POSITION:</b>	Adam Majid Director People and Place
<b>NAME OF APPLICANT/RESPONDENT:</b>	Shire of Ashburton
<b>DATE REPORT WRITTEN:</b>	28 May 2021
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.
<b>PREVIOUS MEETING REFERENCE:</b>	Not Applicable

**Summary**

Due to the lack of accommodation options available within the town, the Shire is currently looking to use an underutilised reserve for Short Term Tourism and Key Worker Accommodation.

The current purpose of the Reserve is "Experimental Farm and Gravel" which limits use for any other purpose, and Council is therefore requested to consider requesting the Minister for Lands to amend the Purpose of Reserve 38467 from "Experimental Farm and Gravel" to "Experimental Farm and Gravel and Short-Term Tourism and Key Worker Accommodation".

**Background**

Reserve 38467 was transferred from Main Roads to the Shire in May 2011. Prior to this, in 2008, gravel was extracted from the site for upgrading the Nameless Valley Drive Road. Following this, portions of the site have been used for different purposes.

In September 2010, Ashburton Aboriginal Corporation's subsidiary company ASHOIL planted a trial plantation of Moringa oleifera trees to trial oil seed crops for Biodiesel production on 5.7Ha of the reserve. In 2015 Council formalized this arrangement by requesting Department of Lands change the purpose of the Reserve with the power to lease and entered into a commercial lease agreement with AAC for continued use of the current portion of the Reserve. Whilst the plantation is no longer in use the lease with Ashburton Aboriginal Corporation remains valid until 2 July 2025.

In August 2012, The Shire of Ashburton (Shire) approved a Planning Approval lodged on their

## **PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**

### **15 June 2021**

behalf, to construct an 80-room construction workforce accommodation camp on a portion of the reserve and Lot 41 Nameless Valley Drive. The purpose of the camp was to accommodate contractors for Shire-related works, including the Tom Price Town Centre Revitalisation Project, land development and construction works, with the camp being demobilized in 2016.

The reserve area is shown on the plan below, marked in red.



#### **Comment**

The subject site is zoned “Rural” under the Shire of Ashburton Town Planning Scheme No. 7 and as such accommodation uses are permitted. Amending the Management Order to include “Short Term Tourism and Key Worker Accommodation” would help facilitate much needed housing options within the shire. Considering the significant area of the subject site (being 27.636 hectares) it is anticipated that all proposed uses on the reserve to coexist.

The Department of Planning Lands and Heritage (DPLH) have advised they could consider the proposed change of purpose if a clear community benefit is demonstrated through a formal crown land enquiry.

#### **Consultation**

Town Planning Team  
Director People and Place  
Executive Management Team  
Chief Executive Officer

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**Statutory Environment**

**Land Administration Act 1997**

**51 - Request cancellation or change of purpose or amend the boundaries of a reserve.**

Subject to sections 42, 43 and 45, the Minister may by order cancel, change the purpose of or amend the boundaries of, or the locations or lots comprising, a reserve.

**Financial Implications**

There are no known meaningful financial implications relative to this matter more than officer time and minor administrative costs.

**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 5 Inspiring governance

Objective 1 Effective planning for the future

Objective 2 Community ownership

**Risk Management**

Risk has been assessed based on the Officers Recommendation.

<b>Risk</b>	<b>Risk Likelihood</b>	<b>Risk Impact / Consequence</b>	<b>Risk Rating</b>	<b>Principal Risk Theme</b>	<b>Risk Action Plan (Controls or Treatment proposed)</b>
Reputation	Unlikely (2)	Insignificant (1)	Low (2)	Unsubstantiated, localised low impact on community trust, low profile or no media item.	Endorse Officers recommendation

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

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 Low due to low reputational risk.

**Policy Implications**

There are no known policy implications for this matter.

**Voting Requirement**

Simple Majority Required

**Officers Recommendation**

That with respect to the Proposed Change of Reserve Purpose with Power to Lease – Reserve 38467, Tom Price, Council request the Minister for Lands change the purpose of Reserve 38467 from "Experimental Farm and Gravel" to "Short Term Tourism and Key Worker Accommodation, Experimental Farm and Gravel", with Power to Lease.

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**13.2 COMMUNITY SUPPORT GRANT ALLOCATIONS – ROUND 2 2020/21  
FINANCIAL YEAR**

<b>FILE REFERENCE:</b>	GS01
<b>AUTHOR'S NAME AND POSITION:</b>	Adam Majid Director People and Place
<b>AUTHORISING OFFICER AND POSITION:</b>	Kenn Donohoe Chief Executive Officer
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	1 June 2021
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.
<b>PREVIOUS MEETING REFERENCE:</b>	Agenda Item 14.3 (Minute No. 94/2020) – Ordinary Meeting of Council 9 June 2020

**Summary**

Round two of the Community Support Grant program was opened for applications for a period of eight (8) weeks being the months of February and March 2021.

A total of thirteen (13) applications were received and have been assessed by Shire officers. Council's consideration is now required in response to the applications received.

**Background**

Pursuant to Council policy "REC08 – Community Donations, Grants and Funding", Community Support Grants (CSG) are made available with two application rounds. Round two funding is for projects that commence in or after June.

Round two of the CSG program was opened for the months of February and March 2021. Advertising for round two was undertaken through the Shire's website in addition to social media posts promoting the opportunity to apply.

At the close of the application period, there were a total of thirteen (13) applications received. Of those applications, the breakdown by town is as follows:

Onslow -	2
Pannawonica -	1
Paraburdoo -	4
Tom Price -	6

A listing of the applications received is provided as **Attachment 13.2A**.

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**Comment**

In reviewing the applications received, it is noted that a total of seven (7) of the applications received are compliant.

Three (3) of the applications received have a partial non-compliance due to having received a Small Assistance Donation of \$500 in the current financial year.

Two of the three remaining applications assessed have partial non-compliance with one being retrospective, one seeking in-kind pushing the application beyond \$2500 and one being non-compliant as they have received CSG funding through Round 1 of the 2020/21 year.

In considering the non-compliances, they are minor at best and Council has the authority to approve the applications provided due regard has been given to adopted policies.

Further considering the non-compliances, there has been a considerably lower number of applications received for the subject round. This is in comparison to Round Two of 2019/20 which had some 25 applications received.

It is proposed that the application which was non-compliant due to CSG funding being received in Round One be declined.

**Consultation**

Council Workshop

**Statutory Environment**

*Local Government Act 1995*

Section 6.7 Municipal fund

(2) Money held in the municipal fund may be applied towards the performance of the functions and the exercise of the powers conferred on the local government by this Act or any other written law.

**Financial Implications**

The following budget allocations are provided in the 2020/21 Annual Budget:

EV202 Community Support Grants \$80,000.00 with an expenditure year to date of \$45,751.43.  
Total value of CSG allocated.

**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

Goal 05 Inspiring Governance

Objective 2 Community Ownership



**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**Risk Management**

Risk has been assessed based on the Officers Recommendation.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Compliance	Possible (3)	Minor (2)	Low (4)	Some temporary non compliances	Council can exercise discretion when applying policy with respect to community benefit.

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 low (4) due to the need for Council to apply discretion with respect to adopted policies.

**Policy Implications**

REC08 Community Donations, Grants and Funding

As per the risk management above, Council is being asked to apply discretion with respect to the perceived minor non-compliances with the applications. The outcome is benefit to the community.

**Voting Requirement**

Simple Majority Required

**Officers Recommendation**

That with respect to the acceptance of Community Support Grant Applications, Round Two, 2020/21 financial year, Council approves the recommendations for General Community Support Grant applications being allocated from account EV202 (Community Support Grants) for a total of \$27,717.55 as contained in **ATTACHMENT 13.3B**.



**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**14 INFRASTRUCTURE REPORTS**

**14.1 ONSLOW LRCIP PROJECT BASIN 2 – STATUS UPDATE**

<b>FILE REFERENCE:</b>	<b>RFP2019</b>
<b>AUTHOR'S NAME AND POSITION:</b>	Prashant Patil Manager Assets and Programming
<b>AUTHORISING OFFICER AND POSITION:</b>	Maz Khosravi Director Infrastructure Services
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	27 May 2021
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and the authorizing officer have no financial, proximity or impartiality interests in the proposal.
<b>PREVIOUS MEETING REFERENCE:</b>	Item 15.3, Ordinary Council Meeting of 10 November 2020

**Summary**

The Onslow Detention Basin Beautification project is funded under the Local Roads and Community Infrastructure Program (LCRIP) – Phase 2 Program announced by the Federal Government on 30 October 2020.

The purpose of this report is to seek Council's endorsement for a proposed Water Feature to be installed in Onslow Detention Basin 2. An application for \$100,000.00 has been submitted to the Regional Economic Development Small Grants Program 2021 to partially fund the cost of the Water Feature.

**Background**

As part of the Onslow Detention Basin Drainage & Beautification Project, the Shire engaged consultants (Cardno) to develop a beautification design which included a central water feature in Detention Basin 2. The water feature is essential for providing continuous recirculation of water and minimizing the breeding of mosquitoes in the detention basin. It was identified that the water feature should also be designed to take account of water constraints in Onslow.

The scope of works for the beautification project involve (refer Attachment 15.1A):

- shared use footpaths with solar footpath lighting,
- additional tree planting along with salt tolerant shrubs and grasses,
- colored rock in-lay (blue) within the basin to suit likely flow paths infilled with limestone rock (Pilbara Red),
- salt tolerant grasses within the basin,
- picnic shelters,
- limestone feature walls, and
- replacement / modification of the existing fountain with a more substantial structure.

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

The purpose of this report is to identify a design preference for the water feature and to delegate the CEO to proceed with obtaining a detailed design which is relative to Onslow's landscape.

**Attachment 15.1A**

It was originally intended that the project incorporate a public art component. However, public art is not an allowable expenditure under the LRCIP.

Works under the LCRIP Phase 2 program are required to be physically complete by 31 December 2021 unless otherwise agreed by the Federal Department of Infrastructure.

Several water feature designs from various locations have been included at Attachment B for inspiration.

**Attachment 15.1B**

An existing water feature in Kalamunda (Attachment C), has been identified as a suitable option when considering Onslow's detention basin water constraints. It is proposed to proceed with obtaining a detailed design that adopts the water flow of this feature but be more visually relative to Onslow's landscape. Once the design has been developed, further approval from Council would then be sought.

**Attachment 15.1C**

**Consultation**

Chief Executive Officer  
Executive Leadership Team

**Statutory Environment**

There are no known statutory impediments for this matter.

**Financial Implications**

Pending award of \$100,000 through the Regional Economic Development Small Grants Program 2021 for the installation of the proposed water feature.

\$865,187 from Local Roads and Community Infrastructure Program (LRCIP) has been approved for landscape and beautification of detention basin 2.

**Strategic Implications**

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

Goal 04 – Quality Services and Infrastructure

Objective 01 – Quality Public Infrastructure

**Risk Management**

Risk has been assessed based on the Officers Recommendation.

<b>Risk</b>	<b>Risk Likelihood</b>	<b>Risk Impact / Consequence</b>	<b>Risk Rating</b>	<b>Principal Risk Theme</b>	<b>Risk Action Plan (Controls or Treatment proposed)</b>
<b>Reputation</b>	Likely 4	Moderate 8	High (12)	Lack of trust in the Shire to deliver project – because of delays already incurred	<ul style="list-style-type: none"><li>• Stricter controls in terms of overall project management, contract management and</li></ul>

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

					<p>administration as outlined below.</p> <ul style="list-style-type: none"> <li>Independent consultant to be engaged for stakeholder consultations using IAP2 Methodology</li> </ul>
<b>Financial Impact</b>	Unlikely 2	Minor 2	Low (4)	Potential project cost overrun.	<p>Controls as follows:</p> <ul style="list-style-type: none"> <li>Experienced and qualified design consultant appointed.</li> <li>Comprehensive Technical Specification.</li> <li>Complete contract documentation</li> <li>Detailed pre-rfq quote.</li> <li>Project works during dry season to avoid time delay.</li> <li>Full time Superintendent.</li> </ul>
<b>Quality</b>	Possible 3	Major 4	High (12)	Project involves highly visible community assets which much be delivered to a high standard.	<p>Controls as follows:</p> <ul style="list-style-type: none"> <li>Comprehensive Technical Specification</li> <li>Thorough rfq process, including mandatory on-site rfq briefing.</li> <li>Superintendent appointed to oversee works</li> </ul>

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)

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

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 "High" due to the public's perception of the Shire's ability to be able to deliver the project due to previous failed attempt.

**Policy Implications**

There are no known policy implications relating to this matter.

**Voting Requirement**

Simple Majority Required.

**Officers Recommendation**

That with respect to the Onslow Detention Basin Beautification Project and the proposed water feature, Council:

1. Endorse the preferred design option for the water feature as provided for in Attachment C; and
2. Delegate authority to the Chief Executive Officer to obtain a detailed design for the water feature in detention basin 2.

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**14.2 SPORTS LIGHTING AUDIT REPORT**

<b>FILE REFERENCE:</b>	CP105
<b>AUTHOR'S NAME AND POSITION:</b>	Tracey Rogers Project Officer
<b>AUTHORISING OFFICER AND POSITION:</b>	Maz Khosravi Director Infrastructure Services
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	8 June 2021
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.
<b>PREVIOUS MEETING REFERENCE:</b>	Not Applicable

**Summary**

The purpose of this report is to provide feedback on the requested lighting audit and its findings for the lighting assets throughout Paraburdoo and Tom Price.

The project was initiated within the Communities Directorate because of concerns raised by Council relating to the charging of fees to user groups. For reasons that are not clear, the audit was transferred to the Manager Assets and Projects within Infrastructure Services. A consultant was engaged to do the work, but after many months of inaction, that engagement was terminated.

**Background**

Stantec Australia was subsequently engaged to carry out an on-site audit on lighting towers and associated systems to check for compliance and give recommendations regarding fees and charges. Specifically, the scope of work was to:

- Analyse the Shire costs of infrastructure.
- Analyse the billing mechanisms, fees, and charges for users.
- Analyse the charge out mechanism of the utility providers.
- Investigate industry trends with specific examples of similar LGAs.
- Identify issues and make recommendations to improve the strategic delivery of sports lighting within the Shire.

The report also included an audit of existing infrastructure and made recommendations regarding the maintenance, upgrade and alignment of control systems used to manage those assets.

**Comment**

The following sports and field lighting locations were included in this report:

Tom Price

- Tjiluna Oval
- Clem Thompson Oval
- Clem Thompson Oval – Training field
- Area W Netball/Basketball Courts

## **PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**

### **15 June 2021**

#### **Paraburdoo**

- Judy Woodvine Oval
- Peter Sutherland Oval
- Netball Courts
- Tennis Courts
- Cricket Training Pitch

#### **Asset Maintenance and Management**

Lighting assets throughout the Shire have been designed and installed over several years and to various standards. Regarding the maintenance and ongoing management of the asset, the report recommendations are grouped into short and long-term considerations and are specific to the facility. Regarding follow up action, it will be necessary to:

- Obtain quotes for all short-term proposals (i.e., physical works) and include those for consideration in the 2021/2022 budget.
- Incorporate the longer-term proposals as part of the asset management plan, for prioritisation and funding over the duration of the plan.

#### **Analysis of Costs, Billing Mechanisms and Fees and Charges**

As part of the audit, Stantec highlighted the methods and charges that various other LGA's utilise to manage the billing associated with the lighting of community sporting facilities. This information will be useful for providing guidance and possible options for improvements that the SoA may be able to implement - to better manage our assets and to potentially review the charging mechanism. In summary, the LGA's listed have adopted the following fee structures:

- A flat rate charge based on hours of usage - intended to cover the cost of using the lights and facilities (not directly linked to electricity consumption).
- A variable charge which covers the cost of electricity plus a flat rate amount related to the on-going maintenance of assets (like SoA's current methodology).
- A variable charge based on the direct cost of the electricity consumed (linked to a remote monitoring system – Halytech).

Infrastructure Services is not responsible for the charging (billing) system or for managing how this is administered. That responsibility resides with Corporate Services (billing and receipts) and Projects and Procurement (Facilities). Regardless, Infrastructure Services staff have completed an internal audit of the to determine how the charges are calculated, specifically: an internal review of the fees and charges system for lighting/electricity charges associated with community sporting facilities in Tom Price and Paraburdoo based on running costs versus cost recovery mechanisms.

#### **Outcome of Internal Audit**

An internal audit of fees and charges was conducted by Infrastructure Services staff on 20 May 2020 (the attached spreadsheet refers). Only the facilities included in the Stantec report have been included in the cost audit.

A summary of the key issues because of that audit are as follows:

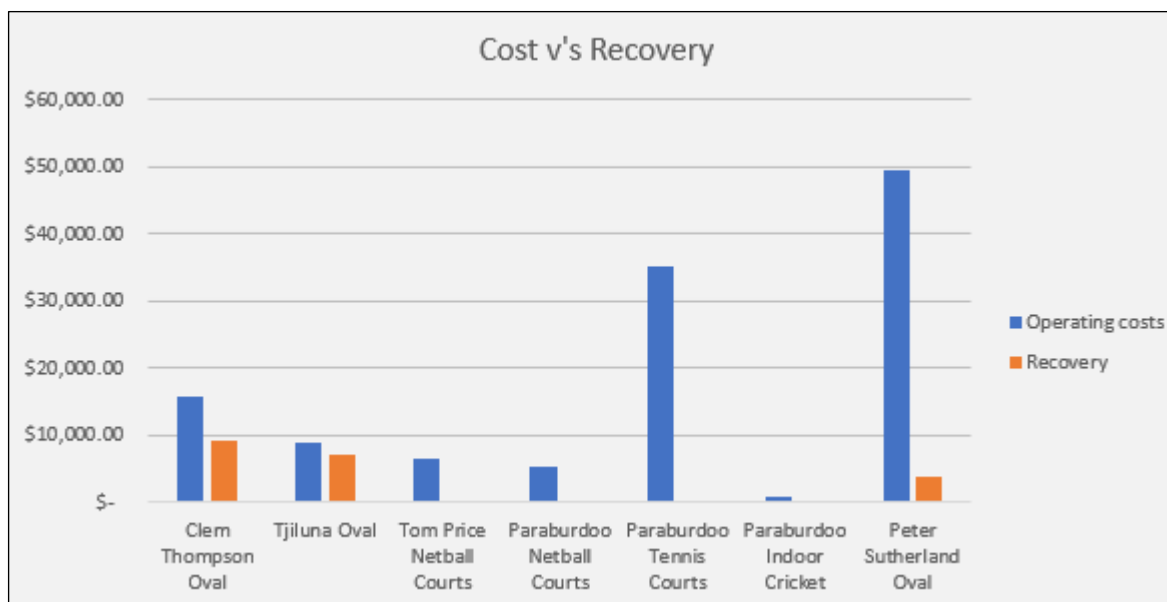
- For FY 2020/21 (as of the 19<sup>th</sup> of May) these assets have cost the Shire \$100,891 to operate and maintain.
- In terms of cost recovery, the Shire recovers \$21,385; the majority of which is associated with the electricity charge. The fixed charge (associated with the physical asset) makes up \$8,552.30 in revenue.
- The Paraburdoo facilities make up 74% of the total operating costs, but only recoups 22% of the total recovery.

## PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL 15 June 2021

Facility	Operating costs	Recovery
Clem Thompson Oval	\$ 15,707.13	\$ 9,061.55
Tjiluna Oval	\$ 8,999.11	\$ 7,254.50
Tom Price Netball Courts	\$ 6,574.08	\$ 367.09
Paraburdoo Netball Courts	\$ 5,348.94	\$ 387.50
Paraburdoo Tennis Courts	\$ 35,333.01	\$ 41.82
Paraburdoo Indoor Cricket	\$ 860.00	\$ 361.64
Peter Sutherland Oval	\$ 49,454.30	\$ 3,911.47

Based on this audit, it is recommended that the Shire move to a system of charging which is based on electricity charges only. Such a system is transparent and is simple to justify – the move would only result in a slight drop in revenue (\$8,552.30).

As a result, the physical assets would be treated as any other community asset – that is, the cost of managing, maintaining, and replacing the asset is a cost against the general rate, which the whole of the community contributes to.



### Consultation

Executive Management Team  
Acting Manager Eastern Facilities  
Manager Media & Communications

### Statutory Environment

There are no known statutory impediments for this matter.

### Financial Implications

The financial implications will be confirmed after all work necessary quotes are sourced. After this work is carried out the possible financial implications will be reported back to Council.

### Strategic Implications

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

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

Goal 01 – Vibrant and Active Communities

Objective 02 – Sustainable services, clubs, associations, and facilities.

Goal 01 – Vibrant and Active Communities

Objective 03 – Quality education, healthcare, childcare, aged care, and youth services.

**Risk Management**

Risk has been assessed based on the Officers Recommendation.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
• <b>Financial Impact</b>	Likely (4)	Minor (2)	Moderate (8)	\$100,000 - \$1 million	Potential costs for carrying out this work is unknown. Scheduling in the works over multiple years will assist with reducing this risk
• <b>Reputation</b>	Possible (3)	Minor (2)	Moderate (6)	Substantiated, localised impact on community trust or low media item	Show transparency in the process followed for the audit
• <b>Interruption to service</b>	Low (3)	Moderate (3)	Moderate (6)	Medium term temporary interruption – backlog cleared by additional resources <1 week	Schedule in all necessary maintenance to minimise the occurrence of possible down time

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 "Moderate".

**Policy Implications**

There are no known policy implications for this matter.

**Voting Requirement**

Simple Majority Required



**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**Officers Recommendation**

That with respect to the lighting audit Council:

1. Accept the findings of the enclosed report;
2. Approve the recommendation to investigate the Halytech system; and
3. Authorise the investigation of updating the preferred charging mechanisms and report back on the possible implications to the Shire.

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**14.3 PROPOSED WORKS**

<b>FILE REFERENCE:</b>	CM04.21
<b>AUTHOR'S NAME AND POSITION:</b>	Alan Sheridan Project Manager, Consultant
<b>AUTHORISING OFFICER AND POSITION:</b>	Maz Khosravi Director Infrastructure Services
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	31 May 2021
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.
<b>PREVIOUS MEETING REFERENCE:</b>	Agenda Item 18.3 (Minute No. 39/2021) – Ordinary Meeting of Council 16 Mar 2021 – Reconstruction and Sealing of Twitchin and Old Onslow Roads and Reshape/Resheeting of Towera-Lyndon Road

**Summary**

As a result of Request for Tender (RFT) 04.21 Reconstruction and Sealing of Twitchin and Old Onslow Roads and Reshape/Resheeting of Towera-Lyndon Road, Council (as per the Reference above) resolved to decline the Tender and authorised the Chief Executive Officer to undertake a "tender exempt" procurement process.

At the close of the Tender Exempt process, a total of three tenders were received with a significant variation in contract prices. All the tenders contained critical assumptions which would add considerably to project risk and a high probability of contract dispute. The risks were considered unacceptable.

A review process was undertaken to consider all the options available for delivery of the project and the advantages and disadvantages of each. As a result of that process, the only viable option, with a manageable risk profile, is to complete the works using In-house managed resources. Options for engaging with the City of Karratha to supply personnel and equipment are also being explored.

One of the rural road maintenance grading teams will remain on road maintenance and the second team (with our new Coordinator and other staff) will form the basis of a road construction team to deliver the Towera-Lyndon and Twitchin/Old Onslow Projects. Mobilisation to the Towera-Lyndon project will commence in the first week of June, with the re-sheeting works expected to take 5 weeks. It is planned to mobilise to the Twitchin / Old Onslow project site on or about 16 July.

During planning of the works, it has also become apparent that the overall project scope requires critical review to determine if the sealing of Old Onslow and Twitchin Road really is the best and most cost-effective way of providing access to the Old Onslow townsite (and the eastern bank of the Ashburton River).

## PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL 15 June 2021

The purpose of this report details the process and considerations leading up to this point and to recommend a course of action for undertaking the works and for looking into an alternative, and significantly more cost-effective option, for providing access to the Old Onslow townsite.

### Background

In early 2021, tender documents for the subject works were prepared and advertised (RFT 04.21) as three separable portions of work as follows:

- Twitchin Rd – Portion A. Construction of subgrade and sealed pavement SLK 0.50 to 5-56. Budget allocation - \$736,345 (municipal funds).
- Old Onslow Rd – Portion B. Construction of subgrade and sealed pavement SLK 0.00 to 6.00. Remaining budget - \$2,612,195 (includes \$1.042m in RRG funds).
- Towera-Lyndon Rd – Portion C. Reform and Resheet SLK 3.59 to 11.99. Remaining budget - \$413,292 (includes \$100K in RRG funds).

At the close of tenders on 3 Mar 2021, only one tender was received and that was well in excess of the available budget. The Tender Assessment process concluded that the compliant tender did not represent value for money. At the March OCM, Council resolved to decline the tender and authorised the CEO to undertake a tender exempt process in accordance with the Local Government (Functions and General) Regulations Part 4 Division 2. Invitations were sent to two additional earthmoving contractors and two local government authorities. At the close of tender submissions, tenders were received from the two earthmoving contractors; the two local government authorities declined the request to tender.

As a result of the original tender process and the tender exempt process, three tender submissions were received with two of the tenders being well above the budget allocation and one being within the budget allocation, but with several critical assumptions regarding material properties and other matters. Costing schedules for significant elements of work were also of significant concern regarding the lowest tender. It was therefore assessed that there were significant and unacceptable risks associated with awarding a tender for these works. To reduce risk, it would be necessary to complete a full survey and design (reducing risk associated with cut to fill quantities) and to specify the material which is to be used as a road base. It is evident that local quarry material is not suitable for this purpose. The only viable alternative is to use Main Roads spec quarry material from the WA Limestone or Onslow Quarries on Onslow Rd (approx. 50-60km from the Twitchin Rd / Onslow Rd intersection).

A summary of typical unit costs for the sealing of Twitchin and Old Onslow Roads is as follows:

- Road Base. The cost to import road base material is \$45 per tonne including transport to site. The road profile requires a 10m formation (8 m road with 1 m shoulders) with a compacted depth of gravel of 150mm – i.e., 1,500 cubic metres per km. At a compaction rate of 2.2 t /cu m, each km of road would require 3,300 t of road base at a cost of \$45 / tonne – or \$150,000 per km.
- Bulk Earthworks. The cost to widen and form the existing road, including drainage structures, culverts, stabilized floodways, and associated earthworks (including placement and compaction of road base) is estimated at \$200,000 per km.
- Sealing of the Road Pavement. Typical costs for sealing a road pavement with a 2-coat bituminous seal is \$15 per square metre. Based on a sealed width of 8 metres, this equates to a rate of \$120,000 per km.
- Survey, Design and Project Management Costs. Allow \$30,000 per km - which equates to \$300,000 for 10 km of road.

The total cost of road construction to a sealed standard is therefore around \$500,000 per km (possibly closer to \$450,000 per km using in-house managed resources), which is consistent with the tenders received assuming full spec road base material. Given that the intended scope for

## **PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**

### **15 June 2021**

Old Onslow Rd was for 6 km of sealed road, the original budget allocation of \$2.8m appears to be in the right ballpark. However, the allocation of \$740,000 for Twitchin Rd would only be sufficient to widen and reconstruct drainage structures and floodways – not to construct a sealed road.

The fact that only one tender was received because of the original tender process is likely a reflection of a very tight civil construction market and strong demand for services because of the recent mining boom. Such conditions stimulate increases in pricing and a corresponding decrease in competition; neither of which is conducive to competitive pricing of civil projects. Anecdotal evidence from other local governments suggests that this is impacting the whole of the sector, not just the Shire of Ashburton.

### **Summary of Options Analysis**

#### Completion of Resheeting Works on Towera-Lyndon Rd

The cost to mobilise a contractor to site for these works is around \$150,000. As there is only \$413,000 remaining on this project, the only viable option is to undertake the works using in-house managed resources. An in-house team (Road Coordinator plus 2-3 pers / equipment) has been mobilized to complete these works over a 5–6-week period commencing in the first week of June.

Options for Twitchin and Old Onslow Roads. The following options were considered:

- Option 1. Award Contract to Lowest Tenderer. This would introduce unacceptable risks in terms of using non-conforming/unsuitable road base material. Other aspects of the tender also carry significant risk to the client (SoA). The only way to reduce that risk would be to survey and design the project properly (reducing risk associated with quantities) and specify the use of compliant road base material.
- Option 2. Negotiate a Day Labour Contract with Other Local Governments. While this seems, on face value, to be a viable alternative, resources and equipment are not generally available from within local government. In addition, it is unlikely that anyone will take on the risks associated with completing the works in the absence of a detailed design.
- Option 3. Re-tender with a Refined Scope of Works. This would involve a full survey and vertical / horizontal design (including floodways and culvert structures) to reduce risk associated with material quantities and specifying the need to use compliant road base material. This would result in a minimum 3–4-month delay – effectively deferring a start date until after the coming wet season.
- Option 4. Undertake the Works as an in-house Managed Project. Involves full survey and design as for Options 1 and 4. Plan and prepare for mobilization over the next 2-3 months. Deploy a core team of personnel from SoA (4 pers) with casual employees (3 pers) for the duration of works. Engage with the City of Karratha regarding a construction team deployment to assist with the delivery of works.

Option 4 is considered the preferred option. The following action has already been initiated:

- Project Manager (consultant), Project Administrator and Supervisor appointed
- Formal request submitted to RRG re: carry over of RRG funds.
- Survey commenced on 23 May – completion on 8 June.
- Detailed Design – 8 June to 30 June.
- Quotes obtained for Supply of Quarry Material (RFT will be necessary)
- Investigations underway re: hire of equipment / casual staffing.
- On site planning meeting with key staff and City of Karratha Ops Manager - 23/24 May
- Propose to mobilise SoA crew on or about 16 July (following Towera-Lyndon works)

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

- Propose to mobilise City of Karratha Construction Team on or about 1 August.
- Proposed bypass route for Old Onslow Rd currently under investigation.
- All aspects of Logistic Support currently under investigation.

**Overall Project Planning / Scoping**

During the conduct of detailed project planning associated with Option 4, a potential bypass route was identified which would offer the option of closing the first six kilometers of Old Onslow Road to traffic for the duration of the works. The ability to construct without the need for traffic control creates a safer and more efficient worksite and would be less costly to construct. The potential bypass is shown at Attachment A.

**Attachment 14.3A**

Much of that bypass is along the access road to the Port of Ashburton (Wirrirda Rd). As noted from the Attachment:

- Wirrirda Rd is a Type 6 sealed road (i.e., a two-lane highway) - constructed to the same standard as Onslow Rd.
- Wirrirda Rd essentially runs parallel to Old Onslow Rd.
- Wirrirda Rd is a Main Roads Road and is open to the public.

The last section of the proposed bypass runs from Wirrirda Rd to the BHP Macedon facility (shown in Blue on Attachment A). This is a Type 5 road and is again constructed to a high standard. The road is signed as a "Private Road". From the end of that road (just prior to the Macedon Facility) to Old Onslow Rd is a short gravel road - approximately 3.4 km in length. Even though it is unsealed, that road is constructed to a high standard (much better than the existing Old Onslow Rd for example).

In looking at the proposed bypass road it has become apparent that if permanent access to the Old Onslow townsite (and the eastern bank of the Ashburton River) could be accommodated via the proposed bypass, it would not be necessary to construct a parallel sealed road along Twitchin and Old Onslow Roads. Such an arrangement would obviously need a lot more investigation; to that effect, the CEO has been in contact with the Port of Ashburton to explore this option further.

The creation of a sealed road access to the Old Onslow townsite along Twitchin and Old Onslow Roads would involve the construction of 26 km of road at about \$500,000/km - \$13m. The construction of a sealed access via the proposed alternative would involve the sealing of 3.4km of high standard gravel road (at say \$300,000 per km) and 3 km of Old Onslow Rd to the Old Onslow townsite at \$500,000 per km. It is recommended that the 5 km section of Old Onslow Road south of that point be left as a well-constructed gravel road (say \$100,000/km). The all up cost of alternative would be about \$3m (a saving of \$10m).

This is not to suggest that works should not be undertaken on Twitchin Rd. As an alternative, it is recommended that the first 23 km of Twitchin Road (down to the Ashburton River Bridge) be widened and upgraded as a gravel road (including reconstruction of culverts and floodways). Due to the poor quality of local materials available in that area, it is recommended that quarry road base materials be used to create a stable and weather resistant road surface and that this material is mixed with the in-situ material and stabilised using a proprietary product (Polycor or similar) – with properly designed cement stabilized floodways. Costs are estimated as follows:

- Widen/upgrade existing culvert structures - \$500,000
- Widen road, earthworks, and pavement at \$50,000 per km – \$1,125,000
- Imported road base material at \$50,000 per km - \$1,125,000
- Survey, design, and project management - \$300,000

The total estimated cost for reconstructing the first 23 km of Twitchin Rd is therefore \$3.05m (available funds - \$3.3m). Note that this assumes approval (through the RRG and MRWA) to

## **PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**

### **15 June 2021**

transfer \$1m in RRG funds from Old Onslow Rd to Twitchin Rd.

#### **Comment**

As a result of the analysis and commentary as noted above, it is recommended that:

- The option of creating an alternative permanent access to the Old Onslow townsite be investigated in detail before any further works are undertaken with respect to the sealing of Twitchin and Old Onslow Roads.
- The scope of works for this project be amended to allocate all the funds to works associated with upgrading and resheeting Twitchin Road from SLK 0.05 to SLK 22.5 (as outlined above).
- A further report be provided to Council regarding rural road construction priorities over the next 5 years to facilitate longer term decision making regarding future road investment priorities.

#### **Consultation**

Chief Executive Officer  
Project Team

#### **Statutory Environment**

*Local Government Act 1995*

*Section 3.57 – Tenders for providing goods or services*

Council is required to invite tenders before it enters a contract of a prescribed kind under which another person is to supply goods or services.

*Local Government Functions and General) Regulations 1996*

*Regulation 11 – Tenders for providing goods or services*

Tenders are to be publicly invited before entering a contract for another person to supply goods or services if the consideration of the contracts is, or is expected to be, more than \$250,000.

If within the last 6 months, publicly invited tenders have occurred and no submitted tender met the tender specifications or satisfied the value for money assessment, then a tender exempt procurement process may occur.

#### **Financial Implications**

The 2020-2021 annual budget includes the following budget allocation:

- |                         |             |
|-------------------------|-------------|
| • RU205 – Old Onslow Rd | \$2,769,155 |
| • RU206 - Twitchin Rd   | \$736,345   |

Note that \$1,024,393 is RRG funding. As per the Technical Working Group meeting on Friday 4th June 2021, we have received Technical Working Group approval to reallocate 21/22 funding to the Shire of Ashburton and 22/23 funding to the City of Karratha. An out of session Voting Group meeting needs to be convened to finalise approval to reallocate the funding.

#### **Strategic Implications**

The project aligns with the Shire of Ashburton 10 Year Strategic Community Plan 2017-2027 (Desktop Review 2019)

Goal 04 Quality Services and Infrastructure  
Objective 01 Quality Public Infrastructure

#### **Risk Management**

Risk has been assessed based on the Officers Recommendation.

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

<b>Risk</b>	<b>Risk Likelihood</b>	<b>Risk Impact / Consequence</b>	<b>Risk Rating</b>	<b>Principal Risk Theme</b>	<b>Risk Action Plan (Controls or Treatment proposed)</b>
<b>Reputation</b>	Possible 3	Moderate 3	Moderate (9)	Lack of trust in the Shire to deliver capital road projects considering project issues which occurred on major projects during 2020. Potential public embarrassment and loss of community trust	Better and more comprehensive project scoping and planning. Stricter controls in terms of tendering, contract management and administration.
<b>Financial Impact</b>	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"> <li>• Survey underway.</li> <li>• Detailed design prior to commencement of works.</li> <li>• Full time Project Management, Site Supervision and Project Administration.</li> <li>• Specify and use good quality road base materials</li> </ul>
<b>Quality</b>	Possible 3	Major 4	High (12)	Project involves forming, shaping, and sealing of gravel roads. The finished product must be high quality.	Detailed design prior to commencement of works. Full time Project Management, Site Supervision and Project Administration.
<b>Time</b>	Possible 3	Moderate 3	Moderate (9)	Project runs over time with potential cost and reputation impacts.	Project works during dry season. Full time site management and project administration. Reduced risk through in-house managed project delivery.

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

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 "High" 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.

Following the implementation of the risk mitigation strategies, as indicated above, the residual risk is assessed as medium.

#### **Policy Implications**

FIN12 – Purchasing Policy

Council is committed to delivering best practice in the purchasing of goods, services and works which align with the principles of transparency, probity, and good governance.

#### **Voting Requirement**

Absolute Majority Required

#### **Officers Recommendation**

That with respect to the proposed Capital Works Project on Twitchin and Old Onslow Road, Council:

1. Directs the Chief Executive Officer to further investigate an alternative access to Old Onslow townsite using Warrirda Rd and the access road to Macedon (as detailed in this report) as an alternative to constructing 26 km of Twitchin and Old Onslow Roads;
2. Authorises the CEO to request the reallocation of RRG funds from Old Onslow Rd to the reconstruction and resheeting of Twitchin Rd from SLK 0.05 to SLK 22.5;
3. Approves the transfer of funds associated with Old Onslow Road (RU205 – budget allocation of \$2,769,155) to Twitchin Rd (RU206 – budget allocation of \$736,345);
4. Approves the carry-over of funds associated with the Twitchin Road project (RU206) from FY 2020-2021 to FY 2021-2022; and
5. Directs the Chief Executive Officer to organise a further report for Council regarding proposed rural road investment (CAPEX) priorities for the next 5 years.



**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**15 PROJECTS AND PROCUREMENT REPORTS**

**16 COUNCILLOR AGENDA ITEMS/NOTICES OF MOTION**

**17 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY  
DECISION OF MEETING**

**18 CONFIDENTIAL MATTERS**

**18.1 AWARD OF RFQ – COMMUNITY LIFESTYLE AND INFRASTRUCTURE  
PLAN**

**FILE REFERENCE:** AS.TE.05.07

**AUTHOR'S NAME AND  
POSITION:** Adam Majid  
Director People and Place

**AUTHORISING OFFICER AND  
POSITION:** Kenn Donohoe  
Chief Executive Officer

**NAME OF APPLICANT/  
RESPONDENT:** Not Applicable

**DATE REPORT WRITTEN:** 5 April 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 *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; and*

**Summary**

A Request for Quotation (RFQ) for town planning and associated consultancy services was prepared and issued to several firms listed on the WALGA Preferred Supplier in accordance with the Shire's FIN12 Purchasing Policy.

Four submissions were received in response to the RFQ. An evaluation has been undertaken and an evaluation report has been prepared for Council's consideration.

Council is requested to endorse the assessment panel recommendation and authorise the Chief Executive Officer to award and enter a contract for the quoted services

**PUBLIC AGENDA - ORDINARY MEETING OF COUNCIL**  
**15 June 2021**

**19        NEXT MEETING**

Tuesday 20 July 2021 at Clem Thompson Sports Pavilion, Stadium Road, Tom Price

**20        CLOSURE OF MEETING**