Agenda

Ordinary Council Meeting

Tuesday, 20 May 2025

Date:	Tuesday 20 May 2025
Time:	1:00pm
Location:	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow
Distribution Date:	Thursday 15 May 2025

Shire of Ashburton

Ordinary Council Meeting

Please be informed an Ordinary Council Meeting will be held at 1:00pm on Tuesday 20 May 2025 at Council Chambers, Onslow Shire Complex, Second Avenue, Onslow.

Dr Garry Hunt PSM

Chief Executive Officer (Temporary)

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 enter time.

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

To be informed at the meeting.

3 Attendance

3.1 Present

Elected Members:	SP A Smith	Shire President
	Cr K White	Deputy Shire President, Onslow Ward
	Cr R de Pledge	Ashburton-Tablelands Ward
	Cr M Gallanagh	Pannawonica Ward
	Cr L Rumble JP	Paraburdoo Ward
	Cr A Sullivan	Paraburdoo Ward
	Cr M Lynch	Tom Price Ward
	Cr B Healy	Tom Price Ward
Employees:	Dr G Hunt PSM	Chief Executive Officer (Temporary)
	J Sangster	Deputy Chief Executive Officer
	C McGurk	Director Community Development
	D Kennedy	Director Corporate Services
	G Harris	Director Infrastructure Services
	J Bray	Manager Governance
	A Rauhihi	Governance Officer
Guests:	Enter names	
Members of Public:	There were enter number members of the public in attendance at the commencement of the meeting.	

Members of media:	There were enter number members of the media in attendance at the commencement of the meeting.

3.2 Apologies

To be informed at the meeting.

3.3 Approved Leave Of Absence

Cr R Kapor Tom Price Ward From 20 May 2025 to 20 May 2025

4 Question Time

4.1 Response To Previous Public Questions Taken On Notice

Nil

4.2 Public Question Time

To be informed at the meeting.

5 Declaration By Members

5.1 Due Consideration By Elected Members To The Agenda

Elected Members 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 –

Nil

6 Announcements By The Presiding Member And Councillors Without Discussion

To be informed at the meeting.

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

To be advised at the meeting.

10 Confirmation Of Minutes

10.1 Confirmation of Council Minutes

10.1.1 Minutes Of The Ordinary Council Meeting Held On 15 April 2025

Officer Recommendation

That the Minutes of the Ordinary Council Meeting held 15 April 2025 (Item 10.1.1 Attachment 1) be confirmed as a true and accurate record.

10.2 Receipt of Committee and other Minutes

10.2.1 Minutes Of The Community Grants Committee Meeting Held On 15 April 2025

Officer Recommendation

That the Minutes of the Community Grants Committee Meeting held 15 April 2025 (Item 10.2.1 Attachment 1) be received.

11 Recommendations From Committee

Audit And Risk Management Committee Meeting held on 20 May 2025

ARM.1 Audit Log Status Update

File Reference	CM52
Applicant or Proponent(s)	Not Applicable
Author	D Weerasingha, Internal Auditor
Authorising Officer	Dr G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Audit and Risk Management Committee 18 February 2025 - Item 6.1
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Validation of Internal Audit Actions Report 30 April 2025 2. Internal Audit Log - Oustanding Actions as at 30 April 2025 3. Internal Audit Log - Validated Actions as at 30 April 2025

Report Purpose

The purpose of this report is to provide Audit and Risk Management Committee oversight of the implementation of actions resulting from internal audits.

The Audit and Risk Management Committee is requested to close four validated internal audit actions (refer to Attachments 1 and 3) and receive the Internal Audit Log – Outstanding Actions (refer to Attachment 2).

Background

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

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

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

Comments

This report covers the period 1 February 2025 to 30 April 2025.

During this period, evidence against four audit items was submitted for verification by Ms Michelle Shafizadeh, Director, Moore Australia (WA) Pty Ltd.

All four items have been verified as closed (refer to Attachment 1- Validation of Internal Audit Actions Moore Australia).

A summary of the progress on the implementation of internal audit recommendations is provided in the following table. There are 80 audit findings that are open as of 30 April 2025.

All Payroll/HR items (eight) are now closed.

The Internal Auditor is working with managers and the Executive Leadership Team (ELT) and service providers to close the remaining open items, prioritising as per risk ratings.

Internal Audit Topic	Not Started		In Progress		Validated		Total Open		Total Items
	30 Apr	31 Jan	30 Apr	31 Jan	30 Apr	31 Jan	30 Apr	31 Jan	
Review of 2019 FMR	0	0	1	1	3	3	1	1	4
Procurement [21]	0	0	0	3	**23**	**20**	0	3	23
Risk Management	3	3	8	8	8	8	11	11	19
Grants Management	0	0	10	10	1	1	10	10	11
Records Management [21]	2	2	0	0	13	13	2	2	15
Records Management [22]	2	2	5	5	25	25	7	7	32
Business Continuity, Disaster Recovery and Incident Management	3	3	16	16	7	7	19	19	26
Contract Management	0	0	6	6	11	11	6	6	17
Fraud and Corruption	0	0	9	9	18	18	9	9	27
Payroll & HR**	0	0	0	0	8	8	0	0	8
Regulation 17-2023	1	1	8	9*	**20**	**19**	9	10	29
Procurement [24]	1	1	3	3*	3	3	4	4	7
FMR 2024	0	0	2	2*	7	7	2	2	9
Totals	12	12	68	58	147	143	80	84	227

*Numbers have been restated for immaterial inaccuracies on previous report.

**Payroll & HR will be removed from above table starting from the next report.

Note 1 - Above table has been adjusted with four audit findings that were validated as closed in April 2025.

Note 2 - Due to the nature of Management Letter findings from the external audit conducted by the Office of the Auditor General, these items for Finance and IT General Controls have been removed from the Internal Audit Log. These are updated annually following each external audit.

Please refer to Attachment 3 for full details of the closed items.

Consultation

The validation has been carried out by Moore Australia and the report is attached as Attachment 1 which address the approach including consultation. Below is the consultation framework endorsed by ARMC for internal audit department.

Output	IIA Standard (2017 Version)	Council	Audit and Risk Management Committee	CEO / ELT	Audit Sponsor / Director	Internal Audit
Internal Audit Charter	1000	Adopt	Review / Recommend	Consult / Inform	Inform	Develop
Strategic Internal Audit Plan	2010	Adopt	Review / Recommend	Consult / Inform	Consult / Inform	Develop
Annual Internal Audit Service Delivery Plan	2010	Adopt	Review / Recommend	Consult / Inform	Consult / Inform	Develop
Internal Audit Manual	2040	Adopt	Review / Recommend	Consult / Inform	Inform	Develop
Quality Assurance and Improvement Plan	1300, 1320	Adopt	Review / Recommend	Consult / Inform	N/A	Develop
Annual Internal Audit Status Report	2060	Receive	Review / Recommend	Inform	Inform	Develop / Approve
Audit Engagements						
Planning Memorandum	2200	N/A	N/A	Consult / Approve	Consult	Develop / Approve
Draft Report	2400	N/A	N/A	N/A	Consult	Develop
Final Report	2400, 2440	Receive	Review / Recommend	Inform	Inform	Develop / Approve

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

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

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

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

Risk Management

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

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

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

Voting Requirements

Simple Majority

Committee Recommendation

The Audit and Risk Management Committee recommends that Council:

1. Closes the validated four audit findings, as detailed in Attachments 1 and 3.
2. Receives the Internal Audit Log – Outstanding Actions report, as detailed in Attachment 2.

12 Office of the Chief Executive Officer Reports

12.1 Volunteer Marine Rescue - Proposed Lease Area - Onslow Boating Precinct

File Reference	BEA.500
Applicant or Proponent(s)	Not Applicable
Author	R Richardson, Lease and Accommodation Officer
Authorising Officer	J Sangster, Deputy Chief Executive Officer
Previous Meeting Reference	Ordinary Council Meeting 14 March 2023 - Item 11.2 – 032/2023
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Stage 2 Concept - Onslow Recreational Boating Facility

Report Purpose

The purpose of this report is to request additional area for lease for the Onslow Volunteer Marine Rescue (VMR) from proposed Stage 2 of the Onslow Community Boating Precinct (CBP).

Background

The Onslow Volunteer Marine Rescue (VMR) plays a vital role in the safety and wellbeing of the local community and visiting mariners. Operated by volunteers, the VMR provides essential marine search and rescue services, often responding to emergency situations in challenging conditions. In addition to their core rescue responsibilities, VMR supports marine safety education, assists with local events on the water, and works closely with emergency services such as the Department of Fire and Emergency Services (DFES).

The VMR currently leases a portion of land in Onslow for its operations from DFES on McGrath Avenue and has approached the Shire stating they have outgrown their current site and are in the process of acquiring a new vessel, which will not fit in the current leased location.

The CBP was proposed in 2014, for use by recreational boaters and tourism/charter operators and included a new boat ramp and small marina with suitable space for future development of fully serviced boat pens.

In 2016, the Department of Transport (DoT) in partnership with the Shire, other key government agencies and the local Onslow community, including the VMR, developed a two-stage concept plan and business case for the development of the CBP. The Shire allocated a significant portion of funding to enable Stage 1 of the project and DoT obtained relevant State approvals and managed the design process in close collaboration with the Shire. The DoT managed the Stage 1 construction phase on behalf of the Shire.

As the CBP is vested in the DoT via a Management Order (Reserve 30711), Council resolved on 14 March 2023 to enter into a lease agreement over Stage 1 and a portion of Stage 2 as follows:

> *"That with respect to Community Boating Precinct, Part Lot 561, Beadon Creek Maritime Facility, Onslow, Council, authorises the Chief Executive Officer to,*

1. *Finalise lease negotiations, and*
2. *Execute the Lease Agreement and associated documents for the Community Boating Precinct, Part Lot 561, Beadon Creek Maritime Facility, Onslow between the Shire of Ashburton and the Department of Transport."*

A lease between the DoT and the Shire is currently being finalised, with the delayed signing of the document due to the DoT requesting consultation with the Pilbara Ports Authority (PPA), as the subject land has been earmarked as land to be vested in the PPA in the near future. A formal referral for the proposed future vesting of the land to the PPA will be referred to Council in June for consideration, as a separate item.

Comments

Stage 1 of the CBP was completed in mid-2023. The future Stage 2 includes fully serviced boat pens, public jetties, and berthing, completed landscaping and car parks, serviced development lots (for lease), community open space and ablutions (see Attachment 1).

The Stage 2 Concept Plan was to commence construction when funding became available, noting this was an election promise by the recently elected Australian Labor Party in March 2025.

A portion of land within Stage 2 was set aside for the VMR to eventually relocate from McGrath Avenue and sublease this portion for the construction of a new shed to house a future vessel. VMR has now approached Council requesting an expansion to the originally approved area (Figures 1 and 2 refer). This request is to accommodate the larger vessel and improve the VMR premises, with funding support provided by DFES.

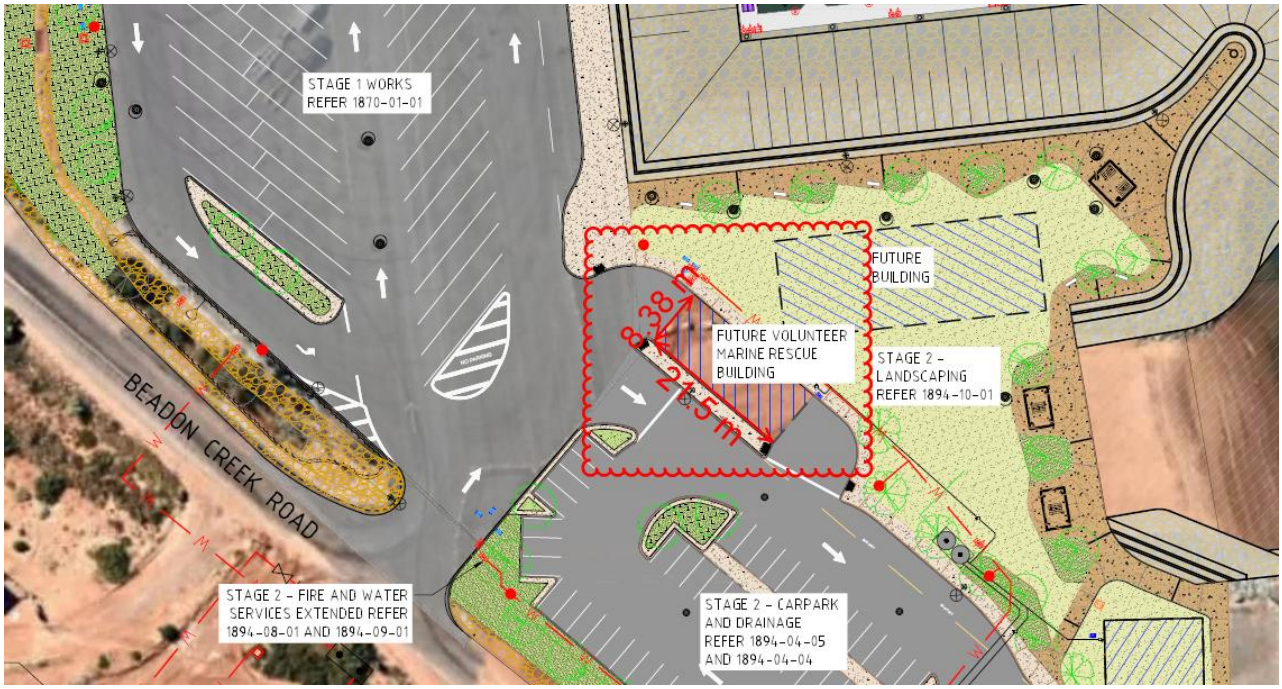

Figure 1: Original Lease Footprint (~8.38m x 21.5m)

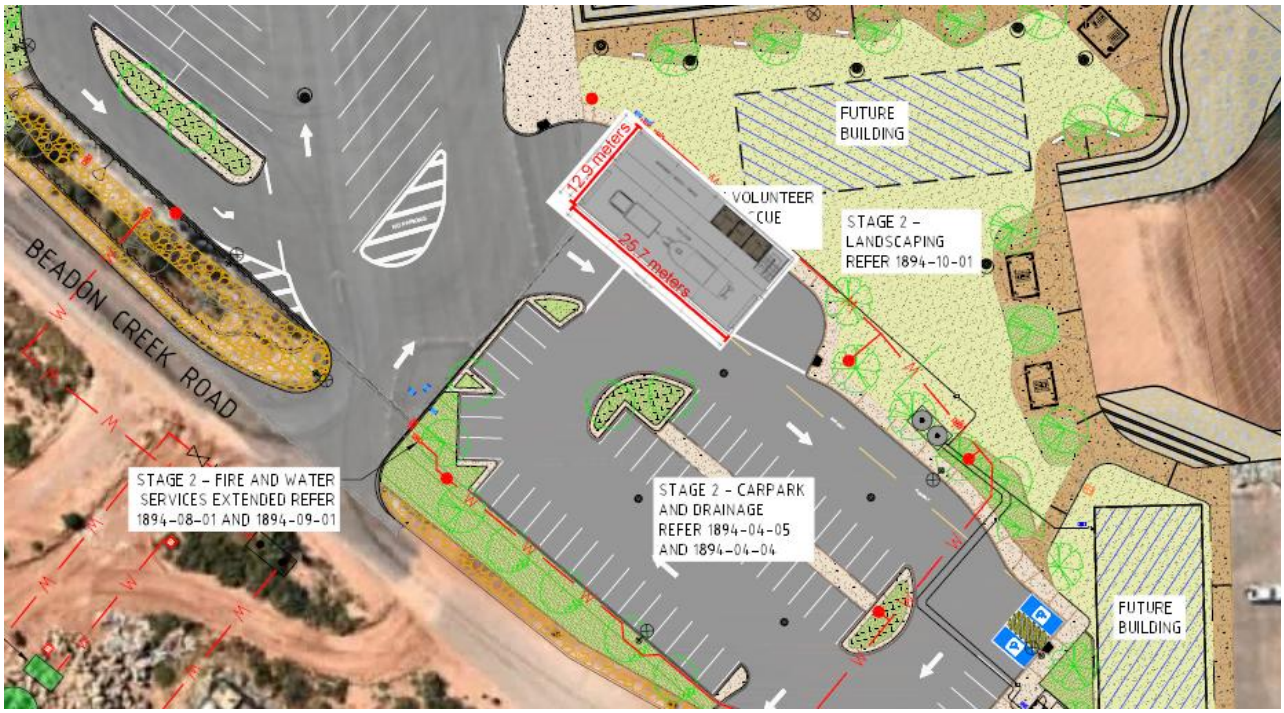

Figure 2: Proposed Lease Footprint (~12.8 x 25.7m)

Should Council be supportive of the request to expand the allocated lease area from 8.38m x 21.5m (~180sqm) to 12.8m x 25.7m (~329sqm), the Stage 2 Concept Plan will need to incorporate this increase, with some landscaping, bitumen and services requiring alteration. This is not considered to be a complex change as no part of Stage 2 has been constructed to date.

Due to the future sublease to the VMR being an exempt disposition under the *Local Government Act 1995*, the Chief Executive Officer has delegated authority to negotiate future lease terms. Any sublease will be a standard land only tenure agreement, with all assets being the responsibility of the VMR.

Consultation

Onslow Volunteer Marine Rescue
Department of Transport
Director Community Development
Pilbara Ports Authority

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	2.1 Coordinated delivery of natural and built environment services and projects for the community
Strategy	1 Develop and maintain key natural and built environment services partnerships, both internally and externally, to support Council's vision.

Council Policy

Council Policies » Shire of Ashburton

Nil

Financial Implications

Current Financial Year

There is no foreseen cost to the Shire for the development of the VMR site, there may be minor costs to amend the Stage 2 Concept Plan to incorporate the request for larger premises. All construction for the VMR project will be funded by DFES, VMR funding and grant funding. All ongoing maintenance of this VMR facility will be the responsibility of the VMR.

Future Financial Year(s)

The Shire will derive a community lease fee for the sublease when the facility is complete in accordance with the Shire's Fees and Charges, at $500 per annum.

Legislative Implications

Section 3.58(5) of the *Local Government Act 1995* and regulation 30(2)(b) of the *Local Government (Functions and General) Regulations 1996* provides for the future land disposal as an exempt disposition, being that the VMR is a volunteer not-for-profit agency.

A development application and building permit will be required for Shire approval once any sublease is in place and will need to be signed by either DoT or PPA depending on the land tenure arrangement at the time.

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)	VMR may have no suitable premises within the town of Onslow to house their new vessel once acquired.	Possible (3)	Minor (2)	Moderate (5-9)	Adopt recommendation to allow VMR to be located within the amended Stage 2 area.

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 Council:

1. Supports the Onslow Volunteer Marine Rescue's request to sublease a portion of Reserve 30711 from the Shire of Ashburton and to increase their allocated land portion from proposed Stage 2 of the Onslow Community Boating Precinct from approximately 180sqm to approximately 329sqm; and
2. Notes any future sublease to the Onslow Volunteer Marine Rescue will be negotiated by the Chief Executive Officer in accordance with existing delegations.

12.2 Proposed Licence - Onslow Airport

File Reference	ONS.0016
Applicant or Proponent(s)	Not Applicable
Author	R Wright, Executive Manager Land, Property and Regulatory Services
Authorising Officer	J Sangster, Deputy Chief Executive Officer
Previous Meeting Reference	Ordinary Council Meeting 10 December 2024 - Item 18.2 (Minute 267/2024) Ordinary Council Meeting 18 March 2025 - Item 18.1 (Minute 037/2025)
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Report Purpose

The purpose of this report is to seek Council approval for the amendment of the premises for two licence agreements between the Shire of Ashburton and Onslow Airwork, and the Shire of Ashburton and Mr Trevor Buckland. Both licences have already been granted by Council, however Mr Trevor Buckland has requested an increase to the initial premises to accommodate a larger plane and consequently a new location is required, at an alternate hangar as outlined below.

Background

Onslow Airwork and Mr Trevor Buckland were granted equal portion licences of 100sqm each by Council over a vacant hangar, known as Hangar "Mike", at Onslow Airport (Figure 1) on 10 December 2024 and 18 March 2025. As follows:

"*That with respect to the Licence of Part Hangar at Onslow Airport, Council,*

1. *Supports, subject to Section 3.58 of the Local Government Act 1995, a Licence Agreement over a portion of Lot 201 McAullay Road, Onslow (Onslow Airport) being an approximate 100m^2 portion of an Airport Hangar (known as Hangar "Mike") to Onslow Airwork for a period of two years with one further option of five years;*
2. *Authorises the Chief Executive Officer to negotiate the terms of the Licence Agreement with Onslow Airwork, generally in accordance with the terms outlined in this report;*
3. *Authorises the Chief Executive Officer to advertise the details of the proposed Licence Agreement at Lot 201 McAullay Road, Onslow with Onslow Airwork, by way of local public notice for a period of not less than two weeks; and*
4. *Authorises the Chief Executive Officer to consider and determine any submissions received in response to point 4 and negotiate and execute the Licence Agreement and associated documents for a portion Lot 201 McAullay Road, Onslow (Onslow Airport) being an approximate 100m^2 portion of an Airport Hangar (known as Hangar "Mike") on Lot 201 McAullay Road, Onslow between the Shire of Ashburton and Onslow Airwork."*

and

"That with respect to the Licence of Part Hangar at Onslow Airport, Council,

1. *Supports, subject to section 3.58 of the Local Government Act 1995, a Licence Agreement over a portion of Lot 201 McAullay Road, Onslow (Onslow Airport) being an approximate 100m^2 portion of an Airport Hangar (known as Hangar "Mike") to Mr Trevor Buckland for a period of six months with one further option of six months;*
2. *Authorises the Chief Executive Officer to negotiate the terms of the Licence Agreement with Mr Trevor Buckland, generally in accordance with the terms outlined in this report;*
3. *Authorises the Chief Executive Officer to advertise the details of the proposed Licence Agreement at Lot 201 McAullay Road, Onslow with Mr Trevor Buckland, by way of local public notice for a period of not less than two weeks; and*
4. *Authorises the Chief Executive Officer to consider and determine any submissions received in response to point 3 and negotiate and execute the Licence Agreement and associated documents for a portion Lot 201 McAullay Road, Onslow (Onslow Airport) being an approximate 100m2 portion of an Airport Hangar (known as Hangar "Mike") on Lot 201 McAullay Road, Onslow between the Shire of Ashburton and Mr Trevor Buckland."*

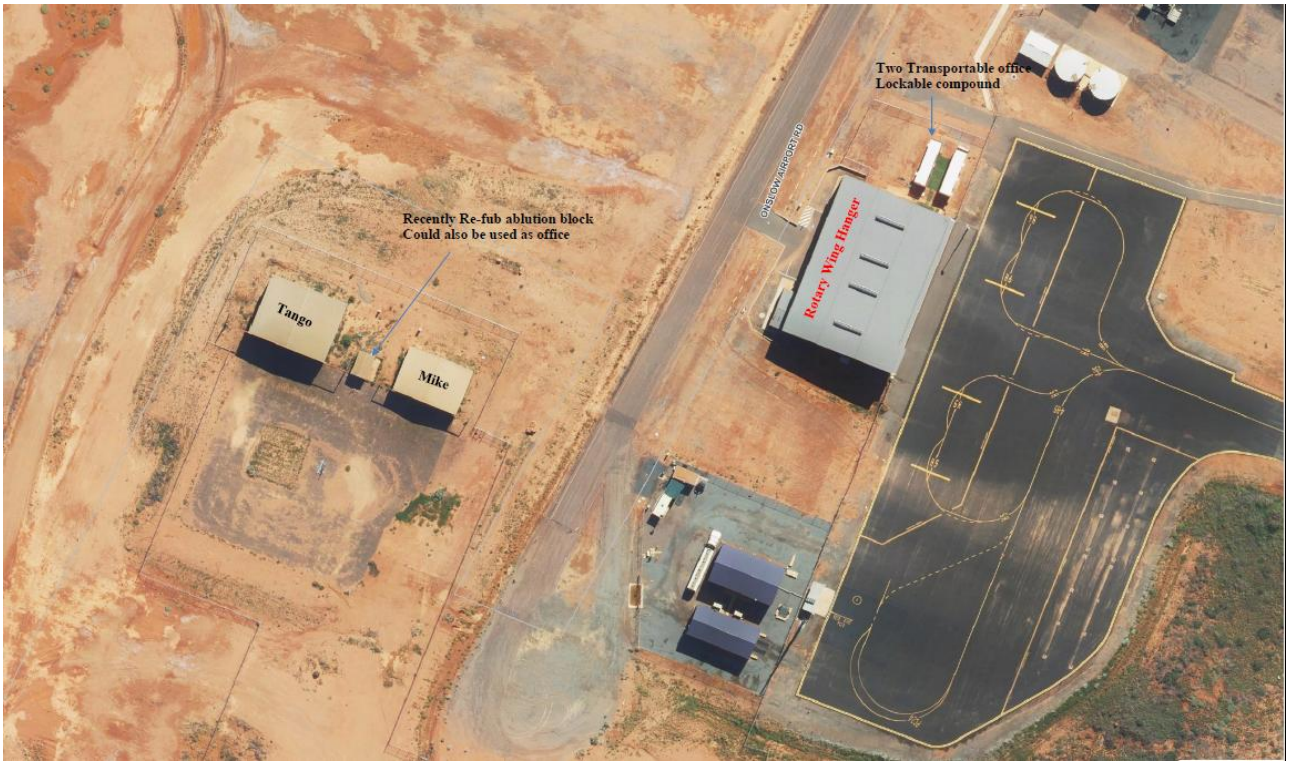

Figure 1 – Onslow Airport Hangar Licence Area

While both licensees initially inspected the premises prior to entering into the licence agreement, one licensee has since advised, following the Council meeting and the acquisition of a new aircraft, that additional space is required. Administration does not support licensing half portions of separate hangars to individual licensees as further licences may be limited. To ensure efficient use of space and streamline operational management Shire Officers have requested both licensees to remain co-located in a single hangar (Hangar Tango) under their individual licence agreements. Further to this the Airport

Manager has noted some outstanding works that are required for the large access doors of Hangar Mike, so Hangar Tango is now the preferred location.

Comments

All adopted terms and conditions of the previous licences will remain the same, except for the location (Hangar Tango in lieu of Hangar Mike) and land area, with a slight increase of space from ~100m^2 each to ~160m^2 each.

The valuation of $55 per square metre was based on the exclusive use of the entire hangar for one entity via a lease. An increase to the premises to 160sqm would derive a figure of $8,800 including GST. However, as the proposed arrangement involves shared, non-exclusive use of the space, the Airport Manager has recommended a discounted rental rate, retaining the initial adopted rent of $5,500 including GST. The Leasing team supports this approach, which appropriately reflects the shared nature of the occupancy and ensures that full-value rates are not applied to a non-exclusive tenancy.

Consultation

Mr Trevor Buckland

Onslow Airwork

Manager Airport Services

PVA (WA) Pty Ltd (valuer)

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Council Policies » Shire of Ashburton

Nil

Financial Implications

Current Financial Year

No increase to the initial proposed rent for both premises as outlined below.

Onslow Airwork – income of up to $5,000 per year excluding GST. The licensee will also be subject to rates and applicable outgoings including landing fees as per the current Fees and Charges.

Mr Trevor Buckland - income of up to $5,000 per year (subject to further negotiations) for the licensed premises. The licensee will also be subject to applicable outgoings including landing fees as per the current Fees and Charges.

Future Financial Year(s)

No rental increase to the initial proposal, with one licence being for a term of up to 12 months (including options) and the other up to seven years (including options). Relevant CPI increases will apply annually.

Legislative Implications

Local Government Act 1995 Section 3.58

Section 3.58 sets out three means of disposing of property; under subsection (2)(a) by auction, or (b) but public tender, and under subsection (3) by the process referred to as 'private treaty', which is the process of this proposed licence. As required, should Council consent to disposing via licence, local public notice will be undertaken.

Aviation Transport Security Act 2004

An Airside Access Application must be completed in accordance with the Aerodrome's Transport Security Plan (TSP) to meet our obligations of an airport operator.

Civil Aviation Safety Regulations (CASR)

In accordance with the Onslow Aerodrome Manual and Part 139 of the *Civil Aviation Safety Regulations (CASR)* airport tenants are responsible for controlling airside access through their licenced areas.

As Onslow Airport is a security-controlled aerodrome, ASIC's to be worn and clearly displayed when airside and high-visibility vests are also required. An aerodrome induction will also need to be undertaken.

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Financial impact	Hangar not licensed, remains vacant.	Possible (3)	Minor (2)	Moderate (5-9)	Adopt officer's recommendation.
Reputation	Loss of tourism opportunity.	Possible (3)	Minor (2)	Moderate (5-9)	Adopt officer's 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 Council approves the request from Mr Trevor Buckland and Onslow Airwork to amend their licensed areas from approximately 100m² each in equal shared portions of Airport Hangar “Mike” to approximately 160m² each in equal shared portions of Airport Hangar “Tango,” and that all terms and conditions previously endorsed by Council in relation to the licence agreements remain unchanged and in full effect.

12.3 Mineral Resources Limited - Proposed Section 91 Licence Referral - Feasibility and Preferred Alignment for a Water Pipeline

File Reference	BAC.0300
Applicant or Proponent(s)	Not Applicable
Author	J Hunter, Coordinator Planning and Lands
Authorising Officer	J Sangster, Deputy Chief Executive Officer
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. DPLH Request for comment - Section 91 Licence 2. Aerial Map - Proposed Licence Area 3. Tenure Map - Proposed Licence Area 4. Section 91 Proposal - Shire Response

Report Purpose

The purpose of this report is to consider and provide comments on a referral (Attachment 1) from the Department of Planning, Lands and Heritage (DPLH) regarding a proposed Section 91 Licence under the *Land Administration Act 1997* (LAA) for the purpose of undertaking investigation studies to determine the feasibility and preferred alignment of a water pipeline proposed by Mineral Resources Limited (MinRes).

Council is requested to authorise the Chief Executive Officer (CEO) to respond to the referral as per the officer recommendation.

Background

MinRes's workforce accommodation development at Lot 300 in Onslow requires ~800 kL/day of potable water (primarily for irrigation). The Water Corporation is unable to supply the volume of water required. MinRes is exploring alternative supply options which include the subject of this referral; to investigate the feasibility to construct a water pipeline from the existing sea water desalination plant at the Port of Ashburton to Lot 300.

The DPLH is considering a proposal submitted by MinRes to grant a Section 91 Licence for a period of 12 months. The Licence will allow MinRes to access multiple land parcels comprising portions of pastoral leases, unallocated Crown land (UCL), reserves (including Shire-managed Reserve 19291), and dedicated roads (Seaview Drive and Back Beach Road) for the purpose of conducting non-invasive, pre-construction feasibility studies related to the proposed water pipeline.

The feasibility investigations are to inform the detailed design and alignment of a pipeline intended to deliver water from the desalination plant at the Port of Ashburton to MinRes's workforce accommodation site at Lot 300, Onslow. Two potential corridor options have been identified by the proponent, and the Licence area includes both alignments to allow for flexibility in the final alignment determination (Refer to Attachments 2 and 3).

Permitted activities under the proposed licence include:

- Geological, geophysical, geotechnical and engineering studies
- Environmental and heritage assessments
- Land and title surveys.

The proposed Section 91 Licence provides for non-exclusive access only and does not constitute approval for construction or exclusive tenure. Any subsequent application for tenure or construction will be subject to separate assessments and stakeholder consultation processes.

Comments

The proposed Section 91 Licence area includes:

- Pastoral Lease: Urala Station (portion of Lease N049393 and Sublease N570932)
- Reserves (portion):
    - Reserve 51074 (Port Purposes)
    - Reserve 51690 (Vessel Traffic Tower)
    - Reserve 19291 (Common – Shire managed)
- Unallocated Crown Land (UCL):
    - PINs 11954544, 11954545, 12283994, 11857359, 701698
- Dedicated Roads:
    - Seaview Drive (PINs 11732959, 11732958, 11454242)
    - Back Beach Road (PIN 11454243).

Response to the proposed Section 91 Licence for the purpose of undertaking investigation studies to determine the feasibility and preferred alignment of a water pipeline proposed by MinRes has been prepared and included in Attachment 4.

The response addresses the following considerations:

- Traffic Management and Infrastructure
- Shire managed Land (Reserve 19291 and road reserves)
- Environmental and Heritage Protection
- Protection of Watercourses (4 Mile/Cooke Creek and Hooley Creek)
- Recreational Access
- Communication and Notification
- Future Tenure and Development
- Approvals.

Upon completion of the pre-construction feasibility investigations (the subject of this licence), MinRes will need to consult with the Shire further at the detailed design stage and before any construction works commence.

At that time, it is recommended that Council:

- Requests the pipeline has an easement or alternative binding agreement over any Shire managed land (reserves or road reserves) to ensure indemnification to the Shire and the State from any future liability or damages; and

- Authorises the Chief Executive Officer to execute any documentation required in connection to any required Deed of Agreement, easement, or access agreement on the subject land, subject to approval by the Minister for Lands.

Consultation

Development Control Unit (DCU)
Deputy CEO
Director of Infrastructure Services
Manager of Town Maintenance
Executive Manager Land, Property and Regulatory Services

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	2. Place - We will provide sustainable, purposeful, and valued built and natural environment opportunities for the community.
Strategic Outcome	2.2 Appropriate, inviting, and diverse employee accommodation and land management opportunities
Strategy	3 Assess mining and resource tenure and agreements to ensure the community is not negatively impacted.

Council Policy

Council Policies » Shire of Ashburton

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

Land Administration Act 1997 (LAA)

Section 91 – Licence to Use Crown Land

Under Section 91(1) of the LAA, the Minister for Lands may grant a licence to a person to use Crown land for a specified purpose and period.

Licences under this section do not confer exclusive possession and are typically used to authorise access for non-intrusive activities such as surveys, feasibility studies, and investigations.

Local Government Act 1995

The Shire has responsibility for the care, control and management of dedicated roads, and may impose conditions on their use for non-road purposes.

Environmental Protection Act 1986

Any vegetation clearing or activity with environmental impacts may require assessment or a clearing permit through the Department of Water and Environmental Regulation (DWER).

Aboriginal Heritage Act 1972

Investigation works must avoid impacting known or potential Aboriginal heritage sites without proper assessment and consultation.

Planning and Development Act 2005

Future development applications related to pipeline construction may trigger planning approvals under the Local Planning Scheme.

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)	Investigative work and studies proposed under the licence may impact access to recreational areas or damage Shire land and assets.	Possible (3)	Minor (2)	Moderate (5-9)	Adopt Officer's recommendation.

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 Council authorises the Chief Executive Officer to respond to the Department of Planning, Lands and Heritage referral, as detailed in draft letter in Attachment 4.

12.4 Onslow Tourism & Progress Association Incorporated (Onslow Visitor Centre) - Request for additional annual funding support.

File Reference	4/2021
Applicant or Proponent(s)	Not Applicable
Author	S Allan, Manager Business & Economic Development
Authorising Officer	Dr G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Ordinary Council Meeting 16 February 2021 - Item 11.3 – 4/2021
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Request for additional funding support 2. Funding Agreement between Shire of Ashburton and Onslow Tourism & Progress Association 3. Funding Agreement Financial Table 4. Onslow Tourism & Progress Assocation Financials - Confidential

Report Purpose

The purpose of this report is to present to Council, the Onslow Tourism & Progress Association's (OT&PA) request for an increase of annual funding contribution of $60,000 (refer to Attachment 1).

This is in addition to the current $80,000 Annual Financial Contribution and will be a variation to the 2022/23 – 2026/27 five-year funding agreement to support the ongoing operations of the Onslow Visitor Centre and Goods Shed Museum (refer to Attachment 2).

Council is requested to consider the request, with approval recommended to sustain a high quality of visitor servicing in Onslow.

Background

The OT&PA operate the Visitor Centre in Onslow from the Goods Shed Museum premises, which is owned and maintained by the Shire of Ashburton.

The five-year funding agreement currently in place is for the purpose of providing financial support to the OT&PA to provide the following services:

- Operate the Onslow Visitor Information Centre during the tourist season (1 April – 30 November) by providing local information to visitors to Onslow.
- Have available relevant tourist information on Onslow, other Ashburton towns and attractions, and the wider Pilbara and neighbouring regions.
- Engage effectively with tourism operators in Onslow and neighbouring towns and regions.

The Shire's current financial commitment is to assist the OT&PA Committee to deliver Visitor Information Centre services, defined as:

- Wages for a seasonal Visitor Centre Manager
- Purchase of stock for the Onslow Visitor Centre
- Onslow Visitor Centre operational costs.

The current agreement provides for $80,000 towards operational expenditure. This is indexed each year and has risen to $90,376 for the 2024/25 financial year, based on an anticipated CPI increase of 2.7% on the prior year.

In addition, the Shire provides funding for the Onslow Pipeline and a Tourism Brochure with total funding for the 2024/25 financial year estimated at $104,802.

For a full schedule of the past, current and future calculations as per the current agreement, including the proposed financial contribution amendment, refer to Attachment 3.

Comments

Onslow is an important tourism destination for the Shire of Ashburton.

The Onslow Visitor Centre (OVC) is a key driver in ensuring that visitors receive expert local knowledge and information on available activities, services, amenities and facilities.

Operations and statistics:

The OVC operates seasonally from 1 April to 30 November each year. Opening hours are seven days a week from 10am to 3pm and closed on public holidays.

The OVC is staffed with a casual Manager and two casual Customer Service Officers, and a third casual employee is currently being sought to provide additional support.

The OVC in the past two years has seen a reduction in visitation numbers from ~12,000 in 2021 to ~8,000 in 2024. This 33% reduction can be attributed to OVC having to reduce operating hours due to staff and volunteer availability.

ONSLOW VISITOR'S CENTRE - Visitors to facility 2005 -2024

YEAR	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	Total
2005							1423	1584	956	456			4419
2006				209	390	681	1270	1319	576	246			4691
2007				258	493	956	1544	1677	700				5628
2008													
2009				208	534	949	1699	1541	1018	409	10		6368
2010				291	467	1025	1596	1430	682	219			5710
2011				124	511	1031	1937	1746	888	488	12		6737
2012				297	620	1061	1588	1189	732	521		74	6082
2013			70	368	649	942	1498	757	251	201			4736
2014				120	252	614	1471	793	565	559	467	170	5011
2015				79	363	862	1344	1203	725	295	209	7	5087
2016				171	451	659	1785	1856	424	575	224	115	6260
2017				370	764	1141	1717	1960	751	507	139	65	7414
2018				323	865	1411	2458	2687	1102	576	257		9679
2019				358	987	1848	2780	2808	1652	689	318		11440
2020								2195	976	637	78	14	3900
2021				594	1130	2006	2722	2357	1620	1133	320	93	11975
2022				478	895	1633	2456	2673	1566	1109	417	145	11372
2023				884	708	1354	2086	1804	1091	1030	201	37	9195
2024				404	823	1402	2080	1668	897	488	223	49	8034

The OT&PA are confident however, that with the significant development occurring in Onslow at present, that visitor numbers and demand for visitor servicing will increase hence justifying further investment by the Shire.

An excerpt from the request from the Chair of the OT&PA, in support of the request for additional funding is provided below:

> *"…During the 2024 season the Onslow Visitor Centre struggled to meet the demand of the agreement due to paid staff availability and compounding pressure on volunteers. We anticipate that with the current increase in marketing and advertising as to attract tourists to our region, infrastructure works currently underway, ANZAC memorial park, Onslow Ocean View Caravan Park, main road upgrades, and the 100 years of Onslow celebrations, we will see an increase in demand for visitor servicing in 2025 and beyond, requiring longer opening hours (including more public holidays) and requirement from our paid staff to be rostered on during these times as to meet the visitor demand, cultivate new tour products for visitors of our region and meet the requirements of the funding agreement".*

In addition to the above, the OVC has some immediate operational cost increases that will assist with ongoing viability.

The OVC has become an accredited 'Golden i Visitor and Information Centre' with the Tourism Council of Western Australia (TCWA) and have registered with the Australian Tourism Data Warehouse (ATDW).

Both memberships will generate higher exposure for the OVC, Onslow and the Ashburton region. The OT&PA have advised that the final submission to TCWA for 'Golden i' Visitor Centre accreditation will be finalised in May 2025 and when approved, updating of internal and external signage to include the "Golden i" logo is a requirement of the membership.

It is anticipated that signage updates and additional items to create streetside awareness of the location of the OVC (teardrop flags, A-Frame) will cost approximately $5,000.

The OVC also needs to upgrade computer hardware and software to enable the continued use of current applications and the installation of the Mosaic accessioning software to catalogue historical display items of the Good's Shed Museum (approximate cost of $20,000).

As per the letter of request from the OT&PA, extending operational hours to include public holidays, including the Easter long weekend, June and September public holidays is recommended. This adds a minimum of an additional 50 hours of operational time, with two casual staff members required at an approximate cost $7,500.

Visitor Centre's throughout Western Australia are continuing to face financial challenges and are increasingly requiring local government support to remain open. Historically Visitor Centres relied heavily on travel booking commissions, which are reducing as more and more bookings are made directly online.

It is evident that the OT&PA have managed their funding and financial commitments with frugality however, the current funding arrangement is not sustainable.

If Council want to retain a high level of visitor servicing in Onslow it is recommended that the request for additional operating funding be supported. It should be noted that if approved the level of financial support provided to the OT&PA is favourably comparable to the cost Council invest in operating the Tom Price Visitor Centre.

Consultation

OT&PA

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	3.4 Sustainable commerce and tourism opportunities
Strategy	1 Support initiatives to add value to, and improve marketing of, local business.

Council Policy

Council Policies » Shire of Ashburton

Council Policy – Tourism Support and Promotion

As part of the Tourism Support and Promotion Council Policy framework, the Shire will, consider an appropriate budget allocation each year to the OVC.

Financial Implications

Current Financial Year

The additional $60,000 requested will need to be funded from the operational surplus contained within the 2024/25 budget.

ORIGINAL AGREEMENT	2025
Annual Financial Contribution	$ 90,376.00
Onslow Pipeline Subscription	$ 12,426.70
Tourism Brochure	$ 2,000.00
	Anticipated CPI 2.7%
TOTAL	**$ 104,802.70**

AMENDED AGREEMENT	2025
Annual Financial Contribution	$ 150,376.00
Onslow Pipeline Subscription	$ 12,426.70
Tourism Brochure	$ 2,000.00
TOTAL	**$ 164,802.70**

	$ 60,000.00

It should be noted that before administration overheads, the budgeted direct cost of operating the Tom Price Visitors Centre is approximately $322,000 per annum. This is for 12 months operation but demonstrates the comparability of an investment of $164,802 to provide the Onslow service.

Future Financial Year(s)

The additional $60,000 will need to be included in future years municipal budget as per the below table.

ORIGINAL AGREEMENT	2025	2026	2027	TOTAL OVER 3 YRS
Annual Financial Contribution	$ 90,376.00	$ 93,087.28	$ 95,879.90	
Onslow Pipeline Subscription	$ 12,426.70	$ 12,799.50	$ 13,183.48	
Tourism Brochure	$ 2,000.00	$ 2,000.00	$ 2,000.00	
	Anticipated CPI 2.7%	Anticipated CPI 3%	Anticipated CPI 3%	
TOTAL	**$ 104,802.70**	**$ 107,886.78**	**$ 111,063.38**	**$ 323,752.86**

AMENDED AGREEMENT	2025	2026	2027	
Annual Financial Contribution	$ 150,376.00	$ 154,887.28	$ 159,533.89	
Onslow Pipeline Subscription	$ 12,426.70	$ 12,799.50	$ 13,183.48	
Tourism Brochure	$ 2,000.00	$ 2,000.00	$ 2,000.00	
TOTAL	**$ 164,802.70**	**$ 169,686.78**	**$ 174,717.37**	**$ 509,206.85**
	$ 60,000.00	**$ 61,800.00**	**$ 63,653.99**	**$ 185,453.99**

Legislative Implications

Local Government Act 1995

Section 6.8 – Expenditure from municipal fund not included in the annual budget

A local government is not to incur expense from the municipal fund for an additional purpose except where the expense is already included in the Annual Budget, is authorised in advance by Council resolution or authorised in advance by the Shire President in an emergency.

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)	Reduced visitor information services provision.	Likely (4)	Moderate (3)	Moderate (5-9)	Provide additional funding/financial support to facilitate additional operational hours and sustainable future operations of the Onslow Visitor Centre.

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

Voting Requirements

Absolute Majority

Officer Recommendation

That Council:

1. Acknowledges and extends thanks the Onslow Tourism & Progress Association for the continued high level of visitor servicing and tourism promotion being provided.
2. Approves an amendment to the 1 July 2022 – 30 June 2027 Funding Agreement between the Onslow Tourism & Progress Association Inc and the Shire of Ashburton by increasing the annual funding amount by $60,000 per annum (indexed to CPI) for the remaining three financial years.
3. Approves a 2024/2025 budget amendment as per the following table:

Description	General Ledger / Account	Current Budget $	Budget Amendment $	Proposed Budget $
Annual Funding Agreements	J3103	110,300	60,000	170,300
Net result - 2024/25 Surplus Reduction				**(60,000)**

4. Requests the Chief Executive Officer, include the additional funding in the 2025/26 and 2026/27 Municipal Budget.

13 Corporate Services Reports

13.1 Annual Statutory Review of Delegations - 2024/2025

File Reference	GV20
Applicant or Proponent(s)	Not Applicable
Author	R Marlborough, Senior Governance Officer
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Ordinary Council Meeting 13 June 2023 – Item 13.4 – 102/2023 - Ordinary Council Meeting 18 June 2024 – Item 13.4 – 118/2024
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. AA.01.01 - Local Government Act 1995 - Execution of Documents 2. 01.01.12 Disposing of Property 3. 01.01.14 Tenders for Goods and Services 4. 01.01.17 Defer, Grant Discounts, Waive or Write Off Debts 5. Shire of Ashburton Register of Delegations and Authorisations

Report Purpose

Council is required to review delegations to the Chief Executive Officer, employees and others (where relevant) at least once each financial year, under various legislation.

The purpose of this report is to present the annual review of delegations that has been completed.

Council is requested to consider the review outcomes presented and determine a position, by absolute majority, as recommended.

Background

Section 5.42 of the *Local Government Act 1995* (the Act) prescribes that Council may delegate its powers or duties to the Chief Executive Officer (CEO). Section 5.43 of the Act outlines the limitations on such delegations. The power to delegate to the CEO and employees directly in certain specific instances is also prescribed within other legislation administered.

Section 5.46(2) of the Act requires delegations made under the Act, to be reviewed each financial year. Similar provisions for periodic reviews are also provided in the *Dog Act 1976* and *Cat Act 2011*. Annual review of delegations under some other legislation is not statutorily required however, it is considered good governance to review all delegations on an annual basis, as this ensures operational effectiveness.

The last comprehensive annual review of delegations from Council to the CEO, or from Council to employees or others (where legislatively permitted) was presented to Council for consideration on 18 June 2024.

Safeguards are incorporated into delegations, by way of limitations or conditions, as determined necessary.

The current Shire of Ashburton Register of Delegations and Authorisations is published on the Shire's website and this document is part of the governance framework and the broader suite of prescribed publicly accessible documents.

Comments

Delegations form an important part of the Shire's effective decision-making approach to support the community. The use of delegated authority means that the large volume of routine work can be effectively managed and acted on promptly, which in turn facilitates efficient service delivery.

The CEO may sub-delegate to employees, the authority to perform functions and duties that are exercisable by the CEO under the Act and other legislation, or that have been delegated to the CEO by Council (with the exception of the power to delegate).

The following table provides a specific summary outlining the proposed amendments to the current Shire of Ashburton Register of Delegations and Authorisations, as provided at Attachment 5.

Delegation No #	Delegation Title	Proposed Amendment Details - Comment
AA.01.01 (Attachment 1)	*Local Government Act 1995* - Execution of Documents	1. Functions section simplified to improve alignment with the provisions of 9.49A of the *Local Government Act 1995*. 2. Conditions 1 and 2 amalgamated and simplified to remove unnecessary wording.
01.01.12 (Attachment 2)	Disposing of Property	New condition 3(e) added to support the trade in of existing fleet, plant and machinery where new fleet, plant and machinery specifically approved in the budget is to be purchased, where the total consideration is not more, or worth more than $75,000. This amendment aligns with Regulation 30(3)(b) of the *Local Government (Functions and General Regulations 1996*.
01.01.14 (Attachment 3)	Tenders for Goods and Services	1. Condition 4 amended to increase the value, where the Chief Executive Officer can approve a tender from $2 million to $3 million. 2. Condition 13(a) amended to align with the template Western Australian Local Government Association's delegation register to provide clear guidance where contracts are to be varied, with an increase in the percentage provisions and a set upper threshold.

01.01.17 (Attachment 4)	Defer, Grant Discounts, Waive or Write Off Debts	Condition 3 amended. The maximum value of any debt waiver, discount, concession or write of amount is $10,000, excluding any legal fees or penalty interest amount. This amendment provides added guidance.

The proposed delegation amendments to the Shire of Ashburton Register of Delegations and Authorisations for Council's consideration have been identified using track changes in Attachments 1 to 4 respectively.

Sub-delegations from the CEO to employees, or CEO authorisations to employees, where permissible in law are dealt by a separate internal annual review process and these matters are not a subject of this statutory review.

The review undertaken supports legislative compliance and ensures effective processes are in place to manage decision making. This underpins good governance, and it is recommended that Council adopts annual statutory review, and the amendments proposed to the Shire of Ashburton of Register of Delegations and Authorisations, as presented.

Consultation

The full Shire of Ashburton Register of Delegations and Authorisations was circulated for review to the Executive Leadership Team and the Middle Management Group on 26 March 2025.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

Local Government Act 1995

Section 5.42 Delegation of some powers and duties to CEO

A local government may delegate to the Chief Executive Officer the exercise of certain powers or the discharge of certain duties under various pieces of legislation.

Section 5.46 Register of, and records relevant to, delegations to CEO and employees

The Chief Executive Officer is to keep a register of the delegations made by Council to the Chief Executive Officer, and to any employees, and to –

- Review these at least once every financial year, and
- Have records kept of each instance a power or duty is exercised or discharged.

Local Government (Administration) Regulations 1996

Regulation 19 Delegates to keep certain records (Act s. 5.46(3))

Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty has been delegated is to keep a written record of —

(a) how the person exercised the power or discharged the duty; and

(b) when the person exercised the power or discharged the duty; and

(c) the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Not completing the statutory financial year review will result in non-compliance with the *Local Government Act 1995* and other legislation.	Unlikely (2)	Minor (2)	Low (1-4)	Completing and endorsing the annual review will meet the statutory requirements.

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

Voting Requirements

Absolute Majority

Officer Recommendation

That Council:

1. Receives the annual statutory review of the Shire of Ashburton Register of Delegations and Authorisations, as summarised within the body of this report in accordance with section 5.46 of the *Local Government Act 1995*;
2. Adopts the amendments to the Shire of Ashburton Register of Delegations and Authorisations as provided and detailed in Attachment 1 to 4 pursuant with section 5.42 of the *Local Government Act 1995* and all other applicable legislation.

13.2 Policy Review - May 2025

File Reference	GV20
Applicant or Proponent(s)	Not Applicable
Author	R Marlborough, Senior Governance Officer
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Ordinary Council Meeting 18 March 2025 – Item 13.1 – 028/2025
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Council Policy - Election Signs 2. Council Policy - Election Caretaker 3. Coucil Policy - Industry Contribution to Social and Community Infrastructure 4. Council Policy - Investments

Report Purpose

The purpose of this report is to present to Council for consideration the outcome of a periodic review of the following existing Council policies:

- Election Signs;
- Election Caretaker;
- Industry Contribution to Social and Community Infrastructure; and
- Investments.

Council is requested to consider and endorse the reviewed and amended policies as detailed in Attachments 1 to 4, respectively.

Background

Council policies have historically been reviewed at least once every two years to ensure fit for purpose. Reviews can occur outside this timeframe where legislation changes, or where amendment is required to support the direction of Council or where improved guidance is required to support function and operability.

Effective policies clearly establish Council's position on various matters, they complement associated legislation, provide good governance and clear administrative guidance, and present the community with concise and topical information.

Comments

A full review of the following policies has been undertaken by the responsible officer/s. The table below summarises proposed amendments to the existing Council policies. Attachments 1 to 4 provide the policy documents in full for consideration, with proposed amendments, if any, marked using track changes.

Policy Title	Comment
Election Signs **(Attachment 1)**	This policy was first adopted on 14 February 2023. Updates/amendments: • Policy statement amended to provide a clear position that the placement of election material/signage on Shire property is not supported. An exception provided where Shire property is being used as an official polling place, on election day only. • Guidance added to the policy to ensure community awareness regarding the placement or display of electoral material/signs on State roads.
Election Caretaker **(Attachment 2)**	This policy was first adopted on 14 February 2023. Updates/amendments: • As the statutory caretaker period provisions within the *Local Government Act 1995* are now in effect this policy was reviewed to ensure alignment to the statutory requirements prescribed. • The term “major decisions” was removed from the policy and replaced with “significant acts” as per above. • Content has been retained within the policy to continue to effectively guide community engagement and media activities during a caretaker period. • Definitions updated ensure statutory compliance.
Industry Contribution to Social and Community Infrastructure **(Attachment 3)**	This policy was first adopted on 19 May 2023. No policy framework changes proposed. Annexure 1 updated to reflect current strategy titles and adoption dates.
Investments **(Attachment 4)**	This policy was first adopted on 11 October 2022. A full review has been completed to ensure the policy framework is actively robust with the necessary flexibility to support invested funds returns being maximised with reduced risk.

Council Policy - Tree Management was proposed to be presented as part of this review, however, Infrastructure Services sought a further internal review of this policy prior to presentation to Council at a later date.

Should the policy reviews presented be supported, the Shire’s website will be updated, and the amended policy positions will be circulated internally.

At the Council briefing session on 15 April 2025, a proposal to vary the historic rolling two-year periodic review framework for Council policies to a four-year review framework was discussed with the exception of:

- elected member related policies (review after each local ordinary local government election);
- policy reviews, which are statutorily required; and
- policies considered high risk, as determined by the Chief Executive Officer.

Implementing a structured four-year cycle, except for the policies outlined above, provides a tiered framework approach ensuring efficient and effective policy management, promoting compliance and minimising duplication and any potential negative impacts. Should the need arise reviews can still be undertaken outside the structured four-year cycle.

Consultation

The Executive Leadership Team and Middle Management Group were consulted regarding the review of these policies. The proposed policy amendments were presented to Council at the briefing session on 15 April 2025 along with a proposal to vary the framework for periodic policy reviews.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

This review considers the following current Council policies.

Election Signs

This policy establishes the framework for the controls and standards for electoral material and signs displayed during Federal, State and local government elections.

Election Caretaker

This policy supports the statutory requirements for not doing significant acts during a caretaker period and provides guidance about the use of public resources in ways that are, or are perceived to be, advantageous to or promoting sitting elected members that are seeking re-election or new candidates, and it supports the Shire's administration acting impartially in relation to all candidates.

Industry Contribution to Social and Community Infrastructure

This policy provides a framework to guide and subsequently record discussions with proponents on the topics of social and community infrastructure contributions, planning, construction and commissioning phases of a major resource sector projects, business rules to quarantine discussions from the formal assessment phase of any development application or the imposition of any condition for the provision of infrastructure that is considered to satisfy the 'need and nexus' principles of State Planning Policy 3.6 - Infrastructure Provisions.

Investments

The objectives of this policy are to ensure the investment of excess funds occurs in a prudent manner with interest returns being maximised and risk minimised, achieve a high level of security by using recognised rating criteria, and to ensure ready access to funds for day-to-day cashflow requirements.

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

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

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Policy positions not being statutorily compliant or operationally functional to support the administration and community.	Unlikely (2)	Insignificant (1)	Low (1-4)	Reviewing policies in a structured framework on defined periodic basis, ensures policies remain functional and legislatively compliant to meet the needs of the administration and the community.

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 Council:

1. Accepts the review undertaken and adopts the amendments to the following Council policies:
   (a) Election Signs, as detailed in Attachment 1;
   (b) Election Caretaker, as detailed in Attachment 2;
   (c) Industry Contribution to Social and Community Infrastructure, as detailed in Attachment 3; and
   (d) Investments, as detailed in Attachment 4.
2. Supports the periodic review of Council Policies being undertaken on a four-yearly basis, excluding any policy that legislatively requires an alternative review timeframe, elected member related policies (which are to be reviewed every two years following an ordinary local government election), and any high-risk policies, as determined by the Chief Executive Officer, being reviewed at least once every two years.

13.3 Quarterly Progress Reporting

File Reference	CM05
Applicant or Proponent(s)	Not Applicable
Author	J Bray, Manager Governance
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Ordinary Council Meeting 8 August 2023 - Item 13.3 - 156/2023 Ordinary Council Meeting 17 September 2024 - Item 12.7 - 182/2024 Ordinary Council Meeting 17 September 2024 - Item 15.1 - 186/2024
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Corporate Strategies Quarterly Reporting - Q3 2024/2025

Report Purpose

The purpose of this report is to present the third quarter of 2024/2025 (1 January 2025 – 31 March 2025) progress updates to Council on the actions detailed in the following strategic documents:

- Corporate Business Plan 2023-2027 (CBP)
- Economic Development Strategy 2024-2028
- Marketing and Communications Strategy 2024-2027
- My Pilbara Home Strategy, incorporating the:
    - Community Access and Inclusion Plan 2023-2027 (CAIP)
    - Youth Strategy 2023-2025
    - Arts Strategy 2024-2027
    - Club Development Plan 2024-2027
    - Community Programs and Events Strategy 2024-2027
    - Reconciliation Action Plan 2024-2025

Council is requested to receive the third quarter progress updates (refer to Attachment 1).

Background

At its meeting held 8 August 2023, Council resolved to adopt the CBP and to receive quarterly progress updates on its implementation.

Reporting on the CAIP and Youth Strategy 2023-2025 commenced in the second quarter of 2023/2024.

In late 2024, Council adopted the My Pilbara Home Strategy and Marketing and Communications Strategy. Reporting on these strategies and the Tourism and Economic Development Strategy commenced last quarter.

Comments

Quarterly progress reports:

- Enable Council to assess the Shire's performance against the actions in its plans and strategies, identify risks and significant variations in project performance and budgeting, receive information needed to be able to make informed decisions, and be able to take action to address any issues that arise; and
- Provide Council and the community a higher level of transparency and accountability relating to strategic actions, plans and projects.

Detailed progress updates on the actions listed in the strategic documents listed above for the third quarter of 2024/2025 have been attached to this report. Statistics and further commentary for each plan/strategy has been included below.

Corporate Business Plan 2023-2027

The status of actions from the CBP are as follows.

Strategic theme	Total	Completed	In progress	Not started	Overdue
1. People	24	5	19	0	0
2. Place	44	2	41	1	1
3. Prosperity	26	8	16	2	0
4. Performance	44	14	30	0	0
Total	**138**	**28**	**104**	**5**	**1**

The following action was completed during the reporting period.

Key initiative	Comment
2.7.3.1 Develop the Onslow Town Centre Revitalisation Masterplan.	Onslow Streetscape Plan endorsed by Council. Tender for Stage 1 (Simpson St to Third St) of the Onslow Streetscape Plan awarded. Construction commencing in May 2025 and estimated completion in Jan 2026.

Of the actions ongoing or not started, the following are overdue (scheduled to be completed in 2023/2024).

Overdue actions
2.6.2.1 Incorporate appropriate planning controls for land use planning and development in the new Local Planning Scheme.

Economic Development Strategy 2024-2028

The status of actions from the Economic Development Strategy are as follows.

Deliverable	Total	Completed	In progress	Not started
1. **Annual Priority Setting**	3	0	1	2
2. **Advocacy**	3	0	1	2
3. **Land Use Planning**	2	0	0	2
4. **Infrastructure Planning**	3	0	2	1
5. **Company Engagement**	2	0	1	1
6. **Development Leadership**	2	0	1	1
7. **Investment Attraction**	7	0	3	4
8. **Small Business Support**	4	0	3	1
9. **Regional Promotion**	5	0	4	1
Total	**31**	**0**	**15**	**16**

No actions were completed during the reporting period.

No delivery timeframes are set within the Economic Development Strategy.

Marketing and Communications Strategy 2024-2027

The status of key initiatives from the Marketing and Communications Strategy are as follows.

Priority goal	Total	Completed	In progress	Not started	Overdue
1. **Annual Marketing and Communications Plan**	4	4	0	0	0
2. **Cross Platform Innovation**	3	1	2	0	1
3. **Strategic Delivery**	4	0	3	1	1
4. **Prioritise Key Information Sources**	7	2	2	3	3
5. **Accessibility and Inclusion**	5	1	1	3	1
6. **Local and Cultural Heart**	4	0	3	1	0
7. **Community Integrations**	4	0	3	1	3
8. **Community Surveys and Data**	2	1	0	1	0
Total	**33**	**9**	**14**	**10**	**9**

The following key initiatives were completed during the reporting period.

Key initiative	Comment
1.4 Consistent brand and style guide application.	Working with all departments, an annual Marketing and Communications Plan has been developed and will be reviewed annually, consulting with Managers.
2.1 Create a Social Media Strategy and review all current, new and emerging platforms and options of each platform (including TikTok) and consider platform options inc event listings, paid vs organic, sharing to community boards etc.	Complete April 2025, with suggestions for best social media use and platform posting.
4.2 Regular sharing of Shire of Ashburton social media page posts on key information and events by Shire Council and staff.	Utilised the website for Onslow 100 Years, Youth Brand announcement to push people from social media to the website. Events and What's On programs push social users here too.
5.1 Best practice information and recommendations on accessibility and inclusion tactics for marketing and communications researched and key findings to Shire staff and Council Members to upskill and raise initial awareness.	Discussions around website accessibility, utilise event photography for diversity and social media posting.

Of the key initiatives in progress or not started, the following are overdue (scheduled to be completed by quarter 1 of 2025).

Overdue key initiatives
2.3 Enhanced website and associated functionality to improve user experience.
3.1 Develop a Strategic Delivery Matrix for priority marketing and communications to be developed that considers filter options based on: - Locations: All of Shire / Per Town - Target audience - Message type - Urgency - Online / offline priority options.
4.4 Upgrade Online Calendar of Events on website to filter calendar display by various options including town and date etc. Calendar regularly promoted by the Shire and listings are easily self-managed by community event organisers.
4.5 Online Community Club Directory on website that is promoted by the Shire and listings are easily self-managed by community group organisers. Can filter directory display by various options including town and date etc.
4.6 Upgrade website wireframe and search function to enable improved user experience and search results.

5.2 Staged integration of accessibility and inclusion tactics to trial and monitor results and localised requirements.
7.1 Foster connections with community groups, stakeholders and partnerships across the Shire to enable a stronger community network of contacts and facilitate introductions.
7.2 Negotiate with key community groups, stakeholder and partnerships on suitable levels of information and knowledge sharing to build a more informed and aware community.
7.4 Strategically connect with neighbouring Shires to knowledge share and collaborate.

My Pilbara Home Strategy

Community Access and Inclusion Plan 2023-2027

The status of actions from the CAIP are as follows.

Outcome	Total	Completed	In progress	Not started
1. **People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.**	10	2	7	1
2. **People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.**	11	1	8	2
3. **People with disability receive information from the relevant public authority in a format that will enable them to access the information as readily as other people are able to access it.**	8	1	5	2
4. **People with disability receive the same level and quality of service from the staff of a public authority as other people receive from staff of that public authority.**	10	2	6	2
5. **People with disability have the same opportunities as other people to make complaints to a public authority.**	3	2	1	0
6. **People with disability have the same opportunities as other people to participate in any public consultation by a public authority.**	4	1	3	0

7. **People with disability can obtain and maintain employment with a public authority.**	**5**	**3**	**2**	**0**
Total	**51**	**12**	**32**	**7**

The following actions were completed during the reporting period.

Action	Comment
Provide alternative formats of library resources	Our new library system Spydus gives access to eResources which can be added and downloaded directly to their library card. Training from state library was provided to staff on 10 April - identifying these resources which helped to better understand the importance.
Review library spaces and allocate availability for sensory play and learning	Tom Price, Pannawonica and Paraburdoo have sensory tables for sensory play and learning. Onslow doesn't have the space.
New, and relevant Shire documents include a statement that they are available in alternative formats, on request	All relevant new Shire documents have a standard statement included on them advising that documents are available in alternative formats upon request.

No delivery timeframes are set within the CAIP.

Youth Strategy 2023-2025

The status of actions from the Youth Strategy are as follows.

Strategic theme	Total	Completed	In progress	Not started	Overdue
1. **Spaces and activities**	7	3	3	1	1
2. **Health and wellbeing**	5	0	5	0	0
3. **Career pathways and development**	8	2	6	0	0
4. **Youth empowerment**	6	0	6	0	1
5. **Youth representation and identity**	4	2	2	0	0
Total	**30**	**7**	**22**	**1**	**2**

The following actions were completed during the reporting period.

Action	Comment
1.1.1 - Work collaboratively to identifying a funding package that will enable the employment of a full time youth worker to staff the Pannawonica Youth Space	TAT, SLT and Council have approved to engage Carey Right Track Foundation for a 12 month Pilot Program to run in Pannawonica. Start date for this program is 13 February 2025.
1.2.1 - Work cohesively to develop youth programs inclusive of arts, culture, and life skills development	The Shire has implemented processes to engage with the youth to develop each program or event.
1.2.2 - Develop and promote 'youth zones' and youth activities at Shire and community events	Youth Zones are now included in all large scale events in collaboration with youth.
5.1.2 - Engage young people from each Town to design a piece of merchandise or artwork that celebrates a shared vision and identity of young people in their Town	Youth were engaged to develop the branding and Youth Week events. Youth brand endorsed by Council on 18 March 2025 and being launched at the 2025 Youth Week celebrations.
5.1.3 - Design and deliver a marketing campaign to elevate the brand and perceptions of young people in the Shire	Youth brand endorsed by Council on 18 March 2025 and being launched at the 2025 Youth Week celebrations.

Of the actions in progress or not started, the following are overdue (scheduled to be completed in 2023 or 2024).

Overdue actions
1.1.2 - Develop policies and procedures that enable young people to independently access identified existing community facilities (i.e. gym, recreation centres, community centres)
4.1.3 - Recruit at least two annual Shire Youth Ambassadors who engage with their peers and advise on projects and key youth issues

Arts Strategy 2024-2027

The status of deliverables from the Arts Strategy are as follows.

Action	Total	Completed	In progress	Not started	Overdue
1. **Capacity Building**	3	0	2	1	0
2. **Participation**	2	0	2	0	0
3. **Artist Recruitment and Recognition**	4	1	1	2	0
4. **Coordination and Collaboration**	3	1	2	0	0
Total	**12**	**2**	**7**	**3**	**0**

The following action was completed during the reporting period.

Action	Comment
3.3 Refine the Ashburton Arts Awards to introduce a town-based Arts theme category. Include input from Aboriginal community consultation (Action 1.2) run a community vote at the Ashburton Arts Exhibition to select the themes.	A town based art theme has been added to the categories for the Ashburton Arts Awards.
4.3 Develop a standardised digital and accessible survey or feedback channel for community to give input to existing/planned Arts initiatives, performances and exhibitions.	A generic event feedback form has been created and can be displayed at community shows recognising art.

Club Development Plan 2024-2027

The status of deliverables from the Club Development Plan are as follows.

Action	Total	Completed	In progress	Not started	Overdue
1. **Capacity Building**	8	1	5	2	0
2. **Participation**	4	0	2	2	0
3. **Volunteer Recruitment and Recognition**	4	0	2	2	0
4. **Coordination and Collaboration**	6	0	5	1	0
Total	**22**	**1**	**14**	**7**	**0**

The following action was completed during the reporting period.

Action	Comment
1.1 Develop the “Connecting Clubs” identity for the program that is linked to Shire of Ashburton branding. To be used across media, communications platforms.	Branding colours and fonts established in January 2025 which will be implemented in all communications for this segment.

Community Programs and Events Strategy 2024-2027

The status of deliverables from the Community Programs and Events Strategy are as follows.

Action	Total	Completed	In progress	Not started	Overdue
1. **Capacity Building**	6	0	3	3	0
2. **Participation**	2	0	2	0	0
3. **Volunteer Recruitment and Recognition**	1	0	1	0	0

4. **Coordination and Collaboration**	4	0	4	0	0
Total	**13**	**0**	**10**	**3**	**0**

No deliverables were completed during the reporting period.

Reconciliation Action Plan 2024-2025

The status of deliverables from the Reconciliation Action Plan are as follows.

Pillar	Total	Completed	In progress	Not started	Overdue
Relationships	9	2	6	1	4
Respect	9	0	4	5	4
Opportunities	7	4	0	3	0
Governance	5	1	0	4	1
Total	**30**	**7**	**10**	**13**	**9**

The following action was completed during the reporting period.

Action	Comment
8.1 Review Aboriginal and Torres Strait Islander employment at the Shire.	Data as confirmed in the Shire's current Strategic Workforce 2024-28 Plan, shows the Shire has a 0.31% higher proportion of employees who identify as being of Aboriginal and Torres Strat Islander origin compared to other Local Governments in WA.
8.2 Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.	All people related policies and directives, as well as procedures have been reviewed with no discrimination provisions.
9.1 Develop an understanding of the mutual benefits of procurement from Aboriginal and Torres Strait Islander owned businesses.	Procurement advise Shire staff that purchasing from a business registered with Supply Nation or the Aboriginal Business Directory can provide benefits for the business that can then benefit the Shire.
9.2 Investigate Supply Nation membership.	Aboriginal and Torres Strait Islander businesses are advised by Procurement that they are able to register with Supply Nation and the Western Australian Aboriginal Business Directory, and that by registering with these organisations they are then eligible for Tender Exempt purchasing along with a virtual price advantage, the same as the regional price preference.

Of the key initiatives in progress or not started, the following are overdue (scheduled to be completed by quarter 1 of 2025).

Overdue deliverables
2.1 Identify and develop a list of Aboriginal and Torres Strait Islander communities, stakeholders and organisations within the Shire or our sphere of influence (including Aboriginal Corporations).
2.2 Identify and develop a list of like-minded organisations that we could approach to connect and collaborate with on our reconciliation journey, including local businesses.
4.1 Communicate our commitment to reconciliation to all staff.
4.2 Engage and inform key internal stakeholders of their responsibilities within our RAP.
5.1 Identify ways to increase awareness of Aboriginal and Torres Strait Islanders cultures, histories and achievements across the Shire. 5.1 Identify ways to increase awareness of Aboriginal and Torres Strait Islanders cultures, histories and achievements across the Shire.
5.2 Review cultural awareness training needs within the Shire for staff and elected members.
5.3 Investigate the delivery of place-specific cultural awareness training.
7.1 Begin mapping of Elders and Traditional Owners within the Shire.
10.1 Define resource needs for RAP development and implementation.

Consultation

Executive and Managers provided progress updates for their relevant areas.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

Section 2.7(b) of the *Local Government Act 1995* prescribes the Council is responsible for the performance of the local government's functions. Providing regular progress updates assists Council to meet this requirement.

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)	Negative public perception if the Shire does not meet progress expectations.	Possible (3)	Minor (2)	Moderate (5-9)	Provide regular updates to Council and the community via Council agendas and provide commentary where actions are not progressing in line with expected timeframes.

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 Council receives the quarterly progress reports, as detailed in Attachment 1.

13.4 Differential Rates 2025-2026

File Reference	RV07
Applicant or Proponent(s)	Not Applicable
Author	R McDermott, Chief Financial Officer
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Ordinary Council Meeting 21 May 2024 - Item 13.3 – 096/2024
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Differential Rates - Statement of Objects and Reasons 2025-2026

Report Purpose

Council as part of the annual budget process, is required to determine the method of levying rates. Council has historically used Differential Rating in accordance with section 6.33 of the *Local Government Act 1995* (the Act).

The purpose of this report is to present to Council the Statement of Objects and Reasons for Differential Rates 2025-2026.

Council is requested to continue to use Differential Rating for the 2025-2026 financial year, endorse the 2025-2026 Statement of Objects and Reasons and provide public notice in accordance with section 6.36 of the Act.

Background

Council must determine the method of rating to be used each year for the district and, if using Differential Rates, have these advertised, prior to consideration of the budget.

Differential Rating is one method of a small number of methods available for Council to generate the funds required to meet the annual budget deficiency and must be undertaken using a series of legislatively set rules to ensure relative parity amongst all ratepayers is achieved.

Council has, since prior to 2005, used Differential Rating to distribute the rating effort.

Individual property valuations determine what proportion of the total rate requirements are met by each property owner and this proportion will change when a revaluation year occurs, or a property has significant alterations.

Where a proposed rate in the dollar for a differential rating category is greater than two times the lowest rate (base rate), Ministerial approval is required prior to the setting of rates as part of the annual budget process.

Comments

The Officer recommendation is based on rate modelling that includes a rate yield increase of 2.8% in line with March quarter CPI for Perth released on 30 April 2025 by the Australian Bureau of Statistics (ABS).

General Revaluation

The 2025/2026 financial year is a general revaluation year with new values for improved properties rated on Gross Rental Value (GRV) being applicable as of 1 July 2025.

GRV's are determined based on the rental return of the property and a percentage of the assessed land value as determined by Landgate Valuers. As such valuation movements within each GRV differential rating category, and between different categories, do not tend to move in a uniform manner.

Council has limited options available to ameliorate the impact of disparate movement of valuations, in setting a predominant increase of 2.8%. In a revaluation year such as this, some properties experience a greater increase in rates while some properties will experience a decrease in their rates.

The general trend, in a time of increased resource sector activity, is for increases in valuations particularly in the GRV Residential differential rating category.

Rate Category	Average Valuation Change %	Median Valuation Change %
GRV Residential	48%	51%
GRV Commercial/Industrial	19%	15%
GRV Transient Workforce Accommodation	3.6%	0%

Rate Revenue

The adopted Long-Term Financial Plan (LTFP) for 2025/2026 includes rate revenue of $73,584,784. The Shire has continued to experience growth in rate revenue on the previous year due to additional Transient Workforce Accommodation facilities being constructed within the district.

Proposed rates to be levied total $70,893,077, with interim and ex-gratia rates of $1,761,700 anticipated to be received during the 2025/2026 financial year.

The Shire's Capital Works Program for 2025/2026 in accordance with the adopted LTFP will prioritise investment into the renewal of the Shire's extensive road ($16m) and drainage ($4m) networks. The first and second stages of the Onslow Streetscape development will progress, there will be additional investment in Staff Accommodation and Plant Replacement of $2.0m.

Differential Rating

The following are the proposed Differential General Rates and Minimum Payments for the Shire of Ashburton for the 2025/2026 financial year, to be effective from 1 July 2025.

Rate Category	Rate in $ 2024/25	Rate in $ 2025/26	Multiplier	Minimum Payment	% of Revenue
GRV Residential	0.9830	0.06771	Base	$1,390	7%
GRV Commercial/ Industrial	0.9830	0.08661	x1.28	$1,390	2%
GRV Transient Worker Accommodation #	**0.195000**	**0.19365**	**x2.86**	**$1,390**	**15%**
UV Pastoral	0.19290	0.19290	Base	$1,390	2%
UV Non-Pastoral	0.38568	0.37950	x1.97	$1,390	74%

 # requires Ministerial approval as greater than 2x the base rate

Statement of Objects and Reasons

The major change to the Statement of Objects and Reasons for 2025/2026 is the separation of the GRV Residential category which had been combined with the GRV Commercial/Industrial category in 2024/25. The separation has been required due to disparate movements in valuations between residential properties comparative to commercial and industrial properties.

The proposed rates in the dollar for GRV Transient Workforce Accommodation will require Ministerial approval, being more than two times the lowest GRV differential rate in the dollar.

Consultation

Chief Executive Officer
Finance Team
Council

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

The application of Differential Rating is about apportioning the budget deficiency (rate revenue) between different rate categories and rating classifications as equitably as possible.

There are no financial implications by simply applying Differential Rating other than minor advertising costs.

Council could raise the same rate revenue by applying a general rate to all categories however, the rate burden would fall differently and less equitably.

Future Financial Year(s)

Nil

Legislative Implications

Local Government Act 1995

Section 6.32 Rates and service charges

When adopting the annual budget, a local government, to make up the budget deficiency, is to impose a general rate on land within the district, either uniformly or differentially, and may also impose a specified area rate, minimum payments, and service charges.

Local Government Act 1995

Section 6.33 Differential General Rates

Council is to observe the provisions regarding imposing differential rates, including the ability to apply separate rates in the dollar for different rate categories and different rating classifications based on zoning, land use, and whether the assessments are based upon improved or unimproved valuations.

Local Government Act 1995

Section 6.36 Local government to give notice of certain rates

If Differential Rating is to be applied, Council is required to advertise the differentials it intends to apply with local public notice for a minimum of 21 days and invite submissions in relation to the proposed differentials.

A document is required to be made available for inspection by electors and ratepayers describing the objects of, and reasons for, each proposed rate and minimum payment.

Council is then required to consider any submissions received and may then resolve to maintain, or amend, the advertised differential rates prior to application the Minister for approval of the GRV Transient Workforce Accommodation differential general rate.

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Council does not accept the Shire officer's recommendation resulting in Council non-compliance with the *Local Government Act 1995.*	Possible (3)	Moderate (3)	Moderate (5-9)	Provide Council members with sufficient information for sound decision making.
Reputation	Council set the rate in the dollar and minimum payments too high (for any, or all, or the categories) causing community backlash.	Possible (3)	Moderate (3)	Moderate (5-9)	Implementation of a communication strategy relating to the proposed increases will assist in mitigating this risk.

Interruption to Services	Council set the rate in the dollar and minimum payments too low (for any, or all, of the categories) resulting in an inability to maintain services, facilities, and infrastructure.	Rare (1)	Moderate (3)	Low (1-4)	Continued review of long-term planning documents will help mitigate this.

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 Council:

1. Elects to apply Differential Rates for the 2025/2026 financial year.
2. Accepts the Statement of Objects and Reasons for Differential Rates 2025/2026, as detailed in Attachment 1.
3. Requests the Chief Executive Officer to advertise, in accordance with section 6.36 of the *Local Government Act 1995*, the Statement of Objects and Reasons for Differential Rates 2025/2026.
4. Requests the Chief Executive Officer to present the results of the public consultation period to a future meeting of Council, to inform Council's application seeking Ministerial approval for the GRV Transient Workforce Accommodation differential rating category.

13.5 Change in the Basis of Rating - Ashburton Aboriginal Corporation Freehold Land

File Reference	RV01
Applicant or Proponent(s)	Not Applicable
Author	D Kennedy, Director Corporate Services
Authorising Officer	Dr G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Ordinary Council Meeting 15 October 2024 – Item 18.3 – 206/2024
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Ashburton Aboriginal Corporation - Lot 303 on Deposited Plan 418822 2. Ashburton Aboriginal Corporation Consultation - Lot 303

Report Purpose

The purpose of this report is to present to Council details with respect to the rating of Lot 303 on Deposited Plan 418822, being a freehold block of land acquired by the Ashburton Aboriginal Corporation (AAC) in June 2023. The block is used in connection with the nearby Auski Roadhouse that is operated by AAC.

Council is requested to approve an application to the Minister for Local Government to change the basis of valuation to apply to this property from Unimproved Value (UV) to Gross Rental Value (GRV) and to provide a concession on the 2024/25 rates levied.

Background

The AAC for many years operated a rubbish tip and waste ponds on Crown land near the Auski Roadhouse.

AAC ceased using the site as a rubbish tip several years ago and obtained freehold title to the land in May 2023.

There is an easement for a waste pipeline that runs from the Auski Roadhouse under Mujina Road to the block. AAC have been rehabilitating the tip site and continue to use the wastewater treatment ponds and as a waste transfer site for the roadhouse.

As outlined to Council at the 15 October 2024 Ordinary Council Meeting, an anomaly exists with the rating of this parcel of land due to its location outside a townsite boundary (refer to Attachment 1 for further details).

Comments

All rateable land, located outside of a townsite boundary automatically assumes a UV basis of rating irrespective of the predominate use.

Section 6.28 of the *Local Government Act 1995* (Act) provides that the Minister for Local Government (Minister), in determining the method of valuation, is to have regard to the general principle that the basis for a rate on any land is to be:

(i) Unimproved Value (UV) where the land is used predominately for rural purposes; or

(ii) Gross Rental Value (GRV) where the land is used predominately for non-rural purposes.

The small 4.86ha lot is not being used for a predominate rural purpose. The GRV basis should apply, and this requires an application to the Minister and a gazettal process to occur. Only then will the Valuer-General's Office (VGO) provide the Shire with the correct valuation for rating purposes.

As part of the application process to the Minister, consultation with the ratepayer is required and any submission received be considered as part of Council's deliberation.

On 23 April 2025, the Chief Executive Officer of the AAC provided details with regards to the use of the land and is fully supportive and appreciative of the Shire making an application to the Minister to correct the anomaly (refer to Attachment 2).

Concession

Rates charged for 2024/25 were $7,716 based on an unimproved value of $40,000 (Assessment A52410).

The Valuer-General has provided an indicative valuation for the block based on a GRV basis of $2,000. This would result in the property being minimum rated at $1,350.

It is recommended that a concession of $6,366 be provided for the 2024/25 financial year.

Consultation

Ashburton Aboriginal Corporation – Chief Executive Officer

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

Council Policies » Shire of Ashburton

Nil

Financial Implications

Current Financial Year

The small cost of the gazettal process will be met from within existing approved budget.

The concession will reduce rating revenue in 2024/25 marginally, noting that positive interim rates have been received throughout the year to more than offset this concession.

Future Financial Year(s)

Minimum rates of approximately $1,350 per annum relating to the land.

Legislative Implications

Local Government Act 1995

Section 6.28 - Basis of rates, defines that it is the Minister that determines the method of valuation of land to be used as the basis for a rate.

Section 6.47 Concessions

A local government may at the time of imposing a rate or service charge or at a later date resolve to waive* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.

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)	Adverse publicity from an inequitable application of rating policy.	Possible (3)	Moderate (3)	Moderate (5-9)	Anomaly outlined in the body of report is mitigated by making application to the Minister to change the basis of rating to be consistent with comparable freehold land within townsite boundaries.

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 Council:

1. Acknowledges that in accordance with section 6.28(2)(b) of the *Local Government Act 1995,* that Lot 303 on Deposited Plan 418822 is predominately used for non-rural purposes and that the gross rental value of land is the appropriate valuation basis.
2. Authorises the Chief Executive Officer to apply to the Minister for Local Government to change the basis of rating applicable to Lot 303 on Deposited Plan 418822 from unimproved value to gross rental value.
3. Approves a rating concession of $6,366 in accordance with section 6.47 of the *Local Government Act 1995* on Assessment A52410.

13.6 Change in the Basis of Rating - PKKP Aboriginal Corporation Freehold Land Adjoining Nanutarra Homestead

File Reference	RV01
Applicant or Proponent(s)	Not Applicable
Author	D Kennedy, Director Corporate Services
Authorising Officer	Dr G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Ordinary Council Meeting 15 October 2024 – Item 18.3 – 206/2024.
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. PKKP Aboriginal Corporation - Lot 3 & 68 2. PKKP Aboriginal Corporation - Nanutarra Homestead Consultation

Report Purpose

The purpose of this report is to present to Council details with respect to the rating of Lot 3 and Lot 68 Northwest Coastal Highway, Nanutarra, being freehold blocks of land acquired by PKKP Aboriginal Corporation in May 2024 as part of the purchase of the historic Nanutarra Homestead.

Council is requested to approve an application to the Minister for Local Government to change the basis of valuation to apply to these properties from Unimproved Value (UV) to Gross Rental Value (GRV) and to provide a concession on the 2024/25 rates levied.

Background

The Nanutarra Homestead and adjoining land holds deep cultural and historical significance for the PKKP people.

PKKP purchased the property in 2024, with the aim of developing a sustainable, revenue-generating, and multi-purpose centre for cultural preservation, tourism and community activities.

As outlined to Council at the 15 October 2024 Ordinary Council Meeting, an anomaly exists with the rating of these parcels of land due to their location outside a townsite boundary (refer to Attachment 1 for further details).

Importantly, PKKP have confirmed that neither Lot 3 or Lot 68 are being used for rural purposes. The homestead is located on Lot 4 and is already rated based on a GRV basis.

Comments

All rateable land, located outside of a townsite boundary automatically assumes a UV basis of rating irrespective of the predominate use.

Section 6.28 of the *Local Government Act 1995* (Act) provides that the Minister for Local Government (Minister), in determining the method of valuation, is to have regard to the general principle that the basis for a rate on any land is to be:

(i) Unimproved Value (UV) where the land is used predominately for rural purposes; or

(ii) Gross Rental Value (GRV) where the land is used predominately for non-rural purposes.

PKKP are working with the Shire with regards to the redevelopment of the Nanutarra Homestead and the closure of road reserves that currently dissect the parcels of land in question. The redevelopment pre-assessment submission confirms that PKKP have no intention of using the subject land for rural purposes, rather PKKP are planning to restore the homestead and develop commercially sustainable operations whilst preserving the cultural and historical significance of the area to the PKKP people.

The GRV basis should therefore apply, and this requires an application to the Minister and a gazettal process to occur. Only then will the Valuer-General's Office (VGO) provide the Shire with the correct valuations for rating purposes of Lot 3 and Lot 68.

As part of the application process to the Minister, consultation with the ratepayer is required and any submission considered as part of Council's deliberation.

On 5 May 2025, PKKP Aboriginal Corporation provided details with regards to the use of the land and is fully supportive and appreciative of the Shire making an application to the Minister to correct the anomaly (refer to Attachment 2).

Concession

The rating anomaly has resulted in PKKP being levied considerably more rates on the two UV rated vacant land parcels compared to the Nanutarra Homestead lot which was levied rates of $1,700 on a GRV basis.

Rates on vacant Lots 3 and 68 amounted to $28,176.

The Valuer-General has provided indicative GRV valuations of $6,250 for Lot 68 and $1,000 for Lot 3. On this basis both properties will be minimally rated at $1,350 per lot.

It is recommended that a concession of $25,476 be provided for the 2024/25 financial year.

Consultation

PKKP Aboriginal Corporation

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

Council Policies » Shire of Ashburton

Nil

Financial Implications

Current Financial Year

The small cost of the gazettal process will be met from within existing approved budget.

The concession will reduce rating revenue in 2024/25, noting that positive interim rates have been received throughout the year to more than offset this concession.

Future Financial Year(s)

Minimum rates of approximately $1,350 per annum relating to each of the three lots.

Legislative Implications

Local Government Act 1995

Section 6.28 - Basis of rates, defines that it is the Minister that determines the method of valuation of land to be used as the basis for a rate.

Section 6.47 Concessions

A local government may at the time of imposing a rate or service charge or at a later date resolve to waive* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.

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)	Adverse publicity from an inequitable application of rating policy.	Possible (3)	Moderate (3)	Moderate (5-9)	Anomaly outlined in the body of report is mitigated by making application to the Minister to change the basis of rating to be consistent with comparable freehold land within townsite boundaries.

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 Council:

1. Acknowledges that in accordance with section 6.28(2)(b) of the *Local Government Act 1995,* that Lot 3 and Lot 68 Northwest Coastal Highway, Nanutarra are predominately used for non-rural purposes and that the gross rental value of land is the appropriate valuation basis.
2. Authorises the Chief Executive Officer to apply to the Minister for Local Government to change the basis of rating applicable to Lot 3 and Lot 68 Northwest Coastal Highway, Nanutarra from unimproved value to gross rental value.
3. Approves a rating concession of $25,476 in accordance with section 6.47 of the *Local Government Act 1995* on Assessments A51052 and A34661.

13.7 Diamond Club Insurance Settlement and November Storm Update

File Reference	FM31
Applicant or Proponent(s)	Not Applicable
Author	D Kennedy, Director Corporate Services
Authorising Officer	Dr G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Ordinary Council Meeting 10 December 2024 – Item 13.2 – 256/2024
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Diamond Club Structural Engineering Report - January 2025

Report Purpose

To purpose of this report is to provide Council with an update on the Diamond Club insurance settlement and a progress update on other repairs being carried out following the severe storms in Tom Price on 20 November 2024 and 28 November 2024.

Council is requested to approve a reserve transfer to quarantine the Diamond Club insurance settlement whilst consultation and planning for the Diamond Club restoration occurs.

Background

On Wednesday, 20 November 2024, at approximately 1.35 pm Tom Price was hit by a severe storm that caused significant damage to public and private assets, disrupted services, and required urgent emergency responses to safeguard community safety and infrastructure integrity.

Wind speeds of over 146 kilometres per hour were recorded at the local State Emergency Service (SES).

Under section 6.8(1)(c) of the *Local Government Act 1995*, the Shire President authorised emergency expenditure and a temporary suspension of fees and charges to the Tom Price Waste Site to support clean-up activities.

On Thursday 28 November 2024, at approximately 3.12 pm Tom Price was hit by a further storm that resulted in flash flooding, the roof of the Diamond Club being ripped off and additional tree debris and fence damage.

Comments

<u>Diamond Club Insurance Settlement</u>

A structural engineering assessment on the Diamond Club roof canopy identified that the failure was due to an erroneous construction design of the 2006 roof canopy extension (refer to Attachment 1). Therefore, removal and reinstatement costs of the failed roof structure was excluded from insurance coverage under the ‘Perils’ exclusions due to the incorrect design/construction. However, the policy did respond to the resultant damage caused to the interior of the building by the rainfall that followed the event.

The internal damage was assessed by a Quantity Surveyor at $386,367.29 (ex GST) which included a 74% location cost factor applied to Tom Price. There was a $1,000 excess deductible applied, with the Shire receiving the sum of $385,367.29 on 30 April 2025.

Consultation, options and planning for the remediation of the Diamond Club will take some time. To ensure that the insurance settlement is quarantined, it is recommended that an amount of $400,000 be transferred from the Municipal Account to the Future Projects Reserve.

Civic Infrastructure

Multiple facilities throughout the townsite were damaged during the storms. A tender is currently under assessment for most of the rectification work required at 16 individual locations at an estimated cost of $430,000. This will be fully covered by the LGIS property policy with liability having already been accepted.

This includes repairs to the Shire Administration Building, Anzac Park, Childcare Centre, Cricket Nets, Depot, Lions Park, Swimming Pool, SES Building, Tennis Courts, Softball Dugout, Foul Ball Netting and Club Shed. Most of these repairs are expected to be completed by the 30 June 2025.

Residential Housing

Damage to Shire housing was mainly to fencing that has largely been repaired either under insurance or by Sodexo where there was an adjoining boundary with a Rio Tinto owned property.

Two houses sustained damage to decramastic roof tiling that contains asbestos. These roofs will be replaced under insurance during 2025/26.

Green Waste Removal

The cost of green waste removal and shredding was $565,000.

Negotiations are continuing with the loss adjustor and LGIS as to what portion of this expenditure will be reimbursed. As the green waste was not exclusively generated from Shire properties only a portion will be covered with current calculations indicating between 40%-50%.

Consultation

LGIS
Charles Taylor Adjusting

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Council Policies » Shire of Ashburton

Council Policy – Purchasing and Procurement

Financial Implications

Current Financial Year

The impact on the Shire's 2024/25 budget is unable to be quantified at this point.

After the reimbursement of a portion of the green waste removal, it is estimated that the impact on the 2024/25 bottom line will be in the region of $300,000 of unbudgeted expenditure.

This can be accommodated within the Municipal Budget, however, will reduce the end of year surplus.

Future Financial Year(s)

Most repairs are expected to be completed within the current financial year, however repairs to the Diamond Club and two houses that need a complete re-roof will extend into the 2025/26 financial year.

The financial impact of this will be assessed during the formulation of the 2025/26 Municipal Budget.

Legislative Implications

Local Government Act 1995, section 6.8 (1)(c) & (2)(b)

Section 6.8(1)(c) & (2)(b) - Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

(c) is authorised in advance by the mayor or president in an emergency.

(2) Where expenditure has been incurred by a local government —

(b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the 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	Failure to meet the requirements of the *Local Government Act 1995* following the incursion of emergency expenditure.	Unlikely (2)	Minor (2)	Low (1-4)	Report meets the compliance requirements.

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

Voting Requirements

Absolute Majority

Officer Recommendation

That Council:

1. Notes the update contained within the report; and
2. Approves a budget variation as per the following table:

Description	General Ledger / Account	Current Budget $	Budget Amendment $	Proposed Budget $
Insurance Claims Reimbursement	FN18007	Nil	($400,000)	($400,000)
Future Project Reserve Transfer In	RF53010	$1,657,100	$2,057,100	$400,000
			Net result	**Nil**

13.8 Monthly Schedule of Accounts Paid - April 2025

File Reference	FM03
Applicant or Proponent(s)	Not Applicable
Author	T Dayman, Manager Finance
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Schedule of Accounts Paid - April 2025

Report Purpose

Shire officers are required to prepare 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 April 2025.
- Trust Fund Payments for April 2025; and
- Corporate Credit Card and Payment Card Reconciliations for March/April 2025.

Council is requested to confirm the Monthly Schedule of Accounts Paid, as presented in Attachment 1.

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.

A new regulation has been added to the *Local Government (Financial Management) Regulations 1996* to increase transparency and accountability in local government, through greater oversight of incidental spending. From 1 September 2023, local governments are required to disclose information about each transaction made on a credit cards, debit cards or other purchasing cards.

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 $
Municipal Fund	
Electronic Funds Transfers	8,972,533.67
BPay/Credit Cards	373,215.31
Cheques	0
Payroll	1,102,535.33
Bank Fees and Charges	1,925.40
Municipal Fund Total	**10,450,209.71**
Trust Fund	
Electronic Funds Transfers	0.00
Trust Fund Total	**0.00**

Payment Cards

Credit Cards	41,796.14
Fuel Cards – Ampol	2,149.37
Fuel Cards – Viva / Shell	11,025.37
Fuel Cards – Wex Motorpass	3.58
Taxi Cards – Cabcharge	1,168.25
Payment Cards Total	**56,142.71**

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.

Regulation 13A Payments by employees via purchasing cards

If a local government has authorised an employee to use a credit, debtor or other purchasing card, a list of payments made using the card must be prepared each month is to be presented 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 Council, in accordance with regulation 13 and 13A of the *Local Government (Financial Management) Regulations 1996*, confirms the Monthly Schedule of Accounts Paid for April 2025, inclusive of purchasing cards payments for March/April 2025, as included at Attachment 1.

13.9 Monthly Financial Statements - April 2025

File Reference	FM03
Applicant or Proponent(s)	Not Applicable
Author	T Dayman, Manager Finance
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Monthly Financial Statements - April 2025

Report Purpose

Shire officers are required to prepare 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 April 2025.

Council is requested to accept the Statement of Financial Activity, as provided at Attachment 1.

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).

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 Council, in accordance with regulation 34 of the *Local Government (Financial Management) Regulations 1996*, accepts the Statement of Financial Activity, and associated documentation for April 2025, as included at Attachment 1.

14 Infrastructure Services Reports

14.1 Eight Year Footpath (New) Construction Program

File Reference	CP09
Applicant or Proponent(s)	Not Applicable
Author	G Harris, Director Infrastructure Services
Authorising Officer	Dr G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Eight Year New Footpath Construction Program

Report Purpose

The purpose of this report is to present an Eight Year New Footpath Construction Program for adoption and inclusion in the Long-Term Financial Plan.

Background

The Chief Executive Officer has a Key Performance Indicator that states –

"3. The successful completion of agreed projects within time scope and budget

Funded Roads Infrastructure, Capital Works and Major Programs – Demonstrate significant progress in accordance with adopted plans, budgets and applicable Council decisions. Develop the following program of works –

2. Prepare and map a 10-year footpath program for the towns of Tom Price, Paraburdoo and Onslow. Cost these works and include them in the Long-Term Financial Plan."

Comments

Following a presentation to Council in November 2024 regarding roads and footpaths, officers have developed an eight year plan for the construction of new footpaths in each of the three townsites. The below criteria were used to determine where footpaths were needed:

- Filling missing links in the existing network
- Completing loops in the existing network
- 200m radius to the town centre
- 200m radius to education facilities
- 200m radius to hospitals, Police, emergency services
- 200m radius of parks and sporting facilities
- Local Distributor Roads.

From the above criteria an Eight Year New Footpath Construction Program (Attachment 1) has been developed. The program includes the following:

Tom Price	4,302m of new footpaths
Paraburdoo	3,000m of new footpaths
Onslow	2,151m of new footpaths.

All footpaths will be a minimum of 2m in width, or wider where required.

Consultation

There have been two presentations to Council in November 2024 and April 2025.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Council Policies » Shire of Ashburton

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

The table below shows the allocation of funds required each year of the Eight Year New Footpath Construction Program.

Year	Town	Cost
25/26	Onslow	$1,069,327
26/27	Paraburdoo	$708,279
27/28	Tom Price	$1,189,582
28/29	Onslow	$347,220
29/30	Paraburdoo	$794,531
30/31	Tom Price	$648,293
31/32	Paraburdoo	$299,499
32/33	Tom Price	$1,447,163
	Total	**$6,503,894**

Council is requested to adjust the Long-Term Financial Plan to include the above budget allocations. These funds would be a new allocation in the LTFP and would add additional footpath assets that would at the end of the program see an increase in maintenance funding of approximately $130,000 per annum.

Legislative Implications

Nil

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)	Pedestrians required to walk on busy roads with a chance of being hit by a vehicle.	Possible (3)	Moderate (3)	Moderate (5-9)	Construct footpaths on busy roads to provide safe pedestrian passage.

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 Council:

1. Adopts the Eight Year New Footpath Construction Program as detailed in Attachment 1.
2. Lists for consideration in the 2025/2026 Annual Budget, an amount of $1,069,327 for year 1 of the Eight Year New Footpath Construction Program.
3. Requests the Chief Executive Officer to include the allocations for the remaining seven years of the Eight Year New Footpath Construction Program in the Long-Term Financial Plan.

14.2 Shire of Ashburton Multi-Modal Transport Network Demand Study

File Reference	ED23501
Applicant or Proponent(s)	Not Applicable
Author	S Allan, Manager Business & Economic Development
Authorising Officer	G Harris, Director Infrastructure Services
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Multi-Modal Transport Network Demand Study - April 2025

Report Purpose

Council is requested to consider and endorse the findings and recommendations of the Multi-Modal Transport Network Demand Study as evidence for current and future strategic infrastructure projects and advocacy for the Shire of Ashburton (Shire).

Background

In early 2024, the Shire engaged with consultants Arup Group Limited (Arup) to provide a Multi-Modal Transport Network Demand Study to assess the status and forecast the impact of growing demand on the multi-modal transport network in the Shire and incorporates:

- National and inter-regional transport corridors, including connections through urban areas
- Connections to ports and airports
- Other rail and road inter-modal connections.

The study's main objective was to consider how port availability and future development can work together with an optimised roads network in the region.

The Shire's Strategic Community Plan 2022-2032 (SCP) captures the views of the Shire's diverse community, our vision for the future and our planning direction for the next decade. Place and Prosperity are two of the four pillars included in the SCP.

Place states that we will provide sustainable, purposeful, and valued built and natural environment opportunities for the community. Key actions of focus for the Shire are provided in outcome 2.8 Safe and interconnected transport networks for the community:

1. Improve road safety and connectivity to provide a safe and efficient road network.
2. Manage roads, pathways, and other transport infrastructure according to need and use.
3. Advocate for improvements to the region's State road network.
4. Advocate to, and partner with, State government and industry to improve Strategic Regional Roads.
5. Advocate for increased funding and equitable cost sharing arrangements for Strategic Regional Roads.

Prosperity states that we will advocate and drive opportunities for the community to be economically desirable, resilient, and prosperous. Maintaining a safe community and developing sustainable commerce and tourism opportunities are key focuses of the SCP. Part of the economic development focus of Council is to ensure that we create liveable communities. An efficient and safe transport network is a key to achieving these outcomes.

The Shire's Multi-Modal Transport Network Demand Study aims to enable economic development and promote liveable communities by delivering safe and efficient transport networks. The study's primary focus areas included:

- To understand the demand of all network users on our transportation systems.
- Forecast demand of current and future resource and freight proponents.
- Analyse the capacity of current port infrastructure to meet current and future resource and freight demand.
- Propose recommendations to maintain a safe and efficient road network.
- Ensure the communities of the Shire remain liveable and prosperous.

A growing demand on the Shire's transportation network is primarily being driven by:

- The Shire being a resource and freight hub via the Ashburton North Strategic Industrial Area (ANSIA) and Port of Ashburton.
- Onslow's potential at being the centre of large-scale oil and gas decommissioning works and the Pilbara Regional Waste Management Facility (Class IV Landfill).
- A growing visitor economy.
- Pastoralists who are dependent on large haulage vehicles for transportation (cattle farming).
- Onslow Airport's growing capacity to accommodate freight and logistics and a future Onslow Airport Business Park.

Comments

The assigned consultants for the Multi-Modal transport Network Demand Study, Arup Group Limited (Arup) are experienced consultants who have historically delivered various integrated planning, transport and engineering services to the Pilbara region since the early 2000s. They have experience working with local and state government agencies within and on the interface of the study area, understand the significant growth in the region, as well as the strategic importance and sense of place unique to Pilbara region, which is paramount to achieving the long-term objectives for the Shire.

Arup have demonstrated experience working collaboratively with various clients and stakeholders in the Pilbara region including the Shire of Roebourne, Main Roads WA, Pilbara Ports Authority, Development WA, the Department of Jobs, Tourism, Science and Innovation, Bechtel, Chevron and Woodside. Arup have previously been contracted for various commissions at the ANSIA and the Port of Ashburton.

As per the Executive Summary (page 8) of the completed Multi-Modal Transport Network Demand Study (refer to Attachment 1), the network objectives and vision are identified as:

OBJECTIVES:

- Identify economic growth opportunities
- Enhance network resilience
- Improve network safety
- Enhance network efficiency.

VISION:

- Diversify the economy
- Urbanisation and retain residential population
- Sustainable population growth.

Through the desktop, onsite and consultative process the consultants identified a number of gaps, issues and future trends providing 29 strategic recommendations:

> *"…to guide investments decisions, pursue further planning activities, and coordinate action across government agency to deliver outcomes which are aligned to its growth agenda"*

Council is requested to note the overview provided by the consultants of the outcomes of the demand study (refer to page 10 of Attachment 1) which provides forward strategic recommendations. Please note that the recommendations for the Forward Strategy are listed by reference number and mode of transport, not by level of importance.

Each recommendation is discussed in further detail within the report.

Consultation

The consultation for this study included both industry and government representatives. Stakeholders were split into 'Key Stakeholders' and 'Steering Group' stakeholders. Key Stakeholders were private stakeholders within the industry that use the transport network daily; and 'Steering Group Stakeholders' was a collective of government authorities from a variety of departments.

Key Stakeholder Engagement

- Australian Gas Infrastructure Group
- Ashburton Aboriginal Corporation
- Ashburton Link
- Chevron Australia
- Fortescue Metals Group
- Mineral Resources Limited
- Red Hawk Mining
- Perth Airport.

Steering Group

- Shire of Ashburton
- Department of Transport
- Development WA
- Pilbara Ports Authority
- Department of Jobs, Tourism, Science and Innovation.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	2. Place - We will provide sustainable, purposeful, and valued built and natural environment opportunities for the community.
Strategic Outcome	2.8 Safe and interconnected transport networks for the community
Strategy	4 Advocate to, and partner with, State government and industry to improve Strategic Regional Roads.

Council Policy

Council Policies » Shire of Ashburton

Council Policy – Road Management

The Shire is responsible for the management of Shire Roads within its boundaries.

Council Policy – Tourism Support and Promotion

When reviewing Strategic Plans, Town Plans and Development Control Plans, take into consideration policies on tourism and other related issues.

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

There will be future funding required to implement some of the recommendations of the report and these will be determined at the time by Council budget deliberations.

Legislative Implications

Nil

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Financial impact	Non-acceptance of the study would require the Shire to undertake the study again.	Possible (3)	Minor (2)	Moderate (5-9)	Council accepts and endorses the study.

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 Council:

1. Receives the findings and recommendations of the Multi-Modal Transport Network Demand Study.
2. Notes that the Multi-Modal Transport Network Demand Study will be used to inform future projects and decisions on behalf of the Shire of Ashburton.

15 Community Development Reports

15.1 Onslow Sports Club Utilities

File Reference	CP62
Applicant or Proponent(s)	Not Applicable
Author	D Kennedy, Director Corporate Services
Authorising Officer	C McGurk, Director Community Development
Previous Meeting Reference	Ordinary Council Meeting 21 May 2024 - Item 15.1 – 101/2024
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Onslow Sports Club backdated power bills - donation request

Report Purpose

The purpose of this report is to present Council with a request from the Onslow Sports Club Inc. (refer to Attachment 1) for a donation to cover the costs of past utility charges.

Council is requested to consider the request and approve a discount relating to the backdated power charges.

Background

The Onslow Sports Club Inc. (Club) leases the premises at 51 Third Avenue, Onslow from the Shire of Ashburton (Shire). The current lease expires on 31 May 2026.

Between July 2021 and December 2023, the Shire inadvertently did not on-charge electricity charges of $53,642.82 nor provide credit for water consumption at the Onslow Gym totalling $6,542.99 in accordance with lease arrangements.

An invoice seeking repayment of the net amount of $47,099.83 (GST inclusive) was issued to the Club on 21 March 2024.

At the time the Club was operating at a loss, had minimal surplus funds available and this additional unexpected expense placed considerable pressure on the Club's solvency.

As a result, the Club sought financial relief from Council in the form of a donation that was considered by Council at the Ordinary Meeting of Council held on 21 May 2024, where Council resolved the following.

> *"That with respect to the Onslow Sports Club, letter for request of donation, Council, offer an interest free payment plan over 24 months, $1,962.50 per month, commencing on 21 June 2024 to the Onslow Sports Club for the total invoiced amount of $47,099.83."*

Comments

In November 2024, the Shire received a further letter from the Onslow Sports Club (Refer Attachment 1) requesting that Council reconsider the financial assistance able to be provided to the Club due to ongoing concerns regarding the viability of the Club, and to some extent the Shire's culpability in the creation of this financial impost due to the administrative oversight on the Shire's behalf during the period July 2021 – July 2023.

At the time the letter was received the debt outstanding was $38,380.96 and has since reduced to a current balance of $27,106.61, noting that charges are up to the meter reading on 6 March 2025.

Since the May 2024 Council resolution, the Club has paid all new electricity charges and reduced the legacy amount of $47,099 by nearly 50%.

Despite the above the Club continues to face challenging operating conditions with a loss of $37,107 for the 2023/24 financial year.

Acknowledging that the Club has made its best endeavours to clear the legacy amount and the value that the Club provides to the Onslow community, it is recommended that Council consider granting a discount in relation to this matter equal to the balance of the debt outstanding totalling $27,106.61. This would effectively write the current debt off.

The 2024/25 Municipal Budget contains a budget of $5,000 for sundry debtor write offs that is unexpended with the balance to be accommodated from the 2024/25 operating surplus.

Consultation

Elected Members
Director Community Development
Director Corporate Services
Manager Communities

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 Policies » Shire of Ashburton

Council Policy – Debt Recovery

Council Policy – Community Leases and Licences

Financial Implications

Current Financial Year

If approved, the write-off of $27,106.61 will be treated as an expense in this year's accounts.

Future Financial Year(s)

Not applicable

Legislative Implications

Section 6.12 (1)(c) of the *Local Government Act 1995* provides Council with the power to write off any amount of money owing to the Shire.

Delegation 01.01.17 – Defer, Grant Discounts, Waive or Write Off Debts provides authority to the Chief Executive Officer to authorise amounts up to $10,000. As the amount outstanding exceeds $10,000 it is presented to Council for approval.

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Financial impact	Outstanding invoice not paid will be a financial loss to the Shire of Ashburton.	Likely (4)	Insignificant (1)	Low (1-4)	

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

Voting Requirements

Absolute Majority

Officer Recommendation

That Council:

1. Supports the Onslow Sports Club's request for financial assistance by providing a discount of $27,106.61 relating to the electricity charges for the period July 2021 – December 2023; and
2. Costs the above amount to Account FN24021 – Sundry Debtor Discounts & Write Offs.

16 Councillor Agenda Items / Notices of Motion

16.1 Notice of Motion - Elected Member Superannuation

File Reference	GV05
Attachments	1. DLGSC Superannuation for Council Members Fact Sheet

I, Councillor Alana Sullivan, move the following motion:

Motion

That Council, in accordance with the new legislative requirements, agrees to pay superannuation to elected members from 1 February 2025, respecting individual elected members 'opt out' rights.

Rationale

New legislative provisions allowing local governments to pay superannuation to elected members commenced on 1 February 2025. The Department of Local Government, Sport and Cultural Industries' fact sheet on this matter is provided as Attachment 1 of this report.

From 19 October 2025, it will be compulsory for all Class 1 and 2 local governments, including the Shire of Ashburton as a Class 2 local government, to pay superannuation to elected members. Prior to that, the new legislation will enable Councils to pay superannuation through an absolute majority decision however, individual elected members may 'opt out' of receiving superannuation even when a local government resolves to or is required to pay.

Superannuation payments to elected members will be made in addition to the fees and allowances set by the Salaries and Allowances Tribunal. Superannuation will be paid in accordance with the *Commonwealth Superannuation Guarantee (Administration) Act 1992* (currently 11.5% and rising to 12% on 1 July 2025), with payments to be made at the same time as elected members receive their allowance.

In light of WALGA's advocacy for superannuation payments and the State's decision to require Class 1 and 2 local governments to pay superannuation from October, it is recommended that Council resolves to pay superannuation from the date of the legislative change:

1. In order to comply with applicable legislative requirements.
2. To increase attraction and retention of elected members, encourage greater diversity, acknowledge the significant dedication and investment of time required and help bring elected members in line with the wider workforce.

The elected member superannuation will come out of the budget surplus to achieve a balanced budget. Individual elected members may exercise their right to 'opt out'.

The legislation relevant to the payment of superannuation to elected members is sections 5.99B to 5.99E of the *Local Government Act 1995* and regulation 32A of the *Local Government (Administration) Regulations 1996.*

I commend this Notice of Motion to Council.

Voting Requirements

Absolute Majority

Officer Comment

A briefing on the new provisions relating to payment of superannuation contributions to elected members was provided to elected members on Tuesday 18 March 2025.

In accordance with section 5.99B(2) of the *Local Government Act 1995*, Council may decide by absolute majority, to pay superannuation contributions payments to elected members, prior to the introduction of compulsory superannuation contribution payments for Class 1 and 2 local governments on 19 October 2025.

In accordance with section 5.99B(7) of the *Local Government Act 1995*, superannuation contribution payments must be made at the same time as any remuneration is paid to elected members. As elected member remuneration for the quarter (1 January to 31 March) was paid in the first week of April, backdating the commencement of superannuation payments to 1 February 2025, is not possible. Advice received from the Department of Local Government, Sport and Cultural Industries and the Western Australian Local Government Association has supported this position.

Additionally, local governments cannot make superannuation contributions for elected members if they fail to nominate an eligible account before the end of the pay period (ie. before the end of the quarter).

The costs of paying superannuation must be met from the local government's annual budget (currently unbudgeted funds). Superannuation will be paid on President allowance, Deputy President allowance and meeting attendance fees. Reimbursements and the ICT allowance are not subject to superannuation contribution payment.

Three options are presented below for Council's consideration. The proposed budget amendment as detailed in the officer recommendation option 1 is based on the assumption that all nine elected members receive superannuation contribution payments.

Officer Recommendation

That Council:

1. Decides to pay superannuation contribution payments to elected members commencing 1 April 2025 and approves a budget amendment of $9188.90.

   OR

2. Decides to pay superannuation contribution payments to elected members commencing 1 July 2025 and lists for consideration in the draft 2025/2026 Annual Budget, sufficient funds to address this recommendation.

   OR

3. Decides to pay superannuation contribution payments to elected members commencing 19 October 2025 and lists for consideration in the draft 2025/2026 Annual Budget, sufficient funds to address this recommendation.

17 New Business Of An Urgent Nature Introduced By Council Decision

18 Confidential Matters

18.1 Anthropological Aboriginal Study

File Reference	PE.CEO01
Applicant or Proponent(s)	Not Applicable
Author	J Sangster, Deputy Chief Executive Officer
Authorising Officer	Dr G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Ordinary Council Meeting 20 February 2024 – Item 8.1 – 041/2024 Ordinary Council Meeting 16 July 2024 – Item CP.1 – 141/2024 Ordinary Council Meeting 15 October 2024 - Briefing
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Reason for Confidentiality

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

Report Purpose

The purpose of this report is to clarify Council's expectations of the CEO's key performance indicator, number six which required the CEO to deliver an Anthropological Study on the Shire's Aboriginal people.

Council is requested to approve the replacement of key performance indicator six with the endorsement of two new key performance indicators to reflect the discussions held with Council at the Council briefing session held on 15 April 2025.

The suggested replacement key performance indicators are as below:

1. Develop a policy to meet the requirements of the *Local Government Act 1995,* s.3.1, pertaining to the requirement of Local Governments to recognise the interests of Aboriginal people; and involve Aboriginal people in decision-making processes.
2. Develop mechanisms that identify and integrate cultural and native title identification into project planning and implementation, to ensure that any new development projects within the Shire take into consideration the interests of Aboriginal people.

Voting Requirements

Simple Majority

18.2 Proposed Acquisition and Lease - Lot 248 Poinciana Street, Tom Price

File Reference	CP107
Applicant or Proponent(s)	Not Applicable
Author	R Wright, Executive Manager Land, Property and Regulatory Services
Authorising Officer	Dr G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Ordinary Council Meeting 19 November 2024 – Item 12.1 – Minute Number 212/2024
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Lot 248 Poinciana Street, Tom Price 2. DRAFT Project Program - Subdivision of Lot 248 Poinciana Street, Tom Price

Reason for Confidentiality

Section under the Act	*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:*
Sub-clause and Reason:	*"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."*

Report Purpose

Council is requested to consider the acquisition and early access of Lot 248 Poinciana Street, Tom Price for the construction of a new Shire Administration & Library Building and approve costs associated with an upgrade to utilities for the project, payable to Rio Tinto Iron Ore (RTIO) through a budget amendment.

Voting Requirements

Absolute Majority

18.3 Pilbara Regional Waste Management Facility - Authority to Enter into a Deed of Variation

File Reference	WM07
Applicant or Proponent(s)	Not Applicable
Author	D Kennedy, Director Corporate Services
Authorising Officer	G Harris, Director Infrastructure Services
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Waste Services Agreement - Enviropacific - Confidential 2. Waste Services Deed of Variation - Enviropacific - Confidential

Reason for Confidentiality

Section under the Act	*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:*
Sub-clause and Reason:	*"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."*

Report Purpose

The purpose of this report is to present to Council a Deed of Variation in relation to the contract with Enviropacific Services Ltd for the delivery of Class III and IV waste to the Pilbara Regional Waste Management Facility (PRWMF).

Council is requested to authorise the Chief Executive Officer in accordance with section 9.49B of the *Local Government Act 1995* (Act) to execute the deed of variation on behalf of Council.

Voting Requirements

Simple Majority

19 Next Meeting

The next Ordinary Council Meeting will be held at 1:00pm on Tuesday 17 June 2025 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 enter time.