



# Attachments

Ordinary Council Meeting  
Tuesday, 10 October 2023



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# Agenda Item 6.2 - Attachment 1

SOA Regulation 17 Review Report 2023

# Shire of Ashburton

## Regulation 17 Review

September 2023

*Local Government Act 1995, Local Government (Audit) Regulations 1996, Western Australia*





## Acknowledgement of Country

The Shire of Ashburton acknowledges the local Indigenous people, the traditional custodians of this land. We pay respect to the Elders, past, present, and emerging and extend that respect to all Aboriginal Australians living within the Shire of Ashburton.





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## **Introduction, Scope and Limitations**

Regulation 17 of the *Local Government (Audit) Regulations 1996* states:

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

The last such review was carried out in 2020 by M/S AMD and was presented to the Audit and Risk Management Committee on 8 September 2020.

Management of the Shire of Ashburton (Shire) has requested Internal Audit (IA), as an independent party, to carry out the review. The Council has adopted the Internal Audit Charter in accordance with the International Internal Audit Standard 1000. The charter and Department of Local Government, Sport and Cultural Industries (DLGSC) Operational Guidelines no. 9 detail the Internal Auditor functionally reports to Audit and Risk Management Committee while administratively report to CEO or his delegate.

The use of third-party specialist reports was to leverage specialised expertise for informed recommendations. The review was conducted in accordance with the established standards, principles, and guidelines governing review practices.

Review tests and evidence are limited to Annexure 1 which provides factual findings resulting from the review tests, while the main body of the report offers a general assessment based on management information.

Due to the inherent limitations in any internal control structure, it is possible errors or irregularities may occur and not be detected. Further, the internal control structure, within which the control procedures that have been reviewed operate, has not been reviewed in its entirety and therefore no opinion is expressed as to the effectiveness of the greater internal control structure. It should also be noted that the review was not designed to detect all weaknesses in control procedures as it was not performed continuously throughout the period subject to review. The review conclusion and any opinion expressed in this report have been formed on the above basis.

**Diluka Weerasingha**

**Internal Auditor - Shire of Ashburton**

**September 2023**



**Executive Summary**

This report presents the findings of the comprehensive review of risk management, internal controls, and legislative compliance within the Shire for the period of July 2020 to March 2023 (referred to as the "engagement period").

The scope of the review included an assessment of the Shire of Ashburton's significant business processes. The review aimed to identify areas of good governance practices (refer to the Review section) and opportunities for performance improvement (refer to Annexure 1) within each of these processes. To facilitate this evaluation, three key rating criteria were applied.

**Risk assessment of the theme:** This criterion assessed the level of risk associated with each risk theme. The risk assessments were informed by the Shire's 2022 risk assessment and considered the subsequent control implementations.

**Control assessment:** The effectiveness of internal controls was evaluated based on audits, assessments conducted during the engagement period, and other relevant assessment tests.

**Maturity of the process:** The maturity of each business process was assessed based on several factors, including the documentation of policies, directives, frameworks, procedures, the regularity of reviews, the utilisation of computer applications, the segregation of duties, and the corrective actions taken in response to audit findings and other assessment results.

For a comprehensive understanding of the rating criteria used in this assessment, please refer to Annexure 2.

The review of risk management, internal controls, and legislative compliance for the Shire has revealed both commendable governance practices and areas where enhancements are required. The outcomes of this assessment will serve as a valuable resource for the Shire in its ongoing efforts to enhance risk management, internal controls, and compliance with legislative requirements.

This report provides a foundation upon which the Shire can strategically plan for improvements and address identified issues. It is imperative that the Shire acts upon the findings and recommendations contained in this report, to ensure the continued effectiveness and efficiency of its operations. The summary provided below outlines the ratings assigned to various areas and the number of identified improvement opportunities during the engagement period, along with those that are pending completion at the end of the engagement period.

S/N	Areas of review	Ratings for Engagement Period			No of Open issues as of 25 August	Audited by
		Risk of Theme	Control Assessment	Maturity Assessment of Process		
1	Assets Management and Projects Management	High	Inadequate	2-Repetable but intuitive	3	SOA IA
2	Fleet	High	Inadequate	2-Repetable but intuitive	1	SOA IA
3	Waste Management	High	Inadequate	1-Initial/ Ad hoc	2	SOA IA
4	Natural Environment Related Information	High	Inadequate	2-Repetable but intuitive	1	SOA IA
5	Workplace Health and Safety	High	Inadequate	1-Initial/ Ad hoc	1	SOA IA



S/N	Areas of review	Ratings for Engagement Period			No of Open issues as of 25 August	Audited by
		Risk of Theme	Control Assessment	Maturity Assessment of Process		
6	Organisational Development	Moderate	Adequate	3-Defined	1	SOA IA
7	Swimming Pools	Low	Adequate	3-Defined	2	SOA IA
8	Caravan Parks	Low	Adequate	2-Repetable but intuitive	1	SOA IA
9	Community Grants and Gifts	Low	Inadequate	1-Initial/ Ad hoc	1	SOA IA
10	Onslow Airport	Moderate	Effective	3-Defined	1	SOA IA
11	Risk Management	High	Inadequate	1-Initial/ Ad hoc	15	MA
12	Legislative Compliance	High	Adequate	1-Initial/ Ad hoc	1	MA
13	Procurement	Moderate	Effective	3-Defined	7	MA
14	Grants Management	Low	Inadequate	0-Non-existent	10	MA
15	Records Management	High	Inadequate	2-Repetable but intuitive	18	MA
16	Cyber Security	Moderate	Adequate	1-Initial/ Ad hoc	20	MA
17	Business Continuity, Disaster Recovery and Incident Management	Moderate	Inadequate	1-Initial/ Ad hoc	23	MA
18	Building Permit Application Process	Low	Effective	3-Defined	8	MA
19	Contract Management	Moderate	Adequate	2-Repetable but intuitive	7	MA
20	Payroll and HR	Moderate	Adequate	3-Defined	6	MA
21	Fraud, Corruption and Integrity Management	Moderate	Adequate	1-Initial/ Ad hoc	20	MA
<b>Total</b>					<b>149</b>	

IA- Shire of Ashburton Internal Audit

MA- Moore Australia



### Shire Overview

The Shire is privileged to service a richly diverse community in a unique Pilbara environment whose needs continue to grow and change. Our distinctive situation of four towns across a land area half the size of Victoria means it is important to have in place clear plans and a strong vision that ensures a thriving and sustainable future for both our community and economy. Maintaining good governance at all levels is paramount for us to reach our goals set out in Strategic Community Plan.

### Legislative Compliance

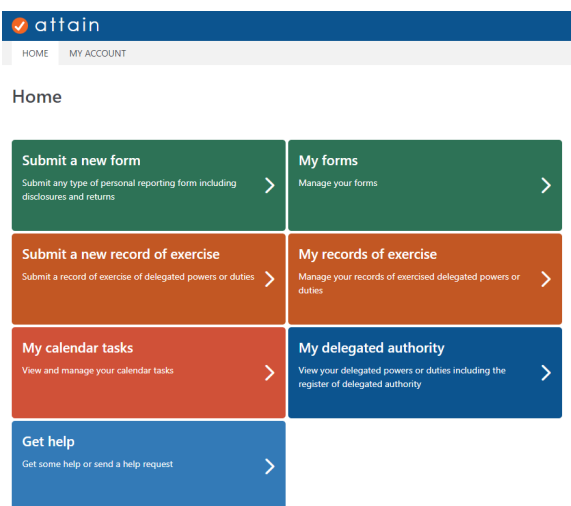
The Shire’s management participate in events and receive continuous information from regulators who administrate various legislations to ensure they keep up to date with changes to legislative requirements. The training calendar is also updated considering the need for implementations.

In April 2023, the Shire implemented the Compliance Calendar module in Attain, a robust mechanism to identify, assign, alert responsible officers (ROs) with their legislative compliance requirements in advance and monitor the meeting of various legislative compliance requirements. Attain also records the execution of delegated authority, declaration of gifts, primary and annual returns, and related party disclosures.

The Shire maintains registers publicly on website as required by *Local Government Act 1995*.

Significant legislative lodgements include the DLGSC Annual Compliance Audit Return and Primary and Annual Return among many other operational specific legislative lodgements.

The Shire has a Complaint Management Policy, reviewed by Council in 2022, to handle public complaints and has appointed a Public Interest Disclosure Officer in accordance with the *Public Interest Disclosure Act 2003*.



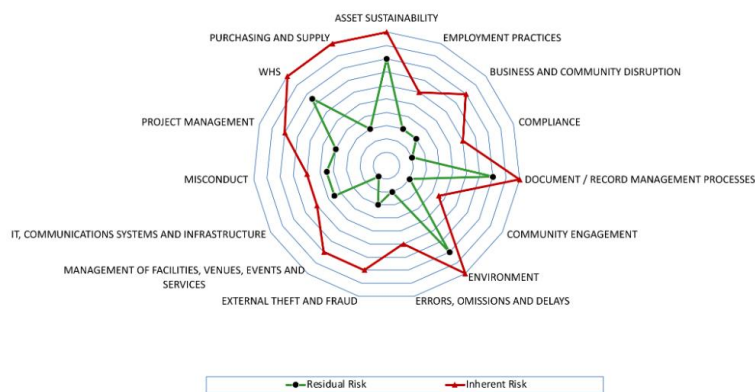
**Figure:** Attain Compliance Management System



### Risk Management

The Shire has implemented its Risk Management Policy and Framework for managing risks. The Risk Management Framework identifies organisational risks, specific risks and project risks with risk analysis criteria. The Shire has embedded risk management practices in different business elements as below:

- Each Council agenda item considers risk as a separate section;
- Periodical Shire wide organisational risk assessment using a risk specialist in 2022 and specific risk assessments for areas e.g. airport security;
- Probity audits for contracts with high value over \$1 million;
- Regular compliance audits including work safe assessments, waste facility compliance audits and safe work method statements with risk management plan for major events e.g. Onslow eclipse event; and
- An independent internal audit function which reports to the Audit Risk Management Committee.



Business Element	Risk Ratings		Risk Evaluation	
	Inherent	Residual	Control effectiveness	Risk Acceptance
Asset Sustainability	Extreme	High	Adequate	Unacceptable
Employment Practices	High	Moderate	Adequate	Monitor
Business and Community Disruption	High	Moderate	Inadequate	Monitor
Compliance	High	Low	Adequate	Accept
Document / Record Management Processes	Extreme	High	Inadequate	Urgent attention
Community Engagement	Moderate	Low	Effective	Accept
Environment	Extreme	High	Inadequate	Urgent attention
Errors, Omissions and Delays	High	Low	Inadequate	Accept
External Theft and Fraud	High	Moderate	Effective	Monitor
Management of facilities, venues, events and services	High	Low	Adequate	Accept
Misconduct	High	Moderate	Effective	Monitor
Project management	High	Moderate	Inadequate	Monitor
IT, communications systems and infrastructure	High	Moderate	Effective	Monitor
Purchasing and Supply	Extreme	Moderate	Effective	Monitor
WHS	Extreme	High	Inadequate	Urgent attention

Figure 1: Shire risk dashboard with updated risk assessment in July 2022



**Governance, Finance and Internal Audit**

The Shire’s Plan for the Future consists of the Strategic Community Plan 2022-2032 (SCP) and Corporate Business Plan 2023-2027 (CBP). These plans have been prepared to achieve compliance with section 5.56 of the *Local Government Act 1995* (the Act). The Shire has implemented an Integrated Planning and Reporting Framework as required by DLGSC, identifying the elements and relationship of how the SCP is realised with detailed strategies, objectives and actions.

The Shire has continuously produced its budget (s6.2(1) of the Act) to achieve the objectives in the SCP and lodged it with the DLGSC (r33 of the *Local Government (Financial Management) Regulations 1996*). The Shire has also prepared its Monthly Statement of Activity and Mid-Year Budget Review to monitor its performance (s6.4(1) of the Act and r34(1) & (4) of the *Local Government (Financial Management) Regulations 1996*).

The Shire has been able to receive an unqualified audit opinion in 2020, 2021 and 2022 for its financial reports from Auditor General of Western Australia. The Shire has also prepared the Annual Report each year (s6.4(3) of the Act).

The Shire has an Audit and Risk Management Committee with adopted Terms of Reference. The Shire has implemented an internal audit function (r6 of the *Local Government (Financial Management) Regulations 1996*) which consists of external service providers and internally resourced staff. The internal audit function is governed by an Internal Audit Charter which was adopted by Council. As per the Internal Audit Charter, Internal Auditors directly report to the Audit and Risk Management Committee, maintaining the independence required by the DLGSC Operational Guideline no. 9 and International Internal Auditing Standards. Below is a list of internal audits that have been conducted during the review period July 2020 to March 2023.

<b>Audit Date</b>	<b>Internal Audit Topics</b>
November 2021	Procurement
November 2021	Grants Management
November 2021	Records Management
May 2022	Records Management
November 2022	Cyber Security
November 2022	Business Continuity, Disaster Recovery and Incident Management
November 2022	Building Permit Application Process
December 2022	Contract Management
February 2023	Payroll and Human Resources
February 2023	Fraud and Corruption

The Shire carried out its last Regulation 17 Review in June 2020 and with this report, has complied with the frequency requirement of conducting a review every three years (r17 of the *Local Government (Audit) Regulations 1996*).

**Assets Management**

The Shire has maintained an effective asset management process, employing a number of staff to administer the function. Infrastructure Services and Community



Development directorates commission capital projects each year to meet the objectives of the SCP. The asset management function is responsible for new asset development projects, asset renewals and asset maintenance. Below are significant good governance practices that the asset management function is charged with.

The asset management function has developed detailed asset management plans aligning to the objectives, outcomes, and strategies of the SCP. These asset management plans identify inventory, replacement value, condition, useful life, risk assessment, level of service objectives, performance measures, maintenance activities, renewal forecast, long term financial plan up to the next five years and renewal gap.

Objectives	Outcomes	Strategies	Applicable AMPs	Buildings	Open Spaces	Pathways	Roads	Stormwater	
2. Place We will provide sustainable, purposeful, and valued built and natural environment opportunities for the community.	2.1 Coordinated delivery of natural and built environment services and projects for the community	1 Develop and maintain key natural and built environment services partnerships, both internally and externally, to support Council's vision.		✓	✓	✓	✓	✓	
	2.2 Appropriate, inviting, and diverse employee accommodation and land management opportunities	2 Provide diversity for residential employee accommodation.		✓					
	2.3 Attractive and sustainable townscapes offering opportunities for all communities	1 Provide attractive, well-maintained streetscapes, verges, parks, and reserves.				✓			
		2 Ensure parks, gardens, and open spaces are appropriately managed according to their need and use.				✓			
		3 Maintain town centres for the enjoyment of locals and visitors, which the community can take pride in.				✓			
	2.7 Quality, well-maintained, and purposeful community facilities	1 Provide high-standard sport and recreation facilities across the Shire.			✓	✓			
2.8 Safe and interconnected transport networks for the community.	2 Manage roads, pathways, and other transport infrastructure according to need and use.					✓	✓	✓	

**Figure:** Alignment of asset management plans to the SCP. Extract Strategic Asset Management Plan 2023-2028.

Council has adopted a number of policies and internal directives for effective governance of assets management function. Below table shows council adopted policies:

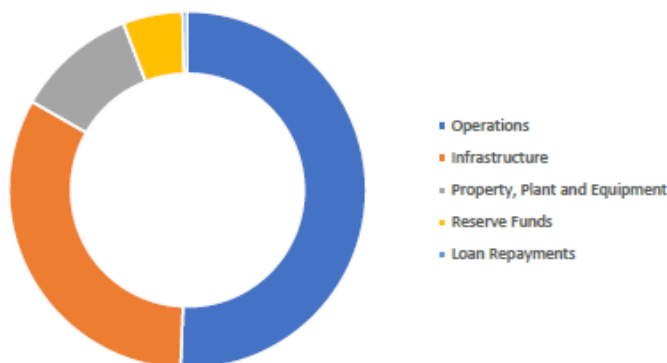


Policy Name	Reviewed
Asset Management	2023
Graffiti Management	2023
Road Management	2023
Tree Management	2023
Verge Lawns and Gardens	2022

The Shire has an effective budgeting process that considers the capital and operational expenditure for new assets, asset renewal and asset maintenance. Each year the budget is prepared considering detailed analysis of costs and adopted through Council. Below is an expense allocation summary for recent years.

**Expense**

Operations is the greatest are of expense for the Shire, which covers employment costs, contractors, utilities, and insurance expense, and is estimated at \$57.0 million (51% of expense).



Council's capital works program is lower than the budget set last year as Council focuses on the systems employed at the Shire. A summary of capital works is below -

- Buildings - \$9.6 million
- Plant and Machinery - \$2.4 million
- Furniture and Equipment - \$0.4 million
- Airport works - \$1.9 million
- Coastal Infrastructure - \$1.1 million
- Parks and Recreation - \$20.6 million
- Regional Waste Facility - \$3.5 million
- Roads - \$5.0 million
- Town Infrastructure - \$4.4 million

Transfers to Reserve of \$6.1 million are budgeted as Council prepares for significant projects in the early years of the Long-Term Financial Plan.

**Figure:** Capex and Opex allocation. Extract of Budget 2022/2023.

The Shire maintains IT applications to record and manage assets and each system has authorised users with an appropriate access right. The table below shows the systems used by the asset management function.

Application Name	Use
Synergy	Financial transaction processing and reporting
MyData	Asset management





RAMM	Road asset management
IntraMaps	Asset coding and visualising

The table below shows the volume of significant activities that Infrastructure Services are involved with.

Asset	Unit of Measure	Volume in 2022/2023
Pathways - On Road	KM	36,304
Pathways - Off Road	KM	7,612
Stormwater - Pipe <450	KM	9,922
Stormwater - Pipe >450	KM	5,909
Stormwater - SW Culverts	KM	11,511
Stormwater - Open Drains	KM	23,358
Stormwater - Basins	SQM	11,000
Roads - Urban	KM	1,402,405
Roads - Rural	KM	103.079
Roads - Sealed	KM	182.615
Roads - Unsealed	KM	1323.315
Buildings - Community	Number of	59
Buildings - Residential	Number of	72
Buildings - Other Accommodations	Number of	39
Open Spaces - Park	Number of	16
Open Spaces - Playground	Number of	10
Open Spaces - Sporting Field	Number of	6
Open Spaces - Hard Court	Number of	7
Open Spaces - Swimming Pool	Number of	4
Open Spaces - Skate Park	Number of	3
Open Spaces - Special Purpose	Number of	2
Open Spaces - Cemetery	Number of	2
Open Spaces - Coastal	Number of	2
Open Spaces - Town Centre	Number of	9
Open Spaces - Playground	Number of	16



**Figure:** Parabardoo Park

### Fleet Management

The Shire’s fleet management function is responsible for maintaining the fleet including acquisition, disposal, servicing, and fuel. The tables below shows the



volume of significant activities that fleet management is involved with (average based on 2020/2023).

Heavy Vehicles	Quantity of Plant	Avg Hours Per Annum	Total Hours Per Annum	Services Per Plant Item
Refuse trucks	4	1'200	4'800	6
Trucks	12	800	9'600	2
Landfill compactor	2	500	1'000	2
Wheel loader	4	1'000	4'000	4
Grader	2	1'200	2'400	5
Tractors	3	500	1'500	2
Excavator	1	250	250	1
Backhoe	1	250	250	1
Skid steer	2	250	500	1
Out front mowers	9	250	2'250	2

Light Vehicles	Quantity of Plant	Average KM Per Annum	Total KM Per Annum	Services Per Vehicle
Utilities	42	26,000	1,092,000	3
SUV	18	26,000	468,000	3
Vans	3	10,000	30,000	2



**Waste Management**

The Shire developed a Strategic Waste Management Plan to identify waste recovery initiatives in 2015 and progressed towards more sustainable waste management. The Shire currently maintains the Tom Price waste disposal site,



Paraburdoo waste disposal site, Onslow waste transfer station and a Class IV commercial waste transfer station. The Shire maintains licence conditions for each site and conducts compliance audits using waste specialists to comply with licence conditions and best practices. The table below shows the Onslow waste transfer station performance in tonnes.

Sum of Net Weights of Item	2022/23 (Tons)
Asbestos (Wrapped) - Inert Type	1.16
C&D Waste - Clean Concrete	322.34
C&D Waste - Clean Concrete - High Spec	649.16
C&D Waste - Clean Concrete - High Spec - Size >500mm	14.44
C&D Waste - Other - Clean	7.62
Clean Fill	0.5
Contaminated Soil disposed at Class IV cell (Type 01)	426.23
Grease Trap Waste (K110)	43.56
Green Waste - SOA - Clean	129.24
Septage Waste (K210)	709.2
Sewerage Waste (K130)	61.14
Steel - Clean	10.52
Total	2375.11



**Figure:** Onslow waste transfer station – Class-IV.



### Local Emergency Management Arrangements (LEMA) and Natural Environment Emergency Readiness

As per the *Emergency Management Act 2005*, Local Emergency Management Arrangements (LEMA) need to be established by the Shire. The Shire’s latest LEMA was adopted by Council in 2022. Emergency preparedness and availability of information are governed through LEMA and information is communicated to community through various media. Apart from signage and leaflets, the Shire maintains an effective social media and website including its recently implemented Emergency Dashboard .

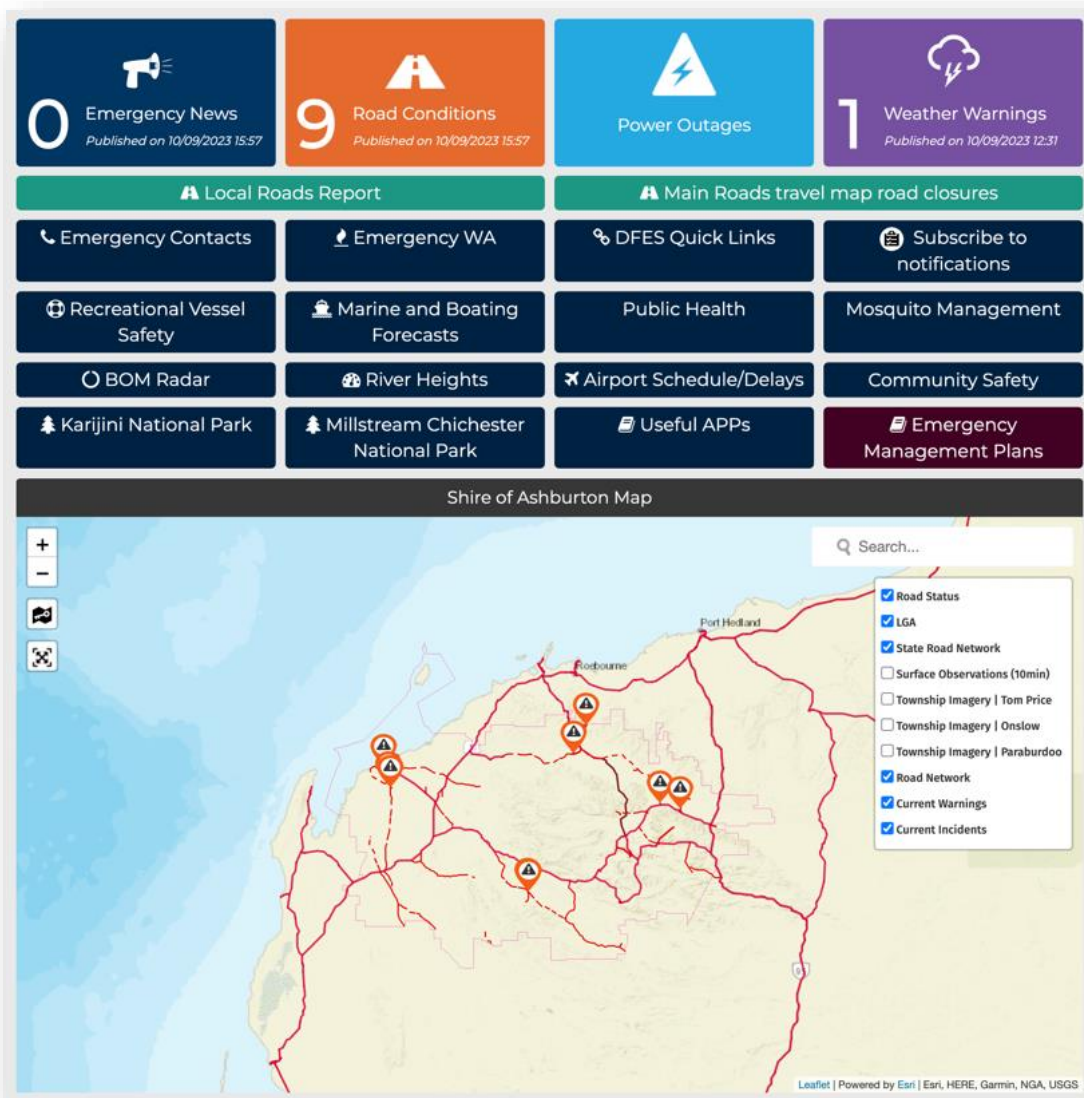


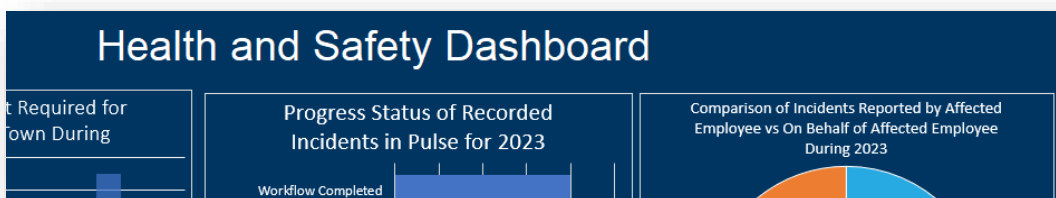
Figure: Emergency Dashboard.



**Workplace Health and Safety (WHS)**

The Shire’s WHS process was based on the Department of Commerce WorkSafe plan and Shire has assessed its WHS capabilities continuously. In 2018 and 2022, WorkSafe assessments were carried out using external safety consultants.

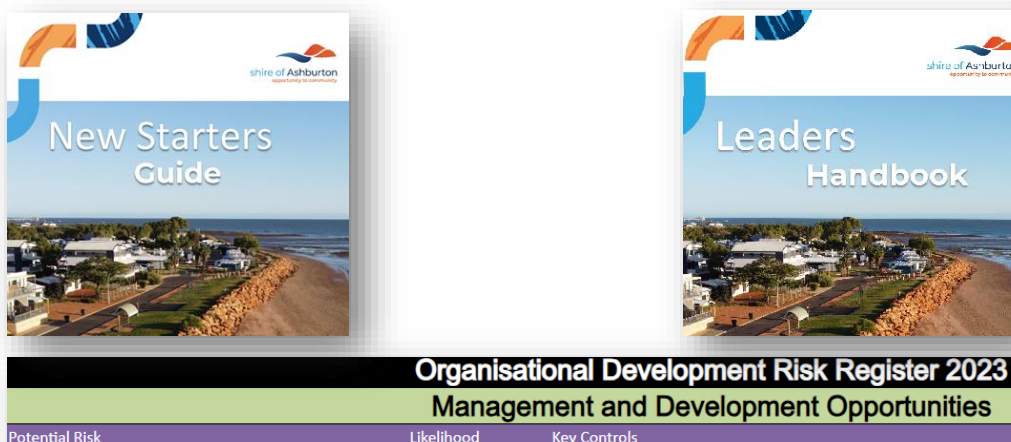
It was noted after the engagement period (April 2023), the Shire appointed a WHS consultant to uplift the process and is moving towards ISO 45001 OHS Management System certification. The WHS function maintains a Health and Safety Dashboard to communicate the performance with executive management and has also formed a Health and Safety Committee to effectively govern the WHS function.



**Organisational Development**

The Shire’s organisational development (OD) function governs with a significant number of policies and directives. Important governance processes of OD include:

- OD risk register (Operational);
- Recruitment process and checks;
- Staff induction process;
- Separation process and exit interviews;
- Development and maintenance of handbooks and guides;
- Training function; and
- Pulse system - an employee system with access controls.





**Swimming Pools**

Shire maintains three swimming pools, Tom Price, Onslow and Paraburdoo. Swimming pools are managed in accordance with *Health (Aquatic Facilities) Regulations 2007* and the Code of Practice for the Design, Construction, Operation, Management & Maintenance of Aquatic Facilities from the Department of Health. As per the code, there are stringent requirements to be maintained in terms of safety and security on the below areas.

Surface Finish Water Body	Automatic Electric Cleaner Safety;
Depth Markers	Electrical Safety;
Concourse and Walkways	Hand Dosing of Chemicals;
Entrapment	Chemical and Physical Water Quality;
Safety Signage	Microbiological Water Quality;
Fencing and Security	Manual Chemical Water Testing;
Sanitary Facilities	Qualification Requirements of operator; and
First Aid	Operations Manual
Cleaning and Maintenance;	

The table below shows the number of patronage sessions at Onslow swimming pool as a sample.

2020-21		2021-22		2022-23	
Total	15420	Total	16290	Total	15269

**Figure:** Onslow swimming pool patronage served.



**Figure:** Tom Price swimming pool.

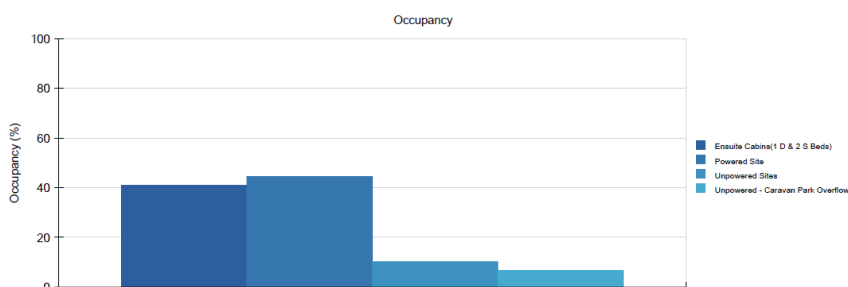


### Caravan Parks

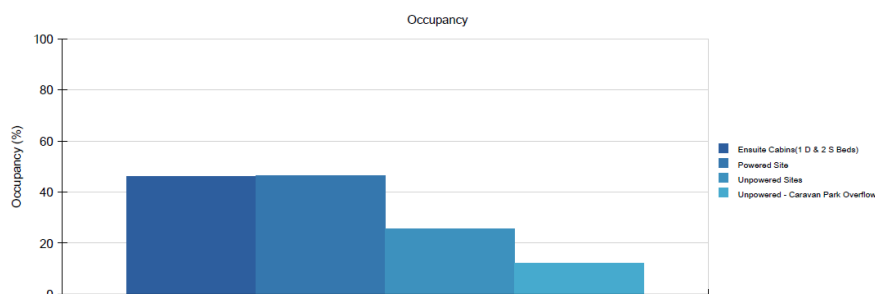
The Shire maintains caravan parks in accordance with the *Caravan Parks and Camping Grounds Regulations 1997* and various health regulations. Regulations cover cleaning, maintenance, safety and security among other matters. The Environment Health Officer regularly assesses caravan parks per the requirements in the regulations. Below are the inspections that have been carried out by Environment Health Officer during the engagement period:

- Oceanview Caravan Park Onslow (Shire operated) – inspected 2022,2023
- Paraburdoo Caravan Park (Leased) – inspected 2020; and
- Pannawonica Transit Park (Leased) – inspected 2022.

Ocean View Caravan Park in Onslow is operated by the Shire and uses the RMS booking system to record the residents, bookings, and report occupancy data. The user access rights are limited to authorised officers.



**Figure:** OVCP Occupancy % from January to December 2022.



**Figure:** OVCP Occupancy % from January to December 2021.



**Figure:** Ocean View Caravan Park – Onslow.



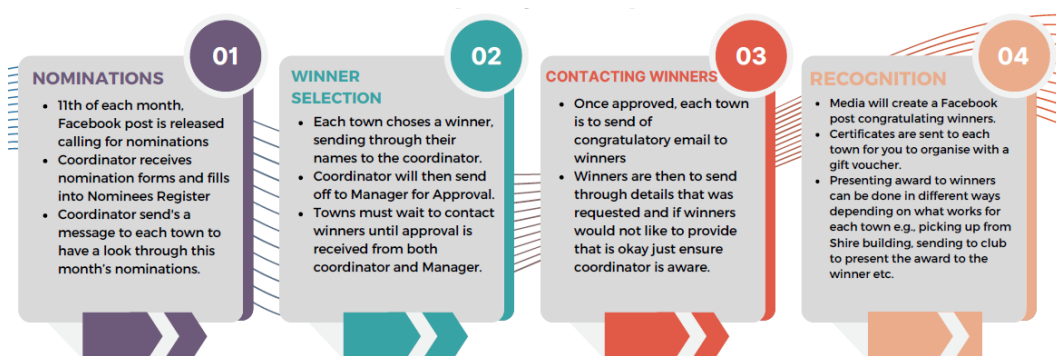
### Community Grants and Gifts

Community grants are governed by Council Policy – Community Donations, Grants and Funding. Grant applications are received by the Shire, assessed, and recommend to Council for approval. Below types of grants are available per the policy.

Grant	Funds/Assistance Available	In 2021-22
Small Assistance Donations (SAD)	Up to \$500 per financial year	10
Community Support Grants (CSG)	Up to \$2,500 per financial year	16
Signature Events & Activities (SE)	Amount to be determined by Council upon application	5

**Figure:** Type of grants offered by the Shire.

The Shire conducts Volunteer of the Month (VOM) process and selects a volunteer from each town through nominations received by the Communities team.. Below chart shows the entire VOM process.



**Figure:** Volunteer of the Month process.



**Figure:** Pannawonica Rodeo 2022 - Shire Banner - Recipient of Signature Event funding.





## Integrity Management

Shire maintains effective integrity management practices through various committees, policies, procedures and continues to strengthen these through training and monitoring through an effective audit process. These includes:

### Values

- The Shire has values including openness which drills down to honesty.

### Complaints and Public Information Disclosure

- Shire has a Complaint Management Policy and has appointed a Public Information Disclosure Officer;

### Probity and Conflict of Interest

- The Shire has established conflict of interest, probity audit and gift disclosure requirements;

### Code of Conduct

- Council has adopted a Code of Conduct for Council Members, Committee Members and Candidates;
- The CEO has established a Code of Conduct for Employees;

### Employment

- The Shire has recruitment checks including police checks, qualifications and reference checks;
- Employees acknowledge EMP52 Employee Code of Conduct prior to commencing employment;

### Council Delegation and Committees

- The Shire has an Audit and Risk Management Committee and Executive Leadership Team where integrity related audit reports are received and actioned;
- The Shire has a Delegation of Authority Register and a system for the recording of the exercise of delegation;

### Training

- The CEO conducts and promotes integrity by “CEO Introduction to LG” bi-annual training;
- The Shire delivers Accountable and Ethical Decision Making (AEDM) training;
- A Fraud, Bribery and Corruption eLearning module is provided through the Pulse Employee System;

### Audit

- The Shire has established an Audit and Risk Management Committee and appointed independent external and internal auditors from whom Council and ARMC receive direct reports.



## Information Technology

The Shire has an adopted ICT & Digital Strategy 2020 – 2023. In July 2023, an independent ICT current state report was commissioned. This will be used to inform the development of a new ICT strategy with particular focus on adopting a ‘Cloud’ first approach and reviewing the Shire’s current ERP arrangements.

An ICT Working Group was established in 2022. The prime objective of the working group is to ensure effective delivery of the ICT Roadmap and that a coordinated, whole of organisation approach, is applied to all new technology developments. All new technology business cases go through the ICT Working Group with recommendations made to the Executive Leadership Team for approval.

The Shire is subject to external IT audits from the Officer of the Auditor General (OAG). Management Letter findings are attended to by allocating required internal resources and external consultants to resolve positively with the OAG.

In June 2023, the Shire conducted external and internal penetration testing as part of cyber security mitigation measures. The results of these identified that the Shire had good external security measures. Internally, there are a number of best practice initiatives that were recommended which are currently being considered. The Shire is also implementing the Nessus Pro vulnerability scanning program in response to an OAG recommendation, to have a more robust ongoing vulnerability assessment capability. The Shire also provides a Cybersecurity eLearning module for all the staff to keep up-to-date with emerging cybersecurity threats.

## Records Management

The Shire complied with section 27 of the *State Records Act 2002*, which requires all local governments to have a Recordkeeping Plan (RKP) approved by the CEO and State Records Commission. The Shire’s amended Recordkeeping Plan was recently approved by the SRC after a full review and update. This document represents a large body of detailed work including input from staff in all Directorates.

The RKP outlines:

- How the Shire creates and manages its records in compliance with the *State Records Act 2002*, recordkeeping Principles and Standards and the Act;
- Employees recordkeeping obligations;
- The approved records management system (SynergySoft Central Records); and
- Approved business information systems.



**Onslow Airport**

Onslow Airport is governed through number of pieces of legislation in relation to the aviation industry and is under constant monitoring by Aviation Regulators. Below is a summary of significant governance regulations and documents:

- *Civil Aviation Safety Regulations 1998 (CASR)*
- *Part 139 (Aerodromes) Manual of Standards (MOS)*
- *Onslow Aerodrome Manual* - prepared in accordance with the CASR and MOS. Subsidiary documents of the Aerodrome Manual are:
  - *Onslow Aerodrome Emergency Plan (AEP)*
  - *Onslow Safety Management Plan (SMS)*
  - *Onslow Aerodrome Drug & alcohol Management Plant (DAMP)*
- *Aviation Transport Security Act 2004*
- *Aviation Transport Security Regulations 2005*
- *Onslow Airport Transport Security Plan (TSP)*
- *Airservices Australia*
- *Australian Transport Safety Bureau (ATSB).*

As per the MOS, a number of electrical and other inspections are to be carried out annually by suitably qualified persons.

The TSP sets out the measures and procedures employed to protect and safeguard against unlawful interference to people, aircraft, airport infrastructure, cargo, stores and equipment at Onslow Airport and the external and internal audits to assure proper security are maintained.

The table below shows Onslow Airport’s total number of passengers handled during recent years.

<b>Year (Jan – Dec)</b>	<b>Inbound</b>	<b>Outbound</b>	<b>Total</b>
2020	19,764	19,241	39,005
2021	27,914	27,339	55,253
2022	21,724	21,591	43,315



**Figure:** Onslow Airport



## Aboriginal Heritage

Aboriginal heritage holds significant value to Aboriginal people for their social, spiritual, historical, scientific, or aesthetic importance within Aboriginal traditions. This could include rock art, ancient caves or burial sites, waterways, ceremonial sites or scar trees.

The *Aboriginal Heritage Act 1972* (AH Act 1972) was superseded by the *Aboriginal Culture Heritage Act 2023* (ACH Act 2023) and made effective from 1 July 2023. The Shire made significant efforts, spent for surveys and legal consultants, giving due respect to country and to protect its heritage following State laws. The significant efforts made and costs include:

- Appointing legal consultant to advice for compliance requirement, paid approximately \$ 50,000;
- Legal advisors to brief elected members at Council briefings;
- Paid for Heritage Surveys approximately \$ 40,000;
- Attending workshops conducted by Department of Planning, Lands and Heritage;
- Appointment of Technical Advisory Group (TAG) to study and advise Executive Leadership Team ;
- Conducting a full day comprehensive risk assessment workshop involving CEO, ELT, TAG, Infrastructure team, Community team and Facilities team;
- Develop “Aboriginal Culture Heritage Compliance Directive” and implement; and
- Lands team applied for permits - tier 2 and management plan - tier 3 projects.

In August 2023, State repealed the ACH Act 2023 and went back to AH Act 1972, while Shire was complying to new laws with its maturity. The Shire stands firm to respect country and its heritage in compliance with laws applicable at any given time.



**For identified specific performance improvement opportunities, please refer to Annexure 1.**



**Annexure 1 – Performance Improvement Opportunities**

<b>1 Asset Management Strategy and Asset Management Plans</b>			
<b>Process</b> Asset sustainability	<b>Risk rating of risk theme</b>	<b>Controls rating</b>	<b>Maturity rating</b>
	High	Inadequate	1-Initial/ Ad hoc
<b>Finding and agreed recommendations</b>			
<p>The Shire has not reviewed and updated Asset Management Strategy and associated Asset Management Plans (AMPs) since 2017 until March 2023. The Shire has developed a SCP in 2022, hence the alignment of the Asset Management Strategy to meet the expectations in the SCP cannot be established. The following documents were reviewed:</p> <ul style="list-style-type: none"> <li>• Asset Management Strategy 2017;</li> <li>• Building AMP 2017;</li> <li>• Drainage AMP 2017;</li> <li>• Footpath AMP 2017;</li> <li>• Park Rec Town AMP 2017; and</li> <li>• Roads AMP 2018.</li> </ul> <p>IA agreed to recommend to review or develop an asset management strategy and plans aligned to the new SCP.</p>			
<b>Management comments and agreed action plan on recommendation</b>			
To produce Strategic Asset Management Plan 2023-2028, RFQ02.23 issued January 2023, PO issued March 2023 to Assetivity			
<b>Responsible officer</b>	<b>Target completion date</b>	<b>ELT meeting date and comments</b>	
Manager Assets and Programming	30 June 2024	28 September 2023	
<b>Audit log ref</b>			



2 Accuracy and completeness of Asset Register			
Process	Risk rating of risk theme	Controls rating	Maturity rating
Asset sustainability	High	Inadequate	1-Initial/ Ad hoc
Finding and agreed recommendations			
<p>The Shire uses the SynergySoft ERP system to record asset financial transactions and MYData and RAMM systems to maintain assets and components details. The Shire also uses IntraMaps to visualise and code assets. The following were observed:</p> <ul style="list-style-type: none"> <li>• The two systems are not tallying by approximately \$9 million as per management details and this figure cannot be verified without a detail audit undertaken. It was also noted classification of assets between the two systems are not 100% aligned;</li> <li>• No periodical reconciliation has conducted between the two systems;</li> <li>• There is no communication between the Assets Committee and Finance Department at each project closeout; and</li> <li>• Coding of assets on the IntraMaps system is not complete.</li> </ul> <p>IA agreed to recommends improve the completeness and accuracy of assets data by improving the communication flow between Finance Department and Assets Committee when closing each project and update two systems. Also, periodical reconciliation between two systems needs to be established either manually or automatically.</p>			
Management comments and agreed action plan on recommendation			
<p>Project closeout workflow and procedures to be reviewed by Assets and Programming, with approval by Finance, and endorsement by ELT. For distribution and action by Project Mangers through MMG.</p>			
Responsible officer	Target completion date	ELT meeting date and comments	
Manager Assets and Programming	30 December 2023	28 September 2023	
Audit log ref			



<b>3 Project management</b>			
<b>Process</b>	<b>Risk rating of risk theme</b>	<b>Controls rating</b>	<b>Maturity rating</b>
Asset sustainability-	High	Inadequate	2-Repetable but intuitive
<b>Finding and agreed recommendations</b>			
<p>It was noted the Shire doesn't have a clearly documented project management methodology and procedures for scope, schedule, cost and quality controls. It was noted that the site visit and time taken to establish the detail scope at pre budget level and RFT level is not consistent or adequate, resulting in variation requests. It was also noted that the terms and conditions used in contracting has not been reviewed for suitability in terms of additional costs due to delays and quality defects. Further, it was noted, due to an inadequate number of internal quality supervisors, external quality supervisors are used with substantial costs to assure quality of high-cost projects.</p> <p>IA agreed to recommends that the project management methodology and procedures be established in terms of establishing the scope both at pre-budget level and pre RFT, establishing thresholds to apply procedures at different level of projects for complying with cost, schedule and quality control procedures and review the terms and conditions to effectively handle costs due to delays and quality defects.</p>			
<b>Management comments and agreed action plan on recommendation</b>			
<p><u>Comments by Director Infrastructure Services and Director Community Development</u>                      Project management procedures to be reviewed and endorsed by ELT.                      For distribution and action by Project Mangers through MMG</p>			
<b>Responsible officer</b>	<b>Target completion date</b>	<b>ELT meeting date and comments</b>	
Director Infrastructure Services and Director Community Development	February 2024	28 September 2023	
<b>Audit log ref</b>			



4 Fuel stock (Repeat from 2020 reg 17)			
Process	Risk rating of risk theme	Controls rating	Maturity rating
Asset sustainability - Fleet	High	Inadequate	2-Repetable but intuitive
Finding and agreed recommendations			
<p>The Shire has two non-moving main fuel tanks, one in Tom Price and other in Onslow which uses the SmartFill system to record and monitor the fuel stock. However, the below inefficiencies were noted:</p> <ul style="list-style-type: none"> <li>Onslow fuel tank had not added to online monitoring;</li> <li>Fuel deliveries have not been updated to SmartFill system;</li> <li>Reconciliation of the SmartFill system to physical stock (dip) had not been conducted;</li> <li>Smart tags which are allocated to vehicles had not been effective and depot keys had been used on a shared basis with manual records;</li> <li>There is no accurate recording mechanism for inter pod transfers of fuel stock; and</li> <li>No separate fuel card register was maintained other than details showing in card transactions system.</li> </ul> <p>It was also noted that the Synergy system is updated using fuel issued by the Fleet Department and the Synergy system shows a negative balance of \$630,132.64/- as of end of March 2023. The Fleet Department mentioned to IA that the issue is relating to Synergy system.</p> <p>IA agreed to recommend that management improve the controls to regularly reconcile SmartFill system balance with physical (dip) stock.</p> <p>It was noted the consumption monitoring of fuel had not happened on regular basis. However, a spreadsheet was provided with odometer details, but the spreadsheet has not been designed to facilitate monitoring of per km consumption. No evidence of monitoring and action taken were produced based on spreadsheet. It was mentioned that due to changes of employees this control has not been implemented effectively throughout the engagement period, although odometer counts is gathered from users regularly.</p> <p>IA agreed to recommend monitoring consumption on regular basis and record the monitoring and actions taken based on results.</p>			
Management comments and agreed action plan on recommendation			
<p>Smart keys process is now in place, 60% of vehicles now include Smart Tags and percentage is climbing with new Smart Tags recently arriving.</p> <p>Reconciliation by SmartFill System for Tom Price is now in place. Onslow will be completed by the target date.</p> <p>The Fleet Department are in the process of developing a separate worksheet to capture this data effectively for consumption monitoring.</p>			
Responsible officer	Target completion date	ELT meeting date and comments	
Manager Fleets	March 2024	28 September 2023	
Audit log ref			





<b>5 Strategic Waste Management Plan</b>			
<b>Process</b>	<b>Risk rating of risk theme</b>	<b>Controls rating</b>	<b>Maturity rating</b>
Waste Management	High	Inadequate	1-Initial/ Ad hoc
<b>Finding and agreed recommendations</b>			
<p>The Shire has a Strategic Waste Management Plan dated October 2015 however, it's not clear whether the plan has been reviewed to align with:</p> <ul style="list-style-type: none"> <li>• SCP</li> <li>• States direction towards the Waste Avoidance and Resource Recovery Act 2007 (WARR Act).</li> </ul> <p>Although it is not mandatory for the Shire to have a Strategic Waste Management Plan and implementation of waste avoidance and resource recovery best practices, the State targets encourage to implement best practices. The WARR Act aligns with the key principles of the National Waste Policy 2018: Less waste, more resources. It also contributes to Australia's international commitments, such as the United Nations' Sustainable Development Goals, adopted by world leaders in 2015.</p> <p>IA agreed to recommend review the Strategic Waste Management Plan to align with the new SCP and consider implementing best practices to the extent practicable with a funding strategy.</p>			
<b>Management comments and agreed action plan on recommendation</b>			
<p>A review will commence in the next six months for the plan's alignment and a gap analysis for the decision-making process. Outcome of a new strategic plan or amended will be decided at the time of the analysis review.</p>			
<b>Responsible officer</b>	<b>Target completion date</b>	<b>ELT meeting date and comments</b>	
Director Infrastructure and Manager Waste Services	30 June 2024	28 September 2023	
<b>Audit log ref</b>			



<b>6 Landfill inspection checklist</b>			
<b>Process</b> Waste Management	<b>Risk rating of risk theme</b>	<b>Controls rating</b>	<b>Maturity rating</b>
	High	Inadequate	1-Initial/ Ad hoc
<b>Finding and agreed recommendations</b>			
As per the Landfill Operations Manual 2010, a landfill inspection checklist needs to be completed each week. The checklist covers the areas below on a rating scale:			
Procedures & Checklists	General Housekeeping		
Fire & Emergencies	Traffic management		
First Aid	Designated Waste Areas		
Vermin	Chemicals/Hazardous substances at the Workplace		
Security	Employees		
Loader Checks	Personal amenities/hygiene and Records.		
Recycling Area			
It was noted that the checklist used during the engagement period was a condensed version without covering a substantial portion of 2010 checklist. It was also noted that the Shire conducted a facility compliance audit using specialist waste consultant "ASK". However, it is evident that using a condensed version would have contributed to the issues below.			
<b>S/N</b>	<b>Landfill</b>	<b>Number of Recommendation</b>	
1	OnSlow waste transfer station	3	
2	OnSlow landfill (closed)	9 (3 High Risk)	
3	Parabardoo waste disposal site	3	
4	Tom Price waste disposal site	6 (2 high Risk)	
It was also noted that the checklist had not been recorded consistently in accordance with the Shire's recordkeeping requirements.			
IA agreed to recommend that management review the checklist for adequacy and ensure compliant recordkeeping practices are in place.			
<b>Management comments and agreed action plan on recommendation</b>			
An internal review will commence of the checklist and undertaken a SWOT analysis of the 2010 checklist vs the outlined condensed version that is in application now. Coordinator Waste Services is now aware of the central file location for the checklists, and filling will align to the detail of the Shire record keeping procedure / process.			
<b>Responsible officer</b>	<b>Target completion date</b>	<b>ELT meeting date and comments</b>	
Director Infrastructure Manager Waste Services	31 December 2023	28 September 2023	
<b>Audit log ref</b>			



<b>7 Natural events pre-information to community</b>			
<b>Process</b>	<b>Risk rating of risk theme</b>	<b>Controls rating</b>	<b>Maturity rating</b>
Environment related pre-information	High	Inadequate	2-Repeatable but intuitive
<b>Finding and agreed recommendations</b>			
<p>Under the <i>Emergency Management Act 2005</i> and LEMA communication and readiness for emergencies is an important pillar of community safety. The Shire communicates natural environment related information to community through the below media:</p> <ul style="list-style-type: none"> <li>• Shire website;</li> <li>• Visit Ashburton website;</li> <li>• Shire Facebook;</li> <li>• Signage; and</li> <li>• Leaflets and flyers.</li> </ul> <p>However, it was noted no record had been maintained to assess the adequacy and timeliness of information flow from the Shire to the community during engagement period. It was also noted that the Communication Request Form had not been implemented for communications made through the Shire’s website and Facebook page by the Regulatory Services Department.</p> <p>IA agreed to recommend that appropriate record keeping needs to be implemented to record all information communicated to community. Also, the Communication Request Form needs to be completed to request any communication on Shire website and social media.</p> <p>IA was informed that a communication register has been established to record subsequent to IA information request.</p>			
<b>Management comments and agreed action plan on recommendation</b>			
<p>Regulatory Services has agreed to implement the use of the Communications Request Form located on AIMS and to record each request on a spreadsheet and record into Synergy on an appropriate file set up for the purpose.</p>			
<b>Responsible officer</b>	<b>Target completion date</b>	<b>ELT meeting date and comments</b>	
Manager Regulatory Services	31 December 2023	28 September 2023	
<b>Audit log ref</b>			



<b>8 Follow up and corrective actions process of WHS</b>									
<b>Process</b>		<b>Risk rating of risk theme</b>			<b>Controls rating</b>			<b>Maturity rating</b>	
WHS		High			Inadequate			1-Initial/ Ad hoc	
<b>Finding and agreed recommendations</b>									
The Shire conducted WorkSafe assessments in 2018, 2019 and August 2022. Below is a summary of the WorkSafe assessment results from August 2022.									
Ref	Management Commitment Compliant?	Ref	Planning Compliant?	Ref	Consultation and Reporting Compliant?	Ref	Hazard Management Compliant?	Ref	Compliant? Training and Supervision
1.1	Yes	2.1	No	3.7	Yes	4.1	Yes	5.1	Yes
1.2	No	2.2	No	3.2	Yes	4.2	No	5.2	Yes
1.3	No	2.3	Yes	3.3	Yes	4.3	No	5.3	No
1.4	Yes	2.4	Yes	3.4	Yes	4.4	No	5.4	Yes
1.5	No	2.5	Yes	3.5	Yes	4.5	Yes	5.5	Yes
1.6	Yes	2.6	No	3.6	Yes	4.6	No	5.6	No
1.7	Yes	2.7	No	3.7	No	4.7	No	5.7	Yes
1.8	No	2.8	No		N/A		N/A		N/A
	N/A	2.9	Yes		N/A		N/A		N/A
<b>SMS- WorkSafe Assessment August 2022</b>									
A follow up and audit log process has not been established to report to ELT or subcommittee level during the engagement period.									
IA recommends that all WorkSafe/WHS assessments are to be logged and an appropriate follow up and corrective actions process be implemented which reports progress to ELT or relevant internal committee.									
<b>Management comments and agreed action plan on recommendation</b>									
Our WHS Consultant was mobilised onsite on 1 April 2023. While the 2022 high level desktop audit findings have been reviewed, the consultant had to complete more detailed audits of each work area to fully understand the findings including some identified gaps as outlined in the 2022 report. Our onsite WHS Consulting has made great progress to date, including supporting the Shire in achieving its ISO45001 accreditation, which no doubt will address many of the identified issues in the 2022 report. Once the accreditation has been issued, then they will support us in WorkSafe accreditation, which means that everything will be addressed in due course.									
WHS Consultant progress to date:									
<ul style="list-style-type: none"> <li>• Created WHS scope progress plan, socialised with Executive</li> <li>• WHS Dashboard created for Executive reporting</li> <li>• Developed WHS Master Document Register, socialised with Executive</li> <li>• Site audits and safety inspection reports produced by location and site and sent to Executive</li> <li>• Attending toolbox meetings</li> </ul>									



<ul style="list-style-type: none"> <li>Workers, supervisor, manager, director coaching and support</li> <li>Established WHS Committee with Terms of Reference</li> <li>WHS Skills matrix developed</li> <li>WHS Risk and Opportunities register developed</li> <li>Drafted a number of new templates, procedures and reviewing directives</li> <li>Developed WHS objectives and targets register</li> <li>Busy developing a WHS Manual</li> <li>Provisional ISO accreditation received</li> <li>Continue to drive a safety-first culture.</li> </ul>		
Responsible officer	Target completion date	ELT meeting date and comments
Manager OD	22 December 2023	28 September 2023
Audit log ref		

9 Succession planning and retention of employees			
Process	Risk rating of risk theme	Controls rating	Maturity rating
OD	Moderate	Adequate	3-Defined
Finding and agreed recommendations			
<p>As required by the IPRF, effective succession and retention strategies must be implemented and programs be conducted.</p> <p>Succession planning strategies were not observed to have been documented or implemented as of March 2023. DLGSC Workforce Planning identifies, succession planning strategy in guidelines issued.</p> <p>It was also noted the Shire has developed a Recruitment and Retention Strategy 2021/2022 which has not been updated.</p> <p>IA recommends that effective succession planning and retention strategies be implemented, and programs be conducted towards improving the organisational maturity.</p>			
Management comments and agreed action plan on recommendation			
<p>CEO and Manager OD commenced with the Shire’s Succession Planning process in September 2022. A template was developed and populated by the Manager OD, guided by the CEO. The outcome of the succession planning session aligns with the individual development plans that were put in place at the time, by individual. Succession planning is again scheduled for Q2 (Oct-Dec) of the 2023/24 year, as outlined in the OD 12-month plan and as endorsed by the CEO.</p> <p>The Shire’s Recruitment and Retention Strategy is due for a review, which is scheduled for Q3 (Jan – March) for the 2023/24 year. The majority of recommendations as outlined in this strategy document and as endorsed by our CEO, have since been implemented.</p>			
Responsible officer	Target completion date	ELT meeting date and comments	
Manager OD	March 2024	28 September 2023	
Audit log ref			



<b>10 Chemical storage of swimming pools</b>			
<b>Process</b>	<b>Risk rating of risk theme</b>	<b>Controls rating</b>	<b>Maturity rating</b>
Community/Facility – Swimming pools	Low	Adequate	3-Defined
<b>Finding and agreed recommendations</b>			
<p>It was noted that the chemical storage at the Tom Price swimming pool had not been reviewed for appropriateness of layout and chemicals are not clearly labelled.</p> <p>It was also noted that the general cleanliness of chemical storage is not adequate.</p> <p>IA agreed to recommend that chemical storage layout be reviewed as per Australian standards and WHS regulations. It is also recommended to keep the chemical storage clean and tidy.</p>			
<b>Management comments and agreed action plan on recommendation</b>			
<p>Chemical storage tidy up has been addressed and the old chemicals have been disposed as per AS standards. The layout of chemical storage will be reviewed per AS Standards and each cabinet/block will be tagged by end of October.</p>			
<b>Responsible officer</b>	<b>Target completion date</b>	<b>ELT meeting date and comments</b>	
Swimming Pool Coordinator	31 October 2023	28 September 2023	
<b>Audit log ref</b>			

<b>11 Swimming pools compliance with WA health department’s requirements</b>			
<b>Process</b>	<b>Risk rating of risk theme</b>	<b>Controls rating</b>	<b>Maturity rating</b>
Community/Facility – Swimming pools	Low	Adequate	3-Defined
<b>Finding and agreed recommendations</b>			
<p>It was noted that the third-party calibration of chemical mixing and internal calibration of water quality testing equipment have not been documented at the Tom Price swimming pool. It was also noted that in May 2022, water quality testing results are not available. It was further revealed that earth bonding of iron poles have not been documented and couldn't be established visually.</p> <p>IA agreed to recommend that the swimming pool maintain strict compliance with the Department of Health’s “Code of Practice for the Design, Construction, Operation, Management &amp; Maintenance of Aquatic Facilities” and regular compliance inspections be conducted.</p>			
<b>Management comments and agreed action plan on recommendation</b>			
<p>Noted one month of water testing missing for 2022.</p> <p>Swimming Pools is following WA Health Department requirements.</p> <p>Noted the Water Quality Testing machine at Tom Price swimming pool does require recalibrating.</p>			



Responsible officer	Target completion date	ELT meeting date and comments
Swimming Pool Coordinator	31 October 2023	28 September 2023
<b>Audit log ref</b>		

12 Fire extinguishers in Onslow Ocean View Caravan Park			
Process	Risk rating of risk theme	Controls rating	Maturity rating
Community/Facility – Caravan Parks	Low	Adequate	2-Repeatable but intuitive
<b>Finding and agreed recommendations</b>			
<p>It was noted that the fire extinguishers’ renewal tags of Ocean View Caravan Park carry a tag indicating that the renewal has not happened within the last year. IA was informed that the fire extinguishers had been renewed but the tag had not been changed.</p> <p>Clause 36 of Schedule 7 of the <i>Caravan Parks and Camping Grounds Regulations 1997</i>, states “Fire equipment at a facility is to be maintained in accordance with the requirements of Part 1 or 2, as is appropriate, of AS 1851 “Maintenance of Fire Protection Equipment”.</p> <p>IA agreed to recommend that the management review all the fire extinguishers regularly and take actions to update the tags to avoid potential non-compliances. IA also recommends that documentation of servicing/renewal of fire extinguishers are shared with both the Facilities Manager and Caravan Park Manager to ensure servicing and maintenance of fire extinguishers, signage and tags.</p>			
<b>Management comments and agreed action plan on recommendation</b>			
<p>Noted. Service contract procedure is drafted to ensure moving forward no areas are missed when service inspections and defect works are carried out. Manager Facilities will take actions to replace tags or renew fire extinguishers as applicable. Caravan Park Manager will ensure the corrective actions are completed.</p>			
Responsible officer	Target completion date	ELT meeting date and comments	
Caravan Park Manager & Manager Facilities	31 October 2023	28 September 2023	
<b>Audit log ref</b>			



13 Community gift cards/vouchers/gifts and grants			
Process	Risk rating of risk theme	Controls rating	Maturity rating
Community-Community grants and gift cards	Low	Inadequate	1-Initial/ Ad hoc
Finding and agreed recommendations			
It was noted that no directive/procedure had been documented for the community gift cards/vouchers for Volunteer of the Month. It was also noted no grants register had been maintained for community grants during the engagement period. IA was informed that a grant register had been updated for 2022 in initiating these controls.			
IA agreed to recommend that directive/procedure for gift cards/vouchers/gifts be documented and a register be developed for community grants.			
Management comments and agreed action plan on recommendation			
Noted. To be completed directive/procedure/register by the end of October 2023.			
Responsible officer	Target completion date	ELT meeting date and comments	
Manager Communities	31 October 2023	28 September 2023	
Audit log ref			

14 Onslow Airport			
Process	Risk rating of risk theme	Controls rating	Maturity rating
Compliance & WHS	Moderate	Effective	3-Defined
Finding and agreed recommendations			
Intentionally left blank - Please refer confidential attachment.			
Management comments and agreed action plan on recommendation			
Intentionally left blank - Please refer confidential attachment.			
Responsible officer	Target completion date	ELT meeting date and comments	
Manager Airport Services		28 September 2023	
Audit log ref			





<b>15 Finance</b>			
<b>Process</b> Finance	<b>Risk rating of risk theme</b>	<b>Controls rating</b>	<b>Maturity rating</b>
	N/A	N/A	N/A
<b>Finding and agreed recommendations</b>			
<p>IA has conducted Financial Management Review (FMR) in accordance with regulation 5(2)(c) of the <i>Local Government (Financial Management) Regulations 1996</i>. IA agreed to include a summary of FMR findings for the Regulation 17 Review Report to avoid duplications. The Shire last conducted a FMR in June 2019 and the required frequency is maximum three years.</p> <p>IA has completed the review and submitted findings for discussion on 7 July 2023. IA has been provided with time for five process owner discussions out of total nine process owner discussions towards finalising the report as of 28 September 2023.</p> <p>IA is looking forward to report to ARMC on finance aspects upon completion of FMR.</p>			
<b>Management comments and agreed action plan on recommendation</b>			
<p><u>Comments by Director Corporate Services</u> Noted. Documents are currently being reviewed. Meetings will be arranged to meet target date.</p>			
<b>Responsible officer</b>	<b>Target completion date</b>	<b>ELT meeting date and comments</b>	
Director corporate Services/ Finance Manager	31 December 2023	28 September 2023	
<b>Audit log ref</b>	N/A	N/A	



<b>16 Risk management</b>								
<b>Process</b> Risk Management		<b>Risk rating of risk theme</b>			<b>Controls rating</b>		<b>Maturity rating</b>	
		High			Inadequate		1-Initial/ Ad hoc	
<b>Finding and agreed recommendations</b>								
<p>The Shire has not implemented a robust mechanism to regularly assess gross risk, control effectiveness and communicate residual risk against risk acceptance criteria to ELT and ARMC for effective oversight and advice during the engagement period.</p> <p>The Shire needs to complete the actions agreed on the internal audit report on risk management. Status of actions as of 25 August 2023 are as follows:</p>								
Not Started	In Progress	Validated	Total Item	Total Open	Open High Risk	Open Low Risk	Overdue Medium Risk	Overdue Low Risk
3	12	4	19	15	4	4	3	2
IA agreed to recommend implementing these actions.								
<b>Management comments and agreed action plan on recommendation</b>								
A Request for Quotation has been issued, seeking to engage a suitably qualified risk management consultant to assist with review and maturing the business risk management framework.								
<b>Responsible officer</b>		<b>Target completion date</b>			<b>ELT meeting date and comments</b>			
Manager Governance		31 October 2023			28 September 2023			
<b>Audit log ref</b>		N/A			Actions are already on audit log			



17 Legislative compliance monitoring mechanism			
Process	Risk rating of risk theme	Controls rating	Maturity rating
Legislative compliance	High	Adequate	1-Initial/ Ad hoc
Finding and agreed recommendations			
<p>The Shire had not implemented a robust mechanism to record compliance requirements, assign to a responsible officer, alert and record meeting the compliance requirement during the engagement period.</p> <p>The Shire had not conducted an internal audit over legislative compliance during the engagement period.</p> <p>IA was informed that a new system has been implemented in April 2023.</p> <p>IA agreed to recommend conducting an internal audit as per the Strategic Internal Audit Plan 2023-2026.</p>			
Management comments and agreed action plan on recommendation			
<p>The Shire has recently implemented the Compliance Calendar module in the Attain system. This module provides improved assurance in the compliance and legislative area. The Shire has had minimal non compliances during the engagement period and submitted the DLGSC Compliance Audit Return as required.</p> <p>Internal audit over legislative compliance will be scheduled in 2024/2025.</p>			
Responsible officer	Target completion date	ELT meeting date and comments	
Manager Governance	IA Plan 2024/2025	28 September 2023	
Audit log ref			



<b>18 Other areas that were assessed during July 2020 to March 2023</b>							
<b>Process</b>		<b>Risk rating of risk theme</b>		<b>Controls rating</b>		<b>Maturity rating</b>	
N/A		N/A		N/A		N/A	
<b>Finding and agreed recommendations</b>							
<p>The Shire has conducted number of internal audits during engagement period. IA reports to ELT monthly on the completion of actions and to every ARMC meeting. Below are the issues status actions as of 25 august 2023.</p> <p>IA also conducted the control assessment and process maturity assessment as of report date.</p>							
<b>Audit Date</b>	<b>Internal Audit Topics</b>	<b>Total Open</b>	<b>Open High Risk</b>	<b>Overdue High Risk</b>	<b>Risk of Risk Theme</b>	<b>Control Assessment</b>	<b>Maturity Assessment</b>
Nov 2021	Procurement	7	2	2	Moderate	Effective	3-Defined
Nov 2021	Grants Management	10	N/A	N/A	Low	Inadequate	0-Non-existent
Nov 2021	Records Management [21]	5	2	2	High	Inadequate	2-Repetable but intuitive
May 2022	Records Management [22]	13	N/A	N/A	High	Inadequate	2-Repetable but intuitive
Nov 2022	Cyber Security	20	8	8	Moderate	Adequate	1-Initial/ Ad hoc
Nov 2021	Business Continuity, Disaster Recovery and Incident Management	23	N/A	N/A	Moderate	Inadequate	1-Initial/ Ad hoc
Nov 2021	Building Permit Application Process	8	N/A	N/A	Low	Effective	3-Defined
Dec 2022	Contract Management	7	2	2	Moderate	Adequate	2-Repetable but intuitive
Feb 2023	Payroll and HR	6	3	N/A	Moderate	Adequate	3-Defined
Feb 2023	Fraud and Corruption	20	9	3	Moderate	Adequate	1-Initial/ Ad hoc
<p>IA recommends agreeing revise dates for all the overdue findings and action plan for implementation.</p>							
<b>Management comments and agreed action plan on recommendation</b>							
Mention on Original Reports							
<b>Responsible officer</b>		<b>Target completion date</b>		<b>ELT meeting date and comments</b>			
N/A		N/A		28 September 2023			
<b>Audit log ref</b>		Existing		Actions are already on audit log			



## Annexure 2 – Rating Criteria

1. Risk and Control rating criteria based on SOA Risk Management Framework 2017

### RISK MATRIX

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Extreme
		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)

### RISK ACCEPTANCE

Risk Rank	Description	Criteria	Responsibility
LOW (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MEDIUM (5-9)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH (10-16)	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Executive Management Group
EXTREME (17-25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO & Council


### EXISTING CONTROLS RATINGS

Rating	Foreseeable	Description
Effective	There is little scope for improvement	Processes (Controls) operating as intended and / or aligned to Policies & Procedures, are subject to ongoing maintenance and monitoring and are being continuously reviewed and tested
Adequate	There is some scope for improvement	Whilst some inadequacies have been identified; Processes (Controls) are in place, are being addressed / complied with and are subject to periodic review and testing.
Inadequate	A need for corrective and / or improvement actions exist.	Processes (Controls) not operating as intended, do not exist, or are not being addressed / complied with, or have not been reviewed or tested for some time.

2. Maturity ratings criteria based on Office of Auditor General WA



Source: OAG



Internal Audit  
Department  
Shire of Ashburton



shire of Ashburton  
opportunity to community



# Agenda Item 10.1.1 - Attachment 1

Minutes of the Ordinary Council Meeting held 12  
September 2023



# Published Minutes

Ordinary Council Meeting  
Tuesday, 12 September 2023

Date:	Tuesday 12 September 2023
Time:	1:00pm
Location:	Barry Lang Centre, Deepdale Drive, Pannawonica
Distribution Date:	Friday 15 September 2023





**Shire of Ashburton  
Ordinary Council Meeting**

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

A handwritten signature in blue ink, appearing to read 'K Donohoe'.

K Donohoe  
Chief Executive Officer  
15 September 2023

These minutes were confirmed by Council as a true and accurate record of proceedings at the Ordinary Council Meeting held on Tuesday, 12 September 2023.

Presiding Member \_\_\_\_\_

Date \_\_\_\_\_

**Disclaimer**

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

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## 1 Declaration Of Opening

The Presiding Member declared the meeting open at 1:04pm.

### Presiding Member Recommendation

In accordance with regulation 14C(2)(b) of the *Local Government (Administration) Regulations 1996*, approves Councillor T Mladenovic to attend the meeting via electronic means, noting she is in instantaneous communication with the meeting.

### Cr T Mladenovic Declaration

In accordance with regulation 14CA(5) of the *Local Government (Administration) Regulations 1996*, I declare that I can maintain confidentiality during the meeting or the closed part of the meeting.

### 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 past, present and emerging.

## 2 Announcement Of Visitors

Nil

## 3 Attendance

### 3.1 Present

Elected Members:	Cr K White	Shire President (Presiding Member), Onslow Ward
	Cr M Lynch	Deputy Shire President, Tom Price Ward
	Cr R De Pledge	Ashburton Ward
	Cr M Gallanagh	Pannawonica Ward
	Cr L Rumble JP	Paraburdoo Ward
	Cr A Sullivan	Paraburdoo Ward
	Cr A Smith	Tom Price Ward
	Cr T Mladenovic	Tom Price Ward (via electronic means)

Employees:	K Donohoe C McGurk D Kennedy R Miller R Wright P Hanlon J Bray L Milne R Marlborough A Furfaro	Chief Executive Officer Director Community Development Director Corporate Services Director Infrastructure Services Executive Manager Land, Property and Regulatory Services Manager Business and Economic Development Manager Governance Acting ICT Specialist Senior Governance Officer Governance Officer
Guests:	Nil	
Members of Public:	There were no members of the public in attendance at the commencement of the meeting.	
Members of media:	There were no members of the media in attendance at the commencement of the meeting.	

**3.2 Apologies**

Cr J Richardson Tableland Ward

**3.3 Approved Leave Of Absence**

Nil

**4 Question Time**

**4.1 Response To Previous Public Questions Taken On Notice**

Nil

## 4.2 Public Question Time

### Poppy Mahon

Received 26 August 2023.

#### Question

I am writing to you to ask a question around Council awareness of the of chemicals used in rodent pest control in Australia and the impact they have on our Australian native wildlife?

I also request Council support to take the following steps for local pest management:

1. Avoid the use of Second-Generation Anticoagulant Rodenticides (SGARs) and instead use safer First-Generation Anticoagulant Rodenticides (FGARs). FGARs have a short half-life and are metabolised within 30 hours making them less harmful to non-target animals.
2. Restrict permanent baiting and replace with pulsed baiting in areas where exposure to non-target wildlife is high.
3. Stop using SGARs in residential or domestic areas, and restrict to within 100m of non-residential buildings.
4. Provide guidance on your website for rodent prevention strategies including: the safe use of rodenticides and not to use SGARs due to the potential for non-target animal deaths.

Please see the Shire of Serpentine who have put together some great information and recommendations on rodent control: <https://www.sjshire.wa.gov.au/community/health-and-environment/public-health/community-amenity/pests/rodents.aspx>

#### Response

The Shire:

- acknowledges the impacts of Second-Generation Anticoagulant Rodenticides (SGARs) on native wildlife and domestic animals;
- does not use chemicals such as first (F1SGAR) or second (F2GAR) generation anticoagulant rodenticides; and
- will consider developing an environmental health page to raise community awareness of the impacts of these pest control chemicals.

## 5 Declaration By Members

### 5.1 Due Consideration By Councillors To The Agenda

Councillors will be requested to note they have given due consideration to all matters contained in this agenda.

**5.2 Declaration Of Interest**

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

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

The following declarations of interest are disclosed –

15.1 Acceptance of Community Support Grant Allocations Round 1 2023/2024	
Name	Cr A Smith
Nature of interest	Impartiality
Interest description	I disclose that I have an association with the applicant (AWARE Group Inc). I declare that I will consider this matter on it's own merits and vote accordingly.
Name	Cr L Rumble JP
Nature of interest	Impartiality
Interest description	President Paraburdoo Mens Shed. Office Bearer.
18.2 Expression of Interest Outcome - Reserve 40014 Onslow	
Name	Deputy Shire President M Lynch
Nature of interest	Impartiality
Interest description	My wife is the Shire of Ashburton Senior Procurement Officer.

**6 Announcements By The Presiding Member And Councillors Without Discussion**

Nil

**7 Petitions / Deputations / Presentations**

**7.1 Petitions**

Nil

**7.2 Deputations**

Nil

**7.3 Presentations**

Nil

**8 Applications for Leave of Absence**

Nil

**9 En Bloc Council Resolutions****9.1 Agenda Items Adopted En Bloc**

The following confirmation of minutes and receipt of minutes were adopted en bloc:

- 10.1.1 Minutes of the Ordinary Council Meeting Held on 13 June 2023
- 10.2.1 Minutes of the Ashburton Economic and Tourism Development Committee Meeting held on 8 August 2023
- 10.2.2 Minutes of the Audit and Risk Management Committee Meeting held on 8 August 2023



## 10 Confirmation Of Minutes

### 10.1 Confirmation Of Council Minutes

#### 10.1.1 Minutes Of The Ordinary Council Meeting Held On 8 August 2023

**Council Decision** 162/2023

**Moved** Cr M Lynch

**Seconded** Cr M Gallanagh

That the Minutes of the Ordinary Council Meeting held 8 August 2023 (Item 10.1.1 Attachment 1) be confirmed as a true and accurate record.

**For:** Crs K White, M Lynch, R De Pledge, M Gallanagh, L Rumble JP, A Sullivan, A Smith and T Mladenovic

**Against:** Nil

**Carried 8/0**

### 10.2 Receipt Of Committee And Other Minutes

#### 10.2.1 Minutes Of The Ashburton Economic And Tourism Development Committee Meeting Held On 8 August 2023

**Council Decision** 163/2023

**Moved** Cr M Lynch

**Seconded** Cr M Gallanagh

That the Minutes of the Ashburton Economic And Tourism Development Committee Meeting held 8 August 2023 (Item 10.2.1 Attachment 1) be received.

**For:** Crs K White, M Lynch, R De Pledge, M Gallanagh, L Rumble JP, A Sullivan, A Smith and T Mladenovic

**Against:** Nil

**Carried 8/0**

Ordinary Council Meeting Minutes

12 September 2023

**10.2.2 Minutes Of The Audit And Risk Management Committee Meeting  
Held On 8 August 2023****Council Decision**            **164/2023****Moved**                         **Cr M Lynch****Seconded**                   **Cr M Gallanagh****That the Minutes of the Audit And Risk Management Committee Meeting held 8 August 2023 (Item 10.2.2 Attachment 1) be received.****For:**                    **Crs K White, M Lynch, R De Pledge, M Gallanagh, L Rumble JP, A Sullivan, A Smith and T Mladenovic****Against:**            **Nil****Carried 8/0****11 Recommendations From Committee**

Nil

## 12 Office of the Chief Executive Officer Reports

### 12.1 Local Planning Scheme No. 8 - Adoption for Public Advertising

<b>File Reference</b>	LP10.8.0
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	L Advisory, LK Advisory Pty Ltd
<b>Authorising Officer</b>	K Donohoe, Chief Executive Officer
<b>Previous Meeting Reference</b>	Ordinary Council Meeting – 20 April 2021 – 13.2 – Council Decision – 62/2021. Ordinary Council Meeting – 22 October 2022 – 13.1 – Council Decision – 144/2022. Ordinary Council Meeting – 9 May 2023 – 11.3 – Council Decision – 069/2023.
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. Draft LPS 8 2. Overall Scheme 3. Onslow Townsite 4. Onslow Surrounds 5. Paraburdoo Townsite 6. Tom Price Townsite 7. Tom Price Surrounds 8. Tubridgi

#### Report Purpose

To consider the draft Local Planning Scheme No. 8 (LPS 8) for adoption, for the purposes of referral to the Environmental Protection Authority (EPA) and the Minister for Planning and Western Australian Planning Commission (WAPC) for consent to commence public advertising.

#### Background

At the Ordinary Council Meeting held on 9 May 2023, Council resolved:

*“That with respect to Draft Local Planning Scheme No. 8 and the Local Planning Strategy, Council:*

- 1. Advises the Environmental Protection Authority that it withdraws the version of draft Local Planning Scheme No. 8 adopted by Council on 11 October 2022 and later referred to the Authority for consideration under Section 81 of the Planning and Development Act 2005, due to Council’s future consideration of a revised draft Scheme;*

2. *Advises the Western Australian Planning Commission that it withdraws the version of draft Local Planning Scheme No. 8 adopted by Council on 11 October 2022 and later referred to the Commission for consideration under regulation 21(4) of the Planning and Development (Local Planning Schemes) Regulations 2015, due to Council's future consideration of a revised draft Scheme;*
3. *Receives a further report to adopt a new draft Local Planning Scheme No. 8 for subsequent referral to the Environmental Protection Authority and Western Australian Planning Commission, and to concurrently amend the Shire's Local Planning Strategy; and*
4. *Authorises the Chief Executive Officer to secure and execute a funding agreement from the Department of Planning, Lands and Heritage for a financial contribution towards the Shire's costs of preparing the revised draft Local Planning Scheme No. 8 and amended Local Planning Strategy."*

The Shire has actioned items 1, 2 and 4 from Council's resolution above. This report addresses item 3.

### Comments

The Shire's planning consultant, LK Advisory, has worked closely with staff to ensure that LPS 8 aligns with Council's goals and objectives for the future and positions the Shire well to deal with key planning and development issues, trends, opportunities, and risks facing the region.

In preparing LPS 8, LK Advisory has extensively reviewed multiple Council decisions and strategic documents, including:

- The Shire's existing Local Planning Strategy (2021).
- Local Planning Scheme No. 7 (LPS 7).
- The draft Community Lifestyle Infrastructure Plan (CLIP) for Tom Price and Paraburdoo.
- The Onslow: Towards a Visitor Economy Report (2022).
- Strategic Community Plan 2022 – 2032.
- Corporate Business Plan 2023 – 2027.
- *Planning and Development Act 2005 (Act).*
- *Planning and Development (Local Planning Schemes) Regulations 2015 (LPS Regulations), including Schedule 1 – Model Provisions for Local Planning Schemes (Model Provisions) and Schedule 2 – Deemed Provisions for Local Planning Schemes (Deemed Provisions).*

The draft Scheme is based on the Model Provisions and carefully addresses key planning issues relating to housing, tourism, environment, and industry. It generally follows the guidance of the Shire of Ashburton Local Planning Strategy (endorsed 21 June 2021), which has also been reviewed and is the subject of another report in this agenda.

Together with Shire staff, LK Advisory prepared five discussion papers relating to the structure of LPS 8, Onslow, Tom Price, Paraburdoo and regional issues. These were workshoped with elected members on 9 August 2023.

The issues outlined in the Discussion Papers are well understood and generally agreed among elected members. However, two key matters were identified in the recent workshop, relating to the residential density code over ‘Centre’ zoned land in Onslow and the location of ‘Industrial Development’ zoned land in Paraburdoo. These two issues are discussed in more detail below.

Residential Density Coding in Onslow

The existing ‘Civic and Commercial’ zone (R50) is recommended to be changed to ‘Centre’ zone (R-AC4). The primary controls (taken from the Residential Design Codes – Volume 2 Apartment Design) for R50 and R-AC4 coded land are provided for comparison in the table below.

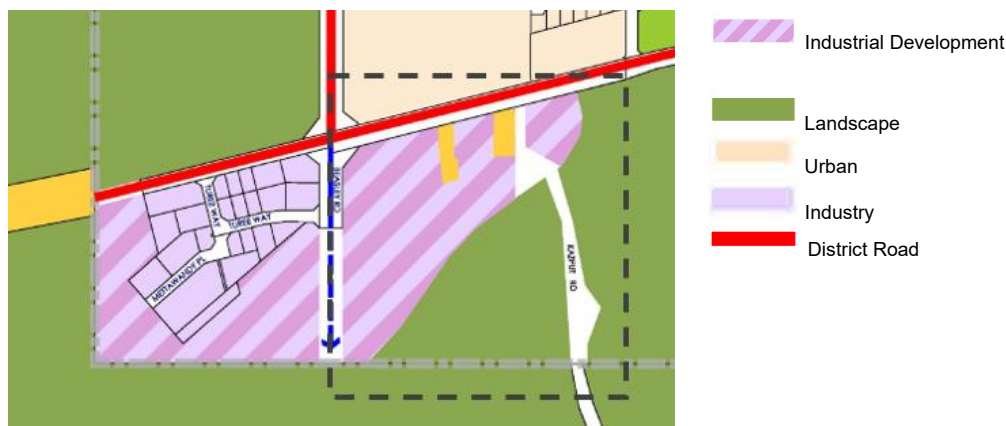
Primary Control	R-Codes	
	R50 (Current)	R-AC4 (Recommended)
Building height	3 Storeys	3 Storeys
Boundary wall height	1 Storey (to one boundary only; 2/3 the length of the lot boundary).	2 Storeys
Minimum primary and secondary street setbacks	2m	2m or Nil (Nil for commercial use at ground floor)
Minimum side setbacks	3m	Nil
Minimum rear setback	3m	6m
Average side setback where building length exceeds 16m	3.5m	N/A
Plot ratio	0.7	1.2

The R-AC4 code is recommended because the controls provide for more efficient use of land in the town centre and a built form that is typical of a traditional main street environment. The controls provide for development with nil setbacks for shopfronts and additional plot ratio to facilitate a mix of residential and non-residential land uses.

This type of built form is more likely to accommodate the right mix and intensity of land use required to create a vibrant, activated and high quality streetscape. Furthermore, the additional plot ratio and reduced setbacks may enable development to be effectively accommodated entirely on the first and second floors in circumstances where the ground floor is not able to accommodate anything other than vehicle parking due to the minimum floor levels required to mitigate coastal hazard risks.

Industrial Development zoned land in Paraburdoo

‘Rural’ zoned land surrounding the existing Industrial zoned land is recommended to be rezoned to ‘Industrial Development’, in accordance with the Local Planning Strategy, illustrated by the purple diagonally striped land in the below figure.



Some concerns were raised by elected members at the recent workshop about allowing additional Industrial Development on the southern side of Camp Road east of Beasley Road. The concern related to the current unsightly development that is occurring in this location, its proximity to residential uses and the associated visual impacts on the gateway into the town from the west.

In considering whether to zone this land Industrial Development, Council should note that a Structure Plan would need to be approved by the WAPC before subdivision and development can occur. The benefit here is the structure planning process requires the applicant to:

- Establish a bespoke planning framework including zones, reserves, land uses and development standards within the structure plan area;
- Outline mechanisms to protect environmental or heritage features;
- Identify how subdivision and development will respond to hazards and separation areas;
- Identify how subdivision and development will respond to or be staged in relation to major infrastructure, including for the provision of roads and utilities;
- Provide arrangements to interface with land adjoining the structure plan area; and
- Provide for public open space in accordance with WAPC policies.

Comprehensive structure planning and development has the ability to resolve some of the issues associated with the ad-hoc and unplanned state of the area by facilitating a more orderly and complete development precinct. By contrast, maintaining the existing 'Rural' zone could result in the status quo remaining.

If Council is satisfied with the recommended approach to these two matters, it can adopt the officer's recommendation.

If however, Council wants to change the approach to one or both of these matters (or any other aspect of the draft Scheme), it must amend the officer recommendation by deleting item 1 of the officer recommendation and replace it with the following:

1. Adopts the draft Scheme subject to the following modifications and proceeds to advertise the draft Scheme with modifications as specified in item 2 below, in accordance with section 72(1)(a) of the *Planning and Development Act 2005* and regulation 21(1)(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
  - a) Change the residential density code for land zoned 'Centre' in Onslow from 'R-AC4' to 'R50'; and/or
  - b) Change the 'Industrial Development' zoned land south of Camp Road and east of Beasley Road, Paraburdoo to 'Rural'.
  - c) ...etc.

Next Steps

If Council adopts LPS 8 for public advertising, it must refer the scheme to the EPA pursuant to section 83A of the Act and seek approval to commence public advertising from the Minister for Planning pursuant to section 87 of the Act and the WAPC pursuant to regulation 21(1)(2) of the LPS Regulations.

The table below sets out the six legislative steps that need to occur before the Shire can commence public advertising of LPS 8.

Step	Timeframe
1. Council Adopts LPS 8 for public advertising.	September 2023
2. The Shire refers LPS 8 to EPA.	September 2023
3. The Shire refers LPS 8 to Minister for Planning and WAPC.	September 2023
4. EPA to determine whether LPS 8 requires environmental assessment.	28 days from the date of receiving LPS 8
5. WAPC to review LPS 8, advise of any modifications and provide consent for the Shire to advertise LPS 8.	90 days from the date of receiving LPS 8
6. Minister for Planning to review LPS 8 and advise whether they approve advertising the scheme, require modifications to the scheme before advertising, or refuse approval to advertise the scheme.	No time limit

The Shire and LK Advisory will continue to work collaboratively with the DPLH and the EPA, providing any necessary documentation and correspondence to ensure that LPS 8 progresses smoothly through to advertising.

It is expected that LPS 8 will be approved for advertising by the Minister for Planning and/or the WAPC in late 2023/early 2024. However, if an environmental assessment is required by the EPA or if LPS 8 needs to be modified and resubmitted for inspection by the Minister for Planning and/or WAPC, the public advertising may be delayed.

A further report will be presented to Council if the EPA require the Shire to undertake an environmental assessment of the Scheme or if the Minister for Planning and/or the WAPC require any modifications before advertising.

Advertising of LPS 8

Upon receipt of advice from the Minister for Planning and/or the WAPC that LPS 8 can be advertised, the Shire will undertake the necessary steps to commence public advertising as described in the below table.

Step	Timeframe
1. Prepare advertising material, including a notice of the draft Scheme in a prescribed form.	As soon as practicable
2. Publish the notice and the draft Scheme in accordance with r.76A of the LPS Regulations which includes: <ul style="list-style-type: none"> <li>a. Publishing the notice and the document (or a link to the document) on the Shire’s website; and may include</li> <li>b. Publishing the notice in a local newspaper/s circulating the scheme area; and</li> <li>c. Making the documentation available for public inspection at the Shire’s offices in each town.</li> </ul>	The period for making submissions is at least 90 days from the date the notice is published.
3. Refer a copy of the draft Scheme to each Public Authority the Shire considers likely to be affected.	
4. Review and respond to submissions.	
5. Prepare Council report to consider submissions and either support LPS 8 with or without modifications or not support the Scheme.	120 days from the end of advertising period
6. Provide all necessary documentation to WAPC.	Within 21 days of Council’s resolution

Subject to external decision-making processes, advertising of LPS 8 may commence in the first quarter of 2024.

After public advertising, Council will have an opportunity to consider all submissions received and resolve to either:

- Support the draft Scheme with or without modification; or
- Not support the draft Scheme.

Approval of LPS 8

At the conclusion of the public advertising period, there are three steps involved before LPS 8 can be approved by the Minister for Planning. Each step is described in the left column of the table below, the Minister or agency involved in the middle column and the timeframe in the right-hand column.

Step	Agency/Organisation	Timeframe
1. Officers of the DPLH review the draft Scheme, all documentation and submissions received, and prepare a report with recommendations for consideration by the Statutory Planning Committee (SPC) (on behalf of the WAPC).	DPLH	120 days



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Step	Agency/Organisation	Timeframe
2. The SPC formally makes a recommendation to the Minister for Planning, which may or may not include modifications to the draft Scheme.	WAPC	
3. Minister for Planning may approve the Scheme with or without modifications or may refuse the Scheme.	Minister for Planning	No time limit

The Shire and LK Advisory will liaise with DPLH as they undertake their assessment of the Scheme and submissions and will provide clarification and support as and when required.

Implementation of LPS 8

After LPS 8 is referred to the WAPC for final adoption, the Shire will prepare a suite of Local Planning Policies and procedures to supplement the new Scheme and fill any gaps in the existing local planning framework. The draft policy framework will be presented to Council for advertising and adoption while the WAPC undertakes its assessment of the Scheme. This approach will ensure the policies are ready for implementation by time the new Scheme is gazetted.

**Consultation**

Department of Planning, Lands and Heritage  
 Elected Members  
 Executive Leadership Team

**Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

- Strategic Objective            2. Place - We will provide sustainable, purposeful, and valued built and natural environment opportunities for the community.
- Strategic Outcome            2.6 Land use opportunities to benefit current and future communities
- Strategy                         2 Incorporate appropriate planning controls for land use planning and development.

**Council Policy**

Nil

**Financial Implications**

Current Financial Year

The Shire has received grant funding from the DPLH to prepare LPS 8 and update its Local Planning Strategy.

Future Financial Year(s)

Nil

**Legislative Implications**

LPS 8 has been prepared in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

**Risk Management**

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Council refuse to approve LPS 8 for advertising or require major changes.	Unlikely (2)	Minor (2)	Low (1-4)	Accept the officers' recommendation
Compliance	The EPA require an environmental review of LPS 8.	Possible (3)	Minor (2)	Moderate (5-9)	
Compliance	The Minister for Planning or WAPC require modifications to LPS 8 prior to advertising.	Unlikely (2)	Minor (2)	Low (1-4)	

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

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That with respect to the draft Local Planning Scheme No. 8, Council,

1. Adopts the draft Scheme (comprising the Scheme Text and Scheme Maps included as Attachments 1 and 2, respectively) without modification and proceeds to advertise the draft Scheme in accordance with section 72(1)(a) of the *Planning and Development Act 2005* and regulation 21(1)(a) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. Authorises the Chief Executive Officer to:
  - a. Refer the draft Local Planning Scheme No. 8 to the Environmental Protection Authority for consideration in accordance with section 81(1) of the *Planning and Development Act 2005*.
  - b. Refer the draft Local Planning Scheme No. 8 to the Western Australian Planning Commission for consideration in accordance with regulation 21(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
  - c. Refer the draft Local Planning Scheme No. 8 to the Minister for Planning for approval to advertise in accordance with section 83A(1) of the *Planning and Development Act 2005*.
  - d. Advertise the draft Local Planning Scheme No. 8 for public comment in accordance with regulation 22 of the *Planning and Development (Local Planning Schemes) Regulations 2015* if no environmental assessment or modifications are required in response to a., b., or c. above.

3. Notes that a further report will be presented to Council:
  - a. If, in response to 2.a. above, the Environmental Protection Authority requires an environmental review of the Scheme in accordance with section 48C(1)(a) of the *Environmental Protection Act 1986*.
  - b. If, in response to 2.b. or 2.c. above, the Western Australian Planning Commission or the Minister for Planning require modifications to the draft Scheme prior to the commencement of public advertising.
  - c. To consider submissions received during public advertising of the draft Scheme if the Environmental Protection Authority does not require an environmental review and the Commission and the Minister do not require the Scheme to be modified before advertising commences.

**Item withdrawn at the request of the Chief Executive Officer.**

## 12.2 Amendment No. 1 to Local Planning Strategy - Adoption for the Purposes of Advertising

<b>File Reference</b>	LP10.8.0
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	L Advisory, LK Advisory Pty Ltd
<b>Authorising Officer</b>	K Donohoe, Chief Executive Officer
<b>Previous Meeting Reference</b>	Ordinary Council Meeting – 9 December 2015 – 14.1. Ordinary Council Meeting – 24 November 2017 – 14.1 – Council Decision 266/2017. Ordinary Council Meeting – 10 November 2020 – 13.2 – Council Decision 196/2020. Ordinary Council Meeting – 9 May 2023 – 11.3 – Council Decision – 069/2023.
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. Amendment No. 1 Schedule of Changes 2. Amended Local Planning Strategy Part 1 (Combined)

### Report Purpose

Council is requested to consider adopting Amendment No. 1 to the Local Planning Strategy for the purposes of referral to the Western Australian Planning Commission (WAPC) for certification to advertise.

### Background

At the Ordinary Council Meeting held on 9 May 2023, Council resolved the following:

*“That with respect to Draft Local Planning Scheme No. 8 and the Local Planning Strategy, Council:*

1. *Advises the Environmental Protection Authority that it withdraws the version of draft Local Planning Scheme No. 8 adopted by Council on 11 October 2022 and later referred to the Authority for consideration under Section 81 of the Planning and Development Act 2005, due to Council’s future consideration of a revised draft Scheme;*
2. *Advises the Western Australian Planning Commission that it withdraws the version of draft Local Planning Scheme No. 8 adopted by Council on 11 October 2022 and later referred to the Commission for consideration under regulation 21(4) of the Planning and Development (Local Planning Schemes) Regulations 2015, due to Council’s future consideration of a revised draft Scheme;*
3. *Receives a further report to adopt a new draft Local Planning Scheme No. 8 for subsequent referral to the Environmental Protection Authority and Western Australian Planning Commission, and to concurrently amend the Shire’s Local Planning Strategy; and*

4. *Authorises the Chief Executive Officer to secure and execute a funding agreement from the Department of Planning, Lands and Heritage for a financial contribution towards the Shire's costs of preparing the revised draft Local Planning Scheme No. 8 and amended Local Planning Strategy."*

The Shire has actioned items 1, 2 and 4 from Council's May 2023 resolution and this report now relates to the Local Planning Strategy component of item 3. A separate report is included in this agenda regarding draft Local Planning Scheme No. 8 (LPS 8).

#### **Comments**

The Shire's Local Planning Strategy (Strategy) was first prepared and adopted by Council on 24 December 2017 and was later endorsed by the WAPC on 21 June 2021.

Following endorsement of the Strategy, the WAPC published a 'Local Planning Strategy Template', in October 2021. Although new Local Planning Strategies need to follow this template, officers at the Department of Planning, Lands and Heritage (DPLH) have confirmed that the Shire's Strategy does not need to be reformatted for the purposes of the proposed amendment which is the subject of this report. Consequently, Amendment No. 1 to the Strategy presented to Council has retained the same structure and format as that endorsed by the WAPC in 2021.

The *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regulations) require a Local Planning Strategy to be prepared for each Local Planning Scheme. As the Shire is preparing a new LPS 8, a simultaneous amendment to the Strategy has been prepared to:

- Ensure the Strategy aligns with recent strategic decisions and documents adopted by Council;
- Update the Strategy with recent data, for example, demographic data from the 2021 Census;
- Update the Strategy to reflect changes to the state planning framework; and
- Ensure the Strategy aligns with and supports the newly drafted LPS 8.

#### Summary of key changes

The Strategy comprises of two parts:

- Part 1 – The strategic plans and actions for implementation; and
- Part 2 – A collection of background data and information forming a Local Profile and Context Report.

In its entirety, the Strategy is a voluminous document, comprising nearly 300 pages. If prepared under the current WAPC Template and Guidelines for Local Planning Strategies, it would be a far more succinct. However, as the Strategy is only being amended, the structure of the Strategy has been kept intact.

At this stage, the Shire and its planning consultants, LK Advisory, have prepared changes to Part 1 of the Strategy to align with the new LPS 8. Updates to Part 2 are well advanced and will be completed prior to Amendment No. 1 being referred to external agencies for consent to advertise, but are not included with this report. As Part 2 is merely a contextual document mainly comprising facts and data to inform Part 1, it is recommended that Council authorise the Chief Executive Officer to separately finalise Part 2, to enable the timely progression of Amendment No. 1 and LPS 8.

The schedule of the changes proposed to the Strategy by Amendment No. 1 is included as Attachment 1. Attachment 2 shows these changes in 'tracked' red coloured text. The following key changes to the Strategy are highlighted for Council's consideration:

1. Amendment No. 1 updates the population data to incorporate the 2021 Census, which reflects a substantial decline in the Shire's overall population (43% decline since 2016) and the implications of this change. Notably, the population decrease predominantly occurred in areas outside of the Shire's townsites where the resource sector's need for workers declined as major projects transitioned from construction to operation phase. In recognition of this trend, Amendment No. 1 and LPS 8 have been prepared to accommodate future fluctuations in the resource economy, to capitalise on transient workforces and economic activity, and to position the townsites as viable permanent places of residence for resource sector workers and their families.
2. An action has been included in Amendment No. 1 to, where appropriate, rezone underutilised or surplus land within the townsites of Onslow, Tom Price and Paraburdoo for residential development, in addition to increasing the allowable residential density and identifying nearby land for residential expansion.
3. Amendment No. 1 includes an action for LPS 8 to include specific provisions requiring Workforce Accommodation (previously referred to as Transient Worker Accommodation) to be located within established townsites, wherever practicable. Currently, the Strategy adopts more of an 'advocacy' position in this respect, likely in recognition of the fact that Workforce Accommodation is often exempt from the need for approval under the Local Planning Scheme, due to the effect of other State legislation.
4. Amendment No. 1 changes the Townsite Strategy Plans to identify additional land for possible industrial development near the townsites to address a lack of available industrial land.
5. Amendment No. 1 changes the Strategy document and overall Strategy Plan to recognise and appropriately zone the Pilbara Regional Waste Management Facility and to identify land for future expansion.
6. Amendment No. 1 takes a position to identify land for conservation purposes only where that land has been formally recognised as a Conservation Area, rather than land 'proposed' for conservation. The existing 'Landscape' classification of land surrounding the townsites of the Strategy remains.
7. The Onslow Townsite Strategy Plan has been amended to identify additional land south of Beadon Creek Boat Harbour and around Onslow Airport for possible industrial and service commercial use. Importantly this Plan identifies the need to prepare a structure plan for the Beadon Creek Boat Harbour to coordinate and guide land use, particularly given the risk of conflict between industrial uses, residential/tourism uses, and recreational and commercial boating.

8. More generally, Amendment No. 1 changes the terminology used to classify land on the Strategy Plans to better align with the zones and reserves proposed by LPS 8 and as guided by the Model Provisions of the LPS Regulations.
9. Several site-specific changes have been made to the designation of land in the Townsite Strategy Plans to better reflect the current use of land, and/or the Shire’s strategic intentions, and to ensure alignment with the zoning or reservations proposed by LPS 8.

Procedural Steps

If Council adopts Amendment No. 1, the steps involved in advertising, obtaining final approval and implementing Amendment No. 1 are set out under the headings below. The process for amending a Local Planning Strategy is the same as that required for preparing a new Local Planning Strategy, though the LPS Regulations allow for a Local Planning Strategy to be amended concurrently with a Local Planning Scheme. It is intended that Amendment No. 1 and LPS 8 will progress and be advertised concurrently.

1. *WAPC to certify Amendment No. 1 for advertising*

There are five steps that need to be followed for Amendment No. 1 to receive WAPC certification to advertise. Each step is described in the first column of the table below, with the second column identifying the responsible agency or organisation and the associated timeframes provided in the third column.

Step	Agency/Organisation	Timeframe
1. Council adopt Amendment No. 1 to the Strategy	Shire of Ashburton	September 2023
2. Refer the Amendment No. 1 to the WAPC		September 2023
3. WAPC assesses Amendment No. 1	WAPC	As soon as reasonably practicable after referral from the Shire.
4. WAPC can require modifications to Amendment No. 1		
5. WAPC certifies that Amendment No. 1 can proceed to advertising		

Upon referral to the WAPC, the Shire and LK Advisory will continue to work collaboratively with the DPLH as they assess and provide a recommendation on the amended Strategy to the WAPC.

As indicated above, there are no statutory timeframes for the certification of Amendment No. 1; however, based on other examples, it is anticipated the Shire will receive consent to advertise within 3-4 months after referring it to the WAPC. This timeframe may take longer if the WAPC requires modifications to Amendment No. 1. If this occurs, a further report will be presented to Council to consider the modifications required by the WAPC.

2. *Advertising of Amendment No. 1 to the Strategy*

Upon receipt of advice from the WAPC that Amendment No. 1 to the Strategy has been certified for advertising, the steps in the following table are to be taken.

Step	Agency/Organisation	Timeframe
1. Prepare advertising material	Shire of Ashburton	As soon as practicable after receiving WAPC consent to advertise.
2. Advertise Amendment No. 1		90 days recommended.
3. Review the submissions received		As soon as practicable after the close of advertising.
4. Prepare a Council report to consider the submissions and adopt Amendment No. 1 with or without modifications; or not adopt Amendment No. 1.		
5. Provide documents to WAPC		

Subject to a timely response from the WAPC, it is anticipated that Amendment No. 1 will be advertised within the first quarter of 2024, concurrently with LPS 8. The advertising of both Amendment No. 1 and LPS 8 will be carried out in accordance with Council's Community Engagement Policy and the requirements of the LPS Regulations.

3. *Approval of Amendment No. 1*

Once the Shire submits Amendment No. 1 to the WAPC for approval, there are two steps involved, described in the table below.

Step	Agency/Organisation	Timeframe
1. WAPC considers submissions received, the Shire's response to submissions and any modifications made by the Shire.	WAPC	60 days (though may be extended by the Minister or an authorised person).
2. WAPC endorses Amendment No. 1 to the Strategy with or without modification or refuses to endorse the amended Strategy.		

Once Amendment No. 1 is endorsed, the Strategy will be updated to reflect the changes made by Amendment No. 1. The updated Strategy will then be published on the Shire's and WAPC's websites.

4. *Implementation of Amended Strategy*

The amended Strategy will primarily be implemented through the concurrent gazettal of LPS 8, though will be supported by the preparation of a suite of Local Planning Policies and procedures to complement the new LPS 8 statutory framework.

Actions from the amended Strategy that cannot be implemented through LPS 8 will be progressed by the Shire through its ordinary corporate business planning practices, for example the advocacy positions recommended by the Strategy.

**Consultation**

Department of Planning, Lands and Heritage  
 Elected Members  
 Executive Leadership Team



**Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	2. Place - We will provide sustainable, purposeful, and valued built and natural environment opportunities for the community.
Strategic Outcome	2.6 Land use opportunities to benefit current and future communities
Strategy	3 Review and implement planning frameworks and strategies to ensure appropriate development outcomes.

**Council Policy**

Nil

**Financial Implications**

Current Financial Year

The Shire has received grant funding from the DPLH to prepare a new Local Planning Scheme and amend its Local Planning Strategy.

Future Financial Year(s)

Nil

**Legislative Implications**

Amendment No. 1 to the Strategy has been prepared in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

**Risk Management**

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/ community)	The amended Strategy is not adopted resulting in the Strategy not aligning with the strategic direction of the Shire.	Unlikely (2)	Minor (2)	Low (1-4)	Accept the officers' recommendation.
Compliance	The Strategy should reflect the Shire's planning objectives so that these are considered in determining applications for development approval. If the amended Strategy does not progress, the local planning framework may be misaligned to the Shire's objectives, potentially leading to adverse planning decisions and/or outcomes.	Unlikely (2)	Minor (2)	Low (1-4)	Accept the officers' recommendation.

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

### **Voting Requirements**

Simple Majority

### **Officer Recommendation**

That with respect to Amendment No. 1 to Local Planning Strategy - Adoption for the Purposes of Advertising, Council,

1. In accordance with regulations 11 and 17 of the *Planning and Development (Local Planning Schemes) Regulations 2015* adopts Amendment No. 1 to the Shire's Local Planning Strategy, comprised of:
  - a. Modifications to Part 1, as detailed in Attachments 1 and 2; and
  - b. Modifications to Part 2, as deemed necessary by the Chief Executive Officer in accordance with 2. below.
2. Authorises the Chief Executive Officer to prepare a schedule of modifications to Part 2 of the Shire of Ashburton Local Planning Strategy to accord with Council's modifications to Part 1 and to address the following:
  - a. Factual updates to all sections of Part 2, including:
    - i. State and Regional Planning Context;
    - ii. Local Planning Context;
    - iii. Land Tenure and Environmental Profile;
    - iv. Population and Housing;
    - v. Economic and Employment;
    - vi. Retail and Commerce;
    - vii. Industry;
    - viii. Rural and Rangelands Areas;
    - ix. Tourism and Visitors;
    - x. Community, Recreation and Open Space;
    - xi. Urban Design, Character and Heritage;
    - xii. Traffic and Transport; and
    - xiii. Infrastructure Services;
  - b. Identification of 'Implications' for the above sections with any changes being broadly consistent with the current Strategy or any more recent decisions and strategic positions adopted by the Council; and
  - c. Updating Section 15 'Townsite Issues and Opportunities' in a manner that is consistent with any relevant decisions and positions adopted by the Council.
3. Authorises the Chief Executive Officer to:
  - a. Upon completion of the modifications and updates detailed in 1 and 2 above, refer Amendment No. 1 to the Shire's Local Planning Strategy to the Western Australian Planning Commission for advertising in accordance with regulation

12(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

- b. Advertise Amendment No. 1 to the Shire's Local Planning Strategy for public comment in accordance with regulation 13(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* if no modifications are required in response to 3.a. above.
4. Notes a further report will be presented to Council:
- a. If, in response to 3.a., the Western Australian Planning Commission requires modifications to Amendment No. 1 prior to certifying the amendment for advertising; and
  - b. To consider submissions received during public advertising of Amendment No. 1 to the Shire's Local Planning Strategy if the Commission does not require the amendment to be modified before advertising commences.

**Item withdrawn at the request of the Chief Executive Officer.**

**12.3 Proposed License of Lot 52 Gregory Way, Paraburdoo WA**

<b>File Reference</b>	GRE.0052
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	R Richardson, Lease and Accommodation Officer
<b>Authorising Officer</b>	K Donohoe, Chief Executive Officer
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Photo of Parking Issue 1</li> <li>2. Photo of Parking Issue 2</li> <li>3. Photo of Parking Issue 3</li> <li>4. Photo of Parking Issue 4</li> <li>5. Lot 52 Gregory Way Aerial Map</li> <li>6. Lot 52 Gregory Way Photo 1</li> <li>7. Lot 52 Gregory Way Photo 2</li> <li>8. Gregory Way Mens Shed recommended shut off area map</li> </ol>

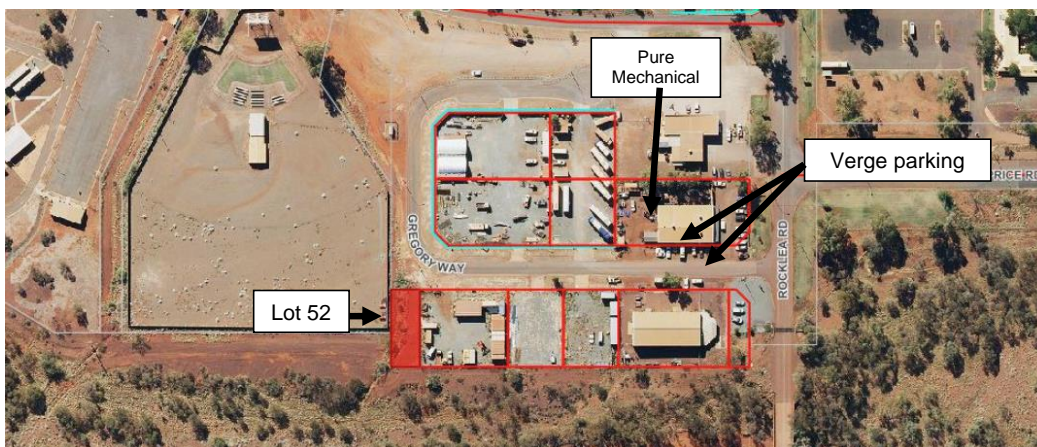
**Report Purpose**

Council is required to consider the proposal of a licence agreement at Lot 52 on Deposited Plan 216817 (Crown Reserve 40405) Gregory Way, Paraburdoo.

Council is requested to endorse the proposed land transaction, subject to approval from Department Planning, Lands and Heritage (DPLH) and advertising under the *Local Government Act 1995*.

**Background**

On 8 July 2023, Ranger Services received a Customer Action Request form, concerning vehicles parking on Gregory Way (Figure 1 refers), causing a visual distraction for drivers including those of buses looking to exit the street (refer to Attachments 1-4).



**Figure 1 – Gregory Way Parking**

Shire officers conducted a site visit and realised the subject parked vehicles were patrons of the local business Pure Mechanical. It is understood from a history of this property that concerns with the verge parking is a regular concern raised by the Paraburdoo community.

It should be noted that these vehicles are being parked in accordance with section 6.9 of the *Shire of Ashburton's Parking and Parking Facilities Local Law 2013* and no offence is being committed. However, Shire officer's note the community's concern of the visual impact to the area and undertook an investigation into possible parking solutions in consultation with Pure Mechanical.

Lot 52 on Deposited Plan 216817 (Crown Reserve 40405) Gregory Way, Paraburdoo (refer to Attachments 5-7) was identified as a potential location to enter into a license agreement between the Shire and Pure Mechanical.

**Comments**

Lot 52 on Deposited Plan 216817 (Crown Reserve 40405) Gregory Way, Paraburdoo is vested to the Shire under a Management Order for the purposes of Parks and Drainage, it currently has no power to lease or license.

Discussions with the DPLH regarding the proposal has been agreed in principle, subject to formal submission and approval by the Minister for Lands. It is anticipated the process to update the Management Order and finalise the lease/license with the DPLH would take approximately 6-12 months to complete.

Pure Mechanical are committed to working closely with the Shire and its community to ensure visual amenity is resolved as quickly as possible, noting a recent increase on demand for services and possible future growth of the business.

Pure Mechanical has agreed in principle to the following essential terms. This is subject to Council approval, advertising under the *Local Government Act 1995* and Minister for Lands approval:

<b>Tenant</b>	Pure Mechanical Pty Ltd, ABN <a href="#">57 159 167 905</a>
<b>Location</b>	Whole of Lot 52 on Deposited Plan 216817 (Crown Reserve 40405) Gregory Way, Paraburdoo
<b>Commencement date</b>	Upon signing
<b>Basis</b>	Ground/land lease or license
<b>Term</b>	Five (5) years
<b>Rent</b>	\$1,820+GST per annum. Subject to annual CPI rent increases.
<b>Approximate area</b>	Approximately 460sqm
<b>Permitted purpose</b>	Overflow parking area and ancillary use
<b>Optional Term</b>	Five (5) years at Tenant's discretion
<b>Assignment:</b>	Any approved assignment of the Ground Lease or License will not result in the building and improvements reverting to Shire ownership with the assignee responsible for the cost of ongoing maintenance and repairs.
<b>Sub Leasing</b>	Nil
<b>Outgoings / Services:</b>	All outgoings associated with the Land, including electricity, water and gas, telephone, broadband etc. shall be payable by the Tenant (as applicable).

<b>Rates &amp; Taxes:</b>	All rates and taxes assessed on the Premises (Council rates and Emergency Services Levy and any other rates, taxes, assessments, and impositions) are payable by the Tenant.
<b>Insurance</b>	<p>The Tenant will take out and keep in force appropriate insurances for workers compensation, all buildings and improvements, fixtures, and fittings and the like. The Ground Lease or License will also include an indemnity from the Tenant to the Shire in relation to any damage, loss, injury, or death arising from the development and occupation by the Tenant.</p> <p>All required insurances to be arranged by Tenant at its sole cost (including, but not limited to) Contractors All Risk, Public Liability (minimum \$20 million) and adequate Workers Compensation.</p>
<b>Public Liability</b>	Tenant responsibility, subject to increase where required
<b>Cleaning/Rubbish</b>	Tenant responsibility
<b>Consumables</b>	Tenant responsibility
<b>Signage</b>	Tenant responsibility subject to relevant approvals
<b>Fencing</b>	By Tenant at its cost
<b>Road/Crossover Access</b>	By Tenant at its cost
<b>Legal costs</b>	Each party to pay their respective costs incurred
<b>Earthworks</b>	By Tenant at its sole cost
<b>Compliance</b>	Tenant responsibility
<b>Conditions precedent</b>	Statutory approvals (building, planning, legislative compliance)
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Subject to Minister for Lands consent</li> <li>• Subject to Department of Planning, Land and Heritage amending the Management Order land purpose and power to lease/license.</li> <li>• The Shire cannot guarantee against interruptions to Quiet Enjoyment. It has the care, control, and management of the Premises along with other property, roads, and reserves in the vicinity of the Premises that may require essential works to be undertaken from time to time that may impact on the Tenant's business. Restrictions (not limited to):             <ul style="list-style-type: none"> <li>○ disruption or closure of roads, reserves and road reserves;</li> <li>○ pedestrian movement and access;</li> <li>○ vehicle movement, access and parking;</li> <li>○ vibration and noise; and</li> <li>○ dust and dirt.</li> </ul> </li> </ul> <p>As a result, the Shire or its agents and contractor works will not be considered as having breached the Tenant's "quiet enjoyment" of the Premises and the Shire will not be liable to compensate the Tenant.</p>
<b>Indemnity</b>	The Tenant indemnifies the Shire and the Minister for Lands against all losses which the Shire/Minister for Lands suffers or incurs in connection with any damage, loss, injury or death arising directly or indirectly from the construction, installation or carrying out of the development/works.

Once an agreement is in place between the Shire and Pure Mechanical for the relocation of parked vehicles, Shire officers will explore various options for the verge opposite the Paraburdoo Men’s Shed to be closed-off to prevent vehicles being parked in that location. Options include barriers and/or garden beds or other suitable verge treatments to deter vehicles parking in the area. Budget will be allocated at that time.

**Consultation**

Department Planning, Lands and Heritage  
 Planning Services  
 Ranger Services  
 Infrastructure Services  
 Pure Mechanical

**Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	2. Place - We will provide sustainable, purposeful, and valued built and natural environment opportunities for the community.
Strategic Outcome	2.6 Land use opportunities to benefit current and future communities
Strategy	2 Incorporate appropriate planning controls for land use planning and development.

**Council Policy**

Nil

**Financial Implications**

Current Financial Year

If agreement is endorsed by all relevant parties and an executed lease/license commences prior to end of financial year, it would generate the lease/license fee as income at \$1,820+GST per annum plus annual CPI rent increases. The rental figure is in accordance with a licensed valuation obtained on 23 August 2023.

Future Financial Year(s)

Annual lease/license fee income as above plus rates income for the land.

The Shire would no longer be required to maintain the reserve if agreement is executed as this would be the responsibility of Pure Mechanical for up to 10 years.

There may be budget implications to undertake some form of verge treatment in future years to ensure the current verge is no longer being used for parking.

**Legislative Implications**

Section 3.58 of the *Local Government Act 1995* (Disposing of Property)

Any private treaty negotiations to lease will be required to comply with section 3.58 of the *Local Government Act 1995*, such as the advertising of the lease and valuation for a period of no less than two weeks inviting submissions.

*Shire of Ashburton Parking and Parking Facilities Local Law 2013 – 6.9 Stopping on verge*

(2) Subclause (1)(a) does not apply to the person if he or she is the owner or occupier of the premises adjacent to that verge, or is a person authorised by the occupier of those premises to stop the vehicle so that any portion of it is on the verge.

**Risk Management**

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	Cars continue to be a nuisance and complaints continue to be submitted for the area.	Possible (3)	Minor (2)	Low (1-4)	Enter into lease/license agreement to allow Pure Mechanical to utilise parking option at Lot 52 in order to mitigate safety risk from parked vehicles on Gregory Way.

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

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That with respect to Proposed License of Lot 52 Gregory Way, Paraburdoo WA, Council,

1. Approves the lease/license of Lot 52 Gregory Way, Paraburdoo, subject to the approval from the Minister for Lands amending the existing Management Order and consenting to the Crown lease/license.
2. Approves in principle, and subject to advertising under section 3.58 of the *Local Government Act 1995*, a new lease/license over Lot 52 Gregory Way, Paraburdoo to Pure Mechanical for a term of up to five years with one five-year option at the Tenant's discretion, commencing upon execution.
3. Requests the Chief Executive Officer the publication of the local public notice of the intention to dispose of Lot 52 Gregory Way, Paraburdoo in accordance with section 3.58 of the *Local Government Act 1995*.
4. Authorises the Chief Executive Officer to:
  - (a) Consider any public submissions regarding item 3 above, noting that elected members will be informed of the result of the public consultation period, and
  - (b) Negotiate further commercial lease/license terms and engross all documentation and comply with all applicable legislation as is required to effect item 1 and 2; and
5. Notes the Chief Executive Officer will explore verge treatment options for the verge identified as the main offending location of parked vehicles.



**Council Decision**            **165/2023**

**Moved**                            **Cr A Sullivan**

**Seconded**                      **Cr A Smith**

**That with respect to Proposed License of Lot 52 Gregory Way, Paraburdoo WA, Council,**

- 1. Approves the lease/license of Lot 52 Gregory Way, Paraburdoo, subject to the approval from the Minister for Lands amending the existing Management Order and consenting to the Crown lease/license.**
- 2. Approves in principle, and subject to advertising under section 3.58 of the *Local Government Act 1995*, a new lease/license over Lot 52 Gregory Way, Paraburdoo to Pure Mechanical for a term of up to five years with one five-year option at the Tenant's discretion, commencing upon execution.**
- 3. Requests the Chief Executive Officer the publication of the local public notice of the intention to dispose of Lot 52 Gregory Way, Paraburdoo in accordance with section 3.58 of the *Local Government Act 1995*.**
- 4. Authorises the Chief Executive Officer to:**
  - (a) Consider any public submissions regarding item 3 above, noting that elected members will be informed of the result of the public consultation period, and**
  - (b) Negotiate further commercial lease/license terms and engross all documentation and comply with all applicable legislation as is required to effect item 1 and 2; and**
- 5. Notes the Chief Executive Officer will explore verge treatment options for the verge identified as the main offending location of parked vehicles.**

**For:**                      **Crs K White, M Lynch, R De Pledge, M Gallanagh, L Rumble JP, A Sullivan, A Smith and T Mladenovic**

**Against:**            **Nil**

**Carried 8/0**

**12.4 Onslow Airport - Runway Options Considerations**

<b>File Reference</b>	tt06
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	M Walsh, Manager Airport Services
<b>Authorising Officer</b>	K Donohoe, Chief Executive Officer
<b>Previous Meeting Reference</b>	Ordinary Council Meeting 14 February 2023 - Item 11.2 – 011/2023 Ordinary Council Meeting 14 March 2023 - Item 11.4 – 034/2023
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Conceptual Layout Plan</li> <li>2. Design Brief</li> <li>3. Terminal Expansion Concept and Briefing</li> <li>4. Terminal Concept Design Estimate</li> <li>5. Onslow Airport Upgrade Cost Estimate</li> </ol>

**Report Purpose**

Council is required to consider the investment and runway options needed to enable Onslow Airport to be compatible and compliant to service the new generation of aircraft replacing the Fokker 100's.

The purpose of this report is to provide Council with high-level brief identifying available runway and terminal investment options.

Council is requested to decide on a course of action to facilitate the necessary upgrades to the runway and terminal building to avoid any disruption to airport operations.

**Background**

The Runway pavement at Onslow Airport is nearing the end of its 'useful life' resulting in the pavement strength rating being lower than what is required for unrestricted operations of the Fokker F100. The pavement's remaining life is calculated to be approximately one year before maintenance levels will start to increase. Continuing F100 operations after that time without doing any improvements will quicken the deterioration rate resulting in the runway not meeting industry standards.

While lighter aircraft could be used to prolong the operating life of the runway, it is unlikely to be a suitable option due to the smaller seat capacity, limited aircraft availability and slower speeds of the lighter aircraft and increased slot requirements at Perth Airport.

Furthermore, the Fokker F100 aircraft is nearing retirement over the next 2-5 years and the likely replacement aircraft types are heavier / larger aircraft (Boeing 737-700 and Airbus A320) requiring not only a stronger pavement but also a longer runway length to operate unrestricted due to its increased weight.

Without investment in the runway at Onslow Airport there is significant risk that future operations at the airport will be restricted, and community and industry may seek alternative airports for their air services – thereby significantly reducing connectivity and inbound investment in the Onslow region.

In October 2022 Aviation Consultancy Group (ACG) were engaged to undertake a feasibility study to review the suitability of the aerodrome to receive larger/heavier aircraft. From there additional engineering assessments and studies have been undertaken to narrow down runway capabilities and options.

In June 2023 Price Waterhouse Cooper (PWC) were engaged to develop a high-level business case to outline the investment needed to upgrade infrastructure at the airport and update the airport master plan to reflect the future vision of airport over the next ten to twenty years. A strong business case and airport master plan are needed to demonstrate to stakeholders the need for investment. The business case and master plan are currently being drafted with a completion date of 31 October 2023.

Proposed Future Fleets

Existing aircraft used for regional services are nearing retirement age with certain fleet replacement commencing from 2023.

The A220, A320 and B737 is likely to be used most by Qantas and Virgin as they progress through their fleet upgrade. These replacement aircrafts are significantly heavier than the current F100 that is used in Onslow. For example, the B737/700 is 35,000kg heavier than the F100.

Note: Maximum Take-Off Weight (MTOW) is the maximum mass, defined by the aircraft manufacturer at which the aircraft is certified to take off. It includes passengers, cargo, dry operating weight of the aircraft and total fuel.

Aircraft	F100	B717	ATR72	Embraer	A220	A320	B737
<b>Airlines</b>	Alliance  Virgin Qantas (Pending retirement)	Qantas (Pending Retirement)	Hevilift	Airnorth Qantas Alliance	Qantas replacing B717, B737) 20-94 units, delivery from end 2023	Qantas Virgin	Virgin replacing F100  Qantas some to be replaced by A321
<b>Seats</b>	100	110-125	70	100	127	180	176
<b>MTOW</b>	45,000kg	52,000kg	51,000kg	51,800kg	63,000 kg –70,000kg	77,000kg	80,000kg
<b>Take Off length</b>	1,700m – 1,825m	1,905m – 2,100m	1,400m – 1,500m	2,100m	1,500m	1,800m – 2,190m	1,800m – 2,200

Note: the take-off lengths in the above table only outline typical distances needed for the aircraft to take off in a 'perfect' scenario. Terrain, obstacles, and weather conditions (particularly heat) are elements that also determine the runway length required for an aircraft to safely take off. For example, air is less dense and generates less lift in extreme heat, planes have a tougher time producing lift and require more runway to get up to speed and climb safely.

**Comments**

While the runway options assessment is being considered in a formal Business Case submission to the State government (as State funding is likely to be requested) and stakeholders of the airport, this report is an initial high-level brief of the available runway investment options for Councils consideration given Council will need to approve this expenditure.

It is expected further consultations with CASA, airlines, industry partners, as well as investment analysis is required to understand the risks and to narrow down to a preferred option. As such, to ensure the long-term availability of air services to the Onslow community and industry, the Shire of Ashburton is required to evaluate the merits of the potential runway investment options.

**Runway Investments Options**

Three runway investment scenarios have been considered each enabling different capabilities, long term strategic and operating impacts at Onslow Airport.

Note: Payload is the weight of passengers, cargo and baggage. Max Take-off Weight is the max total weight of the aircraft when its ready for take-off at the runway. It includes passengers , cargo, dry operating weight of the aircraft and total fuel.

Note: Restricted flights occur when an aircraft is unable to carry its maximum payload due to weight limitations. Several factors influence weight restrictions. The primary factor is the aircraft's MTOW others include length of runway, altitude of airport, temperature, wind speed and the aircraft's performance capabilities. Weight restrictions are met by reducing passenger numbers, limiting cargo or carrying less fuel.

**Base Case** ('do nothing') scenario is where no pavement improvements or runway lengthening works are performed - limiting the ability to fly the F100 beyond [12] months. This option will result in increased maintenance issues, runway becomes unsafe and does not meet industry standards.

**Scenario One** outlines no change to the runway length with only an investment made to strengthen the pavement to enable heavier aircraft to operate but underweight restricted conditions would apply to the new proposed aircraft.

**Scenario Two** contemplates an upgraded runway with a length of 2,200m. This is the typical length required to achieve the certified MTOW for a B737-700 & A320 aircraft. However, when Onslow experiences high temperatures aircraft restrictions would apply.

**Scenario Three** contemplates an upgraded runway with a runway length of 2,460m. For unrestricted long-haul flights, a runway length of 2460m is required as the high temperatures experienced at Onslow could potentially effect impact aircraft operational performance.

A runway length of 2,460m will future proof Onslow Airport enabling it to be ready for the next phase of aviation changes and aircraft Fleets beyond the B737/700 and A320's. In addition to that, opportunity cost benefits have been identified such as;

- (a) Ability to fly a FIFO workforce directly from interstate when considering significant developments for Onslow.

Note: Perth Airport is already congested with limited slot times.

- (b) Further secondary logistics supply base for Department of Defence.
- (c) Seen as an economic airport to operate from, with development opportunities available i.e., air freight.
- (d) A longer runway provides a higher safety level for aircraft to operate at.

Note: A recent study released by Australian Resources and Energy Employer Association (AREEA) - Resources and Energy Workforce Forecast 2023-2028, forecasted between 2023 -2028 new WA resource projects will require new operating workforce estimated around 12,800.

**Scenario Two and Scenario Three** also include a secondary option to extend the width of the runway pending CASA evaluation of the grandfathering requirements for the runway width\*. These options are only required if CASA deems that the widening of the runway is required for safety purposes.

Note - CASA requires a minimum runway width of 45m to operate the B737 and A320 aircraft. Typically, if a material change to the runway length is made it is required that the width of the runway also be changed to meet the minimum requirements to accommodate these larger aircraft types. The width of Onslow Airport’s runway is 30m. However, there are certain grandfathering arrangements which allow existing airports to retain a narrower width – this requires CASA assessment and approval.

The Manual of Standards Part 139 - Aerodromes (MOS Part 139) is the current legislative instrument that sets out the standards for certified and registered aerodromes. In August 2020 the 139 MOS was revised. The revision included changes to standards and design. Grandfathering provisions were put in place for Onslow Airport.

Grandfathering allows the operator of an existing certified, or an existing registered aerodrome, to maintain their aerodrome facility and the OLS of an existing runway, to the standard that applied:

- at the time the facility was constructed, or
- if the facility had been replaced or upgraded since it was constructed, to the standard that applied to the facility at the time it was replaced or upgraded.

A conceptual layout and pavement design brief is available in Attachment 1 and 2.

Key Considerations (indicative assessment)

Several considerations have been evaluated against the various Scenarios including a ‘Do Nothing’ case to highlight the need for investment.

Key Considerations	Comments
<b>Airport Operating and Financial Considerations</b>	
Ability to operate with next upcoming generation of fleet unrestricted	Ability to operate aircraft unrestricted (without weight limitations) is aided by having a longer runway.
Ability to minimise construction disruptions	A longer construction period will cause disruptions to operations. However, this can be mitigated by performing works outside of airport operation times.
Ability to for the Airport to recover the capital investment	Cash flow analysis is required to understand recoverability. Revenue is dependent on the ability of the investment to attract additional flights (i.e., East Coast) and investment for the higher cost options may not be fully recovered over asset life.

<b>Strategic Airport Considerations</b>	
Ability to have industry support for investment	Base Case is not acceptable to industry. Scenario One may require restricted aircraft operations which may reduce seat capacity, as compared to Scenarios Two and Three which are likely to operate flights unrestricted.
Ability to cater for flights from the East Coast	Longer runway is needed for East Coast flights due to higher fuel and aircraft size (weight) requirements
Ability to take cargo / military services	Longer runway enables these services due to aircraft requirements.
<b>Safety Considerations</b>	
Ability for runway width to be grandfathered	Activities which materially alter the runway are less likely to have width grandfathered.
Ability to provide sufficient distance to manage obstacles (i.e. crane)	Longer runway allows greater margin of safety for take-off and landing.

Key Risks

Stakeholder involvement is required to address key risks, particularly as risks relating to safety may narrow down the available investment options.

<b>Engagement / activity</b>	<b>Risk</b>
<b>CASA Engagement</b> required to understand: <ul style="list-style-type: none"> <li>Grandfathering requirements for width.</li> <li>Minimum runway length to avoid obstacle at rwy 21.</li> </ul>	<ul style="list-style-type: none"> <li>Increase of runway width from 30m to 45m will materially increase cost.</li> <li>Increase of minimum runway length will materially increase cost.</li> </ul>
<b>Airline Engagement</b> required to understand: <ul style="list-style-type: none"> <li>Minimum runway length acceptance for design aircraft (B737-700 &amp; A320).</li> </ul>	<ul style="list-style-type: none"> <li>Without formal airline support there is a higher risk that runway specifications are not suitable for airlines to operate for the conditions required at Onslow Airport.</li> </ul>
<b>Industry, State Government and Federal Government Engagement to understand:</b> <ul style="list-style-type: none"> <li>Funding commitments and limits.</li> </ul>	<ul style="list-style-type: none"> <li>Funding commitments by industry and State not secured &amp; the Federal grant application (for terminal development) is pending and not confirmed.</li> <li>Funding gaps could expose the Airport / Shire to higher debt.</li> </ul>
<b>Investment recovery considerations:</b> <ul style="list-style-type: none"> <li>To perform financial assessment against various demand and capex scenarios to ensure the whole of life recoverability of the investment by the Airport.</li> </ul>	<ul style="list-style-type: none"> <li>Without detailed financial analysis there is a risk that the Airport may have insufficient funds to maintain cash reserve balance needed to repay debt, future maintenance, and operations requirements at the Airport.</li> </ul>

Neighbouring Airports

Key public airports that are near Onslow Airport have runway lengths exceeding 2,100m.

Airport	Onslow Airport	Karratha Airport	Port Hedland Airport	Learmonth Airport	Paraburdoo Airport
<b>Runway Length</b>	1,900m	2,280m	2,500m	3,047 Also used by ADF	2,132m
<b>Runway Width</b>	30m	45m	45m	45m	45m
<b>Elevation</b>	23ft / 7m	32ft / 10m	33ft / 10m	19ft / 6m	1,406ft / 429
<b>Aircraft Types Unrestricted Operations</b>	F100 & smaller	B737/800 A320 F100	B737/8 A320 F100  Note: accepts international flights	B737/8 A320 F100  military aircraft	B717 F100 Q400 Note: runway overlay proposed by Rio Tinto

Terminal Expansion

The expansion of the Onslow Airport terminal is necessary due to the change in aircraft and increased passenger numbers. The new proposed aircraft have a seating capacity of 128-178 passengers, representing a 30% -78% increase beyond the design capacity of the existing terminal. The Onslow airport terminal was designed and constructed to accommodate a single Fokker 100 aircraft with 100 arriving and 100 departing passengers.

In addition to the proposed increase in passenger numbers, there have been significant changes in the screening requirements at Onslow Airport. Mandatory body scanners have been introduced, and there is a probable transition to CT scanning for carry-on luggage. A CT scanner is the latest in X-Ray scanning equipment to enhance threat detection capabilities for carry-on luggage. The new technology eliminates the need for passengers to remove laptops and aerosols and eliminates explosive trace detection. However, the automated equipment for this new technology requires significantly more space than the current screening equipment, which cannot fit into the existing terminal's screening area.

It had been identified the criteria for the terminal expansion would be well suited to the Growing Regions Funding Program. An application has been submitted for round one – expression of interest (EOI) on the 31 July 2023. Approval and assessment of EOI's is expected to take approximately 12 weeks, from there successful applicants will be required to submit a full business case by the end of December 2023. Included in the EOI was a detailed project description with key activities, a concept design and cost estimate. The cost estimate for the project was \$4,166,000. Refer to Attachment 3 and Attachment 4

The objective of the proposed terminal expansion design is to achieve the optimum level of service by providing sufficient space to accommodate the necessary functions in a comfortable environment” with “acceptable processing and waiting times”. It will accommodate arriving and departing passengers, including meters and greeters, without congestion or delays. The design will comprehensively meet the functional requirements of airlines, ground handlers, concessionaires, leases, and stakeholders. This will enhance economic returns for the airport owners and ensure smooth passenger flow. Additionally, Changes to the National Construction Code in February 2019 have mandated the inclusion of an Accessible Adult Change Facility.

This facility caters to individuals with high support needs and their carers, providing necessary space, assistance, and specialized equipment to ensure safe and comfortable use of toilets.

**Consultation**

Chief Executive Officer  
 Department of Transport  
 Price Waterhouse Cooper  
 Aviation Consultancy Group

**Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	3. Prosperity - We will advocate and drive opportunities for the community to be economically desirable, resilient, and prosperous.
Strategic Outcome	3.2 Aviation transport opportunities for the community
Strategy	4 Promote opportunities for air services, aviation facilities, associated businesses, and future expansion.

**Council Policy**

ENG09 Asset Management Policy

**Financial Implications**

Current Financial Year

A copy of indicative costs has been provided in Attachment 5. The early-stage estimate provides cost scenarios for five upgrade scenarios.

Funding discussions have already commenced with major stakeholders on the airport including Department of Transport.

While the 2200m runway is the regional standard a runway length of 2460m opens other opportunities making Onslow Airport a competitive airport with the ability to explore and encourage new business prospects.

The difference in cost to extend the runway by an extra 260m is in the vicinity of five million dollars.

Future Financial Year(s)

Nil

**Legislative Implications**

*Civil Aviation Act 1988*

*Civil Aviation Safety Regulations 1998*

Part 139 (Aerodromes) Manual of Standards (MOS 139)



**Risk Management**

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	Airport not meeting Council's vision for the community, resource sector, local business and Tourism.	Almost Certain (5)	Major (4)	Extreme (17-25)	Continue preliminary planning, prepare detailed business case, continue to seek funding for upgrade and /or expansion
Reputation (social/community)	Runway pavement is no longer suitable for existing or heavier aircraft, resulting in smaller aircraft being used	Almost Certain (5)	Major (4)	Extreme (17-25)	Continue preliminary planning, prepare detailed business case, continue to seek funding for upgrade and /or expansion
People	Loss of RPT services. Community will no longer be able to access air travel as aircraft are smaller & only reserved for resource company employees	Likely (4)	Major (4)	High (10-16)	Continue preliminary planning, prepare detailed business case, continue to seek funding for upgrade and /or expansion
Financial impact	Not upgrading the runway will result in loss of air traffic resulting in a loss of income.  Increase runway maintenance costs	Almost Certain (5)	Major (4)	Extreme (17-25)	Continue and finalise detailed analysis and business case to meet funding timeframe with DOT.  Continue financial discussions with stakeholders of the airport.
Compliance	Runway will not meet the standards specified in the MOS 139 regulations.  Runway Specifications are not suitable for airlines to operate for the conditions required at Onslow airport	Almost Certain (5)	Major (4)	Extreme (17-25)	Continual monitoring of runway,  Biannual specialised technical inspections.  Continuous airline & industry engagement

Based on the inherent risk rating and risk treatments, the residual risk to the Shire is considered to be medium based on the measures already in place and implemented, such as the drafting of airport business case and master plan, and funding negotiations.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That with respect to Onslow Airport – Runway Options Consideration, Council,

1. Authorise the Chief Executive Officer to continue sourcing additional funding streams.
2. Instruct the Chief Executive Officer to develop a cost-benefit analysis on the opportunity costs of developing a 2200m runway versus a 2460m runway and report back to Council.

<b>Council Decision</b>	<b>166/2023</b>
<b>Moved</b>	<b>Cr R De Pledge</b>
<b>Seconded</b>	<b>Cr M Lynch</b>

**That with respect to Onslow Airport – Runway Options Consideration, Council,**

- 1. Authorise the Chief Executive Officer to continue sourcing additional funding streams.**
- 2. Instruct the Chief Executive Officer to develop a cost-benefit analysis on the opportunity costs of developing a 2200m runway versus a 2460m runway and report back to Council.**

**For: Crs K White, M Lynch, R De Pledge, M Gallanagh, L Rumble JP, A Sullivan, A Smith and T Mladenovic**

**Against: Nil**

**Carried 8/0**

### 13 Corporate Services Reports

#### 13.1 Monthly Schedule of Accounts Paid - July 2023

<b>File Reference</b>	FM03
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	T Dayman, Manager Finance
<b>Authorising Officer</b>	D Kennedy, Director Corporate Services
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. Schedule of Accounts Paid - July 2023

#### Report Purpose

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

The purpose of this report is to present the:

- Schedule of Creditor Accounts Paid for July 2023,
- Trust Fund Payments for July 2023, and
- Corporate Credit Card Reconciliations for June 2023.

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

#### Background

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

#### Comments

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

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

Description	Amount \$
<u>Municipal Fund</u>	
Electronic Funds Transfers	2,082,904.25
BPay	43,014.35
Superannuation / Payroll (Direct Debits)	210,420.96
Cheques	90.90

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Credit Cards	5993.48
Bank Fees and Charges	2357.13
<u>Municipal Fund Total</u>	2,344,781.07
<u>Trust Fund</u>	
Electronic Funds Transfers	0.00
<u>Trust Fund Total</u>	0.00

**Consultation**

Executive Leadership Team

Finance Team

**Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

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

**Council Policy**

Nil

**Financial Implications**

Current Financial Year

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

Future Financial Year(s)

Nil

**Legislative Implications**

*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.

**Risk Management**

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

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

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

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That with respect to Monthly Schedule of Accounts Paid, Council, in accordance with *Local Government (Financial Management) Regulations 1996* Regulation 13, confirms the Monthly Schedule of Accounts Paid for July 2023, as included at Attachment 1.

**Council Decision**                    **167/2023**

**Moved**                                    **Cr M Lynch**

**Seconded**                                **Cr R De Pledge**

**That with respect to Monthly Schedule of Accounts Paid, Council, in accordance with *Local Government (Financial Management) Regulations 1996* Regulation 13, confirms the Monthly Schedule of Accounts Paid for July 2023, as included at Attachment 1.**

**For:**                    **Crs K White, M Lynch, R De Pledge, M Gallanagh, L Rumble JP, A Sullivan, A Smith and T Mladenovic**

**Against:**            **Nil**

**Carried 8/0**

**13.2 Monthly Financial Statements - July 2023**

<b>File Reference</b>	FM03
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	T Dayman, Manager Finance
<b>Authorising Officer</b>	D Kennedy, Director Corporate Services
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. Monthly Financial Report July 2023

**Report Purpose**

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

The purpose of this report is to present the Statement of Financial Activity for the month ended 30 July 2023.

Council is requested to accept the Statement of Financial Activity.

**Background**

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

**Comments**

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

There are no further 2023/2024 Budget amendments recommended.

**Consultation**

Executive Leadership Team  
 Middle Management Group  
 Finance Team

**Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

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

**Council Policy**

Nil

**Financial Implications**

Current Financial Year

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

Future Financial Year(s)

Nil

**Legislative Implications**

*Local Government Act 1995*

*Section 6.4 (Financial report)*

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

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

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

**Risk Management**

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

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

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

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That with respect to Monthly Financial Statements, Council, in accordance with *Local Government (Financial Management) Regulations 1996* regulation 34, accepts the Statement of Financial Activity, and associated documentation, for July 2023, as included at Attachment 1.

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**Council Decision**      **168/2023****Moved**                      **Cr M Lynch****Seconded**                **Cr L Rumble JP**

**That with respect to Monthly Financial Statements, Council, in accordance with *Local Government (Financial Management) Regulations 1996* regulation 34, accepts the Statement of Financial Activity, and associated documentation, for July 2023, as included at Attachment 1.**

**For:**              **Crs K White, M Lynch, R De Pledge, M Gallanagh, L Rumble JP, A Sullivan, A Smith and T Mladenovic**

**Against:**      **Nil**

**Carried 8/0**



## **14 Infrastructure Services Reports**

Nil

## 15 Community Development Reports

*Cr A Smith disclosed an impartiality interest in Item 15.1 (detailed in Item 5.2).*

*Cr L Rumble JP disclosed an impartiality interest in Item 15.1 (detailed in Item 5.2).*

### 15.1 Acceptance of Community Support Grant Allocations Round 1 2023/2024

<b>File Reference</b>	GS01
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	T Staley, Coordinator Communities East
<b>Authorising Officer</b>	C McGurk, Director Community Development
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	Nil

#### Report Purpose

Council is required to consider the Community Support Grants in accordance with Council Policy – Community Donations, Grants and Funding.

The purpose of this report is to provide the applications to Council for review. At the close of the application period 19 applications were received for Community Support Grants as provided to Councillors under separate cover.

Council is requested to support the recommended outcome for each application submitted.

#### Background

The Shire provides Community Support Grants in accordance with Council Policy – Community Donations, Grants and Funding. The grants are offered in two funding rounds each year in July and February. These grants are similar in purpose to Small Assistance Donations however they offer a value up to \$2,500 and applications are considered by Council.

Council Policy – Community Donations, Grants and Funding requires as a minimum, that the following criteria must be met to be successful:

- Applicant is to reside or operate within the Shire or be able to show a direct and substantial benefit to residents within the Shire.
- Assistance is not available retrospectively.
- Funds are to be used only for the purpose for which they are given or via agreed variations.
- Successful applicants are required to complete an acquittal report and submit this to the Shire within three months of the agreed completion date.

- Applicants who do not submit an acquittal will not be considered for future funding and may be requested to return unused funds.

**Comments**

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

At the close of the July 2023 (Round 1), 19 applications were received, as follows:

- Onslow – two (2) applications
- Pannawonica – three (3) applications
- Paraburdoo – four (4) applications
- Tom Price – ten (10) applications.

All applications have been assessed on the:

- criteria outlined in Council Policy – Community Donations, Grants and Funding,
- general conditions, and
- criteria and compliance information provided.

The table below provides a summary of the applications received.

Town	Name of Organisation	Purpose of Grant	Amount Requested	Proposed Action
Tom Price	Tom Price Community Arts & Cultural Centre	Support stage one of an art installation project involving engaging a mosaic artist to run a community workshop to design and implement the installation of a mosaic fire pit. <i>Reason – complies with policy as requesting funding to assist with a community-based activity.</i>	\$2,500 (cash)	Approve
Tom Price	Tom Price Touch Association	Support for a social touch rugby tournament, providing a platform for senior and juniors as well as assisting in getting more people qualified for the association and running a 'have a go day' to increase engagement with a wider demographic of kids. <i>Reason – complies with policy as requesting funding to assist with a community-based program.</i>	\$2,027 (cash)	Approve
Paraburdoo	Paraburdoo Basketball Association	Support Paraburdoo Basketball to hold multiple 3x3 Hustle events to bring the community together by providing more accessible opportunities to engage in sport and have a healthy lifestyle. <i>Reason – complies with policy as requesting funding to assist with a community-based program.</i>	\$2,500 (cash)	Approve

Town	Name of Organisation	Purpose of Grant	Amount Requested	Proposed Action
Tom Price	Tom Price Gymnastics	Training for gym coaches to support their sense of belonging and purpose within the community and enable more classes to be held, increasing families access to sports in the community. <i>Reason – complies with funding community development through training courses.</i>	\$2,500 (cash)	Approve
Tom Price	AWARE group	To establish a special needs Toy Library program for families with special needs children to access from the new space AWARE have been gifted by Rio Tinto. Allowing families to trial various sensory toys and equipment. <i>Reason – does not comply with policy as request is for club equipment.</i>	\$2,500 (cash)	Decline
Pannawonica	Pannawonica Kindy Gym	New trampolines, a slide and swing. <i>Reason – does not comply with policy as request is for club equipment.</i>	\$2,500 (cash)	Decline
Tom Price	Townsite Eagles	To cover the cost of trophies. <i>Reason – does not comply with policy as funding is not available retrospectively.</i>	\$480 (cash)	Decline
Pannawonica	One Tree Community Services	Outdoor play equipment to enhance physical development, stimulate imagination and promote social interaction. <i>Reason – does not comply with policy as request is for club equipment.</i>	\$2,500 (cash)	Decline
Tom Price	Tom Price BMX Club	Supporting a project for an external coach to deliver a BMX coaching clinic for club riders that is inclusive and provides the opportunity for all riders to participate. <i>Reason - Project dates listed 12-13 August 2023 which requires retrospective funding and against policy criteria.</i>	\$2,500 (cash)	Decline

Town	Name of Organisation	Purpose of Grant	Amount Requested	Proposed Action
Tom Price / Paraburadoo	Ottis Media Group Inc	To provide vital equipment to support the health and wellbeing of disadvantaged, vulnerable children in Tom Price and Paraburadoo programs run through Earbus, ear health services to Aboriginal and at-risk children. <i>Reason – does not comply with policy as request is for club equipment.</i>	\$2,500 (cash)	Decline
Paraburadoo	Karingal Neighbourhood Centre	Install a panel of glass and a secure doorway into the office and administration area of Karingal Neighbourhood Centre to enhance security for staff and make it safer and aid in keeping confidential documents safe. <i>Reason – does not comply with policy as request is for general maintenance of facility.</i>	\$2,500 (cash)	Decline
Onslow	St John WA	Purchase a robotic vacuum cleaner for the volunteers to be able to clean the sub-centre more efficiently. <i>Reason – does not comply with policy as request is for general maintenance of facility.</i>	\$2,498 (cash)	Decline
Paraburadoo	Paraburadoo Men's Shed	Replacement of old computer that no longer works so the Men's shed has technology that allows community members to watch movies together, access information and technical support for their chosen online projects. <i>Reason – does not comply with policy as requesting purchase of club equipment, recommend offering Shire of Ashburton computer through Disposal of Property Policy..</i>	\$1,796 (cash)	Decline
Onslow	Onslow Occy's Swimming Club	To cover the 2023/2024 swimming season pool lane hire fees. The Occy's Swim Club has seen an increase in registered youth members and provides a platform to enhance water safety and promotes a healthy lifestyle. <i>Reason – does not comply with policy as requesting facility hire for local competition.</i>	\$1,500 (in-kind)	Decline

Town	Name of Organisation	Purpose of Grant	Amount Requested	Proposed Action
Paraburdoo	Paraburdoo Branch Sporting Shooters Association of Australia	Purchase of clay target shoot vests with the Shire logo on the back of the vests. This is part of preserving the history. <i>Reason – does not comply with policy as requesting purchase of club equipment/uniform.</i>	\$2,351 (cash)	Decline
Tom Price	North Tom Price Primary School P&C	Purchase of a Masterkidz Stem Wall and accessories to be made available to the students at North Tom Price Primary School. This provides an opportunity to provide accessible and inclusive activities outside of sports for kids to engage with at recess. This is a good rainy day activity option. <i>Reason – does not comply with policy as requesting purchase of club equipment.</i>	\$2,310 (cash)	Decline
Tom Price	Tom Price Sporting Shooters Association	Grading of the access road and rifle range. <i>Reason – does not comply due to assistance for general maintenance of land, refer funding to be expended from Community Group Compliance Contributions budget allocation</i>	\$2,500 (cash)	Decline
Pannawonica	Pannawonica Primary School P&C Association Incorporated	Getting new and updated sports equipment to encourage children to be physical while at school. Supporting mental health, fitness and overall friendships while playing sports together. <i>Reason – does not comply with policy as requesting purchase of club equipment.</i>	\$2,500 (cash)	Decline
Tom Price	Nameless Playgroup	Sensory crafts, toys, and activities to encourage sensory play to provide safe spaces for children who present as neurodivergent. <i>Reason – does not comply with policy as requesting purchase of club equipment.</i>	\$2,300 (cash)	Decline

**Consultation**

- Executive Leadership Team
- Infrastructure Services Team
- Relevant clubs and associations

**Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

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

**Council Policy**

Council Policy – Community Donations: Grants and Funding provides the guidelines for the applications and the criteria for assessment.

Council Policy – Disposal of Property (other than land): offer of technical equipment valued less than \$1000 to local community groups.

Council Policy – Election Caretaker: Matters relating to the Shire entering a sponsorship arrangement are considered a major decision and would usually not be able to be considered during the Caretaker Period which commenced on 31 August 2023 however, it is recommended that consideration of this item proceeds on the basis that it complies with the policy definition for ‘extraordinary circumstances’ as it is in the best interests of the community/impacted stakeholders that the decision not be delayed.

**Financial Implications**

Current Financial Year

The adopted budget provides \$55,200 for both rounds of Community Support Grants funding.

The budget allocation for Round 1 Community Support Grants is \$20,000. The total of the applications recommended for approval is \$9052.00. If approved as recommended GL CU24075 will have \$10,948.00 remaining.

The request of \$2500 to grade the access road and Rifle Range from Tom Price Sporting Shooters Association to be expended from GL CU24115. If approved, the GL CU24115 will have \$97,500.00 remaining.

Future Financial Year(s)

Nil

**Legislative Implications**

*Local Government Act 1995*

*Section 6.7 – Municipal fund*

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

**Risk Management**

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

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

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

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That with respect to the acceptance of the Community Support Grants Round 1 2023/2024, Council:

1. Approves the following applications:
  - (a) Tom Price Community Arts & Cultural Centre for the amount of \$2,025;
  - (b) Tom Price Touch Association for the amount of \$2,027;
  - (c) Paraburdoo Basketball Association for the amount of \$2,500;
  - (d) Tom Price Gymnastics for the amount of \$2,500;
 with the funds identified being allocated from GL CU24075.
2. Declines the following applications:
  - (a) AWARE Group – Tom Price
  - (b) Onslow Occy’s Swimming Club
  - (c) North Tom Price Primary School P&C
  - (d) Nameless Playgroup
  - (e) Pannawonica Kindy Gym
  - (f) Tom Price Townsite Eagles
  - (g) One Tree Community Services – Pannawonica
  - (h) Tom Price BMX Club



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- (i) Otitis Media Group Inc
  - (j) Karingal Neighbourhood Centre - Paraburdoo
  - (k) St John WA – Onslow
  - (l) Paraburdoo Men's Shed, refer to Council Policy – Disposal of Property, to offer club technical equipment no longer used by the Shire
  - (m) Paraburdoo Branch Sporting Shooters Association of Australia
  - (n) Tom Price Sporting Shooters Association
  - (o) Pannawonica Primary School P&C Association Incorporated
3. Approves the application from Tom Price Sporting Shooters Association for \$2,500 for the grading of the access road and rifle range from the Community Group Compliance Contributions funds.

**Council Decision**            **169/2023**

**Moved**                            **Cr M Lynch**

**Seconded**                      **Cr A Smith**

**That with respect to the acceptance of the Community Support Grants Round 1 2023/2024, Council:**

- 1. Approves the following applications:**
  - (a) Tom Price Community Arts & Cultural Centre for the amount of \$2,025;**
  - (b) Tom Price Touch Association for the amount of \$2,027;**
  - (c) Paraburdoe Basketball Association for the amount of \$2,500;**
  - (d) Tom Price Gymnastics for the amount of \$2,500;**

**with the funds identified being allocated from GL CU24075.**
- 2. Declines the following applications:**
  - (a) AWARE Group – Tom Price**
  - (b) Onslow Occy's Swimming Club**
  - (c) North Tom Price Primary School P&C**
  - (d) Nameless Playgroup**
  - (e) Pannawonica Kindy Gym**
  - (f) Tom Price Townsite Eagles**
  - (g) One Tree Community Services – Pannawonica**
  - (h) Tom Price BMX Club**
  - (i) Otitis Media Group Inc**
  - (j) Karingal Neighbourhood Centre - Paraburdoe**
  - (k) St John WA – Onslow**
  - (l) Paraburdoe Men's Shed, refer to Council Policy – Disposal of Property, to offer club technical equipment no longer used by the Shire**
  - (m) Paraburdoe Branch Sporting Shooters Association of Australia**
  - (n) Tom Price Sporting Shooters Association**
  - (o) Pannawonica Primary School P&C Association Incorporated**
- 3. Approves the application from Tom Price Sporting Shooters Association for \$2,500 for the grading of the access road and rifle range from the Community Group Compliance Contributions funds.**

**For:**                      **Crs K White, M Lynch, R De Pledge, M Gallanagh, L Rumble JP, A Sullivan and T Mladenovic**

**Against:**              **Cr A Smith**

**Carried 7/1**

**16 Councillor Agenda Items / Notices of Motion**

Nil

**17 New Business Of An Urgent Nature Introduced By Council Decision**

Nil

## 18 Confidential Matters

**Council Decision** 170/2023

**Moved** Cr L Rumble JP

**Seconded** Cr M Gallanagh

That Council move behind closed doors at 1:16pm, pursuant to clause 6.2 of the *Shire of Ashburton Standing Orders Local Law 2012* to consider the following confidential items.

**18.1 Sector Contribution to Legal Fees to Manage Sector Industrial Relations Transition Issues**

**18.2 Expression of Interest Outcome - Reserve 40014 Onslow**

**18.3 Property Purchase - Onslow**

**18.4 Building Demolition Orders - Paraburdoo and Onslow**

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

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

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

(i) a trade secret; or

(ii) information that has a commercial value; or

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

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

(b) the personal affairs of any person

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

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

(ii) endanger the security of the local government’s property; or

(iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety

**For:** Crs K White, M Lynch, R De Pledge, M Gallanagh, L Rumble JP, A Sullivan, A Smith and T Mladenovic

**Against:** Nil

**Carried 8/0**

**18.1 Sector Contribution to Legal Fees to Manage Sector Industrial Relations Transition Issues**

<b>File Reference</b>	PE
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	A Heraty, Manager Organisational Development
<b>Authorising Officer</b>	K Donohoe, Chief Executive Officer
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. WALGA Email Funding Request

**Reason for Confidentiality**

<b>Section under the Act</b>	<i>This matter is to be considered behind closed doors pursuant to s.5.23(2)(d) of the Local Government Act 1995 as the subject matter relates to:</i>
<b>Sub-clause and Reason:</b>	<i>“s.5.23(2)(d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.”</i>

**Report Purpose**

Council is required to approve a \$2,000 contribution towards legal fees to Western Australian Local Government Association’s (WALGA) Industrial Relations (IR) Transition Fund.

**Voting Requirements**

Simple Majority

**Council Decision**            171/2023  
**Moved**                            Cr L Rumble JP  
**Seconded**                        Cr M Lynch

**That with respect to the Western Australian Local Government Association’s request for the Shire’s contribution to the Local Government Industry IR Transition Fund, Council approves a contribution of \$2,000, already budgeted for under GL OD23001 J3116.**

**For:**                            Crs K White, M Lynch, R De Pledge, M Gallanagh, L Rumble JP, A Sullivan, A Smith and T Mladenovic

**Against:**                    Nil

**Carried 8/0**

*Deputy Shire President Cr M Lynch disclosed an impartiality interest in Item 18.2 (detailed in Item 5.2).*

**18.2 Expression of Interest Outcome - Reserve 40014 Onslow**

<b>File Reference</b>	CM09.23
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	R Wright, Executive Manager Land, Property and Regulatory Services
<b>Authorising Officer</b>	K Donohoe, Chief Executive Officer
<b>Previous Meeting Reference</b>	Ordinary Council Meeting 4 April 2023 - Item 11.1
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Submission CMCA</li> <li>2. EOI Advertisement Document and Criteria</li> <li>3. Evaluation &amp; Recommendation Report</li> </ol>

**Reason for Confidentiality**

<b>Section under the Act</b>	<i>This matter is to be considered behind closed doors pursuant to s.5.23(2)(e) of the Local Government Act 1995 as the subject matter relates to:</i>
<b>Sub-clause and Reason:</b>	<i>“s.5.23(2)(e) a matter that if disclosed, would reveal –</i> <ol style="list-style-type: none"> <li><i>(i) a trade secret; or</i></li> <li><i>(ii) information that has a commercial value; or</i></li> <li><i>(iii) information about the business, professional, commercial or financial affairs of a person.”</i> </li> </ol>

**Report Purpose**

Council is requested to consider the outcome from a call for an Expression of Interest (EOI) to develop and lease Crown Reserve 40014 (Lot 674 Second Avenue, Onslow).

**Voting Requirements**

Simple Majority

**Council Decision**            **172/2023**

**Moved**                            **Cr L Rumble JP**

**Seconded**                        **Cr R De Pledge**

**That with respect to Expression of Interest – Reserve 40014 Onslow, Council:**

- 1. Notes the submission received;**
- 2. Endorse the Evaluation and Recommendation report as shown in confidential Attachment 3; and**
- 3. Supports the continuation of Reserve 40014 Onslow being marketed for future development and tourism opportunities in line with the Shire’s vision for Onslow.**

**For:**                    **Crs K White, M Lynch, R De Pledge, M Gallanagh, L Rumble JP, A Sullivan, A Smith and T Mladenovic**

**Against:**            **Nil**

**Carried 8/0**

**18.3 Property Purchase - Onslow**

<b>File Reference</b>	FIR.0306
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	R Wright, Executive Manager Land, Property and Regulatory Services
<b>Authorising Officer</b>	K Donohoe, Chief Executive Officer
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. Valuation - Unit 1-5 Anketell Court 2. Valuation - Lot 306 (5) First Avenue, Onslow

**Reason for Confidentiality**

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

**Report Purpose**

The purpose of this report is to inform Council of an opportunity which has presented itself for the purchase of two properties for staff housing and development in Onslow.

Council is requested to consider the purchase of the properties and progression of the offer to purchase, should the price offered be acceptable to the property owners.

**Voting Requirements**

Simple Majority



**Council Decision**            173/2023

**Moved**                            Cr M Gallanagh

**Seconded**                    Cr L Rumble JP

**That with respect to Property Purchase – Onslow, Council:**

1. **Authorises the Chief Executive Officer to sign and submit a –**
  - a. **formal offer and acceptances contract to purchase Lot 306 (5) First Avenue, Onslow in fee simple for an amount not exceeding the amount provided for within the body of this report, on an is where is basis.**
  - b. **formal offer and acceptance contract to purchase unit 1/5 Anketell Court, Onslow in fee simple, for an amount not exceeding the amount provided for within the body of this report, subject to a satisfactory independent property condition report being provided.**
2. **Authorises the Chief Executive Officer on acceptance of the offers for one or both properties following all necessary due diligence, to engage a suitably qualified property conveyancer to finalise the purchase/s on behalf of the Shire of Ashburton.**
3. **Approves the expenditure to purchase the properties, as outlined in point 1 and 2 and as detailed in the body of this report, from GL X3430.**
4. **Approves for any transfer of land documents that arise to be endorsed by the Chief Executive Officer under s.9.49 of the *Local Government Act 1995*, or where there is a formal requirement for the Common Seal, authorise the Shire President and Chief Executive Officer to engross all documents associated with the purchase/s.**

**For:**                    Crs K White, M Lynch, R De Pledge, M Gallanagh, L Rumble JP, A Sullivan, A Smith and T Mladenovic

**Against:**            Nil

**Carried 8/0**

**18.4 Building Demolition Orders - Paraburdoo and Onslow**

<b>File Reference</b>	ROC.0604
<b>Applicant or Proponent(s)</b>	<ul style="list-style-type: none"> <li>• Better Builders WA/Dankenvich Investments</li> <li>• The Kitchenstown Group</li> <li>• Bennco Investments Pty Ltd</li> <li>• Rivenleigh Investments Pty Ltd</li> </ul>
<b>Author</b>	R Wright, Executive Manager Land, Property and Regulatory Services
<b>Authorising Officer</b>	K Donohoe, Chief Executive Officer
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. Photos - Dilapidated Houses Onslow and Paraburdoo

**Reason for Confidentiality**

<b>Section under the Act</b>	<i>This matter is to be considered behind closed doors pursuant to s.5.23(2)(b) and (f) of the Local Government Act 1995 as the subject matter relates to:</i>
<b>Sub-clause and Reason:</b>	<p><i>“s.5.23(2)(b) and (f) the personal affairs of any person and a matter that if disclosed, could be reasonably expected to –</i></p> <ul style="list-style-type: none"> <li><i>(i) impair the effectiveness of any lawful method of procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or</i></li> <li><i>(ii) endanger the security of the local government’s property; or</i></li> <li><i>(iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety.”</i></li> </ul>

**Report Purpose**

Council is required to consider the history of three properties in Onslow and one in Paraburdoo.

The purpose of this report is to inform Council of the dilapidated state of a total of four properties within the Shire of Ashburton.

Council is requested to progress the demolition of three of the four subject properties on behalf of the landowners due to non-compliance of recent Building Orders and recover the cost in accordance with relevant legislation.

**Voting Requirements**

Absolute Majority

**Council Decision**            174/2023

**Moved**                            Cr L Rumble JP

**Seconded**                        Cr A Sullivan

**That with respect to Building Demolition Orders – Onslow and Parabung Council,**

1. In accordance with section 140 of the *Health (Miscellaneous Provisions) Act 1911*, authorises the demolition of the houses and improvements and recovery of all associated costs at the following properties:
  - (a) Lot 604 Rocklea Road, Parabung
  - (b) Lot 322 (17) Second Avenue, Onslow
  - (c) Lot 258 (65) Second Avenue, Onslow;
2. Makes provision in the 2023/2024 Budget for \$300,000 for expenditure for demolition of the houses and improvements in item 1. above;
3. The funds be identified in the FACR process; and
4. Authorises the statutory officers to issue a *Health (Miscellaneous Provisions) Act 1911* – Sections 135, 136, 137 and 138 Notice and/or *Emergency Management Act 2005* – Section 47 Notice to the owner of Lot 306 (5) First Avenue, Onslow, should demolition of this property not be forthcoming within 60 days.

**For:**                            Crs K White, M Lynch, R De Pledge, M Gallanagh, L Rumble JP, A Sullivan, A Smith and T Mladenovic

**Against:**                        Nil

**Carried By Absolute Majority 8/0**

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**Council Decision**            **175/2023**

**Moved**                            **Cr M Lynch**

**Seconded**                        **Cr L Rumble JP**

**That Council re-open the meeting to the public at 1:22pm.**

**For:**                    **Crs K White, M Lynch, R De Pledge, M Gallanagh, L Rumble JP, A Sullivan, A Smith and T Mladenovic**

**Against:**            **Nil**

**Carried 8/0**

**19 Next Meeting**

The next Ordinary Council Meeting will be held at 1:00pm on Tuesday 10 October 2023 at Clem Thompson Sports Pavilion, Stadium Road, Tom Price.

**20 Closure Of Meeting**

There being no further business, the Presiding Member closed the meeting at 1:23pm.



# Agenda Item 10.2.1 - Attachment 1

Minutes from Onslow Local Emergency Management  
Committee Meeting - 8 September 2023



# Onslow Local Emergency Management Committee

## Minutes

Meeting date	Friday, 8 September 2023
Location	Via Teams
Time	10:00am
Videoconference link and passcode	Microsoft Teams: 419 943 920 192 – 5r2pvS

### EM Act Section 39: Functions of local emergency management committees

- (a) To advise and assist the local government in ensuring that local emergency management arrangements are established for its district.
- (b) To liaise with public authorities and persons in the development, review, and testing of local emergency management arrangements; and
- (c) To conduct other emergency management activities as directed by the SEMC or prescribed by the regulations.

### Meeting Open

**Time:** 10:00 am

### Welcome by Chair

### Acknowledgement of Country

We respectfully acknowledge Aboriginal people as the Traditional Custodians of the lands on which we deliver our services to the communities throughout the Shire of Ashburton.

We acknowledge their enduring connection to the lands, waterways and communities and pay our respects to Elders past, present and emerging.

### Administration

- This meeting is being recorded.
- Round table agency introductions.



## Onslow Local Emergency Management Committee



### 1. Attendance and Apologies

#### 1.1. Attendance Register

Acknowledge attendance in person by completing the attendance register or online through a message in the chat section.

#### 1.2. Apologies

- Grant Mettam SoA
- Katie Chapman MRL
- Evan Walpole Horizon Power
- Andrew Love Robe River Kuruma Aboriginal Corporation (RRKAC)

#### 1.3. Guests

Brett Karran from Apex Crisis Management will be facilitating the Onslow Airport exercise on Thursday 14 September 2023.

### 2. Disclosure of Interest

A member who has an impartiality, proximity, or financial interest in any matter to be discussed at this meeting must disclose the nature of the interest to the Chair.

No disclosures for this meeting.

### 3. Guest presentations

Presentations to the Onslow LEMC on emergency management topics.

Nil guest presentations for this meeting.

### 4. Confirmation of LEMC Meeting Minutes

The Minutes of the meeting held 20/06/2023 are tabled for endorsement is there any business arising from the Minutes? The Action list will be reviewed next.

Motion: The Committee moves that the Minutes of the meeting held 20/06/2023 are a true and correct record of that meeting.

**Moved:** Matthew Reimer DFES

**Seconded:** Quinn Te Kahu WAPOL

**Carried:** By consensus





## Onslow Local Emergency Management Committee

### 5. Action List Review

Refer to the attached Action Register.

### 6. Correspondence

NB: Not all correspondence is distributed as it may be administrative in nature. Relevant information will be distributed as required. If there is an item, you have not received but would like please email [emergency.management@ashburton.wa.gov.au](mailto:emergency.management@ashburton.wa.gov.au) and it will be forwarded to you.

#### 6.1. Correspondence In

1. DFES DEMA Matthew Reimer advising of the 2023/24 Pilbara Pre-season Preparedness workshop in Karratha 11 October 2023
2. Aust Warning System email and power point presentation
3. DFES Aware Funding Round opening 16 August 2023
4. Western Gas planned activities advice
5. Request to members to endorse meeting Minutes 21 March 2023
6. Pilbara DEMC meeting Minutes 14 June 2023

#### 6.2. Correspondence Out

1. Email - meeting request for 1 September 2023 LEMC meeting with Agenda
2. 2022-2023 Annual LEMC Report Survey
3. Pilbara DEMC re communications issues at Pannawonica and increased consultation from mining, gas & oil companies on their activities  
Comment: Gas and oil Industry consultation, from an emergency response perspective DFES haven't received any notifications and should be directed to the Regions and not Perth or Cockburn. Shire of Ashburton is advising the industry to go directly to the DEMC, and the necessary agencies will be notified.
4. Response from members on endorsement of meeting Minutes 21 March 2023

### 7. Agenda Standing Items

#### 7.1. LEMC Membership

Review of membership is ongoing.

#### 7.2. Incident Reporting

- Motor vehicle fatality at Millstream near Pannawonica in the last few weeks
- Motor vehicle crash resulting in fatality near Karijini last weekend, Tom Price Volunteer Bushfire Brigade lost a member
- Significant Bushfire closed the Onslow – Peedamulla Road intersection. Thank you to Onslow WAPOL who provided assistance.



## Onslow Local Emergency Management Committee

- Truck rollover North West Coastal Highway and Onslow Road the same weekend as bushfire, Onslow St John Ambulance, Pannawonica WAPOL and fires attended.

### 7.3. Exercise and Post Exercise

Onslow Airport Emergency Field Exercise being held Thursday 14 September 8am – 12 noon.

Brett Karran from Apex Crisis Management will be facilitating the field exercise to allow airport staff to participate in real time.

Under the Civil Aviation Safety Authority and Regulations the aerodrome has a mandated requirement to hold a field exercise to look at capability, training required, analysis roles.

Command, control, coordination, and communication will be the focus and the airport environment. During the exercise the aerodrome will be closed to all traffic, but should an emergency arise it will re-open with notice.

The exercise will be triggered locally with Onslow WAPOL phone number not through 000, depending on WAPOL capabilities on the day contact will be made to relevant organisations, or alternatively numbers will be sort for DFES, St John Ambulance, Onslow hospital and activated via CAD system.

Safety, security, and evaluators briefs were distributed yesterday to Phil Kuhne, elements of focus once activated is normal road travel conditions apply i.e. no lights, sirens or speeding as there is no capability to use those for an exercise.

Exercise will run in real time with no interjections unless a particular objective or query is required to ascertain where we're at. Once the exercise has achieved what it can, it will be folded up and the aerodrome returned to operational status. Additional component to talk about some of the elements that occurred in the environment and discuss any other scenarios followed by a debrief.

A report is compiled and submitted to Phil Kuhne and circulated to the Airport Emergency Committee and the Onslow LEMC.

The exercise will assist with the reviewing and updating of the Onslow Airport Emergency Plan.

- Onslow St John WA won't have a crew available; no airport inductions have been completed.
- Qu: Chartered flight is there an expectation Chevron or MRL will they be contacted and alerted of the exercise and be present.  
A: Chevron will have an evaluator onsite for the exercise, to be educated on environment and assistance that could be provided.  
Qu: In relation to external agencies and ERT's, Chevron doesn't have an MOU with DFES for offsite response. Their ERT would be committed to the operations of Wheatstone and numbers would be minimal and what is required for the operations.
- Qu: Is there a representative from MinRes attending?  
A: Representative would be welcomed.
- Qu: Companies will want to send their ERT members as their employees are involved  
A: Will discuss their resource capability and authority.



## Onslow Local Emergency Management Committee

- Qu: Confirm start time for volunteers.  
A: Email will be sent to confirm details by Monday 11 September 2023.
- Qu: What time would the inductions take place if a crew could be put together?  
A: Inductions were to liaise with Airport Manager Megan Walsh prior to the exercise, on the day the airport will be closed, and participants will be covered. Liaise with Airport Manager after exercise to set a date and time convenient to all parties.

### Onslow Airport Exercise Timeline

- 8:00am Airport/Exercise Staff, Evaluators and Observers assemble at Onslow Airport Terminal
- 8:30 am the Airport Manager will call the local Police, FRS, and Ambulance on their number to advise of the incident and to respond
- Police, FRS, and Ambo's will activate from their HQ
- Field exercise on airstrip will run for a maximum of 2 hours 8:30-10:30am (it may finish earlier)
- Discussion component in terminal will run for an hour 10:30 -11:30 am
- 11:30am will be a hot debrief – BBQ

### 7.4. Review Local Emergency Management Arrangements

Review of membership is ongoing.

### 7.5. Risk Management Review

Nothing to report at this meeting.

### 7.6. Review funding opportunities

#### 1. WA AWARE Funding

Need to plan twelve months in advance on projects to obtain quotes, complete paperwork and submit, open to ideas.

"Dear DEMAs

The 2023 round of the AWARE grants will open on 16 August and close on 20 September 2023. I have enclosed the round documentation herewith and key details pertaining to the upcoming round below. It would be greatly appreciated if you could please share this information with your respective Local Governments. WALGA has confirmed that this information will be included in their upcoming EM Newsletter.

Funding:

- The 2023 round has a total allocation of \$238,000.
- Projects could apply for between \$2,500 and \$35,000 grant funding.
- Local level risk assessment projects can request a maximum of \$6,000.

Eligible project types:

- further the emergency risk management process
- facilitate capability-based exercises.



## Onslow Local Emergency Management Committee

- assist in reviewing Local Emergency Management Arrangements
- deliver emergency management training.
- host or facilitate emergency management events or forums.

Co-contribution:

- Applicants must contribute at least 25 percent of the total project cost in cash or in-kind.

How to apply:

- All applications must be submitted through the [online portal](#) available on the [SEMC Website](#). Applications received through any other channels such as emails or post will not be accepted.
- A sample application is attached and is also available on [SEMC Website](#) for reference only.

Please don't hesitate to contact me if you require any further information,

**Kind regards**

**Aruna Pillai**

**Senior Emergency Management Officer**

Disaster Risk Reduction | Risk Capability and Analysis

Department of Fire and Emergency Services

20 Stockton Road Cockburn Central WA 6164

T: +61 08 9395 9328 | E: [aruna.pillai@dfes.wa.gov.au](mailto:aruna.pillai@dfes.wa.gov.au)

W: [dfes.wa.gov.au](http://dfes.wa.gov.au) | [semc.wa.gov.au](http://semc.wa.gov.au)

## 8. Agenda Items

### 8.1. Pilbara Pre-Season Preparedness Workshop

**To:** REIMER Matthew <[Matthew.Reimer@dfes.wa.gov.au](mailto:Matthew.Reimer@dfes.wa.gov.au)>

**Cc:** LEIPER Paul <[Paul.LEIPER@dfes.wa.gov.au](mailto:Paul.LEIPER@dfes.wa.gov.au)>; JONES Morgwn <[Morgwn.Jones@dfes.wa.gov.au](mailto:Morgwn.Jones@dfes.wa.gov.au)>; BROPHY Shannon <[Shannon.Brophy@dfes.wa.gov.au](mailto:Shannon.Brophy@dfes.wa.gov.au)>; LAWRENCE Garth <[Garth.Lawrence@dfes.wa.gov.au](mailto:Garth.Lawrence@dfes.wa.gov.au)>; RAY Darryl <[Darryl.Ray@dfes.wa.gov.au](mailto:Darryl.Ray@dfes.wa.gov.au)>;

CASOTTI Mark <[Mark.CASOTTI@dfes.wa.gov.au](mailto:Mark.CASOTTI@dfes.wa.gov.au)>; SOMERFIELD Eliza

<[Eliza.Somerfield@dfes.wa.gov.au](mailto:Eliza.Somerfield@dfes.wa.gov.au)>; Pilbara Reception <[Pilbara.Reception@dfes.wa.gov.au](mailto:Pilbara.Reception@dfes.wa.gov.au)>

**Subject:** Pre-Season Preparedness Workshop - City of Karratha, Shire of Ashburton and Shire of Exmouth LEMC Sessions

Good afternoon, Matt Reimer, cc Karratha Staff

Please see attached registration links for the Pre-Season Preparedness Tour, for the following audience

- City of Karratha LEMC
- Shire of Ashburton LEMC
- Shire of Exmouth LEMC
- DFES Staff
- Chamber of Commerce and Industry Stakeholders



## Onslow Local Emergency Management Committee

- Other relevant EM Stakeholders within the West Pilbara area of responsibility.

The Workshop is scheduled for 10:00hrs – Wednesday 11 October, at the DFES Karratha Regional Office.

Please forward the following registration link to your stakeholders, with a preference for attendance in person, but online options are available. Per previous years there will be agency specific sessions held where required.

Main Session from 10:00 until 11:15

[https://teams.microsoft.com/registration/ZDbF8ki6\\_0KGC0QBmWnVNg.d4j7RoCFvkCzxVfOXhz\\_NGA.wF8BPvg6VEOc\\_1QgEn2CfQ.zLdDdZlbg0CVbfuzCCvUA.Veey9MaJZkGNj2L-NjtVXQ.KZWlJeolaUuvdJxleQi3eq?mode=read&tenantId=f2c53664-ba48-42ff-8608-e4019969d536](https://teams.microsoft.com/registration/ZDbF8ki6_0KGC0QBmWnVNg.d4j7RoCFvkCzxVfOXhz_NGA.wF8BPvg6VEOc_1QgEn2CfQ.zLdDdZlbg0CVbfuzCCvUA.Veey9MaJZkGNj2L-NjtVXQ.KZWlJeolaUuvdJxleQi3eq?mode=read&tenantId=f2c53664-ba48-42ff-8608-e4019969d536)

Bushfire Outlook Session, from 11:15-11:45

[https://teams.microsoft.com/registration/ZDbF8ki6\\_0KGC0QBmWnVNg.d4j7RoCFvkCzxVfOXhz\\_NGA.wF8BPvg6VEOc\\_1QgEn2CfQ.86H3soHiQU-F8ty17TgYJg.0GRi5uWs60a1GKJNqIvPw.3FpQL\\_1XUulrFnjIestzQ?mode=read&tenantId=f2c53664-ba48-42ff-8608-e4019969d536](https://teams.microsoft.com/registration/ZDbF8ki6_0KGC0QBmWnVNg.d4j7RoCFvkCzxVfOXhz_NGA.wF8BPvg6VEOc_1QgEn2CfQ.86H3soHiQU-F8ty17TgYJg.0GRi5uWs60a1GKJNqIvPw.3FpQL_1XUulrFnjIestzQ?mode=read&tenantId=f2c53664-ba48-42ff-8608-e4019969d536)

**David Cowdell**

**District Officer, Natural Hazards West Pilbara**

16 De Grey Place Karratha WA 6714

**T:** +61 8 9159 1423 / **M:** 0419 937 834 / **E:** [david.cowdell@dfes.wa.gov.au](mailto:david.cowdell@dfes.wa.gov.au) [dfes.wa.gov.au](http://dfes.wa.gov.au)

## 9. Agency Reports

NB: Agency reports are by submission in writing prior to the meeting or delivered verbally at the meeting with a follow up summary for inclusion in the Minutes. If no reports are received it will be accepted the agency has nothing to report.

- On behalf of the Committee we'd like to extend our condolences to the family of the Tom Price Volunteer Bushfire Brigade member who passed away on the weekend in a vehicle accident and Tom Price Brigade members.  
The Tom Price Bushfire volunteer member was a casual employee as is his mother with the Shire of Ashburton.
- Australian Warning System changes to the alerts for cyclones and floods will replace the current blue, yellow and red alert system. The current warning system will remain in place till May/June 2024.  
Qu: Will there be any funding available for Local Governments to update signage like the bushfire signage.  
A: Not aware of at this stage.
- Tanya Millgate Onslow Paramedic will be leaving end of October 2023.
- Anurodh Prasad Pilbara Ports will provide an update at the next meeting.
- SoA is working with Rio Tinto on a flood exercise in Tom Price with their risk assessment on the tailings dam, investigating funding options for projects on behalf of



## Onslow Local Emergency Management Committee

the towns, Rangers are commencing firebreak inspections and notices across the Shire, Department of Communities will be assessing the evacuation and welfare centres within the Shire, the annual review of the Emergency Management Contact and Resource Directories are underway.

### 11. General Business

### 12. Next Meeting

DATE	VENUE	ADDRESS	TIME
Tues. 21 November 2023	Onslow Council Chamber Meeting Room	SoA Office Second Avenue	10:00am
Tues. 19 March 2024	Onslow Council Chamber Meeting Room	SoA Office Second Avenue	10:00am
Tues. 18 June 2024	Onslow Council Chamber Meeting Room	SoA Office Second Avenue	10:00am
Tues. 24 September 2024	Onslow Council Chamber Meeting Room	SoA Office Second Avenue	10:00am

### 13. Meeting Closed

**Time:** 10:53am



## Onslow Local Emergency Management Committee

### Action Register

Item	Owner	Status
01/2023: Terms of Reference review	Chairperson	<b>Completed:</b> Endorsed at 22/03/2023 meeting to be distributed
02/2023: Beach Emergency Notification (BEN) signs	Hamish James	<b>Completed:</b> Last sign with DoT to install at Beadon Bay creek.
03/2023: Australia Fire Danger Rating Signs	Kyle Cameron	<b>Completed:</b> Installed and operational
04/2023: Pilbara Port Authority – Flyer	Admin Support	<b>Completed:</b> Distributed
05/2023: Onslow LEMC membership review	Chair	<b>Ongoing:</b> Email to all members to review membership of LEMC to align with standard practice: <ol style="list-style-type: none"> <li>1. Executive membership group</li> <li>2. Agency representation with a primary member and a nominated proxy</li> <li>3. Non-voting members may be kept informed by receiving Minutes electronically</li> </ol>
06/2023: Oil & Gas industry increased consultation requests for activities within the Shire that may be a risk and have consequences for consideration.	Chair	<b>Completed:</b> Raise issue with Pilbara DEMC through email to DEMA Matt Reimer
07/2023: Onslow Airport Inductions	Chair	<b>In progress:</b> Email agencies involved in an airport emergency to contact airport management to complete an induction.
08/2023: Onslow LEMC Exercise	Chairperson	<b>In progress:</b> Onslow Airport Emergency Field Exercise is being held 14/09/2023



# Agenda Item 10.2.2 - Attachment 1

Minutes from Pannawonica Local Emergency  
Management Committee - 5 September 2023





# Pannawonica Local Emergency Management Committee

## Minutes

Meeting date	Tuesday 5 September 2023
Location	Online Only
Time	10:00am
Videoconference link and passcode	Microsoft Teams: 419 943 920 192 – 5r2pvS

### EM Act Section 39: Functions of local emergency management committees

- (a) To advise and assist the local government in ensuring that local emergency management arrangements are established for its district.
- (b) To liaise with public authorities and persons in the development, review, and testing of local emergency management arrangements; and
- (c) To conduct other emergency management activities as directed by the SEMC or prescribed by the regulations.

### Meeting Open

**Time:** 10:03 am

### Welcome by Chair

### Acknowledgement of Country

We respectfully acknowledge Aboriginal people as the Traditional Custodians of the lands on which we deliver our services to the communities throughout the Shire of Ashburton.

We acknowledge their enduring connection to the lands, waterways and communities and pay our respects to Elders past, present and emerging.

### Administration

- This meeting is being recorded.
- Round table agency introductions.



## Pannawonica Local Emergency Management Committee

### 1. Attendance and Apologies

#### 1.1. Attendance Register

Acknowledge attendance in person by completing the attendance register or online through a message in the chat section.

#### 1.2. Apologies

- Matthew Reimer DFES
- Sgt Anntoinette Cashmore WAPOL
- Annette Hansen Dept of Education
- Cr Melanie Gallanagh SoA Councillor
- Clarissa Walker SoA
- Samantha Sylva Pannawonica Primary School

#### 1.3. Guests

Nil guests present for this meeting.

### 2. Disclosure of Interest

A member who has an impartiality, proximity, or financial interest in any matter to be discussed at this meeting must disclose the nature of the interest to the Chair.

No disclosures reported at this meeting.

### 3. Guest presentations

Presentations to the Pannawonica LEMC on emergency management topics.

Nil guest presentation for this meeting.

### 4. Confirmation of LEMC Meeting Minutes

The Minutes of the meeting held 21/06/2023 are tabled for endorsement is there any business arising from the Minutes? The Action list will be reviewed next.

An email poll will be sent to the Committee members present at the meeting for endorsement.

Motion: The Committee moves that the Minutes of the meeting held 21/06/2023 are a true and correct record of that meeting.

**Moved:** Kyle Cameron SoA

**Seconded:** Matt Reimer DFES

**Carried:** By consensus

### 5. Action List Review

Refer to the attached Action Register.



## Pannawonica Local Emergency Management Committee



### 6. Correspondence

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#### 6.1. Correspondence In

1. DFES DEMA Matthew Reimer advising of the 2023/24 Pilbara Pre-season Preparedness workshop in Karratha 11 October 2023
2. Aust Warning System email and power point presentation
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4. Western Gas planned activities advice
5. Request to members to endorse meeting Minutes 21 March 2023
6. Pilbara DEMC Minutes 14 June 2023

#### 6.2. Correspondence Out

1. Email -meeting request for 5 September 2023 LEMC meeting with Agenda
2. 2022-2023 Annual LEMC Report Survey
3. Pilbara DEMC re communications issues at Pannawonica and increased consultation from mining, gas & oil companies on their activities
4. Response from members on endorsement of meeting Minutes 21 June 2023

### 7. Agenda Standing Items

#### 7.1. LEMC Membership

Review of membership is ongoing.

#### 7.2. Incident Reporting

Robe River Rodeo was held on the weekend in Pannawonica and Emergency Services were kept busy.

#### 7.3. Exercise and Post Exercise

Nothing to report this meeting.

#### 7.4. Review Local Emergency Management Arrangements

Department of Communities have been in contact to review and perform the annual check of the evacuation and welfare centres within the Shire of Ashburton. SoA will liaise with Department of Communities and update information.

#### 7.5. Risk Management Review

Nothing to report this meeting.



## Pannawonica Local Emergency Management Committee



### 7.6. Review funding opportunities

#### 1. WA AWARE Funding

Shire of Ashburton does not have anything that meets eligibility at this time for funding and planning needs to be twelve months in advance and open to ideas.

“Dear DEMAs

The 2023 round of the AWARE grants will open on 16 August and close on 20 September 2023. I have enclosed the round documentation herewith and key details pertaining to the upcoming round below. It would be greatly appreciated if you could please share this information with your respective Local Governments. WALGA has confirmed that this information will be included in their upcoming EM Newsletter.

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- further the emergency risk management process
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- assist in reviewing Local Emergency Management Arrangements
- deliver emergency management training.
- host or facilitate emergency management events or forums.

Co-contribution:

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How to apply:

- All applications must be submitted through the [online portal](#) available on the [SEMC Website](#). Applications received through any other channels such as emails or post will not be accepted.
- A sample application is attached and is also available on [SEMC Website](#) for reference only.

Please don't hesitate to contact me if you require any further information,

**Kind regards**

**Aruna Pillai**

**Senior Emergency Management Officer**

Disaster Risk Reduction | Risk Capability and Analysis

Department of Fire and Emergency Services

20 Stockton Road Cockburn Central WA 6164

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## Pannawonica Local Emergency Management Committee



### 8. Agenda Items

#### 8.1. Pilbara Pre-Season Preparedness Workshop

The workshop is being held October 11 in Karratha, attendance is in person or via dial in. If you are interested in participating in the workshop contact the organiser directly.

**To:** REIMER Matthew <[Matthew.Reimer@dfes.wa.gov.au](mailto:Matthew.Reimer@dfes.wa.gov.au)>

**Cc:** LEIPER Paul <[Paul.LEIPER@dfes.wa.gov.au](mailto:Paul.LEIPER@dfes.wa.gov.au)>; JONES Morgwn <[Morgwn.Jones@dfes.wa.gov.au](mailto:Morgwn.Jones@dfes.wa.gov.au)>; BROPHY Shannon <[Shannon.Brophy@dfes.wa.gov.au](mailto:Shannon.Brophy@dfes.wa.gov.au)>; LAWRENCE Garth <[Garth.Lawrence@dfes.wa.gov.au](mailto:Garth.Lawrence@dfes.wa.gov.au)>; RAY Darryl <[Darryl.Ray@dfes.wa.gov.au](mailto:Darryl.Ray@dfes.wa.gov.au)>; CASOTTI Mark <[Mark.CASOTTI@dfes.wa.gov.au](mailto:Mark.CASOTTI@dfes.wa.gov.au)>; SOMERFIELD Eliza <[Eliza.Somerfield@dfes.wa.gov.au](mailto:Eliza.Somerfield@dfes.wa.gov.au)>; Pilbara Reception <[Pilbara.Reception@dfes.wa.gov.au](mailto:Pilbara.Reception@dfes.wa.gov.au)>

**Subject:** Pre-Season Preparedness Workshop - City of Karratha, Shire of Ashburton and Shire of Exmouth LEMC Sessions

Good afternoon, Matt Reimer, cc Karratha Staff

Please see attached registration links for the Pre-Season Preparedness Tour, for the following audience

- City of Karratha LEMC
- Shire of Ashburton LEMC
- Shire of Exmouth LEMC
- DFES Staff
- Chamber of Commerce and Industry Stakeholders
- Other relevant EM Stakeholders within the West Pilbara area of responsibility.

The Workshop is scheduled for 10:00hrs – Wednesday 11 October, at the DFES Karratha Regional Office.

Please forward the following registration link to your stakeholders, with a preference for attendance in person, but online options are available. Per previous years there will be agency specific sessions held where required.

Main Session from 10:00 until 11:15

[https://teams.microsoft.com/registration/ZDbF8ki6\\_0KGCOQBmWnVNq,d4j7RoCFvkCzxVfQXhz\\_NGA,wF8BPvg6VEOc\\_1QgEn2CfQ,zLdDdZlbg0CVbvufuzCCvUA,Veey9MaJZkGNj2L-NjtVXQ,KZWJJeolaUuvdJx1eOi3eg?mode=read&tenantId=f2c53664-ba48-42ff-8608-e4019969d536](https://teams.microsoft.com/registration/ZDbF8ki6_0KGCOQBmWnVNq,d4j7RoCFvkCzxVfQXhz_NGA,wF8BPvg6VEOc_1QgEn2CfQ,zLdDdZlbg0CVbvufuzCCvUA,Veey9MaJZkGNj2L-NjtVXQ,KZWJJeolaUuvdJx1eOi3eg?mode=read&tenantId=f2c53664-ba48-42ff-8608-e4019969d536)

Bushfire Outlook Session, from 11:15-11:45

[https://teams.microsoft.com/registration/ZDbF8ki6\\_0KGCOQBmWnVNq,d4j7RoCFvkCzxVfQXhz\\_NGA,wF8BPvg6VEOc\\_1QgEn2CfQ,86H3soHiQU-F8ty17TgYJg,0GRi5uWs60a1GKJNqIvbPw,3FpQL-1\\_XUu1rFnjIestzQ?mode=read&tenantId=f2c53664-ba48-42ff-8608-e4019969d536](https://teams.microsoft.com/registration/ZDbF8ki6_0KGCOQBmWnVNq,d4j7RoCFvkCzxVfQXhz_NGA,wF8BPvg6VEOc_1QgEn2CfQ,86H3soHiQU-F8ty17TgYJg,0GRi5uWs60a1GKJNqIvbPw,3FpQL-1_XUu1rFnjIestzQ?mode=read&tenantId=f2c53664-ba48-42ff-8608-e4019969d536)

**David Cowdell**

**District Officer, Natural Hazards West Pilbara**

16 De Grey Place Karratha WA 6714

**T:** +61 8 9159 1423 / **M:** 0419 937 834 / **E:** [david.cowdell@dfes.wa.gov.au](mailto:david.cowdell@dfes.wa.gov.au) [dfes.wa.gov.au](http://dfes.wa.gov.au)



## Pannawonica Local Emergency Management Committee

### 9. Agency Reports

- Shire of Ashburton Rangers are commencing the firebreak notice program and will circulate the current firebreak notice to the membership. Grasslands are curing a month earlier this year than traditionally, Inland is 100% and Coastal is 60-70%. Conversations will be had with Sodexo regarding property maintenance standards.
- On behalf of the Committee we'd like to extend our condolences to the family of the Tom Price Volunteer Bushfire Brigade member who passed away on the weekend in a vehicle accident and the Tom Price Brigade members.  
The Bushfire volunteer member was a casual employee as is his mother with the Shire of Ashburton. We're managing the support on offer given all the support they are receiving at the moment.
- DFES are providing members from the Tom Price and Paraburdoo brigades with support from EAP and the Wellness Branch. The Pilbara Superintendent and Garth Lawrence have been in Tom Price the last couple of days providing support to the members. Ninety percentage of members in Tom Price are dual registered with Bushfire and Fire and Rescue.  
There was a recent fatality on the highway near Pannawonica the DFES Wellness Branch was implemented for crew support. Rio Tinto are providing staff support through their programs.  
AWS – DFES has requested the implementation takes place after the current cyclone/flood season. The existing warning system for cyclones and floods will remain place till June 2024.

### 11. General Business

Future meetings maybe held via Teams, due to operational requirements within the Shire of Ashburton.

### 12. Next Meeting

DATE	VENUE	ADDRESS	TIME
Wed 22 November 2023	Barry Lang Meeting Room	Deepdale – Pannawonica Dve	11:00 am
Wed 20 March 2024	Barry Lang Meeting Room	Deepdale – Pannawonica Dve	11:00 am
Wed 19 June 2024	Barry Lang Meeting Room	Deepdale – Pannawonica Dve	11:00 am
Wed 25 September 2024	Barry Lang Meeting Room	Deepdale – Pannawonica Dve	11:00 am



## **Pannawonica Local Emergency Management Committee**



### **13. Meeting Closed**

**Time:** 10:24am



## Pannawonica Local Emergency Management Committee



### Action Register

Item	Owner	Status
01/2023: Lighting at Northwest Coastal Hwy / Mesa A intersection	OIC Anntoinette Cashmore	<b>Carried over to the next meeting:</b> Contacted Main Roads & RAC. Taken photographs at night of intersection and speed signs. Also enquired about lengthening intersection. Awaiting response.
02/2023: Beach Emergency Notification (BEN) signs	Hamish James	<b>Completed:</b> Last sign with DoT to install at Beadon Bay Creek.
03/2023: Australian Fire Danger Rating Signs	Kyle Cameron	<b>Completed:</b> Signage installed and operational.
04/2023: LEMC Membership Review	Chair	<b>In progress:</b> Email to all members to review membership of LEMC to align with standard practice: <ol style="list-style-type: none"> <li>1. Executive membership group</li> <li>2. Agency representation with a primary member and a nominated proxy</li> <li>3. Non-voting members may be kept informed by receiving Minutes electronically</li> </ol>
05/2023: Emergency services communication issues in and around Pannawonica	Chair	<b>Completed:</b> Forward issue by email to Pilbara DEMC DEMA XO for the 4 July 2023 meeting Agenda.
06/2023: Oil & Gas industry increased consultation requests for activities within the Shire that may be a risk and have consequences for consideration.	Chair	<b>Completed:</b> Raise issue with Pilbara DEMC through email to DEMA Matt Reimer.
07/2023: Firebreak Notice Program	Kyle Cameron	<b>In progress:</b> Contact Sodexo regarding property maintenance standards.