



Attachments

Ordinary Council Meeting

Tuesday, 20 May 2025

Table of Contents

6.1	Audit Log Status Update	
	Attachment 1 Validation of Internal Audit Actions Report 30 April 2025.....	6
	Attachment 2 Internal Audit Log - Outstanding Actions as at 30 April 2025	14
	Attachment 3 Internal Audit Log - Validated Actions as at 30 April 2025	26
10.1.1	Minutes Of The Ordinary Council Meeting Held On 15 April 2025	
	Attachment 1 Minutes of the Ordinary Council Meeting held 15 April 2025	29
10.2.1	Minutes Of The Community Grants Committee Meeting Held On 15 April 2025	
	Attachment 1 Minutes of the Community Grants Committee Meeting held 15 April 2025.....	124
12.1	Volunteer Marine Rescue - Proposed Lease Area - Onslow Boating Precinct	
	Attachment 1 Stage 2 Concept - Onslow Recreational Boating Facility	140
12.3	Mineral Resources Limited - Proposed Section 91 Licence Referral - Feasibility and Preferred Alignment for a Water Pipeline	
	Attachment 1 DPLH Request for comment - Section 91 Licence	142
	Attachment 2 Aerial Map - Proposed Licence Area	146
	Attachment 3 Tenure Map - Proposed Licence Area	148
	Attachment 4 Section 91 Proposal - Shire Response	150
12.4	Onslow Tourism & Progress Association Incorporated (Onslow Visitor Centre) - Request for additional annual funding support.	
	Attachment 1 Request for additional funding support	154
	Attachment 2 Funding Agreement between Shire of Ashburton and Onslow Tourism & Progress Association.....	157
	Attachment 3 Funding Agreement Financial Table	169
13.1	Annual Statutory Review of Delegations - 2024/2025	
	Attachment 1 AA.01.01 - Local Government Act 1995 - Execution of Documents.....	171
	Attachment 2 01.01.12 Disposing of Property	174
	Attachment 3 01.01.14 Tenders for Goods and Services	179
	Attachment 4 01.01.17 Defer, Grant Discounts, Waive or Write Off Debts	184
	Attachment 5 Shire of Ashburton Register of Delegations and Authorisations...	187
13.2	Policy Review - May 2025	
	Attachment 1 Council Policy - Election Signs.....	369
	Attachment 2 Council Policy - Election Caretaker	372
	Attachment 3 Council Policy - Industry Contribution to Social and Community Infrastructure.....	379
	Attachment 4 Council Policy - Investments	384

13.3	Quarterly Progress Reporting	
	Attachment 1 Corporate Strategies Quarterly Reporting - Q3 2024/2025	390
13.4	Differential Rates 2025-2026	
	Attachment 1 Differential Rates - Statement of Objects and Reasons 2025-2026.....	422
13.5	Change in the Basis of Rating - Ashburton Aboriginal Corporation Freehold Land	
	Attachment 1 Ashburton Aboriginal Corporation - Lot 303 on Deposited Plan 418822.....	431
	Attachment 2 Ashburton Aboriginal Corporation Consultation - Lot 303	433
13.6	Change in the Basis of Rating - PKKP Aboriginal Corporation Freehold Land Adjoining Nanutarra Homestead	
	Attachment 1 PKKP Aboriginal Corporation - Lot 3 & 68	440
	Attachment 2 PKKP Aboriginal Corporation - Nanutarra Homestead Consultation.....	443
13.7	Diamond Club Insurance Settlement and November Storm Update	
	Attachment 1 Diamond Club Structural Engineering Report - January 2025	454
13.8	Monthly Schedule of Accounts Paid - April 2025	
	Attachment 1 Schedule of Accounts Paid - April 2025	469
13.9	Monthly Financial Statements - April 2025	
	Attachment 1 Monthly Financial Statements - April 2025.....	490
14.1	Eight Year Footpath (New) Construction Program	
	Attachment 1 Eight Year New Footpath Construction Program	516
14.2	Shire of Ashburton Multi-Modal Transport Network Demand Study	
	Attachment 1 Multi-Modal Transport Network Demand Study - April 2025	522
15.1	Onslow Sports Club Utilities	
	Attachment 1 Onslow Sports Club backdated power bills - donation request	695
16.1	Notice of Motion - Elected Member Superannuation	
	Attachment 1 DLGSC Superannuation for Council Members Fact Sheet	697



Agenda Item 6.1 - Attachment 1

Validation of Internal Audit Actions Report 30 April 2025



VALIDATION OF INTERNAL AUDIT ACTIONS

**Shire of Ashburton
Audit and Risk Committee**

30 April 2025



TABLE OF CONTENTS

1. EXECUTIVE SUMMARY3

2. SUMMARY OF VALIDATION BY MOORE AUSTRALIA5

3. OTHER6

Engagement Role	Auditor Name
Director	Michelle Shafizadeh
Intermediate Consultant	Sam Marsh



1. EXECUTIVE SUMMARY

1.1. Shire of Ashburton

The Shire of Ashburton (“**Shire**”) is one of the four local government areas in the Pilbara region of Western Australia, covering an area of 105,647 square kilometres. It is named after the Ashburton River. The Shire’s Administration Centre is in the town of Tom Price. There are four towns which make up the Shire including Tom Price, Onslow, Paraburdoo, and Pannawonica. The population is approximately 7,391 people.

The maintenance and validation of the Shire’s audit log is important as it ensures transparency, accountability, and efficiency in its operations. Validation of the audit log helps confirm that actions resulting from previous audits are implemented, demonstrating that processes at the Shire continually improve. Additionally, validating the audit log demonstrates the Shires commitment to providing outstanding services to its residents and stakeholders and showcases the progress made in mitigating risks to the Shire’s Council and Audit and Risk Committee (‘ARC’).

1.2. Objective, and Scope

In accordance with the approved engagement letter dated 19 November 2024, Moore Australia was requested to undertake a validation of four (4) items in the Audit Action Register to confirm the actions were closed out as expected by the internal auditor. This is in addition to the actions validated as part of the previous “Tranche 2” report submitted 31 January 2025. As in the previous engagement, the objective of this engagement was to assist the Shire with validating, monitoring and reporting of the Audit Log.

The scope of this engagement is the four (4) agreed action items that were provided to Moore Australia. These items were identified by Management as completed at the time of the engagement. Of these four (4) actions, two (2) were reviewed as part of the previous Tranche 2 engagement, but not validated at that time.

Limitations in Scope

The Limitations in Scope relevant to the engagement are identified below:

- **Scope** - The scope of our services and any deliverables were limited to carrying out the engagement in accordance with the approved engagement letter. We only covered the scope of work as included in the engagement letter dated and approved on 19/11/2024.
- **Reliance on Information** - We have relied solely on the information and documentation provided to us by the Shire of Ashburton and have not performed a review on the authenticity of the information and data provided. There is a risk the information may have been altered prior to being provided to Moore Australia and there is a risk this may not be identified by Moore Australia. This may impact on the results reported within this report.

- **Advisory Engagement** - This engagement is not subject to assurance or other standards issued by the Australian Auditing and Assurance Standard Board and, consequently no opinions or conclusions are intended to convey assurance, either expressed or implied.
- **Sole Purpose** - Our report is for your purposes only and not for publication, quoting or reliance by any other party.
- **Validation Approach** – The validation of the audit actions includes testing the design of the audit action to the extent as described in the Audit Action Register, documentation, and implementation. If the design is not described in the Audit Action Register, then there is no testing of the design. There is never testing of the operating effectiveness of the audit action.

1.3. Approach

Moore Australia conducted and performed the engagement in accordance with the ‘International Standards for the Professional Practice of Internal Auditing’ and ‘Code of Ethics’, and the Moore Australia Internal Audit Methodology. The procedures performed were limited exclusively to those related to this purpose.

The engagement was conducted primarily by applying discussion, observation and review techniques, concentrating on the following:

- Holding an entrance meeting with key audit contacts.
- Obtaining and reviewing all evidence that support the validation of the four (4) actions.
- Ongoing communication with responsible officers and Management.
- Issuing draft report to Management.
- Meeting with Management to discuss the draft report, and identifying actions (if any) which in our view could not be validated and recommended for closure by the Audit and Risk Committee due to insufficient or missing evidence.
- Receiving and incorporating Management feedback and comments.
- Issuing final report to Management for tabling at the Audit and Risk Committee.
- Briefing to the Chair of the Audit and Risk Committee, (if required).
- Attending the Audit and Risk Committee (if required).

1. EXECUTIVE SUMMARY (CONT.)

1.4. Key Personnel Contacted

We would like to thank the following key personnel for their assistance in the conduct of this engagement. These are identified in alphabetical order by first name.

Name	Position
Joanne Sangster	Deputy CEO
Taryn Dayman	Manager Finance
Wendy King	Business Transformation Partner

Table 1 – Key Personnel Contacted

1.5. Summary of Validation Status of Audit Actions Reviewed by Moore Australia

Set out in **Table 2** is a summary of the four (4) actions reviewed by Moore Australia and their status, either validated, in progress or not started.

	Internal Audit Report Name	Date of IA Audit Report	Total Audit Actions Provided	Validated	Not Validated	
					In Progress	Not Started
1	Procurement	22 April 2021	3	3	-	-
2	Regulation 17 Review	September 2023	1	1	-	-
Total Actions			4	4	-	-
Percentage			100%	100%	0%	0%

Table 2 – Summary of Validation Status of Audit Actions Reviewed by Moore Australia



2. SUMMARY OF VALIDATION BY MOORE AUSTRALIA

Summarised below in **Table 3** is the summary of the validation process by Moore Australia.

Action Item and Agreed Action	Sufficient and appropriate evidence received (YES/NO)	Moore Australia comment on validated actions	Conclusion by Moore Australia (VALIDATED OR NOT VALIDATED)
Procurement			
#006 - Create checklists for tasks and controls noted within documented policies and procedures to assist with and to evidence compliance.	YES	Sighted an updated Procurement to Payment Workflow, which includes a workflow diagram as well as a thirty-six (36) step checklist to assist compliance.	VALIDATED
#018 - Update KCA 10 Purchasing, Creditors, Procurement and Payments to provide for current requirements in relation to variations and approvals.	YES	KCA 10 has been superseded and replaced with the Procurement to Payment Workflow and Account Payable Framework. These new documents contain updated details on variations and approvals at the Shire.	VALIDATED
#019 - Review and update levels of permissions within the Shire's ERP to support segregation of duties.	YES	From discussion with Management, the Shire's ERP (SynergySoft) cannot be configured with permission levels to assist segregation of duties without disrupting the Finance team's operations. In lieu of this, Eftsure independently validates supplier bank details and payments to suppliers. Documented processes have been established to ensure segregation of duties in the process of adding and amending supplier bank details. Management is confident that these controls are sufficient and that additional restrictions are too onerous to implement, and on that basis, we have recommended this action to be validated.	VALIDATED
Regulation 17 Review			
#235 - Project management procedures to be reviewed and endorsed by ELT. For distribution and action by Project Managers through MMG.	YES	The Project Management Framework contains significant detail on the Shire's Project Management practices. The framework has been endorsed unanimously by the Executive Leadership Team (ELT) and was distributed to the Middle Management Group (MMG).	VALIDATED

Table 3: Summary of Validation Process by Moore Australia

3. OTHER

3.1. Disclaimers

Moore Australia (WA) Pty Ltd as agent, an independent member of Moore Global Network Limited, and a Perth based partnership of trusts carries on business separately and independently from other Moore Global Network Limited member firms worldwide.

Services provided under this engagement are provided by Moore Australia (WA) Pty Ltd as agent and not by any other independent Moore Global Network Limited member firms worldwide. No other independent Moore Global Network Limited member has any liability for services provided.

3.2. Basis of Use

This report has been prepared in accordance with the objectives and approach agreed in the engagement document and subject to the following limitations:

- Other than use by you for the purpose, our report cannot be issued, accessed, or relied upon by any third party without our prior written approval. Furthermore, neither the report nor extracts from it will be included in any document to be circulated to other third parties without our prior written approval of the use, form, and context in which it is proposed to be released. We reserve the right to refuse to grant approval to issue the reporting to any other party.
- Our internal audit work was performed in accordance with the International Standards for the Professional Practice of Internal Auditing contained in the International Professional Practices Framework issued by the Institute of Internal Auditors. It did not constitute an audit or review in accordance with standards issued by the Auditing and Assurance Standards Board and accordingly no such assurance under those standards is provided in this report.
- The matters raised in this report are only those which came to our attention while performing our procedures and are not necessarily a comprehensive statement of all the weaknesses that exist or improvements that might be made. We cannot, in practice, examine every activity and procedure, nor can we be a substitute for management's responsibility to maintain adequate controls over all levels of operations and their responsibility to prevent and detect irregularities, including fraud. Accordingly, management should not rely on our report to identify all weaknesses that may exist in the systems and procedures under examination, or potential instances of non-compliance that may exist.
- We believe that the statements made in this report are accurate, but no warranty of completeness, accuracy or reliability is given in relation to statements and representations made by, and the information and documentation provided by,

Management and personnel. We have indicated within this report the sources of the information provided. We have not sought to independently verify those sources unless otherwise noted within the report. We are under no obligation in any circumstance to update this report, in either oral or written form, for events occurring after the report has been issued in final form unless specifically agreed with the client. The Internal Audit findings expressed in this report have been formed on the above basis.

- Recommendations for improvement should be assessed by management for their full commercial impact before they are implemented.

3.3. Conflicts of Interest

The firm is not aware of any existing or potential relationship, transaction or holding that would compromise its objectivity in the conduct of the services rendered. Should the possibility of a perceived or actual conflict arise the matter would be raised with the Chief Executive Officer immediately and activities suspended until the issue was resolved to your satisfaction.

3.4. Liability

Moore Australia (WA) Pty Ltd trading as agent – ABN 99 433 544 961, an independent member of Moore Global Network Limited - members in principal cities throughout the world.

Liability limited by a scheme approved under Professional Standards Legislation.



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Agenda Item 6.1 - Attachment 2

Internal Audit Log - Oustanding Actions as at 30 April 2025

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30-Apr-25

Shire of Ashburton

IA

Current Review Date:

	Date of Report	Auditor	Audit Topic	Finding Title	Recommendation	Risk Rating	Recommendation Owner	Management Comment in Report	Agreed Action	Client Progress Update	Moore Australia / SOA IA Comment	Status After Assessment
3	22-Apr-21	Moore Australia	Review of FMR	Debtors	3. Implement checklists to evidence preparation, review and monitoring of tasks as required by Finance Manual procedures. This will allow for management to routinely monitor compliance and to assist with ensuring procedural requirements are adhered to in a timely manner.	Medium	Manager Finance	Checklists to be implemented by EOM March 2021.	Examples of checklists implemented and completed.	2 Aug 2024 Draft checklist have been developed, pending 100% implimentation. End of Year and Audit Checklist developed and actioned. 29 Jan 2024 by DSC What is required to close this one? Rates & Debtors Modules are being reconcilled on a monthly basis? Progress update as at 2 May 2022 •Rates and Sundry Debtors reconciliations are completed monthly and reviewed by the Manager Finance and Administration, with the task have been incorporated in end of month financial checklist. •Incorporated into the EOM process and checklist is the provision to review end of month reconciliations and ensure the checklists has been completed prior to the preparation and finalization of the monthly financial statements. Status	31 Jan 2025 In progress 30 Aug 2024 Evidence Provided Awaiting IA for review 5 Aug 2024 In Progress 12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
32	22-Apr-21	Moore Australia	Risk Management	Risk Management	32. Risk Management Annual Work Plan and Calendar Develop, approve, document, monitor and report on a risk management calendar and annual work plan, which identifies the risk management events that are scheduled to occur to ensure that all deadlines are met.	Low	Manager Governance	Recommendation to be implemented by EOM July 2021.	Provide annual workplan for risk management and training dates	2 Aug 2024 Risk management consultant appointed to improve risk management at the Shire. An annual work plan will be developed as part of this project. 29 Jan 2024 Refer to ARITAG – Need to determine priority of this and where best this sits. For example Communities are currently advertising for a Grants Administration Person. The Shire receives significant grants funds but typically part of agreements with Miners under ESG obligations and are recurring. Fin.ance have role in ensuring accurate monitoring of contract liability SOA IA 25 Aug 2023 A draft scope for RFQ has been prepared for the implementation of risk management at the Shire.	31 Jan 2025 In progress 30 Aug 2024 Risk Management to be completed by Dec 2024 5 Aug 2024 Evidence provided in support of update SOA IA 25 Aug 2023 In Progress	In Progress
33	22-Apr-21	Moore Australia	Risk Management	Risk Management	33. Risk Management Annual Work Plan and Calendar Develop, approve, monitor and report on a risk management training calendar and perform induction and regular training for management, staff, contractors and volunteers. Ensure that the risk manager and risk owners have induction and regular training to ensure they understand their role and responsibility and better practice principles. This can be performed via online training and be integrated with other training performed by the Shire.	Low	Manager Governance	Recommendation to be implemented by EOM July 2021.	Provide annual workplan for risk management and training dates	31 Jan 2025 DRAFT Enterprise (Operational) Risk Register is currently being developed and populated 2 Aug 2024 Risk management training was conducted in April 2024 with the Executive Leadership Team, Middle Management Group and selected key staff. Training will continue to be delivered throughout the risk management improvement project. 29 Jan 2024	31 Jan 2025 In progress 30 Aug 2024 ETD end Nov 2024 5 Aug 2024 Training was provided and a recorded video made available to those who were absent.	In Progress
36	22-Apr-21	Moore Australia	Risk Management	Risk Register	36. Risk Register Create, implement and maintain an organisational Risk Register and consider: - overlap, duplication and risk owners, shared risks and whether a residual risk falls within or outside the Shire's risk appetite- where business units risk registers can be used as ab effective risk management tool- more regular reviews of risks more than annually regular assessment of the shared risks and the impact on the Shire, - the risk management categories to ensure they are appropriate to assist with risk identification and management, -application of professional judgement in assessment of effectiveness of controls in line with documented systems and controls	High	Manager Governance	Risk Register to be reviewed subject to consultant availability	Provide implemented organisational Risk Register	30 Aug 2024 Need to get summary of risks and controls from Consultant. Strategic risks went to council Aug 2024 2 Aug 2024 Workshops were held in July and August 2024 with the Executive Leadership Team, Middle Management Group and selected key staff, to identify enterprise (operational) risks. Further workshops will be held to complete the Enterprise Risk Register. 29 Jan 2024 by DCS Refer to ARITAG – Need to determine priority of this and where best this sits. For example Communities are currently advertising for a Grants Administration Person. The Shire receives significant grants funds but typically part of agreements with Miners under ESG obligations and are recurring. Fin.ance have role in ensuring accurate monitoring of contract liability 25 Aug 2023 A draft scope for RFQ has been prepared for the implementation of risk management at the Shire. 12 December 2022: Status update – Workshops were held with ELT and MMG, facilitated by LGIS, to review and prepare the Shire's Risk Management Policy, Framework and Register in July 2022. The Operational Risk Register is currently being reviewed by staff and will be submitted to ELT for endorsement in the near future. Progress Update: Updating of the operation risk register and implementing strategic	31 Jan 2025 In progress 30 Aug 2024 Risk Management in place by end Nov 5 Aug 2024: In Progress - ELT need to consider risk appetite and its application across the Shire's risk registers SOA IA 25 Aug 2023 In Progress 12 December 2022: Status update – Workshops were held with ELT and MMG, facilitated by LGIS, to review and prepare the Shire's Risk Management Policy, Framework and Register in July 2022. The Operational Risk Register is currently being reviewed by staff and will be submitted to ELT for endorsement in the near future - no evidence received. 12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
37	22-Apr-21	Moore Australia	Risk Management	Risk Appetite, Risk Tolerance Statements & Treatment	37. Risk Appetite, Risk Tolerance Statements and Treatment Action Plans Develop, approve, monitor and report on a risk appetite, risk tolerance and treatment action plans and then consider these within documented risk management practices. Consider the effectiveness of controls to ensure that treatment action plans are not required to reduce risk to within risk appetite.	High	Manager Governance	Risk Register to be reviewed subject to consultant availability	Provide risk appetite, risk tolerance and treatment action plan	31 Jan 2025 Council briefing on risk appetite and tolerance was held in October 2024. This has now been included in the Enterprise Risk Procedure to be presented to a further Council briefing in February 2025 prior to adoption. Reporting on risks will commence once Procedures and Risk Registers have been finalised. 2 Aug 2024 Risk management consultant appointed to improve risk management at the Shire. Risk appetite, tolerance and treatment actions plans will be considered as part of this project. SOA IA 25 Aug 2023 A draft scope for RFO has been prepared for the implementation of risk management at the Shire.	31 Jan 2025 In Progress 30 Aug 2024 Risk Workshops to be conducted in Oct 5 Aug 2024: In progress SOA IA 25 Aug 2023 In Progress 28 Feb 23: As per client progress update.	In Progress

30-Apr-25

Shire of Ashburton

IA

Current Review Date:

38	22-Apr-21	Moore Australia	Risk Management	Risk Management Strategy	38. Risk Management Strategy Develop, a risk management strategy and review this at least on an annual basis or when material risks are identified.	Medium	Manager Governance	Risk Register to be reviewed subject to consultant availability	Provide risk management strategy	31 Jan 2025 The Risk Management Procedures set out the Shire's strategy in regards to implementing, monitoring and reporting on risks. These will be presented to a Council briefing in February 2025. 2 Aug 2024 Risk management consultant appointed to improve risk management at the Shire. Development of a risk assessment tool for projects/events will be considered as part of this project.	31 Jan 2025 In Progress 30 Aug 2024 Policy, Enterprise and Strategic plan to go to Council in October 5 Aug 2024: In Progress	In Progress
40	22-Apr-21	Moore Australia	Risk Management	Embedded Risk Management	40. Embedded Risk Management Consider and document how the risk management is integrated and embedded within Shire processes. Strategies that can be considered include risk champions, workshops with management and staff.	High	Manager Governance	Risk Register to be reviewed subject to consultant availability	Provide evidence on how the risk management is integrated and embedded within Shire processes.	30 Aug 2024 Mgr Governance not clear on what evidence would be required to close this. 2 Aug 2024 Risk management consultant appointed to improve risk management at the Shire. This will be considered as part of this project. 25 Aug 2023 SOA IA A draft scope for RFQ has been prepared for the implementation of risk management at the Shire. Progress Update: This will be addressed on the appointment of the new Audit and Governance position. Update – September 2021. Organisational structure incorporating new position has been endorsed by Council and funded in the 2021-2022 budget. Recruitment to commence	31 Jan 2025 In progress 30 Aug 2024 IA to discuss with Mgr Gov. 5 Aug 2025: In Progress 25 Aug 2023 SOA IA In Progress 12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
41	22-Apr-21	Moore Australia	Risk Management	Audit & Risk Management Committee	41. Audit and Risk Management Committee Include a summary of the risk management activities as an agenda paper for Audit & Risk Management Committee meetings.	Medium	Manager Governance	Recommendation to be implemented by EOM September 2021.	Provide examples of a summary of the risk management activities on the agenda paper for Audit & Risk Management Committee meetings	31 Jan 2025 Reporting on risks will commence once Procedures and Risk Registers have been finalised. 2 Aug 2024 Risk management consultant appointed to improve risk management at the Shire. Development of regular reporting will be considered as part of this project.	31 Jan 2025 In Progress 30 Aug 2024 First reporting planned for Dec 24 5 Aug 2024: In Progress	In Progress
43	22-Apr-21	Moore Australia	Risk Management	Compliance with Legislative Requirements	43. Compliance with Legislative Requirements Develop and implement a risk management framework / strategy and supporting systems and procedures aligned to the current risk Management Standard, ISO 31000:2018.	Medium	Manager Governance	Recommendation to be implemented	Provide risk management framework and supporting policies and procedures	31 Jan 2025 Updated Risk Management Policy endorsed by Council in December 2024. Risk Management Procedures will be presented to a Council briefing in February 2025. 2 Aug 2024 Risk management consultant appointed to improve risk management at the Shire. This will be considered as part of this project. SOA IA 25 Aug 2023 A draft scope for RFQ has been prepared for the implementation of risk management at the Shire.	31 Jan 2025 In Progress 30 Aug 2024 Policy and Strategic & Operational Plans to be presented to Council in Oct 5 Aug 2024: In Progress SOA IA 25 Aug 2023 In Progress	In Progress
44	22-Apr-21	Moore Australia	Risk Management	Staff Adherence and Audits	44. Staff Adherence and Audits Perform regular external or internal independent assessment of Risk Management to identify improvement opportunities.	Medium	Manager Governance	Recommendation to be implemented	Provide examples for risk assessments undertaken	2 Aug 2024 Risk management consultant appointed to improve risk management at the Shire. This will be considered as part of this project. 25 Aug 2023 SOA IA Not Started 28 Feb 23: Risk Management review is required to be undertaken every three years in accordance with the Local Government (Audit) Regulations 1996. The next review is due to be conducted in 2023.	30 Aug 2024 This can't start until Risk Management in place, ETD Feb 25 5 Aug 2024: Not Started 25 Aug 2023 SOA IA Not Started 28 Feb 23: As per client progress update.	Not Started
45	22-Apr-21	Moore Australia	Risk Management	Performance Indicators	45. Performance Indicators Develop, approve, document, monitor and report risk management performance indicators or measures to allow expected performance and actual performance to be compared.	Low	Manager Governance	Recommendation to be implemented	Provide copy of KPI for risk management	2 Aug 2024 Risk management consultant appointed to improve risk management at the Shire. This will be considered as part of this project. SOA IA 25 Aug 2023 Not Started Progress Update: To be incorporated as part of the above and coordinated by the new Audit and Governance Officer and development of a new system. Update – September 2021. Organisational structure incorporating new position has been endorsed by Council and funded in the 2021-2022 budget. Recruitment to commence	30 Aug 2024 This can't start until Risk Management in place, ETD Feb 25 5 Aug 2024: Not Started SOA IA 25 Aug 2023 Not Started 12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
46	22-Apr-21	Moore Australia	Risk Management	Survey of Risk Owners, Management, Staff, Contractors & Volunteers	46. Survey of Risk Owners, Management, Staff, Contractors and Volunteers Survey a selection of risk owners, management, staff, contractors and/ or volunteers to identify continuous improvement opportunities.	Low	Manager Governance	Recommendation to be implemented	Provide copy of survey undertaken.	2 Aug 2024 Risk management consultant appointed to improve risk management at the Shire. This will be considered as part of this project. SOA IA 25 Aug 2023 Not Started Progress Update: To be incorporated as part of the above and coordinated by the new Audit and Governance Officer and development of a new system. Update – September 2021. Organisational structure incorporating new position has been endorsed by Council and funded in the 2021-2022 budget. Recruitment to commence	30 Aug 2024 This can't start until Risk Management in place, ETD Feb 25 5 Aug 2024: Not started SOA IA 25 Aug 2023 Not Started 12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	Not Started

30-Apr-25

Shire of Ashburton

IA

Current Review Date:

47	22-Apr-21	Moore Australia	Grants Management	Application of Grants	47. Application of Grants Improve systems and controls through establishing set criterion to support decision making and authorisation for grant applications.	Medium	Manager Finance	Recommendations noted	Provide set criterion for Grants	2 Aug 2024 No update provided 29 Jan 2024 by DCS Refer to ARITAG – Need to determine priority of this and where best this sits. For example Communities are currently advertising for a Grants Administration Person. The Shire receives significant grants funds but typically part of agreements with Miners under ESG obligations and are recurring. Finance have role in ensuring accurate monitoring of contract liability	30 Aug 2024 No update provided 5 Aug 2024: Not started 12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
48	22-Apr-21	Moore Australia	Grants Management	Application of Grants	48. Application of Grants Enforce individual accountability for compliance with the Shire's documented procedures	Medium	Manager Finance	Recommendations noted	Awareness provided i.e. email communications etc to remind employees about Shire's documented procedures.	2 Aug 2024 No update provided Progress Update: Workflow to be developed that ensures that grant applications are assessed against council's priorities and integrated planning documents prior to submission. Grant Register to be expanded to incorporate the requirements of funding and monitor compliance and ensure best practice is met.	30 Aug 2024 No update provided 5 Aug 2024 Not started 12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
49	22-Apr-21	Moore Australia	Grants Management	Acquittal of Grants	49. Acquittal of Grants Review documented procedures to include clearer requirements to support grant acquittals to assist with a higher level review for the timely completion and submission of acquittals and audits.	Medium	Manager Finance	Recommendations noted	Provide updated Grants procedures	2 Aug 2024 No update provided Progress Update: Development of suitable reporting system to collate and monitor funding performance data which is reported regularly to each department for review and/or action to be delivered in the new financial year.	30 Aug 2024 No update provided 5 Aug 2024: Not started 12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
50	22-Apr-21	Moore Australia	Grants Management	Acquittal of Grants	50. Acquittal of Grants Establish authorised checklists to be completed by each department managing grants to evidence the routine review of grants and the provision of any required information as required by internal policies and procedures.	Medium	Manager Finance	Recommendations noted	Provide examples of checklists completed.	2 Aug 2024 No update provided Progress Update: Development of suitable reporting system to collate and monitor funding performance data which is reported regularly to each department for review and/or action to be delivered in the new financial year.	30 Aug 2024 No update provided 5 Aug 2024: Not started 12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
51	22-Apr-21	Moore Australia	Grants Management	Compliance with Grant Conditions	51. Compliance with Grant Conditions Create a grants matrix to allow higher level analysis and review of compliance with grant conditions and clauses.	Medium	Manager Finance	Recommendations noted	Provide Grant matrix	2 Aug 2024 No update provided Progress Update: To be incorporated into the reporting system – as above.	30 Aug 2024 No update provided 5 Aug 2024: Not started 12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
52	22-Apr-21	Moore Australia	Grants Management	Compliance with Grant Conditions	52. Compliance with Grant Conditions In addition to the recording of compliance for grant programs, establish a register to maintain records of compliance and non-compliance.	Medium	Manager Finance	Recommendations noted	Provide copy of Grants Compliance Register	2 Aug 2024 No update provided Progress Update: To be incorporated into the reporting system – as above.	30 Aug 2024 No update provided 5 Aug 2024 Not started 12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
53	22-Apr-21	Moore Australia	Grants Management	Governance	53. Update internal resource library (intranet) to maintain live documents as required by documented procedures.	Low	Manager Finance	Recommendations noted	Provide screenshots of intranet with live documents as Grants procedures	2 Aug 2024 The development of grant procedures sits with Finance. Please reallocate to Manager, Finance. Progress Update: To be incorporated into the reporting system – as above.	30 Aug 2024 No update provided 5 Aug 2024: Recommend transfer of ownership discussion at ARCI TAG 12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
54	22-Apr-21	Moore Australia	Grants Management	Governance	54. Governance Clarify KCA 3 Grants to define expected compliance requirements and create support documents as required to facilitate compliance.	Low	Manager Finance	Recommendations noted	Provide updated KCA 3 with updated compliance requirements	2 Aug 2024 No update provided Progress Update: To be incorporated into the reporting system – as above.	30 Aug 2024 No update provided 5 Aug 2024: Not started 12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
55	22-Apr-21	Moore Australia	Grants Management	Governance	55. Enforce individual accountability with documented procedures.	Low	Manager Finance	Recommendations noted	Awareness provided i.e. email communications etc to remind employees about Shire's documented procedures.	2 Aug 2024 The development of grant procedures sits with Finance. Please reallocate to Manager Finance. Progress Update: To be incorporated into the reporting system – as above.	30 Aug 2024 No update provided 5 Aug 2024: Recommend transfer of ownership discussion at ARCI TAG 12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	In Progress

30-Apr-25

Shire of Ashburton

IA

Current Review Date:

56	22-Apr-21	Moore Australia	Grants Management	Governance	56 Governance Undertake an evaluation of current grant programs to identify non-compliant grants and action as required.	Low	Manager Finance	Recommendations noted	Provide evidence of evaluation undertaken	2 Aug 2024 No update provided Progress Update: To be incorporated into the reporting system – as above.	30 Aug 2024 No update provided 5 Aug 2024: Not sure when due date might be. Not started 12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
70	22-Apr-21	Moore Australia	Records Management	Key Performance Indicators	70. Key Performance Indicators Refine and develop criteria to assess the performance of the recordkeeping program.	Medium	Manager Governance	Recommendation to be initiated by EOM April 2021.	Provide riteria to assess the performance of the recordkeeping program	2 Aug 2024 No update 29 Jan 2024 Refer to ARITAG – it is recognised that major work needs to be done to improve record keeping. KPI's are unnecessary at this point until a better system is in place SOA IA 25 Aug 2023 The Shire has not implemented coordinated performance monitoring and reporting at this stage. As the organisation matures and more processes are put in place, this will be implemented.	30 Aug 2024 Awaiting IA review / feedback 5 Aug 2024: Not started SOA IA 25 Aug 2023 Not Started 12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
71	22-Apr-21	Moore Australia	Records Management	Key Performance Indicators	71. Key Performance Indicators Implement a survey mechanism to measure levels of staff satisfaction with recordkeeping operations.	Medium	Manager Governance	Recommendation to be initiated by EOM April 2021.	Provide evidence of survey completed	2 Aug 2024 No update SOA IA 25 Aug 2023 A survey will be considered at a later date. Records projects have been prioritised to ensure readiness for relocation to an alternative location whilst the new Administration Building is being built.	30 Aug 2024 No update provided 5 Aug 2024 Not started SOA IA 25 Aug 2023	Not Started
96	15-Jul-22	Moore Australia	Records Management 22	Management Reporting on the Shire's Records Management Practices	Develop KPI's for monitoring compliance and performance of the records and information management function	Medium	Manager Governance	Agreed	Provide KPI's for compliance and performance	2 Aug 2024 No update 29 Jan 2024 Refer to ARITAG – it is recognised that major work needs to be done to improve record keeping. KPI's are unnecessary at this point until a better system is in place SOA IA 25 Aug 2023	30 Aug 2024 No update provided 5 Aug 2024: Not started SOA IA 25 Aug 2023 Not Started	Not Started
97	15-Jul-22	Moore Australia	Records Management 22	Management Reporting on the Shire's Records Management Practices	Ensure KPI's are approved by the Executive or relevant delegated authority	Medium	Manager Governance	Agreed	Was it approved by ELT member or delegated authority	2 Aug 2024 No update SOA IA 25 Aug 2023 Not Startetd	30 Aug 2024 No update provided 5 Aug 2024: Not started SOA IA 25 Aug 2023 Not Started	Not Started
100	15-Jul-22	Moore Australia	Records Management 22	Compliance Monitoring and Evaluation	Determine the frequency and method of monitoring compliance	Medium	Manager Governance	The Shire will: Determine the frequency and method of monitoring compliance; and	The Shire will: Determine the frequency and method of monitoring compliance; and	2 Aug 2024 The Shire conducted a self-evaluation as part of the review of the Recordkeeping Plan in May 2023. The Records team maintain a spreadsheet of identified improvements and update accordingly. State Records have set the next review as May 2028. SOA IA 25 Aug 2023 The Shire has introduced the Attain Compliance Calendar which documents various legislative requirements across multiple pieces of legislation. Tasks are allocated to the appropriate officer. The officer is required to evidence their compliance in the system. Quarterly reporting of outstanding compliance calendar tasks will be reported to ELT commencing in October 2023. Please note: compliance matters are reported to the Audit and Risk Management Committee as part of the DLGSC annual Compliance Audit Return (CAR). Currently outside of the CAR, no other legislative compliance reporting is presented to the Audit and Risk Management Committee. This will be investigated at a later date.	31 Jan 2025 In progress 5 Aug 2024: Evidence provided Awaiting review by IA SOA IA 25 Aug 2023 Transferred to In Progress	In Progress
101	15-Jul-22	Moore Australia	Records Management 22	Compliance Monitoring and Evaluation	Regularly monitor; and report to executive and the Audit and Risk Committee the outcomes.	Medium	Manager Governance	The Shire will: Regularly monitor; and report to Executive Leadership Team and the Audit and Risk Committee on the outcomes.	The Shire will: Regularly monitor; and report to Executive Leadership Team and the Audit and Risk Committee on the outcomes.	2 Aug 2024 Not required. This is reported to the Manager Governance on a regular basis. SOA IA 25 Aug 2023 The Shire has introduced the Attain Compliance Calendar which documents various legislative requirements across multiple pieces of legislation. Tasks are allocated to the appropriate officer. The officer is required to evidence their compliance in the system. Quarterly reporting of outstanding compliance calendar tasks will be reported to ELT commencing in October 2023. Please note: compliance matters are reported to the Audit and Risk Management Committee as part of the DLGSC annual Compliance Audit Return (CAR). Currently outside of the CAR, no other legislative compliance reporting is presented to the Audit and Risk Management Committee. This will be investigated at a later date.	31 Jan 2025 In progress 30 Aug 2024 Suggest Teams call with Mgr Governance to discuss Awaiting review by IA 5 Aug 2024: Awaiting verification by IA prior to closure SOA IA 25 Aug 2023 Transferred to In Progress	In Progress

30-Apr-25

Shire of Ashburton

IA

Current Review Date:

102	15-Jul-22	Moore Australia	Records Management 22	Records Emergency Management Plan	Review the Records Emergency Management Plan	Medium	Manager Governance	The Shire will: Review the Records Emergency Management Plan;	Provide update of Records Emergency Management Plan	2 Aug 2024 The Shire has introduced a digitisation program of permanent records. This will reduce the Shire's exposure to risk of damage or loss of hardcopy records. Digital records are back up through standard IT processes as detailed in the Shire's Recordkeeping Plan. State Records Office does not require a separate Records Emergency Management Plan. SOA IA 25 Aug 2023 The Records Emergency Management Plan reviewed will be finalised in Q2 of 2023/2024. Records projects have been prioritised to ensure readiness for relocation to an alternative location whilst the new Administration Building is being built. 12 December 2022: The review of the Records Emergency Management Plan has commenced and is being undertaken in conjunction with the Recordkeeping Plan review. It is proposed these documents will be presented to the State Records Office by 31 December 2022.	31 Jan 2025 In progress 5 Aug 2024 Evidence in place Awaiting review by IA SOA IA 25 Aug 2023 In Progress 12 December 2022: The review of the Records Emergency Management Plan has commenced and is being undertaken in conjunction with the Recordkeeping Plan review. It is proposed these documents will be presented to the State Records Office by 31 December 2022 - no evidence received.	In Progress
103	15-Jul-22	Moore Australia	Records Management 22	Records Emergency Management Plan	Ensure it is approved by the CEO and the relevant delegated authority	Medium	Manager Governance	The Shire will: Have the plan approved by the CEO or relevant delegated authority; and	Was it approved by CEO	2 Aug 2024 The Shire has introduced a digitisation program of permanent records. This will reduce the Shire's exposure to risk of damage or loss of hardcopy records. Digital records are back up through standard IT processes as detailed in the Shire's Recordkeeping Plan. State Records Office does not require a separate Records Emergency Management Plan. SOA IA 25 Aug 2023 The Records Emergency Management Plan reviewed will be finalised in Q2 of 2023/2024. Records projects have been prioritised to ensure readiness for relocation to an alternative location whilst the new Administration Building is being built.	31 Jan 2025 In progress 5 Aug 2024 Evidence in place Awaiting review by IA SOA IA 25 Aug 2023 In Progress	In Progress
104	15-Jul-22	Moore Australia	Records Management 22	Records Emergency Management Plan	Made available to all staff.	Medium	Manager Governance	The Shire will: Make the plan available to all staff.	Provided to staff? How? Email, Intranet, through learning. Provide examples.	2 Aug 2024 The Shire has introduced a digitisation program of permanent records. This will reduce the Shire's exposure to risk of damage or loss of hardcopy records. Digital records are back up through standard IT processes as detailed in the Shire's Recordkeeping Plan. State Records Office does not require a separate Records Emergency Management Plan SOA IA 25 Aug 2023 The Records Emergency Management Plan reviewed will be finalised in Q2 of 2023/2024. Records projects have been prioritised to ensure readiness for relocation to an alternative location whilst the new Administration Building is being built.	31 Jan 2025 In progress 5 Aug 2024 Evidence in place Awaiting review by IA SOA IA 25 Aug 2023 Transferred to In Progress	In Progress
128	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Business continuity management arrangements	Review the Shire's Business Continuity Management Arrangements (BCMA) to ensure they reflect current practice requirements and better practice principles from AS ISO 22301:2020 Security and Resilience	Medium	Manager Governance	There is no reason for the BCMA's to record the Local Recovery Centers (LRC). LRCs are for community use and do not play a role in BCMA. It should be remembered that they are separate processes. It is agreed that a system should be put in place to ensure the BCMA is updated annually, and all appropriate measures are put in place to ensure it is relevant, staff are aware of it and hard copies are maintained. This should commence with internal ownership being assigned and a consultant engaged to train and assist staff to develop BCMA's for service units and the organization as a whole. Review Business Continuity Management Arrangements (BCMA) ensuring it adheres current practice requirements and better practice principles from AS ISO 22301:2020 Security and Resilience.	There is no reason for the BCMA's to record the Local Recovery Centers (LRC). LRCs are for community use and do not play a role in BCMA. It should be remembered that they are separate processes. It is agreed that a system should be put in place to ensure the BCMA is updated annually, and all appropriate measures are put in place to ensure it is relevant, staff are aware of it and hard copies are maintained. This should commence with internal ownership being assigned and a consultant engaged to train and assist staff to develop BCMA's for service units and the organization as a whole. Review Business Continuity Management Arrangements (BCMA) ensuring it adheres current practice requirements and better practice principles from AS ISO 22301:2020 Security and Resilience.	31 Jan 2025 Draft Business Continuity Plan reviewed. To be workshopped/discussed with the Executive Leadership Team. 2 Aug 2024 Consultant appointed to improve business continuity arrangements at the Shire. New documents have been drafted and are currently under review. 29 Jan 2024 by DSC Refer to ARITAG – This is part of the Risk Management Consultants brief and will be completed over the next 12 months. SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	31 Jan 2025 In progress 30 Aug 2024 This has been drafted Expect completion Dec 2024 SOA IA 25 Aug 2023 Not Started	In Progress
129	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Business continuity management arrangements	Ensure the BCMA, are approved by the CEO or Executive Leadership Team	Medium	Manager Governance	There is no reason for the BCMA's to record the Local Recovery Centers (LRC). LRCs are for community use and do not play a role in BCMA. It should be remembered that they are separate processes. It is agreed that a system should be put in place to ensure the BCMA is updated annually, and all appropriate measures are put in place to ensure it is relevant, staff are aware of it and hard copies are maintained. This should commence with internal ownership being assigned and a consultant engaged to train and assist staff to develop BCMA's for service units and the organization as a whole. Have the BCMA approved by the Executive Leadership Team.	Have the BCMA approved by the Executive Leadership Team.	31 Jan 2025 Draft Business Continuity Plan reviewed. To be workshopped/discussed with the Executive Leadership Team. 2 Aug 2024 Consultant appointed to improve business continuity arrangements at the Shire. New documents have been drafted and are currently under review. SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	31 Jan 2025 In progress 30 Aug 2024 This has been drafted Expect completion Dec 2024 5 Aug 2024: In progress SOA IA 25 Aug 2023 Not Started	In Progress

30-Apr-25

Shire of Ashburton

IA

Current Review Date:

130	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Business continuity management arrangements	Communicate the BCMA, to all staff within the organisation	Medium	Manager Governance	There is no reason for the BCMA's to record the Local Recovery Centers (LRC). LRCs are for community use and do not play a role in BCMA. It should be remembered that they are separate processes. It is agreed that a system should be put in place to ensure the BCMA is updated annually, and all appropriate measures are put in place to ensure it is relevant, staff are aware of it and hard copies are maintained. This should commence with internal ownership being assigned and a consultant engaged to train and assist staff to develop BCMA's for service units and the organization as a whole. Communicate the BCMA to all staff within the organisation.	Communicate the BCMA to all staff within the organisation.	31 Jan 2025 Draft Business Continuity Plan reviewed. To be workshopped/discussed with the Executive Leadership Team. 2 Aug 2024 Consultant appointed to improve business continuity arrangements at the Shire. New documents have been drafted and are currently under review SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire. Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	31 Jan 2025 In progress 30 Aug 2024 This has been drafted Expect completion Dec 2024 SOA IA 25 Aug 2023 Not Started	In Progress
131	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Business continuity management arrangements	Copies of the BCMA, be made available and easily accessible to staff and relevant contractors at induction and ongoing basis; and hard copies to be retained by those with BCP role responsibilities within the Shire	Medium	Manager Governance	There is no reason for the BCMA's to record the Local Recovery Centers (LRC). LRCs are for community use and do not play a role in BCMA. It should be remembered that they are separate processes. It is agreed that a system should be put in place to ensure the BCMA is updated annually, and all appropriate measures are put in place to ensure it is relevant, staff are aware of it and hard copies are maintained. This should commence with internal ownership being assigned and a consultant engaged to train and assist staff to develop BCMA's for service units and the organization as a whole. BCMA be made available and easily accessible to staff and relevant contractors at induction and ongoing basis; and hard copies to be retained by those with BCP role responsibilities within the Shire.	BCMA be made available and easily accessible to staff and relevant contractors at induction and ongoing basis; and hard copies to be retained by those with BCP role responsibilities within the Shire.	31 Jan 2025 Draft Business Continuity Plan reviewed. To be workshopped/discussed with the Executive Leadership Team. 2 Aug 2024 Consultant appointed to improve business continuity arrangements at the Shire. New documents have been drafted and are currently under review SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	31 Jan 2025 In progress 30 Aug 2024 This has been drafted No date provided for completion SOA IA 25 Aug 2023 Not Started	In Progress
132	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Business continuity management arrangements	Establish a program of reviewing the Business Continuity Management Arrangements, at a minimum every one year	Medium	Manager Governance	There is no reason for the BCMA's to record the Local Recovery Centers (LRC). LRCs are for community use and do not play a role in BCMA. It should be remembered that they are separate processes. It is agreed that a system should be put in place to ensure the BCMA is updated annually, and all appropriate measures are put in place to ensure it is relevant, staff are aware of it and hard copies are maintained. This should commence with internal ownership being assigned and a consultant engaged to train and assist staff to develop BCMA's for service units and the organization as a whole. Review frequency to be incorporate in the revised Business Continuity Management Arrangements.	Review frequency to be incorporate in the revised Business Continuity Management Arrangements.	31 Jan 2025 Draft Business Continuity Plan reviewed. To be workshopped/discussed with the Executive Leadership Team. 2 Aug 2024 Consultant appointed to improve business continuity arrangements at the Shire. New documents have been drafted and are currently under review SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	31 Jan 2025 In Progress 30 Aug 2024 This has been drafted Expected completion end Nov SOA IA 25 Aug 2023 Not Started	In Progress
133	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Risk and Business Impact Assessment	Conduct Risk Assessment and Business Impact Assessment	Medium	Manager Governance	Agreed. Shire to engage a suitably qualified consultant to ensure these measures are implemented. Incorporate Risk and Business Impact Assessment into Shire Business Continuity Management Arrangements, including regular reviews.	Shire to engage a suitably qualified consultant to ensure these measures are implemented. Incorporate Risk and Business Impact Assessment into Shire Business Continuity Management Arrangements, including regular reviews.	31 Jan 2025 Draft Business Continuity Plan reviewed. To be workshopped/discussed with the Executive Leadership Team. 2 Aug 2024 Consultant appointed to improve business continuity arrangements at the Shire. New documents have been drafted and are currently under review SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	31 Jan 2025 In Progress 30 Aug 2024 Expected completion end Nov SOA IA 25 Aug 2023 Not Started	In Progress
134	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Risk and Business Impact Assessment	Use findings to update the business continuity arrangements	Medium	Manager Governance	Agreed. Shire to engage a suitably qualified consultant to ensure these measures are implemented. Identified findings to be incorporate in the review of the Shire Business Continuity Management Arrangements.	Shire to engage a suitably qualified consultant to ensure these measures are implemented. Identified findings to be incorporate in the review of the Shire Business Continuity Management Arrangements.	31 Jan 2025 Draft Business Continuity Plan reviewed. To be workshopped/discussed with the Executive Leadership Team. 2 Aug 2024 No update SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	31 Jan 2025 In Progress 30 Aug 2024 Expected completion end Nov SOA IA 25 Aug 2023 Not Started	In Progress
139	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Scenario Testing and Post exercise review	Establish a program of exercising and testing of the BCP arrangements	Medium	Manager Governance	Agreed. Scenario testing should be completed by a facilitator and staff with a post exercise review undertaken. Establish a program of exercising and testing of the BCP arrangements;	Scenario testing should be completed by a facilitator and staff with a post exercise review undertaken. Establish a program of exercising and testing of the BCP arrangements;	31 Jan 2025 Draft Business Continuity Plan reviewed. To be workshopped/discussed with the Executive Leadership Team. 2 Aug 2024 No update SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	31 Jan 2025 In Progress 30 Aug 2024 No update provided SOA IA 25 Aug 2023 Not Started	In Progress

30-Apr-25

Shire of Ashburton

IA

Current Review Date:

140	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Scenario Testing and Post exercise review	Ensure the program is performed on a timely basis	Medium	Manager Governance	Agreed. Scenario testing should be completed by a facilitator and staff with a post exercise review undertaken. Ensure the program is performed on a timely basis;	Scenario testing should be completed by a facilitator and staff with a post exercise review undertaken. Ensure the program is performed on a timely basis;	31 Jan 2025 Draft Business Continuity Plan reviewed. To be workshopped/discussed with the Executive Leadership Team. 2 Aug 2024 No update SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	31 Jan 2025 In Progress 30 Aug 2024 No update provided SOA IA 25 Aug 2023 Not Started	In Progress
141	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Scenario Testing and Post exercise review	Document post testing exercise reports that contain outcomes, recommendations and actions to implement improvements	Medium	Manager Governance	Agreed. Scenario testing should be completed by a facilitator and staff with a post exercise review undertaken. Document post testing exercise reports that contain outcomes, recommendations and actions to implement improvements.	Scenario testing should be completed by a facilitator and staff with a post exercise review undertaken. Document post testing exercise reports that contain outcomes, recommendations and actions to implement improvements.	31 Jan 2025 Draft Business Continuity Plan reviewed. To be workshopped/discussed with the Executive Leadership Team. 2 Aug 2024 No update SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	31 Jan 2025 In Progress 30 Aug 2024 No update provided SOA IA 25 Aug 2023 Not Started	In Progress
143	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Staff awareness and training	Ensure that the program is approved by the CEO or the delegated authority	Medium	Manager Governance	Agreed. Budget should be amended to provide appropriate training. Ensure that the program is approved by the CEO or the delegated authority	Budget should be amended to provide appropriate training. Ensure that the program is approved by the CEO or the delegated authority	31 Jan 2025 Draft Business Continuity Plan reviewed. To be workshopped/discussed with the Executive Leadership Team. SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	31 Jan 2025 In Progress 30 Aug 2024 No update provided SOA IA 25 Aug 2023 Not Started	In Progress
144	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Staff awareness and training	Maintain an up-to-date log of when staff last completed their training	Medium	Manager Governance	Agreed. Budget should be amended to provide appropriate training. Maintain an up-to-date log of when staff last completed their training	Budget should be amended to provide appropriate training. Maintain an up-to-date log of when staff last completed their training	2 Aug 2024 No update SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	30 Aug 2024 No update provided SOA IA 25 Aug 2023 Not Started	Not Started
145	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Staff awareness and training	Set minimum timeframes for when staff should attend the refresher training	Medium	Manager Governance	Agreed. Budget should be amended to provide appropriate training. Set minimum timeframes for when staff should attend the refresher training	Budget should be amended to provide appropriate training. Set minimum timeframes for when staff should attend the refresher training	2 Aug 2024 No update SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	30 Aug 2024 No update provided SOA IA 25 Aug 2023 Not Started	Not Started
146	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Staff awareness and training	Ensure staff the attend the training and refresher courses	Medium	Manager Governance	Agreed. Budget should be amended to provide appropriate training. Ensure staff the attend the training and refresher courses.	Budget should be amended to provide appropriate training. Ensure staff the attend the training and refresher courses.	2 Aug 2024 No update SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	30 Aug 2024 No update provided SOA IA 25 Aug 2023 Not Started	Not Started
147	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Reporting to the Executive, Audit and Risk Committee and Council	Develop reporting and for monitoring compliance and performance of the Shire's business continuity management arrangements	Medium	Manager Governance	Agreed. Appropriate governance framework should be developed whilst undertaking a major review. Develop reporting for monitoring compliance and performance of the Shire's business continuity management arrangements	Appropriate governance framework should be developed whilst undertaking a major review. Develop reporting for monitoring compliance and performance of the Shire's business continuity management arrangements	31 Jan 2025 Reporting on the adequacy of the business continuity program will be incorporated in risk management reporting once the procedures and registers have been finalised. 2 Aug 2024 No update SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	31 Jan 2025 In Progress 30 Aug 2024 No update provided SOA IA 25 Aug 2023 Not Started	In Progress
148	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Reporting to the Executive, Audit and Risk Committee and Council	Ensure the requirements are approved by the CEO, Executive or relevant delegated authority	Medium	Manager Governance	Agreed. Appropriate governance framework should be developed whilst undertaking a major review. Ensure the requirements are approved by the CEO, Executive or relevant delegated authority;	Appropriate governance framework should be developed whilst undertaking a major review. Ensure the requirements are approved by the CEO, Executive or relevant delegated authority;	31 Jan 2025 Reporting on the adequacy of the business continuity program will be incorporated in risk management reporting once the procedures and registers have been finalised. 2 Aug 2024 No update SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	31 Jan 2025 In Progress 30 Aug 2024 No update provided SOA IA 25 Aug 2023 Not Started	In Progress
149	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Reporting to the Executive, Audit and Risk Committee and Council	Regularly report to the executive and Audit and Risk Committee level	Medium	Manager Governance	Agreed. Appropriate governance framework should be developed whilst undertaking a major review. Regularly report to the Executive Leadership Team	Appropriate governance framework should be developed whilst undertaking a major review. Regularly report to the Executive Leadership Team.	31 Jan 2025 Reporting on the adequacy of the business continuity program will be incorporated in risk management reporting once the procedures and registers have been finalised. 2 Aug 2024 No update	31 Jan 2025 In Progress 30 Aug 2024 No update provided SOA IA 25 Aug 2023 Not Started	In Progress

30-Apr-25

Shire of Ashburton

IA

Current Review Date:

150	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Compliance Monitoring	Determine the frequency and method of monitoring compliance	Medium	Manager Governance	Agreed. Determine the frequency and method of monitoring compliance	Determine the frequency and method of monitoring compliance	31 Jan 2025 Reporting on the adequacy of the business continuity program will be incorporated in risk management reporting once the procedures and registers have been finalised. 2 Aug 2024 No update SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	31 Jan 2025 In Progress 30 Aug 2024 No update provided SOA IA 25 Aug 2023 Not Started	In Progress
151	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Compliance Monitoring	Regularly monitor; and Report to executive and the Audit and Risk Committee the outcomes	Medium	Manager Governance	Agreed. Regularly monitor; and report to the Executive Leadership Team on the outcomes.	Regularly monitor; and report to the Executive Leadership Team on the outcomes.	31 Jan 2025 Reporting on the adequacy of the business continuity program will be incorporated in risk management reporting once the procedures and registers have been finalised. 2 Aug 2024 No update SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	31 Jan 2025 In Progress 30 Aug 2024 No update provided SOA IA 25 Aug 2023 Not Started	In Progress
185	02-Dec-22	Moore Australia	Contract Management	Contract Register	Develop comprehensive policies and procedures to manage and review the Contract Register	Medium	Senior Procurement Officer	Develop a procedure for the management and review of the Contract Register	Develop a procedure for the management and review of the Contract Register	2 Aug 2024 Drafts reviewed by MMG - yet to be sent to ELT for review. 29 Jan 2024 Drafts forwarded to MMG for comment/review as per ADCEO instructions. 21 Dec 2023 Drafts forwarded to DCEO for comment/review. 25 Oct 2023 Drafts forwarded to WHS Consultant and Financial Audit Controller for comment/review. 22 Sep 2023 Drafts resent to Director Community Services for review, Deputy CEO cc'd in also	31 Jan 2025 In progress 30 Aug 2024 Evidence provided Awaiting Review by IA SOA IA 21 Dec 2023 Remains in Progress SOA IA 25 Oct 2023 In Progress SOA IA 25 Aug 2023 In Progress	In Progress
186	02-Dec-22	Moore Australia	Contract Management	Contract and Supplier Performance Management	Develop and implement comprehensive performance management policies and procedures for the purposes for contract and supplier management in line with the WA Contract Management Framework Principles published by the Department of Finance. This includes processes such as, but not limited to: •Regular and structured performance reviews; •Formal documentation requirements for performance review meetings and communication with suppliers; •Monitoring and resolving non-compliance or poor contract performance with contract conditions; and •Mechanisms to ensure consistent processes to ensure contract conditions and deliverables are assessed and recorded in a final review.	High	Senior Procurement Officer	Incorporate contract performance management in the Contract Management Directive	Incorporate contract performance management in the Contract Management Directive	2 Aug 2024 Drafts reviewed by MMG – yet to be sent to ELT as to be reviewed. Procurement has sought information from other LG's and a quote from VendorPanel for procurement modules that will be for purchases between 10,000 and 99,000 – Approval by DCEO to finalise with ICT Group. 29 Jan 2024 Drafts forwarded to MMG for comment/review as per ADCEO instructions. SOA IA 21 Dec 2023 Drafts forwarded to DCEO for comment/review. 25 Oct 2023 Forwarded to WHS Consultant and Financial Audit Controller for comment/review.	31 Jan 2025 In progress 30 Aug 2024 Evidence provided Awaiting Review by IA SOA IA 21 Dec 2023 Remains in progress	In Progress
192	02-Dec-22	Moore Australia	Contract Management	Contract Variations	Execute a review process for contract variations to determine whether the cumulative effect of variations requires a separate procurement process	High	Senior Procurement Officer	Investigate Contract Management Software to resolve issues with tracking budget and variations, including performance reviews and retention monies		2 Aug 2024 Procurement has sought information from other LG's and a quote from VendorPanel for Contract Managaement module 29 Jan 2024 Still investigating Software, ICT Group hoping that any new software will be able to incorporate Contract Management. SOA IA 21 Dec 2023 Still investigating Software, ICT Group hoping that any new software will be able to incorporate Contract Management.	31 Jan 2025 In progress 30 Aug 2024 No update provided SOA IA 21 Dec 2023 In progress 25 Oct 2023 In Progress	In Progress
194	02-Dec-22	Moore Australia	Contract Management	Performance Monitoring and Reporting	The Shire Should: •Develop KPIs for monitoring compliance and performance of the contract management function based on policies, procedures and better practice principles and standards; •Ensure KPI's are approved by the Executive or relevant delegated authority; •Have a standard agenda item on a regular basis to discuss contract management matters; and •Regularly report to the Executive and Audit and Risk Committee level.	Medium	Senior Procurement Officer	Development of KPI's will be done in conjunction with Organisational Development for relevant officers	Development of KPI's will be done in conjunction with Organisational Development for relevant officers	2 Aug 2024 Drafts reviewed by MMG - yet to be sent to ELT as to be reviewed SOA IA 21 Dec 2023 Feedback requested from Internal stakeholders 25 Oct 2023 Feedback requested from Internal stakeholders	30 Aug 2024 In Progress ETD Oct SOA IA 21 Dec 2023 In progress SOA IA 25 Oct 2023 In Progress SOA IA 25 July 2023 Remains in progress.	In Progress

30-Apr-25

Shire of Ashburton

IA

Current Review Date:

195	02-Dec-22	Moore Australia	Contract Management	Performance Monitoring and Reporting	The Shire Should: •Develop KPIs for monitoring compliance and performance of the contract management function based on policies, procedures and better practice principles and standards; •Ensure KPI's are approved by the Executive or relevant delegated authority; •Have a standard agenda item on a regular basis to discuss contract management matters; and •Regularly report to the Executive and Audit and Risk Committee level.	Medium	Senior Procurement Officer	Investigate and implement system to allow for reporting	Investigate and implement system to allow for reporting	2 Aug 2024 Drafts reviewed by MMG - yet to be sent to ELT as to be reviewed 29 Jan 2024 Drafts forwarded to MMG for comment/review as per ADCEO instructions. 21 Dec 2023 No update	31 Jan 2025 In progress 30 Aug 2024 Evidence provided Awaiting review by IA SOA IA 25 July 2023 Remains in progress. 2023 July 4: Remains in progress.	In Progress
196	02-Dec-22	Moore Australia	Contract Management	Performance Monitoring and Reporting	The Shire Should: •Develop KPIs for monitoring compliance and performance of the contract management function based on policies, procedures and better practice principles and standards; •Ensure KPI's are approved by the Executive or relevant delegated authority; •Have a standard agenda item on a regular basis to discuss contract management matters; and •Regularly report to the Executive and Audit and Risk Committee level.	Medium	Senior Procurement Officer	Reporting to PCG and Audit and Risk Committee.	Reporting to PCG and Audit and Risk Committee.	2 Aug 2024 Drafts reviewed by MMG - yet to be sent to ELT as to be reviewed 29 Jan 2024 Drafts forwarded to MMG for comment/review as per ADCEO instructions. SOA IA 21 Dec 2023 Ongoing	31 Jan 2025 In progress 30 Aug 2024 In progress, Expected completion Oct 24 5 Aug 2024 In Progress	In Progress
197	01-Feb-23	Moore Australia	Fraud and Corruption FY22	Fraud and Corruption Control Framework Limitations	Review, update, approve and implement the Fraud and Corruption Control Plan;	Medium	Director Corporate Services	Review and implement the draft Fraud and Corruption Control Plan in line with appropriate accounting standards, to be approved by ELT.	Review and implement the draft Fraud and Corruption Control Plan in line with appropriate accounting standards, to be approved by ELT.	2 Aug 2024 No update provided 29 Jan 2024 Refer to ARITAG – I am not sure where this one is at. The Shire has a Fraud & Corruption Framework that Financial Audit Controller was reviewing/updating. 20 Nov 2023 ARMC adopted a F&CCP in 2019. Financial Audit Controller currently updating	31 Jan 2025 In progress 30 Aug 2024 In progress SOA IA 20 Nov 2023 Changed to In progress	In Progress
198	01-Feb-23	Moore Australia	Fraud and Corruption FY22	Fraud and Corruption Control Framework Limitations	Draft, approve and implement a Fraud and Corruption policy and procedure;	Medium	Director Corporate Services	Develop Fraud and Corruption Policy and procedures	Develop Fraud and Corruption Policy and procedures	2 Aug 2024 No update provided 20 Nov 2023 ARMC adopted a F&CCP in 2019. Financial Audit Controller currently updating	31 Jan 2025 In progress 30 Aug 2024 No update provided 5 Aug 2024 In Progress SOA IA 20 Nov 2023 Remains in progress	In Progress
199	01-Feb-23	Moore Australia	Fraud and Corruption FY22	Fraud and Corruption Control Framework Limitations	Draft, approve and implement a Fraud and Corruption policy and procedure;	Medium	Director Corporate Services	Identified corporate documents, i.e Financial Manual, to have reference to the Fraud and Corruption Plan, policy and procedures as required.	Identified corporate documents, i.e Financial Manual, to have reference to the Fraud and Corruption Plan, policy and procedures as required.	2 Aug 2024 No update provided 20 Nov 2023 ARMC adopted a F&CCP in 2019. Financial Audit Controller currently updating	31 Jan 2025 In progress 30 Aug 2024 No update provided 5 Aug 2024 In Progress SOA IA 20 Nov 2023 Transferred to In progress	In Progress
206	01-Feb-23	Moore Australia	Fraud and Corruption FY22	Lack of Oversight of Fraud and Corruption Risks	The ARMC should devote appropriate time for discussions on Fraud and Corruption risks during meetings;	Medium	Manager Governance	Include review, monitoring and reporting of fraud and corruption risks in the Fraud and Corruption Control Plan.	Include review, monitoring and reporting of fraud and corruption risks in the Fraud and Corruption Control Plan.	31 Jan 2025 Reporting on the on fraud and corruption risks will be incorporated in risk management reporting once the procedures and registers have been finalised. 2 Aug 2024 No update	31 Jan 2025 In Progress 30 Aug 2024 Provision as part of the risk management program - end Dec 5 Aug 2024 Not started	In Progress
207	01-Feb-23	Moore Australia	Fraud and Corruption FY22	Lack of Oversight of Fraud and Corruption Risks	The ARMC should devote appropriate time for discussions on Fraud and Corruption risks during meetings;	Medium	Manager Governance	Fraud and Corruption risks to be included in the standard agenda for ARMC.	Fraud and Corruption risks to be included in the standard agenda for ARMC.	31 Jan 2025 Reporting on the on fraud and corruption risks will be incorporated in risk management reporting once the procedures and registers have been finalised. 2 Aug 2024 No update SOA IA 25 Aug 2023 A draft scope for RFQ has been prepared for the implementation of risk management at the Shire.	31 Jan 2025 In Progress 30 Aug 2024 No update provided SOA IA 25 Aug 2023 Transferred to In Progress	In Progress
208	01-Feb-23	Moore Australia	Fraud and Corruption FY22	Lack of Oversight of Fraud and Corruption Risks	The ARMC should improve oversight over the Shire's Executive Management team in effectively approving and implementing the FC Control Plan;	Medium	Manager Governance	Fraud and Corruption Control Plan to be approved by ARMC and Council.	Fraud and Corruption Control Plan to be approved by ARMC and Council.	2 Aug 2024 No update 20 Nov 2023 Draft updated Fraud and Corruption Control Plan prepared.	31 Jan 2025 In progress 30 Aug 2024 No update provided SOA IA 20 Nov 2023 Transferred to In progress	In Progress

30-Apr-25

Shire of Ashburton

IA

Current Review Date:

209	01-Feb-23	Moore Australia	Fraud and Corruption FY22	Lack of a Fraud and Corruption Risk Assessment and Alignment with Standards	The Shire should perform a comprehensive fraud and corruption risk assessment and ensure proper alignment with the Australian Standards for Fraud and Corruption, AS 8001:2021;	High	Manager Governance	Undertake a risk assessment in relation to fraud and corruption.	Undertake a risk assessment in relation to fraud and corruption.	31 Jan 2025 A fraud and corruption risk assessment will be conducted as part of the risk management project. 2 Aug 2024 Risk management consultant appointed to improve risk management at the Shire. This will be considered as part of this project. SOA IA 25 Aug 2023 A draft scope for RFQ has been prepared for the implementation of risk management at the Shire.	31 Jan 2025 In Progress 30 Aug 2024 No update provided SOA IA 25 Aug 2023 Transferred to In Progress	In Progress
210	01-Feb-23	Moore Australia	Fraud and Corruption FY22	Lack of a Fraud and Corruption Risk Assessment and Alignment with Standards	The Shire should perform a comprehensive fraud and corruption risk assessment and ensure proper alignment with the Australian Standards for Fraud and Corruption, AS 8001:2021;	High	Manager Governance	Develop a Strategic Risk Register.	Develop a Strategic Risk Register.	31 Jan 2025 The draft Strategic Risk Register will be presented to a Council briefing in February 2025. 2 Aug 2024 Workshop held in July 2024 with the Executive Leadership Team to identify strategic risks. Workshop with elected members has been scheduled for August 2024. SOA IA 25 Aug 2023 A draft scope for RFQ has been prepared for the implementation of risk management at the Shire.	31 Jan 2025 In Progress 30 Aug 2024 No update provided SOA IA 25 Aug 2023 Transferred to In Progress	In Progress
220	01-Feb-23	Moore Australia	Fraud and Corruption FY22	Creditor Expenditure Transactions Concerns	All transactions identified in this report including those with the higher rate of usage in Appendix 5 should be monitored and reviewed on a timely basis to ensure they are free from fraud or error;	High	Manager Finance	Include review, monitoring and reporting of fraud and corruption risks, including the Benford's Law test, in the Fraud and Corruption Control Plan and incorporate into the Shire's Finance Manual	Include review, monitoring and reporting of fraud and corruption risks, including the Benford's Law test, in the Fraud and Corruption Control Plan and incorporate into the Shire's Finance Manual		31 Jan 2025 In Progress 30 Aug 2024 No update provided	In Progress
236	10-Oct-23	SOA IA	Reg 17-2023	Fuel stock	IA agreed to recommend monitoring consumption on regular basis and record the monitoring and actions taken based on results.	High	Manager Fleets	Smart keys process is now in place, 60% of vehicles now include Smart Tags and percentage is climbing with new Smart Tags recently arriving.	Implementation of Smart Tags 100%	1 Aug 2024 Smart Tags are being issued to individual fleet as required. Require vehicles onsite to issue	31 Jan 2025 In progress 30 Aug 2024	In Progress
237	10-Oct-23	SOA IA	Reg 17-2023	Fuel stock	IA agreed to recommend monitoring consumption on regular basis and record the monitoring and actions taken based on results.	High	Manager Fleets	Reconciliation by SmartFill System for Tom Price is now in place. Onslow will be completed by the target date.	Fuel Reconciliation by SmartFill System for TomPrice and Onslow non moving tanks will be implemented	1 Aug 2024 Smartfill system is in full use. 29 Jan 2024 PO 80984 issued for the bulk tank upgrades and rental agreement signed by DK. Installation January Completion Mid Feb due to late arrival of components SOA IA 21 Dec 2023 PO 80984 issued for the bulk tank upgrades and rental agreement signed by DK. Installation January 20 Nov 2023 Quote received today for upgrades to Smartfill system. Purchase Order pending.	30 Aug 2024 Evidence provided Awaiting review by IA SOA IA 29 Jan 2024 Recommend verification by IA prior to closure SOA IA 21 Dec 2023 Transferred to Inprogress SOA IA 20 Nov 2023 Remains In progress	In Progress
238	10-Oct-23	SOA IA	Reg 17-2023	Fuel stock	IA agreed to recommend monitoring consumption on regular basis and record the monitoring and actions taken based on results.	High	Manager Fleets	The Fleet Department are in the process of developing a separate worksheet to capture this data effectively for consumption monitoring.	Implementation of Fleet Fuel consumption monitoring	1 Aug 2024 Excel spreadsheet in progress 29 Jan 2024 Excel spreadsheet in progress. In progress	30 Aug 2024 Evidence provided Awaiting review by IA 5 Aug 2024 BTP Comment: Recommend verification by IA prior to closure	In Progress
239	10-Oct-23	SOA IA	Reg 17-2023	Strategic Waste Management Plan	IA agreed to recommend review the Strategic Waste Management Plan to align with the new SCP and consider implementing best practices to the extent practicable with a funding strategy.	High	Director Infrastructure and Manager Waste Services	A review will commence in the next six months for the plan's alignment and a gap analysis for the decision-making process. Outcome of a new strategic plan or amended will be decided at the time of the analysis review.	Review of Strategic Waste Management plan will commence in the next six months for the plan's alignment and a gap analysis for the decision-making process. Outcome of a new strategic plan or amended will be decided at the time of the analysis review.	2 Apr 2025 A new strategic wast plan will be established. ETA September 2025. Work is expected to commence mid May.	02 Apr 2025 Not started 30 Aug 2024 No update provided	Not Started
241	10-Oct-23	SOA IA	Reg 17-2023	Landfill inspection checklist	IA agreed to recommend that management review the checklist for adequacy and ensure compliant recordkeeping practices are in place.	High	Director Infrastructure and Manager Waste Services	IA agreed to recommend that management review the checklist for adequacy and ensure compliant recordkeeping practices are in place.	Regularise recordkeeping for checklist	23 Jan – 2025 Site Inspection checklists are placed on waste services sharepoint to comply with record keeping practices 20 Nov 2023 Ongoing, all new checklists are going into the digital filing system location	23 Jan 2025 Complete 30 Aug 2024 No update provided SOA IA 20 Nov 2023 Transferred to In progress	In Progress
253	10-Oct-23	SOA IA	Reg 17-2023	Community gift cards/vouchers/gifts and grants	Noted. To be completed directive/procedure/register by the end of October 2023.	Low	Manager Communities	Noted. To be completed directive/procedure/register by the end of October 2023.	Community Grants Register will be developed and implement	2 Aug 2024 Propose to update in the next quarter 25 Oct 2023 Draft Directive complete for review.	30 Aug 2024 Evidence Provided Awaiting review by IA 5 Aug 2024 In progress	In Progress
254	10-Oct-23	SOA IA	Reg 17-2023	Onslow Airport	IA recommends that regular reviews of documents, regular risk assessments and regular inspections be carried out. IA also recommends that the audit log is regular maintained (Actions Checklist) and actioned in atimely manner to further strengthen controls.	Medium	Manager Airport Services	TSP Audit was not undertaken in 2020-21 due to COVID travel restrictions, noting limited aviation security auditors in WA. TSP independent biennial audit has now been undertaken in Aug 2023.	TSP biennial audit has now been included in the airports Annual Compliance checklist which is in development (this document will be finalised by 31 Oct 2023). This checklist will be monitored and actioned as needed, by Manager Airport Services (MAS), Airport Administrator and Airport Reporting Officer.	2 Aug 2024 WIP. The document is complex and time-consuming to draft, incorporating regulation-specific compliance tasks in comment boxes. Delays due to busy schedule and understaffing; now with a dedicated compliance staff member, completion is prioritized. 29 Jan 2024 WIP-It is a complex and time-consuming document to draft as the regulation specific to the compliance tasks are also been included in comment boxes Completion date 31 March. 25 Oct 2023 WIP. It is a complex and time-consuming document to draft as the regulation specific to the compliance tasks are also been included in comment boxes.	30 Aug 2024 No update provided 5 Aug 2024 In Progress SOA IA 25 Oct 2023 Transferred to In Progress	In Progress

30-Apr-25

Shire of Ashburton

IA

Current Review Date:

255	10-Oct-23	SOA IA	Reg 17-2023	Onslow Airport	IA recommends that regular reviews of documents, regular risk assessments and regular inspections be carried out. IA also recommends that the audit log is regular maintained (Actions Checklist) and actioned in atimely manner to further strengthen controls.	Medium	Manager Airport Services	The mentioned security risk register is a subsidiary document that was developed to be incorporated into the 'Transport Security Risk Assessment' for the airport back in 2014 when the airport was applying to become a screening authority. There is no regulatory requirement to run a risk register for security operations. The risk register has been superseded by the airport TSP.	The security risk register mentioned above can I be expanded upon and incorporated into the airport's existing safety management system (SMS). The airport's SMS is currently a safety-based document; however, it can be amended to include security risks as well. The risks to be included will be the risks from the initial security risk register, updated security risks (if any) and passenger screening operational risk. This action could be completed by December 31, 2023.	2 Aug 2024 Requested a quote from a consultant, but the price was excessive and not budgeted for. We will handle the work internally Delays due to busy schedule and understaffing; now with a dedicated compliance staff member, completion is prioritized 25 Oct 2023 Very complex which requires the redrafting of the airport SMS and requires the assistance of a consultant	30 Aug 2024 No update provided 5 Aug 2024 In progress SOA IA 25 Oct 2023 Not started	In Progress
256	10-Oct-23	SOA IA	Reg 17-2023	Onslow Airport	IA recommends that regular reviews of documents, regular risk assessments and regular inspections be carried out. IA also recommends that the audit log is regular maintained (Actions Checklist) and actioned in atimely manner to further strengthen controls.	Medium	Manager Airport Services	Technical inspection findings identified during the technical inspection are categorised based on the assessed risk implication and the recommended time frame for implementation of corrective actions. [TABLE] The airport's 'actions checklist' is designed around the risk implications in the reports received from the inspectors.	The checklists will be reviewed to consider if a 'risk acceptance' criteria can be included.	2 Aug 2024 Requested a quote from a consultant, but the price was excessive and not budgeted for. We will handle the work internally Delays due to busy schedule and understaffing; now with a dedicated compliance staff member, completion is prioritized 28 Jan 2024 Technical inspection due May 2024. Assessed risk and document templated to be review in conjunction with technical inspector Completion date end 31 May 2024 25 Oct 2023 The next technical inspection is not until June next year. The new risk acceptance will commence then (Requested to change Target Completion 30 June 2024)	30 Aug 2024 No update provided 5 Aug 2024 In progress SOA IA 25 Oct 2023 Not started	In Progress
264	30-Nov-23	IOAP	Procurement 24	Inadequate procurement risk assessment	Tender risk assessment has to be conducted for procurements above a threshold and include in PP100 or PP101. The evaluation criteria and weights need to consider the tender risk assessment.	Low	Senior Procurement Officer	Agree that there is a need to assess risk for the Tender and the Companies submitting.	Produce a Tender Specific Risk Template	14 Aug 24 New Recommendations from IAOP Feb 24 added to list 14 Aug 24. No update requested/provided	30 Aug 2024 Evidence Provided Awaiting Review by IA 14 Aug 2024 Not started	In Progress
266	30-Nov-23	IOAP	Procurement 24	No previous experience records maintained/ considered in evaluation	Procurement department, together with projects needs to develop performance score system and implement to capture performance. These scores should be considered for future evaluation of the same contractor.	Low	Senior Procurement Officer	Procurement will investigate a scoring matrix. However this will be dependent on Project officers providing Project Management information that is currently not being adequately captured in the Shire.	Develop Scoring Matrix	14 Aug 24 New Recommendations from IAOP Feb 24 added to list 14 Aug 24. No update requested/provided	30 Aug 2024 Evidence Provided Awaiting Review by IA 14 Aug 2024 Not started	In Progress
267	30-Nov-23	IOAP	Procurement 24	Inadequate financial evaluation in RFT	Procurement needs to establish thresholds that requires submission of last audited financial statements or in absence of such needs to conduct an independent evaluation on financials to establish credit risk.	Low	Senior Procurement Officer	Threshold amounts to be included into Purchasing and Procurement Policy, possibly in line with Compulsory Probity Auditor engagement (all purchases >\$1 million in value). Compulsory engagement of financial audit amount to be authorised by ELT.	Request Clarification from ELT and add Financial Audits to Policy	14 Aug 24 New Recommendations from IAOP Feb 24 added to list 14 Aug 24. No update requested/provided	30 Aug 2024 Evidence Provided Awaiting Review by IA 14 Aug 2024: Not started	In Progress
268	30-Nov-23	IOAP	Procurement 24	Frequent variation requests	Procurement department needs to provide training of recording positive/ negative variance and projects need to consider variance records in strengthening experience of proper scoping. E.g To include safety requirements in projects scope.	Low	Senior Procurement Officer	Contract management Training to be implemented with an emphasis on Variations and their importance. Unsure with the current financial modules the Shire have to how Procurement will be able to accurately identify Variations.	Increased Training	30 Aug 2024 would like discussion with IA to understand what is required 14 Aug 24 New Recommendations from IAOP Feb 24 added to list 14 Aug 24. No update requested/provided	30 Aug 2024 IA to review 14 Aug 2024 BTP Comment: Not started	Not Started
274	20-Feb-24	SOA IA	FMR -2024	Negative fuel stock	Finance department should regularly review that fuel stock is reconciled considering the physical dip balance by fleet department. Finance department need to strengthen control to improve accuracy and completeness of data entered to synergy system.	Low	Manager Finance	Finance staff have taken over the reconciliation responsibilities for Fuel Inventory following the need to undertake a detailed audit and reconciliation process as part of the 2022/23 Financial Audit. This was previously managed within the Fleet area. Investigations are also underway to automate the importation of fuel issues via the Smart Fuel system to improve accuracy and reduce the volume of data entry	Finance to be responsible for ongoing fuel reconciliations on a monthly basis.	Complete, occurred as part of 2022-23 audit.		In Progress
275	20-Feb-24	SOA IA	FMR -2024	Unusual assets records	Internal audit recommends an investigation to establish the basis of such spending as per the law/ policy and effect on Shire assets where access and control is limited as of now.	Low	Manager Finance /Director Corporate Services	The 2022/23 External Audit included an Emphasis of Matter note which related to the restatement of prior year comparatives. This was to do with a reduction in the value of roads stated in the balance sheet. This did not involve the removal of any roads where the Shire had incorrectly used public funds. The main reductions were to do with Main Roads WA taking over the responsibility for a portion of the Manuwara Red Dog Highway and the incorrect historical inclusion of SLK's that fell within the control of the Department of Biodiversity, Conservation and Attractions (DBCA). These corrections to the Shire's road inventory should have been made several years ago and were picked up as a part of the 5 yearly Infrastructure Revaluation process. In addition to this, the Shire has engaged an external consultant to do a road and infrastructure condition audit in April 2024. This will include ensuring that the Shire's Road Inventory Data matches to the IRIS system that Main Roads use for Road Inventory.	Nil	Complete		In Progress



Agenda Item 6.1 - Attachment 3

Internal Audit Log - Validated Actions as at 30 April 2025

30-Apr-25

Shire of Ashburton

IA

Current Review Date:												
	Date of Report	Auditor	Audit Topic	Finding Title	Recommendation	Risk Rating	Recommendation Owner	Management Comment in Report	Agreed Action	Client Progress Update	Moore Australia / SOA IA Comment	Status After Assessment
6	22-Apr-21	Moore Australia	Procurement (21)	Documented Policies & Procedures	6. Documented Policies and Procedures Create checklists for tasks and controls noted within documented policies and procedures to assist with and to evidence compliance	High	Manager Finance	To be implemented by EOM May 2021.	Examples of checklists implemented and completed.	2 Apr 2025 Evidence provided to Moore Australia 2 Aug 2024 Some confusion on what is required. JB to provide original Audit to TD 29 Jan 2024 by DSC Is this a Finance or a Procurement Task. Very generic recommendation and believe this should be closed and focus maintained on any findings coming from Interim or Final Audit.	30 April 2025 Sighted an updated Procurement to Payment Workflow, which includes a workflow diagram as well as a thirty-six (36) step checklist to assist compliance. 2 Apr 2025 Recommended for Closure by Moore Australia 23 Jan 2025 Recommended for Validation 30 Aug 2024 Evidence Provided Awaiting review by IA 5 Aug 2024 In Progress SOA IA 29 Jan 2024 Refer to Process Owner and for Evidence/ Confirmation to close.	Validated by Moore Australia
18	22-Apr-21	Moore Australia	Procurement (21)	Variations	18. Variations Update KCA 10 Purchasing, Creditors, Procurement and Payments to provide for current requirements in relation to variations and approvals.	High	Manager Finance	Recommendation to be implemented by June 2021 .	Provide updated KCA 10	2 Apr 2025 Evidence provided to Moore Australia 29 Jan 2024 by DCS More details required. I don't understand the recommendation Progress Update: The induction of new systems improvements will incorporate a complete review of the overall procurement process including the review of policies and directives as identified by the reviewer. A new procurement platform is currently being investigated which will include the ability to in-build shire requirements and reflect the shire's workflow for variations. Update – September 2021. Upgrade to Altus included in 2021-2022 budget, which may include upgrade to Altus procurement / Contract Management.	30 April 2025 KCA 10 has been superseded and replaced with the Procurement to Payment Workflow and Account Payable Framework. These new documents contain updated details on variations and approvals at the Shire. 2 Apr 2025 Clarification being sought 31 Jan 2025 In progress 30 Aug 2024 No information provided SOA IA 29 Jan 2024 Refer to Process Owner for Evidence/ Confirmation to close. 8 June 2022: Renae Lynch - This recommendation is the responsibility of the Finance Manager - Taryn Dayman.	Validated by Moore Australia
19	22-Apr-21	Moore Australia	Procurement (21)	Segregation of Duties	19 Segregation of Duties Review and update levels of permissions within the Shire's ERP to support segregation of duties	Medium	Manager Finance	Recommendation to be implemented by April 2021 .	Screen shots showing the level of permissions within the Shire's ERP.	29 Jan 2024 I don't know what is required to close this out. EFTSURE has been implemented and Synergy permissions are being maintained Progress Update: New application, eftsure, is being acquired and will be implemented in July 2021. This new application incorporates payment protection, compliance monitoring and vendor onboarding by a third party. Implementation of new system will reduce the Shire's exposure to fraudulent activities as well as increasing the segregation of duties within the accounts payable team. Processes and procedures will be updated at the time of implementation, which will include a review of controls. Update – November 2021. Procurement to suitable solution has been complete, new system to be implemented in the new year. Update – February 2020. EFTSure is currently being implemented and due to go live in April 2022.	30 April 2025 From discussion with Management, the Shire's ERP (SynergySoft) cannot be configured with permission levels to assist segregation of duties without disrupting the Finance team's operations. In lieu of this, Eftsure independently validates supplier bank details and payments to suppliers. Documented processes have been established to ensure segregation of duties in the process of adding and amending supplier bank details. Management is confident that these controls are sufficient and that additional restrictions are too onerous to implement, and on that basis, we have recommended this action to be validated. 31 Jan 2025 No further update 30 Aug 2024 Evidence provided by Dir CS Awaiting IA review SOA IA 29 Jan 2024 Refer to Process Owner for Evidence/ Confirmation to close. 12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the	Validated by Moore Australia

30-Apr-25

Shire of Ashburton

IA

IA				Current Review Date:								
	Date of Report	Auditor	Audit Topic	Finding Title	Recommendation	Risk Rating	Recommendation Owner	Management Comment in Report	Agreed Action	Client Progress Update	Moore Australia / SOA IA Comment	Status After Assessment
235	10-Oct-23	SOA IA	Reg 17-2023	Project management	IA agreed to recommend that the project management methodology and procedures be established in terms of establishing the scope both at pre-budget level and pre RFT, establishing thresholds to apply procedures at different level of projects for complying with cost, schedule and quality control procedures and review the terms and conditions to effectively handle costs due to delays and quality defects.	High	Director Infrastructure Services and Director Community Development	Comments by Director Infrastructure Services and Director Community Development Project management procedures to be reviewed and endorsed by ELT. For distribution and action by Project Mangers through MMG	Develop Project Management Procedure including review of Terms and Conditions of contracts	31 Jan 2024 All evidence has been provided Needs Framework to be approved and signed off by ELT 30 Aug 2024 Project Management Framework has been drafted, Lifecycle drafted, Directive drafted. Trial to be in place by Oct 2024 1 Aug 2024 Project Management Committee established and Framework	30 April 2025 The Project Management Framework contains significant detail on the Shire's Project Management practices. The framework has been endorsed unanimously by the Executive Leadership Team (ELT) and was distributed to the Municipal Management Group (MMG)	Validated by Moore Australia



Agenda Item 10.1.1 - Attachment 1

Minutes of the Ordinary Council Meeting held 15 April
2025



Published Minutes

Ordinary Council Meeting

Tuesday, 15 April 2025

Date:	Tuesday 15 April 2025
Time:	1:00pm
Location:	Ashburton Hall, Ashburton Avenue, Paraburdoo
Distribution Date:	Wednesday 16 April 2025



**Shire of Ashburton
Ordinary Council Meeting**

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

Dr Garry Hunt PSM
Chief Executive Officer (Temporary)
16 April 2025

These minutes were confirmed by Council as a true and accurate record of proceedings at the Ordinary Council Meeting held on Tuesday, 15 April 2025.

Presiding Member _____

Date _____

Disclaimer

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

Contents

1	Declaration Of Opening	5
1.1	Acknowledgement Of Country	5
2	Announcement Of Visitors	5
3	Attendance	5
3.1	Present	5
3.2	Apologies	6
3.3	Approved Leave Of Absence	6
Nil	6	
4	Question Time	6
4.1	Response To Previous Public Questions Taken On Notice	6
4.2	Public Question Time	6
5	Declaration By Members	6
5.1	Due Consideration By Elected Members To The Agenda	6
5.2	Declaration Of Interest	6
6	Announcements By The Presiding Member And Councillors Without Discussion	8
7	Petitions / Deputations / Presentations	8
7.1	Petitions	8
7.2	Deputations	8
7.3	Presentations	8
8	Applications for Leave of Absence	9
8.1	Application for Leave of Absence	9
8.2	Application for Leave of Absence	9
9	En Bloc Council Resolutions	10
9.1	Agenda Items Adopted En Bloc	10
10	Confirmation Of Minutes	10
10.1	Confirmation Of Council Minutes	10
10.1.1	Minutes Of The Annual General Electors Meeting Held On 18 March 2025	10
10.1.2	Minutes Of The Ordinary Council Meeting Held On 18 March 2025	11
10.2	Receipt Of Committee And Other Minutes	11
10.2.1	Minutes Of The Senior Leadership Team Meeting Held On 26 February 2025	11
10.2.2	Minutes Of The Inland Local Emergency Management Committee Meeting Held On 24 March 2025	11

Ordinary Council Meeting Minutes

15 April 2025

10.2.3	Minutes Of The Onslow Local Emergency Management Committee Meeting Held On 25 March 2025.....	12
10.2.4	Minutes Of The Pannawonica Local Emergency Management Committee Meeting Held On 26 March 2025.....	12
11	Recommendations From Committee	13
CGC.1	Community Support Grant Applications Round 2 - 2024/2025	13
CGC.2	Community Grants Review Audit 2 [FY 2022/2023 to FY 2024/2025]	20
12	Office of the Chief Executive Officer Reports.....	23
12.1	Proposed Lease over Portion of Lot 500 McGrath Avenue, Onslow.....	23
13	Corporate Services Reports	30
13.1	Monthly Schedule of Accounts Paid - March 2025	30
13.2	Monthly Financial Statements - March 2025.....	33
13.3	Australian Local Government Association - National General Assembly, Bank Closures Across Regional Australia	36
13.4	Delegation Amendment 01.01.14 - Tenders for Goods and Services.....	41
13.5	Appointment of Presiding and Deputy Presiding Members and Other Matters - Committees of Council.....	45
14	Infrastructure Services Reports.....	50
14.1	Establishment of a Waste Committee	50
14.2	Proposed Landscaping - Lot 247 Coolibah Street, Tom Price - Funding Request	56
14.3	Request for Tender 02.25 - Maintenance and Upgrade Works - Regional Roads	61
14.4	Road Asset Management Plan 2025-2035	68
15	Community Development Reports.....	74
15.1	Request for Tender 04.25 - Design & Construction of Pannawonica Bike Park	74
15.2	Request for Tender 05.25 - Construction of Sports Lighting Oval Upgrades	79
15.3	Bronze Wildlife Sculptures - Smith Sculptors.....	83
16	Councillor Agenda Items / Notices of Motion	90
16.1	Notice of Motion - Elected Member Superannuation	90
17	New Business Of An Urgent Nature Introduced By Council Decision	92
18	Confidential Matters	92
L.1	Pilbara Regional Waste Management Facility - Authority to Enter into a Contract	93
19	Next Meeting	94
20	Closure Of Meeting	94

1 Declaration Of Opening

The Presiding Member declared the meeting open at 1:00pm.

1.1 Acknowledgement Of Country

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

2 Announcement Of Visitors

Nil

3 Attendance

3.1 Present

Elected Members:	SP A Smith Cr K White Cr L Rumble JP Cr M Lynch Cr B Healy Cr R Kapor	Shire President Deputy Shire President, Onslow Ward Paraburdoo Ward Tom Price Ward Tom Price Ward Tom Price Ward
Employees:	Dr G Hunt PSM J Sangster C McGurk D Kennedy G Harris A Johnston J Bray R Marlborough J Watson	Chief Executive Officer (Temporary) Deputy Chief Executive Officer Director Community Development Director Corporate Services Director Infrastructure Services Manager Media and Communications Manager Governance Senior Governance Officer ICT Systems Officer
Guests:	Nil	
Members of Public:	There were no members of the public in attendance at the commencement of the meeting.	
Members of media:	There were no members of the media in attendance at the commencement of the meeting.	

3.2 Apologies

Cr R de Pledge – Ashburton-Tablelands Ward

Cr A Sullivan – Paraburdoo Ward

3.3 Approved Leave Of Absence

Nil

4 Question Time**4.1 Response To Previous Public Questions Taken On Notice**

Nil

4.2 Public Question Time

Nil

5 Declaration By Members**5.1 Due Consideration By Elected Members To The Agenda**

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

5.2 Declaration Of Interest

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

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

The following declarations of interest are disclosed –

15.1 Request for Tender 04.25 - Design & Construction of Pannawonica Bike Park	
Name	SP A Smith
Nature of interest	Direct Financial
Interest description	My husband is an employee of Rio Tinto and holds shares exceeding the prescribed threshold. I am a Committee Member with AWARE Group Inc., which has a partnership with Rio Tinto.

Ordinary Council Meeting Minutes

15 April 2025

Name	Cr M Lynch
Nature of interest	Indirect Financial
Interest description	I am an employee and tenant of Rio Tinto. I am paid a salary by Pilbara Iron.
Name	Cr R Kapor
Nature of interest	Indirect Financial
Interest description	My husband is employed by Rio Tinto. My family and I reside in Rio Tinto owned housing and benefit from subsidised rent and utilities.
Name	Cr L Rumble JP
Nature of interest	Direct Financial
Interest description	I am a shareholder of Rio Tinto Limited of a value exceeding the prescribed amount, this is part of my retirement fund.
Name	Cr B Healy
Nature of interest	Indirect Financial
Interest description	My partner works for Rio Tinto. We do not reside in Rio Tinto owned housing but do receive Housing Support Payments. Our bills are subsidised by the company.

15.2 Request for Tender 05.25 - Construction of Sports Lighting Oval Upgrades

Name	SP A Smith
Nature of interest	Direct Financial
Interest description	My husband is an employee of Rio Tinto and holds shares exceeding the prescribed threshold. I am a Committee Member with AWARE Group Inc., which has a partnership with Rio Tinto.
Name	Cr M Lynch
Nature of interest	Indirect Financial
Interest description	I am an employee and tenant of Rio Tinto. I am paid a salary by Pilbara Iron.
Name	Cr R Kapor
Nature of interest	Indirect Financial
Interest description	My husband is employed by Rio Tinto. My family and I reside in Rio Tinto owned housing and benefit from subsidised rent and utilities.
Name	Cr L Rumble JP
Nature of interest	Direct Financial
Interest description	I am a shareholder of Rio Tinto Limited of a value exceeding the prescribed amount, this is part of my retirement fund.

Page 7

Ordinary Council Meeting Minutes

15 April 2025

Name	Cr B Healy
Nature of interest	Indirect Financial
Interest description	My partner works for Rio Tinto. We do not reside in Rio Tinto owned housing but do receive Housing Support Payments. Our bills are subsidised by the company

6.1 Community Support Grant Applications Round 2 - 2024/2025

Name	Cr L Rumble JP
Nature of interest	Impartiality
Interest description	I am the Vice President of the Paraburdoo Men's Shed.

6.2 Community Grants Review Audit 2 [FY 2022/2023 to FY 2024/2025]

Name	SP A Smith
Nature of interest	Impartiality
Interest description	I am a Board Member of AWARE Group.

6 Announcements By The Presiding Member And Councillors Without Discussion

Nil

7 Petitions / Deputations / Presentations

7.1 Petitions

Nil

7.2 Deputations

Nil

7.3 Presentations

Nil

8 Applications for Leave of Absence

8.1 Application for Leave of Absence

Council Decision 039/2025

Moved Cr R Kapor

Seconded Cr M Lynch

That Council approves a request for leave of absence for Cr M Gallanagh of the Pannawonica Ward for the period from 15 April 2025 to 15 April 2025, inclusive.

For: A Smith, K White, L Rumble JP, M Lynch, B Healy and R Kapor

Against: Nil

Carried 6/0

8.2 Application for Leave of Absence

Council Decision 040/2025

Moved Cr M Lynch

Seconded Cr K White

That Council approves the request for leave of absence, for Cr R Kapor of the Tom Price Ward for the period from 20 May 2025 to 20 May 2025 inclusive.

For: A Smith, K White, L Rumble JP, M Lynch, B Healy and R Kapor

Against: Nil

Carried 6/0

9 En Bloc Council Resolutions

9.1 Agenda Items Adopted En Bloc

Moved Cr B Healy

Seconded Cr R Kapor

Council adopts the following items en Bloc:

10.1.1 Minutes Of The Annual General Electors Meeting Held On 18 March 2025

10.1.2 Minutes Of The Ordinary Council Meeting Held On 18 March 2025

10.2.1 Minutes Of The Senior Leadership Team Meeting Held On 26 February 2025

10.2.2 Minutes Of The Inland Local Emergency Management Committee Meeting Held On 24 March 2025

10.2.3 Minutes Of The Onslow Local Emergency Management Committee Meeting Held On 25 March 2025

10.2.4 Minutes Of The Pannawonica Local Emergency Management Committee Meeting Held On 26 March 2025

Carried 7/0

10 Confirmation Of Minutes

10.1 Confirmation Of Council Minutes

10.1.1 Minutes Of The Annual General Electors Meeting Held On 18 March 2025

Council Decision 041/2025

Moved Cr B Healy

Seconded Cr R Kapor

That the Minutes of the Annual General Electors Meeting held 18 March 2025 (Item 10.1.1 Attachment 1) be received.

Carried 7/0

Resolved en bloc

10.1.2 Minutes Of The Ordinary Council Meeting Held On 18 March 2025**Council Decision 042/2025****Moved Cr B Healy****Seconded Cr R Kapor****That the Minutes of the Ordinary Council Meeting held 18 March 2025 (Item 10.1.2 Attachment 1) be confirmed as a true and accurate record.****Carried 7/0****Resolved en bloc****10.2 Receipt Of Committee And Other Minutes****10.2.1 Minutes Of The Senior Leadership Team Meeting Held On 26 February 2025****Council Decision 043/2025****Moved Cr B Healy****Seconded Cr R Kapor****That the Minutes of the Senior Leadership Team Meeting held 26 February 2025 (Item 10.2.1 Attachment 1) be received.****Carried 7/0****Resolved en bloc****10.2.2 Minutes Of The Inland Local Emergency Management Committee Meeting Held On 24 March 2025****Council Decision 044/2025****Moved Cr B Healy****Seconded Cr R Kapor****That the Minutes of the Inland Local Emergency Management Committee Meeting held 24 March 2025 (Item 10.2.2 Attachment 1) be received.****Carried 7/0****Resolved en bloc**

10.2.3 Minutes Of The Onslow Local Emergency Management Committee Meeting Held On 25 March 2025**Council Decision 045/2025****Moved Cr B Healy****Seconded Cr R Kapor****That the Minutes of the Onslow Local Emergency Management Committee Meeting held 25 March 2025 (Item 10.2.3 Attachment 1) be received.****Carried 7/0****Resolved en bloc****10.2.4 Minutes Of The Pannawonica Local Emergency Management Committee Meeting Held On 26 March 2025****Council Decision 046/2025****Moved Cr B Healy****Seconded Cr R Kapor****That the Minutes of the Pannawonica Local Emergency Management Committee Meeting held 26 March 2025 (Item 10.2.4 Attachment 1) be received.****Carried 7/0****Resolved en bloc**

11 Recommendations From Committee

Community Grants Committee Meeting held on 15 April 2025

Cr L Rumble JP disclosed an impartiality interest in Item 6.1 (detailed in Item 5.2).

CGC.1 Community Support Grant Applications Round 2 - 2024/2025

File Reference	GS01
Applicant or Proponent(s)	Not Applicable
Author	J Murphy, Strategic Partnership Officer
Authorising Officer	C McGurk, Director Community Development
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Impartiality
	Authorising Officer – Impartiality
Attachments	<ol style="list-style-type: none"> 1. Round 2 Community Support Grant Applications 2. Round 2 Community Support Grant Application Summary - Confidential

Report Purpose

The purpose of this report is to provide the applications received for Community Support Grants (refer to Attachment 1) to the Community Grants Committee (Committee) for review. At the close of the application period, 14 applications were received.

Council is requested to support the Committee's recommended outcome for each application.

Background

The Shire provides Community Support Grants in accordance with Council Policy – Community Donations, Grants and Funding.

Grants are offered in two funding rounds each year, in July (Round 1) and February (Round 2). Round 2 offers Tier 1 funding to a value of up to \$2,500. Applications are considered by the Committee for subsequent recommendation to Council for determination.

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

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

Ordinary Council Meeting Minutes

15 April 2025

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

Comments

Round 2 of the Community Support Grants was promoted directly to clubs and organisations via email, and notices were placed on the Shire's public noticeboards, website and social media platforms.

As the Council policy and the Community Grant Guidelines were recently introduced, each previous applicant over the last two years was contacted and invited to attend a one-on-one online discussion to go over any potential projects and applications.

At the close of Round 2, 14 total applications were received, as follows:

- Onslow – two applications
- Pannawonica – five applications
- Tom Price – six applications
- Paraburdoo – one application.

Following the close of the round, each application was assessed for eligibility and followed up with where required to gather further supporting documents.

The Fortescue National Football League withdrew their application due to the League changing plans, leaving 13 applications to be determined.

All applications have been assessed on the:

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

The table below provides a summary of the applications received (refer to Attachment 2 for further information).

Town	Organisation	Project	Amount Requested (\$)	Proposed Action
Tom Price	Fortescue National Football League	Exmouth Football Team Accommodation	\$1,800.00	Cancelled
Pannawonica	Pannawonica Kindy Gym	Applying for the community support grant to have a mural painted in our soft play kids area	\$2,500.00	Approve
Onslow	Pilbara Trailblazers / Onslow Gazelles	Mothers Day Classic - 4 x Car Fuel for event, Accommodation in Karratha	\$2,500.00	Approve
Tom Price	Tom Price Drive In Cinema	Purchase of foldable tables & chairs to enhance the Drive In canteen area	\$2,500.00	Approve
Paraburdoo	Paraburdoo Men's Shed	Snake Catching Kit and Snake handling bag.	\$875.00	Approve

Ordinary Council Meeting Minutes

15 April 2025

Town	Organisation	Project	Amount Requested (\$)	Proposed Action
Onslow	Onslow Occys Swimming Club	Travel for team to Pilbara Swimming Champions	\$2,500.00	Approve
Pannawonica	Pannawonica Dingoes Cricket Club	Grant application for new line marker	\$2,500.00	Approve
Pannawonica	Pannawonica Pythons Football Club	Grant application for new line marker	\$2,000.00	Decline
Pannawonica	Pannawonica Golf Club	Bringing a professional golf coaching to town	\$2,500.00	Decline
Pannawonica	Pannawonica Fishing Club	Live entertainment and shade infrastructure for Fishing Event	\$2,500.00	Approve
Tom Price	Tom Price Motorcycle Club Inc	Help fix a few maintenance issues on our toilet & shower blocks & purchase additional retic supplies	\$2,500.00	Approve
Tom Price	Tom Price Junior Soccer Club	North West Soccer Championships	\$2,500.00	Decline
Tom Price	Tom Price Touch Association	Tom Price Touch Association's participation in the 2025 North West Touch Carnival in Broome	\$2,500.00	Approve
Tom Price	Elucidate Education	Application for a grant to cover travel costs to deliver free educational sessions at Tom Price Senior High School	\$800.00	Approve

The below table summarises the distribution of the Community Support Grant allocation and the resulting available funds subject to Council approval.

GL	GL Name	Round 1	Round 2	Round 3
C0936	Community Support - Onslow	\$2,500.00	\$5,000.00	\$7,500.00
C0945	Community Support - Paraburdoo	\$5,000.00	\$875.00	\$5,875.00
C0953	Community Support - Tom Price	\$12,819.51	\$8,300.00	\$21,119.51
C0939	Community Support - Pannawonica	\$15,000.00	\$7,500.00	\$22,500.00
		\$35,319.51	\$21,675.00	\$56,994.51

Consultation

1. Clubs and groups – Each applicant was emailed or called to discuss the application and followed up with an email.
2. Communities Team – Members from the Communities team were consulted with to discuss and potential conflicting events or programs with the applications, and to ensure alignment with the Shire's Strategic Community Plan.

Ordinary Council Meeting Minutes

15 April 2025

3. Community Grants Committee – The Committee were emailed all correspondence, applications and attachments for review.
4. Executive Leadership Team – Through review of the Council report.

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 – Community Donations, Grants and Funding provides the guidelines for the applications and the criteria for assessment.

Financial Implications

Current Financial Year

The 2024/2025 Annual Budget provides \$60,000 for both rounds of the Community Support Grants Tier 1 and Tier 2.

In Round 1 \$35,319.51 was approved. If the applications from Round 2 are approved as per the officer recommendation, a total of \$21,675.00 will be spent from GL CU24075. This will leave \$3,005.49 remaining in GL CU24075 for the remainder of FY 2024/2025.

Future Financial Year(s)

Nil

Legislative Implications

Local Government Act 1995

Section 6.7 – Municipal fund

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

Ordinary Council Meeting Minutes

15 April 2025

Risk Management

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

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

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

Voting Requirements

Simple Majority

Officer Recommendation

That the Community Grants Committee recommends that Council:

1. Approves the following applications for the summarised purposes above:
 - (a) Pannawonica Kindy Gym for the amount of \$2,500
 - (b) Pilbara Trailblazers / Onslow Gazelles for the amount of \$2,500
 - (c) Tom Price Drive In Cinema for the amount of \$2,500
 - (d) Paraburdoo Men's Shed for the amount of \$875
 - (e) Onslow Occys Swimming Club for the amount of \$2,500
 - (f) Pannawonica Dingoes Cricket Club for the amount of \$2,500
 - (g) Pannawonica Fishing Club for the amount of \$2,500
 - (h) Tom Price Motorcycle Club INC for the amount of \$2,500
 - (i) Tom Price Touch Association for the amount of \$2,500
 - (j) Elucidate Education for the amount of \$800.
2. Declines the following applications:
 - (a) Pannawonica Pythons Football Club for the amount of \$2,000
 - (b) Pannawonica Golf Club for the amount of \$2,500
 - (c) Tom Price Junior Soccer Club for the amount of \$2,500.
3. Notes that funds will not be released until all required supporting documentation has been provided by the applicant.

Committee Decision

That the Community Grants Committee recommends that Council:

1. Approves the following applications for the summarised purposes above:
 - (a) Pannawonica Kindy Gym for the amount of \$2,500
 - (b) Pilbara Trailblazers / Onslow Gazelles for the amount of \$2,500
 - (c) Tom Price Drive In Cinema for the amount of \$2,500
 - (d) Paraburdoo Men's Shed for the amount of \$875
 - (e) Onslow Occys Swimming Club for the amount of \$2,500
 - (f) Pannawonica Dingoes Cricket Club for the amount of \$2,500
 - (g) Pannawonica Fishing Club for the amount of \$2,500
 - (h) Tom Price Motorcycle Club INC for the amount of \$2,500
 - (i) Tom Price Touch Association for the amount of \$2,500
 - (j) Elucidate Education for the amount of \$800.
2. Declines the following applications:
 - (a) Pannawonica Pythons Football Club for the amount of \$2,000
 - (b) Pannawonica Golf Club for the amount of \$2,500
 - (c) Tom Price Junior Soccer Club for the amount of \$2,500.
3. Notes that funds will not be released until all required supporting documentation has been provided by the applicant.

Council Decision **047/2025**

Moved **Cr K White**

Seconded **Cr R Kapor**

That the Community Grants Committee recommends that Council:

1. Approves the following applications for the summarised purposes above:

- (a) Pannawonica Kindy Gym for the amount of \$2,500**
- (b) Pilbara Trailblazers / Onslow Gazelles for the amount of \$2,500**
- (c) Tom Price Drive In Cinema for the amount of \$2,500**
- (d) Paraburdoo Men's Shed for the amount of \$875**
- (e) Onslow Occys Swimming Club for the amount of \$2,500**
- (f) Pannawonica Dingoes Cricket Club for the amount of \$2,500**
- (g) Pannawonica Fishing Club for the amount of \$2,500**
- (h) Tom Price Motorcycle Club INC for the amount of \$2,500**
- (i) Tom Price Touch Association for the amount of \$2,500**
- (j) Elucidate Education for the amount of \$800.**

2. Declines the following applications:

- (a) Pannawonica Pythons Football Club for the amount of \$2,000**
- (b) Pannawonica Golf Club for the amount of \$2,500**
- (c) Tom Price Junior Soccer Club for the amount of \$2,500.**

3. Notes that funds will not be released until all required supporting documentation has been provided by the applicant.

For: **A Smith, K White, L Rumble JP, M Lynch, B Healy and R Kapor**

Against: **Nil**

Carried 6/0

Ordinary Council Meeting Minutes

15 April 2025

SP A Smith disclosed a impartiality interest in Item 6.2 (detailed in Item 5.2).

CGC.2 Community Grants Review Audit 2 [FY 2022/2023 to FY 2024/2025]

File Reference	GS01
Applicant or Proponent(s)	Not Applicable
Author	J Murphy, Strategic Partnership Officer
Authorising Officer	C McGurk, Director Community Development
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. April 2025_Community Grants Audit Review 2

Report Purpose

The purpose of this report is to provide the Community Grants Committee (Committee) with an overview of all applications received from Small Assistance Donations, Inspiring Youth Leader's Fund, Community Support Grants and Signature Events Grants.

The Committee is requested to endorse the review and recommend that Council accepts the Community Grants Review, as provided at Attachment 1.

Background

Over recent years the Council Policy – Community Donations, Grants and Funding has undergone several amendments.

To ensure transparency, accountability and effective use of resources, a review has been conducted of all applications since the commencement of the 2022/2023 financial year from Small Assistance Donations, Community Support Grants and the recently introduced Inspiring Youth Leaders Fund to provide Council and overview of all outcomes across the Shire.

This review aims to provide a clear and detailed account of how grant funds are being utilised and highlight any gaps or inefficiencies in the application and allocation process to enhance future grants management.

Comments

Since the introduction of the Community Grants Guidelines, there has been a significant increase in the number of applications for Community Support Grants.

To provide consistency and transparency, a review of all applications for Small Assistance Donations and Inspiring Youth Leaders Fund that are approved or declined under delegation will be provided to Council for review at each Committee meeting.

Ordinary Council Meeting Minutes

15 April 2025

The Communities team provides support to all community clubs and groups in completing the acquittal form. This assistance has led to the completion of several previous acquittals, resulting in more eligible applications for the current Round 2 of FY2024/2025. To continue supporting previous applicants, the Communities team regularly contacts applicants by emails and phone. However, if clubs and groups do not have a current committee, they are flagged for any future applications. This ensures that previous acquittals can be reviewed if a new committee is formed.

To further support the Inspiring Youth Leaders program, the Communities team has been implementing and planning several initiatives over the next six months:

1. Partnering with schools to raise awareness.
2. Collaborating with Garduwarra Mia to create awareness and offer workshop opportunities.
3. Distributing flyers at all youth events and programs.
4. Promoting successful applicants.
5. Providing information on potential opportunities for youth community members.

In the first year of the available grant, we received seven applications. With increased community awareness, we anticipate a higher number of applications in the second year.

Consultation

Club Development Lead – supporting with audit review and contacting clubs and groups or supporting community clubs and groups with acquittal process.

Community Clubs and Groups – all clubs and groups have been contacted or are in contact with Communities team via email and phone.

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 – Community Donations, Grants and Funding

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Page 21

Ordinary Council Meeting Minutes

15 April 2025

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
Compliance	Grant applications do not align with Council's Strategic Community Plan.	Unlikely (2)	Minor (2)	Low (1-4)	Provide Council with a regular review of all applications approved.

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 the Community Grants Committee recommends that Council accepts the Community Grants Review undertaken, as detailed in Attachment 1.

Committee Decision

That the Community Grants Committee recommends that Council accepts the Community Grants Review undertaken, as detailed in Attachment 1.

Council Decision **048/2025**

Moved **Cr M Lynch**

Seconded **Cr B Healy**

That the Community Grants Committee recommends that Council accepts the Community Grants Review undertaken, as detailed in Attachment 1.

For: **A Smith, K White, L Rumble JP, M Lynch, B Healy and R Kapor**

Against: **Nil**

Carried 6/0

12 Office of the Chief Executive Officer Reports

12.1 Proposed Lease over Portion of Lot 500 McGrath Avenue, Onslow

File Reference	MCG.500
Applicant or Proponent(s)	Not Applicable
Author	A Blackley, Lease and Accommodation Officer
Authorising Officer	J Sangster, Deputy Chief Executive Officer
Previous Meeting Reference	Ordinary Council Meeting 10 December 2024 - Item 12.3 – 251/2024 Ordinary Council Meeting 21 September 2011 Item 14.1 (Minute 11034)
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Report Purpose

The purpose of this report is to update Council on the status of the childcare lease in Onslow, located on a portion of Lot 500 McGrath Avenue.

Council is requested to approve negotiated lease conditions with One Tree Community Services Incorporated for a new lease agreement for an initial term of 5 years with the option for a further term of 5 years, with the expected final expiry of April 2035.

Background

The town of Onslow has traditionally had difficulty securing childcare providers. This has caused significant disruption to local businesses and services and caused considerable financial strain on several local families.

Prior to 2011, childcare in the town was previously provided by the Onslow Occasional Child Care Committee. The Committee provided a service to the Onslow community for close to 20 years.

In July 2011 a Request for Tender – Lease of Childcare Facilities was prepared and advertised. Tender documents were forwarded to three companies upon request. However, no submissions were received. A review of the companies who requested documents lead to the Shire entering into direct negotiations with the Child Care provider Children's Services Support Unit Incorporated (CSSU).

CSSU was formed in 1973 to provide governance and management of several childcare services and who also provide childcare services throughout the Pilbara. CSSU are now known as One Tree Community Services Incorporated (One Tree).

Council was advised at the time that One Tree would deliver this service if the Shire was to provide in kind support such as gardening and groundworks, cleaning, pest control, building maintenance, rental, rates and water that would be hard to quantify, but would be considered to be in the vicinity of \$15,000.00pa (at that time).

Council further handed back 4 x 2 residential units that it leased from Ray White Exmouth for utilisation by One Tree by its staff.

Ordinary Council Meeting Minutes

15 April 2025

Council resolved the following at its Ordinary Meeting of 21 September 2011 (Minute 11034):

"That Council:

- 1. Support in principal the provision of long day care services in Onslow by CSSU.*
- 2. Endorse the "in kind" funding of \$15,000pa – recognising this may incur a MPC budget overspend.*
- 3. Delegate to the CEO authority to enter into a 3 year service provision agreement with CSSU on obtainment of the deficit funds required"*

Sponsorship by local resource companies and businesses has further supported One Tree to continue to operate.

One Tree contacted the Shire on 6 November 2024 requesting a renewed lease agreement, noting the expiry was impending in approximately the next 12 months.

Shire Officers consulted with Council in December 2024, with various options presented. At the Ordinary Council Meeting of 10 December 2024 Council resolved (Decision 251/2024) to continue with private treaty lease negotiations with One Tree as follows:

"That with respect to Lease over Portion of Lot 500 McGrath Avenue, Onslow Council,

- 1. Authorises the Chief Executive Officer to investigate future commercial terms in relation to developing a new lease agreement with One Tree Community Services Incorporated at Lot 500 McGrath Avenue, Onslow for the provision of community childcare services in Onslow; and*
- 2. Notes that following investigations above, a further report is to be presented to Council detailing options for future lease arrangements on this site for the provision of childcare services"*

Comment

The existing lease with One Tree is over a portion of Lot 500 McGrath Avenue, Onslow (**Figures 1 and 2** refer). This current lease is due to expire in December 2025.



Figure 1 – Lot 500 McGrath Avenue, Onslow

Item 12.1

Page 24



Figure 2 – Approximate Leased Portion of Lot 500

Comments

The following lease terms have been negotiated with One Tree Community Services Incorporated subject to Council approval, based on similar terms from the existing lease (which is due for expiry in December 2025).

Lessee	One Tree Community Services Incorporated
Location	Onslow Multi-purpose Centre Lot 500 McGrath Ave, Onslow WA 6710
Lease Commencement Date	Upon Execution
Term	5 Years
Optional Term	5 Years
Rent	\$13,500
Approximate Area	Part of the Onslow Multi-Purpose Centre comprising an area of approximately 484 square metres.
Permitted purpose	Childcare centre and ancillary use
Assignment	With Shire approval
Sub Leasing	With Shire approval
Outgoings/Services (tenant responsibility)	100% - Telephone, internet/NBN including line charges 100%- Cost of installation of any meter wiring or other devices necessitated using the utility and service. 100% Shire rates

Ordinary Council Meeting Minutes

15 April 2025

Tenant Maintenance	<p>Maintain the leased premises in a good condition and state of repair.</p> <p>Repair any damages that aren't deemed fair wear and tear or damages that will be reinstated from the proceeds of insurances.</p> <p>Keep the leased premises clean and free from rubbish.</p> <p>Repair of glass breakages, damage to all doors, windows, light fittings, and power points.</p>
Insurance	<p>The Lessee will take out and keep in force appropriate insurances for workers compensation, all buildings and improvements, fixtures, and fittings and the like. The Lease will also include an indemnity from the Lessee to the Shire in relation to any damage, loss, injury, or death arising from the development and occupation by the Lessee.</p> <p>All required insurances to be arranged by Lessee at its sole cost (including, but not limited to) Contractors all risk (CAR), Public Liability (minimum \$20 million) and adequate Workers Compensation.</p>
Public Liability	Lessee responsibility, subject to increase where required
Signage	Lessee responsibility subject to relevant approvals
Legal costs	Each party to pay their respective costs incurred
Special Conditions	<ol style="list-style-type: none"> 1. The Shire cannot guarantee against interruptions to Quiet Enjoyment. It has the care, control, and management of the Premises along with other property, roads, and reserves in the vicinity of the Premises that may require essential works to be undertaken from time to time that may impact on the Lessee's business. Restrictions (not limited to): <ul style="list-style-type: none"> • disruption or closure of roads, reserves, the Onslow MPC and road reserves. • pedestrian movement and access; • vehicle movement, access and parking; • vibration and noise; • adjoining development/tenants and • dust and dirt. <p>As a result, the Shire or its agents and contractor works will not be considered as having breached the Lessee's "quiet enjoyment" of the Premises and the Shire will not be liable to compensate the Lessee.</p> 2. Condition Precedent <ol style="list-style-type: none"> 2.1. The lessee agrees to provide an ongoing and full-time childcare service for the full licenced number of children (14) for the facility. Failure to provide this service for a period of 28 days shall constitute a breach of this Lease Agreement by the Lessee. 3. Building Maintenance: <ol style="list-style-type: none"> 3.1. The Shire maintenance personnel or contractors are permitted access to the Centre at any time to undertake

Item 12.1

Page 26

Ordinary Council Meeting Minutes

15 April 2025

	<p>maintenance work. Consideration will be given to the opening times of the Centre.</p> <p>3.2. The Shire is committed to undertake works/projects as per approved budgets. Any works or projects not included and approved in the Shire's annual financial budget cannot be carried out by the Shire. The lessee is encouraged to seek funding and undertake works/projects in line with this lease agreement should project initiatives arise.</p> <p>3.3. Any faults or maintenance requests are to be reported in a timely manner</p> <p>4. In-kind support</p> <p>Pest Inspection</p> <p>4.1. The Lessee must take reasonable precautions to keep the Centre free from animals, birds, insects, and rodents however the Shire will undertake annual pest control of spiders, ants and cockroaches as per the Shire's scheduled maintenance program with a contract service provider.</p> <p>Gardening</p> <p>4.2. There are no living plants in the outside play area of the Centre. The Shire maintains the external gardens to the MPC. The Shire will provide a blower vacuum service to the outside area of once per week at the same time the outside of the MPC is serviced.</p> <p>Shade Sails</p> <p>4.3. The Shade Sails over the outdoor play area will be maintained by the Shire. In the event of a cyclone, the shade sails will be removed by Shire employees or contractors arranged by the Shire in line with the Shire's town facility preparations for severe weather events.</p> <p>4.4. The tenant's employees are to ensure that all outside play equipment is moved indoors in the event of a cyclone.</p> <p>Cleaning</p> <p>4.5. The Shire will provide cleaning services to the Centre once per week on a day that suits the operation of the Shire and the One Tree.</p> <p>4.6. The Shire will provide toilet paper, hand soap and hand towels as per the standard Shire supplies.</p> <p>4.7. Daily cleaning is agreed to be undertaken by OTCS employees.</p> <p>Air Conditioner Units</p> <p>4.8. The Shire will maintain the air conditioner units.</p> <p>Reporting</p> <p>4.9. The Shire recognises the importance of a day care service in the Onslow community and requests the tenant to provide a monthly operational report so that the Shire is able to justify the in-kind support to ensure the continuation of this valuable service to families in Onslow.</p>
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Consultation

Director Community Development
One Tree Community Services Incorporated

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

Council Policy

[Council Policies » Shire of Ashburton](#)

Nil

Financial ImplicationsCurrent Financial Year

It should be noted that the current lease arrangement with One Tree operates at a loss due to the unique circumstances in Onslow, with the current rent heavily subsidised.

The Shire is responsible for all service utilities, cleaning and rubbish collection, estimated to be in the vicinity of \$20,000 per annum.

One Tree currently pay \$12,832 (ex GST) annually (no CPI increase and no rates income). The new negotiated rate is proposed at \$13,500 with Shire rates now payable.

Future Financial Year(s)

As above, One Tree has agreed to Shire rates and a slight increase in rent, but stated any further increase or requirements to maintain the facility will need to be passed onto families in town via fee increases or the service would not be viable to continue.

As this is considered an essential service in the town of Onslow with no other childcare offering currently available, it is recommended that the proposed rental of \$13,500 annually plus rates income is supported.

Legislative Implications

Local Government Act 1995 (the Act)

Section 3.58(2) of the Act provides guidance on disposal of property. In the case of this property disposal, as One Tree is an incorporated not for profit body, it is considered an exempt disposition, with no advertising or valuation requirements.

Ordinary Council Meeting Minutes

15 April 2025

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)	Potential for no childcare provider for the community if lease ends before a tenant is secured.	Possible (3)	Major (4)	High (10-16)	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:

1. Authorises the Chief Executive Officer to approve the negotiated commercial terms in relation to developing a new lease agreement with One Tree Community Services Incorporated of 5 years with a further 5 year option at \$13,500 plus GST; and
2. Authorises the Chief Executive Officer to execute a lease agreement between the Shire of Ashburton and One Tree Community Services Incorporated for a portion of Lot 500 McGrath Avenue, Onslow.

Council Decision **049/2025**

Moved **Cr L Rumble JP**

Seconded **Cr B Healy**

That Council:

1. **Authorises the Chief Executive Officer to approve the negotiated commercial terms in relation to developing a new lease agreement with One Tree Community Services Incorporated of 5 years with a further 5 year option at \$13,500 plus GST; and**
2. **Authorises the Chief Executive Officer to execute a lease agreement between the Shire of Ashburton and One Tree Community Services Incorporated for a portion of Lot 500 McGrath Avenue, Onslow.**

For: **A Smith, M Lynch, B Healy and R Kapor**

Against: **K White and L Rumble JP**

Carried 4/2

13 Corporate Services Reports

13.1 Monthly Schedule of Accounts Paid - March 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 - March 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 March 2025.
- Trust Fund Payments for March 2025; and
- Corporate Credit Card and Payment Card Reconciliations for February 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:

Ordinary Council Meeting Minutes

15 April 2025

Description	Amount \$
<u>Municipal Fund</u>	
Electronic Funds Transfers	6,270,951.10
BPay/Credit Cards	343,143.60
Cheques	0
Payroll	1,114,528.37
Bank Fees and Charges	1,596.45
<u>Municipal Fund Total</u>	7,730,219.52
<u>Trust Fund</u>	
Electronic Funds Transfers	0.00
<u>Trust Fund Total</u>	0.00
<u>Payment Cards</u>	
Credit Cards	53,473.36
Fuel Cards – Ampol	1,316.13
Fuel Cards – Viva / Shell	9,250.67
Fuel Cards – Wex Motorpass	3.58
Taxi Cards – Cabcharge	376.76
<u>Payment Cards Total</u>	64,420.50

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 March 2025, inclusive of purchasing cards payments for March 2025, as included at Attachment 1.

Council Decision **050/2025**

Moved **Cr L Rumble JP**

Seconded **Cr M Lynch**

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 March 2025, inclusive of purchasing cards payments for March 2025, as included at Attachment 1.

For: **A Smith, K White, L Rumble JP, M Lynch, B Healy and R Kapor**

Against: **Nil**

Carried 6/0

13.2 Monthly Financial Statements - March 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 Report - March 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 31 March 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.

Ordinary Council Meeting Minutes

15 April 2025

Council Policy

Nil

Financial ImplicationsCurrent 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 March 2025, as included at Attachment 1.

Ordinary Council Meeting Minutes

15 April 2025

Council Decision **051/2025****Moved** **Cr M Lynch****Seconded** **Cr B Healy**

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 March 2025, as included at Attachment 1.

For: **A Smith, K White, L Rumble JP, M Lynch, B Healy and R Kapor**

Against: **Nil**

Carried 6/0

13.3 Australian Local Government Association - National General Assembly, Bank Closures Across Regional Australia

File Reference	ED01
Applicant or Proponent(s)	Not Applicable
Author	D Kennedy, Director Corporate Services
Authorising Officer	G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Ordinary Council Meeting 21 May 2024 – Item 12.2 092/2024 Ordinary Council Meeting 13 June 2023 - Item 5.2 – 092/2023
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. 2025 ALGA Proposed Regional Banking Motions

Report Purpose

The purpose of this report is to inform Council and the local government sector through the 2025 Australian Local Government Association National General Assembly (NGA) of the results of the Shire of Ashburton (Shire) commissioned Local Government Bank Feasibility Study.

Council is requested to approve a motion to be considered at the 2025 NGA that compliments the Shire's 2024 NGA motion and supports the 2024 Banking Senate Inquiry that recommended the Australian Government adopt a policy recognising access to financial services as an essential service.

Background

At the 2024 NGA the Shire of Ashburton submitted the following motion:

“This National General Assembly calls on the Australian Government to investigate the feasibility of establishing a Local Government Bank of Australia or alternative model for regional Australia, which includes how the local government sector can facilitate or deliver face-to-face banking services; and requests that the feasibility report findings are presented at the Australian Local Government Association 2025 National General Assembly.”

Whilst the motion, called upon the Australian Government to investigate the feasibility of establishing a Local Government Bank of Australia or alternate model, this did not assure that a study would occur or the timing of such a study.

To continue the advocacy on behalf of the local government sector, the Shire of its own accord released a Request for Quotation (RFQ) in September 2024, funded from the Chief Executive Officer's approved consultancy budget. The RFQ called on suitably qualified economic and stakeholder engagement specialists to conduct a feasibility study of a Local Government Bank of Australia model as a solution for regional Australia, to present to the 2025 NGA.

Ordinary Council Meeting Minutes

15 April 2025

KPMG Australia, were engaged in November 2024 with the scope of work broken into the following 4 components:

1. Banking environment current state review and objectives validation;
2. Banking regulatory environment assessment;
3. Advocacy group formation and governance; and
4. Preferred Banking Model Definition and 2025 ALGA NGA position paper and motion.

Comments

The banking regulatory environment assessment determined that the cost of obtaining a banking license would exceed \$50 million dollars and that without significant government financial assistance would not be profitable.

After determining this, other models were looked at, with the preferred option being a partnership arrangement with one or more existing licensed financial institutions, leveraging local government assets for service delivery.

The feasibility study further recommends that the Australian Government look to expand Bank@Post services in remote areas and that digital banking kiosks being investigated. Examples of banking kiosks operating in remote areas of South Africa and other countries were identified which are overcoming the tyranny of distance when it comes to opening bank accounts and completing identification requirements.

Finally, if financial services are considered an essential service, the motion to the NGA, calls on the Australian Government to subsidise the cost incurred by residents in regional and remote communities to access the limited transactions banking services available.

Consultation

As part of the feasibility study the Shire invited other local governments experiencing difficulties with banking to establish an advocacy group.

The advocacy group meet at the KPMG Perth Office in late February with over a dozen local governments represented in person or online.

The Shire has also received requests to present findings in the coming months to other interested local governments.

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

Ordinary Council Meeting Minutes

15 April 2025

Council Policy

Nil

Financial ImplicationsCurrent Financial Year

The feasibility study was funded from the CEO consultancy budget at a cost of \$163,000. Additional travel and accommodation costs will be incurred for the Shire to be represented at the NGA in Canberra in June 2025. Costs of this are estimated at \$15,000 and accommodated within existing approved travel budgets.

Future Financial Year(s)

Nil

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)	There is a risk to the Council's reputation if we do not act as the trusted voice for the region on important social and economic issues.	Possible (3)	Moderate (3)	Moderate (5-9)	Endorsing the officer's recommendation will ensure the Shire leads further action advocating on behalf of 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 endorse the following motion to be submitted to the 2025 Australian Local Government Association National General Assembly, as follows:

This Assembly now calls on the Australian Government to:

- Endorses the findings of the Local Government Bank Feasibility Study and the preferred banking model as a viable solution to restore and sustain banking services in regional and remote communities;
- Calls on the Australian Government to support a more detailed study into the financial, operational, and technical aspects of implementing this model, including risk assessment, regulatory compliance, cost analysis, resource requirements, and scalability;
- Urges the Australian Government to explore partnership agreements with licensed financial institutions to utilise local government assets for service delivery;
- Recommends the investigation of expanding Bank@Post services in remote communities as part of the broader initiative to improve regional banking access; and
- Calls on the Australian Government to subsidise the costs incurred by residents in regional and remote communities to access the limited transactional banking services available, ensuring affordability and equitable access to financial services.

Council Amendment 052/2025

Moved Cr M Lynch

Seconded Cr R Kapor

Insert an additional bullet point as follows:

- **Calls on the Australian Government to subsidise card transaction fees and surcharges incurred by residents in regional and remote communities.**

For: A Smith, K White, L Rumble JP, M Lynch, B Healy and R Kapor

Against: Nil

Carried 6/0

Reason for change:

To advocate for reduced charges for card transaction fees in regional and remote communities.

Council Decision **053/2025**

Moved **Cr M Lynch**

Seconded **Cr R Kapor**

That Council endorse the following motion to be submitted to the 2025 Australian Local Government Association National General Assembly, as follows:

This Assembly now calls on the Australian Government to:

- **Endorses the findings of the Local Government Bank Feasibility Study and the preferred banking model as a viable solution to restore and sustain banking services in regional and remote communities;**
- **Calls on the Australian Government to support a more detailed study into the financial, operational, and technical aspects of implementing this model, including risk assessment, regulatory compliance, cost analysis, resource requirements, and scalability;**
- **Urges the Australian Government to explore partnership agreements with licensed financial institutions to utilise local government assets for service delivery;**
- **Recommends the investigation of expanding Bank@Post services in remote communities as part of the broader initiative to improve regional banking access;**
- **Calls on the Australian Government to subsidise the costs incurred by residents in regional and remote communities to access the limited transactional banking services available, ensuring affordability and equitable access to financial services; and**
- **Calls on the Australian Government to subsidise card transaction fees and surcharges incurred by residents in regional and remote communities.**

Carried 7/0

13.4 Delegation Amendment 01.01.14 - Tenders for Goods and Services

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. Proposed Amended Delegation 01.01.14

Report Purpose

Council is requested to consider amendments to the existing delegated authority to the Chief Executive Officer (CEO) relating to tenders for good and services (Delegation 01.01.14) to enable tender outcomes to be determined (by way of delegated authority) for capital projects that are funded in whole or part through the Inspire Community Partnership Agreement with Rio Tinto.

Council is requested to consider and support the proposed amendments to Delegation 01.01.14, as provided at Attachment 1, by absolute majority.

Background

The current delegation 01.01.14 from Council to the Chief Executive Officer provides that the CEO may consider a number of matters associated with tenders, inclusive of awarding tenders, up to the value of \$2 million, subject to conditions.

This delegation was last reviewed by Council on 18 June 2024 as part of the annual review of delegations from Council to the CEO.

The proposal to amend this delegation follows on from the tender reports presented to March 2025 Ordinary Council Meeting, specifically items:

- 15.2 - Request for Tender 04.25 - Design & Construction of Pannawonica Bike Park; and,
- 15.3 - Request for Tender 05.25 - Construction of Sports Lighting Oval Upgrades.

The funding for these two tendered projects was provided by Rio Tinto under the Inspire Community Partnership Agreement. Both community projects were supported by the Inspire Working Team, and Council allocated funds for these projects in the adopted 2024/2025 Annual Budget.

Unfortunately, these items were unable to be considered by Council at the March 2025 Ordinary Council Meeting due to a lack of quorum as a result of a delayed response to the Shire's application for an exemption under section 5.65 of the *Local Government Act 1995* to enable elected members disclosing declarable interests to participate in the discussion and decision-making on these two projects.

The current Register of Delegations and Authorisations is published on the Shire's website.

Ordinary Council Meeting Minutes

15 April 2025

Comments

Delegations form an important part of the Shire's effective and timely decision-making approach to support the community.

Amending this current delegation to support the CEO making a determination on tenders for projects that are funded through the Inspire Community Partnership Agreement, supported by a Council budget allocation and approved through the Inspire Working Team process will ensure like future matters can be dealt with administratively in a timely manner.

The following table provides a specific summary of the amendments proposed.

Delegation No#	Delegation Title	Rationale Proposed Amendment Details
01.01.14	Tenders for Goods and Services	<p>The amendment proposed will:</p> <ol style="list-style-type: none"> provide the opportunity for the CEO to consider the award of a tender and enter into subsequent contracts for the provisions of goods and services, where: <ol style="list-style-type: none"> projects (which are the subject of specific tender) are funded in whole or part through the Inspire Community Partnership Agreement with Rio Tinto, subject to a specific project: <ol style="list-style-type: none"> being supported by the Inspire Working Team, and Council, with the project cost being included in the adopted Annual Budget <p>It is proposed to limit the value that can be awarded, to not exceed \$5 million.</p>

Tender submissions for projects funded under the Inspire Community Partnership Agreement will still be assessed (as are all tenders) by a separate tender evaluation panel, with oversight by an independent probity auditor, and by way of formal recommendation to the CEO before award.

The proposed amendments to this delegation are detailed in Attachment 1, using track changes.

Council is requested to support the amendments proposed to Delegation 01.01.14.

Consultation

The proposal to consider operational amendments to this delegation to enable tenders to be considered was discussed at the Ordinary Council Meeting on 18 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 ImplicationsCurrent Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

Section 5.42 of the *Local Government Act 1995* (the Act) prescribes that Council may delegate its powers or duties to the CEO. Section 5.43 of the Act outlines the limitations on such delegations as follows.

- (1) A local government may delegate to the CEO the exercise of certain powers or the discharge of certain duties under various pieces of legislation.

Under section 5.44 of the Act 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), as follows.

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.

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.

Ordinary Council Meeting Minutes

15 April 2025

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 community feedback due to delay in projects commencing.	Possible (3)	Moderate (3)	Moderate (5-9)	Amend delegation as proposed to support effective and timely decision making for preapproved projects funded under the Inspire Community Partnership Agreement when funds are available in the adopted budget.
Project (time)	Delayed decisions due to unnecessary compliance constraints.	Possible (3)	Minor (2)	Moderate (5-9)	As above.

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 adopts the amendments to the Delegation of Authority 01.01.14 - Tenders for Goods and Services as detailed in Attachment 1, pursuant to section 5.42 of the *Local Government Act 1995*.

Council Decision **054/2025**

Moved **Cr B Healy**

Seconded **Cr R Kapor**

That Council adopts the amendments to the Delegation of Authority 01.01.14 - Tenders for Goods and Services as detailed in Attachment 1, pursuant to section 5.42 of the *Local Government Act 1995*.

For: **A Smith, K White, L Rumble JP, M Lynch, B Healy and R Kapor**

Against: **Nil**

Carried By Absolute Majority 6/0

13.5 Appointment of Presiding and Deputy Presiding Members and Other Matters - Committees of Council

File Reference	GV04
Applicant or Proponent(s)	Not Applicable
Author	R Marlborough, Senior Governance Officer
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Special Council Meeting – 25 October 2023 – Item 9.1 – (195/2023)
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Committee and Working Group Booklet

Report Purpose

The purpose of this report is for Council to appoint the presiding and deputy presiding members for each of the following Council committees due to legislative reforms which came into effect on 7 December 2024 and must be enacted by 1 July 2025:

- Audit and Risk Management Committee;
- Chief Executive Officer's Recruitment and Performance Review Committee;
- Community Grants Committee; and
- Economic and Tourism Development Committee.

Council is requested, to achieve compliance with the new section 5.12 of the *Local Government Act 1995*, to formally consider the appointment of one elected member (who is a committee member) as the presiding member and deputy presiding member on each of the above established committees:

Council is also requested to support consequential amendments to the Committee and Working Group Booklet as provided and detailed in Attachment 1, to reflect the legislative change for the appointment of presiding and deputy presiding members and for other minor matters.

Background

Elected members were last appointed as members of the above committees following the 2023 Shire of Ashburton ordinary election, at a Special Council Meeting on 25 October 2023 (Council decision 195/2023).

The office of the presiding and deputy presiding member of each of the listed committees was elected from the committee membership at each of the committee's first meetings following the Special Council meeting, in accordance with statutory requirements, then in effect.

The Audit and Risk Management Committee, at its meeting on 12 December 2023, elected Shire President Smith as the presiding member and Cr Kerry White as the deputy presiding member.

Ordinary Council Meeting Minutes

15 April 2025

The Chief Executive Officer's Recruitment and Performance Review Committee, at its meeting on 20 February 2024, elected Shire President Smith as the presiding member and Cr Alana Sullivan as the deputy presiding member.

The Community Grants Committee at its first meeting on 16 April 2024, elected Cr Kerry White as the presiding member and Cr Matthew Lynch as the deputy presiding member.

The Economic and Tourism Development Committee, at its first meeting on 12 December 2023, elected Cr Matthew Lynch as the presiding member and Cr Alana Sullivan as the deputy presiding member.

Elected member's representation on each of Council's committees was for the term ceasing at the next ordinary local government election on 18 October 2025.

Comments

The election of presiding and deputy presiding members (from the membership) of Council's committees as detailed in the background section of this report, complied with the requirement of *Local Government Act 1995* (Act) when the last elections were conducted.

However, new legislation came into effect on 7 December 2024, requiring presiding and deputy presiding members of committees established under the Act to be appointed by the Council, not elected by the membership. In accordance with clause 67 of Schedule 9.3, the Act requires all local governments to enact this change by 1 July 2025.

To ensure the established committees can continue to function effectively to support Council and comply with the legislative requirements, it is recommended that Council reaffirm the presiding member and deputy presiding member of each of the listed committees, by formally appointing the incumbent presiding members and deputy presiding member, without change, as follows:

- Audit and Risk Management Committee
 - Shire President Audra Smith, Presiding Member
 - Cr Kerry White, Deputy Presiding Member
- Chief Executive Officer's Recruitment and Performance Review Committee
 - Shire President Audra Smith, Presiding Member
 - Cr Alana Sullivan, Deputy Presiding Member
- Community Grants Committee
 - Cr Kerry White, Presiding Member
 - Cr Matthew Lynch, Deputy Presiding Member
- Economic and Tourism Development Committee
 - Cr Matthew Lynch, Presiding Member
 - Cr Alana Sullivan, Deputy Presiding Member.

The proposed consequential amendments to the Committee and Working Group Booklet, as detailed in Attachment 1 (using track changes):

- reflect the new statutory requirement for appointing presiding and deputy presiding members of each of Council's committees, rather than the former process of the elections, by the Committee.
- other minor text amendments to provide clarity on scheduling committee meeting dates, to align with the established process.

Ordinary Council Meeting Minutes

15 April 2025

Consultation

Nil

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 ImplicationsCurrent Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

The *Local Government Amendment Act 2024* introduced amendments to the *Local Government Act 1995* regarding presiding and deputy presiding members of committees. These new provisions, as detailed below commenced on 7 December 2024.

5.12. Presiding members and deputies

- (1) The local government must appoint* a member of a committee to be the presiding member of the committee.

* *Absolute majority required.*

- (2) The local government may appoint* a member of a committee to be the deputy presiding member of the committee.

* *Absolute majority required.*

The prior provisions under Section 5.12 of the Act (now repealed, enabled the members of a committee established under the Act) to elect their own presiding member and deputy presiding member from the committee membership.

There were no express transitional provisions in the recent legislative amendments enabling the current elected presiding and deputy presiding members to be recognised. Clause 67 of Schedule 9.3 of the Act mandates that all local governments enact new section 5.12 no later than 1 July 2025.

Ordinary Council Meeting Minutes

15 April 2025

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Non-compliance with the requirements for the appointment of presiding and deputy presiding members of committees established under the Act	Unlikely (2)	Minor (2)	Low (1-4)	Council to appoint presiding and deputy presiding members by absolute majority as recommended.

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. Reaffirms, and formally appoints the following incumbent elected members, as presiding and deputy presiding members of the Shire of Ashburton committees, as listed, as required by section 5.12 of the *Local Government Act 1995*, for a term expiring on 18 October 2025:
 - (a) Audit and Risk Management Committee
 - (i) Shire President Audra Smith, Presiding Member
 - (ii) Cr Kerry White, Deputy Presiding Member
 - (b) Chief Executive Officer's Recruitment and Performance Review Committee
 - (i) Shire President Audra Smith, Presiding Member
 - (ii) Cr Alana Sullivan, Deputy Presiding Member
 - (c) Community Grants Committee
 - (i) Cr Kerry White, Presiding Member
 - (ii) Cr Matthew Lynch, Deputy Presiding Member
 - (d) Economic and Tourism Development Committee
 - (i) Cr Matthew Lynch, Presiding Member
 - (ii) Cr Alana Sullivan, Deputy Presiding Member.
2. Endorses the consequential amendments to the Committee and Working Group Booklet, as detailed in Attachment 1.

Ordinary Council Meeting Minutes

15 April 2025

Council Decision **055/2025****Moved** **Cr M Lynch****Seconded** **Cr K White****That Council:**

1. Reaffirms, and formally appoints the following incumbent elected members, as presiding and deputy presiding members of the Shire of Ashburton committees, as listed, as required by section 5.12 of the *Local Government Act 1995*, for a term expiring on 18 October 2025:

- (a) **Audit and Risk Management Committee**

- (i) **Shire President Audra Smith, Presiding Member**

- (ii) **Cr Kerry White, Deputy Presiding Member**

- (b) **Chief Executive Officer's Recruitment and Performance Review Committee**

- (i) **Shire President Audra Smith, Presiding Member**

- (ii) **Cr Alana Sullivan, Deputy Presiding Member**

- (c) **Community Grants Committee**

- (i) **Cr Kerry White, Presiding Member**

- (ii) **Cr Matthew Lynch, Deputy Presiding Member**

- (d) **Economic and Tourism Development Committee**

- (i) **Cr Matthew Lynch, Presiding Member**

- (ii) **Cr Alana Sullivan, Deputy Presiding Member.**

2. Endorses the consequential amendments to the Committee and Working Group Booklet, as detailed in Attachment 1.

For: **A Smith, K White, L Rumble JP, M Lynch, B Healy and R Kapor**

Against: **Nil**

Carried By Absolute Majority 6/0

14 Infrastructure Services Reports

Suspension of Standing Orders

Council Decision **056/2025**

Moved **Cr R Kapor**

Seconded **Cr M Lynch**

A motion was moved that Council suspend standing orders at 1:39 pm.

For: **A Smith, K White, L Rumble JP, M Lynch, B Healy and R Kapor**

Against: **Nil**

Carried 6/0

14.1 Establishment of a Waste Committee

File Reference	GV04
Applicant or Proponent(s)	Not Applicable
Author	R Miller, Executive Manager Waste and Business Development
Authorising Officer	G Harris, Director Infrastructure Services
Previous Meeting Reference	Ordinary Council Meeting - 18 February 2025 - Item 14.1 - 018/2025
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Waste Committee - Terms of Reference

Report Purpose

The purpose of this report is to:

- establish a Waste Committee (Committee) in accordance with the requirements of the *Local Government Act 1995*;
- present the draft Terms of Reference for the proposed Committee for endorsement as provided and detailed at Attachment 1;
- determine the elected member representation on the Committee, including the appointment of a presiding member and a deputy presiding member; and
- set a series of meeting dates for 2025.

Council is requested to formally support the establishment of a Waste Committee, endorse the Committee's Terms of Reference as provided at Attachment 1, consider elected member representation on this Committee and the appointment of a presiding member and a deputy presiding member, and set Committee meeting dates for the balance of 2025.

Background

The following Shire of Ashburton Committees are currently endorsed. These Committees were established in accordance with the requirements of the *Local Government Act 1995*.

- Audit and Risk Management Committee
- Chief Executive Officer's Recruitment and Performance Review Committee
- Community Grants Committee
- Economic and Tourism Development Committee.

The proposal to establish a Waste Committee for the district to ensure strategic support and oversight for waste activities was first presented to a briefing session in October 2024. Elected members indicated broad support.

A draft Terms of Reference for the proposed Committee was then developed and presented to elected members at a briefing session in November 2024.

A report was prepared for the February 2025 Ordinary Council Meeting for the purpose of:

- formally establishing a Waste Committee;
- adopting a terms of reference for the Committee;
- determining the membership of the Committee;
- appointing a presiding member and a deputy presiding member; and
- setting meeting dates for 2025.

Council subsequently resolved, as follows (Council Decision 018/2025)

"That the Establishment of a Waste Committee be deferred to the April 2025 Ordinary Council Meeting".

Reason for Change

"To allow all elected members an opportunity to nominate for the committee"

Comments

Given elected members prior support to establish a Waste Committee to ensure strategic support and oversight for waste activities it is recommended that the officer recommendation prepared be supported.

Consultation

Elected members at the briefing session on 15 October 2024, informally discussed the establishment of a Waste Committee to provide support for Council with matters associated with the Pilbara Regional Waste Management Facility and the Shire's other waste management sites.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Nil

Financial ImplicationsCurrent Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications*Local Government Act 1995 (the Act)*

Section 5.8 of the Act provides Council the power to establish committees of three or more persons to assist with, and to exercise the powers and discharge the duties of the Council.

Section 5.9 of the Act details the types of Committees.

Section 5.10 of the Act prescribes that committee membership and tenure of appointments to committees continue until next ordinary election day.

Section 5.11A of the Act specifies obligations and duties of the deputy member of a committee.

Section 5.11 of the Act prescribes that committee membership and tenure of appointments to committees continue until next ordinary election day.

Section 5.12 of the Act prescribes that Council, must appoint a member of a committee to be the presiding member of a committee and, it may appoint a member of the committee to be the deputy presiding member of a committee.

Ordinary Council Meeting Minutes

15 April 2025

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)	Establishing a Waste Committee ensures capacity for the strategic direction of the Shire's waste facilities to support the community.	Unlikely (2)	Minor (2)	Low (1-4)	Adopting the Officer recommendation.

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

Voting Requirements

Absolute Majority

Ordinary Council Meeting Minutes

15 April 2025

Officer Recommendation

That Council:

1. Establishes a Waste Committee in accordance with section 5.8 of the *Local Government Act 1995*;
2. Endorses the Committee's Terms of Reference, as detailed in Attachment 1;
3. Appoints the following five elected members to this Committee, as follows:
 - (a) _____
 - (b) _____
 - (c) _____
 - (d) _____
 - (e) _____

with all other elected members being appointed as deputy committee members, with all terms expiring on 18 October 2025;
4. From the appointments made at point 3(a)-(e), appoints:
 - (a) _____ as the presiding member of the Committee;
and;
 - (b) _____ as the deputy presiding member of the Committee; and
5. Approves the Committee's 2025 Meeting Schedule to coincide with adopted 2025 Ordinary Council Meeting Schedule, as follows:
 - (a) 15 July 2025 – 8.30am; and
 - (b) 9 December 2025 – 9.00am.
6. Supports the Committee and Working Groups Booklet publication being updated accordingly.

Resumption of Standing Orders

Council Decision **057/2025**

Moved **SP A Smith**

Seconded **Cr B Healy**

A motion was moved that Council resume standing orders at 1:42 pm.

For: **A Smith, K White, L Rumble JP, M Lynch, B Healy and R Kapor**

Against: **Nil**

Carried 6/0

Council Decision 058/2025

Moved Cr M Lynch

Seconded Cr L Rumble JP

That Council:

- 1. Establishes a Waste Committee in accordance with section 5.8 of the *Local Government Act 1995*;**
- 2. Endorses the Committee's Terms of Reference, as detailed in Attachment 1;**
- 3. Appoints the following five elected members to this Committee, as follows:**
 - (a) Cr L Rumble JP**
 - (b) Cr K White**
 - (c) Cr B Healy**
 - (d) Cr M Lynch**
 - (e) Cr A Sullivan****with all other elected members being appointed as deputy committee members, with all terms expiring on 18 October 2025;**
- 4. From the appointments made at point 3(a)-(e), appoints:**
 - (a) Cr K White as the presiding member of the Committee;**
and;
 - (b) Cr L Rumble JP as the deputy presiding member of the Committee; and**
- 5. Approves the Committee's 2025 Meeting Schedule to coincide with adopted 2025 Ordinary Council Meeting Schedule, as follows:**
 - (a) 15 July 2025 – 8.30am; and**
 - (b) 9 December 2025 – 9.00am.**
- 6. Supports the Committee and Working Groups Booklet publication being updated accordingly.**

For: A Smith, K White, L Rumble JP, M Lynch, B Healy and R Kapor

Against: Nil

Carried 6/0

14.2 Proposed Landscaping - Lot 247 Coolibah Street, Tom Price - Funding Request

File Reference	PR39753
Applicant or Proponent(s)	Not Applicable
Author	G Harris, Director Infrastructure Services
Authorising Officer	G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Ordinary Council Meeting - 21 May 2024 - Item 14.1 – 100/2024
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Report Purpose

Council is to consider including additional funding in the current financial year to allow for civil and landscaping works on Lot 247 Coolibah Street, Tom Price.

The purpose of this report is to provide information for Council to make an informed decision regarding this matter.

Council is requested to consider an additional funding allocation of \$874,000.00 in the 2025/26 financial year for civil and landscaping works on Lot 247 Coolibah Street, Tom Price.

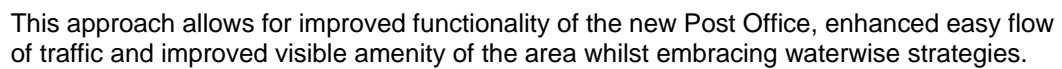
Background

Lot 247 Coolibah Street, Tom Price is an undeveloped reserve under care of Shire of Ashburton (Shire), located between the new Tom Price Post Office and Court Road, adjacent to the Shire Administration Building. This area has been attracting complaints due to dust nuisance and there have been reports of vehicles driving over the kerbing to park on the subject land.

At the Ordinary Council Meeting held 21 May 2024, it was resolved to allocate \$400,000.00 for landscaping works on the subject land, including an additional \$30,000.00 for operational maintenance costs per annum. The landscaping budget allowed for minor works to address the afore mentioned challenges.

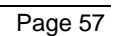
Given the location of the subject land and other additional issues that could be addressed on this project, the proposal is for an additional budget to incorporate the following scope to the project.

- Widening of Coolibah Road to allow for two-way traffic (road currently too narrow)
- Parking area with 8-10 parking bays
- Turn around area (cul de sac) in front of the Post Office
- Replacement of old reticulation pipes from the softball oval change rooms and irrigation control system as shown on the markup below.



The Shire engaged a landscape architect to prepare a design that addresses all concerns highlighted above with a view of creating a waterwise garden within the green corridor that can be rolled over to other areas.

POST OFFICE



Ordinary Council Meeting Minutes

15 April 2025

The estimated cost for the project is outlined as follows:

Design Fees		\$80,000.00
Construction Works		\$1,193,896.65
Civil Works	\$474,796.05	
Landscape Works	\$443,586.00	
Contingency	\$275,515.00	
Total Cost		\$1,273,897.05
Less Previously approved		\$400,000.00
Additional Budget		\$873,897.05

As part of Rio Tinto's planning approval on the new Post Office property, Rio Tinto is required to construct five parking bays. As a result, the Shire will engage Rio Tinto to contribute towards car park construction on a pro rata basis.

Consultation

Consultation was also undertaken with:

Elected Members
Town Maintenance Team
Landscape Architect Consultant
Tom Price Post Office
Rio Tinto Limited

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	2.3 Attractive and sustainable townscape offering opportunities for all communities
Strategy	1 Provide attractive, well-maintained streetscapes, verges, parks, and reserves.

Council Policy

[Council Policies » Shire of Ashburton](#)

Council Policy – Asset Management

Council Policy – Risk Management

Financial Implications

Current Financial Year

The Shire allocated \$400,000.00 in funding towards landscaping of Lot 247 Coolibah Street, Tom Price and an additional \$30,000.00 for operational maintenance costs per annum, as resolved Ordinary Council Meeting on 21 May 2024.

Ordinary Council Meeting Minutes

15 April 2025

Future Financial Year(s)

An additional amount of \$874,000.00 is requested to be considered in the 2025/26 budget deliberations. If successful, works will commence in the 2025/26 financial year following finalisation of detail design and tender documentation.

Legislative Implications

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

Environmental Protection Act 1986

Environmental Protection Regulations 1987

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)	Dust nuisance.	Likely (4)	Minor (2)	Moderate (5-9)	Waterwise landscaping to reduce dust whilst saving water.
Interruption to service	Difficulty in manoeuvring of traffic to and from the Post Office.	Possible (3)	Minor (2)	Moderate (5-9)	Widening of Coolibah Road and introduction of a turnaround area – cul de sac.

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 lists for consideration, an additional budget allocation of \$873,897 in the 2025/2026 Annual Budget deliberations for the complete upgrading works on Lot 247 Coolibah Street, Tom Price, plus road and landscaping improvement works on Coolibah Street.

Ordinary Council Meeting Minutes

15 April 2025

Council Decision **059/2025****Moved** **Cr M Lynch****Seconded** **Cr R Kapor**

That Council lists for consideration, an additional budget allocation of \$873,897 in the 2025/2026 Annual Budget deliberations for the complete upgrading works on Lot 247 Coolibah Street, Tom Price, plus road and landscaping improvement works on Coolibah Street.

For: **A Smith, K White, L Rumble JP, M Lynch, B Healy and R Kapor**

Against: **Nil**

Carried 6/0

14.3 Request for Tender 02.25 - Maintenance and Upgrade Works - Regional Roads

File Reference	GH02.25
Applicant or Proponent(s)	Not Applicable
Author	A Sheridan, Project Manager
Authorising Officer	G Harris, Director Infrastructure Services
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Tender Evaluation and Recommendation Report - Confidential

Report Purpose

The purpose of this report is to provide Council with the Tender Evaluation and Recommendation Report for Request for Tender (RFT) 02.25 – Maintenance and Upgrade Works – Regional Roads.

Council is requested, based on the tender evaluation panels assessment of the tender submissions received (refer to the Tender Evaluation and Recommendation Report detailed at Attachment 1), to award the project works as detailed in RFT 02.25 – Maintenance and Upgrade Works – Regional Roads to Tenderer 1.

Council is also requested to approve a budget amendment to transfer \$3,500,000 from the Future Projects reserve where funds have been quarantined for this project.

Background

Project Background

This project is part of the annual Road Maintenance Program. Funds for this project have been provided for in the FY 2024/2025 Annual Budget (refer to Financial Implications section of this report, as below).

In general terms, the Shire sought to engage a suitably qualified and experienced road construction contractor to undertake unsealed road maintenance and upgrade works on Ashburton Downs Road, Ashburton Downs Meekatharra Road and Twitchin Road.

A Project Scoping Document was prepared for the works following a detailed site inspection. That document is included, as Attachment 2. The works as described in RFT 02.25 are based on that document.

In summary, the scope of works involves the following (refer below and Attachment 2 for detailed scope):

- Heavy Maintenance Grade along the full length of Ashburton Downs Road, Ashburton Downs Meekatharra Road and Twitchin Road
- Resheeting of 20km of Ashburton Downs Meekatharra Road
- Construction of 5 stabilised floodways on Ashburton Downs Meekatharra Road
- Resheeting of 20 km of Twitchin Road

Ordinary Council Meeting Minutes

15 April 2025

- Reestablishing the road formation along a 10 km stretch of Twitchin Road (as a Provisional Item)
- Provisional works to be undertaken on both roads and on Onslow Peedamulla Road, if funds are available.

Detailed Scope of Works

Note. The term Slk refers to "Straight line kilometres". It is the distance from the start of a road (Slk 0) to any point along that road. The Slk for a particular location is usually determined by using the Main Roads WA Slk App – which references a database of all roads throughout the state and links that to a GPS coordinate.

The work comprises two Separable Portions: A & B. The Priority is to complete Reforming and Resheeting Works on Ashburton Downs Meekatharra Road, with that component of the work to be substantially progressed by 30 June 2025 and completed by 30 August 2025.

Works on Twitchin Rd are to commence on or about 1 September 2025 for completion around 30 November 2025.

Separable Portion A: Ashburton Downs Road & Ashburton Downs Meekatharra Road

- Heavy Maintenance Grading
 - Work areas as follows (approx. 124km total):
 - Ashburton Downs Road Slk 0 – 56 (full length)
 - Ashburton Downs Meekatharra Road Slk 0 – 19, Slk 39 – 88
- Reforming and Resheeting Works
 - Work area as follows (approx. 20km total):
 - Ashburton Downs Meekatharra Road Slk 19 - 39
- Reconstruction of Floodways
 - Construct 5 No. cement stabilised floodways (totalling 1km) on Ashburton Downs Meekatharra Road in specific locations between Slk 0 and Slk 19 (exact locations remain subject to onsite verification).

Separable Portion B: Twitchin Road

- Heavy Maintenance Grading
 - Work areas as follows (approx. 85km total – excluding provisional item):
 - Twitchin Road Slk 0 – 45 (45 km)
 - Twitchin Road Slk 55-125 (40 km) – refer note
 - Onslow Peedamulla Road Slk 4-64 (60 km) – Provisional Item
- Note - numerous discontinuous segments totalling 40km in areas outside of the reforming and resheeting areas specified below.*
- Reforming and Resheeting Works
 - Work area as follows (approx. 20km total):
 - Twitchin Road Slk 64 – 73
 - Twitchin Road Slk 78 - 82
 - Twitchin Road Slk 92 - 94

Ordinary Council Meeting Minutes

15 April 2025

- Twitchin Road Slk 96 - 98
- Twitchin Road Slk 103 – 106
- Re-Establish Road Formation (Provision Item)
 - Work area as follows (approx. 10km total):
 - Twitchin Road Slk 45 - 55

CommentsThe RFT Process

The Shire of Ashburton released RFT 02.25 – Maintenance and Upgrade Works – Regional Roads, via the Shire's e-tendering portal (Tenderlink) on Wednesday 8 January 2025. Submissions closed at 2.00pm on Tuesday 18 February 2025.

This tender was also advertised via statewide public notice in The West Australian Newspaper on Wednesday 8 January 2025.

The RFT advertisement specified the requirements of the Shire and invited suitably registered, qualified and experienced contractors to submit bids to enter into a contract for the works contained in RFT 02.25, as outlined above and as detailed in the tender brief.

The following qualitative criteria was approved for this tender and this information was advertised as part of the overall process. Each approved criterion was given the following weightings.

Criteria		Weighting
(a)	Relevant Experience and Past Company Performance	30%
(b)	Key Personnel	10%
(c)	Demonstrated Understanding of the Project	20%
(c)	WHS Systems/Risk Management	10%
Total %		70%

The tender price was given the following weighting:

Criteria	Weighting
Price	30%

At the close of the submission period, five tender submissions were received. Each member of the tender evaluation panel individually assessed each tender submission received against the qualitative criteria approved for this project. Each criterion was given a rating scale of 0-10, with zero being the lowest and 10 being the highest. An independent probity auditor was also involved throughout the tender assessment and evaluation process.

As a result of that process, the evaluation panel recommended that all submissions be declined due to the following reasons:

- In general, the submissions either lacked detail regarding methodology or it was clear that aspects of the tender documentation and specification had either been misinterpreted or not fully understood.
- Two submissions were excessively over budget and the pricing was not competitive.
- The top two submissions, while competitive and sufficiently detailed in terms of methodology, had concerns regarding financial capacity and resourcing.

Ordinary Council Meeting Minutes

15 April 2025

The panel's recommendation was for the Director Infrastructure Services to decline all offers under Delegation 01.01.14 and to proceed with a Tender Exempt process.

Tender Exempt Process

The top two tenderers from the original open tender process (as per the table below) were subsequently invited to re-price their tenders and to address a number of specific issues relating to financial capacity, resourcing and project scope.

Tenderer Details
NTC Contracting t/as Muguriyarra Pty Ltd
THEM Earthmoving Pty Ltd

Revised tender documentation was provided to those two tenderers on 19 March 2025 and Tenders (for the Tender Exempt Process) closed on 2 April 2025. Those tenders have since been assessed and a recommendation made regarding the award of a tender.

The tender recommendation report, inclusive of the overall evaluation scores, rankings and the evaluation panel's recommendation regarding the preferred tenderer is included as Confidential Attachment 1. The panel has recommended that the tender be awarded to Tenderer 1.

The preferred tenderer is assessed as providing the most advantageous offer and best value for money to undertake the project works contained in RFT 02.25. The preferred tender provided sufficient information to the panel that they had both the financial capacity and resources to complete the project within the required project timeline (by 30 November 2025).

The offer submitted is for a lump sum price and includes all preliminaries, materials, labour and deliverables. The lump sum price is subject to satisfactory contract negotiations and any resultant amendments.

Consultation

Consultation was undertaken with:

Procurement Department
Independent Probity Auditor
Tender Assessment Panel
Director Corporate 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	2.8 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](#)

Council Policy – Purchasing and Procurement

Council Policy – Asset Management

Council Policy – Risk Management

Financial ImplicationsCurrent Financial Year

Funds are available from the following Budget Numbers

- X3712 Roads Renewal – Ashburton Downs Meekatharra Road. Budget allocation of \$2.25m, \$1.5m of which is through a Regional Road Group (RRG) grant. The conditions of the grant require that this funding be expended by 30 June 2025.
- New Job – Roads Renewal – Twitchin Road Upgrade - \$3.5m.
- 1RC260020 – Regional Road Maintenance. Available budget - \$3.6m. Expenditure to date - \$0.6m. Funds available for allocation - \$3.0m. Funds allocated to this project - \$1.35m.

Total funding available for RFT 02.25 - \$7.1m. In summary:

Account Name	Account Number	Budget Amount
Ashburton Downs Meekatharra Road	X3712	\$2,250,000
Twitchin Road Upgrade	New Job	\$3,500,000
Regional Road Maintenance	1RC260020	\$1,350,000
Total 2024/2025		\$7,100,000

Council budgeted \$3,500,000 this financial year for works on Twitchin Road however as the project was not ready for construction the funds were quarantined in the Future Projects Reserve until a contract was assured of being awarded.

Future Financial Year(s)

Nil

Legislative Implications

Local Government Act 1995,

- Section 1.8 – Statewide public notice
- Section 3.57 – Tenders for providing goods or services

Local Government (Functions and General) Regulations 1996

- Regulation 11 – When tenders must be publicly invited.
- Regulation 18 – Rejecting and accepting tenders

Ordinary Council Meeting Minutes

15 April 2025

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)	Substantiated, localised impact in community trust or low media item.	Possible (3)	Minor (2)	Moderate (5-9)	Defined scope of works / appoint experienced contractor / ensure on-site supervision and checking of works.
Financial impact	\$100,001 to \$1,000,000	Possible (3)	Moderate (3)	Moderate (5-9)	As above. Engagement Council project staff to monitor works on site (may need to arrange for on-site accommodation).
Interruption to service	Medium term temporary interruption to service.	Possible (3)	Minor (2)	Moderate (5-9)	Maintain access at all times. Ensure adequate safety / information signage. Monitor on site.

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. Accepts the Evaluation Panel's recommendation, as provided in Confidential Attachment 1, and approves the awards of a contract to Tenderer 1 to undertake the tendered works under Request for Tender 02.25 - Maintenance and Upgrade Works - Regional Roads for the total contract price of \$6,267,816.58 (excluding GST).
2. Authorises the Chief Executive Officer to negotiate and enter into a formal contract with Tenderer 1 for the tendered works under Request for Tender 02.25 - Maintenance and Upgrade Works - Regional Roads.
3. Approves a budget variation as per the following table:

Description	General Ledger / Account	Current Budget	Budget Amendment	Proposed Budget
Twitchin Road Upgrade	New Job	0	\$3,500,000	\$3,500,000
Future Projects Reserve Transfer In	RF43110	0	(\$3,500,000)	(\$3,500,000)
Net result				Nil

Ordinary Council Meeting Minutes

15 April 2025

Council Decision **060/2025****Moved** **Cr L Rumble JP****Seconded** **Cr K White****That Council:**

1. **Accepts the Evaluation Panel's recommendation, as provided in Confidential Attachment 1, and approves the awards of a contract to Tenderer 1 to undertake the tendered works under Request for Tender 02.25 - Maintenance and Upgrade Works - Regional Roads for the total contract price of \$6,267,816.58 (excluding GST).**
2. **Authorises the Chief Executive Officer to negotiate and enter into a formal contract with Tenderer 1 for the tendered works under Request for Tender 02.25 - Maintenance and Upgrade Works - Regional Roads.**
3. **Approves a budget variation as per the following table:**

Description	General Ledger / Account	Current Budget	Budget Amendment	Proposed Budget
Twitchin Road Upgrade	New Job	0	\$3,500,000	\$3,500,000
Future Projects Reserve Transfer In	RF43110	0	(\$3,500,000)	(\$3,500,000)
Net result				Nil

For: **A Smith, K White, L Rumble JP, M Lynch, B Healy and R Kapor****Against:** **Nil****Carried By Absolute Majority 6/0**

14.4 Road Asset Management Plan 2025-2035

File Reference	xx.xx
Applicant or Proponent(s)	Not Applicable
Author	L Allardyce, Asset Support Officer
Authorising Officer	G Harris, Director Infrastructure Services
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Roads Asset Management Plan 2025-2035

Report Purpose

To provide Council with the Road Asset Management Plan 2025-2035 (Road AMP) and to consider allocating funds in the 2025/26 financial year to reflect the outcomes of the Road AMP.

Background

The Shire currently has a Strategic Asset Management Plan 2023-2028 which provided asset information on a number of asset classes including roads. Since the development of this plan a new road condition assessment was undertaken in April 2024 which resulted in more current road data than that contained in the Strategic Asset Management Plan 2023-2028.

The Road AMP (Attachment 1) will be an informing document for a new Strategic Asset Management Plan which will be produced in approximately 12 months' time.

Comments

The purpose of an asset management plan is to:

- Provide a systematic approach to asset management.
- Address critical risks associated with aging infrastructure and limited funding.
- Ensure infrastructure supports the community's social, economic, and environmental goals.

This Road AMP details information about road assets with renewals and maintenance which are required to maintain service levels, optimise lifecycle costs, and support long-term financial sustainability.

The plan defines the services, how they are provided and what funds are required to provide the services over the 10-year planning period. The Road AMP expenditure forecasts inform the Long-Term Financial Plan which typically considers a 10-year planning period.

The Road AMP considers the renewal and maintenance of \$344.5 million of road assets which consist of the following –

Ordinary Council Meeting Minutes

15 April 2025

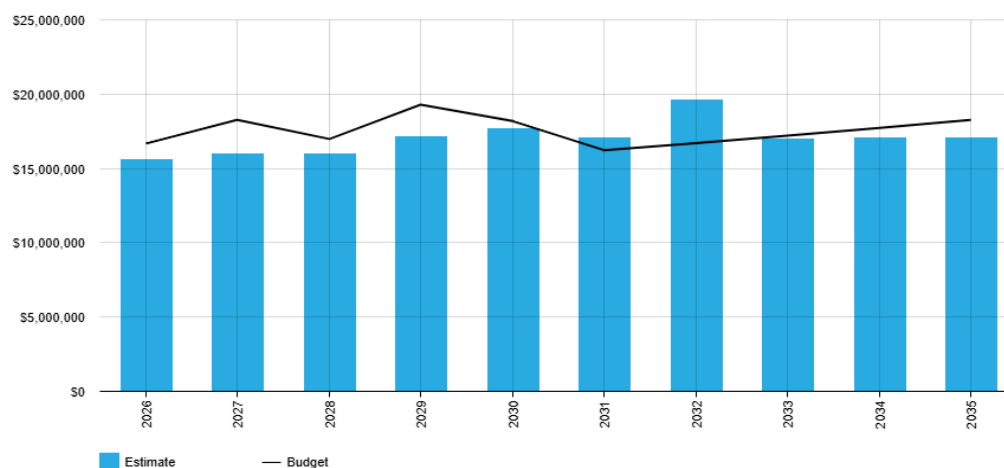
Asset Category		Dimension	Replacement Value
Sealed Roads	Sealed Urban Roads	70km	\$37,108,499
	Sealed Rural Roads	109km	\$57,583,534
Unsealed Roads	Regional Distributor	726km	\$217,708,739
	Local Distributor	5km	
	Access Road	207km	
	Station Access Roads	391km	
Carparks	Sealed & Unsealed	122,306m2	\$9,001,913
Kerbs	Kerb & Channel	118km	\$11,378,209
Culverts	Road Culverts	239qty	\$9,410,980
Cattle Grids	Road Grids	70qty	\$2,390,551
Bridges	Bridges	2qty	-
Total			\$344,582,424

Although carparks, kerbs, culverts, cattle grids and bridges have had some data collected as part of this process, due to a low level of confidence in the condition data they have not been included in the renewal calculations for the roads asset class.

These assets will form part of the improvement plan over the next 12 months and have further data collected, after which renewal and maintenance costs will be developed.

Based on the comparison between the financial numbers in the Road AMP and the adopted Long Term Financial Plan (LTFP) there is an average annual funding surplus of \$549,963 or a total of \$5,499,630 over the 10-year life of the LTFP. The graph below shows this comparison and while there are a number of years where there is a surplus of funds there is also a deficit of funds in years 2030/31 and 2031/32.

Forecast Capital Renewal Costs



Ordinary Council Meeting Minutes

15 April 2025

The renewal funding consists of three renewal activities being resealing sealed roads, reconstructing sealed roads and resheeting unsealed roads. The activities on sealed roads have been developed utilising the condition data and modelling software to determine the allocations each year. The unsealed road renewals are based on a 150mm gravel resheeting interval of 15 years for the 866km of Regional Distributor Roads identified in the road hierarchy. Currently there is further work to be done to determine the requirements of renewal on the Station Access Roads which will involve further consideration and discussion with station owners and operators. Note that these costs do not include the maintenance costs of the Shire's roads.

Capital Renewal Forecast Summary

Financial Year	Reconstruction Program	Reseal Program	Resheet Program	Total Renewal Expenditure	Cumulative Expenditure
2026	\$2,139,911	\$1,484,828	\$12,000,000	\$15,624,739	
2027	\$708,376	\$3,250,583	\$12,000,000	\$15,958,958	\$31,583,697
2028	\$2,203,351	\$1,756,645	\$12,000,000	\$15,959,996	\$47,543,693
2029	\$1,000,000	\$4,159,846	\$12,000,000	\$17,159,846	\$64,703,539
2030	\$1,000,000	\$4,677,065	\$12,000,000	\$17,677,065	\$82,380,604
2031	\$1,500,000	\$3,527,810	\$12,000,000	\$17,027,810	\$99,408,414
2032	\$1,000,000	\$6,573,961	\$12,000,000	\$19,573,961	\$118,982,376
2033	\$1,000,000	\$3,984,415	\$12,000,000	\$16,984,415	\$135,966,790
2034	\$1,500,000	\$3,560,509	\$12,000,000	\$17,060,509	\$153,027,300
2035	\$3,000,000	\$2,017,232	\$12,000,000	\$17,017,232	\$170,044,532

The Road AMP details the critical assumptions along with improvement activities that need to be undertaken to further enhance current road data.

The forecast expenditure detailed in the Road AMP indicates an Asset Renewal Funding Ratio (planned renewal budget for the next 10 years / forecast renewal outlays for the next 10 years identified as warranted in the Road AMP), of 103.23%, which illustrates that over the next 10 years we expect to have 103.23% of the funds required for the optimal capital renewal of road assets excluding costs to renew kerbing, culverts, carparks, cattle grids and bridges.

Consultation

The Road AMP has been developed by the Asset Management team and reviewed by the Director Infrastructure Services and technical staff.

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	1 Improve road safety and connectivity to provide a safe and efficient road network.

Council Policy

Council Policy – Asset Management

Council Policy – Road Management

Financial ImplicationsCurrent Financial Year

Nil

Future Financial Year(s)

The table below details the annual surplus and shortfalls when the Road AMP financials are compared to the LTFP financials, and the resulting cumulative effect of the forecast capital renewal expenditure as detailed in the Road AMP. This table also shows that there are several financial year periods that forecast surplus results, and conversely periods where shortfalls occur, specifically in 2030/31 and 2031/32.

The three options available to account for the surplus and shortfalls identified in the Road AMP and as shown in Table 1.3 below include:

- surplus funds are retained in reserve year on year;
- the budget is reviewed each year the renewal amounts are considered and funded each year; or
- the LTFP is updated to reflect the planned capital renewal works as detailed in the Road AMP.

Table 1.3: Surplus / Shortfall Forecast

Financial Year	Annual Allocation (based on \$12M resheet)	Annual Surplus / Shortfall (-ve = gap)	Cumulative Surplus (-ve=gap)
2025/2026	\$15,624,739	\$1,049,127	\$1,049,127
2026/2027	\$15,958,958	\$2,309,354	\$3,358,481
2027/2028	\$15,959,996	\$1,023,350	\$4,381,831
2028/2029	\$17,159,846	\$2,134,325	\$6,516,156
2029/2030	\$17,677,065	\$505,996	\$7,022,152
2030/2031	\$17,027,810	- \$796,908	\$6,225,244
2031/2032	\$19,573,961	- \$2,861,520	\$3,363,723
2032/2033	\$16,984,415	\$226,418	\$3,590,142
2033/2034	\$17,060,509	\$666,161	\$4,256,302
2034/2035	\$17,017,232	\$1,243,328	\$5,499,630

Legislative Implications

The key legislative requirements that impact the delivery of the Infrastructure Road Assets class are:

*Local Government Act 1995**Main Roads Act 1930**Road Traffic Act 1974.*

Ordinary Council Meeting Minutes

15 April 2025

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)	Road deterioration due to lack of maintenance repair or renewal	Possible (3)	Moderate (3)	Moderate (5-9)	Implement a proactive and scheduled maintenance and renewal program. Ensure budget allocations and resources are available.
Interruption to service	Environmental - Road deterioration due to heavy rain and flooding	Possible (3)	Moderate (3)	Moderate (5-9)	Ensure adequate inspections and preventative maintenance is in place before and after adverse weather conditions.
Interruption to service	Road deterioration due to increased traffic.	Unlikely (2)	Minor (2)	Low (1-4)	Monitoring and long-term tracking of any potential changes to population, traffic, and infrastructure.

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. Endorses the Roads Asset Management Plan 2025-2035 as provided at Attachment 1.
2. Considers the allocation of \$15,624,739 (as determined by the Road Asset Management Plan 2025-2035) for road asset renewal projects during the 2025/2026 Annual Budget deliberations.
3. Considers the adjust of the Long-Term Financial Plan to reflect the renewal works program as per the Roads Asset Management Plan 2025-2035.

Ordinary Council Meeting Minutes

15 April 2025

Council Decision **061/2025****Moved** **Cr L Rumble JP****Seconded** **Cr M Lynch****That Council:**

- 1. Endorses the Roads Asset Management Plan 2025-2035 as provided at Attachment 1.**
- 2. Considers the allocation of \$15,624,739 (as determined by the Road Asset Management Plan 2025-2035) for road asset renewal projects during the 2025/2026 Annual Budget deliberations.**
- 3. Considers the adjustment of the Long-Term Financial Plan to reflect the renewal works program as per the Roads Asset Management Plan 2025-2035.**

For: **A Smith, K White, L Rumble JP, M Lynch, B Healy and R Kapor****Against:** **Nil****Carried 6/0**

15 Community Development Reports

SP A Smith disclosed a direct financial interest in Item 15.1 (detailed in Item 5.2).

Cr M Lynch disclosed an indirect financial interest in Item 15.1 (detailed in Item 5.2).

Cr R Kapor disclosed an indirect financial interest in Item 15.1 (detailed in Item 5.2).

Cr L Rumble JP disclosed a direct financial interest in Item 15.1 (detailed in Item 5.2).

Cr B Healy disclosed an indirect financial interest in Item 15.1 (detailed in Item 5.2).

15.1 Request for Tender 04.25 - Design & Construction of Pannawonica Bike Park

File Reference	CM04.25
Applicant or Proponent(s)	Not Applicable
Author	C McGurk, Director Community Development
Authorising Officer	G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Ordinary Council Meeting 10 December 2024 - Item 15.1 – 258/2024
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Tender Evaluation and Recommendation Report - Confidential

Report Purpose

The purpose of this report is to provide Council with the Tender Evaluation and Recommendation Report for Request for Tender 04.25 Design & Construction of Pannawonica Bike Park (RFT 04.25), as provided and detailed in Confidential Attachment 1.

Council is requested, based on the tender evaluation panel's assessment of the tender submission received, to award the project works as detailed in RFT 04.25 to Tenderer 1.

Background

The Inspire Community Partnership signed in 2023, followed the previous community partnership with Rio Tinto called CISP. The CISP agreement was a funding arrangement for both Paraburdoo and Tom Price, where the new Inspire Community Partnership funding is to be delivered across Tom Price, Paraburdoo and Pannawonica.

Following the popularity and positive public feedback on the Tom Price Bike Park project, and the completion of the Paraburdoo Bike Park, the community of Pannawonica has shown a strong desire for the development of similar facilities.

This project is part of the Inspire Community Partnership Project Pipeline received by Council in September 2024. In December 2024, Council endorsed the business case for the Bike Park and also included the Pannawonica Sport Club Outdoor Decking Update and Destination Playground, which was another identified project in the Inspire Community Partnership Project Pipeline.

Ordinary Council Meeting Minutes

15 April 2025

Following the endorsed business case, Request for Tender (RFT) 04.25 Design and Construction of Pannawonica Bike Park invited in accordance with the requirements of the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996*.

As Council is aware this matter was presented to the Ordinary Council Meeting on 18 March 2025 for consideration. A quorum was not available to make a decision, and this matter lay on the table for consideration at this meeting.

Comments

RFT 04.25 was released via the Shire's e-tendering portal known as Tenderlink on Saturday 1 February 2025. The invitation to tender was also advertised Statewide, as statutorily required.

Tender submissions were invited until 2.00pm on Tuesday 25 February 2025.

The RFT advertisement specified the requirements of the Shire and invited suitably registered, qualified and experienced contractors to submit bids to enter into a contract for the works contained in RFT 04.25, in accordance with the tender brief:

The Shire of Ashburton seeks to engage a suitably qualified and experienced Contractor for the design, documentation and construction of Pannawonica Bike Park, Onslow, Western Australia. The new Bike Park development will include a new Pump Track, Trail Head, Learn to Ride track, underground services, new overhead lighting, reticulated landscaping and other associated siteworks.

The following qualitative criteria was approved for this tender and this information was advertised as part of the overall process. Each approved criterion was given the following weightings.

Criteria		Weighting
(a)	Relevant Company Experience and Performance	20%
(b)	Key Personnel	15%
(c)	Capacity	10%
(c)	Methodology/Quality and WHS Systems/Life Cycle/Risk Management	10%
Total %		55%

The tender price was given the following weighting:

Criteria	Weighting
Price	45%

At the close of the submission period, one tender submission was received from the following:

Tenderer Details
Byblos Constructions Pty Ltd

The tender submission received was deemed compliant with the scope and specifications, as detailed in the RFT 04.25.

Each member of the tender evaluation panel individually assessed the tender submission received against the qualitative criteria approved for this project. Each criterion was given a rating scale of 0-10, with zero being the lowest and 10 being the highest.

Ordinary Council Meeting Minutes

15 April 2025

An independent probity auditor was also involved throughout the tender assessment and evaluation process.

The evaluation panel recommendation report, inclusive of the overall evaluation scores, rankings and the evaluation panel's recommendation for the preferred that would be the most advantageous offer and best value for money to undertake the project works contained in RFT 04.25 is provided in Confidential Attachment 1.

The offer submitted is for a lump sum price and includes all preliminaries, materials, labour, delivery and deliverables. This is subject to any satisfactory contract negotiations and resultant amendments.

Consultation

RFT 04.25 was advertised via the Shire's e-tendering portal known as Tenderlink on Saturday 1 February 2025.

This tender was also advertised via state-wide public notice in The West Australian newspaper on Saturday 1 February 2025. Public notices were also placed on the Shire's website and Administration and Library Noticeboards and via social media advising of the advertised tender to ensure compliance with state-wide public notice of the *Local Government Act 1995*.

The tender submission period closed on Tuesday 25 February 2025 at 2.00pm.

Consultation was also undertaken with:

Procurement Department
Independent Probity Auditor
Tender Assessment Panel
Director Corporate 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	2.3 Attractive and sustainable townscapes offering opportunities for all communities
Strategy	1 Provide attractive, well-maintained streetscapes, verges, parks, and reserves.

Council Policy

[Council Policies » Shire of Ashburton](#)

Council Policy – Purchasing and Procurement
Council Policy – Asset Management
Council Policy – Risk Management

Financial Implications

Current Financial Year

Inspire Partnership with Rio Tinto and the Shire of Ashburton will be funding \$3.2m for this project, with funds quarantined in reserve, expenditure is not expected before 30 June 2025.

Ordinary Council Meeting Minutes

15 April 2025

Future Financial Year(s)

Expenditure will be included in the 2025/2026 Annual Budget.

Legislative Implications

Local Government Act 1995, Section 1.8 – Statewide public notice

Local Government Act 1995, Section 3.57 – Tenders for providing goods or services.

Local Government (Functions and General) Regulations 1996, Regulation 11 – When tenders must be publicly invited.

Local Government (Functions and General) Regulations 1996 Regulation 18 – Rejecting and accepting tenders.

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)	Project not delivered for the Pannawonica community.	Possible (3)	Moderate (3)	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:

1. Accepts the Evaluation Panel's recommendation, as provided in Confidential Attachment 1, and approves the award of a contract to Tenderer 1 for the tendered works under Request for Tender 04.25 Design & Construction of Pannawonica Bike Park for the total contract price of \$2,186,485.60 (excluding GST), inclusive of all preliminaries, materials, labour, delivery and deliverables;
2. Lists \$3,200,000 for in the 2025/2026 Annual Budget for this project, as outlined in Confidential Attachment 1; and
3. Authorises the Chief Executive Officer to enter into a formal contract with Tenderer 1 for the tendered works under Request for Tender 04.25 Design & Construction of Pannawonica Bike Park.

Officer Recommendation

That Council:

1. Accepts the Evaluation Panel's recommendation, as provided in Confidential Attachment 1, and approves the award of a contract to Tenderer 1 for the tendered works under Request for Tender 04.25 Design & Construction of Pannawonica Bike Park for the total contract price of \$2,186,485.60 (excluding GST), inclusive of all preliminaries, materials, labour, delivery and deliverables;
2. Lists \$3,200,000 for in the 2025/2026 Annual Budget for this project, as outlined in Confidential Attachment 1; and
3. Authorises the Chief Executive Officer to enter into a formal contract with Tenderer 1 for the tendered works under Request for Tender 04.25 Design & Construction of Pannawonica Bike Park.

Item lay on the table due to lack of a quorum.

SP A Smith disclosed a direct financial interest in Item 15.2 (detailed in Item 5.2).

Cr M Lynch disclosed an indirect financial interest in Item 15.2 (detailed in Item 5.2).

Cr R Kapor disclosed an indirect financial interest in Item 15.2 (detailed in Item 5.2).

Cr L Rumble JP disclosed a direct financial interest in Item 15.2 (detailed in Item 5.2).

Cr B Healy disclosed an indirect financial interest in Item 15.2 (detailed in Item 5.2).

15.2 Request for Tender 05.25 - Construction of Sports Lighting Oval Upgrades

File Reference	CM.05.25
Applicant or Proponent(s)	Not Applicable
Author	C McGurk, Director Community Development
Authorising Officer	G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Ordinary Council Meeting 10 December 2024 - Item 10.2.4 – 237/2024
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Tender Evaluation and Recommendation Report - Confidential

Report Purpose

The purpose of this report is to provide Council with the Tender Evaluation and Recommendation Report for Request for Tender 05.25 Construction of Sports Lighting Oval Upgrades (RFT 05.25), as provided and detailed in Confidential Attachment 1.

Council is requested based on the tender evaluation panels assessment of all tender submissions received to award the project works as detailed in RFT 05.25 to Tenderer 2.

Background

This project is part of the Inspire Community Partnership Project Pipeline received by Council in September 2024. In December 2024, Council endorsed the business case for the Construction of Sports Oval Lighting Upgrades, which was another identified project in the Inspire Community Partnership Project Pipeline.

Following the endorsed business case, RFT 05.25 invited in accordance with the requirements of the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996*.

As Council is aware this matter was presented to the Ordinary Council Meeting on 18 March 2025 for consideration. A quorum was not available to make a decision, and this matter lay on the table for consideration at this meeting.

Comments

RFT 05.25 was released via the Shire's e-tendering portal known as Tenderlink on Wednesday 29 January 2025. The invitation to tender was also advertised Statewide, as statutorily required.

Ordinary Council Meeting Minutes

15 April 2025

Tender submissions were invited until 2.00pm on Thursday 20 February 2025.

The advertisement specified the requirements of the Shire and invited suitably registered, qualified and experienced contractors to submit bids to enter into a contract for the works contained in RFT 05.25, in accordance with the tender brief:

The Shire of Ashburton is seeking Tender submissions from suitably registered, qualified and experienced Contractors for the works associated with upgrading the overhead sports lighting installation at the existing ovals in Tom Price and Paraburdoo, WA.

The following qualitative criteria was approved for this tender and this information was advertised as part of the overall process. Each approved criterion was given the following weightings.

Criteria		Weighting
(a)	Relevant Company Experience and Performance	20%
(b)	Key Personnel	15%
(c)	Capacity	15%
(c)	Methodology/Quality and WHS Systems/Life Cycle/Risk Management	10%
Total %		60%

The tender price was given the following weighting:

Criteria	Weighting
Price	40%

At the close of the submission period, tender submissions were received from the following, in alphabetical order.

Tenderer Details
BLU Electrical Services
TEC Services Group Pty Ltd
Byblos Constructions Pty Ltd

The tender submissions received were deemed compliant with the scope and specifications, as detailed in the RFT 05.25.

Each member of the tender evaluation panel individually assessed each tender submission received against the qualitative criteria approved for this project. Each criterion was given a rating scale of 0-10, with zero being the lowest and 10 being the highest.

An independent probity auditor was also involved throughout the tender assessment and evaluation process.

The evaluation panel recommendation report, inclusive of the overall evaluation scores, rankings and the evaluation panel's recommendation for the preferred that would be the most advantageous offer and best value for money to undertake the project works contained in RFT 05.25 is provided in Confidential Attachment 1.

The offer submitted is for a lump sum price and includes all preliminaries, materials, labour, delivery and deliverables. This is subject to any satisfactory contract negotiations and resultant amendments.

Consultation

The Shire of Ashburton's Request for Tender, RFT 05.25- Construction of Sports Oval Lighting Upgrades, was issued via the Shire's e-tendering portal known as Tenderlink on Wednesday 29 January 2025 and closed on Thursday 20 February 2025 at 2.00pm.

The tender was also advertised via statewide public notice in The West Australian newspaper on Wednesday 29 January 2025 and on the Shire's website and social media from Wednesday 29 January 2025.

Consultation was also undertaken with:

Procurement Department
Independent Probity Auditor
Tender Assessment Panel
Director Corporate 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	2.3 Attractive and sustainable townscapes offering opportunities for all communities
Strategy	2 Ensure parks, gardens, and open spaces are appropriately managed according to their need and use.

Council Policy

[Council Policies » Shire of Ashburton](#)

Council Policy – Purchasing and Procurement
Council Policy – Asset Management
Council Policy – Risk Management

Financial ImplicationsCurrent Financial Year

Inspire Partnership with Rio Tinto and the Shire of Ashburton will be funding \$4,000,000 for this project, with funds already allocated in the 2024/25 Annual Budget.

Future Financial Year(s)

Ongoing annual maintenance and operational expenditure of approx. \$30,000 per annum.

Legislative Implications

Local Government Act 1995, Section 1.8 – Statewide public notice

Local Government Act 1995, Section 3.57 – Tenders for providing goods or services.

Local Government (Functions and General) Regulations 1996, Regulation 11 – When tenders must be publicly invited.

Local Government (Functions and General) Regulations 1996 Regulation 18 – Rejecting and accepting tenders.

Ordinary Council Meeting Minutes

15 April 2025

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)	Project not delivered impacting levels of service for end users.	Possible (3)	Major (4)	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:

1. Accepts the Evaluation Panel's recommendation, as provided in Confidential Attachment 1, and approves the award of a contract to Tenderer 2 for the tendered works under Request for Tender 05.25 - Construction of Sports Oval Lighting Upgrades for the total contract price of \$2,727,070.90 (excluding GST), inclusive of all preliminaries, materials, labour, delivery and deliverables; and
2. Authorises the Chief Executive Officer to enter into a formal contract with Tenderer 2 for the tendered works under Request for Tender 05.25 - Construction of Sports Oval Lighting Upgrades.

Officer Recommendation

That Council:

1. Accepts the Evaluation Panel's recommendation, as provided in Confidential Attachment 1, and approves the award of a contract to Tenderer 2 for the tendered works under Request for Tender 05.25 - Construction of Sports Oval Lighting Upgrades for the total contract price of \$2,727,070.90 (excluding GST), inclusive of all preliminaries, materials, labour, delivery and deliverables; and
2. Authorises the Chief Executive Officer to enter into a formal contract with Tenderer 2 for the tendered works under Request for Tender 05.25 - Construction of Sports Oval Lighting Upgrades.

Item lay on the table due to lack of a quorum.

15.3 Bronze Wildlife Sculptures - Smith Sculptors

File Reference	CM 04.15
Applicant or Proponent(s)	Not Applicable
Author	L Batten, Manager Facilities
Authorising Officer	C McGurk, Director Community Development
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Report Purpose

The purpose of this report is to seek Council's decision on the proposed concept design options of bronze sculptures in Onslow, to complete the contractual agreement between the Shire of Ashburton (Shire) and Smiths Sculptors.

Additionally, Council is requested to allocate budget to the 2024/2025 Capital works program to fulfill the contract obligations for RFT 04.15 to Design, Construct and install eleven bronze wildlife sculptures.

Background

In 2015, Council entered into a contract with Smith Sculptors under RFT 04.15 – Design and Construction of Bronze Wildlife Sculptures at the Tom Price Mall for \$326,200 (incl. GST).

As of September 2015, six sculptures had been delivered and installed in the Tom Price Mall and a payment of \$198,000 (incl. GST) was made to Smith Sculptors in October 2015 as follows:

1. Large Male Standing Kangaroo - \$38,500
2. Large Drinking Kangaroo - \$38,500
3. Reclining Female Kangaroo - \$38,500
4. Male Emu - \$44,600
5. Baby Emus (Group) x 6 - \$16,500
6. Perentie Goanna x 2 - \$17,600.

In May 2016, the Shire contacted Smith Sculptors to advise the remaining five sculptures were no longer required:

1. Black Swan - \$17,600
2. Frogs (Group) x 6 - \$11,000
3. Male Hopping Kangaroo - \$38,500
4. Female Hopping Kangaroo - \$38,500
5. Hopping Joey Kangaroo - \$24,200.

Advice given by the Shire at the time as to why the above five sculptures were no longer required included the tender being run as a schedule of rates allowing the bill of quantities to be adjusted and suit the Shire's 2015/16 Annual Budget.

Ordinary Council Meeting Minutes

15 April 2025

It was then recommended and approved by Council the outstanding contracted works be completed for the remaining contractual value of \$128,000 with a budget variation of \$60,000 in 2018/19 and a further allocation of \$68,000 in 2019/20. The towns of Paraburdoo and Onslow will benefit from the new sculptures at a later stage and likely to receive the Kangaroo designs.

It was negotiated with Smith Sculptors that the previous design of the frog and swan be replaced with the renowned Paraburdoo 'Red Dog' concept design in recognition of Red Dog's birthplace. In April 2023, the Red Dog Sculpture project was completed at a total of \$53,717.27, balance of contract obligation \$74,282.73 remain from the \$128,000.

Comments

In September 2024, Smith Sculptors contacted the Shire regarding the incomplete sculpture project. Smith Sculptors have advised a balance of \$89,146.82 remains on the original contract, explaining that the Glass artwork panel, freight and installation added to the red dog concept design was not included in the original contract variation and have requested final payment due on contract of the amount of \$89,146.82.

Through discussions and negotiation, Smith Sculptors have agreed to commission additional Bronze Wildlife sculptures in Onslow for the remaining outstanding balance of \$89,146.82.

To keep in line with the original contract where it states that it is based on using moulds from existing animal sculptures from Smith's studio. To comply with this, Smith's Sculptures have proposed the following two options excluding installation and transport.

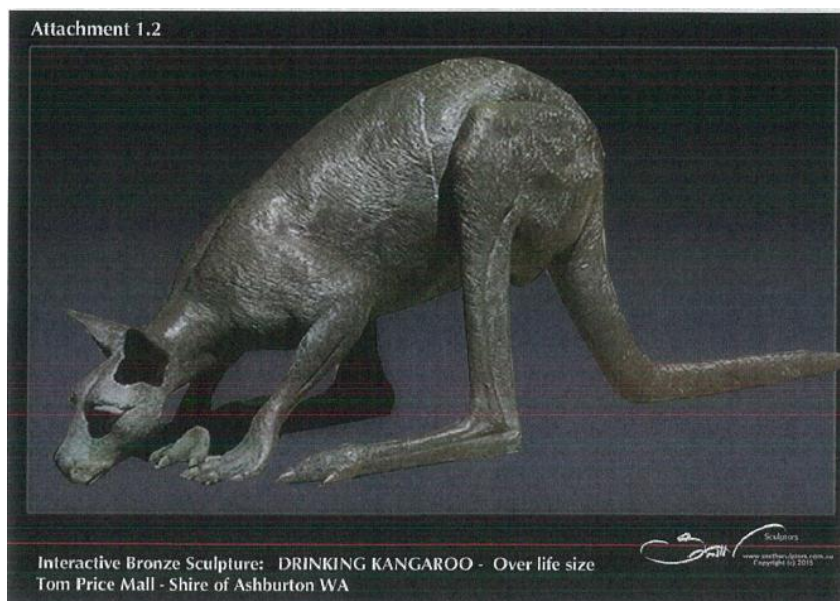
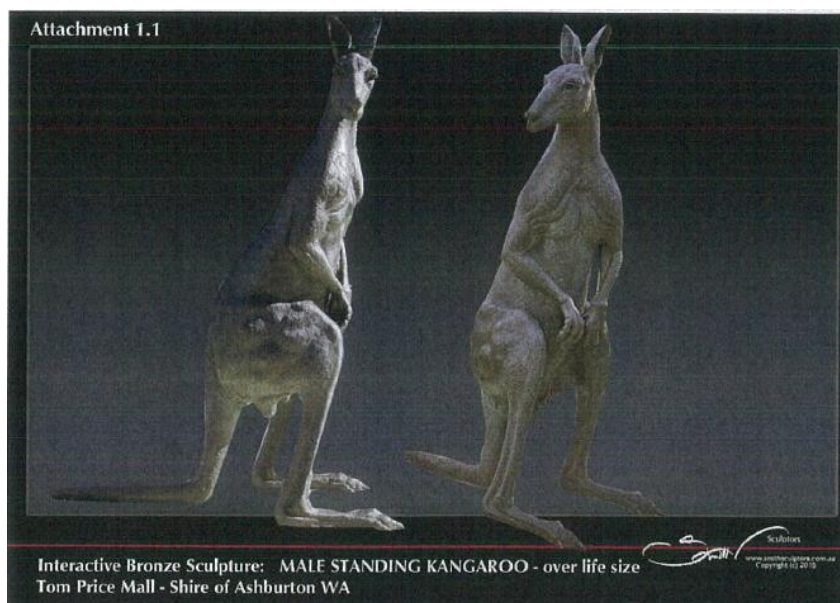
- Group of Dolphins: 2 x full size adult dolphins and 1 x Juvenile Dolphin

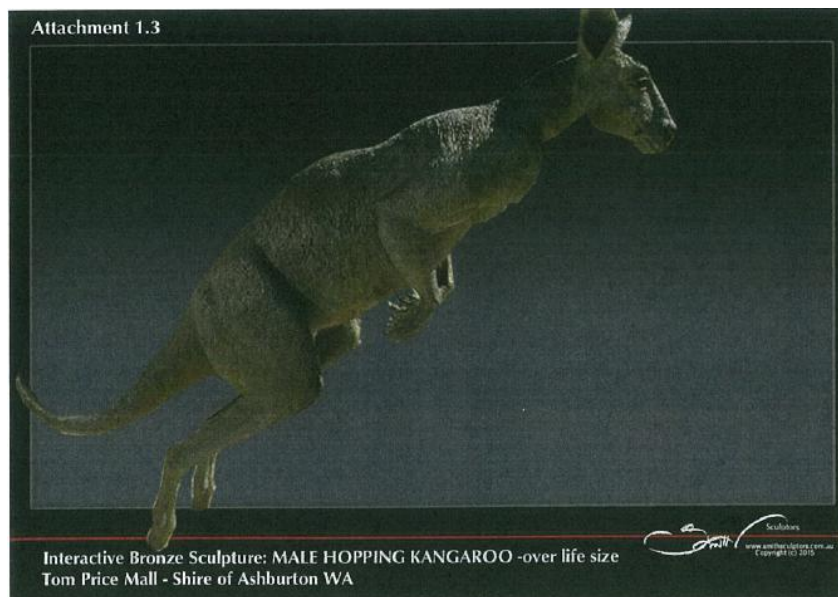


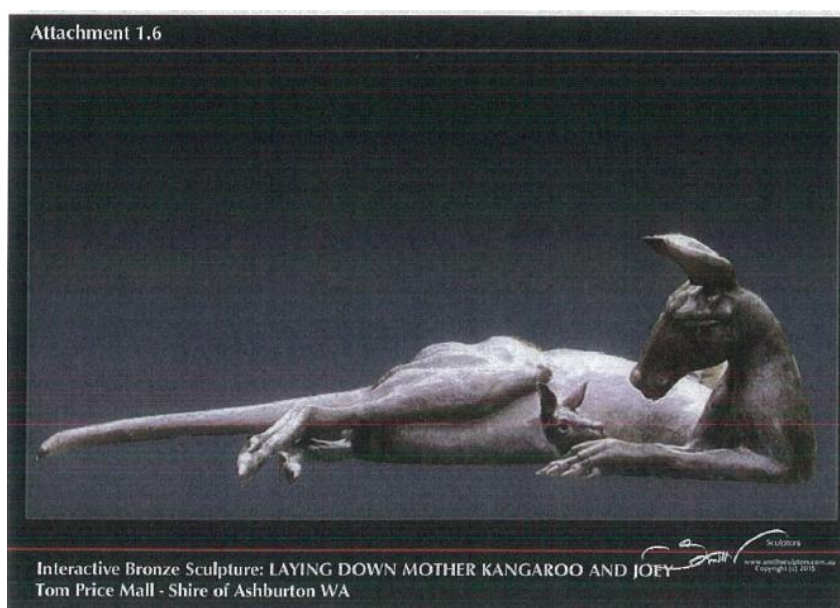
Proposed Dolphin Sculpture - Onslow WA - Mother and Baby Lifesize - Bronze



- Various Kangaroo designs listed in original contract.







To complete the concept design chosen with the outstanding contractual balance of \$89,146.82, an additional budget amount of \$20,000 is required for freight and installation costs to complete the project bringing the total project cost to 109,146.82.

Consultation

Director Corporate Services
Director Community Development

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](#)Council Policy – [Purchasing and Procurement](#)**Financial Implications**Current Financial Year

Budget amendment of \$109,146.82 to enter into variation to contract.

Future Financial Year(s)

Carryover of budget from 2024/25 to 2025/26 due to anticipated project completion date.

Legislative Implications*Local Government Act 1995***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	Obtaining budget to complete project.	Likely (4)	Moderate (3)	High (10-16)	Budget amendment.
Financial impact	Legal implication if contractual obligation not met.	Possible (3)	Moderate (3)	Moderate (5-9)	Budget amendment.

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

Ordinary Council Meeting Minutes

15 April 2025

Voting Requirements

Absolute Majority

Officer Recommendation

That Council:

1. Allocates a budget of \$109,146.82. \$89,146.82 to complete contractual obligations under original contract RFT 04.15 Design and construction of the Tom Price Mall Bronze Interactive Wildlife Sculptures and \$20,000.00 for freight and Install costs.
2. Approves Kangaroo sculptures 1.3 Male Hopping Kangaroo and 1.4 Female Kangaroo with Joey in location of Onslow ANZAC Memorial Park.

Council Decision 062/2025**Moved Cr L Rumble JP****Seconded Cr K White****That Council:**

1. **Allocates a budget of \$109,146.82. \$89,146.82 to complete contractual obligations under original contract RFT 04.15 Design and construction of the Tom Price Mall Bronze Interactive Wildlife Sculptures and \$20,000.00 for freight and Install costs.**
2. **Approves the Kangaroo sculptures 1.3 Male Hopping Kangaroo and 1.4 Female Kangaroo with Joey being installed at the Information Bay in Paraburdoo.**

For: A Smith, K White, L Rumble JP, M Lynch, B Healy and R Kapor**Against: Nil****Carried By Absolute Majority 6/0****Reason for Change:**

The installation of the Kangaroo sculptures (1.3 Male Hopping Kangaroo and 1.4 Female Kangaroo with Joey) at the Paraburdoo Information Bay will compliment the area.

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.

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.

Item lay on the table as Cr Sullivan was not in attendance.

17 New Business Of An Urgent Nature Introduced By Council Decision

Council Decision 063/2025

Moved Cr K White

Seconded Cr R Kapor

That Council, at 1:56pm, pursuant to Clause 5.4 of the *Shire of Ashburton Standing Orders Local Law 2012*, introduced the following item as new business of an urgent nature,

L.1 Pilbara Regional Waste Management Facility - Authority to Enter into a Contract

For: A Smith, K White, L Rumble JP, M Lynch, B Healy and R Kapor

Against: Nil

Carried 6/0

18 Confidential Matters

Council Decision 064/2025

Moved Cr B Healy

Seconded Cr M Lynch

That Council move behind closed doors at 1:57pm, pursuant to clause 6.2 of the *Shire of Ashburton Standing Orders Local Law 2012* to consider the following confidential items.

L.1 Pilbara Regional Waste Management Facility - Authority to Enter into a Contract

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

(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

For: A Smith, K White, L Rumble JP, M Lynch, B Healy and R Kapor

Against: Nil

Carried 6/0

L.1 Pilbara Regional Waste Management Facility - Authority to Enter into a Contract

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. Company Profile - Confidential

Reason for Confidentiality

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

Report Purpose

The purpose of this report is to present to Council a contract opportunity for the delivery of Class III & IV waste to the Pilbara Regional Waste Management Facility (PRWMF).

Council is requested to consider the terms of the proposed contract and authorise the Chief Executive Officer in accordance with section 9.49B – Contract formalities, of the *Local Government Act 1995* (Act) to execute the contract on behalf of Council.

Voting Requirements

Simple Majority

Council Decision **065/2025**

Moved **Cr R Kapor**

Seconded **Cr M Lynch**

That Council approves the Officer's Recommendation as contained within the body of the report.

For: **A Smith, K White, L Rumble JP, M Lynch, B Healy and R Kapor**

Against: **Nil**

Carried 6/0

Ordinary Council Meeting Minutes

15 April 2025

Council Decision **066/2025****Moved** **Cr B Healy****Seconded** **Cr R Kapor****That Council re-open the meeting to the public at 1:58pm.****For:** **A Smith, K White, L Rumble JP, M Lynch, B Healy and R Kapor****Against:** **Nil****Carried 6/0***The Presiding Member read aloud the confidential resolution.*

19 Next Meeting

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

20 Closure Of Meeting

There being no further business, the Presiding Member closed the meeting at 1:59pm.



Agenda Item 10.2.1 - Attachment 1

Minutes of the Community Grants Committee Meeting held
15 April 2025



Published Minutes

Community Grants Committee Meeting

Tuesday, 15 April 2025

Date:	Tuesday 15 April 2025
Time:	8:30am
Location:	Ashburton Hall, Ashburton Avenue, Paraburdoo
Distribution Date:	Wednesday 16 April 2025



**Shire of Ashburton
Community Grants Committee Meeting**

The Chief Executive Officer recommends the endorsement of these minutes at the next Community Grants Committee Meeting.

Dr Garry Hunt PSM
Chief Executive Officer (Temporary)
16 April 2025

These minutes were confirmed by Council as a true and accurate record of proceedings at the Community Grants Committee Meeting held on Tuesday, 15 April 2025.

Presiding Member _____

Date _____

Disclaimer

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

Community Grants Committee Meeting Minutes

15 April 2025

Contents

1	Declaration Of Opening	4
1.1	Acknowledgement Of Country	4
2	Announcement Of Visitors	4
3	Attendance	4
3.1	Present	4
3.2	Apologies	4
3.3	Approved Leave Of Absence	5
4	Declaration By Members.....	5
4.1	Due Consideration By Elected Members To The Agenda	5
4.2	Declaration Of Interest.....	5
5	Confirmation Of Minutes.....	5
5.1	Confirmation Of Previous Minutes	5
5.1.1	Minutes Of The Community Grants Committee Meeting Held On 17 September 2024	5
6	Public Agenda Items	6
6.1	Community Support Grant Applications Round 2 - 2024/2025	6
6.2	Community Grants Review Audit 2 [FY 2022/2023 to FY 2024/2025]	12
7	Next Meeting	15
8	Closure Of Meeting	15

1 Declaration Of Opening

The Presiding Member declared the meeting open at 8:35am.

1.1 Acknowledgement Of Country

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

2 Announcement Of Visitors

Nil

3 Attendance

3.1 Present

Elected Members:	Cr M Lynch Cr B Healy	Tom Price Ward (Deputy Presiding Member) Tom Price Ward
Observers:	Cr R Kapor	Tom Price Ward
Employees:	Dr G Hunt PSM J Sangster C McGurk G Harris J Bray R Marlborough J Watson	Chief Executive Officer (Temporary) Deputy Chief Executive Officer Director Community Development Director Infrastructure Services Manager Governance Senior Governance Officer ICT Systems Officer
Guests:	Nil	
Members of Public:	There were no members of the public in attendance at the commencement of the meeting.	
Members of media:	There were no members of the media in attendance at the commencement of the meeting.	

3.2 Apologies

Cr Kerry White (Deputy Shire President) - Onslow Ward

Cr M Gallanagh - Pannawonica Ward

3.3 Approved Leave Of Absence

Nil

4 Declaration By Members**4.1 Due Consideration By Elected Members To The Agenda**

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

4.2 Declaration Of Interest

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

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

The following declarations of interest are disclosed –

Nil

5 Confirmation Of Minutes**5.1 Confirmation Of Previous Minutes****5.1.1 Minutes Of The Community Grants Committee Meeting Held On 17 September 2024****Committee Decision**

Moved Cr B Healy

Seconded Cr M Lynch

That the Minutes of the Community Grants Committee Meeting held 17 September 2024 (Item 5.1.1 Attachment 1) be confirmed as a true and accurate record.

Carried 2/0

6 Public Agenda Items

6.1 Community Support Grant Applications Round 2 - 2024/2025

File Reference	GS01
Applicant or Proponent(s)	Not Applicable
Author	J Murphy, Strategic Partnership Officer
Authorising Officer	C McGurk, Director Community Development
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Impartiality
	Authorising Officer – Impartiality
Attachments	<ol style="list-style-type: none"> 1. Round 2 Community Support Grant Applications 2. Round 2 Community Support Grant Application Summary - Confidential

Report Purpose

The purpose of this report is to provide the applications received for Community Support Grants (refer to Attachment 1) to the Community Grants Committee (Committee) for review. At the close of the application period, 14 applications were received.

Council is requested to support the Committee's recommended outcome for each application.

Background

The Shire provides Community Support Grants in accordance with Council Policy – Community Donations, Grants and Funding.

Grants are offered in two funding rounds each year, in July (Round 1) and February (Round 2). Round 2 offers Tier 1 funding to a value of up to \$2,500. Applications are considered by the Committee for subsequent recommendation to Council for determination.

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

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

Community Grants Committee Meeting Minutes

15 April 2025

Comments

Round 2 of the Community Support Grants was promoted directly to clubs and organisations via email, and notices were placed on the Shire's public noticeboards, website and social media platforms.

As the Council policy and the Community Grant Guidelines were recently introduced, each previous applicant over the last two years was contacted and invited to attend a one-on-one online discussion to go over any potential projects and applications.

At the close of Round 2, 14 total applications were received, as follows:

- Onslow – two applications
- Pannawonica – five applications
- Tom Price – six applications
- Paraburdoo – one application.

Following the close of the round, each application was assessed for eligibility and followed up with where required to gather further supporting documents.

The Fortescue National Football League withdrew their application due to the League changing plans, leaving 13 applications to be determined.

All applications have been assessed on the:

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

The table below provides a summary of the applications received (refer to Attachment 2 for further information).

Town	Organisation	Project	Amount Requested (\$)	Proposed Action
Tom Price	Fortescue National Football League	Exmouth Football Team Accommodation	\$1,800.00	Cancelled
Pannawonica	Pannawonica Kindy Gym	Applying for the community support grant to have a mural painted in our soft play kids area	\$2,500.00	Approve
Onslow	Pilbara Trailblazers / Onslow Gazelles	Mothers Day Classic - 4 x Car Fuel for event, Accommodation in Karratha	\$2,500.00	Approve
Tom Price	Tom Price Drive In Cinema	Purchase of foldable tables & chairs to enhance the Drive In canteen area	\$2,500.00	Approve
Paraburdoo	Paraburdoo Men's Shed	Snake Catching Kit and Snake handling bag.	\$875.00	Approve

Community Grants Committee Meeting Minutes

15 April 2025

Town	Organisation	Project	Amount Requested (\$)	Proposed Action
Onslow	Onslow Occys Swimming Club	Travel for team to Pilbara Swimming Champions	\$2,500.00	Approve
Pannawonica	Pannawonica Dingoes Cricket Club	Grant application for new line marker	\$2,500.00	Approve
Pannawonica	Pannawonica Pythons Football Club	Grant application for new line marker	\$2,000.00	Decline
Pannawonica	Pannawonica Golf Club	Bringing a professional golf coaching to town	\$2,500.00	Decline
Pannawonica	Pannawonica Fishing Club	Live entertainment and shade infrastructure for Fishing Event	\$2,500.00	Approve
Tom Price	Tom Price Motorcycle Club Inc	Help fix a few maintenance issues on our toilet & shower blocks & purchase additional retic supplies	\$2,500.00	Approve
Tom Price	Tom Price Junior Soccer Club	North West Soccer Championships	\$2,500.00	Decline
Tom Price	Tom Price Touch Association	Tom Price Touch Association's participation in the 2025 North West Touch Carnival in Broome	\$2,500.00	Approve
Tom Price	Elucidate Education	Application for a grant to cover travel costs to deliver free educational sessions at Tom Price Senior High School	\$800.00	Approve

The below table summarises the distribution of the Community Support Grant allocation and the resulting available funds subject to Council approval.

GL	GL Name	Round 1	Round 2	Round 3
C0936	Community Support - Onslow	\$2,500.00	\$5,000.00	\$7,500.00
C0945	Community Support - Paraburdoo	\$5,000.00	\$875.00	\$5,875.00
C0953	Community Support - Tom Price	\$12,819.51	\$8,300.00	\$21,119.51
C0939	Community Support - Pannawonica	\$15,000.00	\$7,500.00	\$22,500.00
		\$35,319.51	\$21,675.00	\$56,994.51

Consultation

1. Clubs and groups – Each applicant was emailed or called to discuss the application and followed up with an email.
2. Communities Team – Members from the Communities team were consulted with to discuss and potential conflicting events or programs with the applications, and to ensure alignment with the Shire's Strategic Community Plan.

Community Grants Committee Meeting Minutes

15 April 2025

3. Community Grants Committee – The Committee were emailed all correspondence, applications and attachments for review.
4. Executive Leadership Team – Through review of the Council report.

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 – Community Donations, Grants and Funding provides the guidelines for the applications and the criteria for assessment.

Financial ImplicationsCurrent Financial Year

The 2024/2025 Annual Budget provides \$60,000 for both rounds of the Community Support Grants Tier 1 and Tier 2.

In Round 1 \$35,319.51 was approved. If the applications from Round 2 are approved as per the officer recommendation, a total of \$21,675.00 will be spent from GL CU24075. This will leave \$3,005.49 remaining in GL CU24075 for the remainder of FY 2024/2025.

Future Financial Year(s)

Nil

Legislative Implications*Local Government Act 1995*

Section 6.7 – Municipal fund

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

Community Grants Committee Meeting Minutes

15 April 2025

Risk Management

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

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

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

Voting Requirements

Simple Majority

Officer Recommendation

That the Community Grants Committee recommends that Council:

1. Approves the following applications for the summarised purposes above:
 - (a) Pannawonica Kindy Gym for the amount of \$2,500
 - (b) Pilbara Trailblazers / Onslow Gazelles for the amount of \$2,500
 - (c) Tom Price Drive In Cinema for the amount of \$2,500
 - (d) Paraburdoo Men's Shed for the amount of \$875
 - (e) Onslow Occys Swimming Club for the amount of \$2,500
 - (f) Pannawonica Dingoes Cricket Club for the amount of \$2,500
 - (g) Pannawonica Fishing Club for the amount of \$2,500
 - (h) Tom Price Motorcycle Club INC for the amount of \$2,500
 - (i) Tom Price Touch Association for the amount of \$2,500
 - (j) Elucidate Education for the amount of \$800.
2. Declines the following applications:
 - (a) Pannawonica Pythons Football Club for the amount of \$2,000
 - (b) Pannawonica Golf Club for the amount of \$2,500
 - (c) Tom Price Junior Soccer Club for the amount of \$2,500.
3. Notes that funds will not be released until all required supporting documentation has been provided by the applicant.

Community Grants Committee Meeting Minutes

15 April 2025

Committee Decision**Moved** Cr B Healy**Seconded** Cr M Lynch**That the Community Grants Committee recommends that Council:**

- 1. Approves the following applications for the summarised purposes above:**
 - (a) Pannawonica Kindy Gym for the amount of \$2,500**
 - (b) Pilbara Trailblazers / Onslow Gazelles for the amount of \$2,500**
 - (c) Tom Price Drive In Cinema for the amount of \$2,500**
 - (d) Paraburdoo Men's Shed for the amount of \$875**
 - (e) Onslow Occys Swimming Club for the amount of \$2,500**
 - (f) Pannawonica Dingoes Cricket Club for the amount of \$2,500**
 - (g) Pannawonica Fishing Club for the amount of \$2,500**
 - (h) Tom Price Motorcycle Club INC for the amount of \$2,500**
 - (i) Tom Price Touch Association for the amount of \$2,500**
 - (j) Elucidate Education for the amount of \$800.**
- 2. Declines the following applications:**
 - (a) Pannawonica Pythons Football Club for the amount of \$2,000**
 - (b) Pannawonica Golf Club for the amount of \$2,500**
 - (c) Tom Price Junior Soccer Club for the amount of \$2,500.**
- 3. Notes that funds will not be released until all required supporting documentation has been provided by the applicant.**

Carried 2/0

6.2 Community Grants Review Audit 2 [FY 2022/2023 to FY 2024/2025]

File Reference	GS01
Applicant or Proponent(s)	Not Applicable
Author	J Murphy, Strategic Partnership Officer
Authorising Officer	C McGurk, Director Community Development
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. April 2025_Community Grants Audit Review 2

Report Purpose

The purpose of this report is to provide the Community Grants Committee (Committee) with an overview of all applications received from Small Assistance Donations, Inspiring Youth Leader's Fund, Community Support Grants and Signature Events Grants.

The Committee is requested to endorse the review and recommend that Council accepts the Community Grants Review, as provided at Attachment 1.

Background

Over recent years the Council Policy – Community Donations, Grants and Funding has undergone several amendments.

To ensure transparency, accountability and effective use of resources, a review has been conducted of all applications since the commencement of the 2022/2023 financial year from Small Assistance Donations, Community Support Grants and the recently introduced Inspiring Youth Leaders Fund to provide Council and overview of all outcomes across the Shire.

This review aims to provide a clear and detailed account of how grant funds are being utilised and highlight any gaps or inefficiencies in the application and allocation process to enhance future grants management.

Comments

Since the introduction of the Community Grants Guidelines, there has been a significant increase in the number of applications for Community Support Grants.

To provide consistency and transparency, a review of all applications for Small Assistance Donations and Inspiring Youth Leaders Fund that are approved or declined under delegation will be provided to Council for review at each Committee meeting.

The Communities team provides support to all community clubs and groups in completing the acquittal form. This assistance has led to the completion of several previous acquittals, resulting in more eligible applications for the current Round 2 of FY2024/2025. To continue supporting previous applicants, the Communities team regularly contacts applicants by emails and phone. However, if clubs and groups do not have a current committee, they are flagged for any future applications. This ensures that previous acquittals can be reviewed if a new committee is formed.

Community Grants Committee Meeting Minutes

15 April 2025

To further support the Inspiring Youth Leaders program, the Communities team has been implementing and planning several initiatives over the next six months:

1. Partnering with schools to raise awareness.
2. Collaborating with Garduwarra Mia to create awareness and offer workshop opportunities.
3. Distributing flyers at all youth events and programs.
4. Promoting successful applicants.
5. Providing information on potential opportunities for youth community members.

In the first year of the available grant, we received seven applications. With increased community awareness, we anticipate a higher number of applications in the second year.

Consultation

Club Development Lead – supporting with audit review and contacting clubs and groups or supporting community clubs and groups with acquittal process.

Community Clubs and Groups – all clubs and groups have been contacted or are in contact with Communities team via email and phone.

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 – Community Donations, Grants and Funding

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

Nil

Community Grants Committee Meeting Minutes

15 April 2025

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Grant applications do not align with Council's Strategic Community Plan.	Unlikely (2)	Minor (2)	Low (1-4)	Provide Council with a regular review of all applications approved.

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 the Community Grants Committee recommends that Council accepts the Community Grants Review undertaken, as detailed in Attachment 1.

Committee Decision

Moved Cr B Healy

Seconded Cr M Lynch

That the Community Grants Committee recommends that Council accepts the Community Grants Review undertaken, as detailed in Attachment 1.

Carried 2/0

Community Grants Committee Meeting Minutes15 April 2025**7 Next Meeting**

The next Community Grants Committee Meeting will be held at 8:30am on Tuesday 16 September 2025 at the Barry Lang Centre, Deepdale Drive, Pannawonica.

8 Closure Of Meeting

There being no further business, the Presiding Member closed the meeting at 8:38am.



Agenda Item 12.1 - Attachment 1

Stage 2 Concept - Onslow Recreational Boating Facility





Agenda Item 12.3 - Attachment 1

DPLH Request for comment - Section 91 Licence

From: [Renae McInnes](#)
To: [Jack Hunter](#)
Cc: [Rachael Wright](#)
Subject: RE: Request for comment - Case 2403875 - Proposed MinRes investigation studies s91 licence for a water pipeline alignment over multiple land parcels - Shire of Ashburton
Date: Thursday, April 3, 2025 1:15:39 PM
Attachments: [image001.png](#)
[20250402 Updated Tenure Map- Proposed investigation studies s91 licence.pdf](#)
[20250402 Updated Aerial Map- Proposed investigation studies s91 licence.pdf](#)
[DO P0655 20250328 ASamakovidis Lot300 LicenceArea.zip](#)

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OFFICIAL

Our ref: Case 2403875 | File 02434-1884

Good afternoon, Jack

Please be aware the Department of Planning, Lands and Heritage (Department) has recently received an update from Mineral Resources Limited (MinRes) to reduce the area for the proposed Section 91 Licence under the *Land Administration Act 1997* (LAA), in addition to requesting a longer term of 24 months.

The proposed permitted uses remain the same within the initial request sent 24 March 2025. However, the proposed updated licence area excludes the following port reserves:

- Reserve 51074 for Port Purposes within Lot 555 on DP 402556 comprised in CLT LR3164/420
- Reserve 51690 for Vessel Traffic Tower within Lot 501 on DP 401881 comprised in CLT LR3164/236

Please see updated *attached* maps and shapefile outlining the proposed licence area.

When providing any comments the Shire may have, can the reduced footprint and term of 24 months be considered.

Please let me know if you have any questions.

Kind regards

Renae

Renae McInnes
Project Officer | Land Management North
Department of Planning, Lands and Heritage
140 William Street, Perth WA 6000
W: wa.gov.au/dplh | P: 6552 4610

Government of Western Australia. Department of Planning, Lands and Heritage.



The Department of Planning, Lands and Heritage acknowledges Aboriginal people as the traditional custodians of Western Australia. We pay our respects to the Ancestors and Elders, both past and present, and the ongoing connection between people, land, waters and community. We acknowledge those who continue to share knowledge, their traditions and culture to support our journey for reconciliation. In particular, we recognise land and cultural heritage as places that hold great significance for Aboriginal people. Learn more about our [Reconciliation Action Plan](#).

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immediately by replying to this email, then delete both emails from your system.

From: Renae McInnes

Sent: Monday, 24 March 2025 10:20 AM

To: Jack Hunter <Jack.Hunter@ashburton.wa.gov.au>

Cc: Rachael Wright <Rachael.Wright@ashburton.wa.gov.au>

Subject: Request for comment - Case 2403875 - Proposed MinRes investigation studies s91 licence for a water pipeline alignment over multiple land parcels - Shire of Ashburton

Our ref: Case 2403875 | File 02434-1884

Good morning, Jack

Proposed Section 91 Licence under the *Land Administration Act 1997* requested by Mineral Resources Limited, over multiple land parcels for the term of 12 months, for the purpose of investigation studies to determine the feasibility and preferred alignment for a water pipeline – Shire of Ashburton

The Department of Planning, Lands and Heritage (Department) is considering a proposal submitted by Mineral Resources Limited (MinRes) requesting a licence under section 91 of the *Land Administration Act 1997* (LAA) over multiple land parcels for the purpose of investigation studies to determine the feasibility and a preferred alignment for a water pipeline from its desalination plant at the Port of Ashburton to service its proposed accommodation site at Lot 300 in Onslow.

The term of the licence under section 91 of the LAA (licence) is proposed for 12 months.

The proposed permitted uses under the licence will allow MinRes to undertake pre-construction feasibility works for the purposes of developing detailed designs for the construction and operation of the Pipeline, including geological, geophysical, geotechnical, engineering, environmental and heritage investigations, and studies.

MinRes has identified two options for the Pipeline corridor based on environmental, land access, heritage, and native title considerations. The proposed licence area covers both proposed pipeline alignments to allow optionality and flexibility.

The proposed licence area impacts the following land parcels:

- Pastoral - Urala Station (portion):
 - Lease N049393 within Lot 153 on DP 220110 comprised in CLT LR3135/585
 - Sublease N570932 within Lot 153 on DP 220110 comprised in CLT LR3135/585
- Reserves (portion):
 - Reserve 51074 for Port Purposes within Lot 555 on DP 402556 comprised in CLT LR3164/420
 - Reserve 51690 for Vessel Traffic Tower within Lot 501 on DP 401881 comprised in CLT LR3164/236
 - Reserve 19291 for Common within Lot 330 on DP 402361 comprised in CLT LR3169/710
- UCL:
 - PIN 11954544 & 11954545 within Lot 304 on DP 71345, comprised in CLT LR3161/379 (whole)
 - PIN 12283994 within Lot 3507 on DP 408853, comprised in CLT LR3170/55 (portion)
 - PIN 11857359 (portion)
 - PIN 701698 (portion)
- Dedicated Roads:
 - PINs 11732959 (whole), 11732958 (portion), 11454242 (portion) being Seaview Drive
 - PIN 11454243 (portion) being Back Beach Road

For the avoidance of doubt, this licence concerns non-exclusive access to the land for the purposes identified above only. Any future request for exclusive tenure granted to support water pipeline infrastructure will require the proponent to submit a new application to this Department which will be assessed on a case-by-case basis and subject to the Department's due diligence and investigation process which will include further consultation identified stakeholders.

Please note the proposed s91 licence impacts the Shire of Ashburton managed Reserve 19291 and dedicated roads, being Seaview Drive and Back Beach Road.

At the last *attachment*, the Shire of Ashburton approved a Permit to Work within a Shire Reserve on 11 November 2024.

Please see relevant maps and shapefiles *attached*.

To enable further consideration to be given to this proposal, it would be greatly appreciated if you can please provide comments.

Please let me know if you have any further questions.

Kind regards
Renae

Renae McInnes

Project Officer | Land Management North

Department of Planning, Lands and Heritage

140 William Street, Perth WA 6000

W: wa.gov.au/dplh | P: 6552 4610

Government of Western Australia. Department of Planning, Lands and Heritage.



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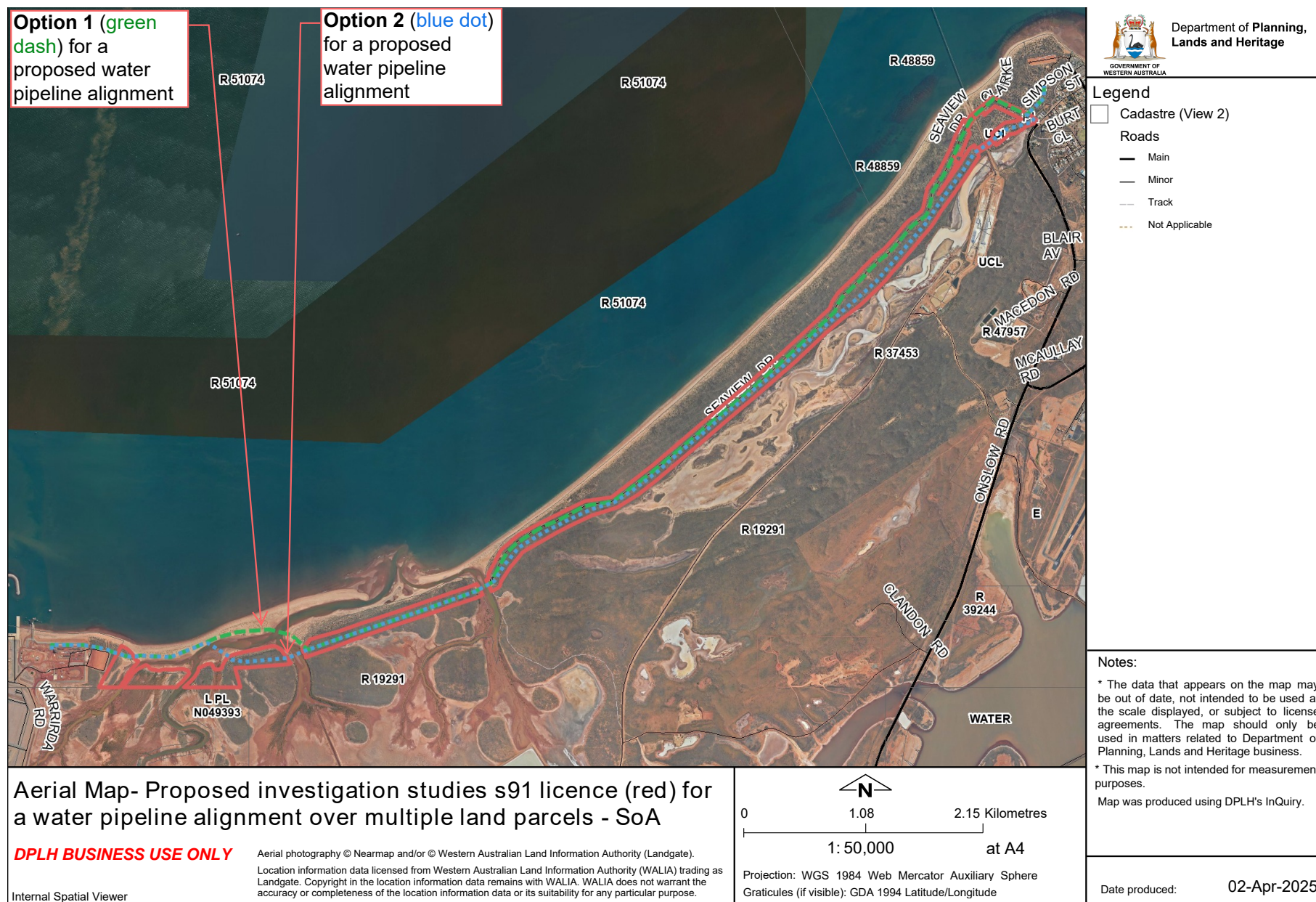
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Agenda Item 12.3 - Attachment 2

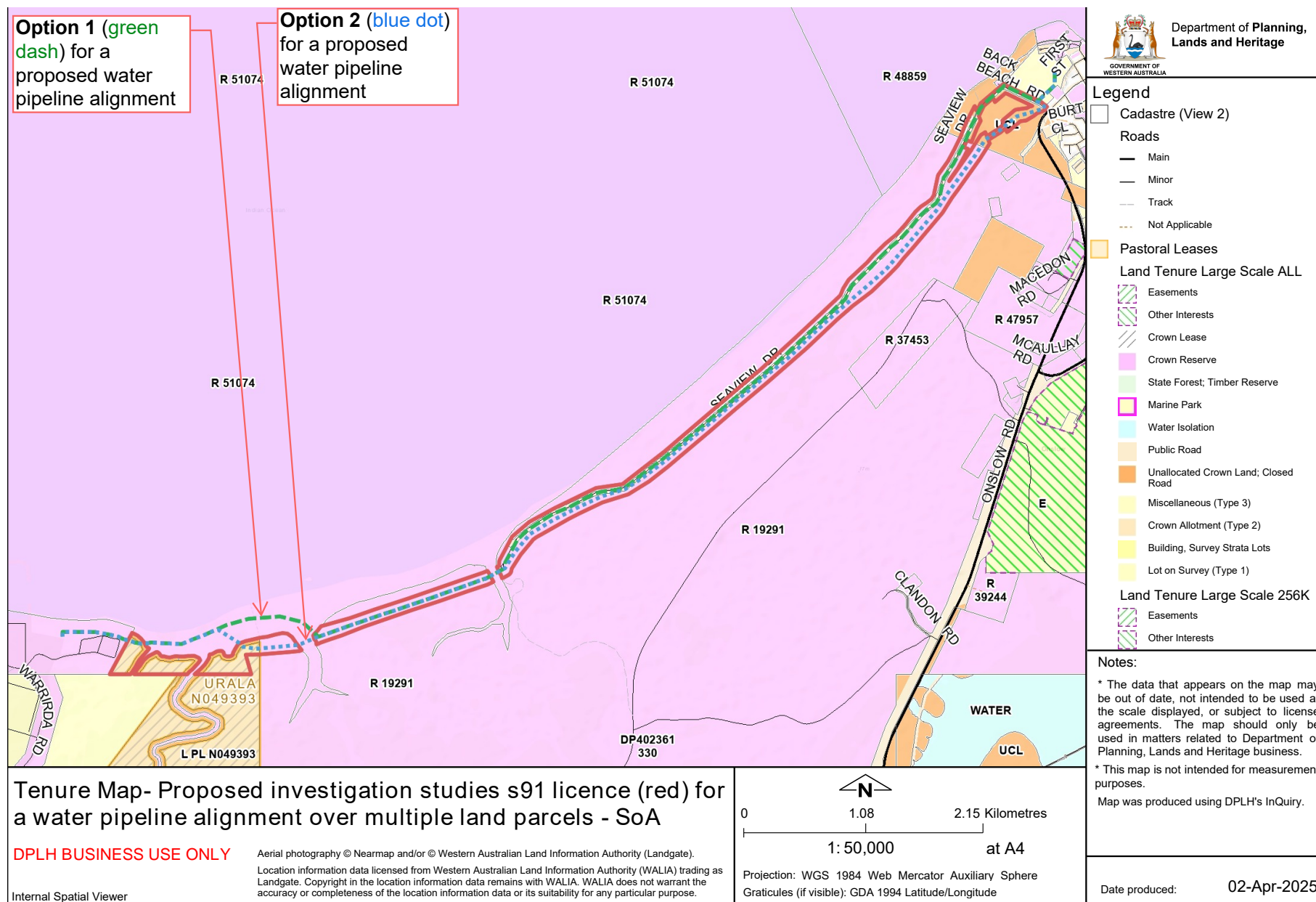
Aerial Map - Proposed Licence Area





Agenda Item 12.3 - Attachment 3

Tenure Map - Proposed Licence Area





Agenda Item 12.3 - Attachment 4

Section 91 Proposal - Shire Response



Shire of Ashburton
246 Poinciana Street, Tom Price WA 6751
(08) 9188 4444
soa@ashburton.wa.gov.au
www.ashburton.wa.gov.au



7 May 2025

Our Ref. BAC.0300

Renae McInnes
Project Officer | Land Management North
Department of Planning, Lands and Heritage
140 William Street
Perth WA 6000

Dear Renae,

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

The Shire acknowledges the purpose and temporary nature and raises no objection to the proposed Section 91 Licence over the nominated land parcels for the purposes of undertaking investigation studies to inform a preferred pipeline alignment, however, provides the following comments:

Traffic Management and Road Safety

Prior to access, a Traffic Management Plan (TMP) should be prepared and submitted to the Shire for approval prior to any works or investigations along Seaview Drive or Back Beach Road.

Any damage caused to the road or adjoining land during investigations must be reinstated to the satisfaction of the Shire of Ashburton at the proponent's cost.

Reserve 19291 – Common

As the Shire is the management body for Reserve 19291, direct engagement is required to ensure coordination of access, timing of works, minimise disruption, and determine any necessary site restoration obligations.

Environmental and Heritage Considerations

The proponent must consult with the appropriate Aboriginal representative organisations and undertake any necessary heritage surveys consistent with the Aboriginal Heritage Act 1972 (as applicable).

Any clearing of native vegetation must comply with relevant approvals under the Environmental Protection Act 1986 (as applicable), with efforts made to minimise disturbance.



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www.ashburton.wa.gov.au



Environmental and Recreational Considerations – Watercourses

The licence area intersects 4 Mile Creek (Cooke Creek) and Hooley Creek, which are valued for their environmental sensitivity and recreational significance. A public BBQ and picnic area is located adjacent to 4 Mile/Cooke Creek and falls within or near the proposed licence boundary.

To protect these sensitive and valued locations, the following conditions must apply:

The licence area intersects 4 Mile Creek (Cooke Creek) and Hooley Creek, which are subject to environmental and cultural sensitivities and highly valued by the community for recreation and picnicking at a designated BBQ/picnic area.

To ensure these values are protected, the following additional conditions must apply:

Public access for recreation along creek banks and via boat or within the designated BBQ/picnic area must not be obstructed or restricted during the investigation works.

Any activity that may temporarily affect creek or recreational areas access must be clearly communicated to the Shire and local community with a minimum 14 days' notice.

The proponent must use existing access tracks wherever possible and avoid introducing physical barriers, signage, or obstructions that may interfere with community use.

All investigation activities near the creeks must comply with environmental best practices, including erosion and sediment control.


Disturbed areas near watercourses must be fully rehabilitated following the works.

The proponent is encouraged to consult with DWER and DBCA for site-specific environmental management advice.

Notification and Coordination

The proponent must provide the Shire with at least 14 days' notice prior to the commencement of any on-ground activities.

A designated point of contact should be provided for ongoing communication and coordination throughout the licence term.

A decorative graphic in the top right corner consisting of three overlapping curved shapes in blue, orange, and dark blue.

Shire of Ashburton
246 Poinciana Street, Tom Price WA 6751
(08) 9188 4444
soa@ashburton.wa.gov.au
www.ashburton.wa.gov.au

Future Tenure Applications

The Shire notes that this licence does not relate to construction or long-term tenure. The Shire requests to be included in any future consultation processes for pipeline construction or tenure applications, particularly where local roads, reserves or other Shire-managed assets may be impacted or may impact on the community.

Approvals

The proponent is responsible for obtaining all relevant environmental, heritage or other regulatory approvals and clearances.

Yours sincerely

Garry Hunt

Chief Executive Officer (Temporary)



Agenda Item 12.4 - Attachment 1

Request for additional funding support

23 April 2025

Shire of Ashburton

PO Box 20
ONSLow WA 6710

To the attention of:

Shire President, Audra Smith and Councillors

Dear Madame President and fellow Councillors,

As Chair of the Onslow Tourism and Progress Association Incorporated (OT&PA), I am writing on behalf of the OT&PA and the greater Onslow community as to request additional financial contribution to the current 5 year funding agreement between the Shire and the OT&PA (2022 – 2027) from the Shire of Ashburton for the ongoing operations and management of the Onslow Visitor Centre as defined by this agreement.

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.

Funding Agreement, Visitor Centre Services considerations are defined as:

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

As per the current funding agreement the Onslow Visitor Centre is required to:

Provide Visitor Information Services from the Visitor Information Centre located in the Goods Shed Museum, Onslow. The Shire understands that this funding will enable the Committee to operate the Onslow Visitor Centre so that:

- *The Onslow Visitor Centre will be staffed with a Manager during the tourist season (being from around April 1 until November 30 each year). Apart from the Manager, there will be an additional paid Customer Service employee with sufficient training to provide a high quality of customer service.*
- *The paid Manager and staff member will be expected to have broad tourism knowledge of the Shire of Ashburton and the Pilbara generally.*
- *The Onslow Visitor Centre will use its best endeavours to provide professional, accurate, and up-to-date material on events, festivals, accommodation and attractions across the Shire of Ashburton, and other regions, as appropriate. In turn, the Shire will endeavour to make this information readily available.*

The current funding agreement applies a 3.6% CPI on each financial year) with the past 2 tourism seasons highlighted below.

2023 funding agreement

(\$100,100.00)

\$93,000 ex gst

2024 funding agreement

(\$105,903.60)

\$94,276 ex gst

Current 2025 funding agreement amount to be invoiced in May 2025

(\$106,814.70)

(\$97,104.28 ex gst)

The Onslow Tourism & Progress Association Incorporated kindly request (as is allowable as part of the 2022 – 2027 Funding agreement), an amendment to the agreement, as to support additional funding of an additional \$60,000 per financial year, also to attract the 3.6% CPI in future years, as an amendment to the 2022 – 2027 funding agreement.

(2023 payment agreement below – each year attracts a 3.6% CPI on the Annual Financial Contribution and Onslow Pipeline subscription amounts)

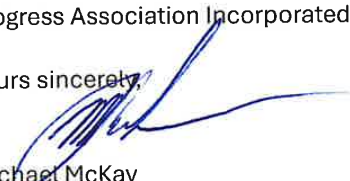
Payment Breakdown 2023 FY (exclusive GST)

Annual Financial Contribution	\$80,000
Onslow Pipeline Subscription	\$11,000
Tourism Brochure	\$2,000
TOTAL	\$93,000

The OT&PA Committee is encouraged to apply for complimentary funding through other sources to assist with Visitor Centre Services.

We thank you for the Shire's ongoing support and commitment of the Onslow Tourism & Progress Association Incorporated and the operations of the Onslow Visitor Centre.

Yours sincerely,



Michael McKay

Chair

Onslow Tourism & Progress Association Incorporated.



Agenda Item 12.4 - Attachment 2

Funding Agreement between Shire of Ashburton and
Onslow Tourism & Progress Association



Five Year Funding Agreement

Onslow Tourism & Progress Association

1 July 2022 – 30 June 2027



PURPOSE OF AGREEMENT

To outline responsibilities and obligations in relation to the annual contribution made by the Shire of Ashburton ("the Shire") to Onslow Tourism & Progress Association Inc. ("The OT&PA") for the operation of the Visitor Information Centre in Onslow and OTHER ancillary support to the tourism industry in the Shire of Ashburton.

BACKGROUND

Prosperity is one of the four objectives of The Shire of Ashburton 10 Year Strategic Community Plan 2022-2032 which states that we will advocate and drive opportunities for the community to be economically desirable, resilient, and prosperous. Sustainable commerce and tourism opportunities is a key strategy adopted in the pursuit of this objective which includes strategic objective 3.4.1 support initiatives to add value to, and improve marketing of, local business. To this end, the Shire has allocated funds within its budgeting process to support and nurture the Shire's tourism industry. The purpose of this agreement is to provide financial support to the local tourism industry through the provision of Visitor Information Services.

The Shire has determined that its financial contribution to the Onslow Tourism & Progress Association is a key action in the implementation of its strategy to assist and support the growth and development of the tourism industry in the Shire.

Onslow Tourism & Progress Association (OT&PA)

The Shire understands that the OT&PA has a well-established Committee to operate the Visitor Centre in Onslow from the Goods Shed Museum premises, which is owned and maintained by the Shire of Ashburton.

The OT&PA Committee has as its purpose the provision of the following services and activities:

- Visitor services during the tourist season (April 1 – November 30)
- Other activities, as appropriate, to promote tourism and its development in the Shire of Ashburton, and Onslow in particular.

This funding agreement 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.

PERIOD OF AGREEMENT

This Agreement will commence on 1 July 2022 for a five-year period, expiring 30 June 2027, with the Annual Financial Contribution to be approved annually. The approval of the Annual Financial Contribution will depend upon adherence to the terms of this agreement, and upon acceptance of the benefits provided by the operation of the Onslow Visitors Centre.

THE ONSLOW TOURISM AND PROGRESS ASSOCIATION

The parties acknowledge that the OT&PA committee is a separate entity from the Shire. The OT&PA will not represent itself or its activities or its staff as belonging to or being conducted on behalf of the Shire and that it is responsible for its own financial and statutory responsibilities, conduct, organisation management, insurance etc.

The OT&PA Committee indemnifies the Shire of Ashburton, its Councillors and Staff against any:

- Cost or liability incurred
- Loss of or damage to property

Arising from:

- Any act or omission by the OT&PA Committee or the OT&PA Committee's personnel in connection with this agreement, where there was fault on the part of the person whose conduct gave rise to that cost, liability, loss, damage, or expense.
- Any breach by the OT&PA Committee of this agreement.

The OT&PA Committee undertakes to satisfy its statutory requirements as an incorporated body. The OT&PA Committee will ensure that it is covered by appropriate insurance policies for its activities. The Shire is not liable or responsible for the activities of OT&PA Committee or for its debts, liabilities, expenses, losses or deficiencies.

The OT&PA Committee acknowledges that it has an effective and operational committee and has the financial capacity to meet its financial obligations as and when they fall due, and will inform Shire if, and when, it does not have the financial capacity to continue operations, and to fulfil the terms of this agreement.

If the OT&PA Committee alters its "Statement of Purposes" or "Rules" in any significant manner it will advise the Shire of these changes.

The OT&PA Committee agrees to spend the funding provided pursuant to this agreement only for the operation of the Visitors Centre services.

PROBITY

The OT&PA Committee will ensure that its committee members and staff comply with proper standards of probity in the conduct of the OT&PA Committee business.

It is expected that the recruitment of the Visitor Centre Manager is undertaken in a transparent and equitable manner through advertising a position description and ensuring staff with workers compensation.

VISITOR INFORMATION SERVICES TO BE PROVIDED

The OT&PA Committee accepts this funding to assist with its role to provide Visitor Information Services from the Visitor Information Centre located in the Goods Shed Museum, Onslow. The Shire understands that this funding will enable the Committee to operate the Onslow Visitor Centre so that:

- The Onslow Visitor Centre will be staffed with a Manager during the tourist season (being from around April 1 until November 30 each year). Apart from the Manager, there will be an additional paid Customer Service employee with sufficient training to provide a high quality of customer service.
- The paid Manager and staff member will be expected to have broad tourism knowledge of the Shire of Ashburton and the Pilbara generally.
- The Onslow Visitor Centre will use its best endeavours to provide professional, accurate, and up-to-date material on events, festivals, accommodation and attractions across the Shire of Ashburton, and other regions, as appropriate. In turn, the Shire will endeavour to make this information readily available.
- The Onslow Visitor Centre will display visitor information on towns and attractions throughout Ashburton and, where possible, the Pilbara

During the “off season”, the Shire will provide a service to accommodate general visitor information requests, the provisions of brochures, and emergency information.

RECOGNITION OF SHIRE OF ASHBURTON

In recognition of the funding provided to the OT&PA, the Shire of Ashburton requests that the Visit Ashburton Branding is recognised on promotional materials which may include but is not limited to brochures, pamphlets, video material, signs, social media content and other electronic media.

Prior to the publication of any material with the Shire of Ashburton's logos, the Shire's Manager Media & Communications should be consulted for correct brand placement at media@ashburton.wa.gov.au

CONTRIBUTION TO THE SHIRE OF ASHBURTON ECONOMIC AND TOURISM DEVELOPMENT STRATEGY 2019

The [Economic and Tourism Development Strategy 2019](#) ('the Strategy') was developed to complement and assist with delivering outcomes aligned with the Shire's Strategic Community Plan.

Through greater collaboration with stakeholders, networking, and promotional efforts to raise the profile and awareness of the Shire, and a commitment to developing sustainable communities, the strategy will deliver four local economies (being Onslow, Paraburdoo, Tom Price, and Pannawonica) that are rich in business and tourism opportunities.

The Strategy, and each of its tasks and activity components, are centred on three primary goals;

Goal 1 Promote the Shire

- Targeted destination marketing for increased tourism
- Supporting capacity building
- Maximising regional itineraries promotion

Goal 2 Encourage Infrastructure Development & Investment

- Encouraging development of tourism and transport infrastructure
- Lobbying on behalf of the Shire and industry to promote funding investment

Goal 3 Promote Business Development

- Encouraging investment in local businesses
- Facilitating networks for growth and support

The OT&PA can make a large contribution to the objectives of the [Economic and Tourism Development Strategy 2019](#) and it is expected that the OT&PA will work towards these objectives and include a summary of these actions in the OT&PA's Annual Report.

To achieve the best outcome for The Shire of Ashburton, the Shire's Manager Business and Economic Development will liaise with the OT&PA on an ongoing basis to ensure both the Shire and the OT&PA are working collaboratively towards the purpose of the Strategy as well as positive outcomes for Onslow and the community.

COMMUNICATION BETWEEN THE OT&PA COMMITTEE AND SHIRE OF ASHBURTON

The Shire and the OT&PA Committee are to ensure open and proactive communication occurs between Shire and the Committee.

The OT&PA Committee and the Shire acknowledge relevant Councillors or Shire staff members may attend meetings of the Committee and relevant sub-committees from time to time, to provide information and/or assistance to the OT&PA Committee (advisory capacity only) discussions.

The Shire requires that the OT&PA Committee be forthright and prompt in bringing to the Shire's attention any significant issues, deficiencies and concerns the OT&PA Committee has regarding the running of the Onslow Visitors Centre.

Information sharing and cross promotion is to occur between the Onslow Visitors Centre and the Tom Price Visitor's Centre, and where appropriate, other Pilbara Visitor Centres.

COMMITTEE REPORTING TO SHIRE

Annually in May

Annual Report, Professionally Accredited Accountant prepared Financial Statements, Governance Reporting and forward-looking activity report.

By 1st May each year, the OT&PA Committee is to provide the following packaged report to the Shire:

- Annual Report and professionally accredited accountant prepared financial statements for the previous financial year 1 July – 30 June.
- Annual Governance Report to declare that the Committee has satisfied its statutory requirements for the previous financial year 1 July – 30 June.
- 3 Page forward looking report on proposed visitor season activities over the coming visitor season (1 April – 30 November).

Annually in December

Season Report of Onslow Visitor Centre activity

By 1st December each year, the OT&PA Committee is to provide the Shire with a season report of the Onslow Visitor Centre activities over the completed visitor centre (1 April – 30 November).

PAYMENTS

The objective of the Shire's financial commitment is to assist the Onslow Tourism & Progress Association Committee to deliver:

Visitor Information Centre

Visitor Centre Services are defined as:

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

The Shire will make a minimum Annual Financial Contribution of \$80,000 (ex GST) to the OT&PA Committee in the 2023 financial year.

An annual indexation, Consumer Price Index (CPI), will be applied for the term of this agreement. The annual indexation shall be the Quarter 1 Annual trimmed mean inflation, which is the RBA's preferred inflation gauge, reported on the Western Australia Treasury Corporation website available here: [Western Australian Treasury Corporation \(watc.wa.gov.au\)](https://www.watc.wa.gov.au)

An invoice for the Annual Financial Contribution should be submitted by the Onslow Visitors Centre to the Shire, by the 1st May each year, after the Shire of Ashburton's annual budget has been adopted by Council. Payment will not be released until the OT&PA's reporting has been received and the Shire of Ashburton's budget has been approved.

Onslow Pipeline Subscription

Each financial year of this agreement, the Shire of Ashburton will guarantee maintaining an Onslow Pipeline Subscription (so long as it is produced) which for the 2023 FY will begin at a cost of \$11,000 (ex GST) per annum for advertising and sharing of information.

An annual indexation, Consumer Price Index (CPI), will be applied for the term of this agreement. The annual indexation shall be the Quarter 1 Annual trimmed mean inflation, which is the RBA's preferred inflation gauge, reported on the Western Australia Treasury Corporation website available here: [Western Australian Treasury Corporation \(watc.wa.gov.au\)](https://www.watc.wa.gov.au)

An invoice for the 'subscription' should be submitted by the Onslow Visitors Centre to the Shire, by the 1st May each year, after the Shire of Ashburton's annual budget has been adopted by Council. Payment will not be released until the OT&PA's reporting has been received and the Shire of Ashburton's budget has been approved.

Historically, the OT&PA have charged for co-sponsored advertisements provided by the Shire of Ashburton. It has been recognised that this has resulted in extra administration burden on both the Shire of Ashburton and the OT&PA. This new agreement recognises that the subscription is intended to be an all-encompassing flat fee which removes extra administration on both parties.

In exchange for the subscription, it is expected that the Pipeline will:

Publish all advertisements as required, advertorials, information and Onslow related articles as requested by the Shire of Ashburton at no further charge, regardless of co-sponsorship arrangements.

Shire staff will liaise directly with the Pipeline (as has historically occurred) for the placement of advertisements, advertorials, and Onslow community related articles; and

- Shire staff will continue to forward media releases (generally on past events) to the Pipeline (emailed to onslowtc@bigpond.com via the Shire's general media distribution list).

Tourism Brochure Printing

As required, but not more often than annually, the Shire will provide up to \$2,000 towards an Onslow focussed tourism brochure.

Where funding is provided by the Shire, the Shire requests that the Visit Ashburton branding is included on the promotional branding. Provision of the above funding is subject to the Shire of Ashburton Council approving the necessary annual budget allocation.

Payment Breakdown 2023 FY (exclusive GST)

Annual Financial Contribution	\$80,000
Onslow Pipeline Subscription	\$11,000
Tourism Brochure	\$2,000
TOTAL	\$93,000

The OT&PA Committee is encouraged to apply for complimentary funding through other sources to assist with Visitor Centre Services.

INTERNAL CONTROLS AND AUDIT

The OT&PA Committee shall maintain an effective financial management and reporting system to ensure that there are adequate internal controls over the financial operations of the organisation and maintain a set of financial records prepared and signed off by a professionally accredited accountant suitably qualified to satisfy the audit requirements of the WA Associations Incorporation Act 1987. The annual financial accounts shall be provided to the Shire.

The Shire at its discretion and expense may commission an independent review of the activity and presentation of the OT&PA, with a view to working collaboratively with the OT&PA Committee to improve the provision of services to visitors to the region and to promote additional economic activity in the Shire for the benefit of Shire businesses and residents.

TERMINATION

This Agreement will be terminated by the Shire at its discretion if:-

- A Controller (as defined by the Australian Securities & Investments Commission) is appointed to any of the property of the OT&PA Committee;
- Any application is made or resolution is passed for the winding up of the OT&PA Committee;
- The OT&PA Committee is insolvent within the meaning of the Corporations Law;
- A meeting of the OT&PA Committee creditors is called with a view to entering into an arrangement or compromise with creditors;
- The structure or objectives of the OT&PA Committee being changed substantially without the approval of the Shire;
- The OT&PA Committee fails to provide the Visitors Centre Services as outlined in this agreement, and/or
- The OT&PA Committee fails to provide the governance reports outlined above (COMMITTEE REPORTING TO SHIRE) on a timely basis.

ALTERATION TO AGREEMENT

This agreement ceases at 30 June 2027 however alteration to this agreement can be made by mutual consent of the OT&PA Committee and the Shire.

DISPUTE RESOLUTION

Any dispute between the parties to the terms of this Agreement or the performance of the parties pursuant to the Agreement will be resolved as follows:

- The parties will use their best endeavours to resolve the dispute by negotiations.
- If the negotiations are not successful either party may serve on the other a notice of dispute setting out the details of the dispute.
- The dispute will be arbitrated in accordance with the provisions of the Western Australian Commercial Arbitration Act 2012 and the parties are authorised to utilise legal representations for such arbitration if they so choose.

NOTICES

Any formal notices, demands or other significant communications between the parties for the purposes of the Agreement must be in writing and be addressed to the party at that party's address (postal or email).

SHIRE OF ASHBURTON AND ONSLOW & PROGRESS ASSOCIATION SIGNATORIES

SIGNED ON BEHALF OF THE ONSLOW & PROGRESS ASSOCIATION

.....

Chairperson OT&PA

.....

Witness

.....

Name of Chairperson (Print)

.....

Name of Witness (Print)

Dated:

SIGNED ON BEHALF OF THE SHIRE OF ASHBURTON

.....

Acting Chief Executive Officer

.....

Witness

.....

Name of Acting Chief Executive Officer (Print)

.....

Name of Witness (Print)

Dated:



Agenda Item 12.4 - Attachment 3

Funding Agreement Financial Table

FINANCIAL 5 YEAR CONTRIBUTION CALCULATIONS

CURRENT FUNDING AGREEMENT & PROPOSED AMENDMENT TO FUNDING AGREEMENT

CURRENT (ORIGINAL) AGREEMENT	2023	2024	2025	2026	2027	TOTAL OVER 5 YEARS
Annual Financial Contribution	\$ 80,000.00	\$ 88,000.00	\$ 90,376.00	\$ 93,087.28	\$ 95,879.90	
Onslow Pipeline Subscription	\$ 11,000.00	\$ 12,100.00	\$ 12,426.70	\$ 12,799.50	\$ 13,183.48	
Tourism Brochure	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
			Anticipated CPI 2.7%	Anticipated CPI 3%	Anticipated CPI 3%	
TOTAL CONTRIBUTION	\$ 93,000.00	\$ 102,100.00	\$ 104,802.70	\$ 107,886.78	\$ 111,063.38	\$ 518,852.86
	COMPLETE	COMPLETE				
PROPOSED AMENDED AGREEMENT	2023	2024	2025	2026	2027	TOTAL OVER 5 YEARS
Annual Financial Contribution	\$ 80,000.00	\$ 88,000.00	\$ 150,376.00	\$ 154,887.28	\$ 159,533.89	
Onslow Pipeline Subscription	\$ 11,000.00	\$ 12,100.00	\$ 12,426.70	\$ 12,799.50	\$ 13,183.48	
Tourism Brochure	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
TOTAL CONTRIBUTION	\$ 93,000.00	\$ 102,100.00	\$ 164,802.70	\$ 169,686.78	\$ 174,717.37	\$ 704,306.85
						VARIATION OVER 3 YEARS
		FINANCIAL VARIATION TO ORIGINAL AGREEMENT	\$ 60,000.00	\$ 61,800.00	\$ 63,653.99	\$ 185,453.99



Agenda Item 13.1 - Attachment 1

AA.01.01 - Local Government Act 1995 - Execution of Documents



Delegation of authority

Delegation	AA.01.01 Local Government Act 1995 - Execution of Documents [DRAFT]
Category	AA.01 Council to Chief Executive Officer
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Local Government
Express power to delegate	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s. 9.49(A)(4) Execution of documents
Express power or duty delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • <u>s. 9.49A(4) & (5) Execution of documents</u>
Function	<p>1. Execute<u>Authority to sign</u> documents, and / or including deeds, on behalf of the Shire.</p> <p><i>A document may be executed by affixing the common seal or signing by a person or person authorised by the local government.</i></p> <p><i>Council is not permitted to delegate the function of authorising specific employees to execute documents on its behalf.</i></p>
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. The execution of the document must not be inconsistent with a Council Policy Resolution or Council Resolution. 2. Authorisation of the use of the common seal must be in accordance with the relevant Council Policy.
Express power to subdelegate	<u>Prohibited</u>
Statutory framework	<u>Local Government Act 1995</u>
Policy	<u>Council Policy - Execution of Documents and Affixing the Common Seal</u> <u>Directive - Signing of Documents</u>
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegation in accordance with r. 19 of the Local Government (Administration) Regulations 1996. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.



Delegation of authority

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023

DRAFT



Agenda Item 13.1 - Attachment 2

01.01.12 Disposing of Property



Delegation of authority

Delegation	01.01.12 Disposing of Property [DRAFT]
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s. 3.58(2) and s. 3.58(3) Disposing of Property <p><i>Local Government (Functions and General) Regulations 1995</i></p> <ul style="list-style-type: none"> • r. 30 Dispositions of property excluded from Act s. 3.58
Function	<ol style="list-style-type: none"> 1. Authority to dispose of property to - <ol style="list-style-type: none"> a. to the highest bidder at public auction [s. 3.58(2)(a)]. b. to the person who, at public tender called by the local government, makes what is considered by the delegate to be the most acceptable tender, whether or not it is the highest tender [s. 3.58(2)(b)]. 2. Authority to dispose of property by private treaty, only in accordance with s. 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s. 3.58(3)]. 3. Authority to deal with exempt dispositions specifically employee and other residential tenancy arrangements.
Delegates	Chief Executive Officer



Delegation of authority

Conditions	<ol style="list-style-type: none"> 1. Disposal of assets / property is limited to matters specified in the Annual Budget and, in any other case, a Council resolution is required. 2. In accordance with s. 5.43(d) of the <i>Local Government Act 1995</i>, disposal of property, for any single project or, where not part of a project and part of a single transaction, is limited to a maximum value of \$75,000 or less. 3. When determining the method of disposal - <ol style="list-style-type: none"> a. Where a public auction is determined as the method of disposal - <ol style="list-style-type: none"> i. Reserve price has been set by independent valuation. ii. Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. b. Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the Chief Executive Officer is to determine if better value could be achieved through another disposal method and, if so, must determine not to accept any tender and use an alternative disposal method. c. Where a private treaty is determined [s. 3.58(3)] as the method of disposal, authority to: <ol style="list-style-type: none"> i. Negotiate the sale of the property up to a -10% variance on the valuation; and ii. Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded. d. Where the market value of the assets / property (other than land) is determined as being less than \$20,000 [r. 30(3)] disposal will be undertaken in accordance with Council Policy – Disposal of Property (Other than Land). e. <u>For the purposes of trade in of fleet, plant or machinery, the entire consideration received for the disposition (the property being traded in) is used to purchase other property, and where the total consideration for the other property (being purchased) is not more, or worth more, than \$75 000, where approved in the adopted budget.</u> f. Where the property is determined as having a \$nil market value then, as a minimum, the disposal must ensure environmentally responsible disposal.
Express power to subdelegate	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees
Subdelegates	<p>Chief Financial Officer Deputy Chief Executive Officer Director Corporate Services Director Infrastructure Services Fleet Manager Manager Airport Services Manager Finance</p>



Delegation of authority

Subdelegate conditions	<p>1. Director Infrastructure Services and Fleet Manager – Authority to dispose of fleet, plant and machinery only.</p> <p>2. Director Corporate Services, Chief Financial Officer and Manager Finance – Authority to disposal of assets/property (other than land, fleet, plant and machinery under the value of \$20,000.</p> <p>3. Manager Airport Services – Authority to dispose of confiscated or uncollected property under the value of \$20,000.</p> <ul style="list-style-type: none"> • Goods confiscated during the cabin baggage screening process which are declined to be recovered by their owner at the time may be disposed of, by the most economical means, after being held for a period of 7 days; • Goods abandoned within the Onslow Airport Terminal are deemed lost property and if not claimed and collected are to be managed in accordance with Part 5 of the Shire of Ashburton Public Places and Local Government Property Local Law 2023, depending on value assessment. • Detailed records are to be kept for good confiscated and retained during cabin baggage screening and for any goods abandoned. <p>4. Deputy Chief Executive Officer –in respect to employee residential tenancies, may only endorse a residential tenancy agreement agreements for Shire owned or leased premises, where the employee accommodation has been pre-approved by the Chief Executive Officer, as per the Directive – Residential Employee Accommodation.</p>
Statutory framework	<p><i>Local Government Act 1995</i></p> <p><i>Local Government (Functions and General) Regulations 1996</i></p>
Policy	<p>Council Policy - Disposal of Property (Other than Land)</p> <p>Council Policy - Community Leases and Licences</p> <p>Directive– Residential Employee Accommodation</p>
Record keeping	<p>1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.</p>



Delegation of authority

Amendments			
Date	Type	Amendment	References
11 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates and conditions imposed	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - Updated delegated functions and delegate and subdelegate conditions.	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	Corrected legislation reference. Updated sub delegates, subdelegate conditions and function.	Record number 2451054
27 Jun 2024	Amended delegation	Updated sub delegates and conditions for subdelegate 3 to provide requirements for managing and disposing of goods. Added conditions for the Deputy Chief Executive Officer relating to employee tenancy arrangements.	GV01/2452087

DRAFT



Agenda Item 13.1 - Attachment 3

01.01.14 Tenders for Goods and Services



Delegation of authority

Delegation	01.01.14 Tenders for Goods and Services [DRAFT]
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s. 3.57 Tenders for providing goods or services <p><i>Local Government (Functions and General) Regulations 1996</i></p> <ul style="list-style-type: none"> • r. 11 When tenders have to be publicly invited • r. 13 Requirements when local government invites tenders though not required to do so • r. 14 Publicly inviting tenders, requirements for • r. 18 Rejecting and accepting tenders • r. 20 Variation of requirements before entry into contract • r. 21A Varying a contract for the supply of goods or services



Delegation of authority

Function	<ol style="list-style-type: none"> 1. Authority to call tenders [r. 11(1)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely there is more than one supplier, determine a sole supplier arrangement [r. 11(f)]. 3. Authority to invite tenders although not required to do so [r. 13]. 4. Authority to determine, in writing, before tenders are called, the criteria for acceptance of tenders [r. 14(2a)]. 5. Authority to determine the information to be disclosed to those interested in submitting a tender [r. 14(4)(a)]. 6. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [r. 14(5)]. 7. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [r. 18(4)]. 8. Authority to accept, or reject tenders, only within the certain \$value detailed as a condition on this delegation and in accordance with legislation [r. 18(2) and r. 18(4)]. 9. Authority to determine a variation proposed is minor in context of the total goods or services sought through the invitation to tender, subject to a maximum 10% variation within the \$value detailed as a condition on this delegation, and to then enter into minor variations with the successful tenderer before entering into a contract [r. 20(1) and r. 20(3)]. 10. Authority to seek clarification from tenderers in relation to information contained in their tender submission [r. 18(4a)]. 11. Authority to decline any tender [r. 18(5)]. 12. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [r. 20(2)]. 13. Authority to - <ol style="list-style-type: none"> a. vary a contract after it has been entered into, with a successful tenderer provided the variation/s <u>are necessary for the goods and services to be supplied, and do not change the scope of the original contract or increase the contract value beyond 15%, subject or</u> to a maximum <u>-10% of variation \$500,000</u> <u>within whichever is the \$ lesser value detailed {F&Gr.21A(a)} as a condition on this delegation,</u>and b. exercise an extension option which was included in the original tender specification and contract in accordance with r. 11(2)(j). [r. 21A]. 14. Authority to accept another tender where within six (6) months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [r. 18(6) and r. 18(7)].
Delegates	Chief Executive Officer



Delegation of authority

Conditions	<ol style="list-style-type: none"> Sole supplier arrangements may only be approved where a record is retained which evidences - <ol style="list-style-type: none"> A detailed specification, The outcomes of market testing of the specification, The reasons why market testing has not met the requirements of the specification, and Rationale for why the supply is unique and cannot be sourced through other suppliers. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the - <ol style="list-style-type: none"> Proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government, Current supply contract expiry is imminent, Value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and The tender specification includes a provision the tender will only be awarded subject to the budget adoption by Council. The cost of the variation/s must be available within the approved project budget (should additional funds be needed Council approval is required). The \$value referred to in the 'Function' section of this delegation is \$23.0 million, except where the tender invited relates to projects funded through the Inspire Community Partnership Agreement with Rio Tinto, where such projects are supported by the Inspire Working Team, and where Council have included the project cost in the Annual Budget, the \$value is \$5.0 million.
Express power to subdelegate	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> s. 5.44 CEO may delegate some powers and duties to other employees
Subdelegates	<p>Deputy Chief Executive Officer Director Community Development Director Corporate Services Director Infrastructure Services</p>
Subdelegate conditions	<p>For the subdelegate, the Deputy Chief Executive Officer the value limit referred to in the 'Function' section is \$1.5 million.</p> <p>For sub-delegates, the Director Community Development, Director Corporate Services and the Director Infrastructure Services the \$ value referred to in the 'Function' section of this delegation is \$250,000.</p>
Statutory framework	<p><i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i> <i>State Records Act 2000</i></p>
Policy	<p>Council Policy - Purchasing and Procurement</p>
Record keeping	<ol style="list-style-type: none"> Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.



Delegation of authority

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no changes.	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. Updated sub delegates, and conditions amended.	Record number 2451054
15 Apr 2025	Amended delegation	Amendment to enable the Chief Executive Officer to determine tenders for projects funded through the Inspire Community Partnership Agreement to the value of \$5M.	Council Decision 054/2025

DRAFT



Agenda Item 13.1 - Attachment 4

01.01.17 Defer, Grant Discounts, Waive or Write Off Debts



Delegation of authority

Delegation	01.01.17 Defer, Grant Discounts, Waive or Write Off Debts [DRAFT]
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 6.12 Power to defer, grant discounts, waive or write off debts
Function	<ol style="list-style-type: none"> 1. Waive a debt which is owed to the Shire [s. 6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire [s. 6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire [s. 6.12(1)(c)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. All debt waivers, discounts, concession and write offs must be consistent with Council Policy, where applicable. 2. A debt may only be written off where all necessary measures have been taken to locate or contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovery action were to be taken. 3. The maximum value of any debt waiver, discount, concession or write-off is \$10,000, <u>excluding legal fees and penalty interest</u>.
Express power to subdelegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Chief Financial Officer Deputy Chief Executive Officer Director Corporate Services Manager Finance
Subdelegate conditions	<ol style="list-style-type: none"> 1. Chief Financial Officer and Manager Finance may: <ol style="list-style-type: none"> a. waive rates and fees and charges where such waiver is a correction on behalf of the Shire of Ashburton, limited to a value less than \$1,000 per customer within a financial year. b. waive or suspend interest up to \$1,000 when a debtor enters into and complies with a payment arrangement for a period no longer than 12 months. c. waive fees and charges to assist a not-for-profit community group or charitable entity that is fulfilling a service, social or cultural outcome within the Shire of Ashburton up to \$5,000.
Statutory framework	<i>Local Government Act 1995</i>



Delegation of authority

Policy	Council Policy – Debt Recovery
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates and imposed conditions	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - updated policy reference.	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review No amendments	Record number 2451054
27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer and corrected typographical error in subdelegate conditions	(GV01/2452087)



Agenda Item 13.1 - Attachment 5

Shire of Ashburton Register of Delegations and
Authorisations

Shire of Ashburton Register of Delegations and Authorisations

2024-2025 Annual Delegations and Authorisations Review

Section 5.46(2) *Local Government Act 1995*

May 2025 Ordinary Council Meeting

Shire of Ashburton

TABLE OF CONTENTS

INTRODUCTION	6
DELEGATIONS	7
01.01.01 - Appoint Authorised Persons	7
01.01.02 - Powers of Entry	9
01.01.03 - Impounding Abandoned Vehicle Wrecks and Goods Involved in Certain Contraventions	11
01.01.04 - Disposing of Confiscated or Uncollected Goods and Sick or Injured Animals	13
01.01.05 - Close Thoroughfares to Vehicles	15
01.01.06 - Obstruction of Pathways and Thoroughfares	17
01.01.07 - Gates Across Public Thoroughfares	19
01.01.08 - Public Thoroughfare - Dangerous Excavations	21
01.01.09 - Crossing - Construction, Repair and Removal	23
01.01.10 - Private Works on, over or under Public Places	25
01.01.11 - Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	27
01.01.12 - Disposing of Property	29
01.01.13 - Expressions of Interest for Goods and Services	32
01.01.14 - Tenders for Goods and Services	34
01.01.15 - Panels of Pre-Qualified Suppliers for Goods and Services	38
01.01.16 - Payments from the Municipal or Trust Funds	40
01.01.17 - Defer, Grant Discounts, Waive or Write Off Debts	42
01.01.18 - Power to Invest and Manage Investments	44
01.01.19 - Rate Record - Amendment	46
01.01.20 - Rate Record - Objections	48
01.01.21 - Agreement as to Payment of Rates and Service Charges	50
01.01.22 - Determine Due Date for Rates or Service Charges	52
01.01.23 - Recovery of Rates or Service Charges	54
01.01.24 - Recovery of Rates Debts - Require Lessee to Pay Rent	56
01.01.25 - Recovery of Rates Debts - Actions to Take Possession of the Land	58
01.01.26 - Notices Requiring Things to be done by Owner or Occupier of Land and Additional Powers when Notice is given, Undertake Works on Land which is not Local Government Property and Powers of Entry	60
01.01.27 - Appointment of an Acting Chief Executive Officer	62
01.01.28 - Authority to Approve Small Assistance Donations and Inspiring Youth Leaders Fund Grants	64
01.01.29 - Power to Appoint Persons to Receive and Withdraw Complaints	66
01.01.30 - Rate Concessions	67
02.01.01 - Grant a Building Permit	69
02.01.02 - Grant a Demolition Permit	71
02.01.03 - Occupancy Permits or Building Approval Certificates	73
02.01.04 - Designate Employees as Authorised Persons	75
02.01.05 - Building Orders	77
02.01.06 - Inspection and Copies of Building Records	79

Page 3 of 182

Shire of Ashburton

02.01.07 - Referrals and Issuing Certificates	80
02.01.08 - Private Pool Barrier - Alternative and Performance Solutions	82
02.01.09 - Smoke Alarms - Alternative Solutions	84
03.01.01 - Make Request to Fire and Emergency Services Commissioner - Control of Fire	86
03.01.02 - Prohibited and Restricted Burning Times - Control Activities	87
03.01.03 - Control of Operations Likely to Create Bush Fire Danger	90
03.01.04 - Burning Garden Refuse and Open-Air Fires	92
03.01.05 - Firebreaks	94
03.01.06 - Appoint Bush Fire Control Officers	96
03.01.07 - Control and Extinguishment of Bush Fires	98
03.01.08 - Apply for Declaration as an Approved Area	100
03.01.09 - Recovery of Expenses Incurred Through Contraventions of this Act	101
03.01.10 - Prosecution of Offences and Infringement Notices	102
03.01.11 - Notify Fire and Emergency Services Commissioner of Losses Caused by Bush Fires	104
04.01.01 - Cat Registrations	105
04.01.02 - Cat Control Notices	107
04.01.03 - Approval to Breed Cats	108
04.01.04 - Recovery of Costs - Destruction of Cats	110
04.01.05 - Applications to Keep Additional Cats	111
05.01.01 - Dog Registrations	113
05.01.02 - Refuse or Cancel Registration	115
05.01.03 - Recovery of Money Due Under this Act	117
05.01.04 - Dispose of or Sell Dogs Liable to be Destroyed	118
05.01.05 - Declare Dangerous Dog	119
05.01.06 - Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke	120
05.01.07 - Authorise Registration Officers	122
05.01.08 - Limitation of Numbers - Exemptions	124
06.01.01 - Prohibition Orders	126
06.01.02 - Food Business Registrations	128
06.01.03 - Appoint Authorised Officers and Designated Officers	130
07.01.01 - Give Notice Requiring Obliteration of Graffiti	132
07.01.02 - Notices – Deal with Objections and Give Effect to Notices	134
07.01.03 - Obliterate Graffiti on Private Property	136
07.01.04 - Powers of Entry	137
08.01.01 - Directions Regarding Unauthorised / Illegal Development	138
08.01.02 - Determination of Development Applications	140
08.01.03 - Structure Plans and Local Development Plans	142
09.01.01 - Designation of Authorised Officers	144
AA.01.01 - Local Government Act 1995 - Execution of Documents	146
AA.01.02 - Planning and Development Act 2005 - Commencing a prosecution for contravening a provision of the planning scheme (s. 218) and commencing a prosecution for failure to comply with directions (s. 214)	147

Page 4 of 182

Shire of Ashburton

AA.01.03 - Gaming and Wagering Commission Act 1987 - Appointment of Authorised Officer	148
AA.04.01 - Local Government Act 1995 - Execution of Documents	149
AA.04.02 - Health (Miscellaneous Provisions) Act 1911 - Powers of Local Government - Appointment of Authorised Persons.....	151
AA.04.04 - Litter Act 1979 - Appointment of Authorised Officers to Withdraw Infringement Notices	153
AA.04.05 - Control of Vehicles (Off-Road Areas) Act 1978 - Appointment of Authorised Persons to Withdraw Infringement Notices.....	154
AA.04.06 - Local Government Act 1995 - Power to Remove and Impound	155
AA.04.07 - Authorising Persons - Liquor Control Act 1988	157
AA.04.08 - Execution of Waste Service Agreements - Pilbara Regional Waste Management Facility	159
LL.01.01 - Shire of Ashburton Local Laws	162
AMENDMENTS	163

Shire of Ashburton

INTRODUCTION

Shire of Ashburton

DELEGATIONS

Delegation	01.01.01 Appoint Authorised Persons
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> • s. 3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 - Certain provisions about land]
Function	1. Authority to authorise a person to exercise the local government powers under subdivision 2 [s. 3.24].
Delegates	Chief Executive Officer
Conditions	1. A register of Authorised Persons is to be maintained as a Local Government Record. 2. Only persons who are appropriately qualified and trained may be appointed as Authorised Persons.
Statutory framework	<i>Local Government Act 1995</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> . 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - sub-delegates added	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - amended express power or function delegated.	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	01.01.02 Powers of Entry
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 3.32 Notice of entry • s. 3.33 Entry under warrant • s. 3.34 Entry in an emergency • s. 3.36 Opening fences
Function	<ol style="list-style-type: none"> 1. Authority to exercise powers of entry to enter onto land to perform any of the local government functions under this Act, other than entry under a Local Law [s. 3.28]. 2. Authority to give notice of entry [s. 3.32]. 3. Authority to seek and execute an entry under warrant [s. 3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s. 3.34(1) and s. 3.34(3)]. 5. Authority to give notice and effect entry by opening a fence [s. 3.36].
Delegates	Chief Executive Officer
Conditions	Delegated authority under s.3.34(1) and (3) may only be used, where there is an emergency, which in the opinion of the CEO [s.3.34(2)] may create imminent or substantial risk to a person or property.
Statutory framework	<i>Local Government Act 1995</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations, in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Annual Council Review - Delegation conditions updated.	Council Decision OCM 102/2023
21 Dec 2023	Amended delegation	CEDO Annual review. No amendments.	Record number 2451054

Shire of Ashburton

Delegation	01.01.03 Impounding Abandoned Vehicle Wrecks and Goods Involved in Certain Contraventions
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 3.40A Abandoned vehicle wreck may be taken • s. 3.42 Impounded non-perishable goods • s. 3.44 Notice to collect goods if not confiscated • s. 3.46 Goods may be withheld until costs paid
Function	<ol style="list-style-type: none"> 1. Authority to declare a vehicle is an abandoned wreck. 2. Authority to give notice of impoundment. 3. Authority to give notice of place where goods can be collected. 4. Authority to recover costs for removing, impounding, and keeping goods before goods returned.
Delegates	Chief Executive Officer
Conditions	Disposal of declared abandoned vehicle wrecks are to be undertaken in accordance with legislative requirements.
Statutory framework	<i>Local Government Act 1995</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - No changes.	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments.	Record number 2451054

Shire of Ashburton

Delegation	01.01.04 Disposing of Confiscated or Uncollected Goods and Sick or Injured Animals
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 3.47 Confiscated or uncollected goods, disposal of • s. 3.47A Sick or injured animals, disposal of • s. 3.48 Impounding expenses, recovery of
Function	<ol style="list-style-type: none"> 1. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles which have been ordered to be confiscated under legislation [s. 3.47]. 2. Authority to determine when an impounded animal is ill or injured, and treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s. 3.47A]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s. 3.48]. The period after which goods may be sold or otherwise disposed of is - <ol style="list-style-type: none"> a. Perishable goods - three (3) days, b. Animals - seven (7) days, c. Prescribed non-perishable goods - one (1) month, and d. Other non-perishable goods - two (2) months.
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Delegation is only to be used where reasonable efforts to identify and contact an owner have failed. 2. Disposal of confiscated or uncollected goods, including abandoned vehicles, with an estimated market value less than \$20,000, may be disposed of by any means considered to provide best value, provided the process is transparent and accountable.
Statutory framework	<i>Local Government Act 1995</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	01.01.05 Close Thoroughfares to Vehicles
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 3.50 Closing certain thoroughfares to vehicles • s. 3.50A Partial closure of thoroughfare for repairs or maintenance • s. 3.51 Affected owners to be notified of certain proposals
Function	<ol style="list-style-type: none"> 1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding four (4) weeks [s. 3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding four (4) weeks and before doing so, to - <ol style="list-style-type: none"> a. give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons, and persons who own prescribed land; and b. consider submissions relevant to the road closure/s proposed [s. 3.50(1a), s. 3.50(2) and s. 3.50(4)]. 3. Authority to revoke an order to close a thoroughfare [s. 3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse impact on users of the thoroughfare [s. 3.50A] 5. Before doing anything to which s. 3.51 applies, take action to notify impacted owners and give public notice which allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s. 3.51].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. If, under s. 3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s. 3.50(8)]. 2. Maintain access to adjoining land [s. 3.52(3)] (relevant to a Townsite only).
Statutory framework	<i>Local Government Act 1995</i> <i>Local Government (Uniform Local Provisions) Regulations 1996</i> <i>Road Traffic (Events on Roads) Regulations 1991</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020

Shire of Ashburton

Last reviewed	18 June 2024
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Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - record keeping requirements amended	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision OCM102/2023

Shire of Ashburton

Delegation	01.01.06 Obstruction of Pathways and Thoroughfares
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<p><i>Local Government (Uniform Local Provisions) Regulations 1996</i></p> <ul style="list-style-type: none"> • r. 5(2) Interfering with, or taking from, local government land • r. 6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) • r. 7A Obstruction of public thoroughfare by fallen things - Sch. 9.1 cl. 3(1)(b) • r. 7 Encroaching on public thoroughfare - Sch 9.1 cl. 3(2)
Function	<ol style="list-style-type: none"> 1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a pathway on land which is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> a. prevent damage to the pathway, or b. prevent inconvenience to the public or danger from falling materials [r. 5(2)]. 2. Authority to provide permission including imposing appropriate conditions, or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things which may obstruct the public thoroughfare [r. 6(2) and r. 6(4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [r. 6(6)]. 4. Authority to require an owner or occupier of land to remove any thing which has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [r. 7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant which is encroaching, without lawful authority on a public thoroughfare [r. 7].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. 2. Permission may only be granted where the proponent has - <ol style="list-style-type: none"> a. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. b. Provided a bond, sufficient to the value of works which may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. c. Provided evidence of sufficient Public Liability Insurance, as determined from time to time. d. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Statutory framework	<p><i>Local Government Act 1995</i></p> <p><i>Local Government (Uniform Local Provisions) Regulations 1996</i></p> <p><i>Road Traffic (Events on Roads) Regulations 1991</i></p>

Page 17 of 182

Shire of Ashburton

Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegation in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no changes.	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	01.01.07 Gates Across Public Thoroughfares
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> <ul style="list-style-type: none"> • r.9 Permission to have gate across public thoroughfare - Sch. 9.1 cl. 5(1)
Function	<ol style="list-style-type: none"> 1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare which permits the passage of vehicle traffic and prevents livestock straying [r. 9(1)]. 2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r. 9(2)]. 3. Authority to impose conditions on granting permission [r. 9(4)]. 4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [r. 9(5)]. 5. Authority to cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time [r. 9(6)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. 2. Each approval provided must be recorded in the Shire's statutory Register of Gates in accordance with Regulation 8 of the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. 3. No locks are to be fitted to the gates.
Statutory framework	<i>Local Government (Uniform Local Provisions) Regulations 1996</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - updated conditions and sub delegate conditions.	Council Decision - OCM 102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	01.01.08 Public Thoroughfare - Dangerous Excavations
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<p><i>Local Government (Uniform Local Provisions) Regulations 1996</i></p> <ul style="list-style-type: none"> • r. 11(1), r. 11(4), r. 11(6) and r. 11(8) Dangerous excavation in or near public thoroughfare - Sch. 9.1 cl. 6
Function	<ol style="list-style-type: none"> 1. Authority to determine if an excavation in, or on, land adjoining a public thoroughfare is dangerous and take action to fill it in, or fence it, or request the owner / occupier in writing to fill in or securely fence the excavation [r. 11(1)]. 2. Authority to determine to give permission, or refuse to give permission, to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [r. 11(4)]. 3. Authority to impose conditions on granting permission [r. 11(6)]. 4. Authority to renew a permission granted or vary at any time any condition imposed on a permission granted [r. 11(8)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. 2. Permission may only be granted where the proponent has: <ol style="list-style-type: none"> a. Where appropriate, obtained written permission from, or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. b. Provided a bond, sufficient to the value of works, which may be required if the proponent does not satisfactorily make good the public assets at the completion of works. c. Provided evidence of sufficient Public Liability Insurance, as appropriate. d. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Statutory framework	<p><i>Local Government Act 1995</i></p> <p><i>Local Government (Uniform Local Provisions) Regulations 1996</i></p>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Page 21 of 182

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - updated subdelegate conditions.	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	01.01.09 Crossing - Construction, Repair and Removal
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<p><i>Local Government (Uniform Local Provisions) Regulations 1996</i></p> <ul style="list-style-type: none"> • r. 12(1) Crossing from public thoroughfare to private land or private thoroughfare - Sch. 9.1 cl. 7(2) • r. 13(1) Requirement to construct or repair crossing - Sch. 9.1 cl. 7(3) • r. 14 Role of Commissioner of Main Roads in some cases - Sch. 9.1 cl. 7(2) • r. 15 Contribution to cost of crossing
Function	<ol style="list-style-type: none"> 1. Authority to approve, or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [r. 12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [r. 12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [r. 13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [r. 13(2)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.
Statutory framework	<p><i>Local Government Act 1995</i></p> <p><i>Local Government (Uniform Local Provisions) Regulations 1996</i></p>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - updated subdelegate conditions.	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review No amendments	Record number 2451054

Shire of Ashburton

Delegation	01.01.10 Private Works on, over or under Public Places
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> <ul style="list-style-type: none"> • r. 17 Private works on, over, or under public places - Sch. 9.1 cl. 8
Function	<ol style="list-style-type: none"> 1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place which is local government property [r. 17(3)]. 2. Authority to impose conditions on permission including those prescribed in r. 17(5) and r. 17(6) [r. 17(5)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. 2. Permission may only be granted where the proponent has: <ol style="list-style-type: none"> a. Where appropriate, obtained written permission from, or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. b. Provided a bond, sufficient to the value of works, which may be required if the proponent does not satisfactorily make good the public assets at the completion of works. c. Provided evidence of sufficient Public Liability Insurance, as appropriate. d. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity 3. Permission cannot be provided for a permanent or unreasonable obstruction of the ordinary and reasonable use of the public thoroughfare or other public place.
Statutory framework	<i>Local Government Act 1995</i> <i>Local Government (Uniform Local Provisions) 1996</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - updated subdelegate conditions.	Council Decision OCM102/2023

Shire of Ashburton

Delegation	01.01.11 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) 1996</i> <ul style="list-style-type: none"> • r. 21(1) Wind erosion and sand drifts - Sch.9.1 cl.12
Function	<ol style="list-style-type: none"> 1. Authority to give notice to an owner / occupier of land if it is considered clearing the owner / occupier's land may cause local government land having a common boundary, to be adversely affected by wind erosion or sand drift [ULP r.21(1)]. 2. Authority to give notice to an owner / occupier of land to prevent, or to minimise, sand drifts likely to adversely impact other land.
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Local Government Act 1995</i> <i>Local Government (Uniform Local Provisions) Regulations 1996</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no changes.	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review No amendments	Record number 2451054

Shire of Ashburton

Delegation	01.01.12 Disposing of Property
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 3.58(2) and s. 3.58(3) Disposing of Property <i>Local Government (Functions and General) Regulations 1995</i> <ul style="list-style-type: none"> • r. 30 Dispositions of property excluded from Act s. 3.58
Function	<ol style="list-style-type: none"> 1. Authority to dispose of property to - <ol style="list-style-type: none"> a. to the highest bidder at public auction [s. 3.58(2)(a)]. b. to the person who, at public tender called by the local government, makes what is considered by the delegate to be the most acceptable tender, whether or not it is the highest tender [s. 3.58(2)(b)]. 2. Authority to dispose of property by private treaty, only in accordance with s. 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s. 3.58(3)]. 3. Authority to deal with exempt dispositions specifically employee and other residential tenancy arrangements
Delegates	Chief Executive Officer

Shire of Ashburton

Conditions	<ol style="list-style-type: none"> 1. Disposal of assets / property is limited to matters specified in the Annual Budget and, in any other case, a Council resolution is required. 2. In accordance with s. 5.43(d) of the <i>Local Government Act 1995</i>, disposal of property, for any single project or, where not part of a project and part of a single transaction, is limited to a maximum value of \$75,000 or less. 3. When determining the method of disposal - <ol style="list-style-type: none"> a. Where a public auction is determined as the method of disposal - <ol style="list-style-type: none"> i. Reserve price has been set by independent valuation. ii. Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. b. Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the Chief Executive Officer is to determine if better value could be achieved through another disposal method and, if so, must determine not to accept any tender and use an alternative disposal method. c. Where a private treaty is determined [s. 3.58(3)] as the method of disposal, authority to: <ol style="list-style-type: none"> i. Negotiate the sale of the property up to a -10% variance on the valuation; and ii. Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded. d. Where the market value of the assets / property (other than land) is determined as being less than \$20,000 [r. 30(3)] disposal will be undertaken in accordance with Council Policy – Disposal of Property (Other than Land). e. Where the property is determined as having a \$nil market value then, as a minimum, the disposal must ensure environmentally responsible disposal.
Statutory framework	<p><i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i></p>
Policy	<p>Council Policy – Disposal of Property (Other than Land) Council Policy – Community Leases and Licences Directive – Residential Employee Accommodation</p>
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
11 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates and conditions imposed	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - Updated delegated functions and delegate and subdelegate conditions.	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	Corrected legislation reference. Updated sub delegates, subdelegate conditions and function.	Record number 2451054
27 Jun 2024	Amended delegation	Updated sub delegates and conditions for subdelegate 3 to provide requirements for managing and disposing of goods. Added conditions for the Deputy Chief Executive Officer relating to employee tenancy arrangements.	GV01/2452087

Shire of Ashburton

Delegation	01.01.13 Expressions of Interest for Goods and Services
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> <ul style="list-style-type: none"> • r. 21 Limiting who can tender, procedure for • r. 23 Rejecting and accepting expressions of interest to be acceptable tenderer
Function	<ol style="list-style-type: none"> 1. Authority to determine when to seek Expressions of Interest for the supply of goods or services [r. 21]. 2. Authority to provide state wide advertising seeking Expressions of Interest before inviting tenders [r. 21]. 3. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [r. 23].
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i>
Policy	Council Policy - Purchasing and Procurement
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 238418
13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review No amendments	Record number 2451054

Shire of Ashburton

Delegation	01.01.14 Tenders for Goods and Services
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s. 3.57 Tenders for providing goods or services <p><i>Local Government (Functions and General) Regulations 1996</i></p> <ul style="list-style-type: none"> • r. 11 When tenders have to be publicly invited • r. 13 Requirements when local government invites tenders though not required to do so • r. 14 Publicly inviting tenders, requirements for • r. 18 Rejecting and accepting tenders • r. 20 Variation of requirements before entry into contract • r. 21A Varying a contract for the supply of goods or services

Shire of Ashburton

Function	<ol style="list-style-type: none"> 1. Authority to call tenders [r. 11(1)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely there is more than one supplier, determine a sole supplier arrangement [r. 11(f)]. 3. Authority to invite tenders although not required to do so [r. 13]. 4. Authority to determine, in writing, before tenders are called, the criteria for acceptance of tenders [r. 14(2a)]. 5. Authority to determine the information to be disclosed to those interested in submitting a tender [r. 14(4)(a)]. 6. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [r. 14(5)]. 7. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [r. 18(4)]. 8. Authority to accept, or reject tenders, only within the certain \$value detailed as a condition on this delegation and in accordance with legislation [r. 18(2) and r. 18(4)]. 9. Authority to determine a variation proposed is minor in context of the total goods or services sought through the invitation to tender, subject to a maximum 10% variation within the \$value detailed as a condition on this delegation, and to then enter into minor variations with the successful tenderer before entering into a contract [r. 20(1) and r. 20(3)]. 10. Authority to seek clarification from tenderers in relation to information contained in their tender submission [r. 18(4a)]. 11. Authority to decline any tender [r. 18(5)]. 12. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [r. 20(2)]. 13. Authority to - <ol style="list-style-type: none"> a. vary a contract after it has been entered into, with a successful tenderer provided the variation/s do not change the scope of the original contract, subject to a maximum 10% variation within the \$value detailed as a condition on this delegation, and b. exercise an extension option which was included in the original tender specification and contract in accordance with r. 11(2)(j). [r. 21A]. 14. Authority to accept another tender where within six (6) months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [r. 18(6) and r. 18(7)].
Delegates	Chief Executive Officer

Shire of Ashburton

Conditions	<ol style="list-style-type: none"> 1. Sole supplier arrangements may only be approved where a record is retained which evidences - <ol style="list-style-type: none"> a. A detailed specification, b. The outcomes of market testing of the specification, c. The reasons why market testing has not met the requirements of the specification, and d. Rationale for why the supply is unique and cannot be sourced through other suppliers. 2. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the - <ol style="list-style-type: none"> a. Proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government, b. Current supply contract expiry is imminent, c. Value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and d. The tender specification includes a provision the tender will only be awarded subject to the budget adoption by Council. 3. The cost of the variation/s must be available within the approved project budget (should additional funds be needed Council approval is required). 4. The \$value referred to in the 'Function' section of this delegation is \$2.0 million, except where the tender invited relates to projects funded through the Inspire Community Partnership Agreement with Rio Tinto, where such projects are supported by the Inspire Working Team, and where Council have included the project cost in the Annual Budget, the \$value is \$5.0 million.
Statutory framework	<p><i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i> <i>State Records Act 2000</i></p>
Policy	Council Policy - Purchasing and Procurement
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no changes.	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. Updated sub delegates, and conditions amended.	Record number 2451054
15 Apr 2025	Amended delegation	Amendment to enable the Chief Executive Officer to determine tenders for projects funded through the Inspire Community Partnership Agreement to the value of \$5M.	Council Decision 054/2025

Shire of Ashburton

Delegation	01.01.15 Panels of Pre-Qualified Suppliers for Goods and Services
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<p><i>Local Government (Functions and General) Regulation 1996</i></p> <ul style="list-style-type: none"> • r. 24AB Local government may establish panels of pre-qualified suppliers • r. 24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers • r. 24AD(3) and r. 24AD(6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers • r. 24AH(2), r. 24AH(3), r. 24AH(4) and r. 24AH(5) Rejecting and accepting applications to join panel of pre-qualified suppliers
Function	<ol style="list-style-type: none"> 1. Authority to determine there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [r. 24AC(1)(b)]. 2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [r. 24AD(3)]. 3. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [r. 24AD(6)]. 4. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, and fails to comply with any other requirement specified in the invitation [r. 24AH(2)]. 5. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [r. 24AH(3)]. 6. Authority to request clarification of information provided in a submission by an applicant [r. 24AH(4)]. 7. Authority to decline to accept any application [r. 24AH(5)]. 8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [r. 24AJ(1)]. 9. Authority to establish a panel of pre-qualified suppliers up to a maximum \$value detailed as a condition on this delegation.
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. The \$ value referred to in the 'Function' section of this delegation is \$2.0 million.
Statutory framework	<p><i>Local Government Act 1995</i></p> <p><i>Local Government Act (Functions and General) Regulations 1996</i></p>
Policy	Council Policy - Purchasing and Procurement
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.

Page 38 of 182

Shire of Ashburton

Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no changes.	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	01.01.16 Payments from the Municipal or Trust Funds
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government (Financial Management) Regulations 1996</i> • r. 12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Function	1. The Chief Executive Officer is delegated authority to make payments from the municipal or trust funds [r. 12(1)(a)].
Delegates	Chief Executive Officer
Conditions	1. Procedures are to be systematically documented and retained, and must include references to enable recognition of statutory requirements and assign responsibility for actions to position titles. 2. Procedures are to be regularly reviewed for continuing compliance and confirmed as 'fit for purpose' by relevant auditing bodies. 3. The authority to make payments is unlimited, although consideration must be given to limits provided for in Council's annual budget.
Statutory framework	<i>Local Government Act 1995</i> <i>Local Government (Audit) Regulations 1996</i> <i>Local Government (Financial Management) Regulations 1996</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the Local Government (Administration) Regulations 1996.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no changes.	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review No amendments	Record number 2451054
19 Apr 2024	Amended delegation	CEO approval to add sub delegate - Executive Manager Waste and Business Development for one off activities	Record Number 2451695
14 May 2024	Amended delegation	Removed Executive Manager Waste and Business Development, as a delegate.	Record number 2451695
27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)

Shire of Ashburton

Delegation	01.01.17 Defer, Grant Discounts, Waive or Write Off Debts
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 6.12 Power to defer, grant discounts, waive or write off debts
Function	<ol style="list-style-type: none"> 1. Waive a debt which is owed to the Shire [s. 6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire [s. 6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire [s. 6.12(1)(c)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. All debt waivers, discounts, concession and write offs must be consistent with Council Policy, where applicable. 2. A debt may only be written off where all necessary measures have been taken to locate or contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovery action were to be taken. 3. The maximum value of any debt waiver, discount, concession or write-off is \$10,000.
Statutory framework	<i>Local Government Act 1995</i>
Policy	Council Policy – Debt Recovery
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates and imposed conditions	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - updated policy reference.	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review No amendments	Record number 2451054
27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer and corrected typographical error in subdelegate conditions	(GV01/2452087)

Shire of Ashburton

Delegation	01.01.18 Power to Invest and Manage Investments
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996</i> <ul style="list-style-type: none"> • r. 19 Investments, control procedures for • r. 19C Investment of money, restrictions on [Act s. 6.14(2)(a)]
Function	<ol style="list-style-type: none"> 1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s. 6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [r. 19].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. All investment activity must comply with r. 19C and Council Policy, as applicable. 2. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the monthly financial reporting to Council. 3. Procedures are to be systematically documented and retained in accordance with the Shire's Record Keeping Plan, and must include references to enable recognition of statutory requirements and assign responsibility for actions to position titles. 4. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee on a regular basis.
Statutory framework	<i>Banking Act 1959</i> <i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>Trustees Act 1962</i>
Policy	Council Policy - Investments
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Page 44 of 182

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision OCM 102/2023
21 Dec 2023	Amended delegation	CEO annual review No amendments	Record number 2451054
27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)

Shire of Ashburton

Delegation	01.01.19 Rate Record - Amendment
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 6.39(2) Rate record • s. 6.40 Effect of amendment of rate record
Function	1. Authority to determine any requirement to amend the rate record to ensure information contained in the record is correct, including for the five (5) years preceding the current financial year [s.6.39(2)(b)].
Delegates	Chief Executive Officer
Conditions	1. The effective date for valuations will apply in accordance with determinations supplied by the Valuer General.
Statutory framework	<i>Fire and Emergency Services Act 1998</i> <i>Local Government Act 1995</i> <i>Rates and Charges (Rebates and Deferments) Act 1992</i> <i>Valuation of Land Act 1978</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)

Shire of Ashburton

Delegation	01.01.20 Rate Record - Objections
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 6.76 Grounds of objection
Function	<ol style="list-style-type: none"> 1. Authority to extend the time for a person to make an objection to a rate record [s. 6.76 (4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s. 6.76(5)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.
Statutory framework	<i>Fire and Emergency Services Act 1998</i> <i>Local Government Act 1995</i> <i>Rates and Charges (Rebates and Deferments) Act 1992</i> <i>Valuation of Land Act 1978</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)

Shire of Ashburton

Delegation	01.01.21 Agreement as to Payment of Rates and Service Charges
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> • s.5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> • s. 6.49 Agreement as to payment of rates and service charges
Function	1. Authority to make an agreement with a person for the payment of rates or service charges [s. 6.49].
Delegates	Chief Executive Officer
Conditions	1. Agreements must be in writing and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
Statutory framework	<i>Fire and Emergency Services Act 1998</i> <i>Local Government Act 1995</i> <i>Rates and Charges (Rebates and Deferments) Act 1992</i> <i>Valuation of Land Act 1978</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision - OCM 102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)

Shire of Ashburton

Delegation	01.01.22 Determine Due Date for Rates or Service Charges
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> • s. 6.50 Rates or service charges due and payable
Function	1. Authority to determine the dates on which rates or service charges become due and payable to the Shire [s. 6.50].
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Fire and Emergency Services Act 1998</i> <i>Local Government Act 1995</i> <i>Rates and Charges (Rebates and Deferments) Act 1992</i> <i>Valuation of Land Act 1978</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)

Shire of Ashburton

Delegation	01.01.23 Recovery of Rates or Service Charges
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i>
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 6.56 Rates or service charges recoverable in court • s. 6.64(3) Actions to be taken
Function	<ol style="list-style-type: none"> 1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s. 6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on the land is in arrears [s. 6.64(3)].
Delegates	Chief Executive Officer
Conditions	Recovery action undertaken is to be in accordance with Council Policy, as applicable.
Statutory framework	<i>Fire and Emergency Services Act 1998</i> <i>Local Government Act 1995</i> <i>Rates and Charges (Rebates and Deferments) Act 1992</i> <i>Valuation of Land Act 1978</i>
Policy	Council Policy - Debt Recovery
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - policy reference updated	Council Decision - OCM 102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)

Shire of Ashburton

Delegation	01.01.24 Recovery of Rates Debts - Require Lessee to Pay Rent
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 6.60(2), s. 6.60(3) and s. 6.60(4) Local Government may require lessee to pay rent
Function	<ol style="list-style-type: none"> 1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire [s. 6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s. 6.60(4)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Recovery action undertaken is to be in accordance with Council policy, as applicable.
Statutory framework	<i>Fire and Emergency Services Act 1998</i> <i>Local Government Act 1995</i> <i>Rates and Charges (Rebates and Deferments) Act 1992</i> <i>Valuation of Land Act 1978</i>
Policy	Council Policy - Debt Recovery
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegation in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - policy reference updated	Council Decision - OCM102/2023
27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)

Shire of Ashburton

Delegation	01.01.25 Recovery of Rates Debts - Actions to Take Possession of the Land
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO • s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s. 6.64(1) Actions to be taken • s. 6.69(2) Right to pay rates, service charges and costs, and stay proceedings • s. 6.71 Power to transfer land to Crown or local government • s. 6.74 Power to have land revested in Crown if rates in arrears 3 years
Function	<ol style="list-style-type: none"> 1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three (3) years [s. 6.64(1)], including: <ol style="list-style-type: none"> a. lease the land, or b. sell the land; or where land is offered for sale and a contract of sale has not been entered into after twelve (12) months: <ol style="list-style-type: none"> i. cause the land to be transferred to the Crown [s. 6.71 and s. 6.74]; ii. cause the land to be transferred to the Shire of Ashburton [s. 6.71]. 2. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within seven (7) days of, and prior to, the proposed sale [s. 6.69(2)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. This Delegation cannot be used where a decision relates to exercising a power of sale without having, within the previous three (3) years, attempted to recover the outstanding rates / charges through a court of competent jurisdiction.
Statutory framework	<p><i>Fire and Emergency Services Act 1998</i> <i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>Rates and Charges (Rebates and Deferments) Act 1992</i> <i>Valuation of Land Act 1978</i></p>
Policy	Council Policy - Debt Recovery
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the Local Government (Administration) Regulations 1996.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Page 58 of 182

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - policy reference updated	Council Decision - OCM 102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	01.01.26 Notices Requiring Things to be done by Owner or Occupier of Land and Additional Powers when Notice is given, Undertake Works on Land which is not Local Government Property and Powers of Entry
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> • s. 3.25(1) Notices requiring certain things to be done by owner or occupier of land • s. 3.26(2) and s. 3.26(3) Additional powers when notices given • s. 3.27(1) Particular things local governments can do on land which is not local government property
Function	1. Authority to give a person who is the owner or, where applicable, the occupier of land, notice in writing relating to the land requiring the person to do anything specified in the notice, which is prescribed OR is for the purpose of remedying or mitigating the impacts of any offence against the <i>Local Government Act 1995</i> .
Delegates	Chief Executive Officer
Conditions	1. Compliance with Council Policy, as applicable.
Statutory framework	<i>Local Government Act 1995</i> <i>Local Government (Uniform Local Provisions) Regulations 1996</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	01.01.27 Appointment of an Acting Chief Executive Officer
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> • s. 5.36(1)(a) CEO of the local government
Function	1. Authority to appoint a Director or Deputy Chief Executive Officer to the position of Acting Chief Executive Officer for periods of absence by the Chief Executive Officer of no longer than thirty (30) days [s. 5.36(1)(a)].
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Local Government Act 1995</i>
Policy	Council Policy - Senior Employees and Acting Chief Executive Officer
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - policy reference included	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
18 Jun 2024	Amended delegation	Updated the Functions section to add the position of Deputy Chief Executive Officer.	Council Resolution (118/2024)

Shire of Ashburton

Delegation	01.01.28 Authority to Approve Small Assistance Donations and Inspiring Youth Leaders Fund Grants
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s.6.12 Power to defer, grant discounts, waive or write off debts
Function	1. Authority to approve Small Assistance Donations and Inspiring Youth Leaders Fund Grants that comply with the associated Council Policy.
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Funding is to be available in the current budget. 2. Applications must comply with the Community Grants, Donations and Funding Guidelines. 3. Reports are to be prepared and presented to Council in June and December annually on the number of Small Assistance Donations and Inspiring Youth Leaders Fund Grants approved.
Statutory framework	<i>Local Government Act 1995</i>
Policy	Council Policy - Community Donations, Grants and Funding Community Grants, Donations and Funding Guidelines
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the Local Government (Administration) Regulations 1996.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Title of delegation updated. Function and policy reference updated. Conditions aligned	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
20 Aug 2024	Amended delegation	Updated: delegation title; included reference to the Inspiring Youth Leaders Fund grant; delegation conditions amended to ensure applications comply with the Community Grants, Donations and Funding Guidelines, and introduced biannual reporting to Council on grants approved through this delegation	Council Decision 161/2024

Shire of Ashburton

Delegation	01.01.29 Power to Appoint Persons to Receive and Withdraw Complaints
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<p><i>Local Government (Model Code of Conduct) Regulations 2021</i></p> <ul style="list-style-type: none"> • r 11(3) authorise 1 or more persons to receive complaints and withdrawals of complaints alleging a breach of a requirements set out in Division 3 of the regulations.
Function	1. Authorise in writing, 1 or more persons to receive complaints and withdrawals of complaints.
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Local Government Act 1995</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	16 February 2021
Adoption references	Council Decision - 016/2021
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
16 Feb 2021	New delegation	16 February 2021- Ordinary Council Meeting	Council Decision - 016/2021
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	01.01.30 Rate Concessions
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	The power, under section 6.47, to grant other concessions in relation to a rate.
Function	To decide whether to grant a concession in relation to a rate in respect of which a written application for a rate concession has been made by the leaseholder of pastoral land in the district that is within the Unimproved Value Pastoral Rating category – subject to, and in accordance with, the Conditions specified below.
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. The principal factor in considering each application is the capacity of the applicant to pay. 2. A concession cannot exceed \$20,000 per rating year. 3. A concession may be granted only in respect of one rating year. 4. A concession is not transferable.
Statutory framework	<p>Local Government Act 1995</p> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers or duties to the CEO • s.6.47 Concessions <p>Subject to the Rates and Charges (Rebates and Deferments) Act 1992, 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.</p>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the Local Government (Administration) Regulations 1996. 2. All applications and determinations made in respect to a rates concession granted or declined are to be recorded in the records management system.
Date adopted	18 June 2024
Adoption references	Council resolution (118/2024)
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
18 Jun 2024	New delegation	New delegation to the Chief Executive Officer permitting the determination of applications for rates concessions. Conditions have been provided: * application must be in writing. * principal factor in considering each application is the capacity of the applicant to pay. * a concession cannot exceed \$20,000 per rating year. * to limit concessions being approved for more than one rating period; and * that concessions granted are not transferable.	Council resolution (118/2024)
27 Jun 2024	Amended delegation	Added Director Corporate Services as delegate and applied conditions.	(GV01/2452087)

Shire of Ashburton

Delegation	02.01.01 Grant a Building Permit
Category	02.01 Council to Chief Executive Officer
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011</i> <ul style="list-style-type: none"> • s. 127(1) and s. 127(3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011</i> <ul style="list-style-type: none"> • s. 18 Further Information • s. 20 Grant of building permit • s. 22 Further grounds for not granting an application • s. 27(1) and s. 27(3) Impose Conditions on Permit <i>Building Regulations 2012</i> <ul style="list-style-type: none"> • r. 23 Application to extend time during which permit has effect (s. 32) • r. 24 Extension of time during which permit has effect (s. 32(3)) • r. 26 Approval of new responsible person (s. 35(c))
Function	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s. 18(1)]. 2. Authority to grant or refuse to grant a building permit [s. 20(1) and s. 20(2) and s. 22]. 3. Authority to impose, vary or revoke conditions on a building permit [s. 27(1) and s. 27 (3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r. 23], subject to being satisfied work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r. 24(1)]. 5. Authority to impose any condition on the building permit extension which could have been imposed under s. 27 [r. 24(2)]. 6. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r. 26].
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Building Act 2011</i> <i>Building Code of Australia</i> <i>Building Regulations 2012</i> <i>Building Services (Registration Act) 2011</i> <i>Caravan Parks and Camping Grounds Act 1995</i> <i>Caravan Parks and Camping Grounds Regulations 1997</i> <i>Home Building Contracts Act 1991</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Home Building Contracts Act 1991</i> <i>Heritage Act 2018</i>
Policy	Nil

Shire of Ashburton

Record keeping	<ol style="list-style-type: none"> Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>; and pursuant to s.130 of the <i>Building Act 2011</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - updated statutory references and recordkeeping requirements	Council Decision - OCM102/2023

Shire of Ashburton

Delegation	02.01.02 Grant a Demolition Permit
Category	02.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Building Act 2011</i> <ul style="list-style-type: none"> • s. 127(1) and s. 127(3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011</i> <ul style="list-style-type: none"> • s. 18 Further Information • s. 21 Grant of demolition permits. • s.22 Further grounds for not granting an application • s. 27(1) and s. 27(3) Impose Conditions on Permit <i>Building Regulations 2012</i> <ul style="list-style-type: none"> • r. 23 Application to extend time during which permit has effect (s. 32) • r. 24 Extension of time during which permit has effect (s. 32(3)) • r. 26 Approval of new responsible person (s. 35(c))
Function	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s. 18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis all s. 21(1) requirements have been satisfied [s. 20(1) and s. 20(2) and s. 22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s. 27(1) and s. 27 (3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r. 23], subject to being satisfied work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r. 24(1)]. 5. Authority to impose any condition on the demolition permit extension which could have been imposed under s. 27 [r. 24(2)]. 6. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r. 26].
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Building Act 2011</i> <i>Building Code of Australia</i> <i>Building Regulations 2012</i> <i>Building Services (Registration Act) 2011</i> <i>Building Services(Complaint Resolution and Administration) Act 2011</i> <i>Building and Construction Industry Raining Levy Act 1990</i> <i>Caravan Parks and Camping Grounds Act 1995</i> <i>Caravan Parks and Camping Grounds Regulations 1997</i> <i>Home Building Contracts Act 1991</i> <i>Heritage Act 2018</i>
Policy	Nil

Page 71 of 182

Shire of Ashburton

Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996: and</i> 2. pursuant to s.130 of the <i>Building Act 2011</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - updated statutory references and recordkeeping requirements	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	02.01.03 Occupancy Permits or Building Approval Certificates
Category	02.01 Council to Chief Executive Officer
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011</i> <ul style="list-style-type: none"> • s. 127(1) and s. 127(3) Delegations: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011</i> <ul style="list-style-type: none"> • s. 55 Further information • s. 58 Grant of occupancy permit, building approval certificate • s. 60 Notice of decision not to grant occupancy permit or grant building approval certificate • s. 62(1) and s. 62(3) Conditions imposed by permit authority • s. 65(4) Extension of period of duration <i>Building Regulations 2012</i> <ul style="list-style-type: none"> • r. 40 Extension of period of duration of time limited occupancy permit or building approval certificate (s. 65)
Function	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s. 55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s. 58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s. 62(1) and s. 62(3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s. 65(4) and r. 40].
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Building Act 2011</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Building Services (Complaint Resolution and Administration) Act 2011</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996: and</i> 2. pursuant to s.130 of the <i>Building Act 2011</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Page 73 of 182

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - updated statutory references and recordkeeping requirements	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	02.01.04 Designate Employees as Authorised Persons
Category	02.01 Council to Chief Executive Officer
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011</i> <ul style="list-style-type: none"> • s. 127(1), s. 127(3) and s. 127(6A) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011</i> <ul style="list-style-type: none"> • s. 96(3) Authorised persons • s. 99(3) Limitation on powers of authorised person
Function	<ol style="list-style-type: none"> 1. Authority to designate an employee as an authorised person [s. 96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers which may be exercised by the person [s. 99(3)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Decisions under this delegated authority should be in accordance with r. 5 of the <i>Building Regulations 2012</i>. 2. Only employees appointed under s. 9.10 of the <i>Local Government Act 1995</i> and authorised for the purpose of performing functions under s. 9.16 of the <i>Local Government Act 1995</i> may be appointed as Authorised Officers for the purposes of r. 70 (2) of the <i>Building Regulations 2012</i>.
Statutory framework	<i>Building Act 2011</i> <i>Building Regulations 2012</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the Local Government (Administration) Regulations 1996. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
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Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - included sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	02.01.05 Building Orders
Category	02.01 Council to Chief Executive Officer
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011</i> <ul style="list-style-type: none"> • s.127(1) s. 127(3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011</i> <ul style="list-style-type: none"> • s. 110(1) A permit authority may make a building order • s. 111(1) Notice of proposed building order other than building order (emergency) • s. 117(1) and s. 117(2) A permit authority may revoke a building order or notify that it remains in effect • s. 118(2) and s. 118(3) Permit authority may give effect to building order if non-compliance • s. 133(1) A permit authority may commence a prosecution for an offence against this Act
Function	<ol style="list-style-type: none"> 1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> a. Building work b. Demolition work c. An existing building or incidental structure [s. 110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s. 111(1)(c)]. 3. Authority to revoke a building order [s. 117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> a. take any action specified in the order; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s. 118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s. 118(3)]. 6. Authority to initiate a prosecution pursuant to s. 133(1) for non-compliance with a building order made pursuant to s. 110 of the <i>Building Act 2011</i>.
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Building Act 2011</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised <ol style="list-style-type: none"> a. is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>. b. pursuant to s.130 of the <i>Building Act 2011</i>
Date adopted	8 September 2020

Page 77 of 182

Shire of Ashburton

Adoption references	OCM 8.9.2020
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - updated recordkeeping requirements	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	02.01.06 Inspection and Copies of Building Records
Category	02.01 Council to Chief Executive Officer
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011</i> • s. 127(1) and s. 127(3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011</i> • s. 131(2) Inspection, copies of building records
Function	1. Authority to determine an application from an interested person to inspect and copy a building record [s. 131(2)].
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Building Act 2011</i> <i>Freedom of Information Act 1992</i> <i>State Records Act 2000</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised a. is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> ; and b. pursuant to s.130 of the <i>Building Act 2011</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
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Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - updated recordkeeping requirements	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Page 79 of 182

Shire of Ashburton

Delegation	02.01.07 Referrals and Issuing Certificates
Category	02.01 Council to Chief Executive Officer
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011</i> <ul style="list-style-type: none"> • s. 127(1) and s. 127(3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011</i> <ul style="list-style-type: none"> • s. 145A Local Government functions
Function	<ol style="list-style-type: none"> 1. Authority to refer uncertified applications under s. 17(1) to a building surveyor who is not employed by the local government [s. 145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the district [s. 145A(2)].
Delegates	Chief Executive Officer
Conditions	1. If the applicant is the Chief Executive Officer, there is no delegation.
Statutory framework	<i>Building Act 2011</i> <i>Building Regulations 2012</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised: <ol style="list-style-type: none"> a. is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>; and b. pursuant to s.130 of the <i>Building Act 2011</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
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Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - updated recordkeeping requirements	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	02.01.08 Private Pool Barrier - Alternative and Performance Solutions
Category	02.01 Council to Chief Executive Officer
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011</i> <ul style="list-style-type: none"> • s. 127(1) s. 127(3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Regulations 2012</i> <ul style="list-style-type: none"> • r. 51 Approvals by permit authority
Function	<ol style="list-style-type: none"> 1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied the alternative requirements will restrict access by young children as effectively as if they were compliant with AS 1926.1 [r. 51(2)]. 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r. 51(3)]. 3. Authority to approve alternative solutions to a Building Code approved pool barrier requirement if satisfied the performance solution complies with the relevant performance requirements [r. 51(5)].
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Building Act 2011</i> <i>Building Regulations 2012</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised: <ol style="list-style-type: none"> a. is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>; and b. pursuant to s.130 of the <i>Building Act 2011</i>.
Date adopted	8 September 2020
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Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - included sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - updated recordkeeping requirements	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	02.01.09 Smoke Alarms - Alternative Solutions
Category	02.01 Council to Chief Executive Officer
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011</i> <ul style="list-style-type: none"> • s. 127(1) and s. 127(3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Regulations 2012</i> <ul style="list-style-type: none"> • r. 55 Terms Used (alternative building solution approval) • r. 61 Local Government approval of battery powered smoke alarms
Function	<ol style="list-style-type: none"> 1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r. 55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r. 61].
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Building Act 2011</i> <i>Building Regulations 2012</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised: <ol style="list-style-type: none"> a. is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>; and b. pursuant to s.130 of the <i>Building Act 2011</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
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Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - included sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - updated recordkeeping requirements	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	03.01.01 Make Request to Fire and Emergency Services Commissioner - Control of Fire
Category	03.01 Council to Chief Executive Officer
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954</i> • s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954</i> • s. 13(4) Duties and powers of bush fire liaison officers
Function	1. Authority to request the Fire and Emergency Services Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s. 13(4)].
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Bush Fires Act 1954</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023

Shire of Ashburton

Delegation	03.01.02 Prohibited and Restricted Burning Times - Control Activities
Category	02.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 17(7) Prohibited burning times may be declared by Minister • s. 18(11) Restricted burning times may be declared by Fire and Emergency Services Commissioner • s. 22(6) and s. 22(7) Burning on exempt land and land adjoining exempt land • s. 27(2) and s. 27(3) Prohibition on use of tractors or engines except under certain conditions • s. 28(4) and s. 28(5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954</i> <ul style="list-style-type: none"> • r. 15(2) Permit to burn (Act s. 18), form of and apply for after refusal etc. • r. 15C(1) and r. 15C(2) Local government may prohibit burning on certain days • r. 38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times • r. 39B Crop dusters etc., use of in restricted or prohibited burning times

Shire of Ashburton

Function	<p><i>Control activities for restricted burning times</i></p> <ol style="list-style-type: none"> 1. Authority, where a permitted burn fire escapes, or is out of control in the opinion of the Bush Fire Control Officer, or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of, or extinguishing, an out of control permitted burn [s. 18(11)]. 2. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it, and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide, by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s. 22(6) and s. 22(7)]. 3. Authority to determine to prohibit burning on Sundays or specified days which are public holidays in the district [r. 15C]. <p><i>Control activities for prohibited and restricted burning times</i></p> <ol style="list-style-type: none"> 1. Authority to determine permits to burn during prohibited burning times which have previously been refused by a Bush Fire Control Officer [r. 15]. 2. Authority to declare the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the district during Prohibited or Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r. 38C]. 3. Authority to determine, during a Prohibited or Restricted Burning Time, if a firebreak around a landing ground for an aero plane has been satisfactorily prepared [r. 39B(2)]. 4. Issue directions, during a Prohibited or Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r. 39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during Prohibited or Restricted Burning Times, and to give permission for use of same during the Prohibited or Restricted Burning Time subject to compliance with requirements specified in a notice [s. 27(2) and s. 27(3)]. 6. Authority to recover the cost of measures taken by the Shire or Bush Fire Control Officer, to extinguish a fire burning during Prohibited or Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s. 28(1) and to take all possible measures to extinguish a fire on the land they occupy [s. 28(4)], including authority to recover expenses in any court of competent jurisdiction [s. 28(5)].
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<p><i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i> <i>Conservation and Land Management Act 1984</i></p>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
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Shire of Ashburton

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Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM 102/2023

Shire of Ashburton

Delegation	03.01.03 Control of Operations Likely to Create Bush Fire Danger
Category	03.01 Council to Chief Executive Officer
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954</i> <ul style="list-style-type: none"> • r. 39C(3) Welding and cutting apparatus, use of in open air • r. 39CA(5) Bee smoker devices, use of in restricted or prohibited burning times etc. • r. 39D(2) Explosives, use of • r. 39E(3) Fireworks, use of
Function	<ol style="list-style-type: none"> 1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> a. a person operating a bee smoker device during a prescribed period [r. 39CA(5)]. b. a person operating welding apparatus, a power operated abrasive cutting disc [r. 39C(3)]. c. a person using explosives [r. 39D(2)]. d. a person using fireworks [r.39E(3)]. 2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter which is burning) [s.27D].
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i> <i>Conservation and Land Management Act 1984</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
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Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023

Shire of Ashburton

Delegation	03.01.04 Burning Garden Refuse and Open-Air Fires
Category	03.01 Council to Chief Executive Officer
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 24F(2)(b)(ii) and s. 24F(4) Burning garden refuse during limited burning times • s. 24G(2) Minister or local government may further restrict burning of garden refuse • s. 25(1)(a), s. 25(1)(b), s. 25(1a) and s. 25(1b) No fire to be lit in open air unless certain precautions taken • s. 25A(5) Power of Minister to exempt from provisions of section 25 <i>Bush Fires Regulations 1954</i> <ul style="list-style-type: none"> • r. 27(3) Permit, issue of
Function	<ol style="list-style-type: none"> 1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within two (2) metres of a building or fence, only where satisfied it is not likely to create a fire hazard [s. 24F(2)(b)(ii) and s. 24F(4)]. 2. Authority to prohibit or impose restrictions on the burning of garden refuse which is otherwise permitted under s. 24F [s. 24G(2)]. 3. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the district [r. 27(3) and r. 33(5)]. 4. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plant growing upon any land within the district [r. 34]. 5. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: <ol style="list-style-type: none"> a. camping or cooking [s. 25(1)(a)]. b. conversion of bush into charcoal, or for the production of lime, in consultation with an authorised <i>Conservation and Land Management Act 1984</i> officer [s. 25(1)(b)]. 6. Authority to prohibit the lighting of fires in the open air for the purposes of camping or cooking for such periods during the prohibited burning times as specified in a note published in the Government Gazette and newspaper circulating in the district and authority to vary such notice [s. 25(1a) and s. 25(1b)]. 7. Authority to serve written notice on a person to whom an exemption has been given under s. 25 for lighting a fire in open air, prohibiting the person from lighting a fire and to determine conditions on the notice [s. 25A(5)].
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i> <i>Conservation and Land Management Act 1984</i>
Policy	Nil

Page 92 of 182

Shire of Ashburton

Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
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Amendments			
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10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
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Shire of Ashburton

Delegation	03.01.05 Firebreaks
Category	03.01 Council to Chief Executive Officer
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 33(1), s. 33(4), s. 33(5) and s. 33(6) Local government may require occupier of land to plough or clear fire-breaks
Function	<ol style="list-style-type: none"> 1. Authority to give written notice to an owner or occupier of land, or all owners or occupiers of land within the district, requiring, to the satisfaction of the Shire: <ol style="list-style-type: none"> a. clearing of firebreaks as determined necessary and specified in the notice; and b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. 2. Authority to direct a Bush Fire Control Officer, or any other employee, to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s. 33(4)]. 3. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s. 33(5)]. Authority to carry out on the land, at the request and expense of the owner, any works for the removal or abatement of a fire danger [s. 33(6)].
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
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Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023

Shire of Ashburton

Delegation	03.01.06 Appoint Bush Fire Control Officers
Category	03.01 Council to Chief Executive Officer
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 38(1), s. 38(5A), s. 38(8), s. 38(10) and s. 38(14) Local Government may appoint bush fire control officer
Function	<ol style="list-style-type: none"> 1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and <ol style="list-style-type: none"> a. of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and b. determine the respective seniority of the other Bush Fire Officers so appointed [s. 38(1)] 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire [s. 38(5A)]. 3. Authority to appoint a Fire Weather Officer, selected from Bush Fire Control Officers previously appointed and, where more than one Fire Weather Officer is appointed, define a part of the district in which each Fire Weather Officer shall have exclusive right to exercise the powers of s. 38(17) [s. 38(8) and s. 38(9)]. 4. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s. 38(10)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. An appointment made under s. 38(1) shall cause a local public notice to be published [s. 38(2A)]. 2. Records of names, addresses and usual occupations are to be maintained for all Bush Fire Control Officers appointed [s. 50(1)(b)].
Statutory framework	<i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
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Page 96 of 182

Shire of Ashburton

Last reviewed	18 June 2024
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Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023

Shire of Ashburton

Delegation	03.01.07 Control and Extinguishment of Bush Fires
Category	03.01 Council to Chief Executive Officer
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 46(1A) Bush fire control officer or forest officer may postpone lighting fire
Function	1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where, in the opinion of the Delegate, the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s. 46 (1A)]. Where it is proposed the fire will be lit on land within three (3) kilometres of the boundary of forest land, and an authorised Conservation and Land Management Act 1984 officer is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger then the Delegate may make the decision [s. 46(1B)].
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i> <i>Conservation and Land Management Act 1984</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023

Shire of Ashburton

Delegation	03.01.08 Apply for Declaration as an Approved Area
Category	03.01 Council to Chief Executive Officer
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954</i> • s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954</i> • s. 52(1) Approved area may be declared
Function	1. Authority to apply to the Minister to have the local government district, or part of the district, declared as an approved area [s. 52(1)].
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Bush Fires Act 1954</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
11 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023

Shire of Ashburton

Delegation	03.01.09 Recovery of Expenses Incurred Through Contraventions of this Act
Category	03.01 Council to Chief Executive Officer
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954</i> • s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954</i> • s. 58(3) General penalty and recovery of expenses incurred
Function	1. Authority to recover expenses incurred as a result of an offence against the <i>Bush Fires Act 1954</i> , being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire, or those acting on behalf of the Shire, to do [s. 58].
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Bush Fires Act 1954</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023

Shire of Ashburton

Delegation	03.01.10 Prosecution of Offences and Infringement Notices
Category	03.01 Council to Chief Executive Officer
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s 59(3) Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 59 Prosecution of offences • s. 59A(1) and s. 59A(2) Alternative procedure - infringement notices (Prosecutors)
Function	<ol style="list-style-type: none"> 1. Authority to consider allegations of offences alleged to have been committed against this Act [s. 59(3)]. 2. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s. 59(3)]. 3. Authority to exercise the functions under s. 59A(2) which is to serve an infringement notice for an offence against the <i>Bush Fires Act 1954</i> [s. 59A(1)].
Delegates	Chief Bushfire Control Officer Chief Executive Officer Coordinator Ranger Services Deputy Chief Executive Officer Executive Manager Land, Property and Regulatory Services Manager Regulatory Services Ranger
Conditions	<ol style="list-style-type: none"> 1. Prosecution of Offences: Chief Executive Officer Deputy Chief Executive Officer Executive Manager Land, Property and Regulatory Services, only where approval of the CEO is first obtained, in writing. 2. Alternative Procedure (Infringement Notices): Coordinator Ranger Services Rangers 3. Withdrawal of Infringement Notices: Chief Executive Officer Deputy Chief Executive Officer Executive Manager Land, Property and Regulatory Services.
Statutory framework	<i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020

Page 102 of 182

Shire of Ashburton

Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - Updated express power to delegate. Added delegates and updated conditions	Council Decision - OCM102/2023

Shire of Ashburton

Delegation	03.01.11 Notify Fire and Emergency Services Commissioner of Losses Caused by Bush Fires
Category	03.01 Council to Chief Executive Officer
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954</i> • s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Regulations 1954</i> • r. 43 Bush fires and losses caused, notification of
Function	1. Authority to send to the Fire and Emergency Services Commissioner in the month of June in each year particulars of losses caused by bush fires in the district during the preceding twelve (12) months (r. 43(2)). Each notice received by the local government may be forwarded to the Fire and Emergency Services Commissioner in order to comply with r. 43(2) [r. 43(3)].
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Bush Fires Regulations 1954</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023

Shire of Ashburton

Delegation	04.01.01 Cat Registrations
Category	04.01 Council to Chief Executive Officer
Head of power	04 Cat Act 2011
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • s. 44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • s. 9 Registration • s. 10 Cancellation of registration • s. 11 Registration numbers, certificates and tags • s. 12 Registration of cats <i>Cat Regulations 2012</i> <ul style="list-style-type: none"> • Sch. 3, cl. 1(4) Fees payable
Function	<ol style="list-style-type: none"> 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s. 9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s. 9(6)]. 3. Authority to cancel a cat registration [s. 10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied the original has been stolen, lost, damaged or destroyed [s. 11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire [Sch. 3, cl. 1(4)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i>.
Statutory framework	<i>Cat Act 2011</i> <i>Cat Regulations 2012</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
15 Aug 2023	Amended delegation	Sub-delegates updated	Record number 2350219
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
10 Jul 2024	Amended delegation	CEO approved amendment for delegation to add new position Senior Records Officer	GV01/2452170
30 Sep 2024	Amended delegation	Added updated position title of Coordinator Records and Customer Service and Council Support Officer as a subdelegates.	Record Number 2452717
7 Oct 2024	Amended delegation	Added updated position of Coordinator Records and Customer Service and Council Support Officer as Delegates.	Record Number 2452717

Shire of Ashburton

Delegation	04.01.02 Cat Control Notices
Category	04.01 Council to Chief Executive Officer
Head of power	04 Cat Act 2011
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • s. 44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • s. 26 Cat control notice may be given to cat owner • s. 27 Cats may be seized
Function	<ol style="list-style-type: none"> 1. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire's district [s. 26]. 2. Authority to seize any cat if there are reasonable grounds [s. 27].
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Cat Act 2011</i> <i>Cat Regulations 2012</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Page 107 of 182

Shire of Ashburton

Delegation	04.01.03 Approval to Breed Cats
Category	04.01 Council to Chief Executive Officer
Head of power	04 Cat Act 2011
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • s. 44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • s. 37 Approval to Breed Cats • s. 38 Cancellation of approval to breed cats • s. 39 Certificate to be given to approved cat breeder
Function	<ol style="list-style-type: none"> 1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s. 37 (1) and s. 37(2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s. 37(4)]. 3. Authority to cancel an approval to breed cats [s. 38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s. 39(2)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i>.
Statutory framework	<i>Cat Act 2011</i> <i>Cat Regulations 2012</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	04.01.04 Recovery of Costs - Destruction of Cats
Category	04.01 Council to Chief Executive Officer
Head of power	04 Cat Act 2011
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011</i> • s. 44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011</i> • s. 49(3) Authorised person may cause cat to be destroyed
Function	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s. 49(3)].
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Cat Act 2011</i> <i>Cat Regulations 2012</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	04.01.05 Applications to Keep Additional Cats
Category	04.01 Council to Chief Executive Officer
Head of power	04 Cat Act 2011
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • s. 44 Delegation by local government
Express power or duty delegated	<i>Cat (Uniform Local Provisions) Regulations 2013</i> <ul style="list-style-type: none"> • r. 8 Application to keep additional number of cats • r. 9 Grant of approval to keep additional number of cat
Function	<ol style="list-style-type: none"> 1. Authority to require any document or additional information required to determine an application [r. 8(3)]. 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r. 8(4)]. 3. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r. 9].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Notices of decisions must include advice as to Review rights in accordance with r. 11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i>.
Statutory framework	<i>Cat Act 2011</i> <i>Cat Regulations 2012</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	05.01.01 Dog Registrations
Category	05.01 Council to Chief Executive Officer
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s. 10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s. 14 Register of dogs • s. 16(2a), s. 16(3), s. 16(3c), s. 16(3A) and s. 16(6) Registration procedures
Function	<ol style="list-style-type: none"> 1. Authority to keep and accurate and up-to-date record of all registered dogs and correct any errors found in the register [s. 14]. 2. Authority to refuse to register a dog [s. 16(3)]. 3. Authority to register a dog [s. 16(2a)]. 4. Authority to cancel a registration of a person banned from owning or keeping a dog [s. 16(3A)]. 5. Authority to cancel a registration if a dog has died [s. 16(3c)]. 6. Authority to provide a registration certificate [s. 16(6)].
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Dog Act 1976</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	05.01.02 Refuse or Cancel Registration
Category	05.01 Council to Chief Executive Officer
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s. 17A(2) If no application for registration made • s. 17(4) and s. 17(6) Refusal or cancellation of registration
Function	<ol style="list-style-type: none"> 1. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal, for the decision to be reviewed [s. 17(4)]. 2. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had been found in contravention of s. 31, s. 32 or s. 33A, and had not been claimed [s. 17(6)].
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Dog Act 1976</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	05.01.03 Recovery of Money Due Under this Act
Category	05.01 Council to Chief Executive Officer
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976</i> • s. 10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976</i> • s. 29(5) Power to seize dogs
Function	1. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s. 29(5)].
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Dog Act 1976</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
27 Jun 2024	Amended delegation	Added the new position of Chief Financial Officer as a sub delegate to provide additional operational capacity to recover fees payable under the Dog Act 1976 should circumstances arise.	CEO approved amendment - (GV01/2452087)

Page 117 of 182

Shire of Ashburton

Delegation	05.01.04 Dispose of or Sell Dogs Liable to be Destroyed
Category	05.01 Council to Chief Executive Officer
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976</i> • s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976</i> • s. 29(11) Power to seize dogs
Function	1. Authority to dispose of or sell a dog which is liable to be destroyed [s. 29(11)].
Delegates	Chief Executive Officer
Conditions	1. Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Statutory framework	<i>Dog Act 1976</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	05.01.05 Declare Dangerous Dog
Category	05.01 Council to Chief Executive Officer
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976</i> • s. 10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976</i> • s. 33E(1) Individual dog may be declared to be dangerous dog (declared)
Function	1. Authority to declare an individual dog to be a dangerous dog [s. 33E(1)]
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Dog Act 1976</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	05.01.06 Dangerous Dog Declared or Seized - Deal with Objections and Determine when to Revoke
Category	05.01 Council to Chief Executive Officer
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s. 10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s. 33F(6) Owners to be notified of making of declaration • s. 33G(4) Seizure and destruction • s. 33H(1), s. 33H(2) and s. 33H(5) Local government may revoke declaration or proposal to destroy
Function	<ol style="list-style-type: none"> 1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s. 33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s. 33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied the dog can be kept without likelihood of any contravention of this Act [s. 33H(1)]. 4. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend, with the dog, a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s. 33H(2)].
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Dog Act 1976</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - included sub-delegate	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	05.01.07 Authorise Registration Officers
Category	05.01 Council to Chief Executive Officer
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s. 10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s. 3 Registration Officer
Function	1. Authority to authorise registration officers to exercise the powers and duties conferred on a registration officer under the <i>Dog Act 1976</i> .
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Dog Act 1976</i> <i>Dog Regulations 2013</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - included sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	05.01.08 Limitation of Numbers - Exemptions
Category	01.01 Council to Chief Executive Officer
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	Dog Act 1976 s. 10AA Delegation of local government powers and duties
Express power or duty delegated	Dog Act 1976 s. 26(3) limitations as to numbers
Function	<p>1. Where by a local law under the <i>Dog Act 1976</i> a local government has placed a limit on the keeping of dogs in any specified area, but the local government is satisfied in relation to any particular premises that the provisions of the <i>Dog Act 1976</i> relating to approved kennel establishments need not be applied in the circumstances grant an exemption in respect of premises but any such exemption -</p> <ul style="list-style-type: none"> • may be subject to conditions including a condition that it applies only to the dogs specified in the exemption; and cannot authorise the keeping in or on those premises of: <ul style="list-style-type: none"> ◦ more than 6 dogs that have reached 3 months of age; or ◦ a dog under that age unless it is a pup of a dog whose keeping is authorised by the exemption; and may be revoked or varied at any time. <p>2. Reference must be made to s.26 of the Act for all requirements and limitations.</p>
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	Dog Act 1976 s. 10AA(3) Delegation of local government powers and duties <i>Dog Act 1976</i> <i>Dog Regulations 2013</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the Local Government (Administration) Regulations 1996 and within the official recordkeeping system.
Date adopted	12 June 2023
Adoption references	Council Decision - OCM102/2023
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
21 Dec 2023	Amended delegation	CEO annual review. Updated list of subdelegates.	Record number 2451054

Shire of Ashburton

Delegation	06.01.01 Prohibition Orders
Category	06.01 Council to Chief Executive Officer
Head of power	06 Food Act 2008
Delegator	Local Government
Express power to delegate	<i>Food Act 2008</i> <ul style="list-style-type: none"> • s. 118(2)(b), s. 118(3) and s. 118(4) Functions of enforcement agencies and delegation
Express power or duty delegated	<i>Food Act 2008</i> <ul style="list-style-type: none"> • s. 65(1) Prohibition orders • s. 66 Certificate of clearance to be given in certain circumstances • s. 67(4) Request for re-inspection
Function	<ol style="list-style-type: none"> 1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s. 65 of the <i>Food Act 2008</i> [s. 65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s. 66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s. 67(4)].
Delegates	Chief Executive Officer Coordinator Environmental Health Services Deputy Chief Executive Officer Environmental Health Officer Executive Manager Land, Property and Regulatory Services Manager Regulatory Services
Conditions	<ol style="list-style-type: none"> 1. In accordance with s. 118(3)(b), this delegation is subject to relevant Department of Health Guidelines, as amended from time to time. 2. The Coordinator Environmental Health Services or the Environmental Health Officer are not permitted to issue Prohibition Orders without prior consultation with another delegate.
Statutory framework	<i>Food Act 2008</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - amended list of delegates and updated conditions	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
18 Jun 2024	Amended delegation	Update list of delegates to include Coordinator Environmental Health Services and amended conditions	Council resolution (118/2024)

Shire of Ashburton

Delegation	06.01.02 Food Business Registrations
Category	06.01 Council to Chief Executive Officer
Head of power	06 Food Act 2008
Delegator	Local Government
Express power to delegate	<i>Food Act 2008</i> <ul style="list-style-type: none"> • s. 118(2)(b), s. 118(3) and s. 118(4) Functions of enforcement agencies and delegation
Express power or duty delegated	<i>Food Act 2008</i> <ul style="list-style-type: none"> • s. 110(1) and s. 110(5) Registration of food business • s. 112 Variation of conditions or cancellation of registration of food businesses
Function	<ol style="list-style-type: none"> 1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s. 110(1) and s. 110(5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s. 112].
Delegates	Chief Executive Officer Coordinator Environmental Health Services Deputy Chief Executive Officer Environmental Health Officer Executive Manager Land, Property and Regulatory Services Manager Regulatory Services
Conditions	<ol style="list-style-type: none"> 1. In accordance with s. 118(3)(b), this delegation is subject to relevant Department of Health Guidelines, as amended from time to time.
Statutory framework	<i>Food Act 2008</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - amended list of delegates	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
18 Jun 2024	Amended delegation	Update list of delegates to include Coordinator Environmental Health Services	Council resolution (118/2024)

Shire of Ashburton

Delegation	06.01.03 Appoint Authorised Officers and Designated Officers
Category	06.01 Council to Chief Executive Officer
Head of power	06 Food Act 2008
Delegator	Local Government
Express power to delegate	<i>Food Act 2008</i> <ul style="list-style-type: none"> • s. 118(2)(b), s. 118(3) and s. 118(4) Functions of enforcement agencies and delegation
Express power or duty delegated	<i>Food Act 2008</i> <ul style="list-style-type: none"> • s. 122 Appointment of authorised officers • s. 126(13) Appointment of designated officers
Function	<ol style="list-style-type: none"> 1. Authority to appoint persons to undertake the functions of an enforcement agency under the <i>Food Act 2008</i> [s. 118(1)]. 2. Authority to appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> [s. 122(1)]. 3. Authority to appoint an Authorised Officer appointed under s. 122(1) of the <i>Food Act 2008</i> or s. 24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s. 126(13)]. 4. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s. 126(13) from also being a Designated Officer for the purposes of issuing infringements) for the purpose of extending the time for payment of modified penalties [s. 126(6)] and determining withdrawal of an infringement notice [s. 126(7)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. In accordance with s. 118(3)(b), this delegation is subject to relevant Department of Health Guidelines, as amended from time to time. 2. A register of authorised officers appointed is to be maintained [s. 122(3)]. 3. Authorised Officers are to be issued with a Certificate of Authority [s. 123(1)].
Statutory framework	<i>Food Act 2008</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	07.01.01 Give Notice Requiring Obliteration of Graffiti
Category	07.01 Council to Chief Executive Officer
Head of power	07 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016</i> <ul style="list-style-type: none"> • s. 16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016</i> <ul style="list-style-type: none"> • s. 18(2) Notice requiring removal of graffiti • s. 19(3) and s. 19(4) Additional powers when notice is given
Function	<ol style="list-style-type: none"> 1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s. 18(2)]. 2. Where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s. 19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s. 19(4)].
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Graffiti Vandalism Act 2016</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	07.01.02 Notices - Deal with Objections and Give Effect to Notices
Category	07.01 Council to Chief Executive Officer
Head of power	07 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016</i> <ul style="list-style-type: none"> • s. 16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016</i> <ul style="list-style-type: none"> • s. 22(3) Objection may be lodged • s. 24(1)(b) and s. 24(3) Suspension of effect of notice
Function	<ol style="list-style-type: none"> 1. Authority to deal with an objection to a notice [s. 22(3)]. 2. Authority, where an objection has been lodged, to: <ol style="list-style-type: none"> a. determine and take action to give effect to the notice, where it is determined there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s. 24(1)(b), and b. to give notice to the affected person, before taking the necessary action [s. 24 (3)].
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Graffiti Vandalism Act 2016</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review- no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	07.01.03 Obliterate Graffiti on Private Property
Category	07.01 Council to Chief Executive Officer
Head of power	07 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016</i> • s. 16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016</i> • s. 25(1) Local government graffiti powers on land not local government property
Function	1. Authority to determine to obliterate graffiti without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s. 25(1)].
Delegates	Chief Executive Officer
Conditions	1. Subject to exercising Powers of Entry legislative requirements.
Statutory framework	<i>Graffiti Vandalism Act 2016</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	07.01.04 Powers of Entry
Category	07.01 Council to Chief Executive Officer
Head of power	07 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016</i> • s. 16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016</i> • s. 28 Notice of entry • s. 29 Entry under warrant
Function	1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s. 28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s. 29].
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Graffiti Vandalism Act 2016</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Page 137 of 182

Shire of Ashburton

Delegation	08.01.01 Directions Regarding Unauthorised / Illegal Development
Category	08.01 Council to Chief Executive Officer
Head of power	08 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Planning and Development Act 2005</i> <ul style="list-style-type: none"> • s. 214(2), s. 214(3) and s. 214(5) Illegal development, responsible powers as to
Function	<ol style="list-style-type: none"> 1. Authority to give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or the part of the development which is undertaken in contravention of the planning scheme, interim development order or planning control area requirements. 2. Authority to give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> a. to remove, pull down, take up, or alter the development; and b. to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Authority to give a written direction to the person whose duty it is to execute work to execute the work where it appears the delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Planning and Development Act 2005</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. Updated sub delegate conditions.	Record number 2451054

Shire of Ashburton

Delegation	08.01.02 Determination of Development Applications
Category	08.01 Council to Chief Executive Officer
Head of power	08 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	<i>Planning and Development (Local Planning) Schemes Regulations 2015</i> <ul style="list-style-type: none"> • cl. 82 Sch. 2 Delegations by local government
Express power or duty delegated	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> <ul style="list-style-type: none"> • Parts 3, 4, 6, 7, 8, 9 of Schedule 2 (Deemed Provisions)
Function	<ol style="list-style-type: none"> 1. Authority to make determinations of an application for development approval under cl. 68 of Sch. 2 of the <i>Planning and Development (Local Planning Scheme) Regulations</i>, and subsection 31(2) of the <i>State Administrative Tribunal Act 2004</i>. 2. Authority for advertising of applications and proposals under cl. 5.7 of the Shire of Ashburton Local Planning Scheme No. 7, cl. 64 and subclauses 66(1) and 77(3) of Sch. 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>. 3. Authority to make determinations regarding accompanying material requirements for applications for development approval, including refusal to accept an application, under cl. 11, 63 and 85 of Sch. 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>. 4. Authority to amend or cancel development approval, including waiving or varying a requirement in Part 8 or Part 9 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> for minor amendments and temporary works or use, under cl. 77 and subclauses 61(1)(f) and 61(2)(d) of Sch. 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>. 5. Authority to provide additional variety of delegated powers - <ol style="list-style-type: none"> a. Exercise discretion, determine and apply conditions to all applications for development approval made under the Shire of Ashburton Local Planning Scheme No. 7, b. Exercise discretion and affirm, vary or set aside a decision made on an application for development approval following a request by the State Administrative Tribunal for a reconsideration to be made under s. 31 of the <i>State Administrative Tribunal Act 2004</i>, c. Determine the requirement for, and extent of, advertising of applications and proposals made under the Shire of Ashburton Local Planning Scheme No. 7, d. Determine the type and extent of accompanying material required to be lodged with applications and proposals made under the Shire of Ashburton Local Planning Scheme No. 7 and whether an application should be accepted or rejected, e. Exercise discretion, determine and apply conditions to all applications to amend or cancel a development approval, f. Exercise discretion, determine and apply conditions to all applications made to extend the period within which a development approved must be substantially commenced, g. Exercise discretion, determine and apply conditions to all applications made under r. 17A of the <i>Planning and Development (Development Assessment Panels) Regulations 2011</i> to amend or cancel a development approval made by a Development Assessment Panel, and h. Waive or vary a requirement in Part 8 or Part 9 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> in respect of an application where the application is considered to relate to a minor amendment to the development approval.

Page 140 of 182

Shire of Ashburton

Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Delegation only to be exercised following appropriate consideration of the matters listed in cl. 67, cl. 68 and cl. 69 of Sch. 2 (Deemed Provisions). 2. Where applications are required to undergo consultation in accordance with cl. 64 of Sch. 2(8) and cl. 66 of Sch. 2(9), delegation can only be exercised where concerns raised through consultation is not relevant to planning considerations or where concerns can be addressed by way of conditions or mitigated by design. 3. Where concerns raised are relevant planning consideration which cannot be addressed or mitigated through conditions, a report to Council is to be prepared only where the objection relates to a variation to the Scheme or R-Codes. 4. Delegation can only be exercised to the extent the Scheme, or Council Policy, provides for variations and, where a variation to the Council Policy is proposed, a report to Council shall be prepared.
Statutory framework	<i>Planning and Development Act 2005</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. Updated sub delegate conditions.	Record number 2451054

Shire of Ashburton

Delegation	08.01.03 Structure Plans and Local Development Plans
Category	08.01 Council to Chief Executive Officer
Head of power	08 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	<i>Planning and Development (Local Planning) Schemes Regulations 2015</i> <ul style="list-style-type: none"> • cl. 82 Sch. 2 Delegations by local government
Express power or duty delegated	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> <ul style="list-style-type: none"> • Part 4, Part 5 and Part 6 Sch. 2 <ul style="list-style-type: none"> i. cl. 17 Action by local government on receipt of application ii. cl. 18 Advertising structure plan iii. cl. 19 Consideration of submission iv. cl. 20 Local government report to Commission v. cl. 29 Amendment of structure plan vi. cl. 48 Preparation of local development plan vii. cl. 50 Advertising of local development plan viii. cl. 51 Consideration of submission ix. cl. 52 Decision of local government x. cl. 53 Local development plan may provide for later approval of details of development xi. cl. 58 Revocation of local development plan xii. cl. 59 Amendment of local development plan
Function	<ol style="list-style-type: none"> 1. Authority to determine if a proposed structure plan complies with r. 16(1) or if further information is required [r. 17(1)]. 2. Authority to determine whether to advertise a proposed structure plan and seek comment from any public authority or utility provider [r. 18(1)]. 3. Authority to consider any submissions made in respect of a proposed structure plan [r. 19(1)]. 4. Authority to prepare a report on the proposed structure plan and provide it to the Commission [r. 20(1)]. 5. Authority to determine if amendment to a Structure Plan requires advertising [r. 29(3)]. 6. Authority to determine if a proposed local development plan complies or if further information is required, and give the applicant an estimate of the fee for dealing with the application under regulation [r. 49(1)]. 7. Authority to determine whether to advertise a proposed local development plan and seek comment from any public authority or utility service provider [r. 50(1)]. 8. Authority to consider any submission made in respect of a proposed local development plan [r. 51]. 9. Authority to determine a local development plan for approval, approval subject to modification or refusal [r. 52(1)]. 10. Authority to approve a local development plan which provides for further details [r. 53]. 11. Authority to amend a local development plan [r. 59(1)]. 12. Authority to determine whether to advertise an amendment of a local development plan [r. 59(4)].
Delegates	Chief Executive Officer

Shire of Ashburton

Conditions	<ol style="list-style-type: none"> 1. Delegation only to be exercised following appropriate consideration of the matters listed under cl. 48 Sch. 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> and the local development plan is consistent with the Shire's Town Planning Scheme. 2. Authority to not advertise a local development plan can only be exercised where it can be demonstrated it would not adversely impact the owners or occupiers within the area covered by the plan or an adjoining area. 3. Authority to determine a Local Development Plan can only be exercised if it is aligned with the relevant Local Planning Policy.
Statutory framework	<i>Planning and Development Act 2005</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	09.01.01 Designation of Authorised Officers
Category	09.01 Council to Chief Executive Officer
Head of power	09 Public Health Act 2016
Delegator	Local Government
Express power to delegate	<p><i>Public Health Act 2016</i></p> <ul style="list-style-type: none"> • s. 21 Enforcement agency may delegate <p><i>Health (Asbestos) Regulations 1992</i></p> <ul style="list-style-type: none"> • r. 15D(7) Infringement notices
Express power or duty delegated	<p><i>Public Health Act 2016</i></p> <ul style="list-style-type: none"> • s. 24(1) and s. 24(3) Designation of authorised officers <p><i>Health (Asbestos) Regulations 1992</i></p> <ul style="list-style-type: none"> • r. 15D(5) Infringement Notices
Function	<ol style="list-style-type: none"> 1. Authority to designate a person or class of persons as authorised officers for the purposed of - <ol style="list-style-type: none"> a. The <i>Public Health Act 2016</i> or other specified Act, b. Specified provisions of the <i>Public Health Act 2016</i> or other specified Act, c. Provisions of the <i>Public Health Act 2016</i> or another specified Act, other than the specified provisions of that Act, including - <ol style="list-style-type: none"> i. an environmental health officer or environmental health officers as a class, or ii. a person who is not an environmental health officer or a class of persons who are not environmental health officers, or iii. a mixture of the two [s. 24(3)]. 2. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purpose of the <i>Criminal Act 2004</i> Part 2 [r. 15D(5)]
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Persons to be appointed as authorised environmental health officers must satisfy the criteria published in Government Gazette No 22 of 24 January 2017 - <i>Public Health Act 2016</i> - Guidelines on the Designation of Authorised Officer. 2. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r. 15D(6)].
Statutory framework	<p><i>Criminal Act 2004</i> <i>Criminal Investigation Act 2006</i> <i>Health (Asbestos) Regulations 1992</i> <i>Public Health Act 2016</i></p>
Policy	Nil

Shire of Ashburton

Record keeping	<ol style="list-style-type: none">1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record.3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023

Shire of Ashburton

Delegation	AA.01.01 Local Government Act 1995 - Execution of Documents
Category	AA.01 Council to Chief Executive Officer
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Local Government
Express power to delegate	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s. 9.49(A) Execution of documents
Function	<p>1. Execute documents and / or deeds on behalf of the Shire.</p> <p><i>A document may be executed by affixing the common seal or signing by a person or person authorised by the local government.</i></p> <p><i>Council is not permitted to delegate the function of authorising specific employees to execute documents on its behalf.</i></p>
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. The execution of the document must not be inconsistent with a Council Policy or Council Resolution. 2. Authorisation of the use of the common seal must be in accordance with the relevant Council Policy.
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegation in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023

Shire of Ashburton

Delegation	AA.01.02 Planning and Development Act 2005 - Commencing a prosecution for contravening a provision of the planning scheme (s. 218) and commencing a prosecution for failure to comply with directions (s. 214)
Category	AA.01 Council to Chief Executive Officer
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Local Government
Express power to delegate	<i>Criminal Procedure Act 2004</i> • s. 20 Who can commence prosecution
Function	1. Commence a prosecution for a breach of the Local Planning Scheme [s. 218] and commence a prosecution for a failure to comply with directions [s. 214]. <i>The Planning and Development Act 2005 is silent on who may bring a prosecution under s. 214 and s. 218, although it states a person who contravenes these sections commits an offence.</i> <i>The Criminal Procedure Act provides an authorised person in relation to an offence is a person who is authorised to commence a prosecution, in writing, by a public authority.</i>
Delegates	Chief Executive Officer
Conditions	Nil
Record keeping	1. Each instance of this appointment being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the Local Government (Administration) Regulations 1996. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Council annual review. No amendments	OCM 102/2023

Shire of Ashburton

Delegation	AA.01.03 Gaming and Wagering Commission Act 1987 - Appointment of Authorised Officer
Category	AA.01 Council to Chief Executive Officer
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Local Government
Express power to delegate	<i>Gaming and Wagering Commission Act 1987</i> <ul style="list-style-type: none"> • s. 21(2) Authorised officers, appointment and duties of and reports by • s. 55(3) Approving premises for gaming
Function	1. If the Commission requests, the Chief Executive Officer is to be the Authorised Officer. 2. The Chief Executive Officer is authorised to provide, if requested, the relevant reports.
Delegates	Chief Executive Officer
Conditions	Nil
Record keeping	1. Each instance of this appointment being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> . 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Shire of Ashburton

Delegation	AA.04.01 Local Government Act 1995 - Execution of Documents
Category	AA.04 Council to Others
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Local Government
Express power to delegate	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s. 9.49A(4) Execution of documents
Function	<p>1. Execute documents and / or deeds on behalf of the Shire.</p> <p><i>A document may be executed by affixing the common seal or signing by a person or persons authorised by the local government.</i></p> <p><i>Council is not permitted to delegate the function of authorising a person to sign documents on behalf of the local government, however may authorise specific employees to execute documents on its behalf.</i></p>
Delegates	<p>Deputy Chief Executive Officer Director Community Development Director Corporate Services Director Infrastructure Services</p>
Conditions	<ol style="list-style-type: none"> 1. The execution of the document must not be inconsistent with a Council Policy or Council Resolution. 2. Authorisation of the use of the common seal must be in accordance with the relevant Council Policy. 3. This appointment is restricted to executing documents which are to a value of \$250,000 or less.
Statutory framework	<p><i>Local Government Act 1995</i> s. 9.49A(4) Execution of documents</p>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this appointment being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	18 June 2024

Page 149 of 182

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Annual review. Updated list of persons authorised.	Council Decision - OCM102/2023

Shire of Ashburton

Delegation	AA.04.02 Health (Miscellaneous Provisions) Act 1911 - Powers of Local Government - Appointment of Authorised Persons
Category	AA.04 Council to Others
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Local Government
Express power to delegate	<i>Health (Miscellaneous Provisions) Act 1911</i>
Express power or duty delegated	s.26 – Powers of Local Government – Health (Miscellaneous Provisions) Act 1911
Function	Appointment of such persons for the purpose of discharging all or any of the powers and functions of the local government under the <i>Health (Miscellaneous Provisions) Act 1911</i> and its subsidiary legislation.
Delegates	Chief Executive Officer Coordinator Environmental Health Services Deputy Chief Executive Officer Environmental Health Officer Executive Manager Land, Property and Regulatory Services
Conditions	<ol style="list-style-type: none"> 1. Commence legal proceedings under the <i>Health (Miscellaneous Provisions) Act 1911</i> and associated regulations and local laws. 2. Serve health orders in connection with requirements and repairs to businesses, shops and dwellings in accordance with the provisions of s. 354 of the <i>Health (Miscellaneous Provisions) Act 1911</i>. 3. Undertake delegations with respect to the <i>Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974</i>. 4. Order remises within the Shire to be connected to sewer mains when such mains are available [s. 72 <i>Health Act 1911</i>]. 5. Sign and issue licences and registrations issued under the <i>Health (Miscellaneous Provisions) Act 1911</i>. 6. Approvals for larger events and gatherings requiring risk management plans under the <i>Health (Public Building) Regulations 1992</i> may only be done following discussion with the Chief Executive Officer. 7. Not to expend funds for the carrying out of works in default of a notice served without separate budget approval by Council. 8. The Coordinator Environmental Health Services or an Environmental Health Officer is not permitted to commence legal proceedings, unless approved by the Chief Executive Officer.
Statutory framework	s.26 – Powers of Local Government – <i>Health (Miscellaneous Provisions) Act 1911</i>
Policy	N/A

Shire of Ashburton

Record keeping	<ol style="list-style-type: none"> 1. Each instance of undertaking a function of this delegation it is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Updated statutory references to clearly the express power to delegate (appoint). Updated the list of delegates (appointees) and simplified the reference to the Health (Miscellaneous Provisions) Act 1911 generally, to include subsidiary legislation made. Conditions and recordkeeping requirements updated.	Council Decision - OCM102/2023
18 Jun 2024	Amended delegation	Updated list of authorised persons to include Coordinator Environmental Health Services and conditions amended	Council resolution (118/2024)

Shire of Ashburton

Delegation	AA.04.04 Litter Act 1979 - Appointment of Authorised Officers to Withdraw Infringement Notices
Category	AA.04 Council to Others
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Local Government
Express power to delegate	<i>Litter Act 1979</i> • s. 30(4) and 30(4a) Infringement notices
Express power or duty delegated	N/A
Function	1. To approve the withdrawal of infringement notices issued under the <i>Litter Act 1979</i> in accordance with s. 30(4).
Delegates	Chief Executive Officer Deputy Chief Executive Officer Executive Manager Land, Property and Regulatory Services Manager Regulatory Services
Conditions	1. This authority cannot be sub-delegated.
Statutory framework	s.30(4) and 30 (4a) Infringement notices
Policy	Nil
Record keeping	1. Each instance of this appointment being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> . 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Updated authorised persons (delegates)	Council Decision - OCM102/0223

Shire of Ashburton

Delegation	AA.04.05 Control of Vehicles (Off-Road Areas) Act 1978 - Appointment of Authorised Persons to Withdraw Infringement Notices
Category	AA.04 Council to Others
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Local Government
Express power to delegate	<i>Control of Vehicles (Off-Road Areas) Act 1978</i> • s. 37(5) Person authorised by the local government to withdraw an infringement notice
Express power or duty delegated	s. 37(5) Person authorised by the local government to withdraw an infringement notice
Function	1. Withdraw an infringement notice within twenty-eight (28) days after the service of the notice.
Delegates	Deputy Chief Executive Officer Executive Manager Land, Property and Regulatory Services Manager Regulatory Services
Conditions	1. Withdrawal of infringements are to be notified to the Chief Executive Officer by memo.
Statutory framework	s. 37(5) Person authorised by the local government to withdraw an infringement notice
Policy	Nil
Record keeping	1. Each instance of this appointment being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> . 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Updated persons authorised to withdraw infringement notices	Council Decision - OCM102/2023

Shire of Ashburton

Delegation	AA.04.06 Local Government Act 1995 - Power to Remove and Impound
Category	AA.04 Council to Others
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 3.39 Power to remove and impound
Express power or duty delegated	Local Government Act 1995 s. 3.39 Power to remove and impound
Function	1. Authorise employees to remove and impound any goods which are involved in a contravention which can lead to impounding.
Delegates	Coordinator Environmental Health Services Coordinator Ranger Services Deputy Chief Executive Officer Director Infrastructure Services Environmental Health Officer Manager Regulatory Services Ranger
Conditions	The related powers apply - <ul style="list-style-type: none"> • s. 3.40A(4) Abandoned vehicle wreck may be taken • s. 3.42 Impounded non-perishable goods • s. 3.44 Notice to collect goods if not confiscated • s. 3.46 Goods may be withheld until costs paid <p>The Coordinator Environmental Health Services or an Environmental Health Officer may only remove and impound a goods which are involved in a contravention of the Health Local Law 2013, as prescribed.</p>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this appointment being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	18 June 2024

Shire of Ashburton

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Updated authorised employees and conditions	Council Decision - OCM102/2023
18 Jun 2024	Amended delegation	1. Updated delegates to include Coordinator Environmental Health Services position to align with the current organisational structure. 2. In conditions, added the position of Coordinator Environmental Health Services to only deal with removing and impounding goods for a contravention of the Health Local Law 2013.	Council resolution (118/2024)

Shire of Ashburton

Delegation	AA.04.07 Authorising Persons - Liquor Control Act 1988
Category	AA.04 Council to Others
Head of power	AA Liquor Control Act 1988
Delegator	Local Government
Express power to delegate	Appointment of Authorised Persons Liquor Control Act 1988 s.69(8) Advertising, referring investigating and intervening in applications
Express power or duty delegated	Authorised persons to consider applications under 69, 73 and 74 of the Liquor Control Act 1988 s.69(8) Advertising, referring investigating and intervening in applications
Function	<p>1. Applications referred under sections 69, 73 and 74 of the Act. Intervene in proceedings before the licensing authority for the purpose of introducing evidence or making representations in relation to the requirements of — (a) the Health (Miscellaneous Provisions) Act 1911; or (aa) the Food Act 2008; or (b) any written law relating to sewerage or drainage; or (c) the Local Government Act 1995 or the Building Act 2011, in so far as that Act relates to health matters, and may submit a report to the licensing authority on those matters.</p> <p>2. Applications referred under section 39 of the Act. Provide a certificate to the Licensing Authority whether or not the premises that is subject to an application complies with all relevant requirements of — (a) the Health (Miscellaneous Provisions) Act 1911; and (aa) the Food Act 2008; and (b) any written law relating to sewerage or drainage; and (c) the Local Government Act 1995; and (d) the Building Act 2011, and where the premises do not so comply, the manner in which the premises could be made to comply or that the premises could not reasonably be made to comply.</p> <p>3. Applications referred under section 40 of the Act. Provide a certificate (of a planning authority as to whether use of premises complies with planning laws) to the Licensing Authority whether or not the premises that is subject to an application stating that the proposed use of the premises: (a) will comply with the requirements of the written laws relating to planning specified; or (b) would comply with the requirements specified if consent were to be given by a specified authority, if it is known whether that authority will give the consent, and what specified conditions or specifications should be, or are likely to be, imposed; or (c) will not comply with the requirements specified for the reasons specified.</p>

Shire of Ashburton

Delegates	Chief Executive Officer Coordinator Environmental Health Services Coordinator Planning and Lands Deputy Chief Executive Officer Environmental Health Officer Executive Manager Land, Property and Regulatory Services Manager Regulatory Services Planning & Lands Officer
Conditions	<ol style="list-style-type: none"> 1. Manager Regulatory Services, Coordinator Environmental Health Services and an Environmental Health Officer not permitted to deal with applications under sections 40. 2. Coordinator Planning and Lands limited to providing responses to applications under section 40. 3. Planning and Lands Officer limited to providing responses to applications under section 40, subject to prior consultation with an approved delegate.
Statutory framework	Appointing Authorising persons Liquor Control Act 1988 (the Act) s.69(8) Advertising, referring investigating and intervening in applications
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this appointment being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the Local Government (Administration) Regulations 1996. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	13 June 2023
Adoption references	Council Decision – OCM 102/2023
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
13 Jun 2023	New delegation	Council appointed Authorised Persons	Council Decision – OCM 102/2023
18 Jun 2024	Amended delegation	<ol style="list-style-type: none"> 1. Updated delegates to include Coordinator Environmental Health Services position to align with the current organisational structure. 2. Conditions updated to limit the Coordinator Environment Health Services dealing with applications under section 40 of the Liquor Control Act 1988. 	Council resolution (118/2024)

Shire of Ashburton

Delegation	AA.04.08 Execution of Waste Service Agreements - Pilbara Regional Waste Management Facility
Category	AA.04 Council to Others
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	Authorisation pursuant to Section 9.49A(4) of the <i>Local Government Act 1995</i> .
Express power or duty delegated	<p>Authorises any to of:</p> <ul style="list-style-type: none"> (a) Chief Executive Officer; (b) Chief Financial Officer; (c) Director Corporate Services; and (d) Director Infrastructure Services. <p>to execute a waste services agreement with Enviropacific Services Ltd or any variation thereto or discharge or waiver thereof meeting the criteria set out in the Function section:</p>

Shire of Ashburton

Function	<p>Any variation thereto or discharge or waiver thereof meeting the following criteria:</p> <ol style="list-style-type: none"> the receipt and disposal of approximately 22,000 tonnes of Class III and 800 tonnes of Class IV waste material, with a minimum delivery volume of 1 tonne; the on-site receipt and disposal of waste by Enviropacific Services Ltd being subject to: <ol style="list-style-type: none"> a Waste Acceptance Approval being obtained from the PRWMF Principal Technical Consultant, based on testing results from a certified National Association of Testing Authorities accredited laboratory the reasonable directions (including in relation to matters of health, safety, and environment) and usual practices of Pilbara Regional Waste Management Facility staff; compliance with the <i>Environmental Protection (Controlled Waste) Regulations 2004</i> (WA); compliance with the <i>Waste Avoidance and Resource Recovery Levy Regulations 2008</i> (WA); a consignment fee of \$160 for each waste type (if required); a handling fee of \$160 per load (if required); waste services rates as follows: <ol style="list-style-type: none"> \$237.77 per tonne (excluding GST and landfill levy) for volumes between 0 and 4,999 tonnes for Class III waste indexed at WA CPI; \$230.77 per tonne (excluding GST and landfill levy) for volumes between 5,000 and 9,999 tonnes for Class III waste indexed at WA CPI; \$223.00 per tonne (excluding GST and landfill levy) for volumes between 10,000 and 14,999 tonnes for Class III waste indexed at WA CPI; \$215.99 per tonne (excluding GST and landfill levy) for volumes between 15,000 and 19,999 tonnes for Class III waste indexed at WA CPI; \$210.99 per tonne (excluding GST and landfill levy) for volumes between 20,000 and 22,999 tonnes for Class III waste indexed at WA CPI; \$206.98 per tonne (excluding GST and landfill levy) for volumes greater than 23,000 tonnes for Class III waste indexed at WA CPI; \$400.00 per tonne (excluding GST and landfill levy) for volumes between 0 and 4,999 tonnes for Class IV waste indexed at WA CPI; \$390.00 per tonne (excluding GST and landfill levy) for volumes exceeding 5,000 for Class IV indexed at WA CPI; and a mechanism for rates whereby the discounted rate(s) for the anticipated volume(s) will apply on the first delivery but if, within a six-month period, a delivery volume(s) do(es) not achieve the anticipated volume(s) required for applying the corresponding discounted rate(s) an adjustment is made to apply the discounted rate(s) corresponding to the actual volume delivered within that six-month period; agreement to a value of up to approximately \$5,000,000 (exclusive of GST, landfill levy, consignment fee and handling fee); agreement term of up to six-months; the provision of financial security within a time from the commencement of the agreement to be agreed in the form of a deposit of \$500,000 and a bank guarantee \$1,000,000; and other standard or reasonable terms and conditions, as considered appropriate.
Delegates	<p>Chief Executive Officer Chief Financial Officer Director Corporate Services Director Infrastructure Services</p>
Conditions	<ol style="list-style-type: none"> Notes, in accordance with section 9.49A(5) of the Local Government Act 1995 (WA), that the authorisation made pursuant to section 9.49A(4) of the Local Government Act 1995 (WA) excludes the execution of an agreement as a deed. Following entry into the waste services agreement with Enviropacific Services Limited, a report on the agreement is to be presented to the Shire of Ashburton Waste Management Committee.

Page 160 of 182

Shire of Ashburton

Statutory framework	• S. 9.49A(4) Local Government Act 1995
Policy	Nil
Record keeping	Waste Services agreement/s executed must be recorded in the Shire's Recordkeeping system.
Date adopted	15 April 2025
Adoption references	Council Decision 065/2025 - 15 April 2025
Last reviewed	18 June 2024

Shire of Ashburton

Delegation	LL.01.01 Shire of Ashburton Local Laws
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	All of the local government functions, duties and powers expressed in the following local laws: Shire of Ashburton Dogs Local Law 2012 Shire of Ashburton Fencing Local Law 2014 Shire of Ashburton Health Local Law 2013 Shire of Ashburton Public Places and Local Government Property Local Law 2023 Shire of Ashburton Parking and Parking Facilities Local Law 2013 Shire of Ashburton Cemeteries Local Law 2013
Function	Authority to undertake the local governments functions, duties and powers under the listed local laws.
Delegates	Chief Executive Officer
Conditions	Exclusions: Any function, power or duty prescribed in the local laws to make determinations, set fees and charges or where a Council resolution is required.
Statutory framework	Shire of Ashburton Local Laws, as prescribed.
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the Local Government (Administration) Regulations 1996.
Date adopted	13 June 2023
Adoption references	Council Decision - OCM102/2023
Last reviewed	18 June 2024

Amendments			
Date	Type	Amendment	References
21 Dec 2023	Amended delegation	CEO annual review. Updated sub-delegate conditions.	Record number 2451054

Shire of Ashburton

AMENDMENTS

Delegation	Date	Type	Amendment	References
01.01.01 Appoint Authorised Persons	10 Jan 2023	Amended delegation	CEO review - sub-delegates added	Record number 2348418
01.01.01 Appoint Authorised Persons	13 Jun 2023	Amended delegation	Council annual review - amended express power or function delegated.	Council Decision OCM102/2023
01.01.01 Appoint Authorised Persons	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.02 Powers of Entry	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.02 Powers of Entry	13 Jun 2023	Amended delegation	Annual Council Review - Delegation conditions updated.	Council Decision OCM 102/2023
01.01.02 Powers of Entry	21 Dec 2023	Amended delegation	CEDO Annual review. No amendments.	Record number 2451054
01.01.03 Impounding Abandoned Vehicle Wrecks and Goods Involved in Certain Contraventions	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.03 Impounding Abandoned Vehicle Wrecks and Goods Involved in Certain Contraventions	13 Jun 2023	Amended delegation	Council annual review - No changes.	Council Decision OCM102/2023
01.01.03 Impounding Abandoned Vehicle Wrecks and Goods Involved in Certain Contraventions	21 Dec 2023	Amended delegation	CEO annual review. No amendments.	Record number 2451054
01.01.04 Disposing of Confiscated or Uncollected Goods and Sick or Injured Animals	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.04 Disposing of Confiscated or Uncollected Goods and Sick or Injured Animals	13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision OCM102/2023
01.01.04 Disposing of Confiscated or Uncollected Goods and Sick or Injured Animals	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Page 163 of 182

Shire of Ashburton

Delegation	Date	Type	Amendment	References
01.01.05 Close Thoroughfares to Vehicles	10 Jan 2023	Amended delegation	CEO review - record keeping requirements amended	Record number 2348418
01.01.05 Close Thoroughfares to Vehicles	13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision OCM102/2023
01.01.06 Obstruction of Pathways and Thoroughfares	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.06 Obstruction of Pathways and Thoroughfares	13 Jun 2023	Amended delegation	Council annual review - no changes.	Council Decision OCM102/2023
01.01.06 Obstruction of Pathways and Thoroughfares	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.07 Gates Across Public Thoroughfares	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
01.01.07 Gates Across Public Thoroughfares	13 Jun 2023	Amended delegation	Council annual review - updated conditions and sub delegate conditions.	Council Decision - OCM 102/2023
01.01.07 Gates Across Public Thoroughfares	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.08 Public Thoroughfare - Dangerous Excavations	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
01.01.08 Public Thoroughfare - Dangerous Excavations	13 Jun 2023	Amended delegation	Council annual review - updated subdelegate conditions.	Council Decision OCM102/2023
01.01.08 Public Thoroughfare - Dangerous Excavations	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.09 Crossing - Construction, Repair and Removal	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
01.01.09 Crossing - Construction, Repair and Removal	13 Jun 2023	Amended delegation	Council annual review - updated subdelegate conditions.	Council Decision OCM102/2023
01.01.09 Crossing - Construction, Repair and Removal	21 Dec 2023	Amended delegation	CEO annual review No amendments	Record number 2451054

Page 164 of 182

Shire of Ashburton

Delegation	Date	Type	Amendment	References
01.01.10 Private Works on, over or under Public Places	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
01.01.10 Private Works on, over or under Public Places	13 Jun 2023	Amended delegation	Council annual review - updated subdelegate conditions.	Council Decision OCM102/2023
01.01.11 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.11 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	13 Jun 2023	Amended delegation	Council annual review - no changes.	Council Decision OCM102/2023
01.01.11 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	21 Dec 2023	Amended delegation	CEO annual review No amendments	Record number 2451054
01.01.12 Disposing of Property	11 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates and conditions imposed	Record number 2348418
01.01.12 Disposing of Property	13 Jun 2023	Amended delegation	Council annual review - Updated delegated functions and delegate and subdelegate conditions.	Council Decision OCM102/2023
01.01.12 Disposing of Property	21 Dec 2023	Amended delegation	Corrected legislation reference. Updated sub delegates, subdelegate conditions and function.	Record number 2451054
01.01.12 Disposing of Property	27 Jun 2024	Amended delegation	Updated sub delegates and conditions for subdelegate 3 to provide requirements for managing and disposing of goods. Added conditions for the Deputy Chief Executive Officer relating to employee tenancy arrangements.	GV01/2452087
01.01.13 Expressions of Interest for Goods and Services	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 238418
01.01.13 Expressions of Interest for Goods and Services	13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision OCM102/2023

Shire of Ashburton

Delegation	Date	Type	Amendment	References
01.01.13 Expressions of Interest for Goods and Services	21 Dec 2023	Amended delegation	CEO annual review No amendments	Record number 2451054
01.01.14 Tenders for Goods and Services	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.14 Tenders for Goods and Services	13 Jun 2023	Amended delegation	Council annual review - no changes.	Council Decision OCM102/2023
01.01.14 Tenders for Goods and Services	21 Dec 2023	Amended delegation	CEO annual review. Updated sub delegates, and conditions amended.	Record number 2451054
01.01.14 Tenders for Goods and Services	15 Apr 2025	Amended delegation	Amendment to enable the Chief Executive Officer to determine tenders for projects funded through the Inspire Community Partnership Agreement to the value of \$5M.	Council Decision OCM054/2025
01.01.15 Panels of Pre-Qualified Suppliers for Goods and Services	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.15 Panels of Pre-Qualified Suppliers for Goods and Services	13 Jun 2023	Amended delegation	Council annual review - no changes.	Council Decision OCM102/2023
01.01.15 Panels of Pre-Qualified Suppliers for Goods and Services	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.16 Payments from the Municipal or Trust Funds	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.16 Payments from the Municipal or Trust Funds	13 Jun 2023	Amended delegation	Council annual review - no changes.	Council Decision OCM102/2023
01.01.16 Payments from the Municipal or Trust Funds	21 Dec 2023	Amended delegation	CEO annual review No amendments	Record number 2451054
01.01.16 Payments from the Municipal or Trust Funds	19 Apr 2024	Amended delegation	CEO approval to add sub delegate - Executive Manager Waste and Business Development for one off activities	Record Number 2451695
01.01.16 Payments from the Municipal or Trust Funds	14 May 2024	Amended delegation	Removed Executive Manager Waste and Business Development, as a delegate.	Record number 2451695

Shire of Ashburton

Delegation	Date	Type	Amendment	References
01.01.16 Payments from the Municipal or Trust Funds	27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)
01.01.17 Defer, Grant Discounts, Waive or Write Off Debts	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates and imposed conditions	Record number 2348418
01.01.17 Defer, Grant Discounts, Waive or Write Off Debts	13 Jun 2023	Amended delegation	Council annual review - updated policy reference.	Council Decision OCM102/2023
01.01.17 Defer, Grant Discounts, Waive or Write Off Debts	21 Dec 2023	Amended delegation	CEO annual review No amendments	Record number 2451054
01.01.17 Defer, Grant Discounts, Waive or Write Off Debts	27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer and corrected typographical error in subdelegate conditions	(GV01/2452087)
01.01.18 Power to Invest and Manage Investments	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.18 Power to Invest and Manage Investments	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision OCM 102/2023
01.01.18 Power to Invest and Manage Investments	21 Dec 2023	Amended delegation	CEO annual review No amendments	Record number 2451054
01.01.18 Power to Invest and Manage Investments	27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)
01.01.19 Rate Record - Amendment	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.19 Rate Record - Amendment	13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision OCM102/2023
01.01.19 Rate Record - Amendment	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.19 Rate Record - Amendment	27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)
01.01.20 Rate Record - Objections	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418

Shire of Ashburton

Delegation	Date	Type	Amendment	References
01.01.20 Rate Record - Objections	13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision OCM102/2023
01.01.20 Rate Record - Objections	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.20 Rate Record - Objections	27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)
01.01.21 Agreement as to Payment of Rates and Service Charges	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.21 Agreement as to Payment of Rates and Service Charges	13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision - OCM 102/2023
01.01.21 Agreement as to Payment of Rates and Service Charges	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.21 Agreement as to Payment of Rates and Service Charges	27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)
01.01.22 Determine Due Date for Rates or Service Charges	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.22 Determine Due Date for Rates or Service Charges	13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision - OCM102/2023
01.01.22 Determine Due Date for Rates or Service Charges	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.22 Determine Due Date for Rates or Service Charges	27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)
01.01.23 Recovery of Rates or Service Charges	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.23 Recovery of Rates or Service Charges	13 Jun 2023	Amended delegation	Council annual review - policy reference updated	Council Decision - OCM 102/2023
01.01.23 Recovery of Rates or Service Charges	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Page 168 of 182

Shire of Ashburton

Delegation	Date	Type	Amendment	References
01.01.23 Recovery of Rates or Service Charges	27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)
01.01.24 Recovery of Rates Debts - Require Lessee to Pay Rent	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.24 Recovery of Rates Debts - Require Lessee to Pay Rent	13 Jun 2023	Amended delegation	Council annual review - policy reference updated	Council Decision - OCM102/2023
01.01.24 Recovery of Rates Debts - Require Lessee to Pay Rent	27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)
01.01.25 Recovery of Rates Debts - Actions to Take Possession of the Land	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.25 Recovery of Rates Debts - Actions to Take Possession of the Land	13 Jun 2023	Amended delegation	Council annual review - policy reference updated	Council Decision - OCM 102/2023
01.01.25 Recovery of Rates Debts - Actions to Take Possession of the Land	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.26 Notices Requiring Things to be done by Owner or Occupier of Land and Additional Powers when Notice is given, Undertake Works on Land which is not Local Government Property and Powers of Entry	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.26 Notices Requiring Things to be done by Owner or Occupier of Land and Additional Powers when Notice is given, Undertake Works on Land which is not Local Government Property and Powers of Entry	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023

Shire of Ashburton

Delegation	Date	Type	Amendment	References
01.01.26 Notices Requiring Things to be done by Owner or Occupier of Land and Additional Powers when Notice is given, Undertake Works on Land which is not Local Government Property and Powers of Entry	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.27 Appointment of an Acting Chief Executive Officer	10 Jan 2023	Amended delegation	CEO review - policy reference included	Record number 2348418
01.01.27 Appointment of an Acting Chief Executive Officer	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
01.01.27 Appointment of an Acting Chief Executive Officer	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.27 Appointment of an Acting Chief Executive Officer	18 Jun 2024	Amended delegation	Updated the Functions section to add the position of Deputy Chief Executive Officer.	Council Resolution (118/2024)
01.01.28 Authority to Approve Small Assistance Donations and Inspiring Youth Leaders Fund Grants	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.28 Authority to Approve Small Assistance Donations and Inspiring Youth Leaders Fund Grants	13 Jun 2023	Amended delegation	Title of delegation updated. Function and policy reference updated. Conditions aligned	Council Decision - OCM102/2023
01.01.28 Authority to Approve Small Assistance Donations and Inspiring Youth Leaders Fund Grants	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.28 Authority to Approve Small Assistance Donations and Inspiring Youth Leaders Fund Grants	20 Aug 2024	Amended delegation	Updated: delegation title; included reference to the Inspiring Youth Leaders Fund grant; delegation conditions amended to ensure applications comply with the Community Grants, Donations and Funding Guidelines, and introduced biannual reporting to Council on grants approved through this delegation	Council Decision 161/2024

Page 170 of 182

Shire of Ashburton

Delegation	Date	Type	Amendment	References
01.01.29 Power to Appoint Persons to Receive and Withdraw Complaints	16 Feb 2021	New delegation	16 February 2021- Ordinary Council Meeting	Council Decision - 016/2021
01.01.29 Power to Appoint Persons to Receive and Withdraw Complaints	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
01.01.29 Power to Appoint Persons to Receive and Withdraw Complaints	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.30 Rate Concessions	18 Jun 2024	New delegation	New delegation to the Chief Executive Officer permitting the determination of applications for rates concessions. Conditions have been provided: * application must be in writing. * principal factor in considering each application is the capacity of the applicant to pay. * a concession cannot exceed \$20,000 per rating year. * to limit concessions being approved for more than one rating period; and * that concessions granted are not transferable.	Council resolution (118/2024)
01.01.30 Rate Concessions	27 Jun 2024	Amended delegation	Added Director Corporate Services as delegate and applied conditions.	(GV01/2452087)
02.01.01 Grant a Building Permit	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
02.01.01 Grant a Building Permit	13 Jun 2023	Amended delegation	Council annual review - updated statutory references and recordkeeping requirements	Council Decision - OCM102/2023
02.01.02 Grant a Demolition Permit	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
02.01.02 Grant a Demolition Permit	13 Jun 2023	Amended delegation	Council annual review - updated statutory references and recordkeeping requirements	Council Decision - OCM102/2023
02.01.02 Grant a Demolition Permit	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
02.01.03 Occupancy Permits or Building Approval Certificates	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418

Page 171 of 182

Shire of Ashburton

Delegation	Date	Type	Amendment	References
02.01.03 Occupancy Permits or Building Approval Certificates	13 Jun 2023	Amended delegation	Council annual review - updated statutory references and recordkeeping requirements	Council Decision - OCM102/2023
02.01.03 Occupancy Permits or Building Approval Certificates	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
02.01.04 Designate Employees as Authorised Persons	10 Jan 2023	Amended delegation	CEO review - included sub-delegates	Record number 2348418
02.01.04 Designate Employees as Authorised Persons	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
02.01.04 Designate Employees as Authorised Persons	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
02.01.05 Building Orders	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
02.01.05 Building Orders	13 Jun 2023	Amended delegation	Council annual review - updated recordkeeping requirements	Council Decision - OCM102/2023
02.01.05 Building Orders	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
02.01.06 Inspection and Copies of Building Records	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
02.01.06 Inspection and Copies of Building Records	13 Jun 2023	Amended delegation	Council annual review - updated recordkeeping requirements	Council Decision - OCM102/2023
02.01.06 Inspection and Copies of Building Records	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
02.01.07 Referrals and Issuing Certificates	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
02.01.07 Referrals and Issuing Certificates	13 Jun 2023	Amended delegation	Council annual review - updated recordkeeping requirements	Council Decision - OCM102/2023
02.01.07 Referrals and Issuing Certificates	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
02.01.08 Private Pool Barrier - Alternative and Performance Solutions	10 Jan 2023	Amended delegation	CEO review - included sub-delegates	Record number 2348418

Page 172 of 182

Shire of Ashburton

Delegation	Date	Type	Amendment	References
02.01.08 Private Pool Barrier - Alternative and Performance Solutions	13 Jun 2023	Amended delegation	Council annual review - updated recordkeeping requirements	Council Decision - OCM102/2023
02.01.08 Private Pool Barrier - Alternative and Performance Solutions	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
02.01.09 Smoke Alarms - Alternative Solutions	10 Jan 2023	Amended delegation	CEO review - included sub-delegates	Record number 2348418
02.01.09 Smoke Alarms - Alternative Solutions	13 Jun 2023	Amended delegation	Council annual review - updated recordkeeping requirements	Council Decision - OCM102/2023
02.01.09 Smoke Alarms - Alternative Solutions	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
03.01.01 Make Request to Fire and Emergency Services Commissioner - Control of Fire	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
03.01.01 Make Request to Fire and Emergency Services Commissioner - Control of Fire	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
03.01.02 Prohibited and Restricted Burning Times - Control Activities	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
03.01.02 Prohibited and Restricted Burning Times - Control Activities	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM 102/2023
03.01.03 Control of Operations Likely to Create Bush Fire Danger	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
03.01.03 Control of Operations Likely to Create Bush Fire Danger	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
03.01.04 Burning Garden Refuse and Open-Air Fires	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
03.01.04 Burning Garden Refuse and Open-Air Fires	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023

Page 173 of 182

Shire of Ashburton

Delegation	Date	Type	Amendment	References
03.01.05 Firebreaks	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
03.01.05 Firebreaks	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
03.01.06 Appoint Bush Fire Control Officers	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
03.01.07 Control and Extinguishment of Bush Fires	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
03.01.07 Control and Extinguishment of Bush Fires	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
03.01.08 Apply for Declaration as an Approved Area	11 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
03.01.08 Apply for Declaration as an Approved Area	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
03.01.09 Recovery of Expenses Incurred Through Contraventions of this Act	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
03.01.09 Recovery of Expenses Incurred Through Contraventions of this Act	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
03.01.10 Prosecution of Offences and Infringement Notices	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
03.01.10 Prosecution of Offences and Infringement Notices	13 Jun 2023	Amended delegation	Council annual review - Updated express power to delegate. Added delegates and updated conditions	Council Decision - OCM102/2023
03.01.11 Notify Fire and Emergency Services Commissioner of Losses Caused by Bush Fires	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
03.01.11 Notify Fire and Emergency Services Commissioner of Losses Caused by Bush Fires	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023

Page 174 of 182

Shire of Ashburton

Delegation	Date	Type	Amendment	References
03.04.01 Prosecution of Offences and Infringement Notices	13 Jun 2023	Revoked	Deleted delegation as it is a duplication of delegation 03.01.10	Council Decision - OCM102/2023
04.01.01 Cat Registrations	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
04.01.01 Cat Registrations	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
04.01.01 Cat Registrations	15 Aug 2023	Amended delegation	Sub-delegates updated	Record number 2350219
04.01.01 Cat Registrations	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
04.01.01 Cat Registrations	10 Jul 2024	Amended delegation	CEO approved amendment for delegation to add new position Senior Records Officer	GV01/2452170
04.01.01 Cat Registrations	30 Sep 2024	Amended delegation	Added updated position title of Coordinator Records and Customer Service and Council Support Officer as a subdelegates.	Record Number 2452717
04.01.01 Cat Registrations	7 Oct 2024	Amended delegation	Added updated position of Coordinator Records and Customer Service and Council Support Officer as Delegates.	Record Number 2452717
04.01.02 Cat Control Notices	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
04.01.02 Cat Control Notices	13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision - OCM102/2023
04.01.02 Cat Control Notices	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
04.01.03 Approval to Breed Cats	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
04.01.03 Approval to Breed Cats	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
04.01.03 Approval to Breed Cats	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
04.01.04 Recovery of Costs - Destruction of Cats	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418

Page 175 of 182

Shire of Ashburton

Delegation	Date	Type	Amendment	References
04.01.04 Recovery of Costs - Destruction of Cats	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
04.01.04 Recovery of Costs - Destruction of Cats	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
04.01.05 Applications to Keep Additional Cats	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
04.01.05 Applications to Keep Additional Cats	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
04.01.05 Applications to Keep Additional Cats	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
05.01.01 Dog Registrations	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
05.01.01 Dog Registrations	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
05.01.01 Dog Registrations	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
05.01.02 Refuse or Cancel Registration	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
05.01.02 Refuse or Cancel Registration	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
05.01.02 Refuse or Cancel Registration	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
05.01.03 Recovery of Money Due Under this Act	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
05.01.03 Recovery of Money Due Under this Act	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
05.01.03 Recovery of Money Due Under this Act	27 Jun 2024	Amended delegation	Added the new position of Chief Financial Officer as a sub delegate to provide additional operational capacity to recover fees payable under the Dog Act 1976 should circumstances arise.	CEO approved amendment - (GV01/2452087)
05.01.04 Dispose of or Sell Dogs Liable to be Destroyed	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418

Page 176 of 182

Shire of Ashburton

Delegation	Date	Type	Amendment	References
05.01.04 Dispose of or Sell Dogs Liable to be Destroyed	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision OCM102/2023
05.01.04 Dispose of or Sell Dogs Liable to be Destroyed	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
05.01.05 Declare Dangerous Dog	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
05.01.05 Declare Dangerous Dog	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
05.01.05 Declare Dangerous Dog	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
05.01.06 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke	10 Jan 2023	Amended delegation	CEO review - included sub-delegate	Record number 2348418
05.01.06 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
05.01.06 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
05.01.07 Authorise Registration Officers	10 Jan 2023	Amended delegation	CEO review - included sub-delegates	Record number 2348418
05.01.07 Authorise Registration Officers	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
05.01.07 Authorise Registration Officers	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
05.01.08 Limitation of Numbers - Exemptions	21 Dec 2023	Amended delegation	CEO annual review. Updated list of subdelegates.	Record number 2451054
06.01.01 Prohibition Orders	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
06.01.01 Prohibition Orders	13 Jun 2023	Amended delegation	Council annual review - amended list of delegates and updated conditions	Council Decision - OCM102/2023

Page 177 of 182

Shire of Ashburton

Delegation	Date	Type	Amendment	References
06.01.01 Prohibition Orders	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
06.01.01 Prohibition Orders	18 Jun 2024	Amended delegation	Update list of delegates to include Coordinator Environmental Health Services and amended conditions	Council resolution (118/2024)
06.01.02 Food Business Registrations	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
06.01.02 Food Business Registrations	13 Jun 2023	Amended delegation	Council annual review - amended list of delegates	Council Decision - OCM102/2023
06.01.02 Food Business Registrations	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
06.01.02 Food Business Registrations	18 Jun 2024	Amended delegation	Update list of delegates to include Coordinator Environmental Health Services	Council resolution (118/2024)
06.01.03 Appoint Authorised Officers and Designated Officers	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
06.01.03 Appoint Authorised Officers and Designated Officers	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
07.01.01 Give Notice Requiring Obliteration of Graffiti	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
07.01.01 Give Notice Requiring Obliteration of Graffiti	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
07.01.01 Give Notice Requiring Obliteration of Graffiti	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
07.01.02 Notices – Deal with Objections and Give Effect to Notices	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
07.01.02 Notices – Deal with Objections and Give Effect to Notices	13 Jun 2023	Amended delegation	Council annual review- no change	Council Decision - OCM102/2023
07.01.02 Notices – Deal with Objections and Give Effect to Notices	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Page 178 of 182

Shire of Ashburton

Delegation	Date	Type	Amendment	References
07.01.03 Obliterate Graffiti on Private Property	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
07.01.03 Obliterate Graffiti on Private Property	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
07.01.03 Obliterate Graffiti on Private Property	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
07.01.04 Powers of Entry	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
07.01.04 Powers of Entry	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
07.01.04 Powers of Entry	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
08.01.01 Directions Regarding Unauthorised / Illegal Development	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
08.01.01 Directions Regarding Unauthorised / Illegal Development	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
08.01.01 Directions Regarding Unauthorised / Illegal Development	21 Dec 2023	Amended delegation	CEO annual review. Updated sub delegate conditions.	Record number 2451054
08.01.02 Determination of Development Applications	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
08.01.02 Determination of Development Applications	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
08.01.02 Determination of Development Applications	21 Dec 2023	Amended delegation	CEO annual review. Updated sub delegate conditions.	Record number 2451054
08.01.03 Structure Plans and Local Development Plans	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418

Shire of Ashburton

Delegation	Date	Type	Amendment	References
08.01.03 Structure Plans and Local Development Plans	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
08.01.03 Structure Plans and Local Development Plans	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
09.01.01 Designation of Authorised Officers	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
AA.01.01 Local Government Act 1995 - Execution of Documents	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
AA.01.02 Planning and Development Act 2005 - Commencing a prosecution for contravening a provision of the planning scheme (s. 218) and commencing a prosecution for failure to comply with directions (s. 214)	13 Jun 2023	Amended delegation	Council annual review. No amendments	OCM 102/2023
AA.01.03 Gaming and Wagering Commission Act 1987 - Appointment of Authorised Officer	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
AA.01.03 Gaming and Wagering Commission Act 1987 - Appointment of Authorised Officer	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
AA.01.04 Dog Act 1976 - Enforcement Proceedings	13 Jun 2023	Revoked	Delegation deleted as the CEO already has the statutory ability to appoint authorised person under the Dog Act 1976 pursuant to section 9.10(2) of the Local Government Act 1995.	Council Decision - OCM102/2023
AA.01.05 Dog Regulations 2013 - Withdraw Infringement Notices	13 Jun 2023	Repealed	The Chief Executive Officer already has the statutory power to appoint authorised persons under the Dog Act 1976 . The delegation is not required.	Council Decision - OCM102/2023
AA.04.01 Local Government Act 1995 - Execution of Documents	13 Jun 2023	Amended delegation	Annual review. Updated list of persons authorised.	Council Decision - OCM102/2023

Shire of Ashburton

Delegation	Date	Type	Amendment	References
AA.04.02 Health (Miscellaneous Provisions) Act 1911 - Powers of Local Government - Appointment of Authorised Persons	13 Jun 2023	Amended delegation	Updated statutory references to clearly the express power to delegate (appoint). Updated the list of delegates (appointees) and simplified the reference to the Health (Miscellaneous Provisions) Act 1911 generally, to include subsidiary legislation made. Conditions and recordkeeping requirements updated.	Council Decision - OCM102/2023
AA.04.02 Health (Miscellaneous Provisions) Act 1911 - Powers of Local Government - Appointment of Authorised Persons	18 Jun 2024	Amended delegation	Updated list of authorised persons to include Coordinator Environmental Health Services and conditions amended	Council resolution (118/2024)
AA.04.03 Health (Miscellaneous Provisions) Act 1911 - Powers of Local Government, Public Buildings, Events and Gatherings	13 Jun 2023	Revoked	Delegation revoked (deleted) 13 June 2023. Content now covered in delegation AA.04.02	Council Decision - OCM102/2023
AA.04.04 Litter Act 1979 - Appointment of Authorised Officers to Withdraw Infringement Notices	13 Jun 2023	Amended delegation	Updated authorised persons (delegates)	Council Decision - OCM102/0223
AA.04.05 Control of Vehicles (Off-Road Areas) Act 1978 - Appointment of Authorised Persons to Withdraw Infringement Notices	13 Jun 2023	Amended delegation	Updated persons authorised to withdraw infringement notices	Council Decision - OCM102/2023
AA.04.06 Local Government Act 1995 - Power to Remove and Impound	13 Jun 2023	Amended delegation	Updated authorised employees and conditions	Council Decision - OCM102/2023
AA.04.06 Local Government Act 1995 - Power to Remove and Impound	18 Jun 2024	Amended delegation	1. Updated delegates to include Coordinator Environmental Health Services position to align with the current organisational structure. 2. In conditions, added the position of Coordinator Environmental Health Services to only deal with removing and impounding goods for a contravention of the Health Local Law 2013.	Council resolution (118/2024)

Page 181 of 182

Shire of Ashburton

Delegation	Date	Type	Amendment	References
AA.04.07 Authorising Persons - Liquor Control Act 1988	13 Jun 2023	New delegation	Council appointed Authorised Persons	Council Decision – OCM 102/2023
AA.04.07 Authorising Persons - Liquor Control Act 1988	18 Jun 2024	Amended delegation	1. Updated delegates to include Coordinator Environmental Health Services position to align with the current organisational structure. 2. Conditions updated to limit the Coordinator Environment Health Services dealing with applications under section 40 of the Liquor Control Act 1988.	Council resolution (118/2024)
LL.01.01 Activities on Thoroughfares and Public Places Local Law 2013 (as amended)	1 Jul 2023	Revoked	Effective 1 July 2023 - Revoked.	Council Decision - OCM102/203
LL.01.01 Shire of Ashburton Local Laws	21 Dec 2023	Amended delegation	CEO annual review. Updated sub-delegate conditions.	Record number 2451054
LL.01.02 Cemeteries Local Law 2013 (as amended)	2 Aug 2023	Revoked	Revoked effective 1 July. 2023	Council Decision - OCM102/203
LL.01.04 Extractive Industries Local Law 2013	2 Aug 2023	Revoked	Revoked. Local Law repealed	Council Decision - OCM102/2023
LL.01.07 Local Government Property Local Law 2013 (as amended)	2 Aug 2023	Revoked	Delegation Revoked - Local Law repealed	Council Decision - OCM102/2023
LL.01.08 Local Law Relating to the Control of Cats 1998	2 Aug 2023	Revoked	Local Law repealed effective from 17 August 2023 when the new Cats Local Law 2023 commences.	Council Decision 11 July 2023 OCM –128/2023
LL.01.09 Local Law Relating to the Management and Control of Public Swimming Pools 1998 (as amended)	2 Aug 2023	Revoked	Revoked. Local Law repealed	Council Decision - OCM102/2023
LL.01.11 Standing Orders Local Law 2012	6 Sep 2023	Revoked	Delegation revoked as no delegable functions within this local law.	Council Decision 102/2023



Agenda Item 13.2 - Attachment 1

Council Policy - Election Signs



Council Policy – Election Signs

Responsible Directorate	Corporate Services
Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance
Affected Business Unit/s	Town Maintenance Roads and Civil Projects Regulatory Services

Objective

The objective of this policy is to establish a framework for the controls and standards for electoral material and signs displayed during Federal, State, and local government elections.

Scope

Applies to all land and property under the care, control or maintenance of the Shire of Ashburton (the Shire) and relates to any local, State or Federal election.

Policy Statement

The Shire recognises that decisions of the High Court of Australia and the Supreme Court of Western Australia protect the display of electoral material or signs on private property that are an implied constitutional freedom of political communication.

The Shire will implement appropriate controls and standards to exercise the extent of the Shire's legitimate ability to control the placement or display of electoral material and signs ~~and signs~~ on private property.

To ensure amenity, prevent obstructions in public places and reduce the risk to public safety, the Shire will not permit the placement and display of any election signage (including election signs) on any facilities or land owned, managed, or controlled by the Shire (other than at an official polling place on election day, only); which detract from the amenity and/or pose a risk to public safety.

In the event an election sign is placed where it is not permitted ~~or poses a risk to public safety~~, the Chief Executive Officer or persons authorised by them, will remove the electoral material or sign, dispose of it and, if appropriate, an infringement will be issued.

The placement or display of electoral material or signs on any State Road, or beyond the boundary of -a State Road is guided and managed by Main Roads Western Australia. Refer to the Guidelines - Roadside Election Signs.





Definitions

Nil

Election sign has the meaning given to it in the *Shire of Ashburton Activities on Throughfares and Public Places and Trading Local Law 2013*.

Relevant policies/documents

Council Policy – Election Caretaker

Relevant legislation/local laws

Local Government Act 1995

Shire of Ashburton Public Places and Local Government Property Local Law 2023
~~Activities on Throughfares and Public Places and Trading Local Law 2013~~

Office use only

Relevant delegations	Nil			
Council adoption	Date	14 February 2023	Resolution #	019/2023
Reviewed/modified	Date	<u>xx xxxx 2025</u>	Resolution #	<u>xxx/2025</u>
	Date		Resolution #	
	Date		Resolution #	
	Date		Resolution #	
Next review due	<u>2025 2027</u>			



Agenda Item 13.2 - Attachment 2

Council Policy - Election Caretaker



Council Policy – Election Caretaker

Responsible Directorate	Corporate Services
Responsible Business Unit/s	Governance
Responsible Officer	Manger Governance
Affected Business Unit/s	All

Objective

The objective of this policy is to:

- reinforce the limitations and restrictions prescribed in the Local Government Act 1995 (the Act) preventing the carrying out of making of major decisions significant acts that would bind an incoming Council prior to an ordinary election, another election or in other circumstances, prescribed in the Act,
- prevent the use of public resources in ways that are, or are perceived to be, advantageous to or promoting the sitting elected members that are seeking re-election, or new candidates, and
- ensure the Shire of Ashburton (the Shire) administration acts impartially in relation to all candidates.

Scope

This policy applies to all elected members and employees of the Shire, and candidates in local government elections.

Policy Statement

Caretaker period

Local government elections ~~The ordinary election of the Council is are one of~~ the most significant decisions made by the community and they sets the direction of the Shire into the future. It is important that the Shire allows for a free and open election without interference from the Shire and the decisions it needs to make.

To achieve this, prior to any election or in other specified circumstances in the Act, ~~ordinary election of Council, a acknowledge the need to embrace and the support the caretaker provisions, caretaker period shall apply~~ during which:

- no significant acts major decisions should be made except in prescribed extraordinary circumstances, (refer to section 3.73 of the Act),
- no community engagement should occur except where required by law, and



- no media engagement should occur that promotes or could be seen to promote elected members or candidates who are seeking re-election.

Significant ~~Acts~~ Major decisions

So far as reasonably practicable and unless the approval of the Department CEO is obtained prior, or the Act otherwise provides the statutory ability, the ~~Chief Executive Officer (CEO) local government must not do a significant act should avoid major decisions for consideration~~ during any caretaker period, and instead ensure that significant acts decisions are either:

- considered by the Council prior to the commencement of the caretaker period, or
- scheduled for determination after the close of a caretaker period. by the incoming Council.

~~Where extraordinary circumstances prevail, the CEO may submit a major decision to Council however, the report must include information detailing that the decision could be a major decision and the reason an exemption to the policy should be made.~~

Community engagement

The CEO should:

- ensure that all community engagement is finished prior to the caretaker period or scheduled to begin after the close of any caretaker period after the election,
- where community engagement needs to be conducted, ensure the community engagement could not be perceived to be about an election issue or otherwise influence the outcome of ~~the~~ any election, and
- where a proposed decision could result in a need for community engagement, include information in that report detailing the decision could result in the need for community engagement and that either an exemption to the policy should be made or that the engagement will commence after the close of any caretaker period. election day.

This policy does not prevent any mandatory public consultation required by the *Local Government Act 1995* (the Act), *Planning and Development Act 2005* or any other relevant written law, the Shire must undertake to fulfil its statutory functions.

Media

The CEO should ensure that:

- any reference to elected members in Shire media distributed during ~~the~~ a caretaker period must not include promotional text relating to elected members. Any of the Shire's media that are potentially affected by this policy will be reviewed by the CEO to ensure it complies with this policy,

- the Shire's website doesn't contain any material which is precluded by this policy during ~~the~~any caretaker period. Any references to the election will only relate to the election process. Information about elected members will be restricted to names and contact details, and
- the Shire does not print, publish or distribute, or cause, permit or authorise others to print, publish or distribute on behalf of the Shire, any advertisement, handbill, pamphlet or notice that contains 'electoral material' during the caretaker period.

Candidates and/or elected members are permitted to publish campaign material on their own behalf but must not claim that the material originates from or is authorised by the Shire.

The use of photographs or articles featuring elected members whose terms of office expire at the next ordinary election shall not be used in any media funded by the Shire in the period commencing 1 August to election day, in the year of the ordinary election, with the exception of their portraits on display at the various Shire venues, the Shire website and in each edition of the Shire's newsletter during that period.

No media advice will be provided to elected members in relation to election issues or in regards to publicity that involves elected members seeking re-election.

Promotion of an election

This policy does not prevent publications by the Shire which merely announce the holding of the election or relate only to the election process itself or are required to be published by the Shire pursuant to the Act and *Local Government (Elections) Regulations 1997*.

For any election, inclusive of local, State and Federal elections, the Shire should:

- encourage the community to ensure their enrolment is up to date,
- promote the call for candidates to nominate for local government elections, and
- encourage all electors to vote.

Use of Shire resources

In accordance with the Code of Conduct for Council Members, Committee Members and Candidates, Shire resources are only to be used for Council business. Shire resources must not be used for electoral purposes. The Shire's resources include employees, information, equipment, and stationery. This prohibition applies to any local, State or Federal election.

Elected members must not use or access Shire resources to gain media attention in support for their, or any other candidate's, election campaign, for any local, State or Federal elections.



Elected member access to information

During the caretaker period, elected members can access Council information relevant to their role as an elected member. Any Council information accessed must not be used for electoral purposes.

Events and functions

Elected members may continue to attend events and functions hosted by external organisations during the caretaker period.

Elected members that are also candidates are not be permitted to make speeches or addresses at events, functions or community engagement activities organised or sponsored by the Shire, during the caretaker period.

Definitions

Caretaker period is as prescribed in Section 1.4A of the Local Government Act 1995, means, for local government elections, from the date of the opening of nominations being 44 days prior to election day in accordance with section 4.49(a) of the Local Government Act 1995, until 6pm on election day.

Community engagement means the process of providing stakeholders with opportunities to be informed, consulted and engaged in relation to a proposed decision of the Shire.

Department CEO mean the Chief Executive Officer of the State Department responsible for local government.

Election day means the day fixed under the *Local Government Act 1995* for the holding of any poll needed for any election.

Electoral material means any digital communications, advertisements, handbill, pamphlet, notice, letter or article that is intended or calculated to affect the result in an election but does not include:

- any materials produced by the Shire relating to the election process by way of information, education or publicity, or
- materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

Events and functions mean gatherings of internal and external stakeholders to discuss, review, acknowledge, communicate, celebrate or promote a program, strategy or issue which is of relevance to the Shire and its stakeholders, and may take the form of launches, promotional activities and social occasions such as dinners and receptions.



Extraordinary circumstances mean a situation that requires a major decision of the Council because, in the CEO's opinion:

- the urgency of the issue is such that it cannot wait until after the election;
- legal and/or financial repercussions are possible if a decision is deferred, and/or
- it is in the best interests of the Shire, community or impacted stakeholders for the decision to be made as soon as possible.

Significant Act is as prescribed in Section 3.73(1) of the *Local Government Act 1995*.

Major decision means any decisions:

- relating to the employment, termination or remuneration of the CEO or any other designated senior officer, other than a decision to appoint an Acting CEO, or to suspend the current CEO (in accordance with the terms of their contract), pending the election;
- relating to the Shire entering a sponsorship arrangement unless that sponsorship arrangement has previously been granted "in principle" support by the Council and sufficient funds have been included in the Council's annual budget to support the sponsorship arrangement;
- relating to the Shire entering into a major trading undertaking or major land transaction as defined by section 3.59 of the *Local Government Act 1995*;
- that would commit the Shire to substantial unbudgeted expenditure;
- that result in actions which the CEO considers significant and unplanned, such as that which might be brought about through a Notice of Motion by an elected member;
- that, in the CEO's opinion, will have significant impact on the Shire or the community;
- relating to the adoption, repeal or substantial amendment of a policy, including local planning policy, a local law or local planning scheme;
- reports requested or initiated by an elected member, candidate or member of the public that, in the CEO's opinion, could be perceived within the general community as an electoral issue and has the potential to call into question whether decisions are soundly based and in the best interests of the community.

Media includes any form of multimedia content including publications, advertising, news articles, social media, the website and videos.

Substantial unbudgeted expenditure means expenditure not included in the annual budget that exceeds 0.5% of the Town's annual budgeted revenue (inclusive of GST) in the relevant financial year.



Relevant policies/documents

Code of Conduct for Council Members, Committee Members and Candidates
Council Policy – Election Signs

Relevant legislation/local laws

Local Government Act 1995

Local Government (Elections) Regulations 1997

Office use only

Relevant delegations	Nil			
Council adoption	Date	14 February 2023	Resolution #	019/2023
Reviewed/modified	Date	<u>xx xxxx 2025</u>	Resolution #	<u>xxx/2025</u>
	Date		Resolution #	
	Date		Resolution #	
Next review due	<u>2025, 2027</u>			



Agenda Item 13.2 - Attachment 3

Council Policy - Industry Contribution to Social and
Community Infrastructure



Council Policy – Industry Contribution to Social and Community Infrastructure

Responsible Directorate	Office of the Chief Executive Officer
Responsible Business Unit/s	Office of the Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	All

Objective

The objectives of this policy are to:

1. provide a governance framework that can guide any discussion which:
 - a. is between the Shire of Ashburton (the Shire) and a project proponent;
 - b. involves a proposal for a contribution to be made by the proponent towards social and community infrastructure;
 - c. occurs during the pre-planning, planning, construction and commissioning phases of a major resource sector project; and
2. establish business rules that quarantine the discussion from the assessment 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.

Scope

This policy applies to all employees of the Shire.

Policy Statement

Context

The economy of the Shire is inextricably tied to mining and resources historically driven by Rio Tinto iron ore mining activities. More recently the Wheatstone and Gorgon oil and gas developments have added diversity to mining and resource activities. Major mining and resource development creates a need for social and community infrastructure. This is so, irrespective of the nature of the workforce being resident, fly in fly out, or a mixture of both.

Social and community infrastructure generally sits outside of the locus of "need and nexus" infrastructure identified and provided as part of normal planning assessment and approval processes pursuant to the Shire's Local Planning Scheme or under Agreement Acts negotiated between a proponent and the State.





Mining and resource sector companies have historically entered into voluntary funding agreements with the Shire, providing grants or sponsorships for the purpose of funding social and community infrastructure. Significant sums of money can be involved.

A governance framework is desirable to ensure that any discussion and decision with respect to a voluntary grant or sponsorship has no influence on any process occurring pursuant to the *Planning and Development Act 2005* or as part of the establishment of an Agreement Act, or vice versa.

The Ethical Wall

An ethical wall is a process within an organisation that limits disclosure and discussion between parties with conflicted interests. Essentially, it is a metaphorical barrier between colleagues who hold information or represent interests or hold opinions that may conflict.

The Chief Executive Officer (CEO) and the Council recognise this potential conflict of interest when dealing with voluntary funding agreements and planning matters from the same proponent.

The CEO is to ensure that administrative policies and procedures are put in place to establish an ethical wall with the intent that:

1. any employee who deals with a proposal pursuant to the Planning and Development Act 2005 or as part of the establishment of an Agreement Act (a “planning matter”) deal with the planning matter:
 - a. on its planning merit;
 - b. in line with the principles of sound and orderly planning; and
 - c. without influence from, or interaction with, any other employee who deals with a voluntary funding agreement from the same proponent; and
2. any employee who deals with the establishment of a voluntary funding agreement, is to do so without influence from, or interaction with, any other employee who deals with a planning matter from the same proponent.

Voluntary Funding Agreements

A voluntary funding agreement is to be adopted by the Council and contain the following information:

- the roles and responsibilities of project proponents and the Shire;
- the underlying principles and objectives of the partnership;
- how projects will be led, managed and delivered;
- how funds will be disbursed, applied and acquitted; and
- any other matters relevant to the rights and interests of the parties.





Strategic Guidance

The Council has adopted a range of strategies and plans that identify the social and community infrastructure needs of the Shire in line with the vision, objectives and aspirations of the Strategic Community Plan.

The CEO is to ensure that the social and community infrastructure programmes and projects identified and prioritised in these strategies and plans guides the establishment of any voluntary funding agreement.

These strategies and plans are contained in Appendix A.

Record Keeping

The CEO is to ensure that all meetings with proponents are recorded either by way of a detailed file note or wherever practical, by minutes of the meeting taken by an accompanying staff member.

Definitions

Nil

Relevant policies/documents

Directive – Industry Contribution to Social and Community Infrastructure
State Planning Policy 3.6 – Infrastructure Provisions

Relevant legislation/local laws

Local Government Act 1995

Planning and Development Act 2005

Office use only				
Relevant delegations				
Council adoption	Date	9 May 2023	Resolution #	074/2023
Reviewed/modified	Date	<u>xxx xxxx 2025</u>	Resolution #	<u>xxx/2025</u>
	Date		Resolution #	
	Date		Resolution #	
	Date		Resolution #	
Next review due	<u>2025 2029</u>			



Annexure 1

STRATEGY	ADOPTED BY COUNCIL
Corporate Business Plan 2023-2027	8 August 2023
Community Access and Inclusion Plan 2023-2027	11 July 2023
Economic and Tourism Development Strategy 2019 <u>2024-2028</u>	13 August 2019 <u>16 July 2024</u>
Long-Term Financial Plan	28 July 2022
Onslow – Towards a Visitor Economy	12 July 2022
Staff Accommodation Strategy 2020-20 23 <u>30</u>	18 May 2021 <u>17 August</u> <u>2021</u>
Strategic Community Plan 2022-2032	8 March 2022
Youth Strategy 2023-2025	12 April 2023
Local Planning Strategy	10 November 2020 (WA Planning Commission approved 21 June 2021)
Strategic Asset Management Plan 2023-2028	13 June 2023



Agenda Item 13.2 - Attachment 4

Council Policy - Investments



Council Policy – Investments

Responsible Directorate	Corporate Services
Responsible Business Unit/s	Finance
Responsible Officer	<u>Chief Financial Officer Manager Finance and Administration</u>
Affected Business Unit/s	Finance

Objective

The objectives of this policy are to:

- address investing the Shire of Ashburton's (the Shire) surplus funds, with consideration of risk and the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met E-ensure the investment of excess funds in a prudent manner with that interest returns being maximised and risk minimised.
- Achieve a high level of security by using recognised rating criteria. and
- support the local bank, where possible, with the intention of ensuring the bank is retained within the Shire T-to ensure ready access to funds for day-to-day cashflow requirements.

Scope

This policy applies to all investments made by the Shire and those employees who are responsible for managing the Shire's investments.

Policy Statement

Surplus funds to immediate requirements shall be deposited into an authorised institution, in accordance with regulation 19 of the *Local Government (Financial Management) Regulations 1996*.

The investment will be managed with the care, diligence, and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this policy, and not for speculative purposes.

Ethics and conflicts of interests

Employees shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio.





Approved investments

Unless otherwise approved by Council, investments may only be made with authorised institutions, as follows:

~~An authorised deposit taking institution as defined in section 5 of the *Banking Act 1959* (Commonwealth) with a Standard & Poor's (or its equivalent) credit rating of BBB or higher,~~

- ~~Interest bearing deposits up to 3three years with an authorised deposit-taking institution (ADI) as defined in Rregulation 19C-(1) of the *Local Government (Financial Management) Regulations 1996* as amended,~~
- State/Commonwealth Government Bonds maturing within three years, or
- ~~The Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*, or~~
- ~~Bonds that are guaranteed by the Commonwealth, State or Territory and which have a term not exceeding three years.~~

Prohibited investments

Investments which are prohibited are as follows:

- Deposits with an institution except an authorised institution,
- Deposits for a fixed term of more than ~~12 months~~ three years, and
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind or are in a foreign currency.

Professional advice

The Shire may from time to time retain the services of suitably qualified investment professionals to aid in investment strategy formulation, portfolio implementation and monitoring. Any such independent advisor must be approved by Council and licensed by the Australian Securities and Investments Commission.

The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of this policy.

Any independent advisor engaged by the Shire is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investment they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed.

Investment funds

All cash and investments held by the Shire are placed in common investments in accordance with regulation 8 of the *Local Government (Financial Management) Regulations 1996*.





Risk management

Investments are restricted to bank investments only. The term of the investment will be based on forward cash flow requirements to ensure investment return on available surplus funds.

All investments obtained must comply with three key criteria relating to:

- Portfolio Credit Framework: limits overall credit exposure of the portfolio,
- Counterparty Credit Framework: limits exposure to individual counterparties/institution, and
- Term to Maturity Framework: limits based upon maturity of securities.

Portfolio Credit Framework

To control the credit quality on the investment portfolio, the following credit framework limits the percentage of the portfolio exposed to any credit rating category.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum
AAA	A-1+	100%
AA	A-1+	100%
A	A-1	60%
B	A-2	20%

If any of the investments within the portfolio are subject to a credit rating downgrade such that the portfolio credit percentage is no longer compliant with this policy, the investment will be diverted as soon as practicable.

Counterparty Credit Framework

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is ~~limited~~managed efficiently and effectively. ~~There may be on occasion, subject to cash flow requirements e.g., for end of year balancing and reserve transfers, direct investment maximum percentage greater than 40% for a single percentage, as detailed in the table below.~~

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum
AAA	A-1+	10 40%
AA	A-1+	8 40%
A	A-1	20%
B	A-2	10%



If any of the investments within the portfolio are subject to a credit rating downgrade such that the portfolio credit percentage is no longer compliant with this policy, the investment will be diverted as soon as practicable.

Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints.

Investment Type	Term of Maturity	Minimum	Maximum
ADI Deposits	< 12 months	<u>50%</u>	<u>100%</u>
	<u>13 to 24 months</u>	<u>0%</u>	<u>20%</u>
	<u>25 to 36 months</u>	<u>0%</u>	<u>5%</u>
State/Commonwealth Government Bonds	< <u>312 months</u> <u>years</u>	<u>0%</u>	<u>50%</u>
	<u>13 to 24 months</u>	<u>0%</u>	<u>20%</u>
	<u>25 to 36 months</u>	<u>0%</u>	<u>5%</u>

Reporting and review

Council will receive a monthly report on the investment portfolio, listing for each investment the:

- Institution,
- Amount,
- Term to maturity,
- Maturity date,
- Amount interest rate, and
- Percentage of total portfolio represented by the individual investment.

A summary of the composition of the investment portfolio by credit rating and institution will also be included.

Definitions

Nil

Relevant policies/documents

Department of Local Government, Sport and Cultural Industries guidelines:

- Disclosure of Interests Affecting Impartiality
- Disclosure of Financial Interests in Return





Relevant legislation/local laws

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Banking Act 1959

Trustees Act 1962

Office use only				
Relevant delegations	Nil			
Council adoption	Date	11 October 2022	Resolution #	139/2022
Reviewed/modified	Date	<u>xx xxxx 2025</u>	Resolution #	<u>xxx/2025</u>
	Date		Resolution #	
	Date		Resolution #	
	Date		Resolution #	
Next review due	Date	<u>2024 2027</u>		



Agenda Item 13.3 - Attachment 1

Corporate Strategies Quarterly Reporting - Q3 2024/2025

Corporate Business Plan 2023-2027

Strategic Theme	Strategic Objective	Strategy Outcome	CBP Action	Year/s to be delivered	Responsible Department	Progress	Comment
1. People	1.1 Coordinated delivery of social services and projects for the community	1.1.1 Develop and maintain key social services partnerships, both internally and externally, to support Council’s vision.	1.1.1.1 Collaborate with key stakeholders.	Ongoing	Communities / Libraries	In Progress	- Community Showcase held across all four Towns in March 2025 in collaboration with multiple Community key stakeholders - Regular Whats on Meetings held monthly in all towns to discuss upcoming projects / initiatives and collaborate with events and ideas - Regular Partnership meetings held discussing community projects and programs, providing transparency and accountability. Positive feedback recieved from all Partnersips on meeting framework currently in place.
1. People	1.1 Coordinated delivery of social services and projects for the community	1.1.2 Lead and empower employees to seek and attain performance excellence.	1.1.2.1 Provide appropriate tools and development opportunities to employees to be successful in their role.	Ongoing	Organisational Development	In Progress	Refer to action 4.1.2.1.
1. People	1.1 Coordinated delivery of social services and projects for the community	1.1.3 Provide professional leadership and advice to assist Council.	1.1.3.1 Engage with, and provide, regular updates to Council on projects, initiatives and events.	Ongoing	Communities / Libraries	In Progress	- All community events are added to a shared folder with Communities / Governance / Media so that they can be added to Council members calanders. - Grants Review Audit provided at each Grants
1. People	1.2 Communities connected with opportunities	1.2.1 Foster and strengthen partnerships with local networks to drive social prosperity.	1.2.1.1 Collaborate with the community to deliver the outcomes of the Shire’s strategies and plans.	Ongoing	Communities	In Progress	- Monthly Whats On Meetings in all four towns - Established working groups to discuss ideas and collaborate - Currently planning Youth week event with youth, in collaboration with Gurduwarrah Mia and the TPSHS
1. People	1.2 Communities connected with opportunities	1.2.2 Drive community engagement to provide input to enhance opportunities aligned with community needs.	1.2.2.1 Collaborate with the community on the development of Shire strategies and plans.	Ongoing	Communities	In Progress	- My Pilbara Home Startegies provided to all Stakeholders
1. People	1.2 Communities connected with opportunities	1.2.2 Drive community engagement to provide input to enhance opportunities aligned with community needs.	1.2.2.2 Review and assess the outcomes of the Youth Strategy.	2025/2026	Communities	In Progress	Annual youth survey completed, a complied report was presented to Council in December 2024 to review the current progress of outcomes.
1. People	1.2 Communities connected with opportunities	1.2.3 Provide, promote, and deliver social and cultural community celebrations, events, and activities.	1.2.3.1 Develop an Art Strategy.	2023/2024 2024/2025	Communities	Completed	Art Strategy endorsed by Council on 17 September 2024.
1. People	1.2 Communities connected with opportunities	1.2.3 Provide, promote, and deliver social and cultural community celebrations, events, and activities.	1.2.3.2 Deliver the outcomes of the Youth Strategy.	2023/2024 2024/2025 2025/2026	Communities	In Progress	<i>See the Youth Strategy quarterly report for a breakdown of activites undertaken for the period.</i>
1. People	1.2 Communities connected with opportunities	1.2.3 Provide, promote, and deliver social and cultural community celebrations, events, and activities.	1.2.3.3 Develop a Program and Event Strategy.	2023/2024 2024/2025	Communities	Completed	Program and Event Strategy endorsed by Council on 17 September 2024.
1. People	1.2 Communities connected with opportunities	1.2.4 Support and develop sustainable clubs and groups, providing opportunities for meaningful participation in arts, culture, sport, and recreation.	1.2.4.1 Develop a Club Development Plan.	2023/2024 2024/2025	Communities	Completed	Club Development Plan endorsed by Council on 17 September 2024.
1. People	1.2 Communities connected with opportunities	1.2.4 Support and develop sustainable clubs and groups, providing opportunities for meaningful participation in arts, culture, sport, and recreation.	1.2.4.2 Deliver the outcomes of the Arts Strategy.	2024/2025 2025/2026 2026/2027	Communities	In Progress	<i>See the Arts Strategy quarterly report for a breakdown of activites undertaken for the period.</i>
1. People	1.2 Communities connected with opportunities	1.2.5 Recognise the uniqueness of the community, and the diverse cultures, and welcome all residents to participate in, share, and celebrate their backgrounds and traditions.	1.2.5.1 Develop a Reflect Reconciliation Action Plan.	2023/2024 2024/2025	Communities	Completed	Reflect Reconciliation Action Plan endorsed by Council on 17 September 2024.
1. People	1.2 Communities connected with opportunities	1.2.5 Recognise the uniqueness of the community, and the diverse cultures, and welcome all residents to participate in, share, and celebrate their backgrounds and traditions.	1.2.5.2 Deliver the outcomes of the Reflect Reconciliation Action Plan.	2024/2025 2025/2026	Communities	In Progress	<i>See the Reconciliation Action Plan quarterly report for a breakdown of activites undertaken for the period.</i>

L. People	1.2 Communities connected with opportunities	1.2.6 Encourage and provide a range of opportunities for residents to volunteer and build a sense of belonging in the community.	1.2.6.1 Deliver the outcomes of the Youth Strategy.	2023/2024 2024/2025 2025/2026	Communities	In Progress	See the Youth Strategy quarterly report for a breakdown of activities undertaken for the period.
L. People	1.2 Communities connected with opportunities	1.2.6 Encourage and provide a range of opportunities for residents to volunteer and build a sense of belonging in the community.	1.2.6.2 Deliver the outcomes of the Club Development Plan.	2024/2025 2025/2026 2026/2027	Communities	In Progress	See the Club Development Plan quarterly report for a breakdown of activities undertaken for the period.
L. People	1.3 Individual and community learning opportunities	1.3.1 Provide libraries and support their use as community hubs and centres of information, learning, creativity, and innovation.	1.3.1.1 Purchase new physical and eResource stock in accordance with policy and community needs.	Ongoing	Library Services	In Progress	
L. People	1.3 Individual and community learning opportunities	1.3.1 Provide libraries and support their use as community hubs and centres of information, learning, creativity, and innovation.	1.3.1.2 Provide resources to people in the community who may not have access to internet, printing, scanning and photocopying.	Ongoing	Library Services	In Progress	
L. People	1.3 Individual and community learning opportunities	1.3.2 Encourage and provide programs to foster learning and participation in the community.	1.3.2.1 Promote and deliver a variety of library programs to the community.	Ongoing	Library Services	In Progress	
L. People	1.3 Individual and community learning opportunities	1.3.2 Encourage and provide programs to foster learning and participation in the community.	1.3.2.2 Collaborate where possible with community groups, schools and the Communities team to delivery joint programs to the community.	Ongoing	Library Services	In Progress	
L. People	1.3 Individual and community learning opportunities	1.3.3 Provide accessible literature and life-long learning resources through library and information services which meet changing community expectations.	1.3.3.1 Implement a new cloud/web-based Library Management System which is easily accessible for the community.	2023/2024	Library Services	Completed	SPYDUS has been implemented. Customers now have access to LOTE4Kids, eResources, programs that libraries run and is easily accessible via Shire website.
L. People	1.3 Individual and community learning opportunities	1.3.3 Provide accessible literature and life-long learning resources through library and information services which meet changing community expectations.	1.3.3.2 Develop a Local History database.	2023/2024 2024/2025 2025/2026	Library Services	In Progress	Continuing to research various records in the Shire's recordkeeping system and add them to the local history collection. Two Shire officers are on secondment, overseeing the local history role, in which they are now seeking information via various sources. Also reaching out to various local history organisations regarding equipment and storage requirements.
L. People	1.3 Individual and community learning opportunities	1.3.3 Provide accessible literature and life-long learning resources through library and information services which meet changing community expectations.	1.3.3.3 Deliver the outcomes of the Community Access and Inclusion Plan.	Ongoing	Library Services	In Progress	See the Community Access and Inclusion Plan quarterly report for a breakdown of activities undertaken for the period.
L. People	1.3 Individual and community learning opportunities	1.3.3 Provide accessible literature and life-long learning resources through library and information services which meet changing community expectations.	1.3.3.4 Provide information services to people researching the history of the Shire of Ashburton.	Ongoing	Library Services	In Progress	
L. People	1.3 Individual and community learning opportunities	1.3.4 Provide safe and welcoming centres to help address social isolation in the community.	1.3.4.1 Promote the library as an alternative community space.	Ongoing	Library Services	In Progress	Continue to welcome new members, new families to the library. Providing information of what is on in the towns. Collaborate with events and other external key stakeholders to get the message out.
2. Place	2.1 Coordinated delivery of natural and built environment services and projects for the community	2.1.1 Develop and maintain key natural and built environment services partnerships, both internally and externally, to support Council's vision.	2.1.1.1 Collaborate with key stakeholders.	Ongoing	Land, Property and Regulatory Services / Town Maintenance / Assets and Programming / Waste Services / Facilities / Roads and Civil Projects	In Progress	
2. Place	2.1 Coordinated delivery of natural and built environment services and projects for the community	2.1.2 Lead and empower employees to seek and attain performance excellence.	2.1.2.1 Provide appropriate tools and development opportunities to employees to be successful in their role.	Ongoing	Organisational Development	In Progress	Refer to action 4.1.2.1.
2. Place	2.1 Coordinated delivery of natural and built environment services and projects for the community	2.1.3 Provide professional leadership and advice to assist Council.	2.1.3.1 Engage with, and provide, regular updates to Council on projects, initiatives and events.	Ongoing	Land, Property and Regulatory Services / Town Maintenance / Assets and Programming / Waste Services / Facilities / Roads and Civil Projects	In Progress	

2. Place	2.2 Appropriate, inviting, and diverse employee accommodation and land management opportunities	2.2.1 Manage and oversee compliance of land assembly and development.	2.2.1.1 Manage and oversee compliance of planning/development and building and land management.	Ongoing	Land, Property and Regulatory Services	In Progress	
2. Place	2.2 Appropriate, inviting, and diverse employee accommodation and land management opportunities	2.2.2 Provide diversity for residential employee accommodation.	2.2.2.1 Implement the Staff Housing Strategy.	Ongoing	Land, Property and Regulatory Services	In Progress	
2. Place	2.2 Appropriate, inviting, and diverse employee accommodation and land management opportunities	2.2.3 Assess mining and resource tenure and agreements to ensure the community is not negatively impacted.	2.2.3.1 Provide feedback and raise concerns on mining and resource tenure and agreements where deemed necessary.	Ongoing	Land, Property and Regulatory Services	In Progress	
2. Place	2.3 Attractive and sustainable townscapes offering opportunities for all communities	2.3.1 Provide attractive, well-maintained streetscapes, verges, parks, and reserves.	2.3.1.1 Maintain streetscapes, verges, parks and reserves in line with approved service levels.	Ongoing	Town Maintenance	In Progress	Weekly / fortnightly maintenance carried out in all townsites.
2. Place	2.3 Attractive and sustainable townscapes offering opportunities for all communities	2.3.1 Provide attractive, well-maintained streetscapes, verges, parks, and reserves.	2.3.1.2 Upgrade the Tom Price reticulation system to ensure key assets are maintained.	2024/2025 2025/2026 2026/2027	Town Maintenance	In Progress	Bore reconditioning works completed and upgrading of North road reticulation complete.
2. Place	2.3 Attractive and sustainable townscapes offering opportunities for all communities	2.3.2 Ensure parks, gardens, and open spaces are appropriately managed according to their need and use.	2.3.2.1 Review existing maintenance schedules to ensure they are adequately resourced and meet service levels.	Ongoing	Town Maintenance	In Progress	Weekly / fortnightly maintenance carried out.
2. Place	2.3 Attractive and sustainable townscapes offering opportunities for all communities	2.3.2 Ensure parks, gardens, and open spaces are appropriately managed according to their need and use.	2.3.2.2 Develop a Public Open Space Maintenance Plan.	2024/2025	Town Maintenance	In Progress	Draft Level of Service document to be reviewed.
2. Place	2.3 Attractive and sustainable townscapes offering opportunities for all communities	2.3.3 Maintain town centres for the enjoyment of locals and visitors, which the community can take pride in.	2.3.3.1 Maintain town centres in line with approved service levels.	Ongoing	Town Maintenance	In Progress	Weekly / fortnightly maintenance carried out.
2. Place	2.4 Effective, compliant, and sustainable management of community assets and infrastructure	2.4.1 Implementation of cost-effective contemporary Asset Management Practices aligned to international standards.	2.4.1.1 Complete a drainage network condition assessment for Paraburdoo and develop a program of works for the Long-Term Financial Plan.	2023/2024 2024/2025	Assets and Programming	In Progress	Assets team collecting all data on stormwater assets to determine any and all gaps and if condition ratings have been part of previous data collected.
2. Place	2.4 Effective, compliant, and sustainable management of community assets and infrastructure	2.4.1 Implementation of cost-effective contemporary Asset Management Practices aligned to international standards.	2.4.1.2 Review recommendations from the drainage studies for Tom Price and Onslow townsites and develop a program of works for the Long-Term Financial Plan.	2024/2025	Assets and Programming	In Progress	Onslow Drainage Program OCM Dec 2024 and inclusion of \$15m over 5 years in LTTP. Tom Price drainage model is currently under refinement with works concentrated on Hospital development
2. Place	2.4 Effective, compliant, and sustainable management of community assets and infrastructure	2.4.1 Implementation of cost-effective contemporary Asset Management Practices aligned to international standards.	2.4.1.3 Deliver the improvement actions of the Strategic Asset Management Plan.	Ongoing	Assets and Programming	In Progress	Roads Asset Management Plan adopted by Council April 25. Work commencing on Footpath Asset Management Plan
2. Place	2.4 Effective, compliant, and sustainable management of community assets and infrastructure	2.4.1 Implementation of cost-effective contemporary Asset Management Practices aligned to international standards.	2.4.1.4 Review and prioritise actions across all asset class Asset Management Plans.	2023/2024 2024/2025	Assets and Programming	In Progress	Assets team currently reviewing work activities for the next 12-18 months to focus on development of Asset Management Plans. Currently determining available data within the systems to determine age and viability for AMP development on all asset classes.
2. Place	2.4 Effective, compliant, and sustainable management of community assets and infrastructure	2.4.2 Develop, manage, and maintain Council's asset management framework to support organisational strategies.	2.4.2.1 Deliver the improvement actions of the Strategic Asset Management Plan.	Ongoing	Assets and Programming	In Progress	Improvement plan will be redeveloped using improvements identified in new AMP's.
2. Place	2.4 Effective, compliant, and sustainable management of community assets and infrastructure	2.4.3 Develop and deliver a fit-for-purpose asset maintenance management strategy and systems solution.	2.4.3.1 Review capability of existing asset maintenance management systems.	2024/2025	Assets and Programming	In Progress	Continued rollout of Safety Culture software and iPads across the organisation.
2. Place	2.4 Effective, compliant, and sustainable management of community assets and infrastructure	2.4.4 Develop effective and attainable long-term asset management programs.	2.4.4.1 Deliver the improvement actions of the Strategic Asset Management Plan.	Ongoing	Assets and Programming	In Progress	Assets team currently reviewing work activities for the next 12-18 months to focus on development of Asset Management Plans.
2. Place	2.4 Effective, compliant, and sustainable management of community assets and infrastructure	2.4.5 Implementation of effective financial forecasting methodology to achieve Council's vision for the benefit of the community.	2.4.5.1 Deliver the improvement actions of the Strategic Asset Management Plan.	Ongoing	Assets and Programming	In Progress	Assets team currently reviewing work activities for the next 12-18 months to focus on development of Asset Management Plans.

2. Place	2.4 Effective, compliant, and sustainable management of community assets and infrastructure	2.4.5 Implementation of effective financial forecasting methodology to achieve Council's vision for the benefit of the community.	2.4.5.2 Conduct valuations in accordance with the Strategic Asset Management Plan.	Ongoing	Assets and Programming	In Progress	Valuations ongoing for end of Financial Year
2. Place	2.5 Enhanced community opportunities for sustainable waste management	2.5.1 Provide and facilitate community education and engagement programs to increase awareness of, and encourage the adoption of, specific, positive waste behaviours and attitudes.	2.5.1.1 Provide and facilitate regular waste management community education and engagement programs.	Ongoing	Waste Services	In Progress	Successful in attracting \$25,000 grant to develop education program and currently working with Communities on development.
2. Place	2.5 Enhanced community opportunities for sustainable waste management	2.5.2 Facilitate service reviews to assess alignment with better practice standards.	2.5.2.1 Conduct a waste management service review across all waste sites and develop annual plans to ensure alignment with better practice, audit, compliance and customer service.	2024/2025	Waste Services	In Progress	Operational Plan scurrently under development to feed into Strategic Waste Management Plan. Operational plans will investigate resourcing and operational hours.
2. Place	2.5 Enhanced community opportunities for sustainable waste management	2.5.3 Develop processes for better management and control of waste within the community and local businesses.	2.5.3.1 Investigate opportunities for better management and control of waste within the community and local businesses.	2023/2024 2024/2025	Waste Services	In Progress	Ongoing conversations with various business's in all towns around waste management opportunities
2. Place	2.5 Enhanced community opportunities for sustainable waste management	2.5.4 Provide strategies and act to strengthen regional collaboration and cooperation in the delivery of waste management practices across the region.	2.5.4.1 Investigate opportunities to strengthen regional collaboration and cooperation in the delivery of waste management practices across the region.	2024/2025	Waste Services	In Progress	Continued meetings with companies looking to collaborate regarding waste management. Conversation with Rio GM in Tom Price in regards to use of the TP Waste facility
2. Place	2.5 Enhanced community opportunities for sustainable waste management	2.5.5 Work with the community to develop an understanding of why waste avoidance, reuse and recycling are important in relation to environmental impact.	2.5.5.1 Develop a waste reuse and recycling community education program.	2024/2025	Waste Services	Not Started	This will be initiated in 2025. No progress during reporting period.
2. Place	2.6 Land use opportunities to benefit current and future communities	2.6.1 Plan for diverse land, housing, and development opportunities.	2.6.1.1 Implement the Local Planning Strategy	Ongoing	Land, Property and Regulatory Services	In Progress	
2. Place	2.6 Land use opportunities to benefit current and future communities	2.6.2 Incorporate appropriate planning controls for land use planning and development.	2.6.2.1 Incorporate appropriate planning controls for land use planning and development in the new Local Planning Scheme.	2023/2024	Land, Property and Regulatory Services	In Progress	07 May - Public advertising for the Scheme and Strategy went live on 30 April. Advertising will be open for 90 days, closing on the 29 July. After closing, any submissions will be reviewed, and an item will be put to council. Gazettal is expected to be in Q1 2026.
2. Place	2.6 Land use opportunities to benefit current and future communities	2.6.3 Review and implement planning frameworks and strategies to ensure appropriate development outcomes.	2.6.3.1 Review the Local Planning Strategy.	2023/2024 2024/2025	Land, Property and Regulatory Services	In Progress	07 May - Public advertising for the Scheme and Strategy went live on 30 April. Advertising will be open for 90 days, closing on the 29 July. After closing, any submissions will be reviewed, and an
2. Place	2.6 Land use opportunities to benefit current and future communities	2.6.3 Review and implement planning frameworks and strategies to ensure appropriate development outcomes.	2.6.3.2 Develop a new Local Planning Scheme.	2023/2024 2024/2025	Land, Property and Regulatory Services	In Progress	07 May - Public advertising for the Scheme and Strategy went live on 30 April. Advertising will be open for 90 days, closing on the 29 July. After closing, any submissions will be reviewed, and an
2. Place	2.6 Land use opportunities to benefit current and future communities	2.6.3 Review and implement planning frameworks and strategies to ensure appropriate development outcomes.	2.6.3.3 Review Local Planning Policies.	2024/2025 2025/2026	Land, Property and Regulatory Services	In Progress	07 May - Local Planning Policies to be reviewed have been identified. Project Management Plan, including timelines has been prepared. Local Planning Policies will be reviewed following the adoption of Local Planning Scheme No.8.
2. Place	2.7 Quality, well-maintained, and purposeful community facilities	2.7.1 Provide high-standard sport and recreation facilities across the Shire.	2.7.1.1 Deliver the outcomes of the Strategic Asset Management Plan for recreation facilities.	Ongoing	Facilities	In Progress	The Asset Management Plan is currently under review/development however Facilities is committed in delivering well maintain and pusposeful recreation Facilities
2. Place	2.7 Quality, well-maintained, and purposeful community facilities	2.7.2 Maintain facilities in a strategic manner, ensuring community needs are met.	2.7.2.1 Deliver the outcomes of the Strategic Asset Management Plan for community facilities.	Ongoing	Facilities	In Progress	The Asset Management Plan is currently under review/development however Facilities is committed in
2. Place	2.7 Quality, well-maintained, and purposeful community facilities	2.7.3 Look beyond the facility itself ensuring spaces link with other land uses, both on-site and surrounding areas.	2.7.3.1 Develop the Onslow Town Centre Revitalisation Masterplan.	2023/2024	Community Development	Completed	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.

2. Place	2.7 Quality, well-maintained, and purposeful community facilities	2.7.3 Look beyond the facility itself ensuring spaces link with other land uses, both on-site and surrounding areas.	2.7.3.2 Continue to source funding for the implementation of the Onslow Foreshore Promenade Masterplan.	Ongoing	Community Development	In Progress	The Anzac Memorial extension has been funded by the Shire and will commence in 2024. Currently awaiting section 18 approval from Minster for Lands. Section 18 approval has been received. Progress to Tender 20 July 2024. Anzac Memorial Stage 1 is now complete.
2. Place	2.7 Quality, well-maintained, and purposeful community facilities	2.7.3 Look beyond the facility itself ensuring spaces link with other land uses, both on-site and surrounding areas.	2.7.3.3 Develop a Community Lifestyle and Infrastructure Plan.	2023/2024	Community Development	Completed	The proposed Community Lifestyle and Infrastructure Plan with final document design completed.
2. Place	2.7 Quality, well-maintained, and purposeful community facilities	2.7.3 Look beyond the facility itself ensuring spaces link with other land uses, both on-site and surrounding areas.	2.7.3.4 Deliver the outcomes of the Community Lifestyle and Infrastructure Plan.	2024/2025 2025/2026 2026/2027	Community Development	In Progress	
2. Place	2.7 Quality, well-maintained, and purposeful community facilities	2.7.4 Ensure, where possible, the access and inclusion of people with a disability is considered in facility and recreational design, ensuring everybody can participate.	2.7.4.1 Deliver the outcomes of the Community Access and Inclusion Plan.	Ongoing	Facilities	In Progress	See the Community Access and Inclusion Plan quarterly report for a breakdown of activities undertaken for the period.
2. Place	2.8 Safe and interconnected transport networks for the community.	2.8.1 Improve road safety and connectivity to provide a safe and efficient road network.	2.8.1.1 Participate and engage with external agencies to maintain effective road safety practices.	Ongoing	Roads and Civil Projects	In Progress	Ashburton is a Roadwise Council, currently review Road Black Spots and funding opportunities.
2. Place	2.8 Safe and interconnected transport networks for the community.	2.8.1 Improve road safety and connectivity to provide a safe and efficient road network.	2.8.1.2 Review urban and rural roads for inclusion in the Roads 2040 Strategy, Regional Road Group and Roads to Recovery initiatives.	Ongoing	Roads and Civil Projects	In Progress	Reviewed annually.
2. Place	2.8 Safe and interconnected transport networks for the community.	2.8.2 Manage roads, pathways, and other transport infrastructure according to need and use.	2.8.2.1 Maintain roads, pathways and other infrastructure in accordance with Strategic Asset Management Plan, regional requirements and service levels.	Ongoing	Road and Civil Projects / Town Maintenance	In Progress	Maintenance gradin on rural roads with tenders awarded for renewal and amintnenace works on Ashburton Downs, Roebourne Wittenoom and Twitchin Roads
2. Place	2.8 Safe and interconnected transport networks for the community.	2.8.2 Manage roads, pathways, and other transport infrastructure according to need and use.	2.8.2.2 Review the Shire's annual road maintenance grading program.	2024/2025	Roads and Civil Projects	In Progress	Program currently under review to determine a proram and how it will be delivered.
2. Place	2.8 Safe and interconnected transport networks for the community.	2.8.3 Advocate for improvements to the region's State road network.	2.8.3.1 Provide effective advocacy to ensure State Government input and contribution is maintained for the region's State road network.	Ongoing	Roads and Civil Projects	In Progress	Ongoing discussions with Main Roads WA including intersections in Tom Price and Paraburdoo
2. Place	2.8 Safe and interconnected transport networks for the community.	2.8.4 Advocate to, and partner with, State government and industry to improve Strategic Regional Roads.	2.8.4.1 Advocate to, and partner with, State Government and the local government industry to improve Strategic Regional Roads.	Ongoing	Roads and Civil Projects	In Progress	Funding for Ashburton Downs through regional Road Group with funding for Ashburton River floodway in 25/26
2. Place	2.8 Safe and interconnected transport networks for the community.	2.8.5 Advocate for increased funding and equitable cost sharing arrangements for Strategic Regional Roads.	2.8.5.1 Advocate for increased funding and equitable cost sharing arrangements for Council's Regional Road network.	Ongoing	Roads and Civil Projects	In Progress	MCA Currently under review to determine RRG projects in the Region
3. Prosperity	3.1 Coordinated delivery of economic services and projects for the community	3.1.1 Develop and maintain key economic services partnerships, both internally and externally, to support Council's vision.	3.1.1.1 Collaborate with key stakeholders.	Ongoing	Business and Economic Development / Regulatory Services / Airport Services	In Progress	Attendance at ANW Tourism Conference and monthly Pilbara Regional Roundtable meetings engaging with Pilbara Development Commission, ANW Regional
3. Prosperity	3.1 Coordinated delivery of economic services and projects for the community	3.1.2 Lead and empower employees to seek and attain performance excellence.	3.1.2.1 Provide appropriate tools and development opportunities to employees to be successful in their role.	Ongoing	Organisational Development	In Progress	Refer to action 4.1.2.1.
3. Prosperity	3.1 Coordinated delivery of economic services and projects for the community	3.1.3 Provide professional leadership and advice to assist Council.	3.1.3.1 Engage with, and provide, regular updates to Council on projects, initiatives and events.	Ongoing	Business and Economic Development / Regulatory Services / Airport Services	In Progress	
3. Prosperity	3.2 Aviation transport opportunities for the community	3.2.1 Improve the regional economic impact of the Onslow airport through building collaborative partnerships.	3.2.1.1 Collaborate with relevant stakeholders.	Ongoing	Airport Services	In Progress	Ongoing engagement with key stakeholders including Chevron, Mineral Resources, and airlines. Liaising with DoT on future service opportunities. Engagement with potential new organisations and airlines interested in introducing services to the port. Supporting collaborative discussions to improve airport operations and economic impact.

3. Prosperity	3.2 Aviation transport opportunities for the community	3.2.2 Focus on, and deliver, safe and enhanced services and facilities	3.2.2.1 Strengthen the runway pavement, extend length of the runway and upgrade Airport infrastructure to allow for larger aircraft.	2025/2026	Airport Services	In Progress	<p>The Shire has secured \$4.9M in State Government funding for the project. DoT has recently confirmed that this funding is intended solely for the runway extension, which would enable larger aircraft with greater seating capacity, benefiting community access.</p> <p>We are working with consultants to calculate cost-sharing arrangements for each major stakeholder, based on the design aircraft nominated by each operator.</p> <p>With Virgin phasing out its final F100 and introducing the E190 in November 2025, Chevron has requested a meeting in early May 2025 to review the project's status and the runway's capabilities.</p> <p>In July 2024, MRL advised they are currently unable to commit funding due to market challenges and existing project obligations. They indicated support may be reconsidered once conditions improve and other commitments are finalised.</p>
3. Prosperity	3.2 Aviation transport opportunities for the community	3.2.2 Focus on, and deliver, safe and enhanced services and facilities	3.2.2.2 Develop a long term parking facility for airport users.	2025/2026	Airport Services	Not Started	N/A
3. Prosperity	3.2 Aviation transport opportunities for the community	3.2.2 Focus on, and deliver, safe and enhanced services and facilities	3.2.2.3 Extend and upgrade the Onslow Airport terminal (departure lounge).	2025/2026	Airport Services	Not Started	N/A
3. Prosperity	3.2 Aviation transport opportunities for the community	3.2.3 Deliver a business model of self-sufficiency using effective marketing, smart growth and revenue generating initiatives.	3.2.3.1 Finalise construction of taxiway echo and new general aviation apron to allow access to the General Aviation Hangars.	2023/2024 2024/2025	Airport Services	Completed	Project completed.
3. Prosperity	3.2 Aviation transport opportunities for the community	3.2.4 Promote opportunities for air services, aviation facilities, associated businesses, and future expansion.	3.2.4.1 Seek external funding to develop headworks for the Airport Business Precinct.	Ongoing	Airport Services	In Progress	None to date.
3. Prosperity	3.3 Clean, safe, and accessible communities	3.3.1 Develop and maintain the Public Health Plan.	3.3.1.1 Deliver the outcomes of the Mosquito Management Plan.	Ongoing	Regulatory Services	In Progress	
3. Prosperity	3.3 Clean, safe, and accessible communities	3.3.1 Develop and maintain the Public Health Plan.	3.3.1.2 Develop the Shire of Ashburton Public Health Plan in accordance with the Public Health Act 2016 and Department of Health guidelines.	2024/2025 2025/2026	Regulatory Services	In Progress	A consultant has been engaged to develop the Shire's first Public Health Plan in accordance with the <i>Public Health Act 2016</i> .
3. Prosperity	3.3 Clean, safe, and accessible communities	3.3.2 Review and maintain Local Emergency Management Arrangements for the community.	3.3.2.1 Develop a Bush Fire Risk Management Plan.	2023/2024	Regulatory Services	Completed	Bush Fire Risk Management Plan endorsed by Council 20 August 2024.
3. Prosperity	3.3 Clean, safe, and accessible communities	3.3.2 Review and maintain Local Emergency Management Arrangements for the community.	3.3.2.2 Review the Shire of Ashburton Local Emergency Management Arrangements annually.	Annually	Regulatory Services	In Progress	
3. Prosperity	3.3 Clean, safe, and accessible communities	3.3.2 Review and maintain Local Emergency Management Arrangements for the community.	3.3.2.3 Identify and develop appropriate emergency management plans that support community safety.	Ongoing	Regulatory Services	In Progress	
3. Prosperity	3.3 Clean, safe, and accessible communities	3.3.3 Lead, and partner with, other agencies on community safety and programs for community wellbeing	3.3.3.1 Collaborate with stakeholders to establish a Mosquito Management Control forum.	2023/2024	Regulatory Services	Completed	Quarterly meetings are scheduled and the forum is well attended to discuss mosquito management issues. Minutes of the meeting are recorded.
3. Prosperity	3.3 Clean, safe, and accessible communities	3.3.3 Lead, and partner with, other agencies on community safety and programs for community wellbeing	3.3.3.2 Liaise with identified stakeholders on public health issues impacting the community.	Ongoing	Regulatory Services	In Progress	

3. Prosperity	3.3 Clean, safe, and accessible communities	3.3.3 Lead, and partner with, other agencies on community safety and programs for community wellbeing	3.3.3.3 Upgrade and consolidate the Shire's CCTV cameras and systems.	2024/2025	Facilities	In Progress	CCTV systems will be migrated to the new Alta Aware CCTV system and follow the framework during the course of future financial years, systems will be replaced on an as needs basis. Budget will be sought and follow the Shire's budgeting process.
3. Prosperity	3.3 Clean, safe, and accessible communities	3.3.4 Work with the community in maintaining safety and amenity in the district.	3.3.4.1 Develop a community engagement program promoting community safety on local issues that contributes to community resilience in relation to bush fire risk, wildlife encounters, environmental health and crime prevention.	2023/2024	Regulatory Services	Completed	Ranger and Environmental Health Services have engaged with the community on community safety at Welcome to Town Events and information days. Regulatory Services has engaged with Media and Communications to ensure relevant information is provided to the community on safety issues. The Disaster Dashboard system is in place and management is ongoing. Regulatory Services is engaging with Media and Communications to update the Shire website with appropriate and current community safety information.
3. Prosperity	3.3 Clean, safe, and accessible communities	3.3.4 Work with the community in maintaining safety and amenity in the district.	3.3.4.2 Complete the refurbishment of the historic Wittenoom Bedford Fire Truck and develop a management plan for the use of the truck in support of community engagement and safety.	2023/2024 2024/2025	Regulatory Services	In Progress	The restoration project is in its final stages. Expecting delivery in February 2025. Proposed to be unveiled at the March Welcome to Town event in Tom Price.
3. Prosperity	3.3 Clean, safe, and accessible communities	3.3.5 Work with key agencies, and the community, to promote positive crime prevention and safety initiatives	3.3.5.1 Develop a forum involving the WA Police and other key stakeholders to facilitate discussion on community safety issues.	2023/2024	Regulatory Services	Completed	A forum has been established and meets when required to discuss relevant community safety issues. Regulatory Services received the WAPOL crime statistics monthly to monitor for community safety trends and issues for discussion at this forum.
3. Prosperity	3.3 Clean, safe, and accessible communities	3.3.5 Work with key agencies, and the community, to promote positive crime prevention and safety initiatives	3.3.5.2 Develop a communication plan for informing the community on safety and compliance issues.	2023/2024	Regulatory Services	Completed	Regulatory Services met with the Media and Communications team and their communications consultant to discuss the development of the Shire's new communication and marketing strategies so as not to develop a communications plan in isolation.
3. Prosperity	3.4 Sustainable commerce and tourism opportunities	3.4.1 Support initiatives to add value to, and improve marketing of, local business.	3.4.1.1 Review the Economic and Tourism Development Strategy.	2023/2024 2024/2025	Business and Economic Development	Completed	Final draft of the Economic Development Strategy 2024-2028 was endorsed by Economic Tourism and Development Committee July 2024.
3. Prosperity	3.4 Sustainable commerce and tourism opportunities	3.4.1 Support initiatives to add value to, and improve marketing of, local business.	3.4.1.2 Collaborate with the Onslow Chamber of Commerce and Industry and Pilbara Inland Chamber of Commerce and Industry.	Ongoing	Business and Economic Development	In Progress	Ongoing fortnightly meetings where possible. New CEO's at both Chambers.
3. Prosperity	3.4 Sustainable commerce and tourism opportunities	3.4.2 Ensure Shire processes support the development of strong and sustainable local business opportunities.	3.4.2.1 Become a Small Business Friendly local government.	2024/2025	Business and Economic Development	Completed	Council endorsed becoming a Small Business Friendly local government in December 2023. The Small Business Friendly agreement was executed in February 2024.
3. Prosperity	3.4 Sustainable commerce and tourism opportunities	3.4.3 Work collaboratively with tourism sector providers, Australia's North-West Tourism and Tourism WA to increase visitor spend, and length of stay, in the Shire.	3.4.3.1 Leverage the Visit Ashburton Reef to Range tourism brand to deliver actions identified in the Shire of Ashburton Economic and Tourism Development Strategy.	Ongoing	Business and Economic Development	In Progress	5 Year strategic Tourism Communications and Marketing Plan draft due to be completed by June 2025. Consultants have conducted on site famil and workshops.
3. Prosperity	3.4 Sustainable commerce and tourism opportunities	3.4.4 Partner with the Pilbara Development Commission, key resource industry partners and State Government to target investment opportunities designed at stimulating more diversified business and economic development to benefit the community.	3.4.4.1 Develop strategic documents and project investment prospectuses.	Ongoing	Business and Economic Development	In Progress	Ongoing
1. Performance	4.1 Coordinated delivery of organisational leadership and performance excellence for the benefit of the community	4.1.1 Develop and maintain key leadership services partnerships, both internally and externally, to support Council's vision.	4.1.1.1 Collaborate with key stakeholders.	Ongoing	Office of the CEO / Finance Services / Media and Communications / ICT / Governance / Organisational Development	In Progress	

1. Performance	4.1 Coordinated delivery of organisational leadership and performance excellence for the benefit of the community	4.1.2 Lead and empower employees to seek and attain performance excellence.	4.1.2.1 Provide appropriate tools and development opportunities to employees to be successful in their role.	Ongoing	Organisational Development	In Progress	The following staff training has occurred during this period: Implementation of our new Emerging Leaders Program (ELP), Email Etiquette training, Having Honest Conversations and Project Management; we launched our new supervisor and manager e-learning module, called Leadership and Organisational Culture; we re-hired Shire casual into the Shires GAP-Year Program; we have seen a significant increase in internal mobility, such as Acting, Additional Temporary Duties and permanent roles.
1. Performance	4.1 Coordinated delivery of organisational leadership and performance excellence for the benefit of the community	4.1.3 Provide professional leadership and advice to assist Council.	4.1.3.1 Engage with, and provide, regular updates to Council on projects, initiatives and events.	Ongoing	Office of the CEO / Finance Services / Media and Communications / ICT / Governance / Organisational Development	In Progress	Briefings held with Council on policy reviews in February and elected member superannuation in March 2025.
1. Performance	4.1 Coordinated delivery of organisational leadership and performance excellence for the benefit of the community	4.1.4 Advocate for the community at Regional, State and Federal levels.	4.1.4.1 Advocate to Federal and State government agencies for improved services and facilities for the community.	Ongoing	Office of the CEO	In Progress	
1. Performance	4.2 Appropriate, sustainable, and transparent management of community funds	4.2.1 Provide cost-effective financial management and value for money.	4.2.1.1 Develop a grant application and management process.	2023/2024 2024/2025	Finance Services	In Progress	Development of Grant Framework, Risk Assessment and internal controls commenced. Currently investigating grant management platforms to assist with management of grants.
1. Performance	4.2 Appropriate, sustainable, and transparent management of community funds	4.2.1 Provide cost-effective financial management and value for money.	4.2.1.2 Develop a business case template for major projects.	2023/2024 2024/2025	Finance Services	In Progress	Templates currently being drafted and a Project Management Framework to support, is being developed.
1. Performance	4.2 Appropriate, sustainable, and transparent management of community funds	4.2.1 Provide cost-effective financial management and value for money.	4.2.1.3 Develop a directive for the consideration of major works/projects that includes quantified justification on whole of life costings and how it links to the Strategic Community Plan and other informing strategies.	2023/2024 2024/2025	Finance Services	In Progress	Programming of 2024/25 Capex program is being driven by improved asset management data. Capex justification and prioritisation is being linked back to Strategic Community Plan and Corporate Business Plan objectives.
1. Performance	4.2 Appropriate, sustainable, and transparent management of community funds	4.2.2 Ensure a financially sustainable, aware, and supportive organisation.	4.2.2.1 Undertake a comprehensive review of rating revenue streams to generate fair rating revenue.	2023/2024	Finance Services	Completed	Rating review complete. Changes to differential rating categories to be considered by Council in May 2024. Review of Transient Workforce Accommodation facilities has generated positive rate growth for 2024/25.
1. Performance	4.2 Appropriate, sustainable, and transparent management of community funds	4.2.2 Ensure a financially sustainable, aware, and supportive organisation.	4.2.2.2 Review the Rating Strategy.	2023/2024	Finance Services	Completed	A review of the current Rating Strategy was undertaken. As no major changes were proposed to the differential rating categories it was determined that no update to the current Rating Strategy document is required.
1. Performance	4.2 Appropriate, sustainable, and transparent management of community funds	4.2.3 Plan effectively for financial sustainability.	4.2.3.1 Develop and implement an Investment Strategy.	2023/2024 2024/2025	Finance Services	In Progress	Development of Investments Frameworks, Risk Assessments and internal controls has commenced, this will incorporate review of investment policies and strategies.
1. Performance	4.2 Appropriate, sustainable, and transparent management of community funds	4.2.3 Plan effectively for financial sustainability.	4.2.3.2 Review the Long-Term Financial Plan.	Annually	Finance Services	In Progress	Long-Term Financial Plan for the 2025 financial year has commenced and in its early stages of review. Asset management programs to be incorporated into review.

1. Performance	4.2 Appropriate, sustainable, and transparent management of community funds	4.2.4 Ensure financial transactions are accurate and timely.	4.2.4.1 Investigate innovative solutions to improve efficiencies in financial management.	2023/2024 2024/2025	Finance Services	In Progress	New fully electronic payroll system successfully implemented. Credit Card expense management system Implemented. Several financial systems have been explored. IT improvements and roadmap required to place the shire in the position to proceed with an ERP system incorporating a fulling integrating financial system. IT improvements have commenced and will be rolled out over the next 12 months. Development of 34 Frameworks, Risk Assessment and
1. Performance	4.2 Appropriate, sustainable, and transparent management of community funds	4.2.4 Ensure financial transactions are accurate and timely.	4.2.4.2 Undertake a Financial Management Review.	2023/2024 2026/2027	Audit Services	In Progress	The Financial Management Review was adopted by Council on 20 February 2024. Action completed for 2023/2024.
1. Performance	4.3 A range of effective opportunities for the community to receive information in a timely manner	4.3.1 Grow awareness, understanding and engagement in Shire activities and Council decisions.	4.3.1.1 Promote and encourage public participation in Council meeting processes and decisions.	Ongoing	Media and Communications / Governance	In Progress	
1. Performance	4.3 A range of effective opportunities for the community to receive information in a timely manner	4.3.1 Grow awareness, understanding and engagement in Shire activities and Council decisions.	4.3.1.2 Review the Marketing and Communications Strategy.	2023/2024 2024/2025	Media and Communications	Completed	Marketing and Communications Strategy endorsed by Council on 17 September 2024. Sent to print and displayed on website.
1. Performance	4.3 A range of effective opportunities for the community to receive information in a timely manner	4.3.2 Regulate and provide information and community communication in accordance with statutory requirements, messaging, and branding standards.	4.3.2.1 Ensure heightened visibility and improved accessibility for community communications.	Ongoing	Media and Communications	In Progress	Website accessibility function enabled for speech, text, hearing and more introduced Jan 2025.
1. Performance	4.3 A range of effective opportunities for the community to receive information in a timely manner	4.3.2 Regulate and provide information and community communication in accordance with statutory requirements, messaging, and branding standards.	4.3.2.2 Undertake statutory community engagement through various media channels.	Ongoing	Media and Communications	In Progress	Public notices posted, Council agendas and public question time communicated through social media channels.
1. Performance	4.3 A range of effective opportunities for the community to receive information in a timely manner	4.3.3 Provide the community with relevant and timely information through a range of media.	4.3.3.1 Share community information through various media channels.	Ongoing	Media and Communications	In Progress	Events and programs such as Australia Day, Youth brand, Community Showcase, Onslow 100 Years, Boat Regatta published on the website, social channels and email.
1. Performance	4.3 A range of effective opportunities for the community to receive information in a timely manner	4.3.4 Promote the Shire to the community.	4.3.4.1 Promote the Shire's services to the community.	Ongoing	Media and Communications	In Progress	Wet weather incidents, tip closures due to a fire and library opening and closing times due to training shared, as well as new project updates and how we're developing services like Minna Oval.
1. Performance	4.4 Information systems to aid delivery of services to the community are robust, reliable, and secure	4.4.1 Provide continuous implementation of improvements in Information and Communication Technology solutions to best support the needs of Councillors, employees and, where appropriate, the community.	4.4.1.1 Develop an ICT Strategy.	2023/2024 2024/2025	ICT	In Progress	The new 2024-2029 Information Services Strategic Plan is currently in draft. Waiting on recruitment of a new CEO for endorsement before being finalised for Council adoption in June 2025.
1. Performance	4.4 Information systems to aid delivery of services to the community are robust, reliable, and secure	4.4.1 Provide continuous implementation of improvements in Information and Communication Technology solutions to best support the needs of Councillors, employees and, where appropriate, the community.	4.4.1.2 Develop a Cybersecurity Framework.	2023/2024	ICT	Completed	An ICT Information Security Directive and Information Services procedures have been developed, the Directive and procedures adopts the Australian Cyber Security Centre's framework and essential eight best practices, there will be no need for the Shire to duplicate an existing framework.
1. Performance	4.4 Information systems to aid delivery of services to the community are robust, reliable, and secure	4.4.1 Provide continuous implementation of improvements in Information and Communication Technology solutions to best support the needs of Councillors, employees and, where appropriate, the community.	4.4.1.3 Develop an Information and Communication Technology Disaster Recovery Plan.	2023/2024	ICT	Completed	The Executive Leadership Team endorsed the Shire's ICT Disaster Recovery Plan on 6 June 2024. The plan has been embedded into the Information Services business unit's processes and procedures.
1. Performance	4.4 Information systems to aid delivery of services to the community are robust, reliable, and secure	4.4.1 Provide continuous implementation of improvements in Information and Communication Technology solutions to best support the needs of Councillors, employees and, where appropriate, the community.	4.4.1.4 Implement a controlled SharePoint Information Architecture.	2024/2025	ICT / Governance	In Progress	Project 95% complete. All Department sites have been developed and implemented and documents migrated. Sites for internal advisory groups to be reviewed in quarter 4 of 2024/2025.

1. Performance	4.5 Safe, engaged, inclusive, and productive workforce culture	4.5.1 Enable a learning culture, and high performing and engaged teams, by building organisational capability through education, development, and empowerment of our workforce.	4.5.1.1 Develop and promote a biannual training calendar aligned with the organisation-wide skills matrix, skills of the future as identified in the Workforce Plan and individual development goals.	Biannually	Organisational Development	In Progress	Training calendar in place and socialised with all staff. Future skills, such as Power Bi training has been delivered, as well as dealing with multi generations within the workplace. In addition, micro learning has been added to the Shire's intranet for all staff to use
1. Performance	4.5 Safe, engaged, inclusive, and productive workforce culture	4.5.1 Enable a learning culture, and high performing and engaged teams, by building organisational capability through education, development, and empowerment of our workforce.	4.5.1.2 Provide Executive Leadership Team and Middle Management Group coaching panels and Organisational Development 1:1 coaching.	Annually	Organisational Development	In Progress	2024/25 Coaching Panels in place and in use for both Executive and Managers, including other identified staff. Action completed for 2024/2025.
1. Performance	4.5 Safe, engaged, inclusive, and productive workforce culture	4.5.1 Enable a learning culture, and high performing and engaged teams, by building organisational capability through education, development, and empowerment of our workforce.	4.5.1.3 Develop an Emerging Leaders Program.	2024/2025	Organisational Development	In Progress	ELP endorsed and in place with 10 participants who commenced this program in March 2025. Participant feedback to date has been excellent.
1. Performance	4.5 Safe, engaged, inclusive, and productive workforce culture	4.5.2 Implement and drive people programs to enhance attraction, engagement, and retention of the workforce.	4.5.2.1 Review the Recruitment and Retention Strategy.	2024/2025	Organisational Development	Completed	The Recruitment, Retention and Onboarding Strategy was adopted by Council in April 2024.
1. Performance	4.5 Safe, engaged, inclusive, and productive workforce culture	4.5.3 Provide a high standard of workplace health and safety, including education, coaching and workplace support.	4.5.3.1 Develop and promote a biannual health and safety calendar, including psychosocial hazard and other related education and awareness training.	Biannually	Organisational Development	In Progress	The Shire's annual Health and Welbeing Calendar is already in place with the following free all-staff webinars available for this period: Building Bridges, not Barriers and Mastering our Finances in Challenging times. We provided formal training, called Better Mental Health and Wellbeing, available to all staff.
1. Performance	4.5 Safe, engaged, inclusive, and productive workforce culture	4.5.3 Provide a high standard of workplace health and safety, including education, coaching and workplace support.	4.5.3.2 Review Workplace Health and Safety related directives and procedures.	2023/2024	Organisational Development	Completed	The final Workplace Health and Safety procedure reviews have now been completed.
1. Performance	4.5 Safe, engaged, inclusive, and productive workforce culture	4.5.3 Provide a high standard of workplace health and safety, including education, coaching and workplace support.	4.5.3.3 Obtain International Standard for Occupational Health and Safety (ISO45001) accreditation.	2023/2024	Organisational Development	Completed	Occupational Health and Safety (ISO45001) accreditation achieved in February 2024.
1. Performance	4.5 Safe, engaged, inclusive, and productive workforce culture	4.5.3 Provide a high standard of workplace health and safety, including education, coaching and workplace support.	4.5.3.4 Obtain WorkSafe accreditation.	2023/2024	Organisational Development	Completed	WorkSafe Gold Certification achieved.
1. Performance	4.5 Safe, engaged, inclusive, and productive workforce culture	4.5.3 Provide a high standard of workplace health and safety, including education, coaching and workplace support.	4.5.3.5 Conduct regular safety audits.	Ongoing	Organisational Development	In Progress	The Shire received its 2025 ISO Accreditation during this period, with on-site auditors. In addition, the Shire has a fully operational WHS Committee with five Safety Reps across locations and towns who are responsible for conducting bi-monthly site inspections. The WHS Advisor conducted a formal inspection across all town sites during this period and information was shared with Executive.
1. Performance	4.5 Safe, engaged, inclusive, and productive workforce culture	4.5.4 Ensure recruitment processes support the alignment of Shire values and is inclusive of diversity and people with disabilities.	4.5.4.1 Deliver the outcomes of the Community Access and Inclusion Plan.	Ongoing	Organisational Development	In Progress	<i>See the Community Access and Inclusion Plan quarterly report for a breakdown of activites undertaken for the period.</i>
1. Performance	4.5 Safe, engaged, inclusive, and productive workforce culture	4.5.4 Ensure recruitment processes support the alignment of Shire values and is inclusive of diversity and people with disabilities.	4.5.4.2 Update the Shire's Equal Employment Opportunity Management Plan.	2024/2025	Organisational Development	Completed	New Equal Employment Opportunity Management Plan endorsed by Executive Leadership Team. In place and available to all staff.
1. Performance	4.5 Safe, engaged, inclusive, and productive workforce culture	4.5.4 Ensure recruitment processes support the alignment of Shire values and is inclusive of diversity and people with disabilities.	4.5.4.3 Deliver the outcomes of the Reflect Reconciliation Action Plan.	2024/2025 2025/2026	Organisational Development	In Progress	<i>See the Reconciliation Action Plan quarterly report for a breakdown of activites undertaken for the period.</i>
1. Performance	4.5 Safe, engaged, inclusive, and productive workforce culture	4.5.5 Provide organisational and strategic workforce development opportunities.	4.5.5.1 Develop a strategic Workforce Plan.	2023/2024 2024/2025	Organisational Development	Completed	Strategic Workforce Plan 2024-2028 endorsed by the Chief Executive Officer and in place.
1. Performance	4.5 Safe, engaged, inclusive, and productive workforce culture	4.5.5 Provide organisational and strategic workforce development opportunities.	4.5.5.2 Review recruitment and other related directives and procedures.	2023/2024 2024/2025	Organisational Development	Completed	All directives and procedures have been reviewed, endorsed by the Chief Executive Officer and are in place.

1. Performance	4.6 Visionary community leadership with sound, diligent and accountable governance	4.6.1 Regulate and provide support to ensure Councillors and Shire officers deliver integrity and transparency in their behaviour, decision-making, and in compliance with codes of conduct.	4.6.1.1 Deliver integrity-based training to elected members and employees.	Ongoing	Governance / Organisational Development	In Progress	No integrity-based training provided to elected members during the reporting period.
1. Performance	4.6 Visionary community leadership with sound, diligent and accountable governance	4.6.1 Regulate and provide support to ensure Councillors and Shire officers deliver integrity and transparency in their behaviour, decision-making, and in compliance with codes of conduct.	4.6.1.2 Review the Code of Conduct for Council Members, Committee Members and Candidates, and the Code of Conduct for Employees.	2023/2024 2024/2025	Governance / Organisational Development	Completed	The review of the Council Members, Committee Members and Candidates Code of Conduct was adopted by Council on 12 December 2023. Review of the Employee Code of Conduct endorsed by the Chief Executive Officer on 21 November 2024.
1. Performance	4.6 Visionary community leadership with sound, diligent and accountable governance	4.6.2 Provide, and lead in the development of, meaningful policies and processes to ensure sound and compliant delivery of services to the community.	4.6.2.1 Review the Customer Service Charter.	2023/2024	Governance	Completed	Updated Customer Service Charter communicated to the organisation and the community in May 2024.
1. Performance	4.6 Visionary community leadership with sound, diligent and accountable governance	4.6.2 Provide, and lead in the development of, meaningful policies and processes to ensure sound and compliant delivery of services to the community.	4.6.2.2 Develop a review schedule for all Council policies, directives, procedures and forms.	2023/2024 2024/2025	Governance	In Progress	Policy review scheduled discussed with Council at a briefing session in April 2025.
1. Performance	4.6 Visionary community leadership with sound, diligent and accountable governance	4.6.3 Deliver best practice governance and risk management.	4.6.3.1 Review the Fraud and Corruption Control Plan.	2023/2024 2024/2025	Corporate Services	In Progress	Review of the Fraud and Corruption Control Plan recommenced in January 2025.
1. Performance	4.6 Visionary community leadership with sound, diligent and accountable governance	4.6.3 Deliver best practice governance and risk management.	4.6.3.2 Develop an annual Internal Audit Plan.	Annually	Audit Services	In Progress	Internal Auditor will commence in March 2025, in the interim Ms Michelle Shafizadeh, Director, Moore Australia contracted. Between 10 December 2024 and 31 January 2025, a total of 72 outstanding audit items have been validated and 24 items have been commenced. All Cyber Security and Compliance items are now closed.
1. Performance	4.6 Visionary community leadership with sound, diligent and accountable governance	4.6.3 Deliver best practice governance and risk management.	4.6.3.3 Review the Risk Management Framework.	2023/2024 2024/2025	Governance	In Progress	Updated Risk Management Policy adopted by Council on 10 December 2024. Strategic Risk Procedure endorsed by Council on 18 February 2025. Enterprise Risk Procedure being finalised. Strategic and Enterprise Risk Registers under development.

Economic Development Strategy 2024-2028

Deliverable	Action	Responsible Department	Progress	Comment
1. Annual Priority Setting	1.1 Confirm annual priorities	Business and Economic Development	In Progress	Continued Development of Resource Industries. A World-Class Tourism Destination. A vibrant and highly liveable place with quality infrastructure, affordable housing, social clubs and community events. A great place to have a small business.
1. Annual Priority Setting	1.2 Community liveability survey	Communities	Not Started	
1. Annual Priority Setting	1.3 Publish annual priorities	Business and Economic Development	Not Started	2026-2027 Financial Year. Commence in June.
2. Advocacy	2.1 State and Australian Government Budget/Mid-Year Economic and Fiscal Outlook submissions	Business and Economic Development	Not Started	
2. Advocacy	2.2 Host in-bound delegations of ministers and senior bureaucrats	Business and Economic Development	Not Started	
2. Advocacy	2.3 Attend regional delegations to Parliament (Perth and Canberra)	Business and Economic Development	In Progress	Manager of Business and Economic Development attendance at the Australia's North West Tourism Forum and Regional Stakeholders roundtable strategic tourism meeting (Broome) 5-7 March 2025. Attending Tourism Conference and Awards night in May 2025 with Shire President and Tom Price Visitor Centre Coordinator.
3. Land Use Planning	3.1 Update planning scheme to accommodate identified opportunities	Planning, Lands and Regulatory Services	Not Started	
3. Land Use Planning	3.2 Engage with local traditional owner groups to resolve native title in priority development areas	Community Development	Not Started	
4. Infrastructure Planning	4.1 Review and expand the Onslow Towards a Visitor Economy document to encompass projects promoting liveability (i.e., a consolidated Onslow Community Growth Plan)	Business and Economic Development	Not Started	2026-2027 Financial Year. Commence in July.
4. Infrastructure Planning	4.2 Deliver capital projects in the long term financial plan	Community Development / Infrastructure Services	In Progress	Minna Oval Started, Tenders awarded for Ashburton Downs Road, Twitchin Road and Roebourne Wittenoom Road. Planning for delivery of 25/26 works commenced.
4. Infrastructure Planning	4.3 Deliver the actions in the Community Lifestyle and Infrastructure Plan for Tom Price and Paraburdoo	Community Development	In Progress	Community Project Business Cases endorsed by Council in December, currently in planning and Tender stage of the Pannawonica Bike Park, Decking and Playground Upgrade.
5. Company Engagement	5.1 Maintain Industry Contribution to Social & Community Infrastructure Policy	Governance	Not Started	
5. Company Engagement	5.2 Develop a pipeline of planned projects for investment	Business and Economic Development	In Progress	Ashburton Mountain Bike Trails Network - Concept Plans for Paraburdoo to be communicated to external stakeholders as to obtain support in principle. Strategic Tourism, Marketing and Communications Plan (2025 - 2030), underway and will identify key investment
5. Development Leadership	6.1 Consider the establishment of a not-for-profit entity to support affordable residential and commercial property development (such as a "housing trust")	Business and Economic Development	Not Started	
5. Development Leadership	6.2 Unlock the barriers to developing new tourism product including sustainable marine tourism opportunities on the Pilbara Inshore Islands and mountain bike trails in Tom Price, Paraburdoo, and surrounds.	Business and Economic Development	In Progress	Strategic Tourism, Marketing and Communications Plan (2025 - 2030), underway and will identify key investment attraction opportunities/events/recommendations.
7. Investment Attraction	7.1 Investigate new industry opportunities in emerging sectors including but not limited to Agriculture, New Technologies (Green Energy, Steel and use of critical minerals), Defence and Tourism.	Office of the CEO	Not Started	
7. Investment Attraction	7.2 Develop a business in Ashburton brand	Business and Economic Development	Not Started	2026-2027 Financial Year. Commence in later part of 2025
7. Investment Attraction	7.3 Develop investment/business opportunities prospectus	Business and Economic Development	Not Started	2026-2027 Financial Year. Commence in later part of 2025
7. Investment Attraction	7.4 Identify and engage with investors on targeted opportunities	Office of the CEO	In Progress	Discussions and relevant information provided to Ashburton Link and associates to assist in their application for development in and around Onslow.
7. Investment Attraction	7.5 Develop partnerships with relevant industry associations	Office of the CEO	In Progress	Ongoing
7. Investment Attraction	7.6 Develop and implement an investment incentives policy	Business and Economic Development	Not Started	
7. Investment Attraction	7.7 Attend relevant trade shows	Business and Economic Development	In Progress	Officers attended the Caravan and Camping Show in Perth 20-23 March 2025.

3. Small Business Support	8.1 Support the Onslow Chamber of Commerce and Industry and Pilbara Inland Chamber of Commerce and Industry initiatives	Business and Economic Development	In Progress	Shop Ashburton - ongoing Pilbara Kimberley University Centre - Scholarship Program completed Ongoing liasion with both Chambers. Discussions to commence for 2025-2026 FY for small business grants program and annual Business Awards support
3. Small Business Support	8.2 Become a Business Friendly Local Government in line with the State Government process	Business and Economic Development	In Progress	Ongoing
3. Small Business Support	8.3 Produce guides to support local supply of Council procurement	Business and Economic Development	In Progress	Vendor Panel procurement has been activated, with link and information has been supplied Chambers of Commerce.
3. Small Business Support	8.4 Create guides to support businesses in supplying Council (doing business with council guide) and starting up a home-based business (home based business guide)	Business and Economic Development	Not Started	
3. Regional Promotion	9.1 Lead regional tourism promotion through the continued growth of the Visit Ashburton Brand	Business and Economic Development	In Progress	Various advertisments placed in October with Destination Books and WA Maps, Australias Golden Outback (book and map), Coral Coast. Advertising within Western 4W Driver magazine for 2024-25 including editorial to promote Visit Ashburton. Advertising oin Channel 7 TV advertising package commenced (October - February) with 15 second Reef to Range Advert. Attendance with a promotional stand at the Perth 4WD and Camping Show (November) and attendace at Perth Airport Tourism Awards and Gala Dinner in Perth. Update of the Visit Ashburton Website and App (November 2024). Further update required now 2025 Destination Book is complete. 2025 Destination Book (completed and in production, due for delivery end of May 2025) Meet and Greet (17 October 2024) with Tourism WA and G'Day Australia delegates visiting region - supplied with promotional bag and overview of Reef to Range Brand. Completion of Emma Blyth Commissioned art work for 100 Years of Onslow. \$100K Tourism Roadside and Rest Stop signage RFQ and scope of works in Draft.
3. Regional Promotion	9.2 Develop and execute a tourism marketing strategy (including a digital media asset renewal program)	Business and Economic Development	In Progress	Consultants have completed on site famil and workshops for the 2025 - 2030 Strategic Tourism, marketing and commuications plan. Expected briefing to Economic Tourism and Development Committee in June 2025.
3. Regional Promotion	9.3 Maintain Visitor Information Centre services in Tom Price and continue providing funding to the Onslow Tourism & progress Association to run the Onslow Visitor Centre	Business and Economic Development	In Progress	Ongoing
3. Regional Promotion	9.4 Grow the level of events in the region and support signature events such as the Karijini Experience	Business and Economic Development	In Progress	Karijini Experience 2025 received \$50,000 funding, premium sponsorship from the Shire of Ashburton. Additional events activated in 2025 - Passion of the Pilbara and Nameless/Jarndunmunha Festival. Onslow 100 Years Celebrations, potential for annual ANZAC season launch. Consideration for 2026 Sports Fishing Event as to activate early start to tourism season (shoulder)
3. Regional Promotion	9.5 Expand the 'Inside Ashburton' guide into a liveability brand, and develop/ execute a campaign	Business and Economic Development	Not Started	Beginning of 2026

Marketing and Communications Strategy 2024-2027

Priority Goal	Key Initiatives	Measurable Outcomes	Responsible Department	Year/s to be delivered	Progress	Comment
1. Annual Marketing and Communications Plan Create an annual marketing and communications plan of key baseline activities, seasonal awareness information and timelines that must be delivered each year.	1.1 Develop an annual Marketing and Communications Plan.	A simple and concise approved Plan displaying priority campaigns and planned communications for the year that need to be delivered.	Media and Comms / Organisational wide Middle Management	Q3 2024	Completed	Collaborated with Middle Management Group and created an annual document which lays out all external comms required for each department, who is responsible, what budget is being used and relevant officer.
1. Annual Marketing and Communications Plan Create an annual marketing and communications plan of key baseline activities, seasonal awareness information and timelines that must be delivered each year.	1.2 Integrate all Shire departments key communications requirements.	All Shire departments liaised with and requirements integrated.	Media and Comms / Organisational wide Middle Management	Q3 2024	Completed	Liaised with Middle Management Group to discuss priority campaigns, elections and community messaging for each department for the year.
1. Annual Marketing and Communications Plan Create an annual marketing and communications plan of key baseline activities, seasonal awareness information and timelines that must be delivered each year.	1.3 Integrate all towns key communications requirements.	All towns considered and requirements integrated.	Media and Comms	Q3 2024	Completed	Towns included per campaign where appropriate.
1. Annual Marketing and Communications Plan Create an annual marketing and communications plan of key baseline activities, seasonal awareness information and timelines that must be delivered each year.	1.4 Consistent brand and style guide application.	Consistent application on all marketing and communication materials.	Media and Comms	Q3 2024	Completed	Working with all departments, an annual Marketing and Communications Plan has been developed and will be reviewed annually, consulting with Managers.
2. Cross Platform Innovation Further develop and innovate key online and offline assets/platforms to strategically increase reach and engagement for key information areas.	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.	Social Media Strategy created with targeted review of main audience uses relevant to community demographics to drive higher reach and engagement.	Media and Comms / Business and Economic Development	Q4 2024	Completed	Complete April 2025, with suggestions for best social media use and platform posting.
2. Cross Platform Innovation Further develop and innovate key online and offline assets/platforms to strategically increase reach and engagement for key information areas.	2.2 Investigative trials on new and innovative marketing and communications methods requested in the most recent community surveys, that are relevant and most likely to add value to tactics: - SMS for urgent/essential notices - Outdoor/electronic signage - Bi-annual magazine (online/print).	Develop and deliver at least one trial innovative method per financial year, and report on reach and engagement outcomes and recommend uses and/or integrate into future marketing and communications plans and campaigns.	Media and Comms	Q2 2025, Q2 2026, Q2 2027	In Progress	Investigating SMS with Whispir who have been engaged for cat and dog resitgrations with Ranger Services previously. Awaiting an introduction walk through.
2. Cross Platform Innovation Further develop and innovate key online and offline assets/platforms to strategically increase reach and engagement for key information areas.	2.3 Enhanced website and associated functionality to improve user experience.	Gather feedback on the current website and review usage analytics to plan and deliver a modern website with the latest functionality and automations.	Media and Comms	Q1 2025	In Progress	Currently reviewing the website What's On function to deliver a more updated and user friendly event expereince and display Shire events and programs clearer.
3. Strategic Delivery mprove reach with strategic delivery and placements of marketing and communications to relevant audiences across all shire of Ashburton towns.	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.	Strategic Delivery Matrix developed that can be followed to ascertain the priority marketing and communication channels to use in the roll out of almost any communication.	Media and Comms / Organisational wide Middle Management	Q1 2025	In Progress	Working with consultants to develop this in the coming months.
3. Strategic Delivery mprove reach with strategic delivery and placements of marketing and communications to relevant audiences across all shire of Ashburton towns.	3.2 Provide online and offline options for all communications.	Ensure that all marketing and communication deliveries consider online and offline options and apply as necessary.	Media and Comms	Q2 2025	In Progress	Provide a note for print documents stating they are available in different formats. Offline options use for noticeboards, electronic signage and posters A3.
3. Strategic Delivery mprove reach with strategic delivery and placements of marketing and communications to relevant audiences across all shire of Ashburton towns.	3.3 Utilise latest Key Community Findings statistics as cross-reference tool.	Key Community Findings one pager reference sheet made available and updated annually when new results available.	Media and Comms	Q3 2025, Q3 2026	Not Started	N/A
3. Strategic Delivery mprove reach with strategic delivery and placements of marketing and communications to relevant audiences across all shire of Ashburton towns.	3.4 Assess for pain points and gaps in community messaging channels.	Bi-annual monitor community feedback and complaints for areas attracting higher engagement and address accordingly.	Media and Comms	Q2+Q4 2024, 2025, 2026	In Progress	Q4 2024 - Replied to comments regarding towns offering more than other towns in form of events and programs. Tom Price storm cleanup management of community comments and managing expectations. Action completed for 2024.

4. Prioritise Key Information Sources Simplify and prioritise information flow and redirect the community to one location with all the latest and up to date information (one source of truth) – such as critical updates, council news and information, directories, events and What’s On calendar – toggle by location or view all.	4.1 Develop a Latest and Critical Information page on the website that is easy to find and is the key source of critical updates and essential community information.	Dedicated page developed on the website (current and new websites) that is reviewed and updated daily. Page consistently used as reference tool with high use analytic results.	Media and Comms	Q4 2024	Completed	Featured page' on the landing page of the corporate website has been established to be a go-to for updates and timely information.
4. Prioritise Key Information Sources Simplify and prioritise information flow and redirect the community to one location with all the latest and up to date information (one source of truth) – such as critical updates, council news and information, directories, events and What’s On calendar – toggle by location or view all.	4.2 Regular sharing of Shire of Ashburton social media page posts on key information and events by Shire Council and staff.	Increase in Shire social media post shares, that lead back to the website for more information.	Media and Comms	Q4 2024	Completed	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.
4. Prioritise Key Information Sources Simplify and prioritise information flow and redirect the community to one location with all the latest and up to date information (one source of truth) – such as critical updates, council news and information, directories, events and What’s On calendar – toggle by location or view all.	4.3 Members of Council promoted as information specialists.	Strategic annual campaign around profiling Members of Council and how to engage with them.	Media and Comms / Governance	Q1 2025, 2026, 2027	Not Started	N/A
4. Prioritise Key Information Sources Simplify and prioritise information flow and redirect the community to one location with all the latest and up to date information (one source of truth) – such as critical updates, council news and information, directories, events and What’s On calendar – toggle by location or view all.	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.	Modern online Calendar of Events with search filters developed that is well utilised, maintained and promoted.	Media and Comms / Community Development	Q1 2025	In Progress	Currently reviewing the What's On function to delivera more updated and user friendly event expereince and display Shire events and programs clearer.
4. Prioritise Key Information Sources Simplify and prioritise information flow and redirect the community to one location with all the latest and up to date information (one source of truth) – such as critical updates, council news and information, directories, events and What’s On calendar – toggle by location or view all.	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.	Modern online Directory of Events with search filters developed that is well utilised, maintained and promoted.	Media and Comms / Community Development	Q1 2025	In Progress	Currently reviewing the What's On function to delivera more updated and user friendly event expereince and display Shire events and programs clearer.
4. Prioritise Key Information Sources Simplify and prioritise information flow and redirect the community to one location with all the latest and up to date information (one source of truth) – such as critical updates, council news and information, directories, events and What’s On calendar – toggle by location or view all.	4.6 Upgrade website wireframe and search function to enable improved user experience and search results.	Increased satisfaction is community use of website.	Media and Comms	Q1 2025	Not Started	N/A
4. Prioritise Key Information Sources Simplify and prioritise information flow and redirect the community to one location with all the latest and up to date information (one source of truth) – such as critical updates, council news and information, directories, events and What’s On calendar – toggle by location or view all.	4.7 Consistent eNewsletter database subscriber growth.	Year on year growth of subscriber database coupled with active promotion of registrations. eNewsletters refer back to the website.	Media and Comms	Q3 2025	Not Started	N/A
5. Accessibility and Inclusion Improve accessibility of information to enable all abilities to be included and informed (visual, audio, language, youth/seniors focus).	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.	Key accessibility and inclusion tactics for marketing and communications findings delivered to Shire staff and Council Members.	Media and Comms / Community Development	Q4 2024	Completed	Discussions around website accessibility, utilise event photography for diversity and social media posting.
5. Accessibility and Inclusion Improve accessibility of information to enable all abilities to be included and informed (visual, audio, language, youth/seniors focus).	5.2 Staged integration of accessibility and inclusion tactics to trial and monitor results and localised requirements.	Initial integration of tactics commences.	Media and Comms / Community Development	Q1 2025	In Progress	Youth tactics have comenced with the launch of the Youth Brand, and the other demographics will follow in the coming months.
5. Accessibility and Inclusion Improve accessibility of information to enable all abilities to be included and informed (visual, audio, language, youth/seniors focus).	5.3 Visual, audio and language focus.	Important communications adapted to consistently include accessibility and inclusion tactics.	Media and Comms / Community Development	Q2 2025	Not Started	N/A

5. Accessibility and Inclusion mprove accessibility of information to enable all abilities to be ncluded and informed (visual, audio, language, youth/seniors 'ocus).	5.4 Seniors accessibility and inclusion tactics focus.	Marketing and communications targeted to Seniors appropriately and consistently adapted to best suit their requirements and consumption methods.	Media and Comms / Community Development	Q3 2025	Not Started	N/A
5. Accessibility and Inclusion mprove accessibility of information to enable all abilities to be ncluded and informed (visual, audio, language, youth/seniors 'ocus).	5.5 Youth accessibility and inclusion tactics focus.	Marketing and communications targeted to Youth appropriately and consistently adapted to best suit their requirements and consumption methods.	Media and Comms / Community Development	Q4 2025	Not Started	N/A
5. Local and Cultural Heart ntegrate more local personality and culture heart into marketing and communications.	6.1 Photo library update focused on local and cultural heart.	Photo library built upon each year showcasing the people, community and culture of the Shire.	Media and Comms / Business and Economic Development	Q4 2024, 2025, 2026	In Progress	Q4 2024 - Photopgrapher engaged for another trip to Ashburton which will include a brief on people and culture. This will also be incorporated in the 2025 signature events photography and videography outputs. Action completed for 2024.
5. Local and Cultural Heart ntegrate more local personality and culture heart into marketing and communications.	6.2 Video library update focused on local and cultural heart.	Video library built upon each year showcasing the people, community and culture of the Shire.	Media and Comms	Q4 2024, Q4 2025, Q4 2026	In Progress	Q4 2024 - Photopgrapher engaged for another trip to Ashburton which will include a brief on people and culture. This will also be incorporated in the 2025 signature events photography and videography outputs. Action completed for 2024.
5. Local and Cultural Heart ntegrate more local personality and culture heart into marketing and communications.	6.3 Feature more people and community orientated images in marketing and communications, to balance out landscape and location imagery.	Even balance of people and community orientated imagery with landscape imagery in marketing and communications.	Media and Comms / Business and Economic Development	Q2 2025	In Progress	To be identified as part of the 5 year Tourism Communications and Marketing Plan for future photo and film shoots.
5. Local and Cultural Heart ntegrate more local personality and culture heart into marketing and communications.	6.4 Highlight more cultural images, art, elements and acknowledgments in marketing and communications, to balance out landscape and location imagery.	Include a cultural element or acknowledgment in all marketing and communications going forward.	Media and Comms	Q2 2025	Not Started	N/A
7. Community Integrations Connect and improve support and leverage of local community groups, stakeholders and partners.	7.1 Foster connections with community groups, stakeholders and partnerships across the Shire to enable a stronger community network of contacts and facilitate introductions.	Updated community groups (inc sports, schools, health groups etc), stakeholders and partners database, and conduct regular formal or informal meetings.	Media and Comms / Community Development	Q4 2024	In Progress	Working with the Communities team to establish a community groups website page and specific 'What's On' calendar. Completion aimed for April 2025.
7. Community Integrations Connect and improve support and leverage of local community groups, stakeholders and partners.	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.	Relevant information and updates delivered to community group, stakeholder and partnerships – who redistribute information to their networks.	Media and comms	Q1 2025	In Progress	Have started this action by starting with Clubs and Groups. Working with the club development lead, we are creating a specific web page and calendar for this group, which will then be replicated for other stakeholders.
7. Community Integrations Connect and improve support and leverage of local community groups, stakeholders and partners.	7.3 Collaborate with community groups, stakeholders and partnerships to deliver services, events and opportunities to engage the community.	Create an annual calendar of special events for the community in areas not currently offered, utilising local services/suppliers in collaboration with community groups, stakeholders and partnerships.	Media and Comms / Community Development	Q2 2025	Not Started	N/A
7. Community Integrations Connect and improve support and leverage of local community groups, stakeholders and partners.	7.4 Strategically connect with neighbouring Shires to knowledge share and collaborate.	Facilitate an increase in collaboration, information and knowledge sharing opportunities on a consistent basis, and form a network of contacts across the region.	Media and Comms	Q1 2025	In Progress	As of April, we are working with Shire of East Pilbara for the Regional Arts Program execution. This is the start of this community integration journey.
3. Community Surveys and Data mprove monitoring and surveys to the community on marketing and communication preferences and available digital analytics and statistics.	8.1 Annual marketing and communications satisfaction survey.	Annual marketing and communications satisfaction survey report comparing current year to previous year and striving for consistent improvement and innovation suggestions year on year.	Media and Comms	Q2 2025,2026,2027	Not Started	N/A
3. Community Surveys and Data mprove monitoring and surveys to the community on marketing and communication preferences and available digital analytics and statistics.	8.2 Monthly digital activity analytics reports for social media and website activity.	Monthly report on the quarter prior to view trajectory and adjust accordingly.	Media and Comms	Monthly	Completed	Social media weekly reporting and monthly website reporting for Visit Ashburton and Shire of Ashburton through Council Connect complete.

Community Access and Inclusion Plan 2023-2027

Outcome	Strategy	Action	Responsible Department	Progress	Comment
1. People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.	Advocacy – Shire advocacy and partnerships address access and inclusion solutions for regional communities	Review advocacy stakeholder groups to address priority access including medical, education, and accomodation	Council, ELT	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.	Advocacy – Shire advocacy and partnerships address access and inclusion solutions for regional communities	Maintain, enhance and establish partnerships with key agencies and peak bodies across health, disability, aged care allied services and education, to leverage local and state networks, shared knowledge and community solutions	Council, CEO, ELT, Economic Development, Community Development, Media and Comms	In Progress	Engaging local service providers in Onslow to deliver a Chair Yoga session to the over 55's in the community to support seniors health and wellbeing. Working collaboratively with Pannawonica Sonic Health for Welcome to Town and Breast Cancer Awareness initiatives has created a strong partnership, working to engage the Pannawonica community on the topic of health services. Working collaboratively with community stakeholders to introduce Sensory Activities/Sessions to School holiday programs. Also, ensuring all participant needs are captured in ticketing information so that program leads can plan/accomodate as much as possible.
1. People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.	Services – Internal planning incorporates access and inclusion across service delivery	Ensure the Shire’s policies, plans, strategies and processes are consistent with the CAIP	Governance, Organisational Development, Procurement	In Progress	A review of the Shire's policies, plans and strategies to ensure consistency with the CAIP will be undertaken late 2024/early 2025.
1. People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.	Services – Internal planning incorporates access and inclusion across service delivery	Provide alternative formats of library resources	Libraries	Completed	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.
1. People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.	Services – Internal planning incorporates access and inclusion across service delivery	Review emergency management arrangements to enhance information access	Regulatory Services	In Progress	New recovery plans have been drafted and will be socialised for comment and review at the Local Emergency Management Committees in March 2025.
1. People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.	Technology – Digital, equipment and technology enhancements are identified	Research technology options to enhance accessibility of Shire services	ICT, Community Development, Media and Comms	In Progress	To ensure senior residents are aware of upcoming events the Shire personally invite them via email along with delivering flyers to the seniors units and those who are less mobile/technology minded. Youth focused events are delivered directly via paper copy through different channels to capture the audience such as Tom Price Senior High School, Onslow School and Swans Youth Shed. Discussions have commenced with Manager Communities, Manager ICT and Manager Business and Economic Development with regards to the Digital Plan for the Pilbara to ensure that Community Access and Inclusion Plan actions are considered in community consultation and planning.
1. People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.	Events – Access and inclusion is considered in the planning and delivery of all Shire and community led events.	Review the Shire events program to enhance access and inclusion	Communities	In Progress	- Seniors participating in Onslow Keepers have been undertaking regular surveys seeking their feedback on events and requesting their ideas on future events/activities. - Accessibility is always considered when planning events, especially when it comes to Senior's events, ensuring participants will be comfortable and can easily access the venue. This is also extended to all programming to ensure access requiremenst are clearly reviewed, and communicated where required. - When planning activities at events the Shire has worked on providing a variety of events to include everyone ensuring to include activities for abled and disabled people. This action is considered in all program/event proposals. - This action will be considered and included in the upcoming Events Strategy as part of "My Pilbara Home"

1. People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.	Events – Access and inclusion is considered in the planning and delivery of all Shire and community led events.	Develop access and inclusion requirements for community led events	Regulatory Services	Completed	This action will be considered and included in the upcoming Events Strategy as part of "My Pilbara Home" Community Development Strategy. An Access and Inclusion Checklist has been developed to provide to event organisers to consider when planning events.
1. People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.	Events – Access and inclusion is considered in the planning and delivery of all Shire and community led events.	Introduce sensory spaces at relevant Shire events	Communities, Media and Comms	In Progress	Access and inclusion is considered in the development of all Shire led programs and events and is included in the program proposals. The Communities teams are working collaboratively with community stakeholders to indentify additional spaces and activities that can be included in upcoming programming.
1. People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.	Events – Access and inclusion is considered in the planning and delivery of all Shire and community led events.	Review outdoor and green spaces used for Shire events	Facilities, Infrastructure, Communities, Economic Development	In Progress	Access is considered through the planning process for all community programs and events.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.	Awareness – Access and inclusion awareness is enhanced among Shire staff, contractors and agents	Provide training for relevant staff on contemporary access and inclusion practices, models and design guides	Facilities, Infrastructure, Organisational Development	Not Started	
2. People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.	Awareness – Access and inclusion awareness is enhanced among Shire staff, contractors and agents	Review contractor and agent information to enhance awareness of the CAIP and their obligations in meeting the relevant requirements	Procurement, Facilities, Infrastructure	In Progress	Procurement - The link to the Shires Community Access and Inclusion Plan 2023 - 2027 is included with all request for Quote and Tenders (however when checked on 06/05/2025 the plan was not on the Shires website). New works to ensure access for all staff and visitors.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.	Library – Sensory spaces are developed for accessible learning	Review library spaces and allocate availability for sensory play and learning	Libraries	Completed	Tom Price, Pannawonica and Paraburdoo have sensory tables for sensory play and learning. Onslow doesn't have the space.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.	Wayfinding and Building Signage – Signage is enhanced to support increased accessibility	Review wayfinding and building signage to identify accessibility enhancements	Facilities, Infrastructure, Planning	In Progress	Shire facility signage currently under review.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.	Pathways – Shared paths are enhanced for increased connectivity	Conduct hot spot mapping of pathways with high usage to identify access enhancements	Facilities, Infrastructure, Communities	Not Started	
2. People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.	Facilities – Shire facilities are more accessible to the community	Review Shire facilities to identify access enhancements	Facilities, Infrastructure	In Progress	Installed new bollard lighting to the Karingal/Community HUB pathway. Communication board to be installed at various playgrounds.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.	Facilities – Shire facilities are more accessible to the community	Review scope requirements for new, replacement, upgrades or redevelopment of parks and playgrounds, to ensure access and inclusion is a standard component	Facilities, Procurement	In Progress	Two expression swings installed at Federation Park and Meeka Park in Paraburdoo.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.	Facilities – Shire facilities are more accessible to the community	Develop a toilet strategy to address future access requirements	Infrastructure, Facilities	In Progress	Tom Price Community Centre toilet refurbishment to provide an all accessible amenities.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.	Aquatic centres and water access – Shire pools and recreational activities are more accessible to the community	Review Shire pool and water access to identify enhancements and upgrades	Aquatics	In Progress	Currently advertised on pool posters that the centres are Companion Card and wheelchair friendly. Concession rates offered. Onslow Aquatic Centre was designed with walk in entry with handrail, where removable pool entry steps were purchased for the Tom Price and Paraburdoo Swimming Pools.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.	Building Design – Shire buildings are more accessible to the community	Review Shire buildings to identify accessibility enhancements	Planning, Facilities, Infrastructure	In Progress	One new property in Onslow being designed for disability access to allow staff with impairments to live and work at the Shire.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.	Building Design – Shire buildings are more accessible to the community	Review scope requirements for new, replacement, upgrades or redevelopment of buildings, to ensure access and inclusion is a standard component	Facilities, Procurement	In Progress	Ashburton Hall door renewal completed in February 2024. The new doors provide better wheelchair access and patron flow.
3. People with disability receive information from the relevant public authority in a format that will enable them to access the nformation as readily as other people are able to access it.	General Information – Shire information is more accessible to the community including in alternative formats	Review the accessibility of Shire information to identify enhancements	Media and Comms, Communities, Procurement	In Progress	Marketing collateral is continued to be promoted with alternative formats available upon request, on the corporate website and social media.

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.	General Information – Shire information is more accessible to the community including in alternative formats	New, and relevant Shire documents include a statement that they are available in alternative formats, on request	Media and Comms, Governance	Completed	All relevant new Shire documents have a standard statement included on them advising that documents are available in alternative formats upon request.
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.	Communication channels – Shire communication channels meet enhanced accessibility standards	Review Shire website and develop a roadmap to enhance access	Media and Comms	In Progress	Outcomes of the Marketing and Communications Strategy have an access and inclusion pillar which will be implemented Jan/Feb 2025.
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.	Communication channels – Shire communication channels meet enhanced accessibility standards	Digital access to Shire photographs and videos is enhanced	Media and Comms	In Progress	A video and photo library is currently being established, and this will be communicated with external photographers and included in their output brief. The Media and Communications team will revise a way for this to be accessible to the public.
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.	Achievements – The Shire promotes its achievements in enhancing access and inclusion	Progress and achievements in access and inclusion are promoted to staff and the community	Communities, Media and Comms	In Progress	Access and inclusion is considered in the development of all Shire communications where appropriate.
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.	Aboriginal culture – Local Aboriginal history and heritage is promoted to enhance inclusion	Progress engagement with Aboriginal people and groups, to identify and promote the history and heritage of local Aboriginal cultures	Tourism, Communities, Media and Comms	In Progress	Manager Communities and Director Community Development have been invited to present at the Wintawarri Guruma the next Board Meeting to discuss inclusions in the Tom Price Festival and how Muntulgura Guruma would like to be promoted and recognised. - This board meeting was cancelled and MC and DC to attend the next meeting.
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.	Aboriginal culture – Local Aboriginal history and heritage is promoted to enhance inclusion	Review existing signage and identify locations for new and prominent signage or appropriate cultural acknowledgements	Tourism, Facilities	Not Started	Establishing connection with local Aboriginal Organisations as to seek their input for the Ashburton Mountain Bike Trail project (Tom Price/Parabadoo) to meet with the design team (Common Ground) in July for their area famil to develop the plan further, to ensure cultural areas for inclusion and further education, and note areas of significance for consideration of the trail network and future design.
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.	Aboriginal culture – Local Aboriginal history and heritage is promoted to enhance inclusion	Develop marketing assets to promote Aboriginal cultural awareness and inclusion in the community	Tourism, Media and Comms	Not Started	Currently being considered as part of the 2024 Marketing and Communications Strategy to promote and enhance Aboriginal Culture.
1. 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.	Staff Training – The Shire supports the community with high quality service, achieved through staff training	Continue to provide disability awareness, access and inclusion training for employees	Organisational Development	In Progress	The Shire supports D & I through education and training programs, such as our scheduled Embracing Inclusion: Overcoming Bias training
1. 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.	Staff Training – The Shire supports the community with high quality service, achieved through staff training	Provide disability awareness, access and inclusion training for Elected members.	Governance	Completed	Disability Awareness, Access and Inclusion training for elected members was held on 16 July 2024.
1. 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.	Staff Training – The Shire supports the community with high quality service, achieved through staff training	Provide specific communication and interaction training for staff in front line service roles	Governance, Organisational Development	In Progress	Planning for access and inclusion training to be held in May 2025 has commenced.
1. 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.	Staff Training – The Shire supports the community with high quality service, achieved through staff training	Update the Customer Service Charter to include access and inclusion.	Governance	Completed	Updated Customer Service Charter communicated to the organisation and the community in May 2024.
1. 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.	Staff Training – The Shire supports the community with high quality service, achieved through staff training	Continue to review the onboarding process for new employees to ensure information on access and inclusion is included	Organisational Development	In Progress	Shire updated Onboarding Survey data has moved from average 4.4 to a 4.6 satisfaction rating, higher than the previous reporting period.
1. 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.	Staff Training – The Shire supports the community with high quality service, achieved through staff training	Review the onboarding process for contractors to ensure information on access and inclusion is included	Procurement	In Progress	Statement of Business Ethics approved by the Executive Leadership Team and available on the Shire's website. Previous Work Health and Safety Advisor was implementing an induction platform for Contractor prior to their leaving the Shire.
1. 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.	Staff Training – The Shire supports the community with high quality service, achieved through staff training	Review the onboarding process for Elected Members to ensure information on access and inclusion is included	Governance	Not Started	Review to be conducted prior to the October 2025 local government elections.

1. 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.	Staff Training – The Shire supports the community with high quality service, achieved through staff training	Enhance the access and inclusion information available on the staff intranet	Communities	In Progress	Community Development teams across the Shire discuss Community Access and Inclusion at each team meeting and how to incorporate in planning further programming and events. Communities team regularly post on AIMs, or distribute flyers for staff awareness or upcoming programs/projects.
1. 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.	Advocacy – The Shire’s quality of service is enhanced to ensure access and inclusion for the wider community	Establish an internal Access and Inclusion Reference Group to review and report on progress	ALL	Not Started	
1. 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.	Achievements – The Shire promotes its achievements in enhancing access and inclusion	Progress and achievements in access and inclusion are promoted to staff and the community	Communities, Media and Comms	In Progress	Access and inclusion is considered in the development of all Shire communications where appropriate. The Shire has also expressed interest in the Open Doors Project - Helping WA businesses to become more inclusive of customers with disability! to provide further staff training.
5. People with disability have the same opportunities as other people to make complaints to a public authority.	Management – The Shire’s complaints management is enhanced to ensure access and inclusion for the wider community	Provide specialised training for relevant staff on the receipt and management of complaints, to enhance access for people with disability	Governance, Organisational Development	In Progress	Planning for access and inclusion training to be held in May 2025 has commenced.
5. People with disability have the same opportunities as other people to make complaints to a public authority.	Management – The Shire’s complaints management is enhanced to ensure access and inclusion for the wider community	Establish a dedicated page on the website for all community feedback	Media and Comms	Completed	Shire website has a complaints page activated.
5. People with disability have the same opportunities as other people to make complaints to a public authority.	Management – The Shire’s complaints management is enhanced to ensure access and inclusion for the wider community	Review the Complaints Management Policy to include access and inclusion, ensuring a coordinated approach to complaints management	Governance	Completed	Reviewed Council Policy - Complaints Management was adopted by Council on 19 November 2024. The policy allows for complaints to be made by various methods and may be submitted by any person or their representative.
5. People with disability have the same opportunities as other people to participate in any public consultation by a public authority.	Practices and Policy – The Shire supports enhanced community and consultation for the wider community	Review scope requirements for engagement consultants, to ensure access and inclusion is a standard component	Communities, Media and Comms, Tourism	In Progress	
5. People with disability have the same opportunities as other people to participate in any public consultation by a public authority.	Practices and Policy – The Shire supports enhanced community and consultation for the wider community	Review the Engagement Policy to include access and inclusion, ensuring a coordinated approach to community consultation	Media and Comms, Communities	Completed	The review of Council Policy - Community Engagement was endorsed by Council on 20 August 2024.
5. People with disability have the same opportunities as other people to participate in any public consultation by a public authority.	Methods and Tools – Community consultation participation opportunities are more accessible to the wider community	Establish innovative ways to consult with the community	Media and Comms, Communities	In Progress	Post event/program survey has been implemented to encourage community feedback and ways to improve.
5. People with disability have the same opportunities as other people to participate in any public consultation by a public authority.	Methods and Tools – Community consultation participation opportunities are more accessible to the wider community	Establish a dedicated page on the website for community consultation projects	Media and Comms	In Progress	Page completed under consultation. Will be advertised internally for departments to input their current projects.
7. People with disability can obtain and maintain employment with a public authority.	Practices – Recruitment practices are enhanced to support enhanced inclusion in employment	Ensure all position descriptions state that workplace diversity, access and inclusion is a shared responsibility of all staff	Organisational Development	Completed	The following statement has been included in all new/revised position descriptions: “Workplace Safety and Diversity, Access and Inclusion is a shared responsibility of all staff.”
7. People with disability can obtain and maintain employment with a public authority.	Practices – Recruitment practices are enhanced to support enhanced inclusion in employment	Review recruitment processes to ensure people with disability can succeed in their roles	Organisational Development	In Progress	Hiring manager training around State Employment Law scheduled for September 2025.
7. People with disability can obtain and maintain employment with a public authority.	Workplace – Build an accessible and dignified workplace to enable people with disability to succeed	Review the Equal Employment Opportunity Policy to include guidelines on access and inclusion	Organisational Development	Completed	The review of Council Policy - Equal Employment Opportunity was endorsed by Council on 16 July 2024.
7. People with disability can obtain and maintain employment with a public authority.	Workplace – Build an accessible and dignified workplace to enable people with disability to succeed	Provide annual training to staff about their obligations under the Disability Discrimination Act	Organisational Development	In Progress	Complete - All legislative requirements, including Disability Discrimination Act were covered during Embracing Inclusion: Overcoming Bias training
7. People with disability can obtain and maintain employment with a public authority.	Workplace – Build an accessible and dignified workplace to enable people with disability to succeed	Include questions on access and inclusion relating to personal requirements, in staff surveys	Organisational Development	Completed	Employee Exit Survey updated.

Youth Strategy 2023-2025

Theme	Goal	Action	Town - Ons	Town - Panna	Town - Para	Town - TP	Shire Role	Other Stakeholders	2023	2024	2025	Progress	Comments
.. Spaces and activities	1.1 - Young people have safe places and accessible spaces that they can spend time with their peers	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		X			Facilitator Partner	Funding Partners	X			Completed	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.
.. Spaces and activities	1.1 - Young people have safe places and accessible spaces that they can spend time with their peers	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)	X	X	X	X	Provider	Funding Partners	X	X		In Progress	* Gym partnership continued with Onslow School providing access for 2024 after sucessful 2023 pilot. * YACWA engaged to provide quotation on creating annual youth survey which covers access to spaces,art and culture, Youth Advisory Group participation, Youth Zones @ events, training and development, employment and inclusivity. * Fusion Fitness launched boxing program in collaboration with Fusion Fitness (Tom Price). *Fusion and Boss Fitness launched teen fitness programs (Tom Price). * Paraburdoo, Onslow and Tom Price exploring delivery of "Friday Nights at the Pool", providing youth free entry to pool facilities. * Friday at the Pool launching in Tom Price and Paraburdoo, allowing youth free entry into pools.
.. Spaces and activities	1.1 - Young people have safe places and accessible spaces that they can spend time with their peers	1.1.3 - Expand youth-friendly, accessible spaces within Shire facilities and places	X	X	X	X	Provider		X	X	X	In Progress	Survey conducted to gain feedback from young people with how they are finding access to community facilities. Open door project training being delivered May 2025 to staff and community.
.. Spaces and activities	1.2 - Young people are offered, and supported to participate in a diverse range of activities and events	1.2.1 - Work cohesively to develop youth programs inclusive of arts, culture, and life skills development	X	X	X	X	Partner	TPYSA Community Orgs	X	X	X	Completed	The Shire has implemented processes to engage with the youth to develop each program or event.
.. Spaces and activities	1.2 - Young people are offered, and supported to participate in a diverse range of activities and events	1.2.2 - Develop and promote 'youth zones' and youth activities at Shire and community events	X	X	X	X	Provider Facilitator	Community Orgs	X	X	X	Completed	Youth Zones are now included in all large scale events in collaboration with youth.
.. Spaces and activities	1.2 - Young people are offered, and supported to participate in a diverse range of activities and events	1.2.3 - Identify opportunities that support community members to initiate and run youth activities	X	X	X	X	Provider Facilitator Partner	Community Orgs, Schools & Parents		X	X	In Progress	Paraburdoo, Onslow and Tom Price exploring delivery of "Friday Nights at the Pool", providing youth free entry to pool facilities.
.. Spaces and activities	1.2 - Young people are offered, and supported to participate in a diverse range of activities and events	1.2.4 - Develop an awareness campaign that increases the understanding of parents/caregivers of the need to support their children to engage in youth initiatives	X	X	X	X	Facilitator	Community Orgs, Schools & Parents			X	Not Started	
!. Health and wellbeing	2.1 - Young people have increased access to health and wellbeing support	2.1.1 - Continue to support and advocate for youth mental health services (including culturally appropriate services) to be accessible in each Town	X	X	X	X	Facilitator Advocate	Mental health orgs, Community orgs, ACCO's & Schools	X	X	X	In Progress	Pilbara Youth Wellbeing Project - Anglicare WA currently researching needs in Tom Price. Support Worker commenced part time in Tom Price with Headspace
!. Health and wellbeing	2.1 - Young people have increased access to health and wellbeing support	2.1.2 - Advocate for initiatives that attract youth health professionals to the Town and/or provide greater access in alternate ways (i.e. telehealth, web-based)	X	X	X	X	Facilitator	Community Orgs	X	X	X	In Progress	* Regular contact with Headspace and High Schools. * Regular updates at working groups and stakeholder forums. * Inviting headspace to attend youth related events in each towns. * Met with Mission Australia and Yandina in Onslow about services they can offer who have increased their outreach.
!. Health and wellbeing	2.2 - Community organisations, groups and individuals have increased skills and capacity to respond to young people's health and wellbeing needs	2.2.1 - Develop and support initiatives (i.e. campaigns, workshops, resources) that build youth mental health awareness, knowledge , and skills across the community	X	X	X	X	Provider, Partner & Facilitator	Mental health orgs, Heatlh orgs, Community Orgs & Schools		X	X	In Progress	* Sharing of service information through What's On meetings. * Shaka Project visited Tom Price and Paraburdoo to deliver mental health awareness and suicide prevention workshops in schools. Tom Price Senior High School have since launched the Positive Masculinity Program for young men, as an outcome from the Shake Program. * R U Ok Day awareness events in Tom Price and Onslow at local schools and youth centres. * Collaborating with TPSHS to deliver a programs targetted at young females to support mental health

i. Health and wellbeing	2.2 - Community organisations, groups and individuals have increased skills and capacity to respond to young people's health and wellbeing needs	2.2.2 - Support organisations to deliver initiatives that address bullying between young people			X	X	Partner Advocate	Schools, Police, Youth Orgs & Parents	X	X	X	In Progress	Dolly's Dream contracted to deliver Bullying Awareness workshops in partnership with Tom Price Senior High School in November. Planning to attend future Bully no way day initiatives
i. Health and wellbeing	2.3 - Health and wellbeing information is available and accessed by young people and those that support them	2.3.1 - Improve communications that direct young people, parents, and community organisations to health support services	X	X	X	X	Provider Facilitator	Schools, Youth Org, Mental Health Orgs	X	X	X	In Progress	* Visiting services shared on Shire social media channels where appropriate. * Calendar for visiting services created via the What's on Onslow Working Group. * 'What's On' Working Groups for Tom Price and Paraburdoo launching in May 2024. * ADHD workshops Onslow & Panna
i. Career pathways and leveloment	3.1 - Young people have an increased exposure to, awareness of, and access to employment and career opportunities and pathways	3.1.1 - Advocate for a broader range of skill development and RTO programs to be available for young people	X	X	X	X	Advocate	Schools, RTO's, TAFE/unis	X	X	X	In Progress	The Shire has been working with PKUC on career information sessions with local businesses and professionals to start early 2025 in Tom Price and Paraburdoo.
i. Career pathways and leveloment	3.1 - Young people have an increased exposure to, awareness of, and access to employment and career opportunities and pathways	3.1.2 - Facilitate skill development programs and workshops to improve career and employability skills	X	X	X	X	Facilitator Partners	Local businesses, Career, development, orgs		X	X	In Progress	As above as 3.1.1 an 3.1.2 are connected. Working with and supporting local schools and Chambers to offer opportunities for YP.
i. Career pathways and leveloment	3.1 - Young people have an increased exposure to, awareness of, and access to employment and career opportunities and pathways	3.1.3 - Design and implement a program for delivering innovation and enterprise skills for young people	X				Facilitator Fund	Youth orgs, Entrepreneurs & innovation orgs	X	X	X	Completed	BOP industries workshops held across all towns in May 2024.
i. Career pathways and leveloment	3.1 - Young people have an increased exposure to, awareness of, and access to employment and career opportunities and pathways	3.1.4 - Develop and maintain an online directory with development opportunities for young people in the Shire, with a specific focus on opportunities focused on careers, study, leadership, and entrepreneurship	X	X	X	X	Facilitator	RTOs, TAFE/uni's		X	X	In Progress	Youth Community Development Officer part of the Shire website review Technical Advisory Group to incorporate Youth Strategy actions in the updated website.
i. Career pathways and leveloment	3.1 - Young people have an increased exposure to, awareness of, and access to employment and career opportunities and pathways	3.1.5 - Develop a fund which supports young people to participate in career, leadership, and personal development opportunities outside of the Shire	X	X	X	X	Deliver Facilitator Fund	Funding Partners		X	X	Completed	Youth Leadership Fund created and endorsed by Council. Currently only 1 person has applied and received this grant.
i. Career pathways and leveloment	3.1 - Young people have an increased exposure to, awareness of, and access to employment and career opportunities and pathways	3.1.6 - Collectively develop recruitment practices that support and prioritise current or previous young residents to work in the Shire	X	X	X	X	Deliver Partner	Key employers and businesses		X	X	In Progress	The Shire has School Based Trainees and has started a GAP year program. Successfully employed two youth community memeber recently under the GAP year program.
i. Career pathways and leveloment	3.2 - Young people disengaged from education, training and employment have opportunities to participate in tailored and supportive alternatives	3.2.1 - Advocate for the exploration of an alternative education model for disengaged young people in each Town, including the utilisation of Youth Centres as bases for alternative education	X			X	Facilitator Advocate	Schools, DOE, Youth Orgs		X	X	In Progress	For Tom Price and Paraburdoo, TPYSA is leading this program and providing updates to the Shire as this is implemented.
i. Career pathways and leveloment	3.2 - Young people disengaged from education, training and employment have opportunities to participate in tailored and supportive alternatives	3.2.2 - Explore the development of a culturally appropriate mentoring program to support Aboriginal young people to explore career and education pathways	X	X	X	X	Partner Funder	Schools, Waalitj Foundation, ACCO's	X	X	X	In Progress	Gurduwrrah Mia is anticipating to launch cultural mentoring traineeship program in Tom Price.
i. Youth empowerment	4.1 - Young people have the skills, and are provided opportunities to be involved in initiatives and community decisions that impact them	4.1.1 - Develop the skills and capacity of Shire staff and community organisations and groups to better involve young people in plans and decisions	X	X	X	X	Provider Facilitator	Youth Orgs, Community Orgs, Schools	X	X	X	In Progress	Youth Work WA delivered Youth Work Code of Ethics training in Tom Price for services with positive feedback. CRTF offering training on how to engage with young people.
i. Youth empowerment	4.1 - Young people have the skills, and are provided opportunities to be involved in initiatives and community decisions that impact them	4.1.2 - Identify micro and project-based opportunities for supported youth involvement and co-design in youth initiatives	X	X	X	X	Provider	Youth Orgs, Community Orgs, Schools & ACCOs		X	X	In Progress	* Youth have recently co-designed the Youth Week event, from planning to delivery * High school pop ups launched at TPSHS to gain young peoples input into youth planning on a regular monthly basis.
i. Youth empowerment	4.1 - Young people have the skills, and are provided opportunities to be involved in initiatives and community decisions that impact them	4.1.3 - Recruit at least two annual Shire Youth Ambassadors who engage with their peers and advise on projects and key youth issues	X	X	X	X	Provider Partner	Schools, Youth Orgs & ACCOs	X			In Progress	Recently recruited two youth community members to contribute to teh NAIDOC working groups in all towns
i. Youth empowerment	4.1 - Young people have the skills, and are provided opportunities to be involved in initiatives and community decisions that impact them	4.1.4 - Actively engage key employers and ACCOS within the Shire in the Strategy roll out to ensure the needs of Aboriginal young people and young people aged 18 to 25 considered and included	X	X	X	X	Facilitator Partners	ACCOs & Waalitj	X	X	X	In Progress	Tom Price and Paraburdoo - TPYSA and Gumala are leading the way in this space and will provide updates, needs to the Shire as required.
i. Youth empowerment	4.1 - Young people have the skills, and are provided opportunities to be involved in initiatives and community decisions that impact them	4.1.5 - Engage with young people annually to assess Strategy progress	X	X	X	X	Deliver Partner	Schools, Youth Orgs & ACCOs	X	X	X	In Progress	* YACWA engaged to provide annual youth survey which covers access to spaces, art and culture, Youth Advisory Group participation, Youth Zones @ events, training and development, employment and inclusivity. * Gym partnership with Onslow School providing access for 2024 after successful pilot in 2023. * 2024 Youth Survey completed.

i. Youth empowerment	4.2 - Young people are informed and aware of youth events, activities, and opportunities	4.2.1 - Media/Communications and Communities team are trained in relevant and up to date engagement strategies and social trends for young people	X	X	X	X	Deliver	Socal Media & Marketing Training Orgs	X	X	X	In Progress	* Recently endorsed the Youth Branding Starategy and staff and begun to utilise this in media development
i. Youth representation and dentity	5.1 - Young people are seen, heard, respected, and represented in their communities	5.1.1 - Facilitate opportunities for young people, especially those from minority demographics, to connect and access formal, peer lead and mentoring support	X	X	X	X	Deliver Partner	Community Orgs, Schools, Funding Partners	X	X	X	In Progress	Aware/Youth Centre group in TP, opportunity to expand into programs. Working withe Carey Righ Track Foundation in
i. Youth representation and dentity	5.1 - Young people are seen, heard, respected, and represented in their communities	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	X	X	X	X	Provider Facilitator	Local artists and creatives		X	X	Completed	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.
i. Youth representation and dentity	5.1 - Young people are seen, heard, respected, and represented in their communities	5.1.3 - Design and deliver a marketing campaign to elevate the brand and perceptions of young people in the Shire	X	X	X	X	Provider		X			Completed	Youth brand endorsed by Council on 18 March 2025 and being launched at the 2025 Youth Week celebrations.
i. Youth representation and dentity	5.2 - Young people experience opportunities to connect to country and each other	5.2.1 - Explore the development of initiatives (i.e., sport, holiday programs, festivals) that celebrates and exposes young people to the unique identity and experiences of each Town	X	X	X	X	Deliver Partner	Community Orgs, Schools, Funding Partners	X	X	X	In Progress	Young people have been involved in putting their ideeas forward for activities and events for their ages and these ideas used when developing programs.

Arts Strategy 2024-2027

Action	Deliverable	Town - Onslow	Town - Panna	Town - Para	Town - TP	Shire role and resourcing	Other Stakeholders	Year/s to be delivered	What success looks like	Responsible Department	Progress	Comment
1. CAPACITY BUILDING: Supporting the development and effectiveness of Arts initiatives that promote belonging, connection and inclusiveness	1.1 Research and identify options for a dedicated local Arts Grants category.	x	x	x	x	Funder	Regional Arts WA DLGSC Funding partners	2024/25 2025/26	Grants category to support delivery of local ('home-grown') community Arts initiative with clear contribution to belonging, connection and inclusiveness.	Communities	In Progress	Communities are reviewing current Art grants available to the community.
1. CAPACITY BUILDING: Supporting the development and effectiveness of Arts initiatives that promote belonging, connection and inclusiveness	1.2 Engage with Aboriginal Corporations and community representatives about preferred way to include Aboriginal language, culture and knowledge of Country in Shire-led Arts initiatives.	x	x	x	x	Provider Partner	Aboriginal Corporations in Ashburton Regional Arts WA DLGSC	2024/25 2025/26 2026/27	Aboriginal language, culture and knowledge of Country is featured in selected Shire-led Arts programs and initiatives, with clear and ongoing support of Aboriginal Elders and Aboriginal artists.	Communities	In Progress	NAIDOC and Reconciliation Weeks' have been successfully delivered in collaboration with Aboriginal artists, with a continued focus for 2025. Manager Communities and Director Community Development have been invited to present at the next Wintawarri Guruma board meeting to discuss inclusions in the Tom Price Festival and how Muntulgura Guruma would like to be promoted and recognised.
1. CAPACITY BUILDING: Supporting the development and effectiveness of Arts initiatives that promote belonging, connection and inclusiveness	1.3 Include regular workshops on Arts in the annual Program and Event Planner.	x	x	x	x	Provider Facilitator	Community Groups Aboriginal Corporations in Ashburton Regional Arts WA DLGSC	2025/26 2026/27	One course delivered per quarter supplemented with online publication of links to guidance on Shire official website (under action 1.1).	Communities	In Progress	Art workshops have been added to calendar of events, including cross shire collaboration with SOEP.
2. PARTICIPATION: Supporting artists to increase levels of creative output and community engagement in Arts	2.1 Develop a Public Art Masterplan.	x	x	x	x	Provider	Regional Arts WA DLGSC	2024/25	'Public Art Policy' and guidelines are endorsed by Council. Commissioned Arts works follow a structured and transparent process. The work is recognised as an example of Arts in Ashburton by visitors and community.	Communities	In Progress	A draft policy has been developed and working group meetings have commenced.
2. PARTICIPATION: Supporting artists to increase levels of creative output and community engagement in Arts	2.2 Include local artist content in the Shire's relevant programs and events for artists within the Shire and the wider Pilbara region.	x	x	x	x	Provider	Regional Arts WA DLGSC	2025/26 2026/27	Local artists report increased participation, recognition or income from Arts commissions and collaboration.	Communities / Media and Communications	In Progress	Featured Bobbi Lockyer and her workshops when visiting Ashburton. Included a brief of her background, skills and examples of her art to increase interest. Together with the SOEP, Art workshops are being delivered in TP and Newman using local Pilbara Artist, building their capacity and extending reach.
3. ARTIST RECRUITMENT AND RECOGNITION: Identifying more artists and celebrating their talents	3.1 Develop a database/directory of local artists and Arts organisations across the Shire and Pilbara region.	x	x	x	x	Provider	Community Groups Local businesses Aboriginal Corporations Regional Arts WA DLGSC	2024/25	A directory (internal to Shire) of local artists, contact details, and creative field (e.g., visual Arts, basket-making, dance, songwriting), and involvement in Shire-led Arts activities, initiatives and programs.	Communities / ICT	In Progress	A working group has been established to establish the Public Art Masterplan and the Communities team are investigating options to gather and maintain artists information.
3. ARTIST RECRUITMENT AND RECOGNITION: Identifying more artists and celebrating their talents	3.2 Create a dedicated Arts page on the SoA website to showcase local artists to increase exposure and opportunities.	x	x	x	x	Provider Partner	Aboriginal Corporations in Ashburton Regional Arts WA DGLSC	2025/26	An online directory of local artists, their creative field and involvement in Shire-led Arts activities, initiatives and programs.	Communities / Media and Communications	Not Started	N/A
3. ARTIST RECRUITMENT AND RECOGNITION: Identifying more artists and celebrating their talents	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.	x	x	x	x	Provider	Ashburton Arts Awards sponsor	2025/26	Four themes selected with the input of artists and community participants and continued in future Arts exhibitions.	Communitites	Completed	A town based art theme has been added to the categories for the Ashburton Arts Awards.

3. ARTIST RECRUITMENT AND RECOGNITION: Identifying more artists and celebrating their talents	3.4 Develop the concept of an Ashburton Arts Trail to showcase public artworks within the Shire and the talents and features of Ashburton, based on town-based Arts themes and Aboriginal language, culture and knowledge of Country.	x	x	x	x	Provider	Ashburton Artists DLGSC Tourism WA Local Tourism Offices Aboriginal Corporations	2026/27	A costed and detailed concept plan for Ashburton Arts Trail presented to Council including any required adjustments to Shire facilities to enable staging.	Communities / Business and Economic Development	Not Started	N/A
4. COORDINATION AND COLLABORATION: Supporting a connected and active Arts community	4.1 Investigate options and sources for identifying regional travelling artists and exhibitions that could be staged in the Shire.	x	x	x	x	Provider Facilitator	Tourism offices and Tourism WA Program providers Corporate partners	2024/25 2025/26 2026/27	Fewer clashes of events and activities. Community and artist participation increases.	Communities	In Progress	Regional local governments have established communication platform for sharing travelling artists in the region.
4. COORDINATION AND COLLABORATION: Supporting a connected and active Arts community	4.2 Create a dedicated Public Art page on the Visit Ashburton website, to promote art tourism across the Shire.	x	x	x	x	Facilitator	Tourism office Program providers	2024/25 2025/26 2026/27	A published digital system accessible to residents and visitors via the Shire webpage.	Communities / Media and Communications / Business and Economic Development	In Progress	Working with BED for Q4 2025 to establish this page and after meeting with Manager Communities to discuss the aim and objectives of the page.
4. COORDINATION AND COLLABORATION: Supporting a connected and active Arts community	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.	x	x	x	x	Provider Facilitator	Ashburton Artists Community participants	2024/25	Constructive feedback is included in planning and delivery. Community shows increasing appreciation and recognition of Arts.	Communities / Media and Communications	Completed	A generic event feedback form has been created and can be displayed at community shows recongising art.

Club Development Plan 2024-2027

Action	Deliverable	Town - Onslow	Town - Panna	Town - Para	Town - TP	Shire role and resourcing	Other Stakeholders	Year/s to be delivered	What success looks like	Responsible Department	Progress	Comment
1. CAPACITY BUILDING: Improving the way clubs are managed and run and providing clubs with the skills to succeed	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.	x	x	x	x	Provider		2024/25	“Connecting Clubs” branding developed and rolled out across social media and communication platforms.	Communities / Media and Communications	Completed	Branding colours and fonts established in January 2025 which will be implemented in all communications for this segment.
1. CAPACITY BUILDING: Improving the way clubs are managed and run and providing clubs with the skills to succeed	1.2 Create a dedicated “Connecting Clubs” page on the Shire’s website to include information about and for clubs. Use this for dissemination of important information from the Shire and external bodies to relevant clubs and groups.	x	x	x	x	Advocate Facilitator Provider		2024/25	“Connecting Clubs” developed and “live” on the SoA website. Usage monitoring tracked.	Communities / Media and Communications	In Progress	Awaiting the events calendar to be refreshed to then create the web page and feed all content here. TBA mid April.
1. CAPACITY BUILDING: Improving the way clubs are managed and run and providing clubs with the skills to succeed	1.3 Explore developing a “One Club” governance model for clubs and groups who are interested, to reduce the administrative burden for smaller clubs.	x	x	x	x	Advocate Facilitator Partner	Clubs within the Shire Clubs WA DLGSC	2024/25 2025/26	Community discussions are held to further develop this idea and gather support. Information from examples obtained from Clubs WA and/or other LGAs shared at community discussions. Pending community interest and volunteers, support the development of this association.	Communities	In Progress	Initial research has commenced, identifying potential consultants that can support the project
1. CAPACITY BUILDING: Improving the way clubs are managed and run and providing clubs with the skills to succeed	1.4 Provide links to toolkits (such as how to manage a club, best practice) on the “Connecting Clubs” webpage.	x	x	x	x	Advocate Provider	Clubs WA DLGSC	2024/25	Links are published and regularly accessed by clubs.	Communities / Media and Communications	Not Started	
1. CAPACITY BUILDING: Improving the way clubs are managed and run and providing clubs with the skills to succeed	1.5 Collate and publish a list of relevant external grants on the “Connecting Clubs” website page, including links to the Shire grant options.	x	x	x	x	Advocate Provider		2024/25	List is published on the Shire's website.	Communities / Media and Communications	Not Started	
1. CAPACITY BUILDING: Improving the way clubs are managed and run and providing clubs with the skills to succeed	1.6 Utilise Shire programs and events, where appropriate, to promote Club Development support provided by the Shire.	x	x	x	x	Advocate Facilitator Partner Provider		2024/25 2025/26 2026/27	Increased community awareness of SoA Club Development Support as measured through annual survey.	Communities	In Progress	Connecting Clubs Marketing Workshops held in April 2025 to educate relevant clubs in all towns. Regular Tom Price Sport Working group utilised to share this information.
1. CAPACITY BUILDING: Improving the way clubs are managed and run and providing clubs with the skills to succeed	1.7 Provide individual support to clubs as required, including assistance in securing and manage grants, governance and operations and other general club enquiries.	x	x	x	x	Advocate Facilitator		2024/25 2025/26 2026/27	Multiple clubs are supported annually, measured through annual survey.	Communities	In Progress	Ongoing support provided regularly
1. CAPACITY BUILDING: Improving the way clubs are managed and run and providing clubs with the skills to succeed	1.8 Develop a plan and implement a regular series of training and development workshops.	x	x	x	x	Facilitator Provider		2024/25 2025/26 2026/27	Deliver a minimum of four workshop series annually per town.	Communities	In Progress	FY2024/2025 Marketing Workshop, Governance Workshop, Coaching Lab and Finance Workshops
2. PARTICIPATION: Supporting clubs to increase their levels of community participation	2.1 Encourage clubs and groups to participate in programs and events as appropriate within the Shire. This can help increase their visibility, participation and membership.	x	x	x	x	Facilitator Partner		2024/25 2025/26 2026/27	Increased participation by clubs and groups. Clubs and groups are involved in the delivery of programs or events.	Communities	In Progress	16 clubs and groups have been involved in the delivery of 2024/2025 programs and events to date. Atleast 10 Clubs / Groups involved in teh Community Showcase in March 2025
2. PARTICIPATION: Supporting clubs to increase their levels of community participation	2.2 Develop a club profile template to feature clubs on Shire website and social media.	x	x	x	x	Advocate		2024/25	Profile template developed and being used on website and social media.	Communities / Media and Communications	Not Started	
2. PARTICIPATION: Supporting clubs to increase their levels of community participation	2.3 Develop, publish and promote a comprehensive list of clubs within the Shire for new community members to join (public Clubs Database). Hosted on the “Connecting Clubs” page on the Shire website.	x	x	x	x	Provider		2024/25 2025/26 2026/27	Clubs Databased developed. Clubs Database updated annually.	Communities / Media and Communications	Not Started	
2. PARTICIPATION: Supporting clubs to increase their levels of community participation	2.4 Explore the opportunity to implement a club promotion event, such as a Club Expo that could be held in conjunction with other programs or events within the Shire.	x	x	x	x	Facilitator Provider		2024/25 2025/26 2026/27	Business case developed for a Clubs Expo.	Communities	In Progress	Research into options of what this could look like, recently attended teh Town of Port Hedland Grants Expo
3. VOLUNTEER RECRUITMENT AND RECOGNITION: Recruiting more volunteers and celebrating their contributions	3.1 Set up an email delivery application and CRM system, to communicate directly with volunteers, clubs, groups and stakeholders in each town.	x	x	x	x	Provider		2026/27	Delivery application and CRM system implemented.	Communities / ICT	Not Started	N/A
3. VOLUNTEER RECRUITMENT AND RECOGNITION: Recruiting more volunteers and celebrating their contributions	3.2 Investigate and design a model for the implementation of a central online place (Volunteer Hub) for community members, groups and clubs.	x	x	x	x	Facilitator Provider	Clubs within the Shire	2024/25 2025/26	Volunteer Hub platform is developed. Platform is updated monthly.	Communities / ICT	Not Started	

I. VOLUNTEER RECRUITMENT AND RECOGNITION: Recruiting more volunteers and celebrating their contributions	3.3 Review and define the Active Ashburton Awards, Volunteer Week and Citizen of the Year Awards to create consistency across all towns that increases participation and raises awareness of the Awards and Award winners.	x	x	x	x	Facilitator Provider		2024/25	Volunteer Week is celebrated annually. Active Ashburton Awards and Citizen of the Year Awards receive an increase in nominations year on year.	Communities	In Progress	All events have been coordinated across all four towns to ensure consistent delivery in FY2024/2025
I. VOLUNTEER RECRUITMENT AND RECOGNITION: Recruiting more volunteers and celebrating their contributions	3.4 Continue to coordinate and promote Ashburton All Stars and celebrate the award winners each month.	x	x	x	x	Provider		2024/25	More nominations are received for Ashburton All Stars.	Communities	In Progress	86 nominations have been recieved since commencement.
I. COORDINATION AND COLLABORATION: Fostering coordination and collaboration between clubs	4.1 Support the Tom Price Sporting Working Group meetings for club committee members to share information, provide updates and enable collaboration.				x	Facilitator Provider	Clubs in the Shire	2024/25 2025/26 2026/27	Support provided as per the Working Groups terms of reference.	Communities	In Progress	Regular meetings have been scheduled as per terms or reference.
I. COORDINATION AND COLLABORATION: Fostering coordination and collaboration between clubs	4.2 Investigate the possibility of establishing other working groups, in Paraburdoo, Pannawonica, and Onslow.	x	x	x		Facilitator Provider	Clubs in the Shire	2025/26	Club Development Lead to provide a report of the needs of the towns.	Communities	Not Started	N/A
I. COORDINATION AND COLLABORATION: Fostering coordination and collaboration between clubs	4.3 Implement an interactive fixtures calendar on the Connecting Clubs website page where clubs can update accordingly and is available for viewing by the entire community.	x	x	x	x	Provider	Clubs in the Shire	2026/27	Calendar is published and contains more than 50% of all club fixtures.	Communitites / Media and Communications	In Progress	Expected to be complete mid April, working with website developers to bring this to life.
I. COORDINATION AND COLLABORATION: Fostering coordination and collaboration between clubs	4.4 Create a public “Connecting Clubs” Facebook page to encourage sharing and collaboration.	x	x	x	x	Facilitator Provider		2024/25	Public Connecting Clubs Facebook Page created, shared and active.	Communities / Media and Communications	In Progress	After consideration with MMC, best practice is to keep it a group to align with Shire branding and communication channels.
I. COORDINATION AND COLLABORATION: Fostering coordination and collaboration between clubs	4.5 SoA representation at the Pilbara Sports Professional Network meetings to leverage opportunities to the SoA clubs.	x	x	x	x	Provider		2024/25 2025/26 2026/27	Regular SoA attendance at the Pilbara Sports Professional Network Meetings.	Communities	In Progress	Club Lead has attended all meetings in 2024.
I. COORDINATION AND COLLABORATION: Fostering coordination and collaboration between clubs	4.6 Facilitate collaborative projects between two or more clubs, generating positive outcomes for all involves as requested.	x	x	x	x	Advocate Facilitator		2024/25 2025/26 2026/27	Multiple clubs are supported annually, measured through annual survey.	Communities	In Progress	Worked with FNFL, Cricket clubs and Touch Rugby to support the Oval Lighting Project upgrade by facilitating communictaion to develop fixtures

Community Programs and Events Strategy 2024 - 2027

Action	Deliverable	Town - Onslow	Town - Panna	Town - Para	Town - TP	Shire role and resourcing	Other Stakeholders	Year/s to be delivered	What succes looks like	Responsible Department	Progress	Comment
.. CAPACITY BUILDING: supporting the effectiveness and sustainability of Community Programs and Events	1.1 Transform the Shire's delivery of Community Programs and Events to demonstrate and promote an Asset Based Community Development approach that empowers residents and makes the most of local strengths.	x	x	x	x	Facilitator Provider	Community groups, clubs and organisations	2024/2025 2025/2026 2026/2027	Community Development Team works within an Asset Based Community Development model.	Communities	In Progress	This is considered in all program planning stages and throughout delivery.
.. CAPACITY BUILDING: supporting the effectiveness and sustainability of Community Programs and Events	1.2 Develop a Shire of Ashburton Community Development Framework tailored to each town in collaboration with community members and stakeholders.	x	x	x	x	Facilitator Provider	Community groups, clubs and organisations	2024/2025	Framework is implemented both internally with the Community Development Team and externally with stakeholders to demonstrate the Asset Based Community Development model and town asset maps.	Communities	In Progress	Draft framework is currently under review with the Communities team.
.. CAPACITY BUILDING: supporting the effectiveness and sustainability of Community Programs and Events	1.3 Develop a Shire of Ashburton 'Signature Event Policy' for events delivered by the Shire defining the approach and outcomes of Asset Based Community Development and the 'Strategic Community Plan'.	x	x	x	x	Provider		2025/2026	Shire of Ashburton 'Signature Event Policy' developed and endorsed by Council and shared with community stakeholders and corporate partners.	Communities / Governance	Not Started	
.. CAPACITY BUILDING: supporting the effectiveness and sustainability of Community Programs and Events	1.4 Detailed asset mapping for each town to be completed in collaboration with community members and stakeholders.	x	x	x	x	Provider	Community groups, clubs and organisations	2025/2026	Asset mapping complete for each town and Community Development Framework updated.	Community Development	Not Started	
.. CAPACITY BUILDING: supporting the effectiveness and sustainability of Community Programs and Events	1.5 Develop and implement a Community Capacity Building Project in each town in collaboration with community members and stakeholders.	x	x	x	x	Facilitator Provider	Community events providers and committees, Aboriginal Corporations in the Shire, Tourism WA DLGSC	2025/2026	Community Capacity Building Project completed in each town.	Community Development	In Progress	Planning is currently underway for end of 2025 / start of 2026
.. CAPACITY BUILDING: supporting the effectiveness and sustainability of Community Programs and Events	1.6 Develop and publish a Community Programs and Events Toolkit which provides guidance on how to plan and run Community Programs and Events.	x	x	x	x	Facilitator Provider	Community events providers and committees	2026/2027	Toolkit developed reflecting the Asset Based Community Development model and made available on the Shire website.	Community Development / Media and Communications / Regulatory Services	Not Started	
!. PARTICIPATION: Supporting the evels of community participation in Community Programs and Events	2.1 Promote and measure community member (resident) and stakeholder involvement in the planning and delivery of Community Programs and Events.	x	x	x	x	Funder Partner Provider	Community participants, Groups, Clubs & Stakeholders	2024/2025 2025/2026 2026/2027	Demonstrated increase in community member and stakeholder involvement in the planning and delivery of programs and events.	Community Development	In Progress	On average the Communities team has engaged with up to two community members or stakeholders in the planning and delivery of programs and events to date. There will be a stronger focus into 2025 with capturing this information to report data more accurately.
!. PARTICIPATION: Supporting the evels of community participation in Community Programs and Events	2.2 Increased promotion of, and accessibility to, the 'What's On' online calendar as a reliable and combined source of information about scheduled Community Programs and Events. With function to filter by location.	x	x	x	x	Facilitator	Tourism Office Program providers	2024/2025 2025/2026 2026/2027	A current and comprehensive online calendar published on the Shire website that is accessible and promoted through stakeholder channels to residents and visitors.	Community Development / Media and Communications	In Progress	The 'What's On' calendar is currently live and media are working to incorporate categories which includes towns. The What's On calendar is promoted monthly for events and school holiday programs, as well as open to external stakeholders to submit their own event.
!. VOLUNTEER RECRUITMENT AND RECOGNITION: Recruiting more volunteers and celebrating their contributions	3.1 Cooperate with the Club Development Lead to stage Events celebrating volunteers, such as Volunteer Week, Active Ashburton Awards and Citizen of the Year across the Shire.	x	x	x	x	Provider	Community participants, Groups, Clubs & Stakeholders	2024/2025 2025/2026 2026/2027	Demonstrated increase in community members volunteering. Volunteers report high satisfaction with level of recognition for their efforts.	Community Development	In Progress	Events have been delivered across all four towns in collaboration with the CDO's and Clubs Lead to ensure consistency, Volunteer Week is scheduled for May 2025
!. COORDINATION AND COLLABORATION: Fostering a onnected and active network of Community Programs and Events	4.1 Develop business case for a Signature Events Officer to support delivery of key annual events in collaboration with community and regional stakeholders. - define a job description - define remuneration and benefits - seek budget allocation	x	x	x	x	Provider	BNTAC Nintirr Centre Tourism WA Pilbara LGA's	2024/2025	A business case for a dedicated Signature Events role is developed and submitted for approval.	Community Development / Organisational Development	In Progress	Business case has been drafted but is on hold currently with Siganure Events for 2025 to be supported by the whole Communities team.
!. COORDINATION AND COLLABORATION: Fostering a onnected and active network of Community Programs and Events	4.2 Run regular coordination meetings, similar to What's on Onslow, with community stakeholders to ensure a coordinated approach to Community Programs and Events in each town.	x	x	x	x	Facilitator Provider	Community groups, clubs and organisations	2024/2025 2025/2026 2026/2027	A yearly Community Program and Events planner is developed, maintained by the Shire, and regularly updated to avoid calendar clashes and enable maximum participation and volunteer contribution.	Community Development / Media and Communications	In Progress	What's On meeting calendars for Tom Price and Paraburdoo have been drafted and are updated at each monthtly meeting to reduce potential program clashes.
!. COORDINATION AND COLLABORATION: Fostering a onnected and active network of Community Programs and Events	4.3 Collaborate with other Pilbara local government teams to create and maintain a calendar of Community Programs and Events held across the Pilbara Region.	x	x	x	x	Facilitator Provider	Pilbara LGA's	2024/2025 2025/2026 2026/2027	A yearly Community Program and Events planner includes regional events to identify opportunities for maximum regional efficiency, participation and volunteer contribution.	Community Development / Media and Communications	In Progress	Pilbara Signature Events calendar has been created and distributed to all Pilbara local goverments and is reguarly updated with upcoming events to maximise regional efficiency, with quarterly meetings. The last meeting was held in February 2025, with the next anticipated for end of May 2025.
!. COORDINATION AND COLLABORATION: Fostering a onnected and active network of Community Programs and Events	4.4 Deliver Passion of the Pilbara (PoP) and Jundunmunnah Nameless Festival yearly under coordination and responsibility of Shire Signature Events officer.	x			x	Provider	Community groups, clubs and organisations Local businesses Lotterywest	2025/2026 2026/2027	Demonstrated promotion, awareness of, participation in, and satisfaction with Passion of the Pilbara (PoP) and Jundunmunnah Nameless Festival by community members (residents) and visitors.	Community Development / Media and Communications	In Progress	Planning is underway, the Nameless Committee have reformed and expect toe take on delivery of the Nameless festival in 2026. SoA are supporting teh committe delivering an Inspire Festival in Tom Price in 2025 until the committe have teh capacity to deliver the next festival

Reconciliation Action Plan 2024-2025

Pillar	Action	Deliverable	Responsible Department	Quarter/s to be delivered	Progress	Comment
Relationships	1. Establish a RAP Working Group	1.1 Establish a RAP Working Group to support the implementation of the RAP.	Community Development	Q3 2024	Completed	First Working Group Meeting took place in December 2024.
Relationships	1. Establish a RAP Working Group	1.2 Develop a Terms of Reference for the RAP Working Group.	Community Development / Governance	Q3 2024	Completed	Terms of Reference for the Working Group completed.
Relationships	2. Build and strengthen external relationships and internal understanding	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).	Community Development	Q3 2024	In Progress	Main stakeholders all identified with additional smaller groups to be identified.
Relationships	2. Build and strengthen external relationships and internal understanding	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.	Community Development / RAP Working Group	Q4 2024	In Progress	Stakeholder review across all four towns is being conducted to identify like-minded organistaions
Relationships	3. Participate in and celebrate National Reconciliation Week (NRW)	3.1 Encourage our staff to attend a National Reconciliation Week (NRW) event.	Community Development / Media and Communications / Organisational Development	Q2 2025	In Progress	Await 2025 event specifics before a brand is created to use for NAIDOC Week. Initial conversations are being held in meetings and flyers will be distributed for the event.
Relationships	3. Participate in and celebrate National Reconciliation Week (NRW)	3.2 Ensure our RAP Working Group members to participate in an event to recognise and celebrate NRW.	Community Development / Governance / Organisational Development / RAP Working Group	Q2 2025	Not Started	N/A
Relationships	3. Participate in and celebrate National Reconciliation Week (NRW)	3.3 Circulate Reconciliation Australia’s NRW resources and reconciliation materials to our staff.	Organisational Development	Q2 2025	In Progress	Delivery of this action pending for first week of May - busy with planning
Relationships	4. Raise internal awareness of our RAP	4.1 Communicate our commitment to reconciliation to all staff.	Organisational Development	Q3 2024	In Progress	Delivery of this action pending for first week of May - busy with planning
Relationships	4. Raise internal awareness of our RAP	4.2 Engage and inform key internal stakeholders of their responsibilities within our RAP.	Community Development / Governance / Organisational Development	Q3 2024	In Progress	Working groups for NAIDOC and Reconciliation have been formed, and the RAP strategies incorporates during discussions / planning
Respect	5. Investigate cultural learning and development regarding Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights	5.1 Identify ways to increase awareness of Aboriginal and Torres Strait Islanders cultures, histories and achievements across the Shire.	Community Development / Media and Communications	Q1 2025	In Progress	Working groups for NAIDOC and Reconciliation have been formed to provide a forum to facilitate this communication
Respect	5. Investigate cultural learning and development regarding Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights	5.2 Review cultural awareness training needs within the Shire for staff and elected members.	Organisational Development	Q1 2025	In Progress	Aboriginal Cultural Awareness training scheduled for August 2025 - trainer booked in to delier onsite training around Shire towns.
Respect	5. Investigate cultural learning and development regarding Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights	5.3 Investigate the delivery of place-specific cultural awareness training.	Organisational Development	Q1 2025	In Progress	As above - planning underway. This is Ashburton specific indigenous cultural training
Respect	6. Participate in and celebrate NAIDOC Week	6.1 Raise awareness and share information amongst our staff of the meaning of NAIDOC Week which includes information about the local Aboriginal and Torres Strait Islander peoples and communities.	Organisational Development / Media and Communications / RAP Working Group	Q3 2024 & Q3 2025	In Progress	Await event specifics before a brand is created to use for NAIDOC Week. OD:Delivery of this action pending for first week of May - busy with planning

Respect	6. Participate in and celebrate NAIDOC Week	6.2 Promote community NAIDOC events to staff and encourage them to attend.	Organisational Development / Media and Communications / RAP Working Group	Q3 2024 & Q3 2025	Not Started	Await 2025 event specifics before Media and Communications begins branding and design themes.
Respect	6. Participate in and celebrate NAIDOC Week	6.3 Ensure our RAP Working Group members to participate in an external NAIDOC Week event.	Community Development / Governance / RAP Working Group	Q3 2024 & Q3 2025	Not Started	
Respect	7. Raise awareness and understanding of Aboriginal and Torres Strait Islander cultural protocols	7.1 Begin mapping of Elders and Traditional Owners within the Shire.	Community Development	Q4 2024	Not Started	
Respect	7. Raise awareness and understanding of Aboriginal and Torres Strait Islander cultural protocols	7.2 Promote the Shire's 'Recognition of Aboriginal Culture and History Policy' internally and externally, including the purpose and significance behind Acknowledgement of Country and Welcome to Country protocols.	Governance / Organisational Development	Q2 2025	Not Started	N/A
Respect	7. Raise awareness and understanding of Aboriginal and Torres Strait Islander cultural protocols	7.3 Investigate including names in local Aboriginal languages in the Shire's signage renewal policy.	Media and Communications	Q2 2025	Not Started	N/A
Opportunities	8. Investigate and support Aboriginal and Torres Strait Islander employment	8.1 Review Aboriginal and Torres Strait Islander employment at the Shire.	Organisational Development	Q2 2025	Completed	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 Strait Islander origin compared to other Local Governments in WA.
Opportunities	8. Investigate and support Aboriginal and Torres Strait Islander employment	8.2 Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.	Organisational Development	Q2 2025	Completed	All people related policies and directives, as well as procedures have been reviewed with no discrimination provisions.
Opportunities	8. Investigate and support Aboriginal and Torres Strait Islander employment	8.3 Develop a business case for Aboriginal and Torres Strait Islander employment at the Shire.	Organisational Development	Q2 2025	Not Started	N/A
Opportunities	8. Investigate and support Aboriginal and Torres Strait Islander employment	8.4 Establish partnerships with existing Aboriginal and Torres Strait Islander workforce planning agencies/OR Employment Agencies.	Organisational Development	Q2 2025	Not Started	N/A
Opportunities	8. Investigate and support Aboriginal and Torres Strait Islander employment	8.5 Develop and maintain a jobs notice board to support employment opportunities for Aboriginal and Torres Strait Islander people.	Organisational Development	Q2 2025	Not Started	N/A
Opportunities	9. Investigate Aboriginal and Torres Strait Islander supplier diversity	9.1 Develop an understanding of the mutual benefits of procurement from Aboriginal and Torres Strait Islander owned businesses.	Procurement	Q3 2025	Completed	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.
Opportunities	9. Investigate Aboriginal and Torres Strait Islander supplier diversity	9.2 Investigate Supply Nation membership.	Procurement	Q3 2025	Completed	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.

Governance	10. Build support for the RAP	10.1 Define resource needs for RAP development and implementation.	Community Development / Organisational Development	Q3 2024	Not Started	
Governance	10. Build support for the RAP	10.2 Define appropriate systems and capability to track, measure and report on RAP activities.	Governance	Q3 2024	Completed	Progress reporting to Council on Reconciliation Action Plan actions commenced quarter 4 of 2024.
Governance	10. Build support for the RAP	10.3 Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.	Community Development / Governance	Q3 2024 & Q3 2025	Not Started	
Governance	11. Continue our reconciliation journey by developing our next RAP	11.1 Liaise with Reconciliation Australia to develop a new RAP (Innovate level) based on learnings, challenges and achievements.	Community Development / Governance	Q3 2025	Not Started	N/A
Governance	11. Continue our reconciliation journey by developing our next RAP	11.2 Submit draft RAP to Reconciliation Australia for review and then formal endorsement.	Community Development	Q4 2025	Not Started	N/A



Agenda Item 13.4 - Attachment 1

Differential Rates - Statement of Objects and Reasons
2025-2026



Notice of Intention to Levy Differential Rates 2025-2026

Statement of Objects and Reasons



In accordance with section 6.36 of the *Local Government Act 1995* (the Act) the Shire of Ashburton (the Shire) is required to publish its Objects and Reasons for implementing Differential Rates.

1. Overall Objective

The purpose of the levying of rates is to meet the Council's budget requirements each financial year to deliver services, community infrastructure and to enhance liveability within the Shire of Ashburton.

Annual revenue required from rates is informed by the Shire's comprehensive Integrated Planning and Reporting Framework that includes the following Strategic Plans:

- Long Term Financial Plan 2024 – 2039;
- Strategic Community Plan 2022 – 2032;
- Corporate Business Plan 2023 – 2027;
- Asset Management Plans; and
- Workforce Plan

These Strategic Plans can be viewed on the Shire's Website from the below link:

[Strategic Plans - Shire of Ashburton](#)

Council has considered the Key Values contained within the Rating Policy: Differential Rates released by the Department of Local Government, Sport and Cultural Industries, being:

- Objectivity;
- Fairness and equity;
- Consistency; and
- Transparency and administrative efficiency.

A copy of this policy is available from:

[Rating Policy: Differential Rates \(dlgsc.wa.gov.au\)](https://dlgsc.wa.gov.au)

Council has determined its required rates yield after reviewing all revenue sources, expenditure, and efficiency measures as part of the 2025/26 budget deliberations.

In accordance with the Long-Term Financial Plan 2024 – 2039, that Council adopted at the Ordinary Meeting of Council held on 16 April 2024, total rates required for 2025/26 will be in the region of \$73.6 million.

2. Efficiency Measures

Council has reviewed its expenditure, own source revenue generating capacity and considered efficiency measures as part of its budget deliberations. In particular, the following actions have been undertaken:

- Reviewed position descriptions and remuneration as vacancies arise;
- Remote work arrangements are considered for positions where housing is limited, and the role can be undertaken offsite;
- Condition assessments of all assets undertaken to better inform asset renewal priorities;
- Continued use of local suppliers whenever possible and appropriate;
- Pilbara Regional Waste Management Facility operations brought back in house at a significant operating cost saving;
- Continuing the Shire's digitisation journey with a view to delivering vastly improved systems and processes over the next 3 – 5 years.
- Robust review of insurance services that has delivered premium reductions;
- Negotiated new communications agreement leading to savings;
- Multiple budget reviews conducted;
- Ongoing investment in construction of new dwellings to provide for growing workforce requirements and mitigate current housing shortage across the Pilbara;
- Continued advocacy with Main Roads WA and relevant government agencies regarding Roebourne – Wittenoom Road ownership and maintenance obligations.
- Lobbying State and Federal Governments and the private sector for greater infrastructure investment. – i.e. Tom Price Hospital renewal.

3. Planned Service Improvements

- Onslow Airport runway lengthening and upgrades planning well advanced to accommodate the retirement of the Fokker 100 Fleet and the anticipated larger aircraft to be used in the future.
- Completion of Minna Oval Sports Pavilion Construction – Tom Price.
- Continuation of Ocean View Caravan Park Stage 3 Construction – Onslow
- Significant investment to renew the condition of the local and rural road network.
- Continued investment in residential housing to increase the stock of staff accommodation.
- Heating of swimming pools in Onslow, Paraburdoo and Tom Price.
- Increased liquid waste capacity at the Pilbara Regional Waste Management Facility to meet the needs of the Onslow community.
- Onslow Streetscape Development Stage 1.

4. Methods of Rating

The Act specifies where land is used predominantly for rural purposes, the rate levied shall be based upon its Unimproved Value (UV); and where land is predominantly for non-rural purposes, the rate levied shall be on its Gross Rental Value (GRV). UV land may also contain mining activity where rights to conduct mining-related activity occur, hence one physical patch of land may be rated twice, or more (once for rural purposes and once, or more, for mining-related purposes).

A change in valuation methodology for a property must be made by a recommendation of Council to the State Government Department responsible for Local Government. The Minister responsible for Local Government must then approve or decline a change in the valuation methodology for a property, based on the information provided by the Department.

In accordance with the Act the Shire of Ashburton uses both GRV and UV valuations in the striking of annual rates. Typically, assessments with a GRV are re-valued every three (3) years and those with a UV are re-valued annually. Valuations are supplied by the Valuer General (Landgate) in accordance with legislation.

Interim valuations are issued to the Shire from Landgate for property assessments where changes have occurred because of, amongst other reasons, subdivisions, building construction / demolition, additions and / or property rezoning. In such instances, the Shire is required to amend the rates for the property assessments concerned and issue an amended rate notice to the owner.

5. Differential Rating

Differential rating provides flexibility in the level of rates being raised from specifically identified property assessments, or groups of property assessments, within the district. It is common for councils to base differential rating for property assessments on Town Planning Scheme zonings, however other criteria such as land-use may also be used.

The aim of the Council of the Shire of Ashburton is to ensure rate revenue is collected on a perceived equitable basis from all property assessments. For this reason, the Council has proposed to adopt differential rates for the upcoming financial year.

Section 6.33 of the Act makes provision for the Shire to be able to levy differential rates based on several criteria.

A local government may impose differential general rates according to any, or a combination, of the following characteristics –

- The purpose for which the land is zoned, or
- A purpose for which the land is held or used as determined by the local government, or
- Whether or not the land is vacant land, or
- Any other characteristic or combination of characteristics prescribed.

Section 6.33 of the Act prevents Council from levying a differential rate that is greater than twice the lowest differential rate without Ministerial approval.

6. Differential Rating Categories.

The following are the proposed Differential General Rates Categories 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 Dollar	Minimum Payment	Percentage of Revenue
GRV - Residential	0.06771	\$1,390	7%
GRV - Commercial/Industrial	0.08661	\$1,390	2%
GRV - Transient Worker Accommodation	0.19365	\$1,390	15%
UV - Pastoral	0.19290	\$1,390	2%
UV - Non-Pastoral	0.37950	\$1,390	74%

The Shire's 2025-2026 rating will be based on land use, being;

- GRV - Residential
- GRV - Commercial / Industrial
- GRV - Transient Workforce Accommodation
- UV - Pastoral
- UV - Non-Pastoral

The objects and reasons for differential rate charges are as follows:

6.1 GRV - Residential

This category incorporates residential single dwellings, duplex, multi-unit, strata improved properties and vacant land.

The GRV rate in the dollar applied is to reflect the financial impact and costs to provide community services and activities as well as maintain the Shire's infrastructure and to further the Shire's strategic goals to encourage and support residential development in the town sites which contribute toward a safe, healthy, cohesive, and vibrant community.

6.2 GRV - Commercial / Industrial

This category incorporates residential single dwellings, duplex, multi-unit, strata improved properties and vacant land.

It incorporates properties having a predominant land use of light industry, general industry, commercial including hotel/motel, shops, restaurants, offices, roadhouses, tourist centres, caravan parks, holiday accommodation and mixed-use properties.

The GRV rate in the dollar applied is to reflect the financial impact and costs to provide community services and activities as well as maintain the Shire's infrastructure and to further the Shire's strategic goals to encourage and support commercial and industrial development in the town sites and organisations which contribute toward a safe, healthy, cohesive, and vibrant community.

6.3 GRV – Transient Workforce Accommodation.

This incorporates all mass accommodation facilities provided for a workforce that is not permanently located within the Shire.

Temporary workers and the operators of Transient Workforce Accommodation are consumers of Shire services but unless they are also property owners within the Shire, are not contributing to the cost of services which they use and have access to.

Mass accommodation properties have the potential to have a greater impact on Shire services and assets than other property types due to their number of occupants in a relatively small land parcel.

Council is focused on sustainably managing its community services and infrastructure assets across 4 towns through the funding of renewal and replacement asset programs. These programs include but are not limited to investment in the resealing and resheeting of roads, replacement, and development of footpath networks and drainage, recreational assets such as sporting ovals, parks and swimming pools, refurbishing public ablutions, considering the future impacts of climate change and

other building maintenance programs.

The diverse range of services and programs and associated infrastructure/facilities required for developed residential and urban areas are available to FIFO workers in the same manner as they are available to all other residents of the Shire and the contribution from this category has been set at a level that reflects this fact.

6.4 UV – Pastoral

This incorporates all properties:

- that has been granted a pastoral lease under the repealed Land Act 1993; or
- renewal of pastoral leases (administered by the Department of Lands); or
- land predominately used for pastoral activities as defined in the Land Administration Act 1997; or
- land that does not have the characteristics of any other UV differential rate category.

The object of this differential rate is to be the base rate by which all other UV rated properties are assessed.

The Pastoral - UV rate in the dollar applied is lower than the UV Non-Pastoral rate in the dollar to recognise -

- The impact economic and climatic fluctuations have on financial capacity to pay,
- The lower overall level of impact pastoral activities generally has on infrastructure and facilities such as road infrastructure and recreation facilities, and
- The permanent nature of pastoral businesses relevant to mining and other non-pastoral businesses.

6.5 UV – Non-Pastoral

This rating category covers:

- All Mining Leases and Licenses, Exploration Licenses, Prospecting Licences, Retention Licenses, General Purpose Leases, Special Prospecting Licenses for Gold and Miscellaneous Licenses as defined under the Mining Act 1978 that have been granted; or
- Predominately used for the purpose of resource processing; or
- Predominately used for the purpose of stock piling.

The object of this differential rate is to reflect and raise revenue to manage the

impact on the Shire by the mining and resource sectors.

The objective is to raise rates reflective of the ongoing costs involved in maintaining the road network across the Shire, and towards supporting 4 diverse regional communities spread out over a large geographical area, half the size of Victoria.

7. Minimum Payments

Section 6.35 of the Act allows Council to impose a minimum rate, which may not apply to more than 50% of rateable properties within a rating category.

Every property, regardless of size, value, and use, receives some minimum level of benefit from the Shire's works and services. Minimum rates ensure that all ratepayers make a reasonable contribution to essential services and infrastructure.

A proposed minimum rate of \$1,390 has been applied to all rating categories for 2025/26.

8. Important Note

As at the date of publication of this document the Valuer General's Office continue to supply interim valuations to the Shire, which are effective for the coming financial year. This may impact the final applied rates in the dollar and minimum payments for each of the categories.

9. Invitation for Submissions

Submissions are invited from any elector or ratepayer with respect to the proposed differential rates, and any related matters.

Submissions should be addressed to:

Chief Executive Officer
Shire of Ashburton PO Box 567
Tom Price WA 6751

Alternatively, by email to:

soa@ashburton.wa.gov.au

All submissions are to be received by no later than 4:00 pm, 11 June 2025.

Garry Hunt
Chief Executive Officer (Temporary)



Agenda Item 13.5 - Attachment 1

Ashburton Aboriginal Corporation - Lot 303 on Deposited
Plan 418822

A52410: Property 1 - Ashburton Aboriginal Corporation

Small 4.86ha lot. The property is used for wastewater treatment from the nearby Auski Roadhouse. There is an easement joining the two properties.

The VGO have provide an indicative GRV of \$2,000 which would mean under normal circumstances the land would be me minimum rated.

The Auski Roadhouse is rated using the GRV basis of rating.

UV Value	Rate in \$\$	Rates	Indicative GRV	GRV Rate	Concession
\$40,000	0.19290	\$7,716	\$2,000	\$1,350	\$6,366

🏠
Land Information
Dealing Status
Products
Other Services

4037/129

Title Details
Plan Details

General Details
Associated Documents
Ownership History

Certificate of Title: 4037/129

Title Type: Certificate of title under the Transfer of Land Act

Parcel Identifier: Lot 303 On Deposited Plan 418822

Address Details: No Street Address Information Available

Dealing Status: Complete

Purchasers Caveat: N/A

Other Interests: N/A


Document Type: Transfer to Freehold

Document Number: P647869

Date of Execution: 27/06/2023

Consideration: \$44,000

Proprietor(s): ASHBURTON ABORIGINAL CORPORATION



[Click to Launch Map Viewer Plus](#)





Agenda Item 13.5 - Attachment 2

Ashburton Aboriginal Corporation Consultation - Lot 303

Darren Kennedy

From: Steven Sonneman-Smith | Ashburton Aboriginal Corporation
<ceo@ashburton.net.au>
Sent: Wednesday, 23 April 2025 12:36 PM
To: Darren Kennedy
Subject: RE: Lot 303 - Auski Roadhouse
Attachments: DP418822_IOFD.pdf; 102288sk-003a.pdf; 102288sk-002a.pdf; 102288sk-001b.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Darren,

I appreciate you looking into this for us.

Prior to AAC purchasing the roadhouse, the block was the rubbish tip and Waste ponds for the roadhouse on crown land. We ceased using the rubbish tip and began the process of a formal lease or freehold conversion. DPLH offered it as freehold, which we accepted, and it settled on 12th May 2023.

I have attached the lot drawings with the easement for the waste pipeline that runs from the roadhouse under the road to the waste block. We have been slowly rehabilitating the tip site and plan to fence it later this year, as people have tried to dump rubbish on it. It is currently used for the waste ponds and as a waste transfer site for the roadhouse.

If you have any queries, please contact me.

Regards

Steven Sonneman-Smith
Chief Executive Officer

Ashburton Aboriginal Corporation

ICN: 3615

Head Office: 39 Boonderoo Road, Tom Price / PO Box 96, Tom Price WA 6715

Admin Office: U8 / 524 Abernethy Rd, Kewdale WA 6105 / PO Box 138 Welshpool DC WA 6105

p. 08 9303 4900

m. 0407 067 715

w. www.ashburton.net.au



From: Darren Kennedy <Darren.Kennedy@ashburton.wa.gov.au>

Sent: Wednesday, 23 April 2025 12:15 PM

To: Steven Sonneman-Smith | Ashburton Aboriginal Corporation <ceo@ashburton.net.au>

Subject: RE: Lot 303 - Auski Roadhouse

Hi Steven,

As discussed, if you could provide information with regards to the use of the above lot and its association with the Roadhouse operation, I will be able to write a report to Council recommending that we apply to the Minister to change the basis of rating from Unimproved Value to Gross Rental Value.

I would envisage that this would save the Corporation approximately \$6,000 per annum on current rates paid on the block.

Any information that you can provide regarding the purchase of the block, it's previous and current use and also the easement between the Roadhouse and the Block would be very helpful.

Any queries please let me know.

Thanks

Darren Kennedy

Director Corporate Services

☎ 08 9188 4447

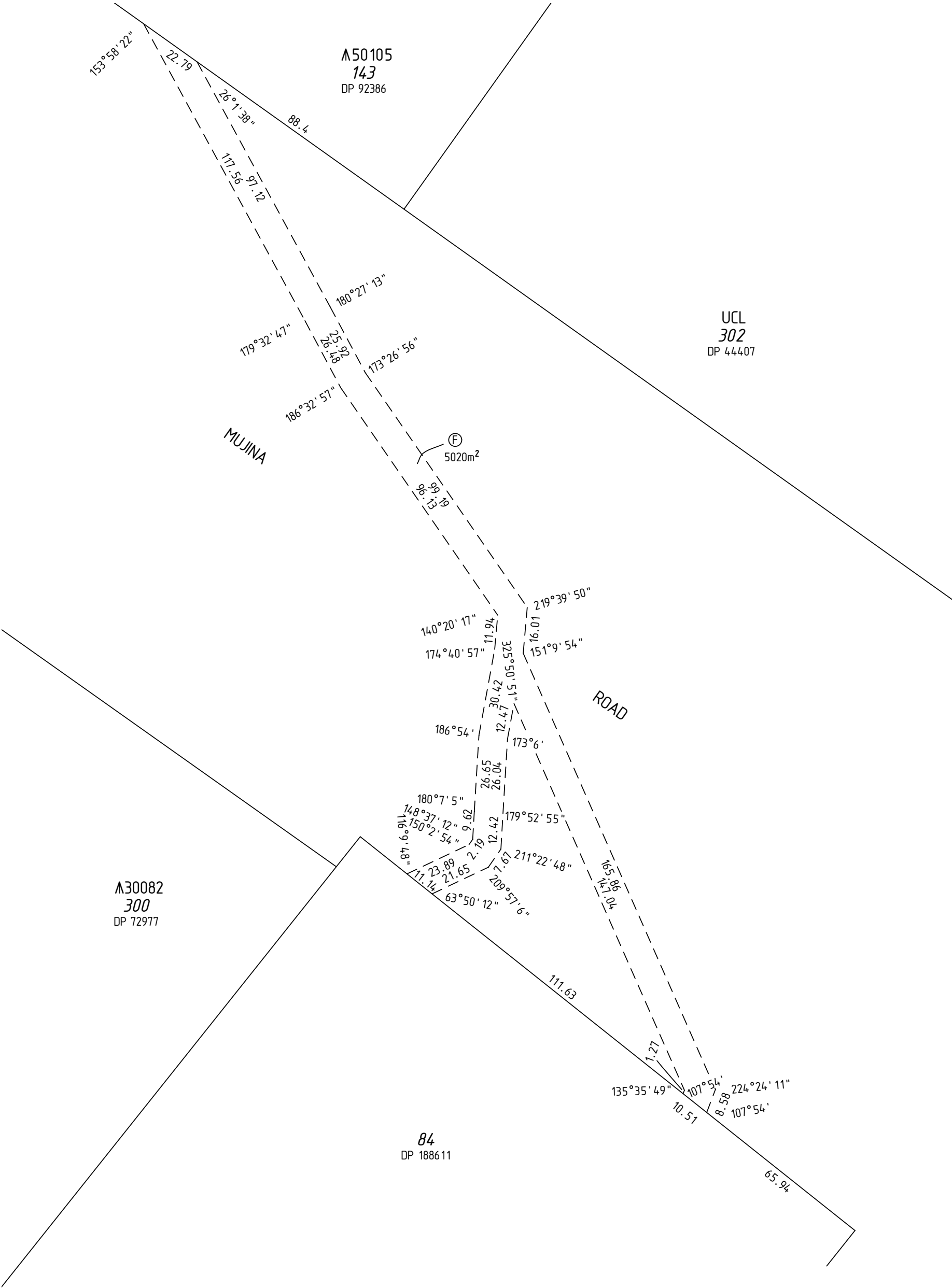
📱 0477 482 531




✉ Darren.Kennedy@ashburton.wa.gov.au

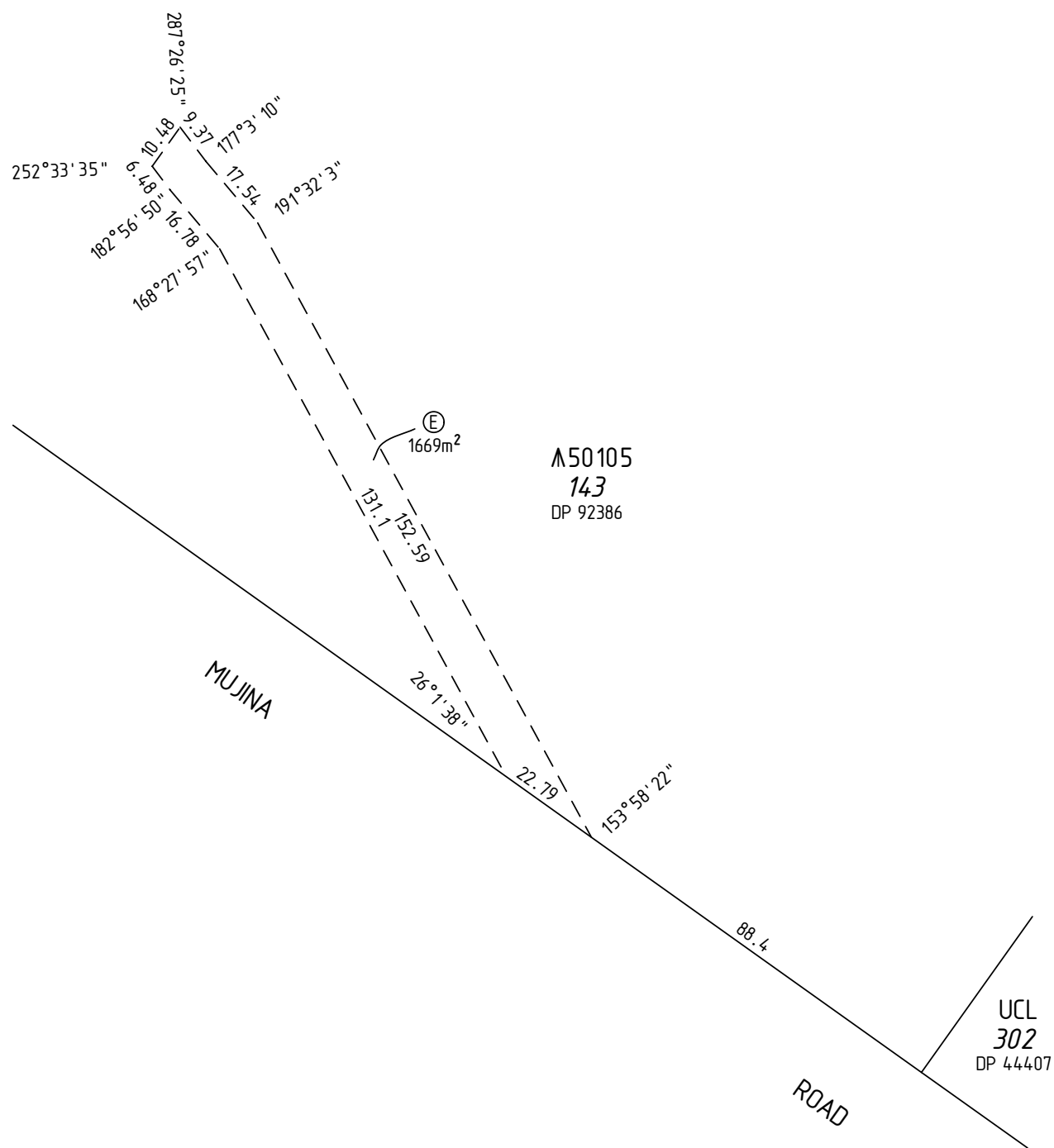
🌐 www.ashburton.wa.gov.au







Item 13.5 - Attachment 2







				FILES map\CGO- quickDraw Control Register- File Name- 102288k-003a.dgn				EASEMENT OVER MUJINA ROAD		
				Mulga Downs						
				CLIENT:			Auski Tourist Village			
							<small>The contents of this plan are current and correct as of the date stated within the revision panel. All consultants and persons wishing to utilise this data should satisfy themselves of the plans currency by contacting the Mullen Nolan Group.</small>			
Ver. Description Drawn Date Checked				<small>All areas and dimensions depicted on this plan are subject to survey and Landgate registration. All cadastral information external to the stage/s which form the subject of this plan are not guaranteed and are supplied as a guide only.</small>						
SCALE 1: 1250 @ A3 ALL DISTANCES ARE IN METRES <small>For a true to scale reproduction of this plan plot it in A3 with the Printer Scaling set to None</small>				MC MULLEN NOLAN GROUP Level 1, 2 Sabine Crescent Jandakot, W.A. 6164 PO Box 3526, Success W.A. 6164, Australia Tel: (08) 6436 1599 Fax: (08) 6436 1590 info@mngsurvey.com.au www.mngsurvey.com.au ABN 90 009 363 331			Project Mngr: BRAD GILLET Datum: MGA50 102288- 003 - A Job Number Plan Number Version			



				FILES mapCOGO- quickDraw Control Register- File Name:- 102288sk-002a.dgn												EASEMENT OVER LOT 143 ON DP 92386 Mulga Downs			
								CLIENT: Auski Tourist Village				The contents of this plan are current and correct as of the date stated within the revision panel. All consultants and persons wishing to utilize this data should satisfy themselves of the plans currency by contacting the Mullen Nolan Group.							
A Initial Issue				GDC 27/05/2019 BG															
Ver. Description				Drawn Date Checked															
 SCALE 1: 1250 @ A3 ALL DISTANCES ARE IN METRES For a true to scale reproduction of this plan plot it to A3 with the Poinit Graden set to None				All areas and dimensions depicted on this plan are subject to survey and Landgate registration. All cadastral information external to the stage/s which form the subject of this plan are not guaranteed and are supplied as a guide only.								MC MULLEN NOLAN GROUP Level 1, 2 Sahre Crescent Jandakot, W.A. 6164 PO Box 3526, Success W.A. 6164, Australia Offices in: Broome, Bunbury, Kununurra, Newman, Port Hedland, Melbourne Tel: (08) 6436 1599 Fax: (08) 6436 1500 info@mngsurvey.com.au www.mngsurvey.com.au ABN 90 009 863 311							
												Project Mgr: BRAD GILLET Datum MGA50							
								102288- 002 - A				Revision Number Version							



				FILES mapCOCO- quickDraw Control Register:- File Name:- 102288sk-001b.dgn						LEASE OVER LOT 143 ON DP 92386			
								Mulga Downs					
								CLIENT:					
								Auski Tourist Village					
								The contents of this plan are current and correct as of the date stated within the revision panel. All consultants and persons wishing to utilise this data should satisfy themselves of this currency by contacting the McMillen Nolan Group.					
B Added imagery				GDC 28/05/2019		BG							
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Project Mgr:		BRAD GILLET		Datum:		MGA50							
								102288- 001 - B					
Job		Plan		Version									



Agenda Item 13.6 - Attachment 1

PKKP Aboriginal Corporation - Lot 3 & 68

A51052 and A34661 : Property 4 & 5 - PKKP Aboriginal Corporation

This is a particularly complicated arrangement. Assessments A51052 and A34661 form part of a group of lots that formed the old Nanutarra Homestead. A51210 that has the Homestead is rated GRV, however the other two lots have a UV rating.

As a result, the unimproved lots are charged more rates than the GRV rated property with the homestead and improvements.

PKKP have confirmed that land is not being used for a rural purpose and therefore gazettal to GRV is appropriate.

PKKP are working on a Redevelopment Plan that includes the closure of road reserves that run through the property.

This will ultimately allow 3 titles to be amalgamated into one GRV rated property.

Assessment	Property	UV Value	Rate in \$\$	Rates	Indicative GRV	GRV Rates	Concession
A51052	Lot 68	\$125,000	0.19290	\$24,215	\$6,250	\$1,350	\$22,865
A34661	Lot 3	\$20,000	0.19290	\$3,961	\$1,000	\$1,350	\$2,611
A51210	Lot 4	Nanutarra Homestead			\$16,250	\$1,700	N/A

A51052 – 40.4579 ha (vacant) (UV)

A34661 – 1.1258 ha (vacant) (UV)



A51210 – 23.1633 ha (GRV – with improvements)





Agenda Item 13.6 - Attachment 2

PKKP Aboriginal Corporation - Nanutarra Homestead
Consultation

Darren Kennedy

From: Paul Mahoney <paul.mahoney@pkkp.org.au>
Sent: Monday, 5 May 2025 9:01 AM
To: Darren Kennedy
Subject: Re: Nanutarra Homestead Rating
Attachments: PKKP AC - Nanutarra - Shire pre-assessment v2-0 PM (03Mar25).pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Darren

I hope you have had a good weekend!

Apologies for not getting this to you last week. This is the best overview of what we are planning at Nanutarra Homestead, as well as what is currently happening there (not much).

Let me know if this is suitable.

Cheers
Paul

From: Darren Kennedy <Darren.Kennedy@ashburton.wa.gov.au>
Date: Thursday, 24 April 2025 at 10:29 am
To: Paul Mahoney <paul.mahoney@pkkp.org.au>
Cc: Shire of Ashburton Rates <rates@ashburton.wa.gov.au>
Subject: Nanutarra Homestead Rating

This is the first time you received an email from this sender (Darren.Kennedy@ashburton.wa.gov.au). Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

Hi Paul,

As discussed, if you could provide information with regards to the current use and possible future plans for Lot 3, 4 & 68 I will prepare a report to Council recommending that we apply to have the basis of rating of lots 3 & 68 converted to Gross Rental Value, which is the same basis applied to Lot 4 (Homestead)

This will reduce rates by over \$20K per annum to what was charged this year and we can also look to rate the 3 lots contiguously particularly if closure of the road reserves that currently divide the lots proceeds. This would provide further rate reduction as the Valuer General would then only provide one combined valuation, whereas at present we have 3 valuations.

As part of the process, I will seek Council approval to provide a concession on this years rates as the rates for Lot 68 increased significantly last year due to the Valuer General providing revised valuation based on the sale price that PKKP paid for this lot.

Any queries please do not hesitate to give me a call.

Thanks

Darren Kennedy
Director Corporate Services



THE PKKP ABORIGINAL
CORPORATION RNTBC

ICN 7638

Nanutarra Homestead Redevelopment Project

Shire of Ashburton – Planning Department

“Pre-assessment submission – Nanutarra Homestead Redevelopment”

March, 2025

Prepared by: Paul Mahoney & Kingsley Murray

Administering the traditional lands and waters of the Puutu Kunti Kurrama and Pinikura people

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THE PKKP ABORIGINAL
CORPORATION RNTBC

ICN 7638

1. Executive Summary

The Puutu Kunti Kurrama and Pinikura Aboriginal Corporation (PKKP AC) is pleased to submit this preliminary development application for the Nanutarra Homestead Redevelopment Project.

This project represents a significant step forward for the PKKP community, combining heritage restoration, cultural tourism, and environmental sustainability to create a multi-purpose precinct at the historic Nanutarra Homestead. Located on freehold land owned by PKKP AC, the site will serve as a community and cultural hub, supporting on-country Ranger programs, training and enterprise opportunities, and sustainable tourism initiatives.

The redevelopment will focus on heritage conservation, environmentally responsible design, and economic sustainability, aligning with PKKP AC's long-term vision for self-determination and cultural preservation.

This pre-assessment submission provides a high-level overview of the project, outlining key land use considerations, infrastructure plans, and environmental factors. We are seeking initial guidance on planning requirements, statutory approvals, and any supporting studies that may be necessary for a formal development application.

Specifically, we request the Shire's feedback on what additional detail and studies are required to accompany the submission for Development Approval, specifically:

- Planning and zoning: Requirements changes to the land use permissibility, specifically those relating to tourism, accommodation, and commercial uses within the rural zoning framework.
- Environmental impact assessment: Supporting studies, data and/ or plans to support limited land clearing, off-grid infrastructure and wastewater management.
- Heritage approvals: Given the presence of state-registered buildings and sites of cultural significance to the PKKP people, what surveys & plans will be required.
- Traffic and access requirements: Studies and/ or technical reports regarding the proposed campsite, event facilities, entry & exit to the property, and Ranger operations.

We understand that this is a complex, multi-staged project, and we are committed to working closely with the Shire and relevant agencies to ensure a smooth and efficient approval process. The pre-assessment process that the Shire has made available to PKKP AC is a fantastic resource, that should help to reduce costs and time for both parties.

Further details regarding the project are available upon request.

Administering the traditional lands and waters of the Puutu Kunti Kurrama and Pinikura people

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THE PKKP ABORIGINAL
CORPORATION RNTBC

ICN 7638

2. The Property

On 3 May 2024 PKKP AC's purchase of the Nanutarra Homestead complex was completed.

As the Registered Native Title Body Corporate, PKKP AC administers the traditional lands and waters of the Puutu Kunti Kurrama people and the Pinikura people (**PKKP People**) on their behalf. PKKP AC is a registered Public Benevolent Institution with the predominant purpose of improving the social, economic, health, educational and cultural wellbeing of the PKKP People.

The specific details of the land acquired by PKKP AC are as follows:

- Lot 4 on Diagram 98585, being the whole of the land contained within Certificate of Title Volume 2184 and Folio 247;
- Lot 3 on Diagram 40273, being the whole of the land contained within Certificate of Title Volume 475 and Folio 181A; and
- Lot 68 on Deposited Plan 251861, being the whole of the land contained within Certificate of Title Volume 2668 and Folio 450.

Together the land and the buildings thereon constitute the Nanutarra Homestead complex.

3. Background

The Nanutarra Homestead holds deep cultural and historical significance for the PKKP people. Located on freehold land, the site includes heritage-listed buildings and undeveloped areas requiring sensitive integration of new and existing facilities. PKKP AC envisions the homestead as a sustainable, revenue-generating, and multi-purpose centre for cultural preservation, tourism, and community activities.

This project offers a unique opportunity to honour cultural heritage while creating a vibrant, functional, and sustainable destination for the PKKP community and visitors.

4. Vision and Objectives

The Nanutarra Homestead Redevelopment Project aims to:

- **Preserve Cultural Heritage:** Restore the heritage-listed homesteads to their original state, with modern functionality for catering, events, and museum use.
- **Support Community Development:** Provide facilities for PKKP ranger operations, training, and community engagement.
- **Foster Economic Sustainability:** Create income-generating opportunities through tourism, events, and other site uses.

Administering the traditional lands and waters of the Puutu Kunti Kurrama and Pinikura people

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THE PKKP ABORIGINAL CORPORATION NTBC

ICN 7638

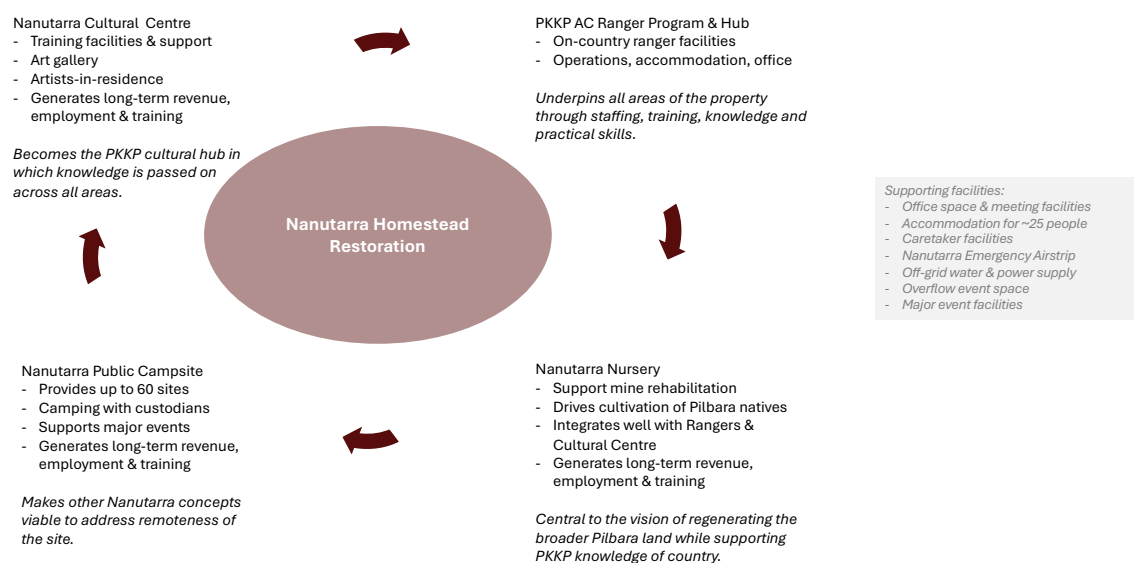
- **Enhance Visitor Experience:** Design shaded outdoor areas, boardwalks, and other amenities that harmonise with the local environment.
- **Promote Environmental Sustainability:** Incorporate off-grid solutions for power, water, and waste management while using locally appropriate materials and landscaping.

"At Nanutarra, we will honour culture, share knowledge, and create opportunity.

It will be a place for learning, enterprise, and connection—where Pilbara stories are celebrated, and Indigenous wisdom is shared.

Built to sustain itself, it will stand as a beacon for education, tourism, and community, shaping a stronger future together." – Grant Wilson, CEO

Indicative project overview



PKKP AC also maintains a vision for Nanutarra to become a regional hub, and case study, for rewilding the Pilbara and environmental revitalisation – to take the Pilbara back to the way it was for thousands of years, not the past 200 years.

Administering the traditional lands and waters of the Puutu Kunti Kurrama and Pinikura people

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**THE PKKP ABORIGINAL
CORPORATION RNTBC**

ICN 7638

Already, the Corporation is working on establishing a partnership with DPIRD through its Native Seeds Initiative and are in early discussions with Harvest Road on a Memorandum of Understanding to support this goal together on land we share.

We are at the early stages of working through commercial frameworks with stations on PKKP land for carbon sequestration and carbon credit generation. PKKP will work to realise this vision through the integration of the Nanutarra Nursery and the PKKP AC Ranger Program at Nanutarra.



The Pilbara today



The Pilbara as it was, and will be

On the left is a photo of the Nanutarra Homestead property today, and on the right is a photo of the Karijini National Park today.

Administering the traditional lands and waters of the Puutu Kuntj Kurrama and Pinikura people

emc 9713438_2



THE PKKP ABORIGINAL
CORPORATION RNTBC

ICN 7638

5. Design principles

The following design principles are intended to guide the project development:

Cultural Sensitivity & Ownership

- Respect for PKKP cultural heritage and ensure the PKKP community has agency over the design process and outcomes
- Preserve place-based heritage such as important trees, camp areas, cultural narratives.

Durability & Adaptability

- Ensure all designs are low maintenance, energy efficient and adaptable for future use
- Integrate materials and techniques suited for the Nanutarra climate
- Apply passive design principles to minimise reliance on utilities

Cohesive Design Aesthetic

- Balance heritage restoration with designs that are well integrated with the landscape & culture of the PKKP community
- Integrate new buildings with existing structures through materials, landscaping and design language

Functionality & Multi-use

- Design spaces for multiple functions and diverse user groups (e.g. ranger operations, board meetings, tourism, cultural ceremonies)
- Incorporate commercial uses to ensure financial sustainability (e.g. gallery, campsite)

Administering the traditional lands and waters of the Puutu Kuntj Kurrama and Pinikura people

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6. Site Layout and Key Components

The following constitute the main components of the project. The Corporation currently estimates that once developed the property will support 12 full time employees (4x at the camp site, 4x at the nursery and 4x at the Cultural Centre) in addition to 8 PKKP Rangers who will be based at Nanutarra.

Heritage Building Restoration

- Adaptive Reuse: Heritage-listed buildings will be restored to their original appearance but adapted for functional use (e.g. catering kitchen, boardroom, gallery, artist space)
- Heritage Approvals: PKKP AC will consider requirements of the Department of Planning, Lands & Heritage and the Heritage Council to secure approvals and update heritage documents.

Ranger Base and Operational Facilities

- We will design practical, durable infrastructure (such as Ranger Shed) for ranger operations, equipment storage and training.
- Given multi-use intent for the site, ranger operations are to be kept separate from public areas as much as is practicable for safety, security and operational reasons.

Cultural Centre

- The project will include the development of the Nanutarra Cultural Centre, for which the vision is to provide the community with a view of Pilbara indigenous cultures.
- Included in this will be space for artists-in-residence, a gallery, audio/visual facilities, training and education facilities and office space.

Nursery & Intensive Agriculture

- In the topmost corner of the property, around 20 hectares is being planned for use in the cultivation of native Pilbara plants and bush food.
- This facility will support jobs, as well as providing revenue for the property to support its maintenance and acting as a platform to support the launching of new member businesses.

Public Campsite

- The project will include the establishment of a 60-site public campsite based on the nature-based campsite regulation.
- The campsite will be built to allow for ongoing site revenue, hosting large events and as a community resource for PKKP members.

Event Spaces

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- Designs will incorporate facilities and planning for large events, including where these will be sited. Events are envisaged to be upwards of 300 people for multi-day events.
- Accommodation will be built for around 20 – 30 people at a time in order to support PKKP AC Board Meetings and other events at the property.

Other Considerations

- We will design structures with passive cooling (e.g., ventilation, open designs) to handle Pilbara heat, reducing reliance on air conditioning.
- The Corporation is also considering the integration of the airstrip over a medium-term timeframe into the site master plan for emergency and tourism use.

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7. Planning Considerations & Zoning

The Nanutarra Homestead Redevelopment Project is expected to align with the existing rural zoning regulations; however, certain aspects of the development—including tourism, camping facilities, shopfronts, and accommodation—may require discretionary approvals. These elements will be reviewed in consultation with the Shire to ensure compliance with planning requirements while allowing for the site's intended multi-use purpose.

A core priority of the project is to minimise land clearing wherever possible. The design approach focuses on integrating new facilities within existing tracks and structures, reducing disruption to the natural landscape. Early assessments suggest that the total area of clearing will remain under five hectares, which may exempt the project from requiring a formal clearing permit. This will be confirmed as part of the environmental and planning assessment process.

Traffic and site access will be managed using existing roads wherever feasible, ensuring that vehicle movement is minimised and aligns with the current transport network. While the development is expected to generate additional visitor traffic, a full traffic impact study may be required depending on the Shire's guidance. This will determine whether further measures are necessary to accommodate projected vehicle flows, particularly for key areas such as the public campsite, cultural centre, and major event spaces.

An Environmental Impact Assessment is already underway, with initial work focusing on water management, native vegetation conservation, and long-term sustainability strategies. Given the project's emphasis on responsible development, these assessments will help ensure that infrastructure and landscaping decisions are made with a minimal ecological footprint.

The homestead's heritage status adds another key consideration to the planning process. Given that the site contains state-listed buildings of historical and cultural significance, the project will require engagement with the Heritage Council and the Department of Planning, Lands and Heritage. This consultation will guide the restoration process and ensure that all works comply with relevant heritage protection frameworks while allowing the site to serve a functional and sustainable role for the PKKP community into the future.

8. Contact Information

For further information or questions, please contact:

Paul Mahoney

Mobile: 0438 045 665

paul.mahoney@pkkp.org.au

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Agenda Item 13.7 - Attachment 1

Diamond Club Structural Engineering Report - January
2025



INSPECTION REPORT 2



293 WILLOW ROAD, TOM PRICE, WA (DIAMOND SOFTBALL CENTRE)

SEQUEL CONSULTING ENGINEERS REFERENCE – J10577

DOCUMENT REFERENCE – 10577 – IR2

Prepared for:
The Shire of Ashburton – Ref: PO 87032

Revision	Date	Comments
A	12/01/2025	

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INSPECTION REPORT 2

INSPECTION REPORT 2

293 WILLOW ROAD, TOM PRICE, WA (DIAMOND SOFTBALL CENTRE)**1. INSTRUCTIONS**

- Inspection to property and provide
 1. A report that outlines the extent and cause of the event related damage.
 2. A scope of works for necessary repairs (if repairing is feasible)

2. REFERENCES

- AS 1170 – Structural Design Actions
- AS 1687 – Residential timber framed construction
- AS 1720 – Timber structures
- AS 3700 – Masonry structures
- AS 4100 – Steel structures
- AS 4600 – Cold-formed steel structures
- NCC 2019, Volume 2 Building Code of Australia – Building Class 1 and 10
- Guide to Standards and Tolerances - WA Department of Mines, Industry Regulation and safety Building and Energy

3. ATTACHMENTS

1. Photos – (attached and imbedded)
2. Existing roof framing plan

4. INTRODUCTION

As requested, Sequel Consulting Engineers (SCE) attended site on the 11/12/2024, a representative from the Shire of Ashburton was present during the inspection.



Fig 1 – Aerial site photograph



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5. OBSERVATIONS/DISCUSSION

5.1.1

[illegible]

5.1.2	The structural frame of the building consists of concrete foundations / slab on ground with load bearing masonry envelope walls. The original roof framing is made up of lightweight cold formed steel gable trusses with a central ridgeline.
5.1.3	The envelope walls appeared to be concrete Besser block, it is not known if the blocks are reinforced or indeed the extent and location of any grout filled cores.
5.1.4	Information obtained from the Shire outlines that the building underwent a significant refurbishment / redevelopment in 2006. It appears that there was a proposed scheme to add a second storey to the original building, though this scheme did not proceed.
5.1.5	The extent of the eventual refurbishment consisted of a reconfiguration of the floor layout along with the addition of the covered patio area along the east elevation.
5.1.6	The patio shade roof that was installed is quite a substantial structure and it has been integrated into the roof over the main building via the installation of structural steelwork that has been retrofitted between the original roof trusses. As part of the addition, the eastern envelope façade and both gable ends have been extended vertically using lightweight cladding.
5.1.7	The enclosed roof framing plan and section drawing, along with the photographs at the end of the report provide a clearer picture as to what the roof framing looked like prior to the event.



Page - 2 -

INSPECTION REPORT 2**5.2 DAMAGES & CAUSE**

- 5.2.1 The reported event damage relates to the substantial damage that has been sustained to both the canopy structure over the patio area and the southeast half of the roof over the main building.
- 5.2.2 As highlighted in the enclosed photographs, the canopy roof has sustained the brunt of the damage, with all sheeting and top hat battens having been displaced. The sheeting on the over-clad eastern half of the building roof has also been displaced, this has led to various internal damage caused by subsequent water ingress.
- 5.2.3 The areas of additional lightweight wall cladding along the north, south and east elevations have also been substantially damaged.
- 5.2.4 As noted above the canopy structure that was installed in 2006 was a significant structure relative to the size of the original building. When the event has occurred, it appears that the sheeting has first peeled away from the canopy roof and has then continued to the main building roof. The sheeting on the original western half of the building has remained in-situ.
- 5.2.5 Reviewing images from Google Street View it appears that standard top hat battens were installed at approximate 1.0m centres spanning between the C channel purlin members of the canopy roof. The average batten span between the purlins is circa 3.0m.
- 5.2.6 AS 1170.2 (wind actions), outlines that Tom Price is in Wind Region A, nevertheless the area is known to be subject to periodic high winds and the Shire of Ashburton advises that structures are now to be designed to Wind Region B. The shade structure that has been installed would not be compliant for either a Region A or B open canopy structure. Further information on the wind region is included towards the end of the report.
- 5.2.7 If assuming a standard building importance level 2 for the property, then the appropriate '*regional speed*' within region B is 57m/s. Applying the various reduction or multipliers that factor in the specific location of the building, then a '*Site wind speed*' of 53m/s is deduced.
- 5.2.8 An open canopy structure such as what has been damaged in this instance is considered as 'wind sensitive' primarily due to the ability for wind to apply both a suction force from the top in conjunction with an uplift force from below. AS1170.2 caters for this by the application of further multipliers. The reader should also note that in addition to the above all roofs have typical areas that are inherently prone to higher localised forces, these include along the edges / ridges and at corners.
- 5.2.9 Therefore, when putting all the above precursor information together the canopy roof should have been designed to withstand an ultimate baseline pressure of 2.5kPa across its general area. Then within a corridor zone of approximately 1.2m from the outer edge of the canopy, the design pressure doubles to 5.0kPa. Finally, the largest pressure would be across a small area of roughly 0.75m² at the outer corners where the design pressure can triple to 7.5kPa. The various pressure zones have been included on the enclosed roof plan for information.
- 5.2.10 The forces that the canopy was subject to during the event are not known, however when reviewing the condition of the surrounding structures, and even the western side of the affected building, it is unlikely that the gust speeds were elevated to the levels of which the canopy should have been designed to resist.
- 5.2.11 Therefore, as suggested earlier, it is the writer's opinion that it is likely the canopy roof has first failed along its outermost, eastern edge and there as then been a rapid deteriorative domino effect as the displaced sheeting essentially becomes a sail in the wind.

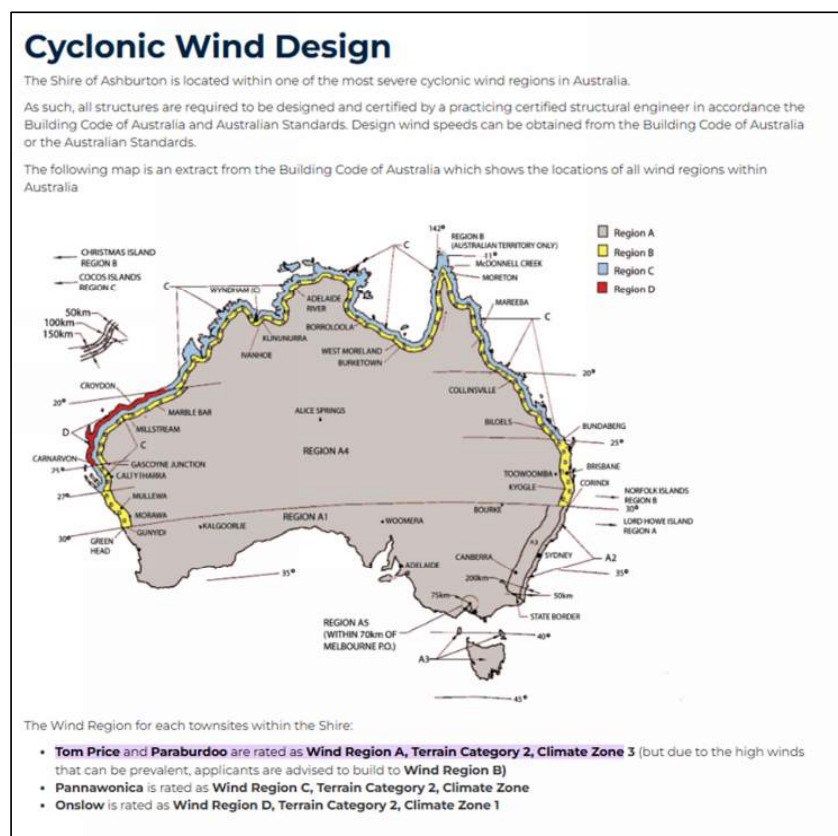


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INSPECTION REPORT 2

6. WIND REGION – GENERAL NOTE

- 6.1 When conducting repairs to a structure there is the requirement to ensure that the affected / repaired part of the structure is compliant with current design standards, with various upgrades usually necessary.
- 6.2 Under the current version of AS 1170.2 Tom Price and Paraburdoo are located within Wind Region A, which translates to a non-cyclonic design.
- 6.3 The excerpt below is from the Shire of Ashburton website. Highlighted towards the bottom of the note it states that applicants are advised to design for Wind Region B for Tom Price and Paraburdoo.



- 6.4 Again referring the current **2021** version of AS 1170.2, wind region B would deliver non-cyclonic regional wind speeds, in accordance with table 3.1(A) from the code. However, in 2022 the overarching Building Code of Australia (BCA) was amended and table 3.1(A) was revised for Western Australia only. The changes are understood to have been made following the extensive property damage caused by Cyclone Seroja that hit the Kalbarri region in April 2021. It should be noted that an updated version of AS 1170.2 to reflect the changes has yet to be released.
- 6.5 One of the main changes in the amended table 3.1(A) is that wind region B now delivers 'C' rated, Cyclonic design criteria. The design for cyclonic wind loads is understandably far more onerous than for non-cyclonic. Hence the above needs be taken into consideration by the Shire as part of the assessment process. **It should also be noted that under the amendment Tom Price is still within wind region A**, the application of region B is still only a discretionary upgrade *advised* by the Shire.



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INSPECTION REPORT 2**7. REPAIRS / RECCOMENDATIONS**

- 7.1 When considering the age and condition of the structure it is unlikely to be economically viable to 'repair' the building to a pre loss arrangement that it is compliant with current legislation.
- 7.2 The original roof trusses did not appear to have been damaged by the event; hence, an option may be to remove the extent of the addition that was built in 2006 and re-sheet the original trusses. This option would require a more detailed inspection of the original trusses once the remainder of the necessary demolition works had been completed. Alternatively, the decision could be made to simply replace the trusses. **Importantly this option would require the application of wind region A.**
- 7.3 In addition to the above the replacement patio shade structure could be built in the same location but remain structurally independent from the main building. This would be more practicable and economically viable proposal compared to trying to reintegrate the two structures.
- 7.4 As noted earlier, the composition of the block walls with respect to core fill and reinforcement is not known, nevertheless when considering the age, it is unlikely the walls will be structurally compliant and would require various retrospective strengthening works. If designing for the more onerous cyclone wind loads, the most practicable solution would be to demolish and rebuild.
- 7.5 In summary the following options are likely to be available relative to the chosen design wind region and chosen building arrangement.
- 1) **Region B** – Complete demolition & rebuild.
 - 2) **Region A** – Reinstate building to pre-loss arrangement – Complete demolition and rebuild.
 - 3) **Region A** – Reinstate original (pre-2006) roof profile and install independent shade structure – It is likely that envelope walls can remain, with a new roof frame installed.

8. SUMMARY

- 8.1 If after reviewing this report, you require any clarifications or further information, then please advise by contacting the undersigned

Yours faithfully,



Paul Atkinson
Structural Engineer
BEng (Structural), MIEAust, CPEng, NPER
ENGINEERS AUSTRALIA Reg 3791346



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INSPECTION REPORT 2

OBSERVATIONS

INSPECTION REPORT 2 - 293 WILLOW ROAD, TOM PRICE, WA (DIAMOND SOFTBALL CENTRE)

The following observations / photographs were taken during the site visit.

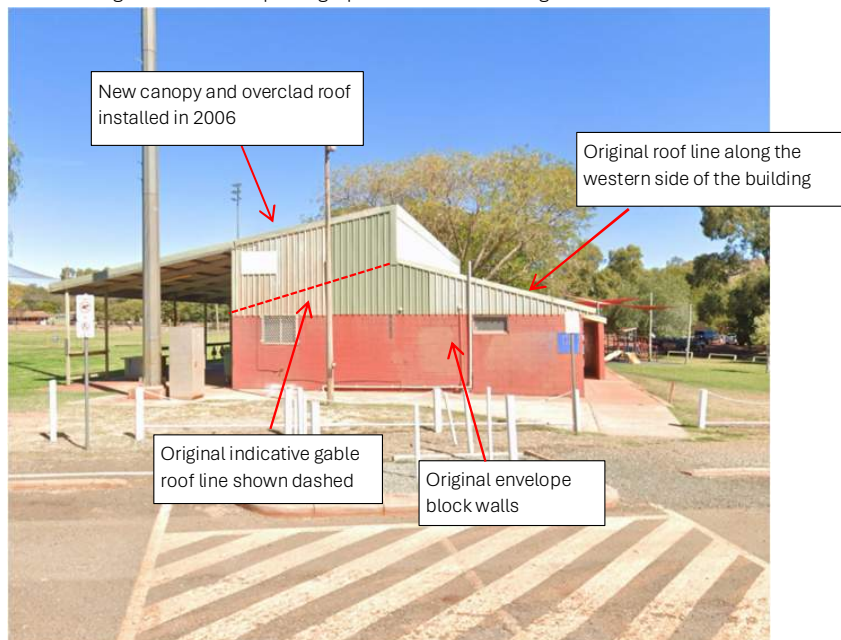


Photo 1 - General view of north elevation of the property (Google Street View – Aug 2024)



Photo 2 - General view of the southwest corner of the property



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Photo 3 - General view of southeast corner of the property



Photo 4 - General view of northeast corner of the property



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Photo 5 - General view of the observed damage to the patio roof



Photo 6 - General view of the observed damage to the patio roof and wall cladding



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Photo 7 – Example of observed corrosion damage at base of veranda post

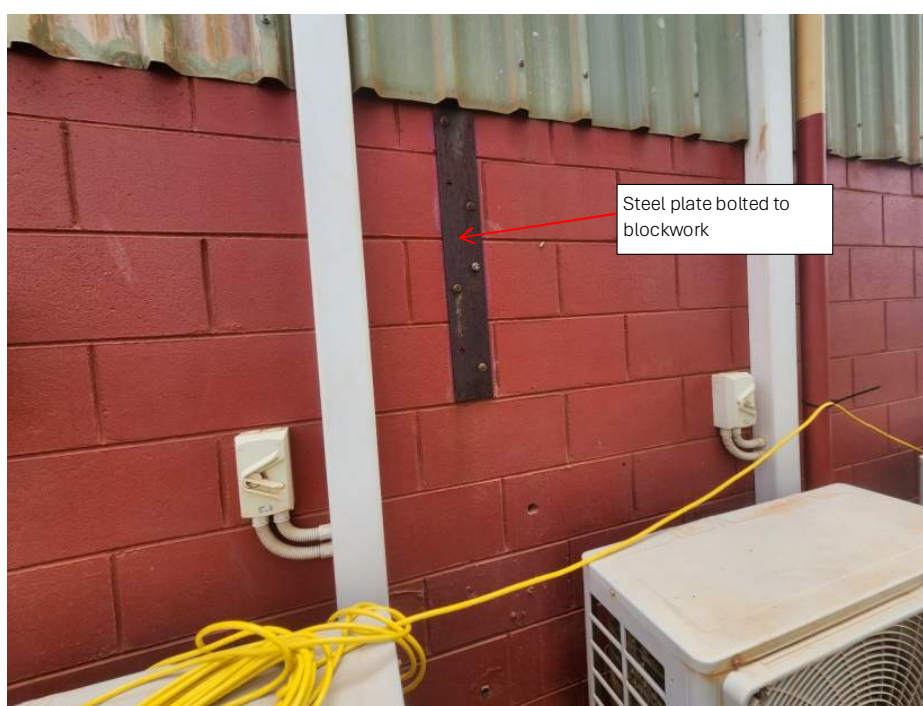


Photo 8 - General view of tie down detail used at ends of strutting beams



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Photo 9 - General internal view looking south

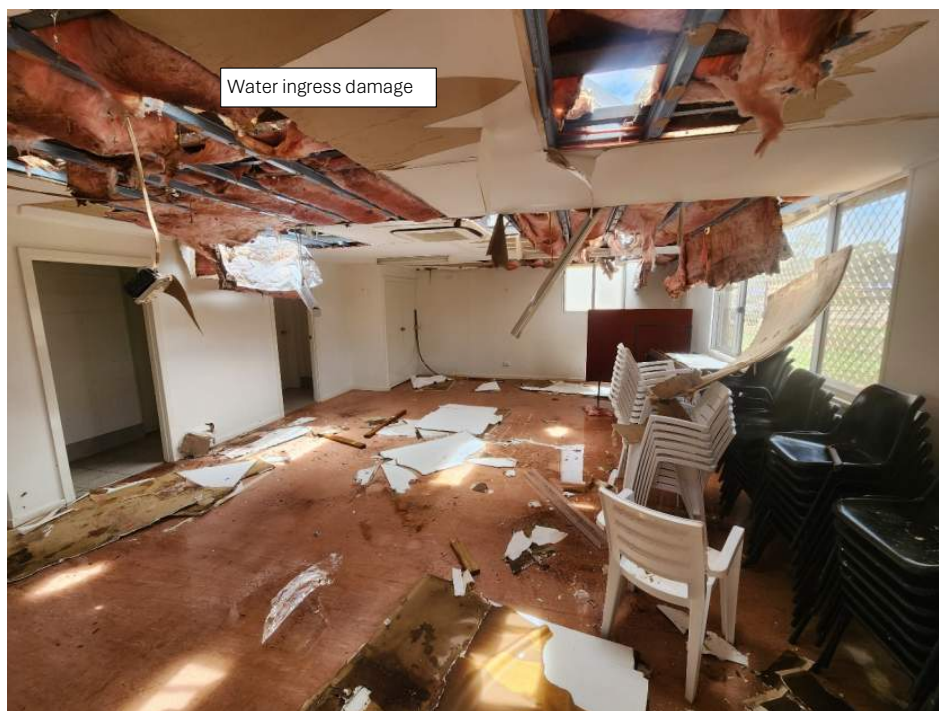


Photo 10 - General internal view looking north



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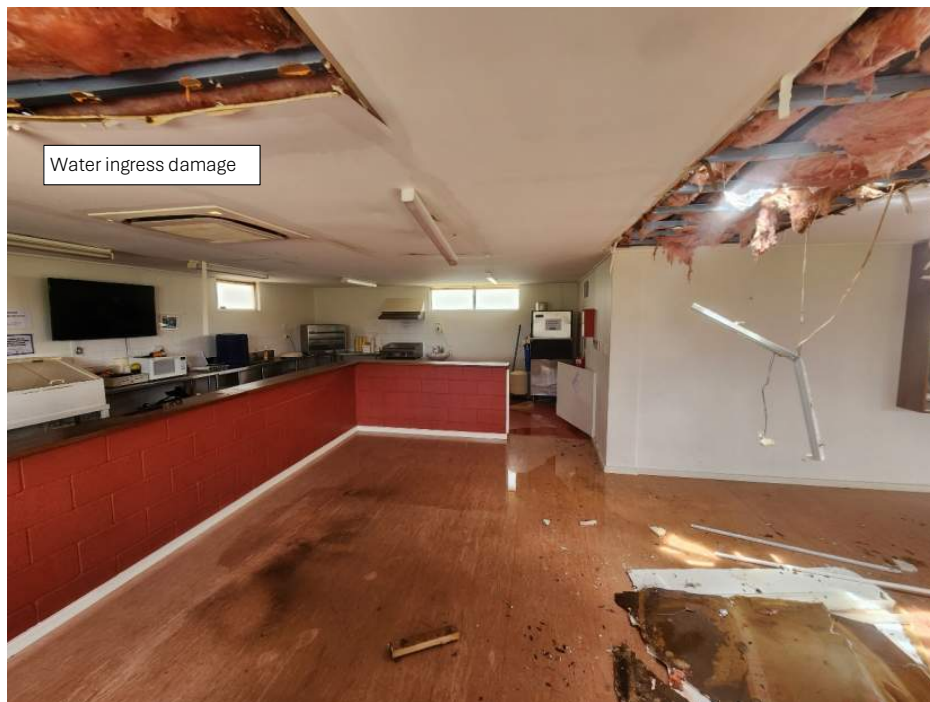


Photo 11 - General internal view of southwest corner

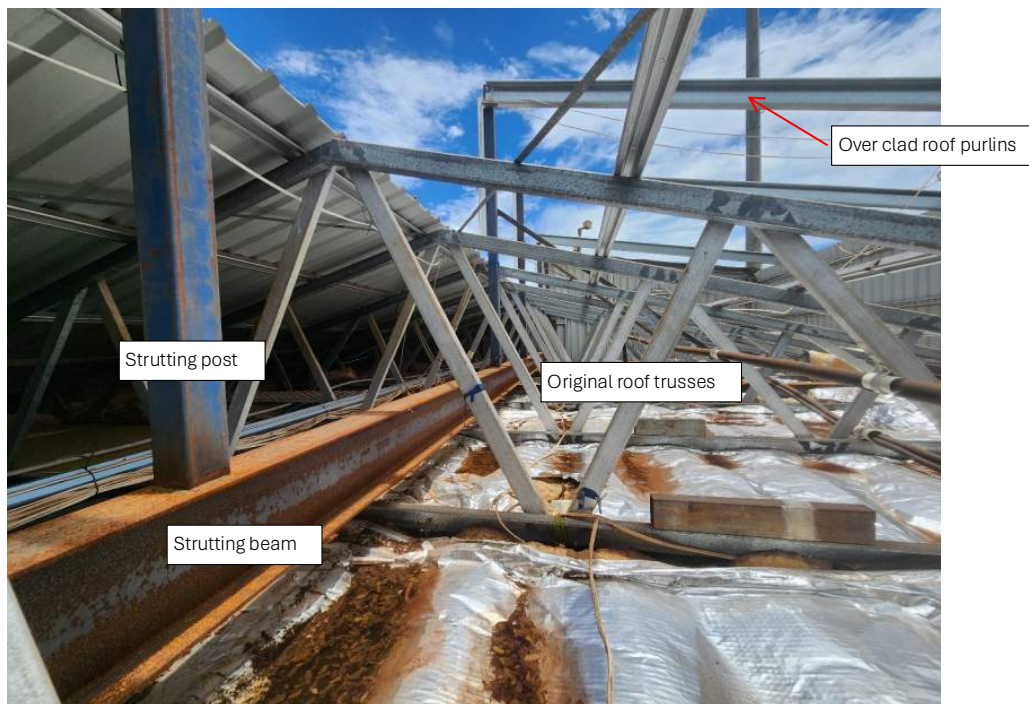


Photo 12 - General view of roof framing looking north



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Photo 13 - General view of roof framing looking east

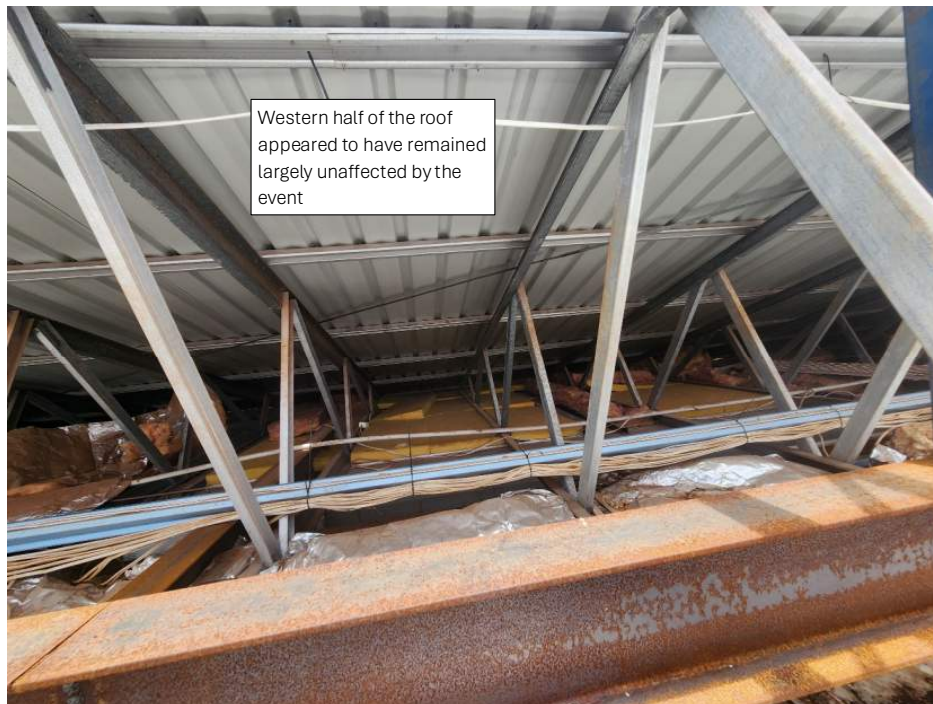


Photo 14 - General view of roof framing looking west



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Photo 15 - General view of connection between strutting beams – refer enclosed drawing



Photo 16 - General view along eastern eaves line



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Agenda Item 13.8 - Attachment 1

Schedule of Accounts Paid - April 2025

Shire of Ashburton

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

List of Payments - Payment Detail for Month of April 2025

Pursuant to the regulation:

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

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

Description	Amount
<u>Municipal Fund</u>	
EFT	\$ 8,972,533.67
Credit Cards/Bpay	\$ 373,215.31
Payroll	\$ 1,102,535.33
Bank Fees and Charges	\$ 1,925.40
Grand Total	\$ 10,450,209.71

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2025				
EFT Payment	Date	Name	Description	Amount
EFT74986	03/04/2025	366 Solutions Pty Ltd	Consultancy services for Intranet Sites	\$ 2,024.00
EFT74987	03/04/2025	AIM Construction Group WA	Repairs and maintenance Tom Price	\$ 28,987.20
EFT74988	03/04/2025	Alana Sullivan	Meeting fees and ICT allowance	\$ 6,967.48
EFT74989	03/04/2025	Alliance Engineering Pty Ltd	Consultancy services	\$ 4,646.40
EFT74990	03/04/2025	Allpest WA	Pest control services	\$ 225.00
EFT74991	03/04/2025	Audra Smith	Travel costs, meeting fees, President and ICT Allowance	\$ 26,761.05
EFT74992	03/04/2025	AIM WA	Training services	\$ 385.00
EFT74993	03/04/2025	Australian Taxation Office	Monthly PAYG withholding	\$ 349,153.00
EFT74994	03/04/2025	Avantgarde Technologies	ICT Network administration services	\$ 2,786.67
EFT74995	03/04/2025	Bennco Group	Repairs and maintenance Tom Price	\$ 9,108.00
EFT74996	03/04/2025	Black Cat (Paulsens) Pty Ltd	Rates refund	\$ 241.58
EFT74997	03/04/2025	Blackwoods Pty Ltd	Staff PPE and cleaning products	\$ 6,593.40
EFT74998	03/04/2025	BOC Gases	BOC container service	\$ 683.99
EFT74999	03/04/2025	Brandworx Australia (Allmakes Pty Ltd T/A)	Staff uniforms	\$ 2,500.32
EFT75000	03/04/2025	Brie Healy	Travel costs, meeting fees and ICT allowance	\$ 7,754.23
EFT75001	03/04/2025	BS Building Maintenance	Repairs and maintenance Tom Price	\$ 3,938.00
EFT75002	03/04/2025	Byblos Constructions-Tom Price	Construction, repairs and maintenance Tom Price	\$ 491,441.63
EFT75003	03/04/2025	C Munro Contractors	Construction, repairs and maintenance Onslow	\$ 118,445.50
EFT75004	03/04/2025	Cleanaway Pty Ltd	Machinery hire	\$ 693.00
EFT75005	03/04/2025	Cleverpatch Pty Ltd	Craft items for programs	\$ 1,046.88
EFT75006	03/04/2025	Coca-Cola Amatil (Aust) Pty Ltd	Refreshments for onsale	\$ 784.48
EFT75007	03/04/2025	Crave Juice Bar	Catering	\$ 534.98
EFT75008	03/04/2025	Dandelion Smile	Event facilitator	\$ 380.00
EFT75009	03/04/2025	Darrin Panting Photogrpay	Merchandise for onsale Tom Price Visitor Centre	\$ 2,245.00
EFT75010	03/04/2025	Datacom Systems Pty Ltd	Microsoft 365 licences	\$ 16,121.93
EFT75011	03/04/2025	Dept of Biodiversity, Conservation and Attractions	National Park passes for sale at Tom Price Visitor Centre	\$ 9,720.00
EFT75012	03/04/2025	Dept of Mines, Industry Regulation and Safety	BRB Levy	\$ 3,356.31
EFT75013	03/04/2025	Dept of Water and Environment Regulation	Annual Licence Fee	\$ 1,019.94
EFT75014	03/04/2025	Dice Solutions	Electrical repairs and maintenance Onslow	\$ 5,211.73
EFT75015	03/04/2025	Dingo Concrete Services Pty Ltd	Cyclone preparations	\$ 5,702.40
EFT75016	03/04/2025	E.Law International	Caseroom and hosting fees	\$ 1,210.00
EFT75017	03/04/2025	Eilia Sisan (Refund Only)	Bond refund	\$ 50.00
EFT75018	03/04/2025	Emirge Pty Ltd	Design and Construction services	\$ 488,477.61
EFT75019	03/04/2025	First National Real Estate Karratha	Rent	\$ 13,470.23
EFT75020	03/04/2025	GFG Consulting (Glen Food Group Pty Ltd T/A)	Consultancy services	\$ 10,670.00
EFT75021	03/04/2025	GHD Pty Ltd	Design services	\$ 2,508.00
EFT75022	03/04/2025	GPD Group Pty Ltd	Construction and refurbishment services	\$ 76,944.31
EFT75023	03/04/2025	Greenfield Technical Services	Engineering services	\$ 18,309.50
EFT75024	03/04/2025	Grenada Promotions Pty Ltd	Youth Strategy merchandise	\$ 8,943.55
EFT75025	03/04/2025	Hedland Property Shop	Rent	\$ 5,214.29
EFT75026	03/04/2025	Hema Maps Pty Ltd	Merchandise for onsale	\$ 2,368.74
EFT75027	03/04/2025	Herbert Smith Freehills	Legal Services	\$ 6,207.85
EFT75028	03/04/2025	Horizon Power	Electricity consumption	\$ 22,216.67
EFT75029	03/04/2025	HWL Ebsworth Lawyers	Legal services	\$ 21,940.24
EFT75030	03/04/2025	Inclusion Solutions Limited	Workshop facilitator	\$ 10,527.00
EFT75031	03/04/2025	Independent Fuel Solutions Pty Ltd	Fuel	\$ 39,978.86
EFT75032	03/04/2025	Iron Country Services Pty Ltd	Catering	\$ 325.60
EFT75033	03/04/2025	Jupps Floor Coverings Karratha Pty Ltd	Roller blinds for PRWMF Gatehouse	\$ 3,783.60
EFT75034	03/04/2025	Kerry White	Meeting fees, Deputy President and ICT allowance	\$ 11,193.29

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2025				
EFT Payment	Date	Name	Description	Amount
EFT75035	03/04/2025	KHB Mobile Mechanical Pty Ltd	Vehicle parts, maintenance and repairs	\$ 4,802.99
EFT75036	03/04/2025	Kmart Karratha	Local History storage items	\$ 36.00
EFT75037	03/04/2025	Koh Living (Candle Corner Pty Ltd T/A)	Merchandise for onsale	\$ 4,072.07
EFT75038	03/04/2025	Komatsu Australia Pty Ltd	Vehicle parts, maintenance and repairs	\$ 678.46
EFT75039	03/04/2025	L.E's Photography - Pilbara Colours By Le	Event facilitator	\$ 900.00
EFT75040	03/04/2025	Labour Right Services	Repairs and maintenance Paraburdoo	\$ 6,621.60
EFT75041	03/04/2025	Landgate	Land and asset compliance documents	\$ 742.17
EFT75042	03/04/2025	Lavazza Australia Pty Ltd	Refreshments	\$ 2,307.80
EFT75043	03/04/2025	Linton Rumble	Travel costs, meeting fees and ICT allowance	\$ 7,870.17
EFT75044	03/04/2025	Local Government Professionals Australia WA	Affiliate Membership	\$ 95.01
EFT75045	03/04/2025	Locum IT (Benningtons Brewing Pty Ltd T/A)	ICT Project Manager support	\$ 6,050.00
EFT75046	03/04/2025	Matthew Lynch	Travel costs, meeting fees and ICT allowance	\$ 7,805.99
EFT75047	03/04/2025	Melanie Gallanagh	Meeting fees and ICT allowance	\$ 6,967.48
EFT75048	03/04/2025	Michael Edmondson	Book design for Onslow History Book	\$ 19,456.80
EFT75049	03/04/2025	MKJ Logistics	Freight	\$ 556.60
EFT75050	03/04/2025	Monsterball Amusements	Event facilitators	\$ 13,490.01
EFT75051	03/04/2025	North Regional Tafe	Staff training	\$ 530.40
EFT75052	03/04/2025	Norwest Refrigeration Services	Electrical repairs and maintenance Tom price	\$ 2,454.10
EFT75053	03/04/2025	Omnicom Media Group Australia	Tender advertising	\$ 1,656.26
EFT75054	03/04/2025	Onslow Beach Resort	Catering and accommodation	\$ 1,562.00
EFT75055	03/04/2025	Onslow Contracting	Repairs and maintenance Onslow	\$ 463.65
EFT75056	03/04/2025	Paraburdoo IGA	Paraburdoo catering, consumables and hardware	\$ 356.55
EFT75057	03/04/2025	Pilbara Copy Service	Photocopier meterplan billing	\$ 8,137.80
EFT75058	03/04/2025	Pilbara Cosmetic Pty Ltd	Workshop facilitator	\$ 4,400.00
EFT75059	03/04/2025	Pilbara Food Services	Food items for onsale	\$ 333.59
EFT75060	03/04/2025	Pilbara Iron	Rates refund	\$ 3,207.13
EFT75061	03/04/2025	Pilbara Motor Group / Karratha Toyota / Nissan	Vehicle purchases, parts and maintenance	\$ 132,569.87
EFT75062	03/04/2025	Radio and Broadcast Services	Channel FM Combiner for Onslow TV Compound	\$ 15,589.75
EFT75063	03/04/2025	Ray White Exmouth	Rent	\$ 3,693.45
EFT75064	03/04/2025	Red Breeze	Catering	\$ 395.80
EFT75065	03/04/2025	Rod Mitchell	Booking refund	\$ 129.55
EFT75066	03/04/2025	Rory De Pledge	Meeting fees and ICT allowance	\$ 6,967.48
EFT75067	03/04/2025	Rosanne Kapor	Travel costs, meeting fees and ICT allowance	\$ 7,961.27
EFT75068	03/04/2025	Royal Life Saving Society WA	Labour hire services	\$ 11,245.27
EFT75069	03/04/2025	RR Coffee Love Pty Ltd	Catering	\$ 1,580.00
EFT75070	03/04/2025	Safety Xpress Unit Trust	Crowd control barrier for ANZAC event	\$ 853.60
EFT75071	03/04/2025	SAS Locksmiths	Security supplies	\$ 381.92
EFT75072	03/04/2025	Sharon Larkan	Booking refund	\$ 185.70
EFT75073	03/04/2025	Skryne Hill Pty Ltd	Rates refund	\$ 2,732.94
EFT75074	03/04/2025	Sodexo Remote Sites Australia Pty Ltd	Pannawonica consumables	\$ 300.00
EFT75075	03/04/2025	South Metropolitan Tafe	Staff training	\$ 210.45
EFT75076	03/04/2025	Spacetoco Pty Ltd	Partner Pro bundle	\$ 165.00
EFT75077	03/04/2025	Stratagreen	Reticulation supplies	\$ 1,443.22
EFT75078	03/04/2025	T.J. Depiazzi & Sons	Gardening supplies	\$ 20,832.46
EFT75079	03/04/2025	Tenderlink.Com	Public tender advertising	\$ 245.30
EFT75080	03/04/2025	Tutt Bryant Equipment	Vehicle parts, maintenance and repairs	\$ 512.39
EFT75081	03/04/2025	WA Reticulation Supplies	Reticulation supplies	\$ 4,037.90
EFT75082	03/04/2025	Winc Australia Pty Limited	Stationery and refreshments	\$ 367.44
EFT75083	03/04/2025	Wurth Australia	Consumables for Tom Price Depot	\$ 411.76

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2025				
EFT Payment	Date	Name	Description	Amount
EFT75084	10/04/2025	366 Solutions Pty Ltd	Consultancy for information architecture cleanup	\$ 34,881.00
EFT75085	10/04/2025	A4 Projects	Project management consultancy services	\$ 107,801.96
EFT75086	10/04/2025	Alan Lavell	Bond refund	\$ 50.00
EFT75087	10/04/2025	Allpest WA	Pest control services	\$ 900.00
EFT75088	10/04/2025	Ampol Australia Petroleum Pty Ltd	Fuel usage	\$ 2,149.37
EFT75089	10/04/2025	Arup Australia Pty Ltd	Transport network demand study	\$ 56,777.60
EFT75090	10/04/2025	Ausco Modular Pty Ltd	Equipment & furniture hire	\$ 9,221.23
EFT75091	10/04/2025	Australia Post	Postal Charges	\$ 300.97
EFT75092	10/04/2025	Australian Human Resource Institute Ltd	Staff membership	\$ 2,420.00
EFT75093	10/04/2025	Avantgarde Technologies	ICT managed services	\$ 31,885.26
EFT75094	10/04/2025	AVCRM Group	Annual platinum subscription	\$ 5,500.00
EFT75095	10/04/2025	BCS Infrastructure Support Pty Ltd	Hardware supplies	\$ 2,248.55
EFT75096	10/04/2025	Blackwoods Pty Ltd	Staff PPE and cleaning products	\$ 2,813.98
EFT75097	10/04/2025	Boc Gases	BOC container service	\$ 403.21
EFT75098	10/04/2025	Brandworx Australia (Allmakes Pty Ltd T/A)	Staff uniforms	\$ 2,676.16
EFT75099	10/04/2025	Brumby Sunstate (Singdow Pty Ltd T/A)	Merchandise for onsale at Tom Price Visitor Centre	\$ 2,785.62
EFT75100	10/04/2025	BS Building Maintenance	Repairs and maintenance Tom Price	\$ 5,539.60
EFT75101	10/04/2025	Burbury Consulting Pty Ltd	Design services	\$ 34,067.00
EFT75102	10/04/2025	Byblos Constructions-Tom Price	Construction, repairs and maintenance Tom Price	\$ 113,467.09
EFT75103	10/04/2025	C Munro Contractors	Construction, repairs and maintenance Onslow	\$ 110,396.00
EFT75104	10/04/2025	Castle Civil (Egan Civil Pty Ltd T/As)	Cattle grid replacements	\$ 13,825.93
EFT75105	10/04/2025	Central Regional Tafe	Training services	\$ 2,417.04
EFT75106	10/04/2025	Cleverpatch Pty Ltd	Craft items for programs	\$ 459.14
EFT75107	10/04/2025	Coates Hire - Onslow	Machinery hire	\$ 5,242.14
EFT75108	10/04/2025	Creative ADM	Report design services	\$ 5,517.60
EFT75109	10/04/2025	Dept of Water and Environment Regulation	Site Licence Fee	\$ 1,019.94
EFT75110	10/04/2025	Dependable Laundry Solutions	Maintenance supplies	\$ 212.25
EFT75111	10/04/2025	Dice Solutions	Electrical repairs and maintenance Onslow	\$ 1,531.75
EFT75112	10/04/2025	Douglas Taylor (Refund Only)	Booking refund	\$ 493.00
EFT75113	10/04/2025	Easifleet Pty Ltd	Novated lease	\$ 2,074.58
EFT75114	10/04/2025	Edgeloe Engineering Pty Ltd	Consultancy services	\$ 5,931.75
EFT75115	10/04/2025	Environex International / Poolshop Online	Chemicals	\$ 2,692.25
EFT75116	10/04/2025	Euro Diesel Services (Antrim Global Pty Ltd T/A)	Vehicle parts, maintenance and repairs	\$ 366.40
EFT75117	10/04/2025	GBSC Yurra Pty Ltd	Refund of building application	\$ 365.60
EFT75118	10/04/2025	GHD Pty Ltd	Landfill compliance water monitoring and risk assessments	\$ 81,568.42
EFT75119	10/04/2025	Grandstand Agency	Event facilitators	\$ 3,942.40
EFT75120	10/04/2025	Harvey Norman Karratha	Cleaning products	\$ 329.00
EFT75121	10/04/2025	Horizon Power	Electricity consumption	\$ 4,783.06
EFT75122	10/04/2025	James Bennett Pty Ltd	Library stock	\$ 573.83
EFT75123	10/04/2025	JBS&G Australia Pty Ltd (Strategen)	Consultancy services	\$ 8,222.50
EFT75124	10/04/2025	John Papas Trailers (Aust) Pty Ltd	Tandem Axle Trailer	\$ 4,310.00
EFT75125	10/04/2025	Karratha Florist	ANZAC Day wreaths	\$ 3,048.20
EFT75126	10/04/2025	Kerry James (Refund Only)	Bond refund	\$ 15.00
EFT75127	10/04/2025	KHB Mobile Mechanical Pty Ltd	Vehicle parts, maintenance and repairs	\$ 2,213.75
EFT75128	10/04/2025	Komatsu Australia Pty Ltd	Vehicle parts, maintenance and repairs	\$ 5,601.34
EFT75129	10/04/2025	KPMG Australia	Local Government Bank of Australia Initiative	\$ 115,172.85
EFT75130	10/04/2025	Labour Right Services	Repairs and maintenance Paraburdoo	\$ 10,214.16
EFT75131	10/04/2025	Landgate	Land and asset compliance documents	\$ 2,640.60
EFT75132	10/04/2025	Leidos Security Enterprise Solutions	Security screening items for Onslow Airport	\$ 399.30

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2025				
EFT Payment	Date	Name	Description	Amount
EFT75133	10/04/2025	LK Advisory Pty Ltd	Consultancy services	\$ 9,664.88
EFT75134	10/04/2025	Market Creations Agency Pty Ltd	Custom web development	\$ 4,491.30
EFT75135	10/04/2025	Employee# 2119	Staff reimbursement	\$ 130.91
EFT75136	10/04/2025	Maxxia Pty Ltd	Novated lease	\$ 833.78
EFT75137	10/04/2025	McLeods Lawyers Pty Ltd	Legal services	\$ 414.26
EFT75138	10/04/2025	McMahon Burnett Transport	Freight	\$ 790.92
EFT75139	10/04/2025	Mechanical Project Services Pty Ltd	Solar system assessment for Onslow properties	\$ 3,534.59
EFT75140	10/04/2025	MKJ Logistics	Freight	\$ 1,062.60
EFT75141	10/04/2025	Monsterball Amusements	Event facilitators	\$ 7,995.00
EFT75142	10/04/2025	Moore Australia Audit	Royalties for Regions final report audit	\$ 3,960.00
EFT75143	10/04/2025	NAPA	Vehicle parts, maintenance and repairs	\$ 319.00
EFT75144	10/04/2025	North Regional Tafe	Staff training	\$ 1,060.80
EFT75145	10/04/2025	Norwest Contracting	Waste Management services	\$ 33,712.47
EFT75146	10/04/2025	Norwest Refrigeration Services	Electrical repairs and maintenance Tom price	\$ 24,262.15
EFT75147	10/04/2025	NTC Contracting Pty Ltd (Ntc Onslow Pty Ltd)	Transport of machinery	\$ 2,752.75
EFT75148	10/04/2025	Officeworks Superstores Pty Ltd	Stationery	\$ 34.35
EFT75149	10/04/2025	Oztrology Pty Ltd	Merchandise for onsale	\$ 389.47
EFT75150	10/04/2025	PFD Food Services Pty Ltd	Food items for onsale	\$ 1,011.80
EFT75151	10/04/2025	Pilbara Food Services	Food items for onsale	\$ 3,144.67
EFT75152	10/04/2025	Pilbara Motor Group / Karratha Toyota / Nissan	Vehicle purchases, parts and maintenance	\$ 456.26
EFT75153	10/04/2025	Pivotel Satellite Pty Ltd	Monthly spot trackers subscription	\$ 952.00
EFT75154	10/04/2025	Premier Truck Painters Pty Ltd	Bedford Truck restoration project	\$ 26,596.41
EFT75155	10/04/2025	Quality Press	Stationery	\$ 297.00
EFT75156	10/04/2025	Ray White Exmouth	Rent	\$ 4,623.86
EFT75157	10/04/2025	Employee # 2205	Staff reimbursement	\$ 866.50
EFT75158	10/04/2025	Reward Hospitality	Materials for Tom Price transit houses	\$ 3,417.14
EFT75159	10/04/2025	Rio Tinto - Pilbara Iron	Water, Rates and Electricity	\$ 77,148.37
EFT75160	10/04/2025	RM Surveys Pty Ltd	Aerial Lidar Survey & Reporting	\$ 24,721.14
EFT75161	10/04/2025	RR Coffee Love Pty Ltd	Catering	\$ 355.00
EFT75162	10/04/2025	Employee #1864	Staff reimbursement	\$ 523.65
EFT75163	10/04/2025	Sarah-Jane Milne (Refund Only)	Bond refund	\$ 30.00
EFT75164	10/04/2025	SAS Locksmiths	Security supplies	\$ 63.44
EFT75165	10/04/2025	SB Libris	Merchandise for 100 year Onslow event	\$ 1,585.00
EFT75166	10/04/2025	Sinch Messagemedia	SMS notifications Airport Building Management System	\$ 53.90
EFT75167	10/04/2025	Southern Cross Austereo Pty Ltd	Radio advertising	\$ 2,259.40
EFT75168	10/04/2025	Stihl Shop Osborne Park	PPE for Tom Price Town Maintenance	\$ 604.00
EFT75169	10/04/2025	Sunny Sign Company Pty Ltd	Signage for Paraburdoo Library	\$ 337.70
EFT75170	10/04/2025	Sustainability In Practice Pty Ltd	Advisory services	\$ 15,400.00
EFT75171	10/04/2025	T-Quip	Vehicle parts, maintenance and repairs	\$ 1,293.95
EFT75172	10/04/2025	Tangibility Pty Ltd	Shire branded merchandise	\$ 3,872.00
EFT75173	10/04/2025	Team Global Express (A/C# 2085060)	Freight	\$ 1,645.89
EFT75174	10/04/2025	Team Global Express (A/C# 2085599)	Freight	\$ 270.72
EFT75175	10/04/2025	TNT Express (Fedex Express T/As)	Freight	\$ 254.53
EFT75176	10/04/2025	Tom Price Motorcycle Club	Club assistance donation	\$ 500.00
EFT75177	10/04/2025	Toyo Tyres Australia	Vehicle parts, maintenance and repairs	\$ 1,752.30
EFT75178	10/04/2025	Tribal Sport (Tribal Sport Pty Ltd T/A)	Staff uniform	\$ 1,194.67
EFT75179	10/04/2025	Viva Energy Australia Pty Ltd	Fuel usage	\$ 11,025.37
EFT75180	10/04/2025	WA Reticulation Supplies	Reticulation supplies	\$ 1,046.50
EFT75181	10/04/2025	Westrac Pty Ltd	Vehicle parts, maintenance and repairs	\$ 1,610.64

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2025				
EFT Payment	Date	Name	Description	Amount
EFT75182	10/04/2025	Wicked Strategies Pty Ltd	Consultancy services	\$ 990.00
EFT75183	10/04/2025	Wrapped Creations	Event management services	\$ 132,230.08
EFT75184	10/04/2025	Employee #1435	Staff reimbursement	\$ 1,950.00
EFT75185	16/04/2025	Abco Products	Cleaning products	\$ 37,281.81
EFT75186	16/04/2025	AIM Construction Group WA	Repairs and maintenance Tom Price	\$ 9,966.00
EFT75187	16/04/2025	Airway Logistics Pty Ltd	Freight	\$ 226.40
EFT75188	16/04/2025	Allmark & Associates Pty Ltd	Stationery	\$ 202.95
EFT75189	16/04/2025	Amar Auto Electrics	Vehicle parts, maintenance and repairs	\$ 3,287.90
EFT75190	16/04/2025	AMS - Aerodrome Management Services	Passenger and baggage screening services	\$ 243.00
EFT75191	16/04/2025	Australian Audit	Probity audit services	\$ 1,375.00
EFT75192	16/04/2025	AIM WA	Training services	\$ 10,130.92
EFT75193	16/04/2025	Bennco Group	Repairs and maintenance Tom Price	\$ 254.10
EFT75194	16/04/2025	Blackwoods Pty Ltd	Staff PPE and cleaning products	\$ 2,563.74
EFT75195	16/04/2025	Boldside Consulting Pty Ltd	Staff training	\$ 9,185.00
EFT75196	16/04/2025	Brandworx Australia	Staff uniforms	\$ 1,369.14
EFT75197	16/04/2025	Brooks Hire Service Pty Ltd	Machinery hire	\$ 28,708.24
EFT75198	16/04/2025	BS Building Maintenance	Repairs and maintenance Tom Price	\$ 1,621.40
EFT75199	16/04/2025	Byblos Constructions-Tom Price	Construction, repairs and maintenance Tom Price	\$ 1,089,863.94
EFT75200	16/04/2025	Centurion Transport Co Pty Ltd	Freight	\$ 856.36
EFT75201	16/04/2025	Centurion Water & Wastewater Solutions	Onslow Airport WWTP monthly inspection	\$ 880.00
EFT75202	16/04/2025	Cheyenne Wright-Austin (Refund Only)	Bond refund	\$ 122.50
EFT75203	16/04/2025	City of Greater Geraldton	Surveying services	\$ 2,323.76
EFT75204	16/04/2025	Cleverpatch Pty Ltd	Craft items for programs	\$ 526.95
EFT75205	16/04/2025	Coca-Cola Amatil (Aust) Pty Ltd	Refreshments for onsale	\$ 1,514.43
EFT75206	16/04/2025	Common Ground Trails Pty Ltd	Concept Plans	\$ 7,146.25
EFT75207	16/04/2025	Compass Equipment Parts	Vehicle parts, maintenance and repairs	\$ 104.50
EFT75208	16/04/2025	Connect Call Centre Services	After hours call centre services	\$ 1,057.61
EFT75209	16/04/2025	Davric Australia Pty Ltd	Merchandise for onsale	\$ 2,225.08
EFT75210	16/04/2025	Dice Solutions	Electrical repairs and maintenance Onslow	\$ 8,030.23
EFT75211	16/04/2025	Direct Trades Supply Pty Ltd	Hardware supplies	\$ 758.85
EFT75212	16/04/2025	Emerge Associates	Landscape design and contract services	\$ 5,775.00
EFT75213	16/04/2025	FMG Pilbara Pty Ltd	Rates refund	\$ 1,568.20
EFT75214	16/04/2025	Generators & Offgrid Energy Pty Ltd	Solar panels and fittings for PRWMF	\$ 1,244.57
EFT75215	16/04/2025	GPD Group Pty Ltd	Storm damage repairs	\$ 74,142.20
EFT75216	16/04/2025	Greenfield Technical Services	Engineering services	\$ 5,392.75
EFT75217	16/04/2025	Hedland Property Shop	Rent	\$ 172.17
EFT75218	16/04/2025	HWL Ebsworth Lawyers	Legal services	\$ 9,965.67
EFT75219	16/04/2025	Independent Fuel Solutions Pty Ltd	Fuel	\$ 7,390.91
EFT75220	16/04/2025	Initial Hygiene / Pink Hygiene Solutions	Cleaning products for Tom Price facilities	\$ 2,092.99
EFT75221	16/04/2025	Integrity / Pinnacle Coachlines	Coach ticket sales	\$ 369.75
EFT75222	16/04/2025	JB Hi-Fi Group Pty Ltd	ICT hardware	\$ 1,828.25
EFT75223	16/04/2025	Jo-Ann Riley (Refund Only)	Bond refund	\$ 50.00
EFT75224	16/04/2025	Kmart Karratha	Supplies for Pannawonica SHP	\$ 1,960.25
EFT75225	16/04/2025	Komatsu Australia Pty Ltd	Vehicle parts, maintenance and repairs	\$ 6,542.39
EFT75226	16/04/2025	Labour Right Services	Repairs and maintenance Paraburdoo	\$ 21,120.00
EFT75227	16/04/2025	Landgate	Land and asset compliance documents	\$ 90.50
EFT75228	16/04/2025	Life In Capture	Event facilitator	\$ 1,000.00
EFT75229	16/04/2025	Mean Bean Coffee Shop	Gift vouchers for Tom Price event	\$ 495.00
EFT75230	16/04/2025	Mills Recruitment	Recruitment services	\$ 6,552.76

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2025				
EFT Payment	Date	Name	Description	Amount
EFT75231	16/04/2025	Moharich And More Pty Ltd	Legal services	\$ 4,237.75
EFT75232	16/04/2025	NM & SM Turner	Themed carving for Doug Talbot Park Tom Price	\$ 5,000.00
EFT75233	16/04/2025	Officeworks Superstores Pty Ltd	Stationery	\$ 723.67
EFT75234	16/04/2025	Onslow Beach Resort	Catering and accommodation	\$ 1,261.00
EFT75235	16/04/2025	Onslow General Store	Catering, consumables and hardware for Onslow	\$ 4,088.66
EFT75236	16/04/2025	Peoplesense By Altius	Workplace training	\$ 1,100.00
EFT75237	16/04/2025	Pilbara Contracting	Gardening services Onslow Airport	\$ 480.00
EFT75238	16/04/2025	Pilbara Food Services	Food items for onsale	\$ 42.90
EFT75239	16/04/2025	Pilbara Iron (Hamersley Iron & Robe River)	Rates refund	\$ 1,621.63
EFT75240	16/04/2025	Pilbara Kimberley University Centres	Study hubs for Ashburton student scholarships	\$ 22,000.00
EFT75241	16/04/2025	Pilbara Mitre10	Hardware	\$ 6,828.92
EFT75242	16/04/2025	Pilbara Motor Group / Karratha Toyota / Nissan	Vehicle purchases, parts and maintenance	\$ 290.00
EFT75243	16/04/2025	Pilbara Trees	Arborist services	\$ 3,807.69
EFT75244	16/04/2025	Reconciliation Western Australia Inc	Tote bags for Paraburdoo Reconciliation Week event	\$ 968.00
EFT75245	16/04/2025	Reece Pty Ltd / Interquad	Reticulation supplies	\$ 954.80
EFT75246	16/04/2025	RR Coffee Love Pty Ltd	Catering	\$ 910.00
EFT75247	16/04/2025	Employee # 1997	Staff reimbursement	\$ 210.58
EFT75248	16/04/2025	Sigma Telford Group	Chemicals	\$ 1,591.70
EFT75249	16/04/2025	Sodexo Remote Sites Australia Pty Ltd	Pannawonica consumables	\$ 1,731.18
EFT75250	16/04/2025	Stott & Hoare	ICT equipment for Infrastructure staff.	\$ 25,842.30
EFT75251	16/04/2025	Stratagreen	Soil test for Onslow oval	\$ 462.00
EFT75252	16/04/2025	Studio 6751	Supplies for Tom Price waste initiative	\$ 160.00
EFT75253	16/04/2025	Team Global Express (A/C# 2085599)	Freight	\$ 596.64
EFT75254	16/04/2025	Telstra Limited	Telephone and communication charges	\$ 87,130.35
EFT75255	16/04/2025	Tenderlink.Com	Public tender advertising	\$ 184.80
EFT75256	16/04/2025	Turf Guru Landscapes Pty Ltd	Reticulation supplies	\$ 2,458.50
EFT75257	16/04/2025	Water Corporation	Water consumption	\$ 59,999.91
EFT75258	16/04/2025	Wex Australia Pty Ltd (Motorpass)	Fuel usage and card fees	\$ 3.58
EFT75259	16/04/2025	Winc Australia Pty Limited	Stationery and refreshments	\$ 593.72
EFT75260	23/04/2025	3E Advantage Pty Ltd	Printer leasing	\$ 6,464.84
EFT75261	23/04/2025	Abco Products	Cleaning products	\$ 934.42
EFT75262	23/04/2025	AIM Construction Group WA Pty Ltd	Repairs and maintenance Tom Price	\$ 3,784.00
EFT75263	23/04/2025	AIT Specialists Pty Ltd	Monthly fuel rebate	\$ 658.68
EFT75264	23/04/2025	AMS - Aerodrome Management Services	Passenger and baggage screening services	\$ 68,585.18
EFT75265	23/04/2025	Blackwoods Pty Ltd	Staff PPE and cleaning products	\$ 267.53
EFT75266	23/04/2025	Blue Force Pty Ltd	ICT Maintenance	\$ 104.50
EFT75267	23/04/2025	Brandworx Australia (Allmakes Pty Ltd T/A)	Staff uniforms	\$ 649.90
EFT75268	23/04/2025	Buurabalayji Thalanyji Aboriginal Corporation	Cultural Heritage Management Plan	\$ 5,291.50
EFT75269	23/04/2025	Byblos Constructions-Tom Price	Construction, repairs and maintenance Tom Price	\$ 133,157.02
EFT75270	23/04/2025	C Munro Contractors	Repairs and maintenance Onslow	\$ 82,309.98
EFT75271	23/04/2025	Cameron The Magician (Cameron Van Der Does T/A)	Event facilitator	\$ 10,352.36
EFT75272	23/04/2025	Campbells Canning Vale	Refreshments for onsale	\$ 1,316.42
EFT75273	23/04/2025	Choices Flooring Geraldton	Furniture for Shire residential properties	\$ 3,279.00
EFT75274	23/04/2025	Cleanaway Pty Ltd	Waste management and transport services	\$ 21,560.13
EFT75275	23/04/2025	Cleverpatch Pty Ltd	Craft items for programs	\$ 252.23
EFT75276	23/04/2025	Coates Hire Operations Pty Ltd (Tp)	Equipment hire	\$ 565.95
EFT75277	23/04/2025	Combined Monitoring Centre Pty Ltd	Monitoring services	\$ 175.46
EFT75278	23/04/2025	Dandelion Smile (Napapan Price T/A)	Event facilitator	\$ 300.00
EFT75279	23/04/2025	Dice Solutions	Electrical repairs and maintenance Onslow	\$ 402.49

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2025				
EFT Payment	Date	Name	Description	Amount
EFT75280	23/04/2025	E & MJ Rosher Pty Ltd	Vehicle parts, maintenance and repairs	\$ 137.31
EFT75281	23/04/2025	Easifleet Pty Ltd	Novated lease	\$ 2,074.58
EFT75282	23/04/2025	Elite Office Furniture	Notice board for Ocean View Caravan Park	\$ 1,986.45
EFT75283	23/04/2025	Emirge Pty Ltd	Design & Construction services	\$ 1,367,574.31
EFT75284	23/04/2025	Ertech Pty Ltd	Design & Construction services	\$ 2,011,452.21
EFT75285	23/04/2025	First National Real Estate Karratha	Rent	\$ 13,470.23
EFT75286	23/04/2025	Greenfield Technical Services	Engineering services	\$ 4,840.00
EFT75287	23/04/2025	HKS Engineering Consulting	Design and engineering services	\$ 1,171.50
EFT75288	23/04/2025	Infocouncil Pty Ltd	Development of report templates	\$ 1,458.53
EFT75289	23/04/2025	Institute of Public Works Engineering Australia	Training for Asset Management Officer	\$ 3,410.00
EFT75290	23/04/2025	Iris Consulting Group Pty Ltd	Training for Records Officer	\$ 240.35
EFT75291	23/04/2025	James Bennett Pty Ltd	Library stock	\$ 319.51
EFT75292	23/04/2025	Japanese Truck & Bus Spares	Vehicle parts, maintenance and repairs	\$ 389.60
EFT75293	23/04/2025	Jason Signmakers	Street signs for Old Onslow Townsite	\$ 22,061.37
EFT75294	23/04/2025	Landgate	Land and asset compliance documents	\$ 2,595.60
EFT75295	23/04/2025	Marindust Sales (P H Harris Family Trust T/A)	Hardware for Paraburdoo ANZAC memorial	\$ 314.99
EFT75296	23/04/2025	Matchless Promotional Decoration	Shire branded merchandise for events	\$ 9,333.37
EFT75297	23/04/2025	Maxxia Pty Ltd	Novated lease	\$ 833.78
EFT75298	23/04/2025	MNG (Mcmullen Nolan Group)	Drainage Study	\$ 21,153.00
EFT75299	23/04/2025	Monsterball Amusements	Event facilitators	\$ 2,145.00
EFT75300	23/04/2025	Mysmart Pty Ltd	Programming of lighting system Paraburdoo CHub	\$ 1,067.00
EFT75301	23/04/2025	Onslow Beach Resort	Catering and accommodation	\$ 230.00
EFT75302	23/04/2025	P&H Mowing & Maintenance	Gardening and maintenance services	\$ 1,000.00
EFT75303	23/04/2025	Paraburdoo IGA	Paraburdoo catering, consumables and hardware	\$ 50.85
EFT75304	23/04/2025	PFD Food Services Pty Ltd	Food items for onsale	\$ 1,056.70
EFT75305	23/04/2025	Pilbara Motor Group / Karratha Toyota / Nissan	Vehicle purchases, parts and maintenance	\$ 52.95
EFT75306	23/04/2025	Pilbara Trees	Arborist services	\$ 5,321.97
EFT75307	23/04/2025	Quality Press	Printing services	\$ 55.00
EFT75308	23/04/2025	Red Earth Events	Decorations for Tom Price SHP	\$ 600.00
EFT75309	23/04/2025	Rosanne Kapor	Meeting and travel expenses	\$ 171.84
EFT75310	23/04/2025	RR Coffee Love Pty Ltd	Catering	\$ 189.00
EFT75311	23/04/2025	Sigma Telford Group (Cromag Pty Ltd T/A)	Chemicals	\$ 4,096.40
EFT75312	23/04/2025	Slater & Gordon Trust Account	Wittenoom legal services	\$ 26,000.00
EFT75313	23/04/2025	St John Ambulance Western Australia Ltd	First Aid supplies	\$ 307.00
EFT75314	23/04/2025	Stihl Shop Osborne Park (Lizo Pty Ltd T/A)	Maintenance parts	\$ 645.00
EFT75315	23/04/2025	Sustainability In Practice Pty Ltd	Advisory services	\$ 65,295.62
EFT75316	23/04/2025	Tangibility Pty Ltd	Shire branded merchandise	\$ 1,586.75
EFT75317	23/04/2025	TB Lawn Mowing (Thomas Bavin T/A)	Gardening services	\$ 1,000.00
EFT75318	23/04/2025	Tenderlink.Com	Public tender advertising	\$ 184.80
EFT75319	23/04/2025	The Cinnamon Circle	Catering for Pannawonica event	\$ 3,765.30
EFT75320	23/04/2025	WA Reticulation Supplies	Reticulation supplies	\$ 4,519.00
EFT75321	23/04/2025	Water Corporation	Water consumption	\$ 39,329.97
EFT75322	23/04/2025	Wurth Australia	Consumables for Tom Price Depot	\$ 648.45
EFT Total				\$ 8,972,533.67
C cards/Bpay	Date	Name	Description	Amount
DD21801.1	01/04/2025	Shire of Ashburton	BRB Commissions collected for March 2025	\$ 80.00
DD21898.1	16/04/2025	Commonwealth Bank	Monthly credit card purchases	\$ 4,877.24
DD21898.2	16/04/2025	Commonwealth Bank	Monthly credit card purchases	\$ 11,116.43

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2025				
EFT Payment	Date	Name	Description	Amount
DD21898.3	16/04/2025	Commonwealth Bank	Monthly credit card purchases	\$ 5,664.14
DD21898.4	16/04/2025	Commonwealth Bank	Monthly credit card purchases	\$ 2,995.94
DD21898.5	16/04/2025	Commonwealth Bank	Monthly credit card purchases	\$ 229.98
DD21898.6	16/04/2025	Commonwealth Bank	Monthly credit card purchases	\$ 135.34
DD21898.7	16/04/2025	Commonwealth Bank	Monthly credit card purchases	\$ 1,566.80
DD21898.8	16/04/2025	Commonwealth Bank	Monthly credit card purchases	\$ 1,705.30
DD21898.9	16/04/2025	Commonwealth Bank	Monthly credit card purchases	\$ 557.98
DD21898.10	16/04/2025	Commonwealth Bank	Monthly credit card purchases	\$ 1,335.47
DD21898.11	16/04/2025	Commonwealth Bank	Monthly credit card purchases	\$ 344.40
DD21898.12	16/04/2025	Commonwealth Bank	Monthly credit card purchases	\$ 445.11
DD21898.13	16/04/2025	Commonwealth Bank	Monthly credit card purchases	\$ 4,076.96
DD21898.14	16/04/2025	Commonwealth Bank	Monthly credit card purchases	\$ 558.55
DD21898.15	16/04/2025	Commonwealth Bank	Monthly credit card purchases	\$ 92.03
DD21898.16	16/04/2025	Commonwealth Bank	Monthly credit card purchases	\$ 40.81
DD21898.17	16/04/2025	Commonwealth Bank	Monthly credit card purchases	\$ 80.00
DD21898.18	16/04/2025	Commonwealth Bank	Monthly credit card purchases	\$ 1,930.00
DD21898.19	16/04/2025	Commonwealth Bank	Monthly credit card purchases	\$ 648.09
DD21898.20	16/04/2025	Commonwealth Bank	Monthly credit card purchases	\$ 192.84
DD21898.21	16/04/2025	Commonwealth Bank	Monthly credit card purchases	\$ 1,282.15
DD21898.22	16/04/2025	Commonwealth Bank	Monthly credit card purchases	\$ 1,564.90
DD21898.23	16/04/2025	Commonwealth Bank	Monthly credit card purchases	\$ 355.68
DD21903.1	23/04/2025	Spacetoco	Partner Pro bundle	\$ 77.38
DD21905.1	23/04/2025	Spacetoco	Partner Pro bundle	\$ 605.73
DD21906.1	22/04/2025	Spacetoco	Partner Pro bundle	\$ 394.76
DD21908.1	22/04/2025	Spacetoco	Partner Pro bundle	\$ 783.58
DD21909.1	22/04/2025	Spacetoco	Partner Pro bundle	\$ 1,141.15
DD21911.1	30/04/2025	Avdata Australia	Data and billing service fees and charges	\$ 5,154.36
DD21912.1	30/04/2025	Beam Clearing House	Superannuation for Payrun #72 24/03/2025 - 06/04/2025	\$ 136,060.00
DD21914.1	30/04/2025	Western Australian Treasury Corporation	Loan repayment	\$ 187,122.21
			Credit card/Bpay Total	\$ 373,215.31
Payroll	Date	Name	Description	Amount
2025-10.02	10/04/2025	Shire of Ashburton	Staff payroll P/E 06/04/2025	\$ 567,477.25
2025-10.10	24/04/2025	Shire of Ashburton	Staff payroll P/E 20/04/2025	\$ 535,058.08
			Total payroll	\$ 1,102,535.33

Shire of Ashburton

**13A Payments by Employees via purchasing cards
Government (Financial Management) Regulation 1996 13A**

**Corporate Credit Cards
Payment Total for Months of March/April 2025**

Pursuant to the regulation:

- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared -

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

- (2) A list prepared under subregulation (1) must be -

- (a) presented to the council at the next ordinary meeting of Council after the list is prepared; and
- (b) recorded in the minutes of that meeting

Description	Amount
Director Community Development	\$ 1,335.47
Director Corporate Services	\$ 648.09
Manager Fleet	\$ 4,877.24
Manager Airport Services	\$ 229.98
Pool Manager Paraburdoo	\$ 80.00
Leading Hand Onslow - 1435	\$ 445.11
Swimming Pools Coordinator	\$ 344.40
Tom Price Pool Manager	\$ 558.55
Tom Price Community Development Officer	\$ 1,282.15
Executive Manager Land, Property and Reg Services	\$ 40.81
Admin Officer Ranger Services	\$ 135.34
Manager Governance	\$ 5,664.14
Community Development Officer Pannawonica	\$ 1,566.80
Executive Services Support Officer	\$ 11,116.43
Executive Manager Waste & Business Development	\$ 355.68
Organisational Development Officer	\$ 92.03
ICT Coordinator	\$ 1,930.00
Manager Media and Communications	\$ 1,705.30
Executive Assistant Infrastructure	\$ 1,564.90
Manager Communities	\$ 4,076.96
Club Development officer	\$ 557.98
Community Development officer Paraburdoo	\$ 2,995.94
Manager Business and Economic Development	\$ 192.84
Grand Total	\$ 41,796.14

LIST OF PAYMENTS FOR MARCH/APRIL 2025

Reference	Date	Name	Description	Payment
Director Community Development - 1346				
X00000000000000001345	19/03/2025	Onslow General Store	Hat for Project Manager whilst on site 19/03/25.	22
X00000000000000001370	20/03/2025	Thalanyji Food and Fuel	ULP for OVCP Utility AS9112	92.14
X00000000000000001457	26/03/2025	Thalanyji Food and Fuel	Fuel for Onslow Sun Chalets Utility vehicle AS9743	126.65
X00000000000000001458	26/03/2025	Thalanyji Food and Fuel	Fuel for Ocean View Caravan Park utility vehicle AS9745	124.81
X00000000000000001459	26/03/2025	Kmart	3x Easels for Onslow Administration	60
X00000000000000001459	26/03/2025	Kmart	Freight for 3x Easels for Onslow Administration	18
X00000000000000001460	1/04/2025	RMS- Commercial	RMS Online booking fees for Ocean View Caravan Park March 2025	185.44
X00000000000000001468	3/04/2025	RMS- Commercial	RMS cloud and support user license for Onslow Sun Chalets April 2025	250.23
X00000000000000001494	7/04/2025	Bunnings	Exhaust fans for Ocean View Caravan Park	456.2
			Total	\$ 1,335.47
Director Corporate Services - 2073				
X00000000000000001378	19/03/2025	Inlogik Pty Ltd	Monthly ExpenseMe subscription fee	450.14
X00000000000000001489	2/04/2025	Auzicab	Taxi from Airport to Perth accommodation for meetings	51.45
X00000000000000001490	8/04/2025	ASIC	Company search for Onslow property enquiry	20
X00000000000000001491	13/04/2025	Ibisworld Pty	Company profile report for Pilbara Regional Waste Management Facility agenda item	126.5
			Total	\$ 648.09
Fleet Manager - 536				
X00000000000000001327	18/03/2025	Auto Pro Tom Price	Air filter for PSD09	39
X00000000000000001328	18/03/2025	Auto Pro Tom Price	Labour to fit batteries for PTR31	150
X00000000000000001363	19/03/2025	Auto Pro Tom Price	Replacement tyre for PUT158	342
X00000000000000001379	21/03/2025	Auto Pro Tom Price	20 tonne bottle jack for PTR31	200
X00000000000000001404	24/03/2025	Auto Pro Tom Price	Sun Shield's PTR37	79.8
X00000000000000001405	24/03/2025	Auto Pro Tom Price	Filters for Toyota Fortuna PSW105	44.8
X00000000000000001406	24/03/2025	Auto Pro Tom Price	Service parts for Toyota Fortuna	85
X00000000000000001409	26/03/2025	Auto Pro Tom Price	Filters for Toyota Fortuna	136
X00000000000000001410	26/03/2025	Auto Pro Tom Price	Diff oil for Toyota Fortuna	170
X00000000000000001411	27/03/2025	Auto Pro Tom Price	Main battery for PSW93	360
X00000000000000001412	29/03/2025	Sahajanand Civil	Batteries for spot trackers x 6	241.5
X00000000000000001465	2/04/2025	Auto Pro Tom Price	Cabin filters for Toyota Prado PSW113	70
X00000000000000001466	7/04/2025	Pilbara Motor Group	Parts for Toyota Landcruiser PUT157	139.9
X00000000000000001477	8/04/2025	Construction Equipments	Service kit for Backhoe Loader PLD18	137.1
X00000000000000001518	10/04/2025	Pilbara Food Service	Cleaning agent to remove calcium stains from Kubota Tractor PTC07	52.36
X00000000000000001519	10/04/2025	Westrac Pty	2 x replacement batteries for Komatsu Front Loader PLD14	1389.12
X00000000000000001520	11/04/2025	Construction Equipments	Service kit for Backhoe Loader PLD18	788.2
X00000000000000001521	11/04/2025	Auto Pro Tom Price	Replacement battery for generator PGN10	300
X00000000000000001522	11/04/2025	Pilbara Motor Group	Service parts for Toyota Prado PSW104	152.46
			Total	\$ 4,877.24
Manager Airport Services - 726				
X00000000000000001449	28/03/2025	Kounta	Monthly Subscription for kiosk POS	80
X00000000000000001517	11/04/2025	Thalanyji Food and Fuel	Unleaded Fule	149.98
			Total	\$ 229.98
Pool Manager Paraburdoo - 1157				
X00000000000000001479	9/04/2025	Kounta	Aquatic Facility POS system Monthly Supscription 09/03/2025 - 09/04/2025	80
			Total	\$ 80.00

LIST OF PAYMENTS FOR MARCH/APRIL 2025

Reference	Date	Name	Description	Payment
Leading Hand Onslow - 1435				
X00000000000000001362	19/03/2025	Thalanyji Food and Fuel	Unlead fuel for PUT151	92.01
X00000000000000001462	28/03/2025	Thalanyji Food and Fuel	Unleaded fuel for P575	100.35
X00000000000000001463	28/03/2025	Thalanyji Food and Fuel	Unleaded fuel for PUT175	114.87
X00000000000000001472	9/04/2025	Blackwoods Onslow	Reticulation fittings for Thalanyji Oval	10.47
X00000000000000001473	8/04/2025	Thalanyji Food and Fuel	Unleaded fuel for Toyota Hilux Workmate	127.41
				\$ 445.11
Swimming Pools Coordinator - 1551				
X00000000000000001393	25/03/2025	Kounta	Monthly subscription for Lightspeed POS system at Onslow Aquatic Centre	80
X00000000000000001461	27/03/2025	Lighting and surge team	Battery replacement and servicing of lightning detection unit at Onslow Aquatic Centre	225.5
X00000000000000001503	15/04/2025	JB Hi-Fi	Electrical cord for Onslow Aquatic Centre PA system	38.9
				\$ 344.40
Pool Manager Tom Price - 1816				
X00000000000000001376	22/03/2025	Kounta	Monthly Lightspeed POS subscription for Tom Price pool	160
X00000000000000001399	26/03/2025	Rebel	Balls and soccer goals	282.88
X00000000000000001467	4/04/2025	Coles	Cleaning supplies for Tom Price Swimming Pool	26.55
X00000000000000001467	4/04/2025	Coles	Aquatic Nappies to be sold to at Tom Price Swimming Pool	18.87
X00000000000000001492	3/04/2025	Kmart	Office accessories for Tom Price Swimming Pool	70.25
				\$ 558.55
Tom Price Community Development Officer - 1857				
X00000000000000001380	22/03/2025	Paraburdoo IGA	Ice (event supplies) for Paraburdoo Community Showcase 22nd March 2025	33
X00000000000000001381	21/03/2025	Coles	Ice and water (event supplies) for Tom Price Community Showcase 21st March 2025	32.45
X00000000000000001381	21/03/2025	Coles	Ice and water (event supplies) for Tom Price Community Showcase 21st March 2025	10.94
X00000000000000001382	20/03/2025	Coles	Event supplies for Community Bingo for Tom Price Community Showcase 21/03/2025	305.71
X00000000000000001414	27/03/2025	Booktopia	Materials/books for Tom Price NAIDOC week celebrations in June 2025	130.5
X00000000000000001414	27/03/2025	Booktopia	Freight for Materials/books for Tom Price NAIDOC week celebrations in June 2025	9.99
X00000000000000001507	31/03/2025	Kmart	Decorations for Tom Price Youth Week in April 2025	466.5
X00000000000000001508	1/04/2025	Partyrama	Event supplies for Tom Price Reconciliation Week May 2025	67.36
X00000000000000001509	14/04/2025	Coles	Event catering for Tom Price April School Holiday Programs 2025	110.99
X00000000000000001509	14/04/2025	Coles	Event catering for Tom Price April School Holiday Programs 2025	114.71
				\$ 1,282.15
Executive Manager Land, Property and Regulatory Services-1895				
X00000000000000001478	4/04/2025	Doorseal.com	Shower door seals for Lot 32 Second Ave Onslow	40.81
				\$ 40.81
Admin Officer Ranger Services - 1992				
X00000000000000001359	18/03/2025	Pilbara Blue Wave	Butterfly clips for reticulation at Paraburdoo pound	15.95
X00000000000000001401	25/03/2025	Onslow General Store	Milk for Onslow LEMC Meeting/Workshop	3.49
X00000000000000001402	25/03/2025	Onslow General Store	Water bottles for hydration for participants at the meetings/workshops	25.98
X00000000000000001403	26/03/2025	Sodexo	Milk for Pannawonica LEMC Meeting/Workshop	3.6
X00000000000000001407	27/03/2025	Echad Ent Pty	Morning tea for Service Plan Workshop for Property and Leasing team Land	117
X00000000000000001450	28/03/2025	RR Coffee Love	Catering for Regulatory Services Service Plan Workshop	160
X00000000000000001493	13/04/2025	Animal Care Equipment	Bite stick	-190.68
				\$ 135.34
Manager Governance - 1994				

LIST OF PAYMENTS FOR MARCH/APRIL 2025

Reference	Date	Name	Description	Payment
X00000000000000001341	18/03/2025	Onslow General Store	Refreshments for Ordinary Council Meeting March 2025	24
X00000000000000001395	25/03/2025	WALGA Events	WALGA Aboriginal Engagement Forum	190
X00000000000000001396	26/03/2025	Qantas Airways	Flights for President Smith 02/04/2025 - 10/04/2025.	943.97
X00000000000000001397	26/03/2025	Corporate Travel	CTM Booking Service Fee	5.96
X00000000000000001444	27/03/2025	Qantas Airways	Flights for Shire President 15/04/25 - 17/04/25	1422.44
X00000000000000001445	27/03/2025	Corporate Travel	CTM Booking Service Fee	5.96
X00000000000000001446	27/03/2025	Qantas Airways	Flights for Cr Healy 03/04/25 - 04/04/25	1108
X00000000000000001447	27/03/2025	Corporate Travel	CTM Booking Service Fee	5.96
X00000000000000001470	4/04/2025	Oaks Hotel Perth	Accommodation for Cr Healy 04/04/2025	188.79
X00000000000000001471	9/04/2025	Qantas Airways	Return flights to Perth for Cr Healy 15/04/2025 - 18/04/2024	1461.47
X00000000000000001474	9/04/2025	Corporate Travel	CTM Booking Service Fee	5.96
X00000000000000001475	10/04/2025	Qantas Airways	CTM change of ticket fee for President Smith 09/04/2025	99
X00000000000000001499	14/04/2025	Paraburdoo IGA	Milk for Ordinary Council meeting	3.15
X00000000000000001500	14/04/2025	Paraburdoo IGA	Water for Council Meeting	31.9
X00000000000000001500	14/04/2025	Paraburdoo IGA	Refreshments for Council Meeting	50.3
X00000000000000001514	15/04/2025	Kez's Place	Coffee for Council Meeting 15/04/2025	117.28
				\$ 5,664.14
Community Development Officer Pannawonica - 2017				
X00000000000000001369	20/03/2025	EB Games Australia	Gaming equipment for Pannawonica Inspire April SHP 2025	615.65
X00000000000000001371	21/03/2025	Sodexo	Band rider for Pannawonica Community Showcase 23/3/25	145.15
X00000000000000001372	23/03/2025	Sodexo	Band rider for Pannawonica Community Showcase 23/3/25	147
X00000000000000001451	31/03/2025	Masons Meats	Pannawonica - Volunteers Event - 16 May 2025 - Thank you door prizes/giftpacks	283
X00000000000000001451	31/03/2025	Masons Meats	Freight for Pannawonica - Volunteers Event - 16 May 2025	25
X00000000000000001456	1/04/2025	The Greek Provido	Pannawonica - Volunteers Event - 16 May 2025 - Thank you door prizes/giftpacks	351
				\$ 1,566.80
Executive Services Support Officer - 2031				
X00000000000000001329	20/03/2025	Corporate Travel	Accommodation for Lease and Accommodation Officer 18/03/25 - 19/03/2025	223
X00000000000000001330	20/03/2025	Corporate Travel	CTM Booking Service Fee	3.01
X00000000000000001331	20/03/2025	Corporate Travel	CTM Booking Service Fee	12.05
X00000000000000001332	20/03/2025	Corporate Travel	Accommodation for Ranger - West 18/03/25 - 19/03/25.	223
X00000000000000001333	20/03/2025	Corporate Travel	CTM Booking Service Fee	12.05
X00000000000000001334	20/03/2025	Corporate Travel	CTM Booking Service Fee	3.01
X00000000000000001335	20/03/2025	Corporate Travel	CTM Booking Service Fee	5.96
X00000000000000001336	20/03/2025	Corporate Travel	Accommodation for Environmental Health Officer 18/03/25-19/03/25.	223
X00000000000000001338	20/03/2025	Corporate Travel	CTM Booking Service Fee	3.01
X00000000000000001342	20/03/2025	Corporate Travel	CTM Booking Service Fee	12.05
X00000000000000001394	25/03/2025	Qantas Airways	Flights for Subiaco Football Club Coach Developer 12-15/05/2025	1108
X00000000000000001408	25/03/2025	Corporate Travel	CTM Booking Service Fee	5.96
X00000000000000001415	31/03/2025	Corporate Travel	CTM Booking Service Fee	12.05
X00000000000000001416	31/03/2025	Corporate Travel	CTM Booking Service Fee	8.5
X00000000000000001417	27/03/2025	Qantas Airways	Flights for Agency Finance Officer 12/04/25 - 02/08/25	1160.86
X00000000000000001418	27/03/2025	Qantas Airways	Qantas/CTM Booking Service Fee.	17.05
X00000000000000001419	27/03/2025	Qantas Airways	CTM Booking Service Fee.	9
X00000000000000001420	27/03/2025	Qantas Airways	Flights for CEO PSM (Temporary) 02/04/25 - 06/04/25.	1565.99
X00000000000000001421	27/03/2025	Qantas Airways	Qantas/CTM Booking Service Fee	9

LIST OF PAYMENTS FOR MARCH/APRIL 2025

Reference	Date	Name	Description	Payment
X00000000000000001422	27/03/2025	Corporate Travel	CTM Booking Service Fee	5.96
X00000000000000001423	27/03/2025	Corporate Travel	CTM Booking Service Fee	5.96
X00000000000000001424	27/03/2025	Corporate Travel	CTM Booking Service Fee.	12.05
X00000000000000001425	27/03/2025	Corporate Travel	Accommodation for Marketing Communications Officer 19/03/25 - 24/03/25.	935
X00000000000000001426	27/03/2025	Corporate Travel	Accommodation for Visitor Centre Coordinator 19/03/25 - 24/03/25	935
X00000000000000001427	27/03/2025	Corporate Travel	CTM Booking Service Fee.	12.62
X00000000000000001428	27/03/2025	Corporate Travel	CTM Booking Service Fee.	12.05
X00000000000000001429	27/03/2025	Corporate Travel	CTM Booking Service Fee.	12.62
X00000000000000001430	31/03/2025	Qantas Airways	Flights for Director Corporate Services 02/04/25 - 06/04/25.	1133.44
X00000000000000001431	31/03/2025	Corporate Travel	CTM Booking Service Fee	5.96
X00000000000000001432	31/03/2025	Corporate Travel	CTM Booking Service Fee	22.52
X00000000000000001433	31/03/2025	Corporate Travel	CTM Booking Service Fee	19.89
X00000000000000001434	31/03/2025	Corporate Travel	CTM Booking Service Fee.	19.89
X00000000000000001435	31/03/2025	Corporate Travel	Accommodation for Director Infrastructure Services 17/03/25 - 19/03/25	630
X00000000000000001436	31/03/2025	Corporate Travel	CTM Booking Service Fee.	12.05
X00000000000000001437	31/03/2025	Corporate Travel	CTM Booking Service Fee	4.5
X00000000000000001438	1/04/2025	Qantas Airways	CTM Ticket Fee.	25
X00000000000000001439	1/04/2025	Qantas Airways	CTM Ticket Fee	25
X00000000000000001440	1/04/2025	Qantas Airways	Flights for WALGA Training Facilitator 03/11/25 - 04/11/25.	909.56
X00000000000000001441	1/04/2025	Qantas Airways	Flights for CEO PSM (Temporary)	982.9
X00000000000000001442	1/04/2025	Corporate Travel	CTM Booking Service Fee	5.96
X00000000000000001443	31/03/2025	Corporate Travel	Accommodation for Club Development Lead 26/03/25 - 27/03/25	333
X00000000000000001469	7/04/2025	CEDA	CEDA Registration fee for Dr Garry Hunt PSM CEO (Temporary)	55
X00000000000000001480	5/04/2025	Corporate Travel	CTM Booking Service Fee	5.96
X00000000000000001481	7/04/2025	Corporate Travel	CTM Booking Service Fee	12.05
X00000000000000001482	7/04/2025	Corporate Travel	Accommodation for Coordinator Roads 08/03/25 - 09/03/2025.	162.4
X00000000000000001483	7/04/2025	Corporate Travel	CTM Booking Service Fee	2.19
X00000000000000001510	15/04/2025	Corporate Travel	Accommodation in Port Hedland for Director Infrastructure 10/04/25 - 14/04/25	180.9
X00000000000000001511	15/04/2025	Corporate Travel	CTM Booking Service Fee	12.05
X00000000000000001512	16/04/2025	Corporate Travel	CTM Booking Service Fee	5.96
X00000000000000001513	15/04/2025	Corporate Travel	CTM Booking Service Fee	2.44
				\$ 11,116.43
Executive Manager Waste & Business Development - 2036				
X00000000000000001373	22/03/2025	Onslow General Store	Fuel container for filling of portable site minor plant at PRWMF	55.35
X00000000000000001390	22/03/2025	Thalanyji Food and Fuel	ULP for PRWMF site trash pump	45.61
X00000000000000001400	26/03/2025	Onslow General Store	Refreshments for fire fighters during PRWMF tip fire	41.25
X00000000000000001400	26/03/2025	Onslow General Store	Refreshments for fire fighters during PRWMF tip fire	64.97
X00000000000000001413	26/03/2025	Thalanyji Food and Fuel	Refreshments for fire fighters during PRWMF tip fire	148.5
				\$ 355.68
Organisational Development Officer - 2061				
X00000000000000001374	24/03/2025	Coles	Refreshments for Project Management Fundamentals training	50.25
X00000000000000001476	28/03/2025	LeStok Tours	Facilitator bus transfer Airport to Tom Price	41.78
				\$ 92.03
ICT Coordinator - 2076				
X00000000000000001366	23/03/2025	Amazon Marketplace	Screen protector for Building Coordinator	31.92

LIST OF PAYMENTS FOR MARCH/APRIL 2025

Reference	Date	Name	Description	Payment
X00000000000000001367	19/03/2025	Starlink Internet	Starlink accessories and peripherals for sites and testing.	1072
X00000000000000001484	9/04/2025	Amazon Marketplace	Phone Case Accessory	30.94
X00000000000000001485	9/04/2025	Amazon Marketplace	Phone screen protector	31.48
X00000000000000001486	24/03/2025	Amazon Marketplace	Phone Case	58.94
X00000000000000001487	23/03/2025	Amazon Marketplace	Phone Case	49.59
X00000000000000001488	26/03/2025	Muzzy's Hardware	Power boards for Paraburdoo Waste Site	29.99
X00000000000000001515	9/04/2025	Amazon Marketplace	Mobile device accessories	144.9
X00000000000000001516	10/04/2025	Amazon Marketplace	Mobile device accessories	480.24
				\$ 1,930.00
Manager Media and Communications - 2090				
X00000000000000001368	21/03/2025	Social Media Perth	Registration for Manager Media to attend social media marketing conference in Perth	929.5
X00000000000000001452	30/03/2025	FaceBook	Monthly Facebook advertising spend Visit Ashburton and Shire of Ashburton	666
X00000000000000001454	1/04/2025	FaceBook	Monthly Facebook advertising spend Visit Ashburton and Shire of Ashburton	109.8
				\$ 1,705.30
Executive Assistant Infrastructure - 2125				
X00000000000000001391	21/03/2025	Coles	Hooks for safety vests at Tom price depot office	12.6
X00000000000000001392	19/03/2025	Easyflowwers	Flower delivery for Manager Assets & Programming	115.9
X00000000000000001527	1/04/2025	Nespresso Australia	Coffee Machine PODs for Infrastructure office	83.4
X00000000000000001527	1/04/2025	Nespresso Australia	Freight for Coffee pods	3
X00000000000000001545	10/04/2025	The Carlisle Hotel	Accommodation for apprentice mechanic 13/05/2025 - 21/05/2025	1350
				\$ 1,564.90
Manager Communities - 2128				
X00000000000000001364	21/03/2025	Sodexo	Accommodation for Paraburdoo Community Showcase headline act 22/03/25	2890
X00000000000000001365	19/03/2025	Coles	BBQ supplies for Tom Price Community Showcase 21/03/25	65.89
X00000000000000001365	19/03/2025	Coles	BBQ supplies for Tom Price Community Showcase 21/03/25	469.14
X00000000000000001464	3/04/2025	Seton	100 Years of Onslow - VIP Lanyards and Program Sleeves	158.94
X00000000000000001464	3/04/2025	Seton	Freight for VIP Lanyards and Program Sleeves	20.35
X00000000000000001495	7/04/2025	Officeworks	VIP badges for Onslow 100 years event	190.17
X00000000000000001495	7/04/2025	Officeworks	Delivery for VIP badges for Onslow 100 years event	25.95
X00000000000000001496	8/04/2025	Why Leave Town	Why Leave Town gift cards for Ashburton Allstars	51.2
X00000000000000001497	8/04/2025	Why Leave Town	Why Leave Town gift cards for Ashburton Allstars	51.2
X00000000000000001498	8/04/2025	Awards & Trophies	Trophies for Tom Price Youth Week	102.95
X00000000000000001547	8/04/2025	Why Leave Town	Gift cards for Ashburton Allstars	51.17
				\$ 4,076.96
Club Development officer - 2139				
X00000000000000001398	25/03/2025	Why Leave Town	Shop Ashburton gift cards to use as Volunteer prizes.	512
X00000000000000001453	31/03/2025	Coles	Coles - Water	10.99
X00000000000000001455	1/04/2025	Coles	Drinks for club development marketing workshops	24
X00000000000000001455	1/04/2025	Coles	Drinks for club development marketing workshops	10.99
				\$ 557.98
Comminuty Development officer Paraburdoo - 2141				
X00000000000000001347	19/03/2025	Paraburdoo IGA	Band Rider for Paraburdoo Community Showcase	138.98
X00000000000000001349	19/03/2025	Cellarbrations Paraburdoo	Band Rider for Paraburdoo Community Showcase	67
X00000000000000001361	21/03/2025	Sodexo	Accommodation for Facilitators 22/03/25	510
X00000000000000001383	22/03/2025	Snac Shack	Meal for Paraburdoo event facilitator	17.02

LIST OF PAYMENTS FOR MARCH/APRIL 2025

Reference	Date	Name	Description	Payment
X00000000000000001384	22/03/2025	Sodexo	Accommodation for Paraburdoo event facilitator	170
X00000000000000001385	22/03/2025	Paraburdoo IGA	Ice and hardware for Community Showcase	63.8
X00000000000000001386	21/03/2025	The Coffee Spot	Meals for Paraburdoo event facilitators	128
X00000000000000001387	21/03/2025	Paraburdoo IGA	Water for community at Paraburdoo event	255.2
X00000000000000001388	20/03/2025	Coles	Catering supplies for Community event 22/03/2025	113.96
X00000000000000001388	20/03/2025	Coles	Catering supplies for Community event 22/03/2025	730.79
X00000000000000001389	21/03/2025	Kez's Place	Meals for Paraburdoo event facilitators	179.27
X00000000000000001448	1/04/2025	Paraburdoo IGA	Easter chocolate for easter bunny hunt	246.55
X00000000000000001501	11/04/2025	Paraburdoo Post office	Supplies for Paraburdoo School holiday program	20
X00000000000000001502	14/04/2025	Clever Patch	Art supplies for reconciliation week	333.48
X00000000000000001502	14/04/2025	Clever Patch	Freight for Art supplies	21.89
				\$ 2,995.94
Manager Business and Economic Development - 2161				
X00000000000000001504	30/03/2025	Ampol Karratha	Fuel for AS9211	80.02
X00000000000000001505	21/03/2025	Thalanyji Food and Fuel	Unleaded Fuel for Onslow Airport Ute	94.07
X00000000000000001506	10/04/2025	Onslow General Store	Refreshments for Strategic Tourism Workshop - Onslow	18.75
				\$ 192.84
			Total Credit Cards	\$ 41,796.14

Shire of Ashburton

**13A Payments by Employees via purchasing cards
Government (Financial Management) Regulation 1996 13A**

**Other Payment Cards
Payment Total for Months of February/March 2025**

Pursuant to the regulation:

- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared -

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

- (2) A list prepared under subregulation (1) must be -

- (a) presented to the council at the next ordinary meeting of Council after the list is prepared; and
- (b) recorded in the minutes of that meeting

Description	Amount
Cabcharge	\$ 1,168.25
Ampol	\$ 2,149.37
Shell	\$ 11,025.37
Wex Motorpass	\$ 3.58
Grand Total	\$ 14,346.57

OTHER PAYMENT CARDS FOR THE MONTHS OF FEBRUARY/MARCH 2025				
Supplier	Date	Card Holder	Description	Amount
Cabcharge	19/02/2025	Audra Smith	Taxi travel	\$ 38.54
Cabcharge	19/02/2025	Audra Smith	Taxi travel	\$ 90.79
Cabcharge	19/02/2025	Audra Smith	Taxi travel	\$ 92.30
Cabcharge	19/02/2025	Audra Smith	Taxi travel	\$ 55.97
Cabcharge	20/02/2025	Audra Smith	Taxi travel	\$ 97.65
Cabcharge	20/02/2025	Audra Smith	Taxi travel	\$ 26.99
Cabcharge	21/02/2025	Audra Smith	Taxi travel	\$ 80.64
Cabcharge	21/02/2025	Audra Smith	Taxi travel	\$ 26.88
Cabcharge	24/02/2025	Audra Smith	Taxi travel	\$ 72.35
Cabcharge	4/03/2025	Clarissa Thompson	Taxi travel	\$ 62.90
Cabcharge	5/03/2025	Clarissa Thompson	Taxi travel	\$ 42.11
Cabcharge	6/03/2025	Jenna Pickering	Taxi travel	\$ 67.83
Cabcharge	7/03/2025	Jenna Pickering	Taxi travel	\$ 22.05
Cabcharge	7/03/2025	Jenna Pickering	Taxi travel	\$ 23.10
Cabcharge	9/03/2025	Jenna Pickering	Taxi travel	\$ 52.61
Cabcharge	19/02/2025	Kyle Cameron	Taxi travel	\$ 134.93
Cabcharge	19/02/2025	Kyle Cameron	Taxi travel	\$ 131.36
Cabcharge	19/02/2025	Kyle Cameron	Taxi travel	\$ 49.25
Ampol	10/03/2025	PUT156	Fuel purchases	\$ 214.49
Ampol	11/03/2025	PUT156	Fuel purchases	\$ 167.43
Ampol	12/03/2025	PUT156	Fuel purchases	\$ 160.16
Ampol	2/03/2025	PUT159	Fuel purchases	\$ 217.95
Ampol	9/03/2025	PUT159	Fuel purchases	\$ 246.63
Ampol	28/03/2025	PUT159	Fuel purchases	\$ 258.46
Ampol	9/03/2025	PUT163	Fuel purchases	\$ 156.04
Ampol	9/03/2025	PUT163	Fuel purchases	\$ 95.46
Ampol	26/03/2025	PUT163	Fuel purchases	\$ 91.88
Ampol	25/03/2025	PSW106	Fuel purchases	\$ 96.90
Ampol	16/03/2025	PSW114	Fuel purchases	\$ 98.39
Ampol	29/03/2025	PSW115	Fuel purchases	\$ 173.46
Ampol	31/03/2025	PRS09	Fuel purchases	\$ 172.12
Shell	1/03/2025	SP1	Fuel purchases	\$ 972.75
Shell	1/03/2025	PUT159	Fuel purchases	\$ 267.73
Shell	3/03/2025	1EH240620.211	Fuel purchases	\$ 21.16
Shell	5/03/2025	PUT122	Fuel purchases	\$ 93.08
Shell	5/03/2025	PUT146	Fuel purchases	\$ 147.76
Shell	5/03/2025	PUT158	Fuel purchases	\$ 180.93
Shell	6/03/2025	1EH240620.211	Fuel purchases	\$ 19.63
Shell	6/03/2025	PUT123	Fuel purchases	\$ 110.20
Shell	6/03/2025	PPM02	Fuel purchases	\$ 14.97
Shell	6/03/2025	PRS09	Fuel purchases	\$ 241.46
Shell	6/03/2025	PSW106	Fuel purchases	\$ 18.38
Shell	7/03/2025	PUT140	Fuel purchases	\$ 62.33
Shell	7/03/2025	PUT121	Fuel purchases	\$ 128.73
Shell	7/03/2025	PSW94	Fuel purchases	\$ 130.05
Shell	7/03/2025	SP1	Fuel purchases	\$ 972.83
Shell	7/03/2025	PUT122	Fuel purchases	\$ 106.02
Shell	8/03/2025	PSW95	Fuel purchases	\$ 234.84
Shell	8/03/2025	SP1	Fuel purchases	\$ 972.83
Shell	10/03/2025	1EH240620.211	Fuel purchases	\$ 20.17

Supplier	Date	Card Holder	Description	Amount
Shell	10/03/2025	PRM19	Fuel purchases	\$ 63.94
Shell	10/03/2025	PTC07	Fuel purchases	\$ 327.38
Shell	11/03/2025	PUT116	Fuel purchases	\$ 102.71
Shell	11/03/2025	PUT122	Fuel purchases	\$ 109.36
Shell	11/03/2025	PUT142	Fuel purchases	\$ 166.75
Shell	12/03/2025	PUT173	Fuel purchases	\$ 155.18
Shell	13/03/2025	PUT123	Fuel purchases	\$ 104.36
Shell	13/03/2025	PUT140	Fuel purchases	\$ 101.30
Shell	14/03/2025	PUT147	Fuel purchases	\$ 147.90
Shell	14/03/2025	PSD11	Fuel purchases	\$ 116.03
Shell	14/03/2025	PSD11	Fuel purchases	\$ 96.37
Shell	14/03/2025	PUT168	Fuel purchases	\$ 110.79
Shell	15/03/2025	PSW93	Fuel purchases	\$ 102.85
Shell	17/03/2025	P575	Fuel purchases	\$ 209.26
Shell	18/03/2025	PRM19	Fuel purchases	\$ 78.25
Shell	19/03/2025	PSW105	Fuel purchases	\$ 223.37
Shell	19/03/2025	PUT140	Fuel purchases	\$ 59.97
Shell	21/03/2025	PUT146	Fuel purchases	\$ 153.36
Shell	21/03/2025	P575	Fuel purchases	\$ 8.51
Shell	22/03/2025	PUT140	Fuel purchases	\$ 102.31
Shell	22/03/2025	PUT140	Fuel purchases	\$ 102.31
Shell	22/03/2025	SP1	Fuel purchases	\$ 393.31
Shell	23/03/2025	PUT150	Fuel purchases	\$ 190.73
Shell	24/03/2025	P575	Fuel purchases	\$ 88.55
Shell	24/03/2025	PUT142	Fuel purchases	\$ 167.17
Shell	24/03/2025	PSW107	Fuel purchases	\$ 54.06
Shell	24/03/2025	PRM14	Fuel purchases	\$ 71.61
Shell	25/03/2025	PUT147	Fuel purchases	\$ 139.74
Shell	25/03/2025	PSW95	Fuel purchases	\$ 29.50
Shell	25/03/2025	PUT160	Fuel purchases	\$ 99.10
Shell	27/03/2025	PUT116	Fuel purchases	\$ 84.30
Shell	27/03/2025	SP1	Fuel purchases	\$ 972.76
Shell	27/03/2025	SP1	Fuel purchases	\$ 972.76
Shell	28/03/2025	PRS09	Fuel purchases	\$ 26.23
Shell	29/03/2025	PSW109	Fuel purchases	\$ 78.91
Shell	31/03/2025	PRS09	Fuel purchases	\$ 68.95
Shell	31/03/2025	PRM19	Fuel purchases	\$ 68.65
Shell	31/03/2025	PUT140	Fuel purchases	\$ 83.42
Shell	31/03/2025	P575	Fuel purchases	\$ 2.50
Shell	31/03/2025	P575	Fuel purchases	\$ 2.50
Shell	31/03/2025	PPM02	Fuel purchases	\$ 2.50
Shell	31/03/2025	PRM14	Fuel purchases	\$ 2.50
Shell	31/03/2025	PRM19	Fuel purchases	\$ 2.50
Shell	31/03/2025	PRS09	Fuel purchases	\$ 2.50
Shell	31/03/2025	PSD11	Fuel purchases	\$ 2.50
Shell	31/03/2025	PSW105	Fuel purchases	\$ 2.50
Shell	31/03/2025	PSW106	Fuel purchases	\$ 2.50
Shell	31/03/2025	PSW107	Fuel purchases	\$ 2.50
Shell	31/03/2025	PSW93	Fuel purchases	\$ 2.50
Shell	31/03/2025	PSW94	Fuel purchases	\$ 2.50
Shell	31/03/2025	PSW95	Fuel purchases	\$ 2.50
Shell	31/03/2025	PTC07	Fuel purchases	\$ 2.50
Shell	31/03/2025	PUT116	Fuel purchases	\$ 2.50

Supplier	Date	Card Holder	Description	Amount
Shell	31/03/2025	PUT121	Fuel purchases	\$ 2.50
Shell	31/03/2025	PUT122	Fuel purchases	\$ 2.50
Shell	31/03/2025	PUT123	Fuel purchases	\$ 2.50
Shell	31/03/2025	PUT140	Fuel purchases	\$ 2.50
Shell	31/03/2025	PUT142	Fuel purchases	\$ 2.50
Shell	31/03/2025	PUT146	Fuel purchases	\$ 2.50
Shell	31/03/2025	PUT147	Fuel purchases	\$ 2.50
Shell	31/03/2025	PUT150	Fuel purchases	\$ 2.50
Shell	31/03/2025	PUT156	Fuel purchases	\$ 2.50
Shell	31/03/2025	PUT158	Fuel purchases	\$ 2.50
Shell	31/03/2025	PUT159	Fuel purchases	\$ 2.50
Shell	31/03/2025	PUT160	Fuel purchases	\$ 2.50
Shell	31/03/2025	PUT166	Fuel purchases	\$ 2.50
Shell	31/03/2025	PUT168	Fuel purchases	\$ 2.50
Shell	31/03/2025	PUT173	Fuel purchases	\$ 2.50
Shell	31/03/2025	SP1	Fuel purchases	\$ 2.50
Wex Motorpass	15/03/2025	PUT129	Card fee	\$ 3.58
			Total Other Payment Cards	\$ 14,346.57



Agenda Item 13.9 - Attachment 1

Monthly Financial Statements - April 2025

SHIRE OF ASHBURTON**MONTHLY FINANCIAL REPORT**

(Containing the required statement of financial activity and statement of financial position)
FOR THE PERIOD ENDED 30 APRIL 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS***Statements required by regulation***

Statement of Financial Activity	2
Statement of Financial Position	3
Note 1 Basis of Preparation	4
Note 2 Statement of Financial Activity Information	5
Note 3 Explanation of Material Variances	6

SHIRE OF ASHBURTON
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025

	Supplemen	Amended Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.
	Informatic	(a) \$	(b) \$	(c) \$	(c) - (b) \$	((c) - (b))/(b) %	
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	71,424,100	68,732,636	72,247,416	3,514,780	5.11%	
Grants, subsidies and contributions		7,160,204	5,189,779	2,674,556	(2,515,223)	(48.46%)	▼
Fees and charges		13,723,807	11,696,174	12,844,039	1,147,865	9.81%	
Interest revenue		4,970,700	3,780,000	3,068,395	(711,605)	(18.83%)	▼
Other revenue		107,200	90,816	1,083,528	992,712	1093.10%	▲
Profit on asset disposals	6	104,500	92,087	0	(92,087)	(100.00%)	▼
		97,490,511	89,581,492	91,917,934	2,336,442	2.61%	
Expenditure from operating activities							
Employee costs		(27,044,657)	(21,630,533)	(18,900,953)	2,729,580	12.62%	▲
Materials and contracts		(36,687,961)	(29,273,953)	(17,680,542)	11,593,411	39.60%	▲
Utility charges		(1,570,900)	(1,285,800)	(1,136,058)	149,742	11.65%	▲
Depreciation		(14,105,200)	(11,754,336)	(14,796,516)	(3,042,180)	(25.88%)	▼
Finance costs		(25,963)	(17,612)	(15,221)	2,391	13.58%	
Insurance		(1,921,100)	(1,921,100)	(1,391,042)	530,058	27.59%	▲
Other expenditure		(988,472)	(519,199)	(399,204)	119,995	23.11%	▲
Loss on asset disposals	6	(77,300)	(73,411)	0	73,411	100.00%	▲
		(82,421,553)	(66,475,944)	(54,319,536)	12,156,408	18.29%	
Non-cash amounts excluded from operating activities	Note 2(b)	14,078,000	11,735,660	14,774,516	3,038,856	25.89%	▲
Amount attributable to operating activities		29,146,958	34,841,208	52,372,914	17,531,706	50.32%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		34,229,627	7,036,000	10,489,490	3,453,490	49.08%	▲
Proceeds from disposal of assets	6	940,700	(236,300)	0	236,300	100.00%	▲
		35,170,327	6,799,700	10,489,490	3,689,790	54.26%	
Outflows from investing activities							
Payments for property, plant and equipment	5	(28,139,238)	(15,165,998)	(11,502,015)	3,663,983	24.16%	▲
Payments for construction of infrastructure	5	(62,328,298)	(37,276,767)	(17,685,086)	19,591,681	52.56%	▲
		(90,467,536)	(52,442,765)	(29,187,102)	23,255,663	44.34%	
Non-cash amounts excluded from investing activities	Note 2(c)	0	0	(456,002)	(456,002)	0.00%	
Amount attributable to investing activities		(55,297,209)	(45,643,065)	(19,153,614)	26,489,451	58.04%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	4	43,329,649	(976,916)	0	976,916	100.00%	▲
		43,329,649	(976,916)	0	976,916	100.00%	
Outflows from financing activities							
Repayment of borrowings	11	(440,543)	(402,763)	(402,762)	1	0.00%	
Payments for principal portion of lease liabilities	12	(57,891)	(48,243)	(52,174)	(3,931)	(8.15%)	
Transfer to reserves	4	(26,953,109)	(1,969,600)	(2,550,609)	(581,009)	(29.50%)	▼
		(27,451,543)	(2,420,606)	(3,005,545)	(584,939)	(24.16%)	
Amount attributable to financing activities		15,878,106	(3,397,522)	(3,005,545)	391,977	11.54%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		10,489,424	10,489,424	10,489,425	1	0.00%	
Amount attributable to operating activities		29,146,958	34,841,208	52,372,914	17,531,706	50.32%	▲
Amount attributable to investing activities		(55,297,209)	(45,643,065)	(19,153,614)	26,489,451	58.04%	▲
Amount attributable to financing activities		15,878,106	(3,397,522)	(3,005,545)	391,977	11.54%	▲
Surplus or deficit after imposition of general rates		217,279	(3,709,955)	40,703,181	44,413,136	1197.13%	▲

KEY INFORMATION

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

* Refer to Note 3 for an explanation of the reasons for the variance.

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

**SHIRE OF ASHBURTON
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 APRIL 2025**

	Supplementary Information	30 June 2025 \$	30 April 2025 \$
CURRENT ASSETS			
Cash and cash equivalents	3	90,190,554	124,532,880
Trade and other receivables		3,086,663	7,083,289
Inventories	8	179,245	275,249
Other assets	8	2,806,503	532,836
TOTAL CURRENT ASSETS		96,262,965	132,424,254
NON-CURRENT ASSETS			
Other financial assets		145,549	145,549
Inventories		715,042	715,042
Property, plant and equipment		190,714,245	197,403,915
Infrastructure		415,172,787	422,873,702
Right-of-use assets		50,294	50,294
TOTAL NON-CURRENT ASSETS		606,797,917	621,188,502
TOTAL ASSETS		703,060,882	753,612,756
CURRENT LIABILITIES			
Trade and other payables	9	7,437,927	1,640,173
Other liabilities	13	11,745,709	20,948,302
Lease liabilities	12	52,174	0
Borrowings	11	440,542	37,780
Employee related provisions	13	1,878,222	1,892,106
TOTAL CURRENT LIABILITIES		21,554,574	24,518,361
NON-CURRENT LIABILITIES			
Contract Liabilities		22,000	0
Other liabilities		478,002	0
Borrowings	11	432,036	432,036
Employee related provisions		301,503	301,503
Other provisions		7,401,411	7,401,411
TOTAL NON-CURRENT LIABILITIES		8,612,952	8,134,950
TOTAL LIABILITIES		30,167,526	32,653,311
NET ASSETS		672,893,356	720,959,445
EQUITY			
Retained surplus		299,030,029	344,545,509
Reserve accounts	4	64,711,682	67,262,291
Revaluation surplus		309,151,645	309,151,645
TOTAL EQUITY		672,893,356	720,959,445

This statement is to be read in conjunction with the accompanying notes.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 APRIL 2025

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

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

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

Judgements and estimates

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

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

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

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 15 May 2025

SHIRE OF ASHBURTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

	Supplementary Information	Amended Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 30 April 2025
(a) Net current assets used in the Statement of Financial Activity				
Current assets		\$	\$	\$
Cash and cash equivalents	3	67,920,868	90,190,554	124,532,880
Trade and other receivables		1,574,273	3,086,663	7,083,289
Inventories	8	359,911	179,245	275,249
Other assets	8	1,550,784	2,806,503	532,836
		71,405,836	96,262,965	132,424,254
Less: current liabilities				
Trade and other payables	9	(5,961,129)	(7,437,927)	(1,640,173)
Other liabilities	13	(11,370,670)	(11,745,709)	(20,948,302)
Lease liabilities	12	0	(52,174)	0
Borrowings	11	(440,543)	(440,542)	(37,780)
Employee related provisions	13	(2,966,361)	(1,878,222)	(1,870,308)
		(20,738,703)	(21,554,574)	(24,496,563)
Net current assets		50,667,133	74,708,391	107,927,691
Less: Total adjustments to net current assets	Note 2(d)	(62,093,582)	(64,218,966)	(67,224,511)
Closing funding surplus / (deficit)		(11,426,449)	10,489,425	40,703,180

(b) Non-cash amounts excluded from operating activities

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

Non-cash amounts excluded from operating activities	Amended Budget	YTD Budget (a)	YTD Actual (b)
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	6	(104,500)	(92,087)
Add: Loss on asset disposals	6	77,300	73,411
Add: Depreciation		14,105,200	11,754,336
Movement in contract liabilities (non-current)			(22,000)
Total non-cash amounts excluded from operating activities		14,078,000	11,735,660
			14,774,516

(c) Non-cash amounts excluded from investing activities

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

Adjustments to investing activities			
Movement in non current liabilities for transfers to acquire or construct non-financial assets to be controlled by the entity			(456,002)
Total non-cash amounts excluded from investing activities		0	0
			(456,002)

(d) Current assets and liabilities excluded from budgeted deficiency

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

	Amended Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 30 April 2025
	\$	\$	\$
Adjustments to net current assets			
Less: Reserve accounts	4	(64,644,823)	(64,711,682)
- Current financial assets at amortised cost - self supporting loans			
- Capital Grants / Contributions liabilities		2,110,698	0
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings	11	440,543	440,542
- Current portion of lease liabilities	12	0	52,174
Total adjustments to net current assets	Note 2(a)	(62,093,582)	(64,218,966)
			(67,224,511)

CURRENT AND NON-CURRENT CLASSIFICATION

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

SHIRE OF ASHBURTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025

3 EXPLANATION OF MATERIAL VARIANCES

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

The material variance adopted by Council for the 2024-25 year is \$40,000 and 10.00% whichever is the greater.

Description		Var. \$ \$	Var. % %	
Revenue from operating activities				
Grants, subsidies and contributions		(2,515,223)	(48.46%)	▼
Variance in Flood Damage Claims	(2,644,543)		Timing	
Variance in Event Contribution	100,000		Permanent	
Interest revenue		(711,605)	(18.83%)	▼
Increase in interest - Muni	220,591		Timing	
Variance in interest - Reserves, Due to reversal of accrued interest	(951,354)		Timing	
Other revenue		992,712	1093.10%	▲
Increase General Reimbursements	141,008		Permanent	
Increase Insurance Claims Reimbursement	466,165		Permanent	
Proceeds on Sale of Assets- Currently classified as other revenue	128,754		Timing	
Profit on asset disposals		(92,087)	(100.00%)	▼
Pending Processing of Disposals	(92,087)		Timing	
Expenditure from operating activities				
Employee costs		2,729,580	12.62%	▲
Reduction in Wages, Superannuation and Allowances	1,726,879		Timing	
Decrease in other employment costs, recruitment, training etc	1,002,701		Timing	
Materials and contracts		11,593,411	39.60%	▲
Reduction in Consultancy expenditure	2,310,623		Timing	
Increase in Legal	594,477		Timing	
Reduction in Local Roads Goods/services expenditure	536,920		Timing	
Reduction in Regional Roads Goods/services expenditure	1,486,609		Timing	
Variation in internal charges (POC & OH)	(505,644)		Timing	
Variation in Internal Charges - Admin, Depot , Housing Alloc	104,627		Timing	
Decrease in events and Festivals	716,847		Timing	
Increase in Communiy Initiatives	278,261		Timing	
Decrease in Housing Maintenance	499,102		Timing	
Decrease in Regional Waste Facility - Operation	520,436		Timing	
Decrease in My Pilbara Home Strategies	128,257		Timing	
Decrease in Fuel & Oils	95,545		Timing	
Increase External Parts and Repairs	(83,378)		Timing	
Decrease in Tourism Initiatives	99,402		Timing	
Increase in Compliance Enforcement	(23,907)		Part Permanent	
Increase Organisation Development. (incorrect N&T)	(112,977)		Timing	
Employee Recognition (incorrect N&T)	(80,631)		Timing	
Decrease in Flood Damage Repairs - Declared Events	3,641,562		Timing	
Increase in Onslow Airport	362,246		Timing	
Decrease Inspire - Rio Tinto - Agreement Delivery - Tom Price	262,248		Timing	
Decrease in Television Facilities	149,199		Timing	
Decrease in Sports Facilities	230,917		Timing	
Increase in Environment - Due to Cyclone Clean up costs	(628,806)		Permanent	
Increase in IT Operations (Software, Hardware, communications)	(46,257)		Timing	
Decrease in Agency Staff	100,000		Timing	
Increase in Depot Facilities	(158,615)		Permanent	

Description		Var. \$	Var. %	
Utility charges		\$ 149,742	11.65%	▲
Timing of utility charges	149,742		Timing	
Depreciation		(3,042,180)	(25.88%)	▼
Variance in Depreciation, based on updated rates	(3,042,180)			
Insurance		530,058	27.59%	▲
Reduction in insurance renewals	9,754		Permanent	
Other expenditure		119,995	23.11%	▲
Decrease in Grants	113,606		Timing	
Loss on asset disposals		73,411	100.00%	▲
Pending Processing of Disposals	73,411		Timing	
Non-cash amounts excluded from operating activities		3,038,856	25.89%	▲
Pending Processing of Disposals and Depn Variance	3,038,856		Part Timing	
Inflows from investing activities				
Proceeds from capital grants, subsidies and contributions		3,453,490	49.08%	▲
Decrease in Minna Oval Funding	(5,000,000)		Timing	
Increase in Community Development Fund - Onslow Bike Path	1,910,000		Timing	
Increase in Chevron Funding - Onslow Streetscape	5,500,000		Timing	
Decrease in Regional Road Group Funding	(722,985)		Timing	
Increase in Roads to Recovery Funding	870,207		Timing	
Increase in LRCIP - Phase 4 - Part A	487,655		Timing	
Proceeds from disposal of assets		236,300	100.00%	▲
Pending Processing of Disposal of assets	236,300		Timing	
Outflows from investing activities				
Payments for property, plant and equipment		3,663,983	24.16%	▲
Variance in capital project timing - refer to Capital Acquisition	3,663,983		Timing	
Payments for construction of infrastructure		19,591,681	52.56%	▲
Variance in capital project timing - refer to Capital Acquisition	19,591,681		Timing	
Inflows from financing activities				
Transfer from reserves		976,916	100.00%	▲
Pending Transfer from Reserves	(976,916)		Timing	
Outflows from financing activities				
Transfer to reserves		(581,009)	(29.50%)	▼
Budget Profile on transfer to Airport reserve	(581,009)		Timing	
Surplus or deficit after imposition of general rates		44,413,136	1197.13%	▲

SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION

TABLE OF CONTENTS

1	Key Information	8
2	Key Information - Graphical	9
3	Cash and Financial Assets	10
4	Reserve Accounts	11
5	Capital Acquisitions	12
6	Disposal of Assets	16
7	Receivables	17
8	Other Current Assets	18
9	Payables	19
10	Rate Revenue	20
11	Borrowings	21
12	Lease Liabilities	22
13	Other Current Liabilities	23
14	Trust Fund	24

**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025**

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$10.49 M	\$10.49 M	\$10.49 M	\$0.00 M
Closing	\$0.22 M	(\$3.71 M)	\$40.70 M	\$44.41 M
Refer to Statement of Financial Activity				

Cash and cash equivalents			Payables			Receivables		
	\$124.90 M	% of total		\$1.64 M	% Outstanding		\$6.71 M	% Collected
Unrestricted Cash	\$57.64 M	46.1%	Trade Payables	(\$0.01 M)		Rates Receivable	\$0.37 M	99.5%
Restricted Cash	\$67.26 M	53.9%	0 to 30 Days		100.0%	Trade Receivable	\$6.71 M	% Outstanding
			Over 30 Days		0.0%	Over 30 Days		46.0%
			Over 90 Days		0.0%	Over 90 Days		36.3%
Refer to 3 - Cash and Financial Assets			Refer to 9 - Payables			Refer to 7 - Receivables		

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$29.15 M	\$34.84 M	\$52.37 M	\$17.53 M
Refer to Statement of Financial Activity			

Rates Revenue			Grants and Contributions			Fees and Charges		
YTD Actual	\$72.25 M	% Variance	YTD Actual	\$2.67 M	% Variance	YTD Actual	\$12.84 M	% Variance
YTD Budget	\$68.73 M	5.1%	YTD Budget	\$5.19 M	(48.5%)	YTD Budget	\$11.70 M	9.8%
Refer to 10 - Rate Revenue						Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$55.30 M)	(\$45.64 M)	(\$19.15 M)	\$26.49 M
Refer to Statement of Financial Activity			

Proceeds on sale			Asset Acquisition			Capital Grants		
YTD Actual	\$0.00 M	%	YTD Actual	\$17.69 M	% Spent	YTD Actual	\$10.49 M	% Received
Amended Budget	\$0.94 M	(100.0%)	Amended Budget	\$62.33 M	(71.6%)	Amended Budget	\$34.23 M	(69.4%)
Refer to 6 - Disposal of Assets			Refer to 5 - Capital Acquisitions			Refer to 5 - Capital Acquisitions		

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$15.88 M	(\$3.40 M)	(\$3.01 M)	\$0.39 M
Refer to Statement of Financial Activity			

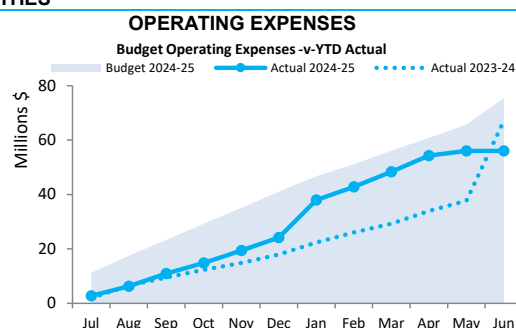
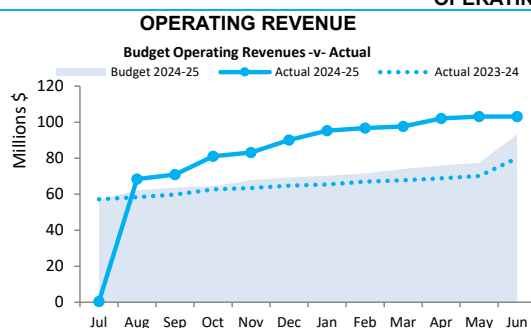
Borrowings			Reserves			Lease Liability		
Principal repayments	(\$0.40 M)		Reserves balance	\$67.26 M		Principal repayments	(\$0.05 M)	
Interest expense	(\$0.01 M)		Interest earned	\$2.55 M		Interest expense	(\$0.00 M)	
Principal due	\$0.47 M					Principal due	\$0.07 M	
Refer to 11 - Borrowings			Refer to 4 - Cash Reserves			Refer to Note 12 - Lease Liabilities		

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

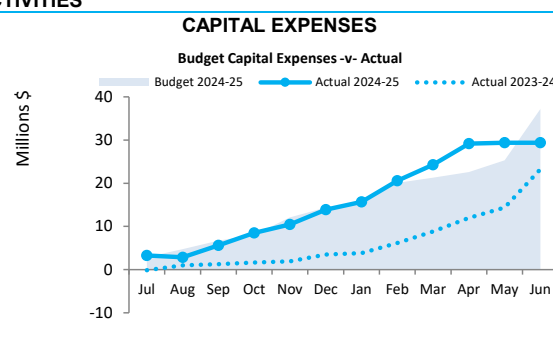
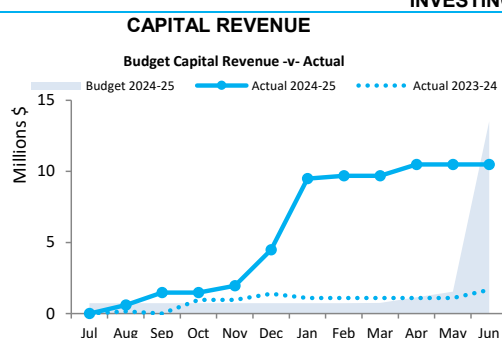
**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025**

2 KEY INFORMATION - GRAPHICAL

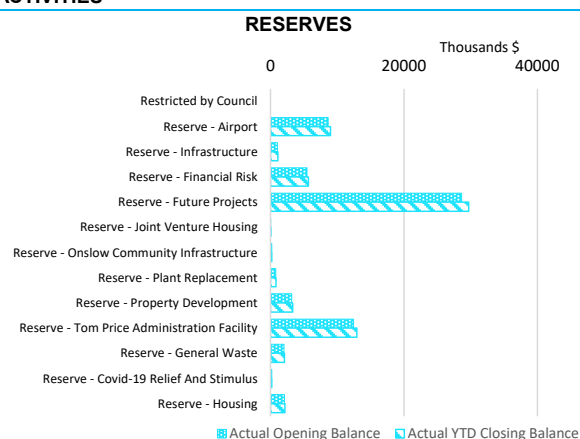
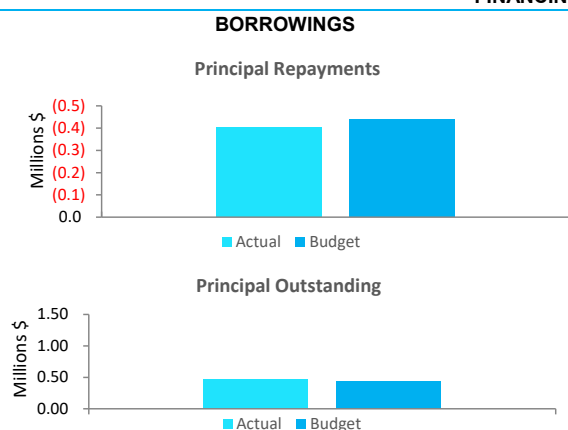
OPERATING ACTIVITIES



INVESTING ACTIVITIES



FINANCING ACTIVITIES



**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025**

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Westpac	Cash and cash equivalents	6,212,577	1,498	6,214,075		Westpac	4.10%	On-call
Commonwealth Bank	Cash and cash equivalents	10,901,914		10,901,914		CBA	4.10%	On-call
Term Deposit	Cash and cash equivalents	10,079,384		10,079,384		CBA	4.80%	04/2025
Term Deposit	Cash and cash equivalents	10,079,384		10,079,384		CBA	4.65%	05/2025
Term Deposit	Cash and cash equivalents	10,000,000		10,000,000		Auswide	5.30%	05/2025
Commonwealth Bank	Cash and cash equivalents	10,363,874		10,363,874		CBA	4.70%	On-call
Cash on hand	Cash and cash equivalents	3,457		3,457		-	-	-
Trust	Cash and cash equivalents	0			6,017	Westpac	0.00%	On-call
Term Deposit	Cash and cash equivalents	0	3,280,607	3,280,607		NAB	4.95%	08/2025
Term Deposit	Cash and cash equivalents	0	5,613,321	5,613,321		NAB	4.80%	09/2025
Term Deposit	Cash and cash equivalents	0	11,224,645	11,224,645		NAB	4.55%	09/2025
Term Deposit	Cash and cash equivalents	0	3,520,836	3,520,836		Auswide	5.00%	05/2025
Term Deposit	Cash and cash equivalents	0	5,619,532	5,619,532		AMP	5.05%	06/2025
Term Deposit	Cash and cash equivalents	0	3,645,601	3,645,601		NAB	5.00%	06/2025
Term Deposit	Cash and cash equivalents	0	5,269,260	5,269,260		AMP	5.00%	06/2025
Term Deposit	Cash and cash equivalents	0	3,251,115	3,251,115		NAB	5.20%	07/2025
Term Deposit	Cash and cash equivalents	0	3,251,115	3,251,115		NAB	5.20%	07/2025
Term Deposit	Cash and cash equivalents	0	5,039,692	5,039,692		CBA	4.80%	05/2025
Term Deposit	Cash and cash equivalents	0	5,064,148	5,064,148		Westpac	4.81%	05/2025
Term Deposit	Cash and cash equivalents	0	8,369,721	8,369,721		NAB	4.60%	09/2025
Term Deposit	Cash and cash equivalents	0	4,111,200	4,111,200		AMP	5.10%	07/2025
Total		57,640,588	67,262,291	124,902,880	6,017			
Comprising								
Cash and cash equivalents		57,640,588	67,262,291	124,902,880	6,017			
		57,640,588	67,262,291	124,902,880	6,017			

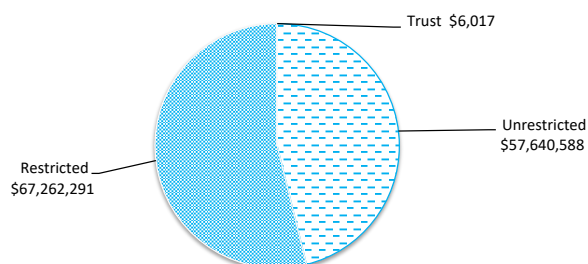
KEY INFORMATION

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

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

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

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



SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

4 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfer s Out (-)	Actual YT Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Reserve - Airport	8,872,368	566,300	3,000,000	(1,638,808)	10,799,860	8,644,637	364,995	0	0	9,009,632
Reserve - Infrastructure	643,382	32,800	6,500,000	(4,010,612)	3,165,570	1,051,147	40,209	0	0	1,091,356
Reserve - Financial Risk	5,491,822	340,000	0	(800,000)	5,031,822	5,462,317	228,566	0	0	5,690,883
Reserve - Future Projects	27,883,460	657,100	1,000,000	(30,386,184)	(845,624)	28,637,967	1,068,104	0	0	29,706,071
Reserve - Joint Venture Housing	5,381	300	0	(5,681)	0	5,354	221	0	0	5,575
Reserve - Onslow Community In	203,659	12,200	0	(215,859)	0	203,659	0	0	0	203,659
Reserve - Plant Replacement	795,424	115,400	0	(131,507)	779,317	785,413	40,557	0	0	825,970
Reserve - Property Development	3,194,072	184,300	0	(1,220,000)	2,158,372	3,178,077	131,422	0	0	3,309,499
Reserve - Tom Price Administrat	12,501,356	721,400	6,210,609	0	19,433,365	12,438,752	514,376	0	0	12,953,128
Reserve - General Waste	2,781,986	101,200	0	(2,659,158)	224,028	2,024,008	81,827	0	0	2,105,835
Reserve - Covid-19 Relief And S	199,805	11,500	0	(211,306)	(1)	198,805	8,221	0	0	207,026
Reserve - Housing	2,072,108	0	7,500,000	(2,050,534)	7,521,574	2,081,546	72,109	0	0	2,153,655
	64,644,823	2,742,500	24,210,609	(43,329,649)	48,268,283	64,711,682	2,550,609	0	0	67,262,291

**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land - freehold land	873,240	200,000	237,927	37,927
Buildings - non-specialised	100,000	100,000	0	(100,000)
Buildings - specialised	22,033,997	11,613,997	7,752,242	(3,861,755)
Furniture and equipment	883,144	863,144	286,332	(576,812)
Plant and equipment	4,248,857	2,388,857	3,225,514	836,657
Acquisition of property, plant and equipment	28,139,238	15,165,998	11,502,015	(3,663,983)
Infrastructure - roads	5,829,950	3,715,950	2,269,398	(1,446,552)
Infrastructure - Pathways	1,749,645	976,484	937,364	(39,120)
Infrastructure - Drainage	3,091,132	3,091,132	1,757,516	(1,333,616)
Infrastructure - Coastal Infrastructure	786,547	786,547	680,835	(105,712)
Infrastructure - Parks and Recreation	14,889,193	9,888,293	4,186,659	(5,701,634)
Infrastructure - Town Infrastructure	32,145,565	14,982,095	5,363,345	(9,618,750)
Infrastructure - General Waste	105,000	105,000	25,148	(79,853)
Infrastructure - Airport	1,072,108	1,072,108	449,918	(622,190)
Infrastructure - Regional Waste Facility	2,659,158	2,659,158	2,014,904	(644,254)
Acquisition of infrastructure	62,328,298	37,276,767	17,685,086	(19,591,681)
Total capital acquisitions	90,467,536	52,442,765	29,187,102	(23,255,663)
Capital Acquisitions Funded By:				
Capital grants and contributions	34,229,627	7,036,000	10,489,490	3,453,490
Other (disposals & C/Fwd)	940,700	(236,300)	0	236,300
Reserve accounts				
Reserve - Airport	1,638,808	0	0	0
Reserve - Infrastructure	4,010,612	0	0	0
Reserve - Financial Risk	800,000	0	0	0
Reserve - Future Projects	30,386,184	0	0	0
Reserve - Joint Venture Housing	5,681	0	0	0
Reserve - Onslow Community Infrastructure	215,859	0	0	0
Reserve - Plant Replacement	131,507	0	0	0
Reserve - Property Development	1,220,000	0	0	0
Reserve - General Waste	2,659,158	0	0	0
Reserve - Covid-19 Relief And Stimulus	211,306	0	0	0
Reserve - Housing	2,050,534	0	0	0
Contribution - operations	11,967,560	45,643,065	18,697,612	(26,945,453)
Capital funding total	90,467,536	52,442,765	29,187,102	(23,255,663)

SIGNIFICANT ACCOUNTING POLICIES

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

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

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

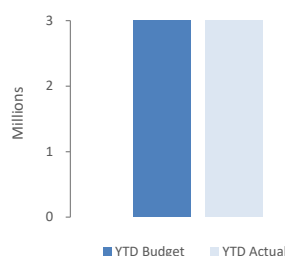
Initial recognition and measurement for assets held at cost

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

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

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

Payments for Capital Acquisitions



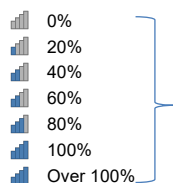
SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators






















































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

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

Level of completion indicator, please see table at the end of this note for further detail.			Amended			
Account Description			Budget	YTD Budget	YTD Actual	Variance (Under)/Over
			\$	\$	\$	\$
	X3742	Pfc Super Fryer	16,700	16,700	15,214	1,48
	X2315	Hangar Ablution Block Restoration	8,464	8,464	3,732	4,73
	X3741	Ons Ad - 10 Yearly Panel & Detection Upgrades	40,000	40,000	38,127	1,87
	X2320	Taxiway Echo Construction	724,778	724,778	192,240	532,53
	X2828	Aviation Area Development	216,866	216,866	191,720	25,14
	X3743	Ons Ad - Radio System	30,000	30,000	24,099	5,90
	X3744	Airfield Lightng For Twy E & Wga Apron	52,000	52,000	0	52,00
	X3434	Communties Events Equipment	31,104	16,444	11,830	4,61
	X3562	Old Onslow Additional Road Signage	19,262	19,262	21,075	(1,813
	X3563	Old Onslow Contingency Works	15,500	15,500	0	15,50
	X3564	Old Onslow Heritage Street Signs	12,808	12,808	0	12,80
	X3565	Old Onslow Pedestrian And Parking Access	31,340	46,000	0	46,00
	X3566	Old Onslow Information App	12,200	12,200	10,000	2,20
	X3435	Visit Ashburton Tourism Signage	100,000	100,000	0	100,00
	X3753	Multipurpose Court Cleaner - Tom Price	30,000	30,000	0	30,00
	X3754	Multipurpose Court Cleaner Tom Price	30,000	30,000	32,629	(2,629
	X3755	Linemarking Robot	60,000	60,000	51,149	8,85
	X3765	Paraburdoo Information Bay - F&E - New	30,000	30,000	19,296	10,70
	X3736	Carinya Unit Upgrade - Onslow	100,000	100,000	0	100,00
	X3700	Tom Price Depot - Renewal	38,060	38,060	38,060	0
	X3437	Onslow Mpc Refurb / Painting	124,660	124,660	124,660	0
	X3701	Tom Price Squash Facility - Capital Renewal	180,000	180,000	0	180,00
	X3720	Onslow Sports Club - Facility - Upgrade	17,000	17,000	15,380	1,62
	X3723	Sports Pavilion - Facility - Capital Renewal	20,000	20,000	4,544	15,45
	X3725	Peter Sutherland Oval Facilities - Capital Renewal	10,000	10,000	0	10,00
	X3728	Quentin Broad Building - Capital Renewal	40,000	40,000	29,683	10,31
	X3760	Tom Price Bowling Club - Renewal	120,000	120,000	21,908	98,09
	X3522	Tom Price Bowling green upgrade	1,000,000	1,000,000	733,914	266,08
	X3698	Paraburdoo One Tree Daycare Capital Renewal	120,000	120,000	0	120,00
	X3709	Karingal Neighbourhood Centre - Building - Capital Renewal	80,000	80,000	74,195	5,80
	X3721	Tom Price Community Centre - Facility - Capital Upgrade	20,000	20,000	4,544	15,45
	X3724	Ashburton Hall - Building - Capital Renewal	15,000	15,000	9,046	5,95
	X3764	Community Hall - Capital Renewal	180,000	180,000	5,180	174,82
	X3740	Cleaner Van Fitout	15,000	15,000	0	15,00
	X2894	Minna Oval Irrigation Renewal	214,350	214,350	0	214,35
	X3702	Quentin Broad Swimming Pool - Capital Renewal	35,000	35,000	14,165	20,83
	X3706	Federation Park - Capital Renewal	35,000	35,000	14,165	20,83
	X3707	Lions Park - Playground Capital Renewal	44,000	44,000	0	44,00
	X3708	Nature Park - Playground - Capital Renewal	44,000	44,000	0	44,00
	X3710	Southroad Playgound Softfall Renewal	44,000	44,000	0	44,00
	X3711	Tom Price Splash Pad - Playground - Capital Renewal	44,000	44,000	0	44,00
	X3763	Train Park - Capital Renewal	35,000	35,000	14,165	20,83
	X3761	Yungu Playgroup - Capital - New	40,000	40,000	36,985	3,01
	X3762	Tink Playground - Capital - New	40,000	40,000	36,985	3,01
	X3591	Onslow Ocean Outfalls	862,497	862,497	762,267	100,23
	X3719	Onslow Third St Drainage Upgrade	1,226,839	1,226,839	93,440	1,133,39
	X3775	Tom Price Depot - Building - Renewal	70,000	70,000	28,475	41,52
	X3455	Onslow Airport Business Park Subdivision	653,240	200,000	237,927	(37,927
	X3726	Lot 9001 South Road	220,000	0	0	0

	Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
X3759	Trailer - New - Housing Mtce	6,500	6,500	3,926	2,574
X3669	Renewal Of Pld12 Onslow Waste Site Loader	270,000	0	284,600	(284,600)
X3670	Renewal Of Pld13 Para Waste Loader	400,000	0	412,246	(412,246)
X3675	Renewal Of Psw98 Is Waste Manager Fortuner As9507	51,000	51,000	0	51,000
X3684	Renewal Of Put122 Is Waste Para As9171	32,000	32,000	29,823	2,177
X3737	Prwmf - Waste Loader	420,000	0	385,678	(385,678)
X3738	Prwmf - Tracked Loader(Dozer) 20T	770,000	0	0	770,000
X3674	Renewal Of Psw95 Manager Libraries Fortuner (As9500)	51,000	51,000	52,708	(1,708)
X3739	Tom Price Cleaners Van	45,000	45,000	0	45,000
X3056	4Wd Extra Cab Utility - As9359	51,091	51,091	57,779	(6,688)
X3467	Six Tonne Tipper - As684 Ptr24	94,630	94,630	95,746	(1,116)
X3471	Tractor - 1Ebn978 Ttc07	107,000	107,000	109,536	(2,536)
X3613	Hooklift Truck - Prwf	300,000	300,000	337,530	(37,530)
X3673	Renewal Of Psw92 Is Roads Manager Fortuner (As9361)	51,000	51,000	52,708	(1,708)
X3677	Renewal Of Ptr31 Is Road Crew Service Truck	160,000	160,000	0	160,000
X3679	Renewal Of Put105 Is Tmo As9112	32,000	32,000	29,823	2,177
X3681	Renewal Of Put117 Is Tmo As9154	32,000	32,000	30,314	1,686
X3682	Renewal Of Put118 Is Tmo As114	32,000	32,000	29,823	2,177
X3683	Renewal Of Put121 Is Tmo As9157	32,000	32,000	29,823	2,177
X3685	Renewal Of Put123 Is Tmo Para As9160	32,000	32,000	29,823	2,177
X3686	Renewal Of Put124 Is Leading Hand Tp As9373	36,000	36,000	33,224	2,776
X3688	Renewal Of Put131 Is Pool Vehicle Tp As8715	58,000	58,000	59,436	(1,436)
X3689	Renewal Of Put145 Is Tms Onslow As9504	58,000	58,000	57,075	925
X3678	Renewal Of Put77 Sun Chalets Pool Vehicle As8784	32,000	32,000	30,498	1,502
X3671	Renewal Of Psw90 Tp Admin Pool Car Prado (As9368)	51,000	51,000	53,074	(2,074)
X3672	Renewal Of Psw91 Onslow Admin Pool Car Fortuner (As9360)	51,000	51,000	0	51,000
X3676	Renewal Of Psw104 Ceo Vehicle Kakadu (1000As)	110,000	110,000	94,938	15,062
X3680	Renewal Of Put115 - Pool Vehicle - As9156	32,000	32,000	29,823	2,177
X3687	Renewal Of Put129 Pana Pool Car As9354	58,000	58,000	57,075	925
X3786	Ict Toyota Hiace Van	55,000	55,000	53,348	1,652
X3729	Contractor Accommodation - Tom Price	0	(3,000,000)	0	(3,000,000)
X3768	Minna Oval Sports Pavilion - Capital - New	10,000,000	6,000,000	3,688,854	2,311,146
X2328	Onslow Men'S Shed Construction	2,400,000	0	145,088	(145,088)
X3475	Pathway Failure Cbd - Tom Price	976,484	976,484	937,364	39,120
X3476	Onslow Drainage	203,692	203,692	109,970	93,722
X3478	Onslow Skate Park	0	0	956	(956)
X2344	Foreshore Masterplan Works (Anzac Park)	2,181,850	1,181,850	673,732	508,118
X3480	Onslow Bike Park	2,947,933	2,947,933	311,741	2,636,192
X3482	Paraburdoo Bike / Pump Track	2,156,240	2,156,240	2,182,202	(25,962)
X3481	Pannawonica Bike / Pump Track	0	0	7,448	(7,448)
X3792	Peter Sutherland Oval Lighting Upgrade	2,000,000	0	5,940	(5,940)
X3793	Clem Thompson Oval Lighting Upgrade	2,000,000	0	7,340	(7,340)
X3588	Onslow Streetscape	17,382,095	8,382,095	108,998	8,273,097
X2339	Ocean View Caravan Park Stage 3	14,263,470	6,100,000	5,222,967	877,033
X3523	Onslow Town Jetting - Planning	786,547	786,547	680,835	105,712
X3244	Paraburdoo (Joffre Avenue, 39) , Capital Renewal	100,000	100,000	70,266	29,734
X3260	Paraburdoo (King Avenue, 586) , Capital Renewal	120,000	120,000	101,837	18,163
X3262	Onslow (Third Ave, 9), Capital Renewal	60,000	60,000	6,557	53,443
X3485	15 First Ave, Onslow Major Refurb And Verandah	100,534	100,534	0	100,534
X3490	Patio Insulation - 1166 Tarwonga Circuit, Tom Price	0	0	9,599	(9,599)
X3575	Tom Price (Warrina Place, 1119), Capital Renewal	120,000	120,000	285,493	(165,493)
X3576	Tom Price (726 Yiluk Street) - Partial Refurb	440,000	440,000	0	440,000
X3660	Tom Price (1119 Warrina Place) - Capital Renewal	80,000	80,000	107	79,893
X3691	Onslow (Third Avenue, 13) - Capital Renewal	36,200	36,200	39,466	(3,266)
X3693	Paraburdoo (Samson Avenue, 294) - Capital Renewal	56,200	56,200	7,693	48,507
X3694	Tom Price (Kanberra Drive, 85 - Capital Renewal	20,000	20,000	0	20,000
X3695	Paraburdoo (Brockman Street, 571), Capital Renewal	36,200	36,200	7,474	28,726
X3696	Tom Price (Mungarra Street 736), Capital Renewal	20,000	20,000	19,966	34
X3697	Tom Price (Kulai Street 816) - Capital Renewal	20,000	20,000	21,483	(1,483)
X3699	Tom Price (Kanberra Drive, 86 - Capital Renewal	20,000	20,000	20,033	(33)
X3572	1167 Tarwonga Circuit - Air Conditioner	0	0	109	(109)
X3766	Onslow Cartoon Units - Capital Renewal	400,000	0	368,952	(368,952)
X3767	Contractor Accommodation - Onslow Upgrade - Atu	20,000	0	28,209	(28,209)
X3622	11B Otway Court, Onslow	0	0	0	0
X3626	Accommodation Strategy - Onslow, Watson Drive	5,415,000	4,815,000	1,325,980	3,489,020
X3789	Onslow (5 Forrest Count) Purchase	550,000	550,000	548,383	1,617
X3782	Tom Price (463 Croton Street) Purchase	685,000	685,000	679,460	5,540
X3496	Retractable Shade Sail Repair - Onslow Aquatic Centre	100,143	100,143	19,484	80,659

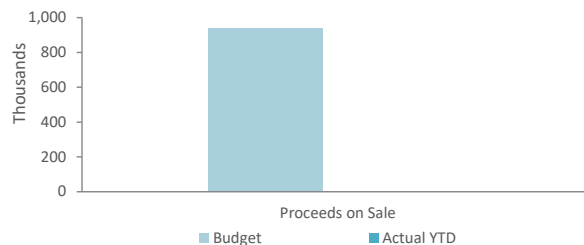
	Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
	X3705 Onslow Aquatic - Capital - New - Heating	499,667	499,667	18,156	481,51
	X3704 Quentin Broad Swimming Pool - Capital - New - Heating	499,666	499,666	15,069	484,59
	X3703 Vic Hayton Memorial Pool - Capital - New Heating	700,567	700,567	14,959	685,60
	X3756 7Kg Class Drone Project	30,000	30,000	0	30,00
	X3757 Mobile Stockyard	25,000	25,000	24,635	36
	X0174 Bedford Fire Truck Restoration	33,636	33,636	115,088	(81,452)
	X3614 Hooklift Bins 3 X 30M3	50,000	50,000	55,921	(5,921)
	X3615 Water Unit For Hooklift Truck	100,000	100,000	90,561	9,43
	X3617 Telehandler With Rotating Forks	520,000	520,000	518,390	1,61
	X0179 Liquid Waste Facility	1,284,907	1,284,907	876,955	407,95
	X3230 Prwmf - Cell 2	208,000	208,000	127,925	80,07
	X3231 Prwmf - Hazardous Liquid Waste Treatment	92,160	92,160	148,432	(56,272)
	X3500 Prwmf Evaporation Ponds And Drying Bed	1,074,091	1,074,091	861,592	212,49
	X0173 Mine Road Reconstruct And Reprofile	148,000	148,000	0	148,00
	X3037 Millstream - Pannawonica Road Resheet (Tbd)	656,950	656,950	656,950	0
	X3712 Ashburton Downs - Meekatharra Rd	2,250,000	1,500,000	2,182	1,497,81
	X3041 Roebourne - Wittenoom Road Works (Tba)	1,000,000	250,000	1,200	248,80
	X2992 Tom Price Pathway Program	773,161	0	0	0
	X3713 Coolibah Street	59,000	0	0	0
	X3714 Court Road	90,000	0	86,845	(86,845)
	X3715 Wattle Street	160,000	0	139,407	(139,407)
	X3716 Yaruga Street	305,000	0	0	0
	X3717 Banjima Road Resealing	975,000	975,000	843,731	131,26
	X3800 Willow Road	0	0	189,095	(189,095)
	X3801 Lilac Road	0	0	139,407	(139,407)
	X3802 Bingarn Road	0	0	24,528	(24,528)
	X3514 Road Electronic Signage	186,000	186,000	186,000	0
	X3667 Remote Site Audit - Infrastructure Upgrade	420,000	400,000	107,978	292,02
	X3668 Is Pc Replacement Program	225,000	225,000	0	225,00
	X3501 Mine Road Pipes Upgrade	500,000	500,000	493,732	6,26
	X3505 Replace Onslow Reticulation Tank	42,150	42,150	42,150	0
	X3746 Tjiluna Oval Reticulation Expansion	20,000	20,000	12,800	7,20
	X3747 Central Rd Reticulation Upgrade	40,000	40,000	7,044	32,95
	X3748 Revitalise Tom Price Reticulation Bore	120,000	120,000	0	120,00
	X3727 Tom Price Post Office Landscaping Upgrade	400,000	400,000	31,380	368,62
	X3758 Fire Fighting Water Tank - Paraburdoo Waste	20,000	20,000	0	20,00
	X3749 Shed Cover For Site Generator - Onslow	25,000	25,000	6,118	18,88
	X3750 Generator Switchover Connection	25,000	25,000	9,060	15,94
	X3751 Generator Switchover Connection - Tom Price	25,000	25,000	9,970	15,03
	X3752 Waste Facilities - Signage	30,000	30,000	0	30,00
	X3803 Sun Chalets Commercial Dryers	0	0	16,235	(16,235)
	X3506 Tom Price Mall - Reticulation	66,304	66,304	66,307	(3)
	X3440 Civic Centre Security Upgrade	0	0	1,440	(1,440)
	X3472 Tri-Axle Side Tipper Trailer - 1Tdp293 Ptl10	0	0	5,175	(5,175)
	X3479 Minna Oval Sports Pavilion	0	0	5,668	(5,668)
	X3578 Paraburdoo (Capricorn Avenue, 193) - Capital Renewal	0	0	634	(634)
	X3027 Ashburton Downs Road Resheet - 24.00 To 29.00	0	0	53	(53)
	X3625 Beadon, Lpr & Depot Cctv	0	0	6,555	(6,555)
	X2909 Onslow Gymnasium Equipment Renewal	0	0	(244)	24
	X3045 Millstream - Pannawonica Road - 92.90	231,800	231,800	231,800	0
	X3785 Additional Office Creation - Tom Price Depot	200,000	200,000	0	200,00
		90,467,536	52,443,665	29,187,102	23,256,56

SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Plant and equipment									
				0	0			0	0
PE338	Six Tonne Tipper - As684 Ptr24	39,316	32,000	0	(7,316)			0	0
PE323	Tractor - 1EBN978	21,900	20,000	0	(1,900)			0	0
PE462	Extra Cab Utility - As340	14,018	18,000	3,982	0			0	0
PE545	Utility - As9367 Put138	24,834	32,000	7,166	0			0	0
PE138	Tri axle side tipper trailer - 1TDP293	7,292	10,000	2,708	0			0	0
PE458	Road Sweeper	164,780	130,000	0	(34,780)			0	0
PE538	4Wd Extra Cab Utility - As9359	24,688	41,700	17,012	0			0	0
PE371	PLD12 Onslow waste site Loader	72,595	85,000	12,405	0			0	0
PE404	PLD13 Para Waste Loader	108,893	105,000	0	(3,893)			0	0
PE541	PSW90 TP Admin Pool Car Prado (A	31,384	36,000	4,616	0			0	0
PE552	PSW91 Onslow Admin Pool Car Fort	25,566	32,000	6,434	0			0	0
PE553	PSW92 IS Roads Manager Fortuner	28,544	32,000	3,456	0			0	0
PE556	PSW95 Manager Libraries Fortuner (29,040	32,000	2,960	0			0	0
PE567	PSW98 IS Waste manager Fortuner	32,411	32,000	0	(411)			0	0
PE610	PSW104 CEO Vehicle Kakadu (1000	72,492	60,000	0	(12,492)			0	0
PE482	PTR31 IS Road Crew Service Truck	56,471	40,000	0	(16,471)			0	0
PE355	PUT77 Sun Chalets Pool Vehicle AS	0	8,000	8,000	0			0	0
PE435	PUT105 IS TMO AS9112	7,944	12,000	4,056	0			0	0
PE491	PUT115 - Pool Vehicle - AS9156	10,917	12,000	1,083	0			0	0
PE484	PUT117 IS TMO AS9154	10,917	12,000	1,083	0			0	0
PE485	PUT118 IS TMO AS114	10,917	12,000	1,083	0			0	0
PE487	PUT121 IS TMO AS9157	10,513	12,000	1,487	0			0	0
PE492	PUT122 IS Waste Para AS9171	10,513	12,000	1,487	0			0	0
PE490	PUT123 IS TMO Para AS9160	10,513	12,000	1,487	0			0	0
PE507	PUT124 IS Leading hand TP AS9373	10,484	15,000	4,516	0			0	0
PE516	PUT129 Pana pool car AS9354	22,915	32,000	9,085	0			0	0
PE520	PUT131 IS pool vehicle TP AS8715	25,063	32,000	6,937	0			0	0
PE568	PUT145 IS TMS Onslow AS9504	28,573	32,000	3,427	0			0	0
		913,491	940,700	104,471	(77,262)	0	0	0	0



**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025**

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable	30 June 2024	30 Apr 2025
	\$	\$
Opening arrears previous years	415,723	469,337
Levied this year	72,247,416	72,247,416
Less - collections to date	(72,193,802)	(72,342,666)
Gross rates collectable	469,337	374,087
Net rates collectable	469,337	374,087
% Collected	99.4%	99.5%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(32,781)	3,279,217	397,203	186,028	2,185,167	6,014,833
Percentage	(0.5%)	54.5%	6.6%	3.1%	36.3%	
Balance per trial balance						
Trade receivables	(32,781)	3,279,217	397,203	186,028	2,185,167	6,014,833
GST receivable		708,778				708,778
Allowance for credit losses of trade receivables					(14,409)	(14,409)
Total receivables general outstanding						6,709,202

Amounts shown above include GST (where applicable)

KEY INFORMATION

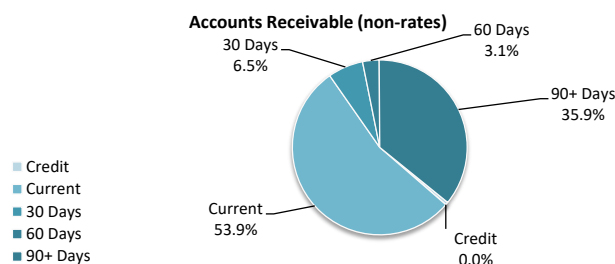
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 30 April 2025
	\$	\$	\$	\$
Other current assets				
Inventory				
Fuel & Oils	58,733	96,004		154,737
Tom Price Tourist Bureau	120,512	0		120,512
Other assets				
Prepayments	198,795		(177,894)	20,901
Accrued income	2,607,708		(2,095,773)	511,935
Total other current assets	2,985,748	96,004	(2,273,667)	808,085

KEY INFORMATION

Inventory

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

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

SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

FINANCING ACTIVITIES

11 BORROWINGS

Repayments - borrowings

Information on borrowings		New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2024	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Onslow Transfer Station	122	365,774	0	0	(365,773)	(365,774)	1	0	(6,603)	(8,47)
Airport Upgrade	119	49,444	0	0	(11,787)	(23,948)	37,657	25,496	(1,555)	(2,77)
Onslow Administration Centre	124	457,360	0	0	(25,202)	(50,821)	432,158	406,539	(6,342)	(14,72)
Total		872,578	0	0	(402,762)	(440,543)	469,816	432,035	(14,501)	(25,96)
Current borrowings		440,543					37,780			
Non-current borrowings		432,035					432,036			
		872,578					469,816			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025**

FINANCING ACTIVITIES

12 LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2024	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Photocopier lease	1	\$ 119,764	\$ 0	\$ 0	\$ (52,174)	\$ (57,891)	\$ 67,590	\$ 61,873	\$ (720)	\$
Total		119,764	0	0	(52,174)	(57,891)	67,590	61,873	(720)	
Current lease liabilities		52,174					0			
Non-current lease liabilities		0					0			
		52,174					0			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

OPERATING ACTIVITIES

10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual	Total
	\$ (cents)	Properties	Value	Revenue	Interim	Revenue	Revenue	Interim	Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
Residential / Community	0.09830	2,244	48,264,520	4,744,402	0	4,744,402	4,752,530	6,354	4,758,884
Commercial / Industrial	0.09830	144	14,650,054	1,440,100	0	1,440,100	1,482,680	12,989	1,495,669
Transient Workforce Accom.	0.19500	19	20,982,980	4,091,681	2,679,564	6,771,245	4,091,681	5,703,149	9,794,830
Non-Rateable						0		(604)	(604)
Unimproved value									
Pastoral	0.19290	37	7,523,389	1,451,262	0	1,451,262	1,451,262	(102,312)	1,348,950
Non-Pastoral	0.38568	654	131,962,226	50,895,191	2,000,000	52,895,191	50,885,215	2,938,810	53,824,025
Sub-Total		3,098	223,383,169	62,622,636	4,679,564	67,302,200	62,663,368	8,558,386	71,221,754
Minimum payment									
Gross rental value									
Residential / Community	1,350	336	3,160,920	453,600		453,600	445,500		445,500
Commercial / Industrial	1,350	40	253,429	54,000		54,000	54,000		54,000
Transient Workforce Accom.	1,350	3	60	4,050		4,050	4,050		4,050
Unimproved value									
Pastoral	1,350	2	9,529	2,700		2,700	2,700		2,700
Non-Pastoral	1,350	419	2,024,979	565,650		565,650	558,900		558,900
Sub-total		800	5,448,917	1,080,000	0	1,080,000	1,065,150	0	1,065,150
Write Off's									(39,488)
Amount from general rates						68,382,200			72,247,416
Ex-gratia rates						11,900			
Total general rates						68,394,100			72,247,416

**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025**

OPERATING ACTIVITIES

9 PAYABLES

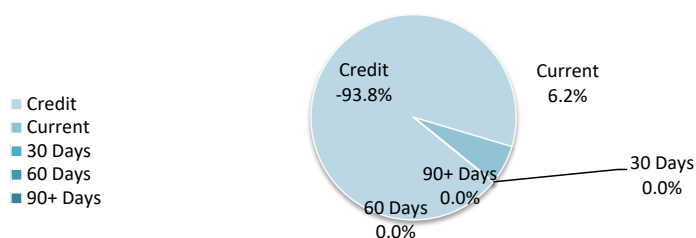
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(14,098)	934	0	0	0	(13,164)
Percentage	107.1%	-7.1%	0.0%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors		(13,164)	0	0	0	(13,164)
ATO liabilities		495,333	0			495,333
Accrued Expenses					220,000	220,000
Payroll Creditors		134,757	0	0	0	134,757
Bonds And Deposits Not Held In Trust		64,059	26,527	(63,950)	613,446	640,082
Prepaid Rates - Excess Rates		3,983	(11,940)	119,685	51,436	163,165
Total payables general outstanding						1,640,173

Amounts shown above include GST (where applicable)

KEY INFORMATION

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

Aged Payables



**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025**

OPERATING ACTIVITIES

13 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2024	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 April 2025
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Contract liabilities		6,902,259	22,000	8,700,000	(22,000)	15,602,259
Capital grant/contributions liabilities		4,696,792	456,002	0	0	5,152,794
Monies held in trust		168,658	0	24,591		193,249
Total other liabilities		11,767,709	478,002	8,724,591	(22,000)	20,948,302
Employee Related Provisions						
Provision for annual leave		1,250,462	0	0	0	1,250,462
Provision for long service leave		627,760	0	13,884	0	641,644
Total Provisions		1,878,222	0	13,884	0	1,892,106
Total other current liabilities		13,645,931	478,002	8,738,475	(22,000)	22,840,403
Amounts shown above include GST (where applicable)						

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

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025**

14 TRUST FUND

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

Description	Opening Balance	Amount Received	Amount Paid	Closing Balance
	1 July 2024			30 Apr 2025
	\$	\$	\$	\$
Public Open Space	6,000			6,000
Interest Earnings	17			17
	6,017	0	0	6,017



Agenda Item 14.1 - Attachment 1

Eight Year New Footpath Construction Program



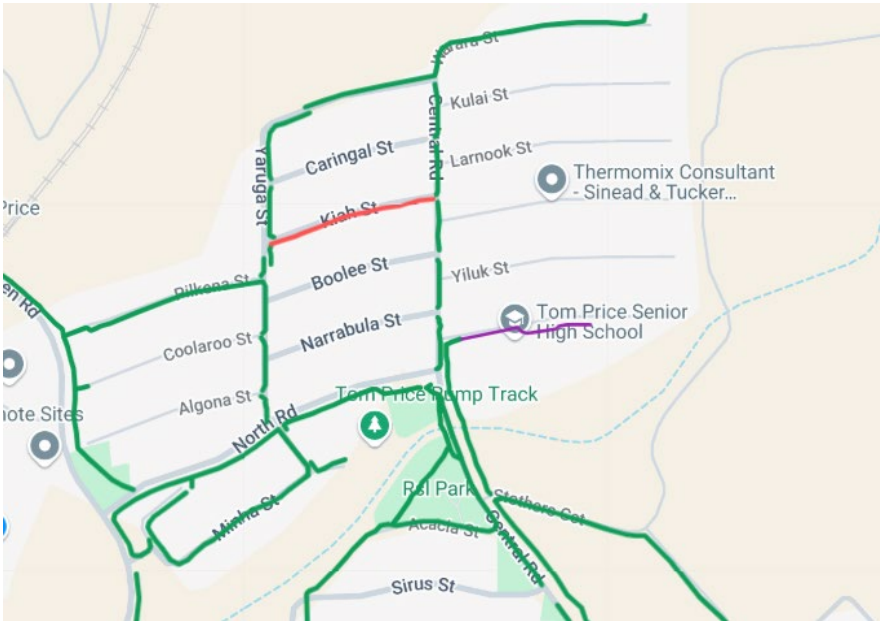
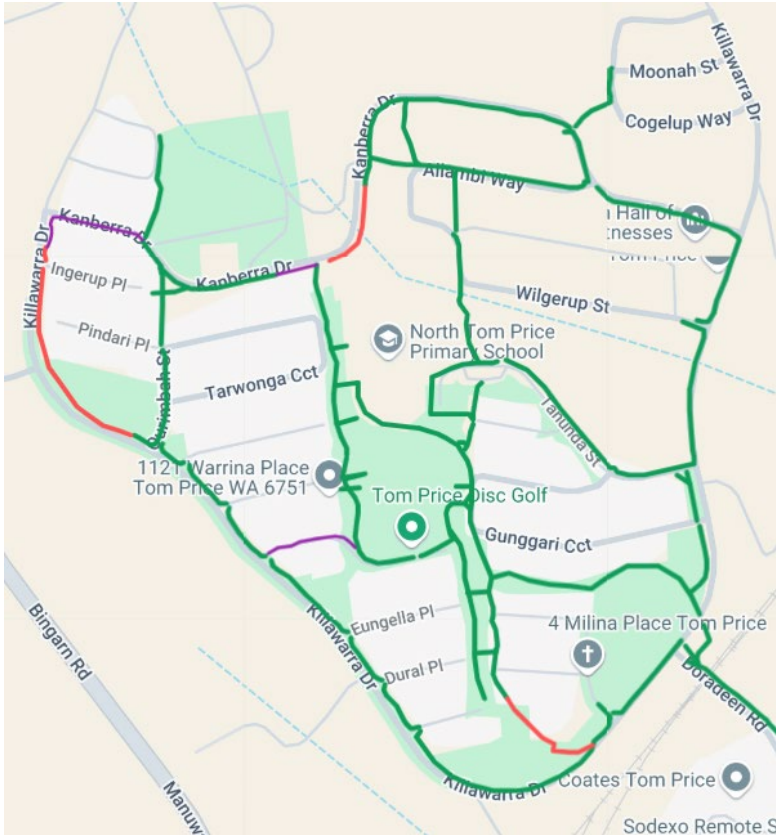
8 Year Construction Program

Town	Street/Road	Project	Year							
			25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33
Onslow	Beadon Creek Road	Second avenue intersection to boat ramp	\$ 878,975							
Onslow	McAully Road	Bendon Creek Rd to Second Ave	\$ 190,352							
Paraburdoo	Fortescue Road	Channar Ave to NicKol Ave		\$ 119,068						
Paraburdoo	Nickol Avenue	Fortescue Road to De Gray Ave		\$ 257,470						
Paraburdoo	NicKol Avenue	De Gray Road to Meharry Road		\$ 331,740						
Tom Price	Wattle Street	Current Pathway to Creek Rd			\$ 400,000					
Tom Price	Bridge	South Rd to Poinsettia rd			\$ 148,448					
Tom Price	Creek Road	Tamarind St to Wattel St			\$ 508,790					
Tom Price	Wattle Street	Current Pathway to Creek Rd			\$ 132,344					
Onslow	Laphthoron Avenue	Manusell to Watson Dr				\$ 105,704				
Onslow	McAully Road	Kempton Avn to Beadon creek				\$ 241,516				
Paraburdoo	Meharry Road	Nicol Ave to King Ave					\$ 65,583			
Paraburdoo	Wyloo Road	Ashburton Road to Camp Rd					\$ 165,045			
Paraburdoo	Camp Road	Rocklea Road to Wyloo Road					\$ 291,580			
Paraburdoo	Camp Road	Wyloo rd to Turner Rd					\$ 272,324			
Tom Price	Killawarra Drive	Ourimbah St to Ingerup Pl						\$ 206,306		
Tom Price	Killawarra Drive	Minna Oval Sorrounds						\$ 105,375		
Tom Price	Kiah Street	Central Road to Yaruga Street						\$ 143,589		
Tom Price	Doradeen Road	Servo to current pathway						\$ 176,048		
Tom Price	Killawarra Drive	Ingerup Pl to Canberra Pl						\$ 16,974		
Paraburdoo	Turner Road	Chicester Avn to Camp Rd							\$ 101,208	
Paraburdoo	Pathway Link	Yampire Avn to Lockyer							\$ 44,750	
Paraburdoo	Pathway Link	De Coursey Avn to King Ave							\$ 60,953	
Paraburdoo	Pathway Link	Bruce Avn to Brockman Avn							\$ 51,695	
Paraburdoo	Pathway Link	Sampson avn to Monte Bello Avn							\$ 40,893	
Tom Price	Stadium Road	Missing link								\$ 27,776
Tom Price	Caravan Park	Caravan park to Servo								\$ 1,419,387
			\$ 1,069,326.56	\$ 708,278.65	\$ 1,189,582.19	\$ 347,219.57	\$ 794,531.35	\$ 648,292.90	\$ 299,498.72	\$ 1,447,163.16
**Present Day \$'s										



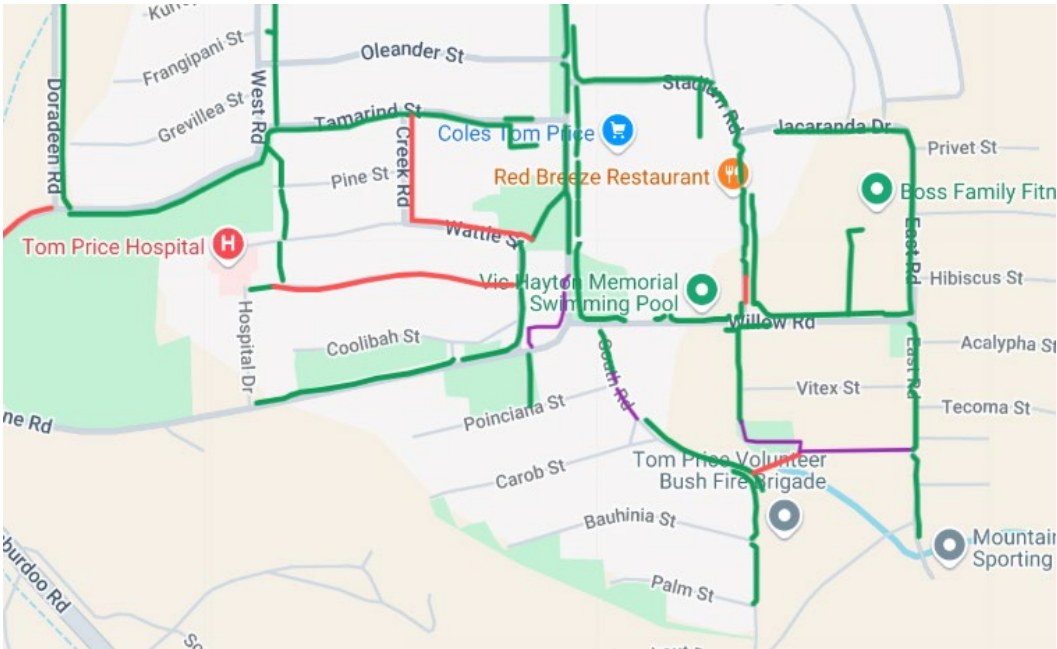
Current & Proposed Pathway Network

Tom Price

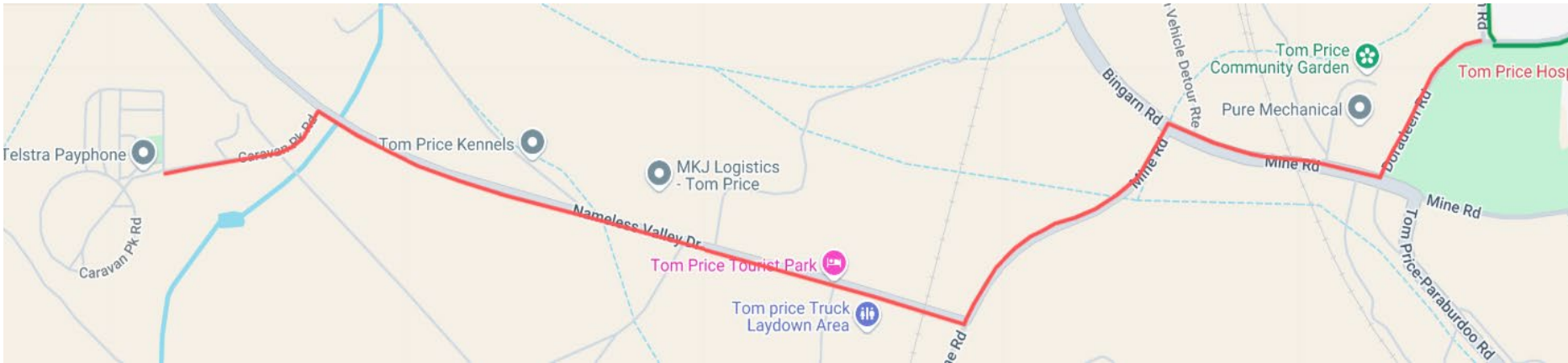


Existing Pathways
Proposed Pathways
Pathways under RFT 03.25





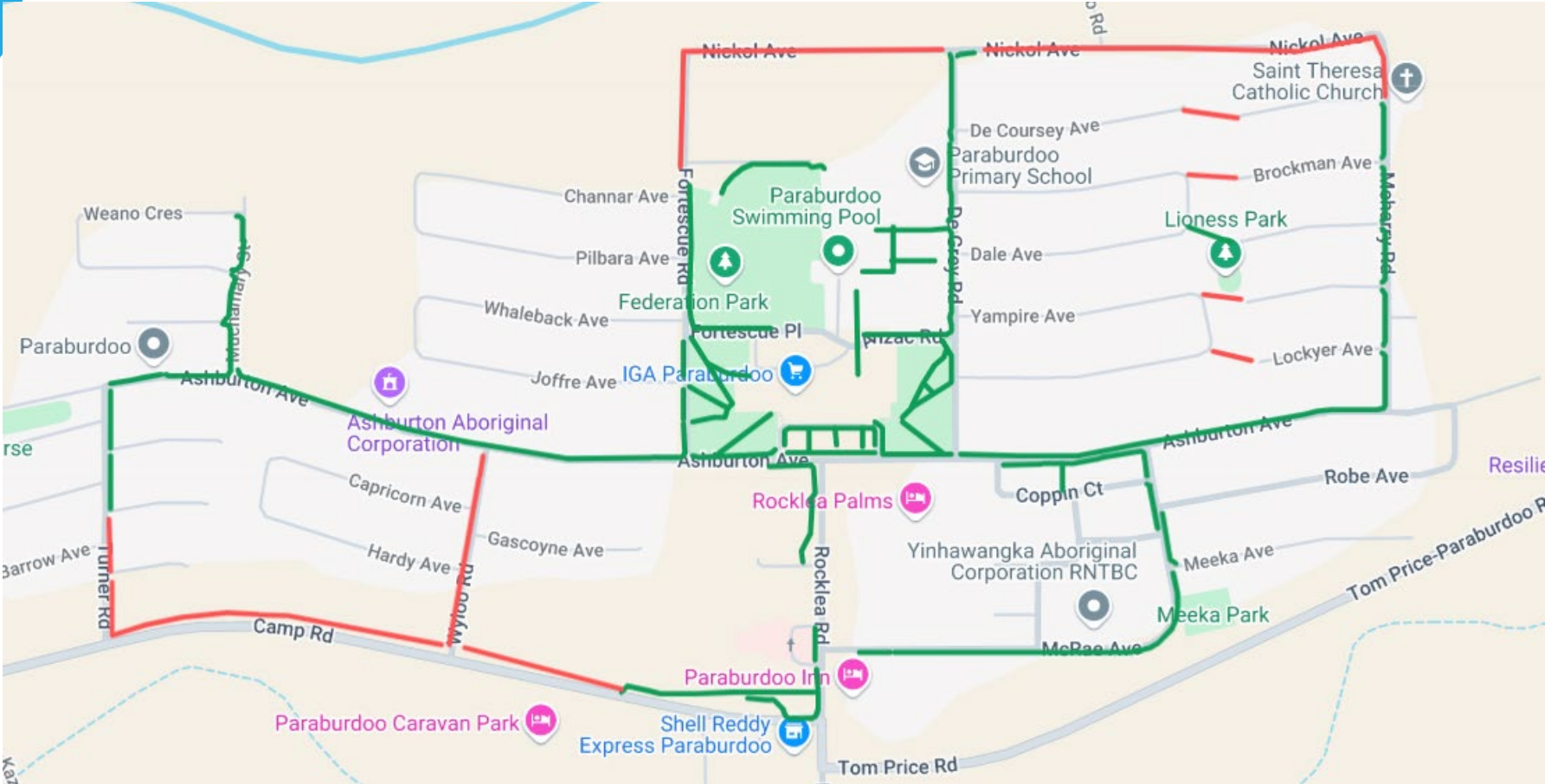
Existing Pathways
Proposed Pathways
Pathways under RFT 03.25





Paraburdoo

Existing Pathways
Proposed Pathways
Pathways under RFT 03.25





Onslow

Existing Pathways
Proposed Pathways
Pathways under RFT 03.25





Agenda Item 14.2 - Attachment 1

Multi-Modal Transport Network Demand Study - April 2025



Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

Contents

1. Glossary of Terms and Acronyms	4
2. Acknowledgement to Country	7
3. Executive Summary	8
4. Chapter One Introduction	13
5. Chapter Two Context	19
6. Chapter Three The Vision	27
7. Chapter Four The Issues & Gaps	33
8. Chapter Five Emerging Transport Trends	56
9. Chapter Six Forward Implementation Strategy	73
10. Chapter Seven Summary	93

- [Appendix A | Stakeholder Engagement](#)
- [Appendix B | Planning Framework Overview](#)
- [Appendix C | Fatal Crash Data](#)
- [Appendix D | Microsimulation Modelling](#)
- [Appendix E | Historic Cyclone](#)

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

Glossary of Terms and Acronyms

AAC	Ashburton Aboriginal Corporation	FIFO	Fly In Fly Out
AGRD	Austroads Guide to Road Design	FSI	Fatal and Serious Injury
ANSIA	Ashburton North Strategic Industrial Area	GNH	Great Northern Highway
ATAP	Australian Transport Assessment and Planning	HV	Heavy vehicle
AV	Automated vehicle	iRAP	International Road Assessment Programme
AVSL	Automated Vehicle Safety Law	JTSI	Department of Jobs, Tourism, Science and Innovation
BEV	Battery electric vehicles	LGA	Local government area
CASA	Civil Aviation Safety Authority	LV	Light vehicle
CHRMAP	Coastal Hazard Risk Management and Adaption Planning	LNG	Liquified natural gas
DoT	Department of Transport	LPP	Local Planning Policy
DPLH	Department of Planning Lands and Heritage	LPS	Local Planning Strategy
DevWA	Development WA (State)	METS	Mining equipment technology and services
DWER	Department of Environmental and Water Regulation (State)	MinRes	Mineral Resources
EPA	Environmental Protection Authority (State)	MRWA	Main Roads WA (State)
EV	Electric vehicle	NWCH	North West Coastal Highway
FCEV	Fuel cell electric vehicles		

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

Glossary of Terms and Acronyms

PDO	Property Damage Only	TCA	Transport Certification Australia
PHEV	Plug-in hybrid electric vehicles	The Shire	Shire of Ashburton
O-D	Origin-Destination	WA	Western Australia
OMSB	Onslow Marine Support Base	WAPC	Western Australian Planning Commission
PDC	Pilbara Development Commission	Casualty Crash	Any crash where at least one person involved in the crash is injured).
PDO	Property Damage Only		
PHEV	Plug-in hybrid electric vehicles		
PIIF	Pilbara Planning and Infrastructure Framework		
RAV	Restricted Access Vehicle		
RFDS	Royal Flying Doctor Service		
RPT	Regular Public Transport		
RRAMP	Regional Roads Australia Mobile Program		
RUM	Road Use Movement		
SLK	Straight Line Kilometre		
SPP	State Planning Policy		
SPS	State Planning Strategy		
TAP	Telematics Analytics Platform		

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

Acknowledgement to Country

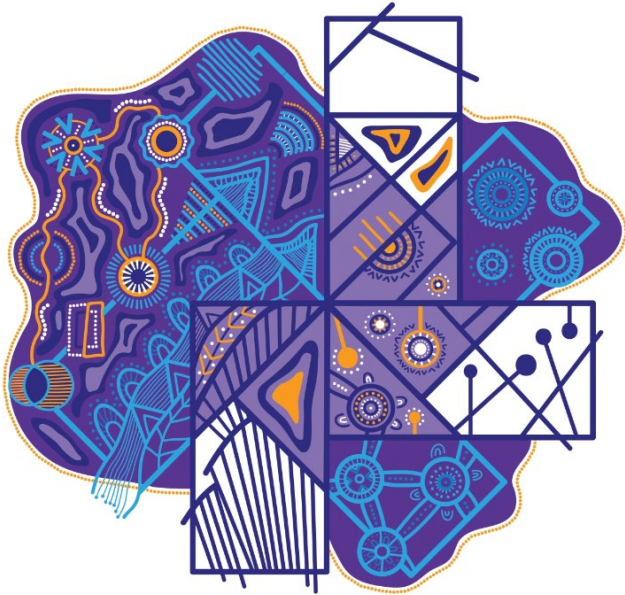
The Shire of Ashburton acknowledges all Native Title holders throughout the Shire.

We respect and honor the Traditional Owners, Custodians, Native Land Titles, and Elders past and present. We acknowledge the stories, traditions and living cultures of Aboriginal peoples of this land and commit to building a brighter future together.



Arup acknowledges the Traditional Owners across all lands, waters and skies our firm may reach; we acknowledge their wisdom, resilience, and rich cultural heritage. We pay our respects to the Elders, past and present, and to all Aboriginal and Torres Strait Islander peoples.

We recognise the ongoing journey of healing and reconciliation, and Arup commits to walking alongside First Nations peoples, to acknowledge their teachings and foster a future of unity and respect.



Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

Executive summary

Arup has worked with the Shire of Ashburton (the Shire) to undertake this Multi-Modal Transport study, to provide a technical basis from which the Shire can undertake representations to progress initiatives meeting a range of future transport network objectives.

The study included consultation with both industry and government stakeholders to identify issues across the transport system. To assist in developing solutions, a range of future technology trends and planning policy documents have been referenced to create a series of recommendations which form the proposed strategy.

OBJECTIVE AND VISION

Creating a transport network that provides a basis for economic growth is a key objective. This economic growth needs to be achieved through a safe system, that is resilient to external shocks and efficient in its use of resources. These elements combine to form the transport network objectives for the study.

These network objectives have been aligned the current planning and policy landscape within the Shire, with a holistic review of State, Regional and Local planning documents. The review identified common themes, which have been summarised as the 'Vision'. This frames the future development of the Shire as being focused on achieving diversification of

the economy, consolidating population within key urban centres and supporting sustainable population growth.

GAPS AND ISSUES

The Shire's natural resources and mineral wealth generates significant economic activity. This activity has historically been volatile leading to uncertainty around investment in major infrastructure. This uncertainty has resulted in a transport network which operates under stress under certain conditions and lacks resilience.

In addition to our own desktop-based review of the transport network, a series of workshops and face-to-face meetings were conducted to capture a diverse range of views relating to the current transport network and associated challenges users experienced. The study identified the following key themes:

- Increased **FATIGUE** with lack of amenities and capacity at rest stops that incentivise breaks for tourists and long haulage drivers.
- Poor **FLIGHT AVAILABILITY** for public services from aviation ~ out of 37 airports within the Shire, only two airports provide Regular Public Transport seats on chartered flights.
- High levels of **ROAD FATALITIES** caused by road surface and animal collisions occurring in the

midblock sections – Shire's rate for Fatal or Serious Injury accidents to occur is 15% higher than the WA average.

- **COSTLY MAINTENANCE** of HV damage on various roads and asbestos related risks on Wittenoom Road.
- **UNRELIABLE JOURNEY TIME** caused by slow moving, long HVs and inexperienced LV drivers ~58 – 69% of traffic travelling between Karratha and Onslow (~306km) is classed as a car or van out of approx. 1,000 vehicle per day, with the rest classed as a heavy vehicle, restricted to a speed of 100km/h.



THE NETWORK OBJECTIVES

1. Identify economic growth opportunities
2. Enhance network resilience
3. Improve network safety
4. Enhance network efficiency



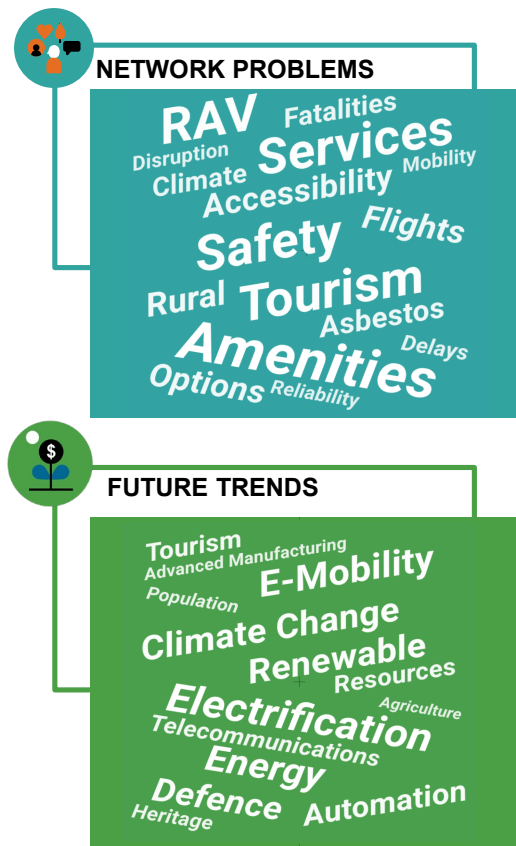
THE VISION

- Diversify the economy
- Urbanisation and retain residential population
- Sustainable Population Growth

April 2025 | Final

8

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton



- **UNEXPECTED DELAYS** particularly during climate events where there are no alternative routes or modes ~ 64% of the cyclones that pass the Shire in the last 10 years have impacted the network - Twitchen Road, Pannawonica-Millstream Road and Roebourne-Wittenoom Road are key roads that were recently closed from 2024 cyclones.
- Lack of **SUSTAINABLE ACCESSIBILITY** across the Shire using alternative route, mode or service options ~ there are minimal chartered bus services, and all railway services are privatised for mining industry use.
- Limited **AVIATION CAPABILITY** to support heavier fleet and RFD serving townsites for emergencies.

FUTURE TRENDS

In addition to these current transport network challenges, the study applied a future focused lens to identify how emerging technology offers both opportunities and challenges. Future considerations of automation, digital communications and electrification approaches all allow a more sustainable transport system that can reduce the long distances, make journeys safer and more sustainable. Demand on the network is expected to increase with 17 large scale resource projects underway, congestion at neighboring ports increasing interest in the Port of Ashburton and increased initiatives in tourism.

STRATEGY

Commensurate with adopting emerging technology, this growth opportunity will still need targeted upgrades to physical infrastructure, as well as its planning and monitoring systems. The study provides a comprehensive strategy containing 29 recommendations for the Shire to act on. The recommendations consider the transport system in its totality and have been aligned to the transport network objectives.

There are numerous state agencies that are responsible for separate components of the transport system. For this reason, the Shire has defined roles within the recommendations to work alongside other state government stakeholders to advance the strategy. As part of the strategies development, we have worked alongside these state agencies to create institutional oversight of the recommendations.

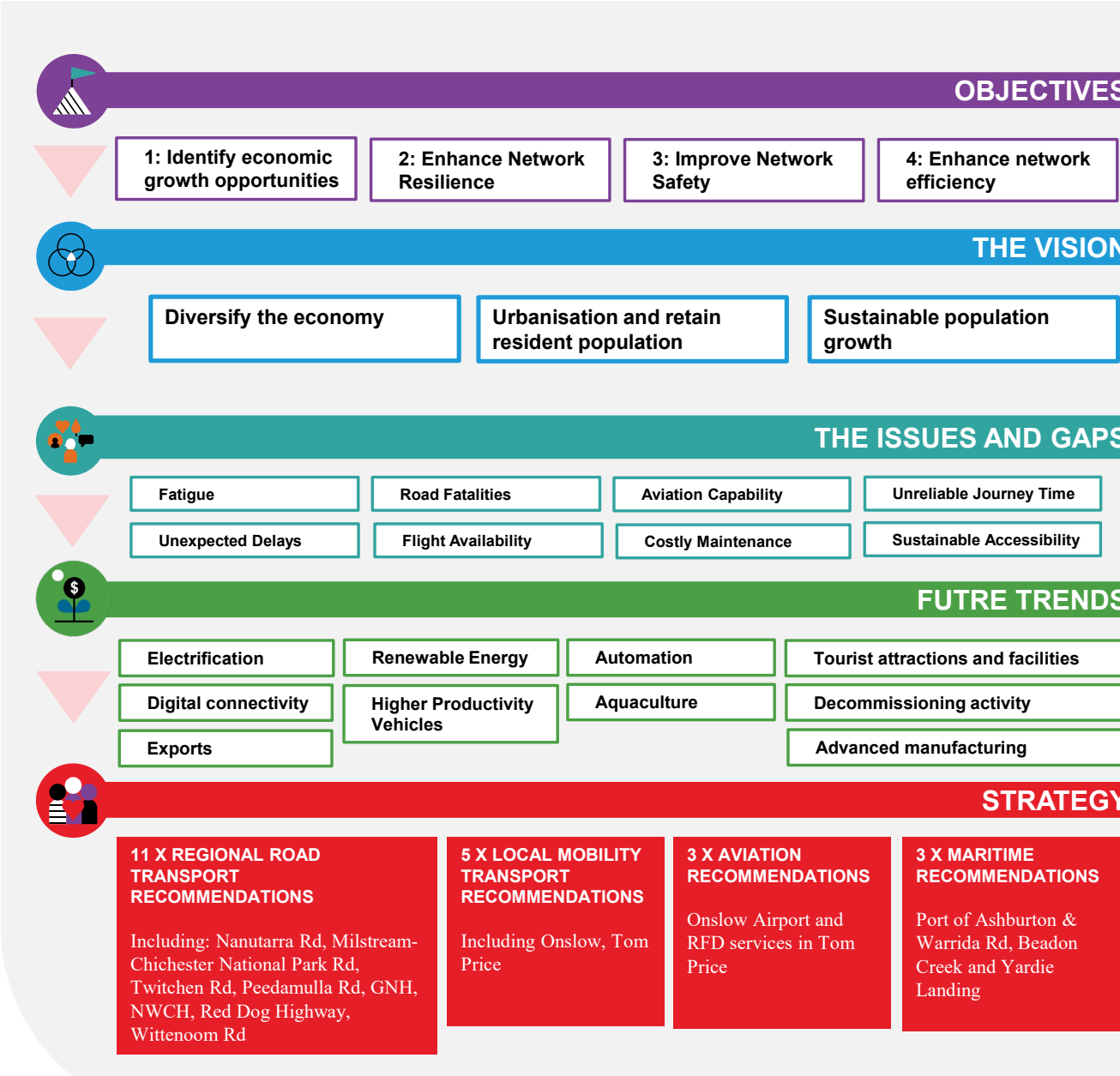
Moving forward it is hoped that the Shire can use this study to guide investments decisions, pursue further planning activities, and coordinate action across government agency to deliver outcomes which are aligned to its growth agenda.

Presented overleaf are the 29 recommendations and their alignment with the network objectives, as well as the high-level study framework showing the flow from setting to the network objectives to making strategy recommendations.



FORWARD STRATEGY

#Ref	Mode	Recommendations	Economic Growth	Resilience	Safety	Efficiency
1	Regional Land Transport	Roebourne- Wittenoom road returned to state ownership to maintain			✓	✓
2	Regional Land Transport	iRAP assessment to determine roads which could achieve a three-star rating by 2030			✓	
3	Regional Land Transport	Increase telecommunication and review dynamic signage			✓	✓
4	Regional Land Transport	Review fencing and cattle keeping protocol			✓	
5	Regional Land Transport	Vulnerability Assessment		✓	✓	✓
6	Regional Land Transport	Overtaking lane review	✓	✓	✓	✓
7	Regional Land Transport	Detailed analysis of TAP database to determine preferred rest areas		✓	✓	
8	Regional Land Transport	Sealing Nanutarra Road to provide an alternative route	✓	✓	✓	✓
9	Regional Land Transport	Sealed shoulder (2m) and audible edge lines to reduce 'out-of-control' movements and related fatalities			✓	
10	Regional Land Transport	Wide centreline treatment and audible edge lines on sections of undivided 110 km/h midblock roads on Karjini Drive and GNH			✓	
11	Regional Land Transport	Sealing Millstream-Pannawonica Road to provide an alternative route	✓	✓	✓	✓
12	Land Transport & Maritime	Road upgrade for Twitchen Road to service a direct route to the Port of Ashburton	✓	✓	✓	✓
13	Land Transport & Maritime	Road upgrade for Peedamulla Road to service a direct route to the Port of Ashburton	✓	✓	✓	✓
14	Maritime	Protect the land use around Beadon Creek Boat Harbour	✓			✓
15	Maritime	Rezone Barrow Island Port to 'Strategic Infrastructure'	✓			✓
16	Maritime	A super yacht facility in Onslow	✓			
17	Maritime	Yardie Landing as a strategic area to become an additional port location	✓	✓	✓	✓
18	Maritime	Better Onslow Port accessibility	✓	✓	✓	✓
19	Maritime	Port of Ashburton to become a multi-user facility and multi-commodity to support a wide variety of trade and associated Warrida Road Upgrades	✓			
20	Maritime & Aviation	Defence force/border force to use Onslow as a supply base	✓			
21	Aviation	Protect land use and sensitive land use surrounding airports	✓			✓
22	Aviation	Upgrade Onslow Airport Assets	✓			✓
23	Aviation	Commercial flights to be located at Onslow Airport	✓	✓	✓	✓
24	Aviation	Investigate Tom Price Airstrip for Royal Flying Doctor Services	✓	✓	✓	✓
25	Aviation	Investigate first and last mile trips to and from Onslow Airport	✓	✓		✓
26	Townsite	Enhance the EV Charging Network		✓		
27	Townsite	Car parking strategy	✓			✓
28	Townsite	Enhance key urban corridors	✓	✓		
29	Townsite	Ride-sharing services for the three key settlements		✓	✓	



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Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

Chapter One | Introduction

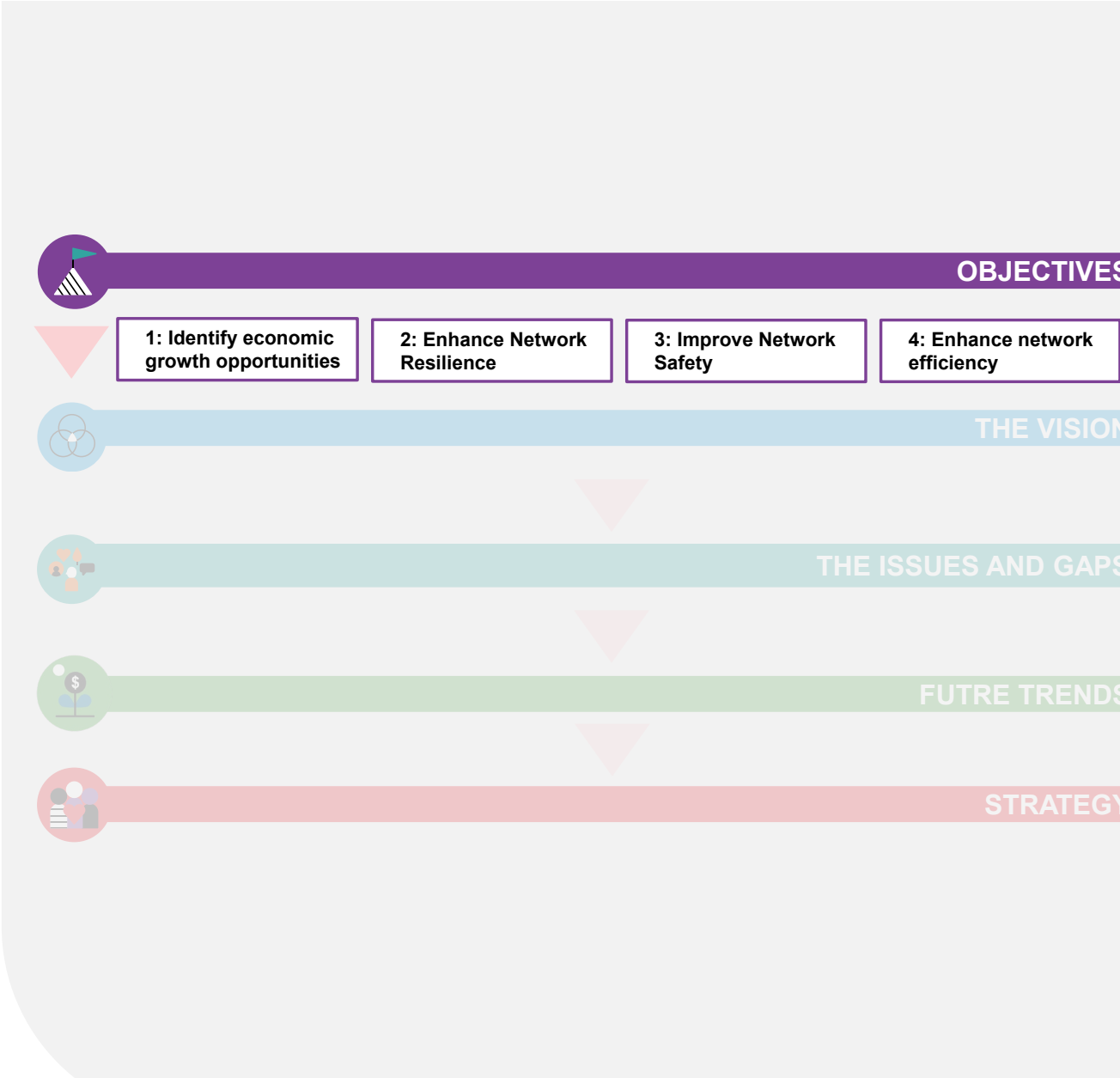


Study Purpose	15
Study Objectives	15
Methodology and Consultation	16
Report Purpose	17

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

Summary

The transport objectives set the direction for the Multi-Modal Transport Network Demand Study and are detailed within this chapter including the project purpose, project objectives and project methodology.



April 2025 | Final

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

1. Introduction

Over the past two decades, the Shire of Ashburton (the Shire) has evolved in response to shifting economic trends, workforce patterns, and population changes. Driven by major resource projects, the region has experienced significant growth, these industries will continue to fuel employment opportunities and economic prosperity well into the future.

A multi-modal transport study and demand assessment of the Shire has been carried out to give a strategic overview of the transport network in its current state and make recommendations that will shape its potential future.

1.1 Study Purpose

Within the Shire, there is a focus on diversifying the economy through Mining, Construction, Tourism, Education & Training, and Agriculture. Developing

these industries will result in opportunities for future growth. However, there are challenges that may inhibit this growth or diversification objective. In particular, efficient and effective transport connections.

The purpose of this study is to guide decision making based on informed analysis, risk identification to form a holistic future strategy for transport across the Shire. The study focuses on strategies to plan, prepare and deliver infrastructure to support future development and growth whilst maintaining a safe and efficient transport network. The final deliverable of this study is a prioritised investment framework for a transport network that is safe, efficient, socially cohesive, inclusive, environmentally sustainable, and liveable.

Recommendations for the infrastructure within the Shire are provided for road, rail, air, and sea, addressing the vulnerabilities and opportunities of the network, and ensuring risks and resilience are integrated into the forward strategy and implementation.

1.2 Study Objectives

The objectives of this study have been derived from the vision set by policy and local strategies; and the

issues and gaps identified within existing infrastructure and services as well as key stakeholder input. The objectives are:

1. IDENTIFY ECONOMIC GROWTH OPPORTUNITIES

Enable diverse, affordable, and accessible communities that encourage diversification and urbanization where possible, including access to key community services.

2. ENHANCE NETWORK RESILIENCE

Improve the reliability of the transport network by reducing transport disruptions and ensuring the availability of effective alternative transport.

3. IMPROVE NETWORK SAFETY

To significantly improve the safety of the transport network and minimising issues associated with maintenance, fatigue, and other environmental or behavioural aspects.

4. ENHANCE NETWORK EFFICIENCY

Ensure the Transport network is a well organised to provide for future demand, whilst conserving the State's natural assets through sustainable development.

April 2025 | Final

1. Introduction

1.3 Methodology and Consultation



The Commonwealth Government’s Australian Transport Assessment and Planning (ATAP) guidelines define a Multi-Modal network as an inclusive approach to tackling transport issues that considers all possible solutions across different modes of transport. To align with ATAP, in conceiving a Multi-Modal transport network, it is important to set the vision. The vision, detailed further in Chapter Two has been set by government policies on network performance for future years (20-50 years).

This study summarises the assessment of internal capabilities and external factors influencing transport in the Shire, aiding in strategic planning and sustainable growth of the transport network. The output of this study is an implementation plan of transport infrastructure including soft measures that encompass the whole of infrastructure lifecycle.

Consultation has been undertaken with various stakeholders across the Shire including government and industry. Site visits were undertaken to understand the context of the Shire and included stakeholder meetings and tours of the existing infrastructure. The feedback and information obtained has been used to develop this study context and recommendations.

A steering group was set up of state government

agencies to align the outcomes of the strategy to state government. These agencies include DoT, Pilbara Ports Authority, Development WA (DevWA), MRWA, and JTSL. A summary of the stakeholder consultation process is attached in Appendix A.

This Strategy has been developed with engagement from several government authorities (see below), following drafting publication, we shall be seeking support from these authorities:



Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

1. Introduction

1.4 Report Purpose

The purpose of this study is to seek to inform:

- **Decision Making:** Assists in making informed decisions about investments in transport infrastructure, expansion, or technological upgrades
- **Risk Management:** Enables identification and mitigation of risks affecting transport operations and logistics now and into the future
- **Strategy Formulation:** Guides the development of strategies to capitalise on strengths, address weaknesses, seize opportunities, and mitigate threats in the transport system

The remaining structure of this report is as follows:

Chapter 2: Context	This chapter provides context of the Shire in terms of it’s Environment and climate, Place, culture and heritage, economy, residents and townsites. This gives a holistic overview to additional contributing factors to the issues and opportunities in the Shire that contribute to the transport network.
Chapter 3: The Vision	Provides an overview of relevant planning frameworks focusing on population and economic growth as drivers.
Chapter 4: Issues & Gaps	Summarises the existing transport infrastructure and services that are currently available. Including the network capacity findings.
Chapter 5: Emerging Transport Trends	Summarises current transport trends and identifies strategic proponents that could impact the future of the transport network and services – the potential infrastructure that may need to be considered.
Chapter 6: Forward Implementation Strategy	Identifies recommendations for investment in the transport network to address current transport issues and potential future issues. This section maps the recommendations against the objectives, and the likely timeframe and responsibility to implement them.
Chapter 7: Summary	Overall summary of the study and next steps.



Chapter Two | Context

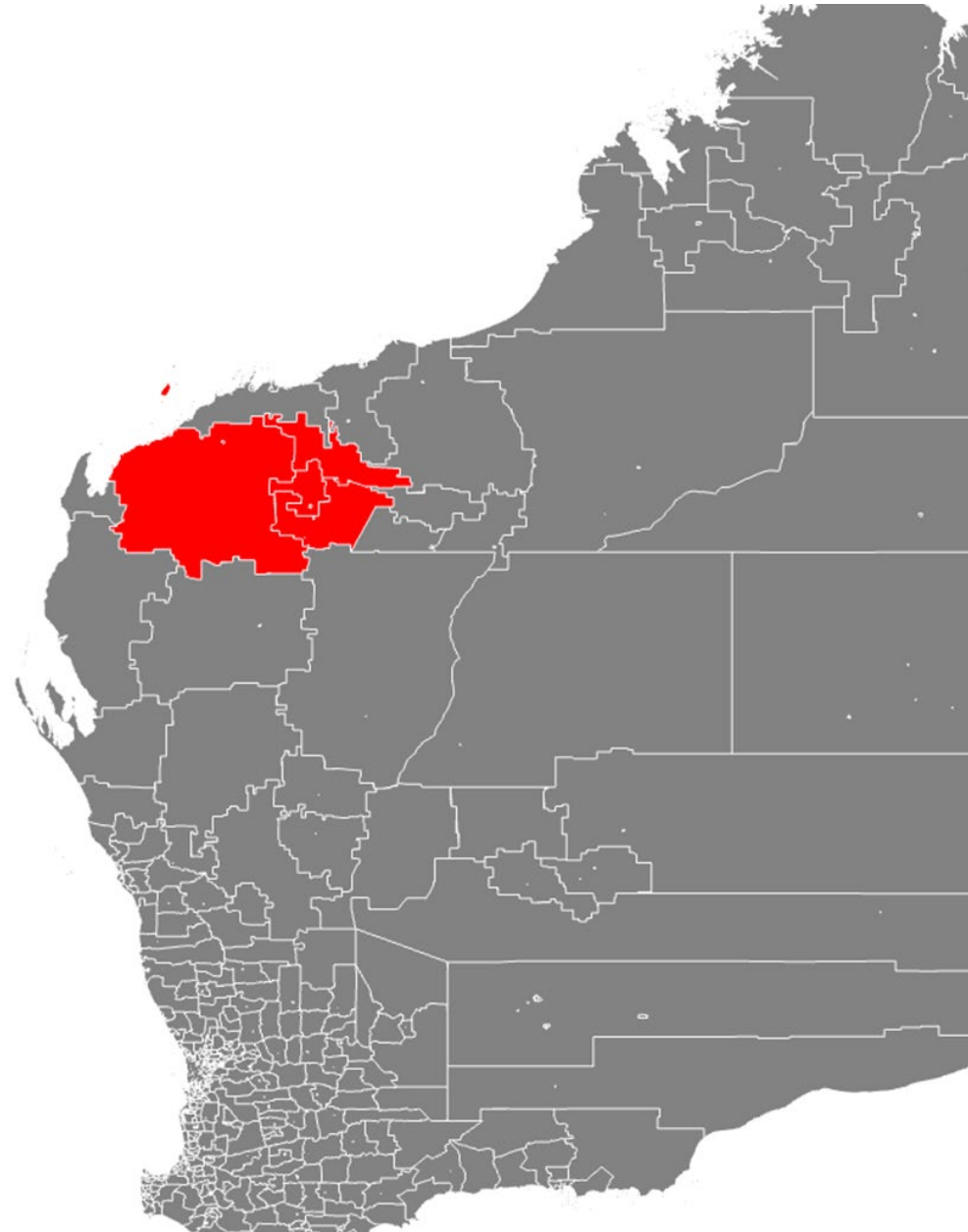


2.1 Environment and Climate	21
2.2 Place, Culture and Heritage	21
2.3 Economy	22
2.4 Residents	23
2.5 Key Townsites	24

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

Summary

The following chapter provides the context of the Shire to better understand the objectives by highlighting local needs, conditions and contextual factors such as the environment and economy.



April 2025 | Final

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

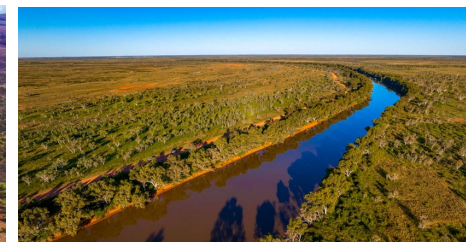
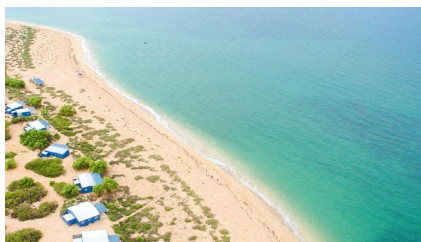
2. Context

2.1 Environment and Climate

The Shire lies just to the north of the Tropic of Capricorn. Its climate can be classified as arid, with seasonal variation in temperature and rainfall influenced by sub-tropical weather systems. The Summer months (between November to April) experience high temperatures that often exceed 40°C. These months are also known as the ‘Wet Season’ with its heavy rainfall from tropical and monsoon systems. Annual rainfall ranges from 300-350 mm in the north-east to less than 250 mm in the south and west. The Winter months (also known as the ‘Dry Season’) are between May to October where temperatures are around 20°C, with coastal areas staying warmer, rarely dropping below 10°C.

Tropical cyclones have historically caused significant damage in the Pilbara. Modern building codes help prevent significant damage, but cyclones can still disrupt mining and offshore oil and gas operations, leading to economic losses. The Bureau of Meteorology reported the costliest cyclone occurred in 2019 which passed by the Pilbara Coast but caused a total loss of \$2 billion from damaged plant and port sites, and the death of 2,000 cattle.

The region is known for its rich red landscapes with ancient geological formations, with rich mineral deposits. The variation in rainfall results in many of the river systems having interrupted flows, with flash flooding occurring across catchments.



2.2 Place, Culture and Heritage

Aboriginal heritage holds significant value to Aboriginal people for their social, spiritual, historical, scientific, and aesthetic importance within Aboriginal traditions. Protection of local heritage assets is required under State legislation which can include buildings, objects, cultural landscapes and associated stories and traditions. The Shire is rich in heritage assets (35 significant assets) with ‘exceptional significance’ given to Nanutarra Homestead, Old Onslow Townsite, Peedamulla Homestead, Tambrey Homestead ruins, and Yanrey Homestead.

The Ashburton River is important for local agriculture, particularly livestock grazing. It also plays a role in the region’s water supply and supports various mining activities in the Pilbara, with river conditions generally remaining below flood level. The river is significant to the Indigenous peoples of the region, who have traditional connections to the land and its waterways.

Off the coast, a group of 10 islands offer fishing, diving, swimming, snorkeling, whale watching and boating experiences. One of the islands - Thevenard Island - offers accommodation which is owned and operated by Mackerel Islands Pty Ltd. There are also two national parks – Karijini (WA’s second largest) and Millstream Chichester National Park – which offer rugged scenery, ancient geological formations, and a range of recreational experiences including camping and hiking facilities.

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

2. Context

The Shire is rich in history, natural beauty and coastal charm, with the majority of tourism activity generated by the national parks, islands and Onslow Coast (including Old Onslow).

The main tourist season usually runs from April to October with the warm winters proving an attractive escape from cooler climates in the South West. Many amateur fishers are attracted to Onslow during the South West’s winter for its attractive fishing opportunities. The mild climate at this time of the year in the North West allows them to enjoy fishing at Beadon Bay, Back Beach, Four Mile Creek, Beadon Creek and Old Onslow.

The agriculture sector is restricted in the climatic variability. The Shire has many pastoral stations that hold cultural and historic value and considered Heritage assets that are not operational.

Of the pastoral stations that are still operating, the main forms of agriculture are ‘Stations’ mainly for cattle, and Irrigation Agriculture (mostly hemp), within the Shire. Whilst agriculture does not contribute to State and national budget at the same magnitude as resource extraction, they do provide a reasonable contribution to the local economy which the Shire supports.

In 2020/21, the total value of agricultural output in the Shire of Ashburton was \$53m as reported by the [2020/21 Agricultural Census](#).

2.3 Economy

Acknowledged as a major global hub for mineral and energy resources, the Pilbara drives the State's economy, contributing nearly 20% of Western Australia's total economic output.

Resource extraction has been the main economic driver within the Shire for several decades. The volume of material exported generates a significant proportion of national Gross Domestic Product (GDP). The Shire delivered 9.5% or \$35.9 Billion of WA’s Gross Regional Product and 1.7% of Australia’s Gross Domestic Product in 2022.

The key mineral operations are centred on iron ore, however, other minerals (such as lithium, salt and cobalt), as well as hydrocarbons (crude oil and natural gas) are also extracted within the region. These exports consist of significant resources and minerals including Liquefied Natural Gas (LNG) and Iron Ore through the Ports of the Pilbara.

The movement of resources is primarily focused on export markets. The Shire of Ashburton exported \$20.26 billion of Goods and Services in 2021/22 with \$18.25 billion worth exported internationally.

The resource sector has made significant investment into transport networks within the region, to facilitate the efficient export flows, with ancillary investment in airport facilities to primarily move staff to mining operations.



Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

2. Context

2.4 Residents

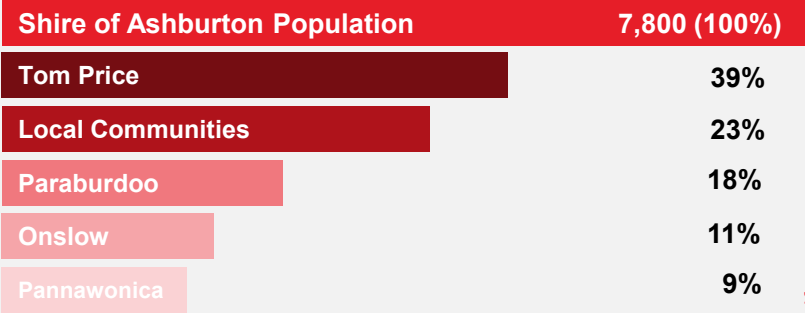


Figure 1 | Population Split (data sourced: Id Community)

The Shire of Ashburton covers an area of WA that is almost half the size of Victoria, covering an area of 105,647 km2, and is one of the four LGAs in the Pilbara region of WA. A significant number of people are transient within the Shire, travelling for work and tourism purposes. The vast area and low population creates an extremely low population density.

The current population of Ashburton is 7,800, as reported by the [Shires Economic Development Strategy 2024-2028](#). Based on 2021 Census, the Shire makes up approximately 14% of the Pilbara’s population.

The principal towns are Tom Price, Paraburdoo, Onslow, and Pannawonica. In addition to these towns, the Shire also has multiple Aboriginal communities and settlements including Bellary Springs (Innawonga), Bindi Inna Wonga, Jundaru, Ngurrawaana, Noualla, Wakathuni, Yathalla, and Youngaleena (Bunjima).

Approximately, 35% of Australia's Fly in Fly Out (FIFO) workforce is located in the Pilbara working primarily in mining and industrial sectors (12,500 FIFO workers). They mostly commute from outside of the region on a rotational basis, living temporarily in private camps. The local population in the Shire is younger and mostly male, with few families opting or being able to settle permanently.

Population fluctuations are mainly driven by construction and mining projects, like the Ashburton North Strategic Industrial Area (ANSIA) project, which brought 14,000 workers. Temporary infrastructure for Chevron housed this influx and continues to support the ongoing operational workforce of approximately 4,500 people. Onslow can accommodate an additional 2,000-3,000 residents, but high rental and building costs hinder retention.

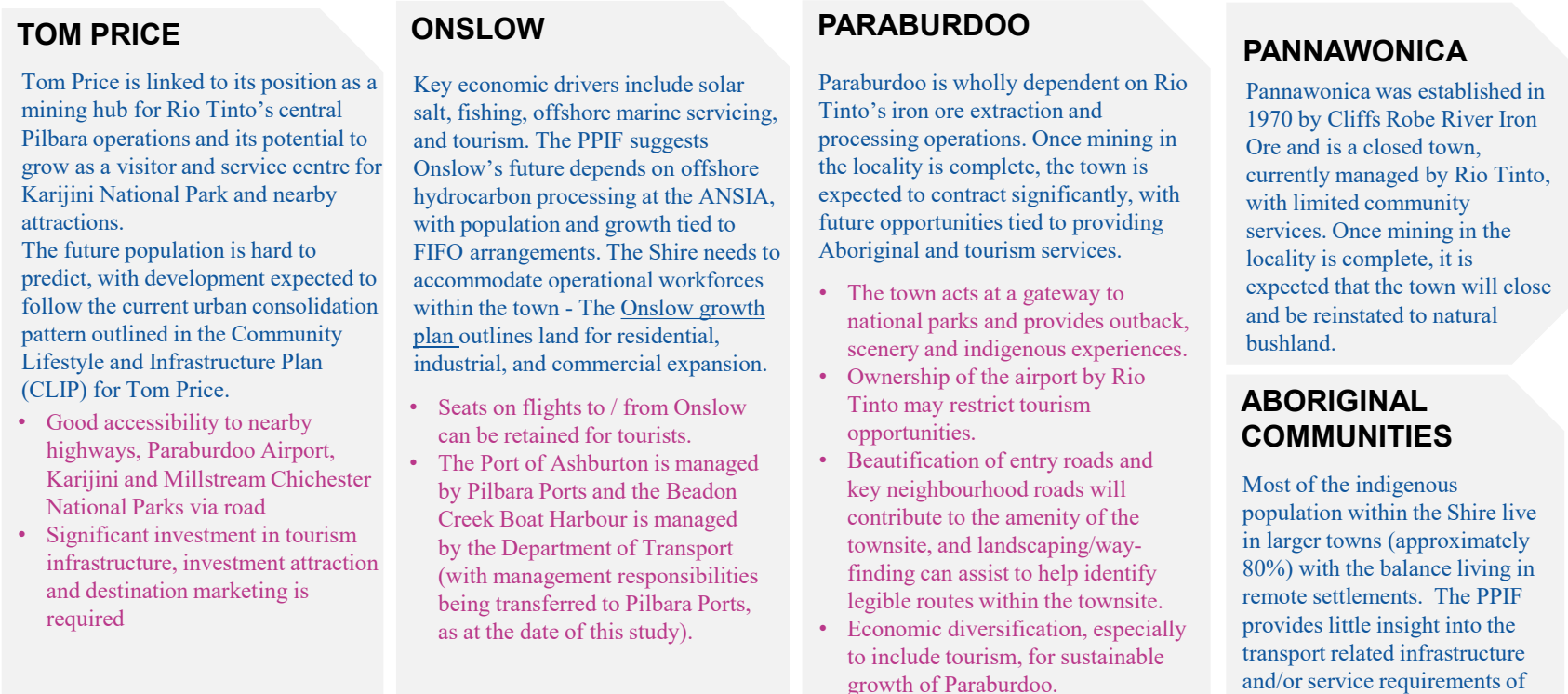
The Shire's Local Planning Strategy (LPS) seeks to diversify the economy, but growth is still closely tied to mining and oil and gas sectors. To attract more families Onslow needs more housing, additional retail services and facilities. Tom Price also requires enhanced medical facilities or better access to the Royal Flying Doctor Service. Over the next 3 to 10 years, Onslow and Tom Price are expected to see 230-500 new houses, with 150 reserved for MinRes employees, and improvements to hospital facilities in Tom Price.

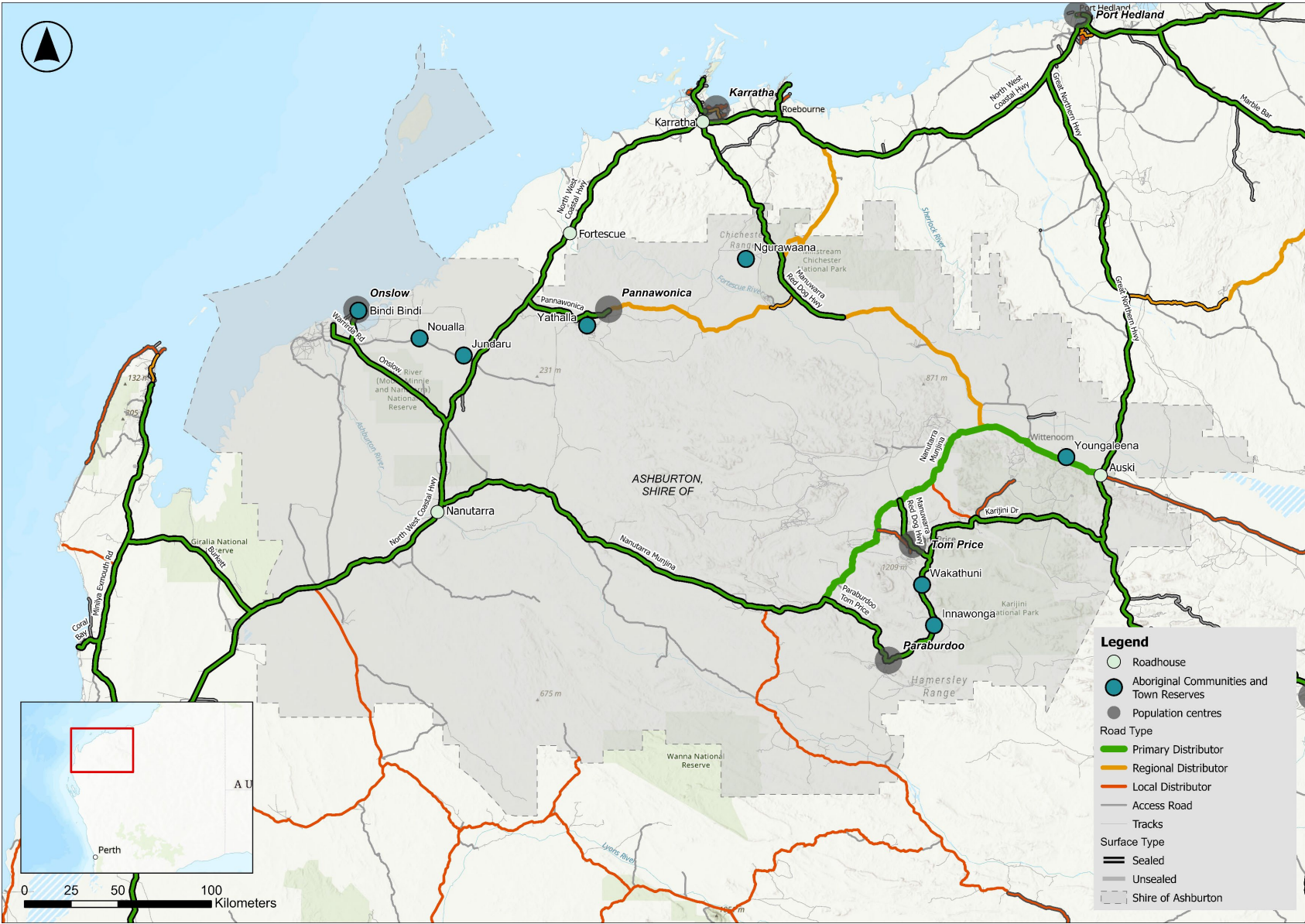


2. Context

2.5 Key Townsites

The principal towns are the focus areas for population and urban growth, largely dominated by the resource industry. The *WAPC’s Pilbara Planning and Infrastructure Framework (PPIF), 2012*, details the townsites’ **role** within the Shire and the *Local Planning Strategy, 2021*, lists the **key transport considerations** within the LPS for context.



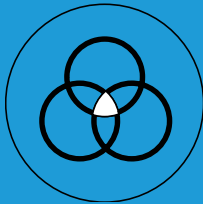


April 2025 | Final

Figure 3 | The Shire: Road network type and settlement locations

25





Chapter Three | The Vision



3.1 State	29
3.2 Regional	30
3.3 Local	30

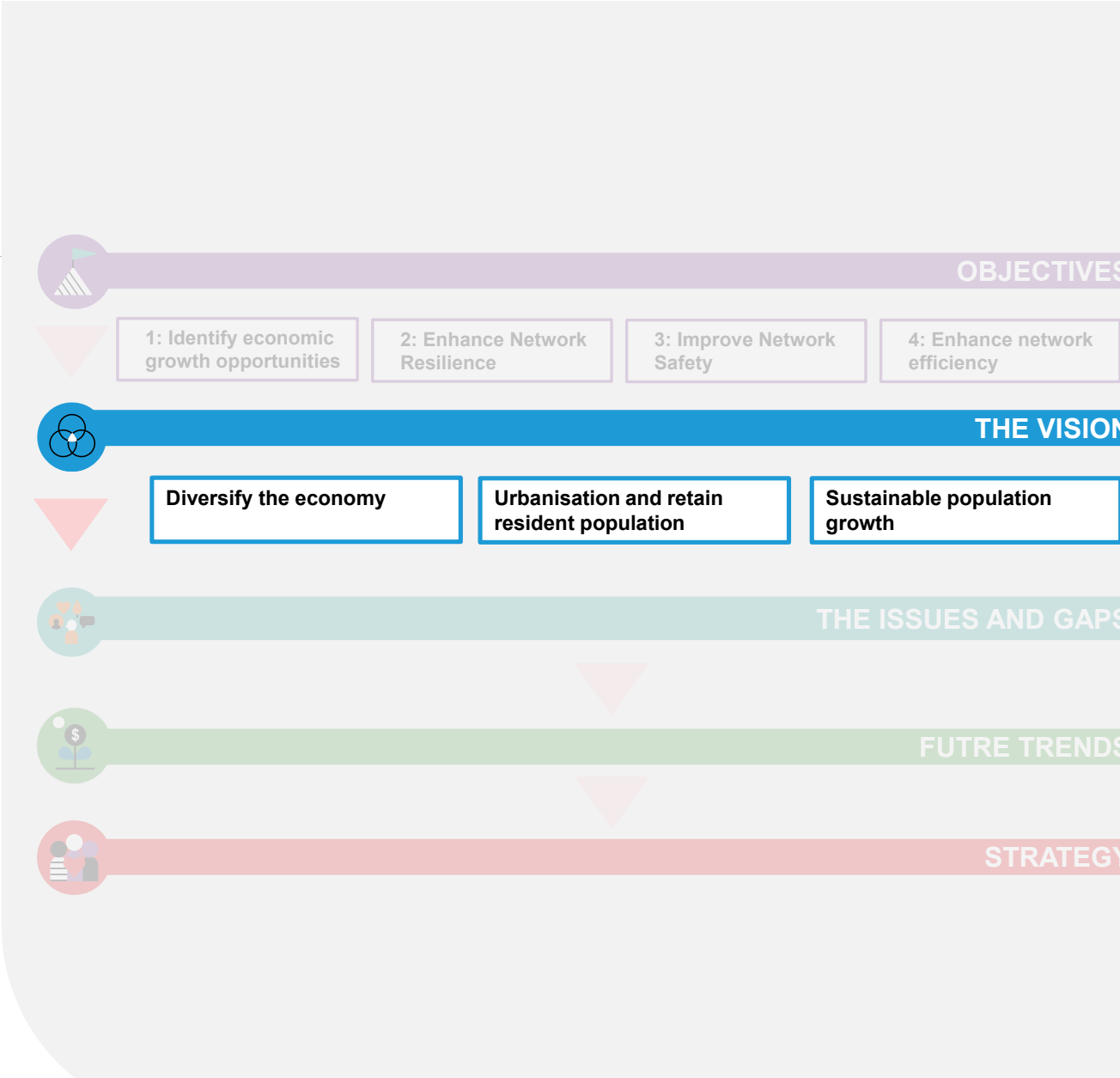
Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

Summary

The following chapter provides a summary of the relevant planning framework that applies to the Shire, providing a summary of the aspirational visions and objectives for the State, Region and Shire; and the key challenges and opportunities that are relevant to this study.

Key themes across the planning and policy landscape are associated with supporting economic growth and diversity as supporting and growing resident populations. There is strong alignment between the vision statements and the strategy objectives. The transport network provides key infrastructure to enable both of these elements to be achieved.

April 2025 | Final



Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

3. The Vision

The summary shows that focus remains on population and economic growth as drivers for the provision of a connected, safe and sustainable transport network, which will influence and inform the development of a multi-modal transport network for the Shire. This planning policy review shows alignment at the State, Regional and local level. Key vision statements have been identified as common themes across the planning hierarchy:



1. DIVERSIFY THE ECONOMY

Diversifying the economy through activating tourism and supply chain expansion whilst supporting future resource sector expansion.


2. URBANISATION & RETAIN RESIDENT POPULATION

Retaining resident populations by providing affordable housing options and investing in additional community amenities.

3. SUSTAINABLE POPULATION GROWTH

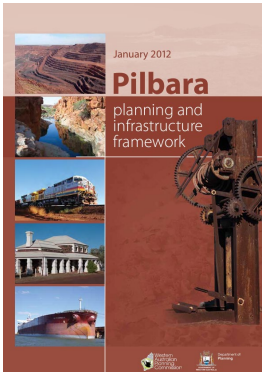
Sustainable population growth and prosperity beyond the economic cycles.

3.1 State



Western Australian Planning Commission (WAPC) State Planning Strategy (SPS) 2050


This study considered the key economic development policy with a focus on sectors and activities (e.g. energy, defence, tech, supply chain development) that align with the objectives of the Study.



WAPC State Planning Strategy (SPS) 2050

This study aligns with the SPS by further investigating the seven drivers of change that influence WAs future development:

- Population
- Global economy
- Technology
- Workforce
- Diversification
- Climate Change
- Urbanisation and regional expansion



WAPC's Pilbara Planning and Infrastructure Framework (PPIF), 2012

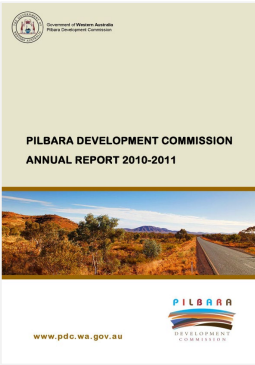
The PPIF has an aspirational resident population of 140,000 by 2035 (from 66,530 in 2010) and a diversified economy. This study is aligned with the PPIF to provide transport infrastructure and services that aim to enable a more diverse economy that capitalises on the region's competitive advantages to support:

- A wider range of employment opportunities.
- Greater housing choice.
- Higher levels of amenity.
- Access to higher standards of education, health, recreational and other community services.

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Arup report to Shire of Ashburton

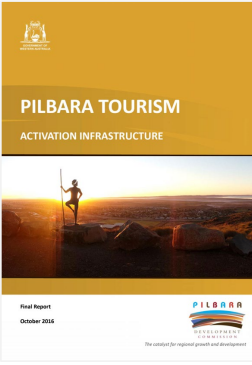
3. The Vision

3.2 Regional



Pilbara Cities (2010)

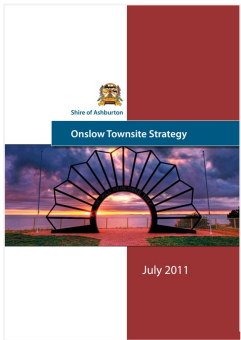
Since the halt of the mining boom, it is reported that the populations of both Karratha and Port Hedland decreased, however the strategy managed to change the way these cities perceptions of being somewhere to live and not just work. As lessons learnt, maintenance of assets and infrastructure related to investment with fluctuating population will be considered within this study and ensure reasonable community responsibility, ensuring community needs and sustainability are achieved.



Pilbara Tourism Activation Report Final (2016)

This tourism activation identifies Karijini National Park, and Millstream-Chichester National Park, both of which have been considered within this study.

3.3 Local



Shire of Ashburton Onslow Townsite Strategy (2011)

The population targets have not materialised, and a review of the Strategy is required to enable changes in economic and industry dynamics, population trends and infrastructure needs to be reflected to better guide the future sustainable development of Onslow. This may also include consideration for residential land use compatibility within proximity to Onslow Airport, as highlighted in the LPS.



Pilbara Regional Investment Blueprint (2015)

The Blueprint acknowledges that the resource sector will remain the foundation of the Pilbara's economy for the foreseeable future but seeks to capitalise on the regions comparative advantages and embrace emerging global trends. Such demand is included within this study, e.g. autonomous vehicles and decarbonisation. In addition, this study recognises the growth of new industries, such as automation technology and services; energy production and export; nature-based, heritage and aboriginal tourism; and maritime maintenance. Transport provides access to land and economic infrastructure which is key to unlocking the region's potential for investment, economic diversification and sustainable population growth.



Shire of Ashburton Economic Development Strategy (2024-2028)

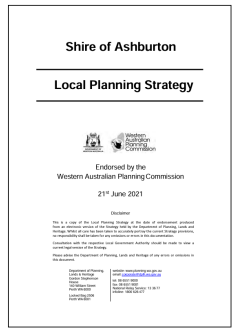
This study will provide a holistic approach with the Shire of Ashburton's Economic Development Strategy, considering:

- Those travelling by caravan
- International visitors and aviation
- Beadon Creek Boat Harbour in Onslow
- Renewable mining and resource exports

Some infrastructure projects identified will continue to be actioned as part of this study, advocating for stakeholder collaboration.

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

3. The Vision

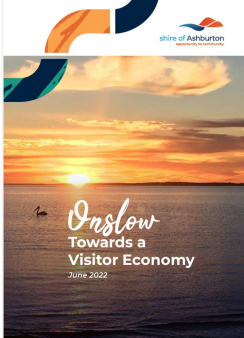


Shire of Ashburton Local Planning Strategy (2021/2023)

Where appropriate, key strategies and actions from the Strategy are reflected in this study in support of the development of a connected, safe and resilient multi-modal transport network for the Shire.

The LPS focuses predominantly on its three main settlements, being Onslow, Tom Price and Paraburdoo, where these towns will be the focus for modest population growth, housing, commerce, employment, community services and facilities and tourism.


Amendment No. 1 to the LPS is currently being progressed to update data and reflect specific intentions outlined within the Shires' draft Local Planning Scheme No 8, which has been prepared concurrent with the amendment. This was adopted by Council on 10 October 2023 and currently being considered by WAPC to be granted consent to advertise.



Onslow: Towards a Visitor Economy (2022)

Key considerations relevant to this study include;

- Onslow Aerodrome facilities can support 737-700 operations as a major airline as operator of the airport moves to retire the Fokker 100 fleet.
- Upgrade the Onslow main street to improve pathways, pedestrian crossings, storm water drainage, landscaping, traffic management, streetscaping, road improvements, way-finding signage and street furniture.



Shire of Ashburton Strategic Community Plans (2019 and 2022)

The key considerations of the plan that are relevant to this study, include:

- The cyclical nature of the resource industry and implications for residential population, expanding and contracting workforce from construction to operational phases, skilled workers, and Shire capacity to manage and maintain infrastructure, assets, and services.
- The 2019 Bill to parliament for an Act to facilitate the town closure for Wittenoom, primarily due to Asbestos contamination, and the risk to public health. In early 2023, demolition of the former townsite commenced and all roads to the former town site and nearby gorge being permanently closed.
- The need for economic diversification to soften fluctuations.

The strategies and initiatives to deliver the vision/objectives have been considered within the study objectives and subsequent forward strategy. Detailed analysis of the planning framework as well as the relevant Statutory Planning Framework relevant to this study is detailed in Appendix B.





Chapter Four | The Issues & Gaps



Intersection near Tom Price

4.1 Land Transport	35
4.2 Freight Rail Network	46
4.3 Aviation	47
4.4 Maritime	52
4.5 Historic Climate Events	55

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

Summary

The transport network in the Shire is characterised by its remote setting, with long distances between localities and transport networks that cater for seasonal but limited demand.

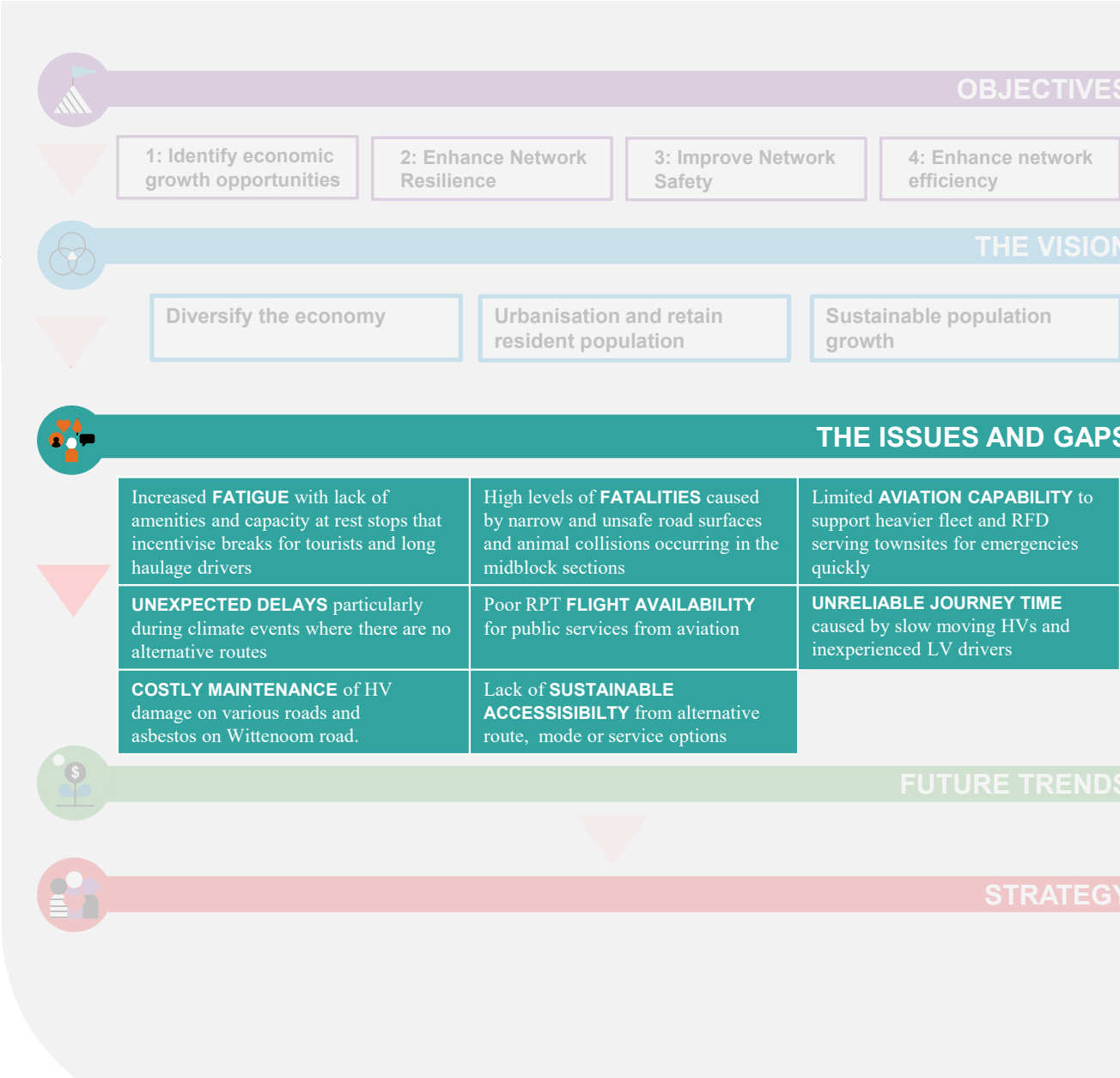
It’s vast size, remoteness and economic activity create diverse pressures across the transport system. Current issues and gaps in the transport network have been assessed and categorised into eight key issues in the transport network.

Within this section we explore in detail the current transport network performance. These findings are aligned with the Vision and Study Objectives.

This assessment is grouped into the following categories:

- Land transport
- Aviation, and
- Maritime

April 2025 | Final



Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

4. The Issues & Gaps

4.1 Land Transport

Land transport covers both the road and rail networks. Across the Pilbara region infrastructure provision is a mixture of both public and private assets. This section primarily examines the road network as this is predominately comprised of public assets whilst the rail network is privately owned and operated.

4.1.1 Road Network

The Shire heavily relies on its road network as its main mode of transport for the movement of people, goods and services. As well as connecting the communities within the Shire, parts of the road network serve as a crucial link between Perth and the resource-rich Pilbara region. The road network predominantly consists of sealed and unsealed single carriageways, reflecting the region's remoteness and low demand levels.

Operation of the road network is split between the Shire, the State and private entities. The level of private operation is unusual but not unique to the Shire, and reflects the long term investment made primarily by the resource sector to gain access to mineral deposits. The availability of public access to these private roads varies, this further complicates accessibility across the Shire.

Primary distributors form the backbone of the network, linking major towns and facilitating the transport of long-distance haulage. Both the Great Northern Highway (GNH) and North West Coastal Highway (NWCH) connect the broader Pilbara region to the southern half of WA. While the two routes serve a similar function, the NWCH connects coastal towns and maritime infrastructure and the GNH connects to inland communities and industrial locations. MRWA maintain the NWCH, GNH, Pannawonica Rd, Onslow Rd, Warrirra Rd, Nanutarra-Munjina Rd, Manuwarra-Red Dog Hwy, Karratha-Tom Price Rd, Paraburdoo-Tom Price Road and Karijini Drive.

Regional Distributors, Local distributors and Access Roads (which provide direct connections to mine sites, pastoral lands, residential areas, and some tourism spots, these are mostly privately owned and maintained).

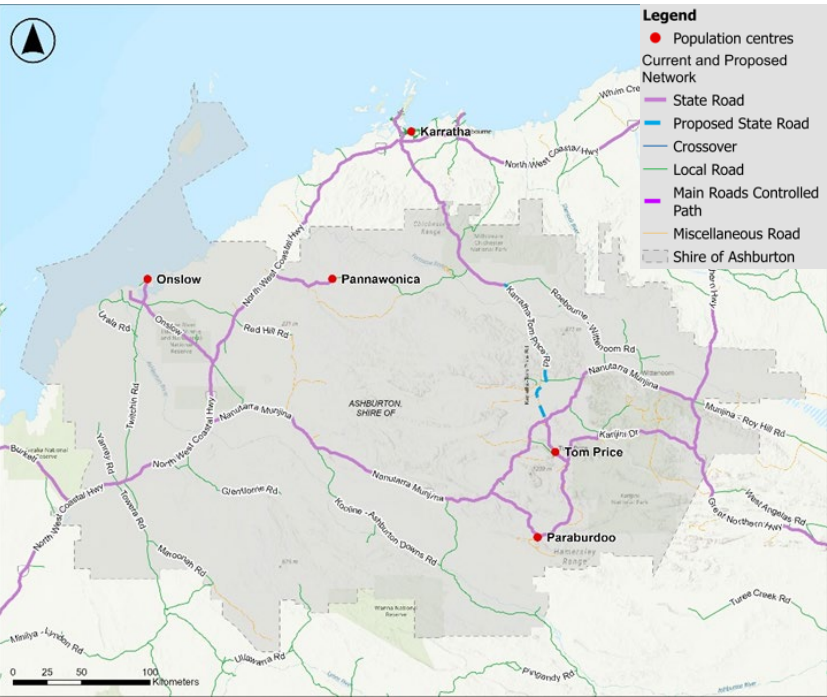


Figure 4 | Road Network – State and Local Roads

35

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Arup report to Shire of Ashburton

4. The Issues & Gaps

The access roads tend to be unsealed and have no dedicated overtaking opportunities. The mixed traffic using these routes (in particular freight and tourism) create safety concerns. Most primary distributors are sealed, with no Audible edge lines available, apart from Nanutarra-Munjina Road which is partly unsealed. The speed limit is 110 km/h across most of the network, however Heavy Vehicle (HV) and towing vehicles (e.g. Caravans) are restricted to 100 km/h.

The supply chain for petrol and diesel is fragile due to fuel being sourced from Perth and delivered via the road network hence its high cost within the Pilbara. Fuel accessibility and the amenities for fuel stops are sparse within the Pilbara. Similarly, access to Electric Vehicle (EV) chargers is also dispersed with non-standard plug types and variable charging capacities.

FATIGUE

Given the rural nature of the road network, fatigue is a major concern. Although there are many stops along the network to allow for drivers to rest, they lack capacity and amenities such as shade, seating, travel information, toilets, wi-fi and water stations that would incentivise driving breaks at the recommended driving interval period of two hours.



Figure 5 | Typical rest stop Amenities



Figure 6 | Road Network – Road Surface

4. The Issues & Gaps

The Shire is served by several petrol refueling stations, with major fuel providers like Coles Express operating in Tom Price and Paraburdoo. These stations offer consistent fuel availability, especially in comparison to Onslow, where options can be more limited. However, fuel stations across the Shire, and Pilbara region are dispersed, and fuel prices tend to be higher due to the costs associated with trucking supplies from Perth. Additionally, the Shire sometimes experiences interrupted supply, particularly during extreme weather events or logistical disruptions, making it important for travelers to plan ahead and refuel when possible.

4.1.2 EV Charging Network

Some public EV chargers are available within the Shire (listed in Table 1), with additional chargers in Exmouth, Karratha, Newman, and Mardi supporting the WA network.

Table 1 | Existing public EV chargers

Location	Use	Charger Type
1 x Onslow Beach Resort 1 x Onslow Sun Chalets 2 x Ocean View Caravan park, Onslow	Public (dining guests only) Public (guests only) Public (Caravan Guests)	10 amp socket on wall 10 amp socket on wall Caravan socket
3x Nanutarra Roadhouse	Public	2x CCS2 50kW chargers and Type Two 22 kW charger
1 x Cheela Plains station stay, Nanutarra-Munjina Road	Public (Caravan guests)	15-amp Caravan socket
3 x Federation Park, Paraburdoo	Public – On Road Parking	1 x Three phase, 1 x CCS2 50kW and CHAdemMO 50 kW charger
1 x Tom Price Tourist Park, Nameless Valley Rd	Public (Caravan Guests)	15-amp Caravan socket
2 x Tom Price Village Green	Public - On Road Parking	1x CCS2 25kW and 1xCHAdemMO 25kW charger
1 x Auski Road House	Public	Three phase charger

4. The Issues & Gaps

4.1.3 Heavy Vehicle Network Restrictions

Within WA MRWA restricts the movement of heavy vehicles according to classifications based on vehicle length and tonnage. The Restricted Access Vehicle (RAV) network determines where specific types of vehicles can operate. The Shire’s RAV network is primarily designed to support the region’s heavy industrial, mining and agriculture activities.

Most of the primary road network with the Shire is suitable for Network 10 vehicles (which is the largest classification). A key gap is east of Pannawonica, which has no RAV rating on the Millstream-Pannawonica Road (regional distributor road).

For haulage beyond the RAV classification, there is further Oversize and Overmass classifications, this deals with vehicles which can be longer or wider than the RAV classifications and or heavier. Special operator licenses are required to move these vehicles in convoy; however, the permitted routes align with the RAV 10 network across the Shire.

Network Resilience

Many of the roads within the region can be closed due to flooding during cyclone seasons which disrupt the network significantly due to very limited route choice. Onslow only has one sealed access route being Onslow Road; Pannawonica also only has one sealed access route via Pannawonica Road; many aboriginal communities do not have any sealed road access routes. These network connectivity issues result in delays and causes the network to be unreliable and at times unsafe.



Figure 7 | Road Network – RAV

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4. The Issues & Gaps

DELAY

Given the rural nature there are ‘far and few’ route options between townsites, poor reliability on the road network occurs when there are road closures or road works reducing lanes causing significant delays with long detours for both people and freight.

See Recommendations #8, #11, #12 & #13

4.1.4 Traffic Movement Analysis

Key to understanding transport network performance is the level of demand relative the available infrastructure. Congestion, poor road safety and higher maintenance obligations are some of the negative outcomes which result from high intensity usage of the road network.

To understand how the network is being utilised we have developed a strategic network analytics tool which utilises open data from Main Roads WA to determine traffic volumes between key centres. The tool is intended to highlight traffic flows at a strategic level across the Shire and to key external locations.

The modelling highlighted the extent of the interregional trips, particularly to the key strategic destinations in Karratha and Port Hedland.

Across large parts of the network, heavy vehicles make up a considerable proportion of the total vehicle traffic. The assigned volumes show that significant demand exists for connections which are current unsealed, in particular the Karratha-Tom Price Road.

The route choice in the transport model is restricted to only one option between each origin-destination pair. This “all-or-nothing” assignment of traffic was deemed appropriate due to the sparseness of the road network in the Shire. The demand assignment to the road network was weighted by link travel time calculated from



Figure 8 | An example of Shire road closures during tropical cyclone Zelia

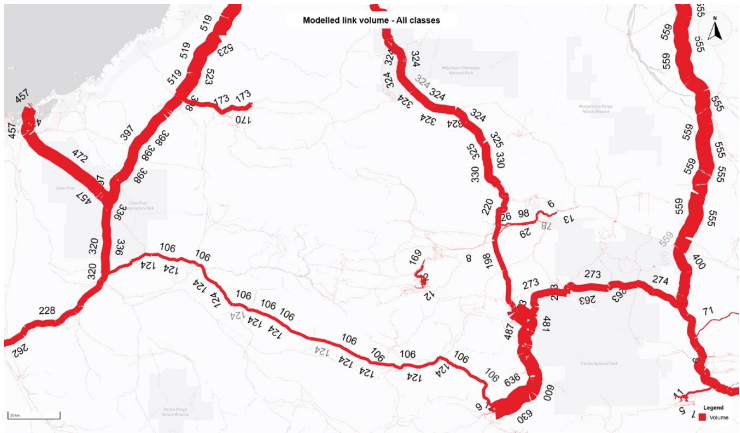


Figure 9 | Modelled Traffic Volumes 2024

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Arup report to Shire of Ashburton

4. The Issues & Gaps

speed limits in OpenStreetMap. Roads which were considered “unpaved” (dirt, gravel etc.) were de-prioritised in the demand assignment to reflect driver preference for sealed roads.

There is the case for the section of Nanutarra Rd that is unsealed between Paraburdoo and Tom Price where trips will take the detour onto Tom Price-Paraburdoo Rd and Red Dog Hwy. Similarly, Millstream-Pannawonica Rd is also a gravel road and experiences minimal daily volume. See Figure 8 and Figure 9.

These examples highlight an opportunity to upgrade some unsealed roads in the Ashburton road network for network redundancy and increased resilience.

The calibration of the LV and HV volumes were conducted independently using classified traffic data. The link volume outputs highlight a difference in the trips between the vehicle class compositions.

HV trips appear to be heavily focused on road sections near Tom Price, Newman, Karratha and Port Hedland. LV trips seem to be more evenly distributed, with most activity appearing near Tom Price, Onslow and Karratha. See Figure 10.

These differences in trip preferences lead to HV proportions in some links to be particularly high relative to the LV volume as seen in the comparison in Figure 11. The following corridors have been flagged from this comparison:

- Manuwarra Red Dog Hwy (Karratha-Tom Price Road)
- Great Northern Hwy
- North West Coastal Hwy
- Paraburdoo Rd and
- Onslow Rd

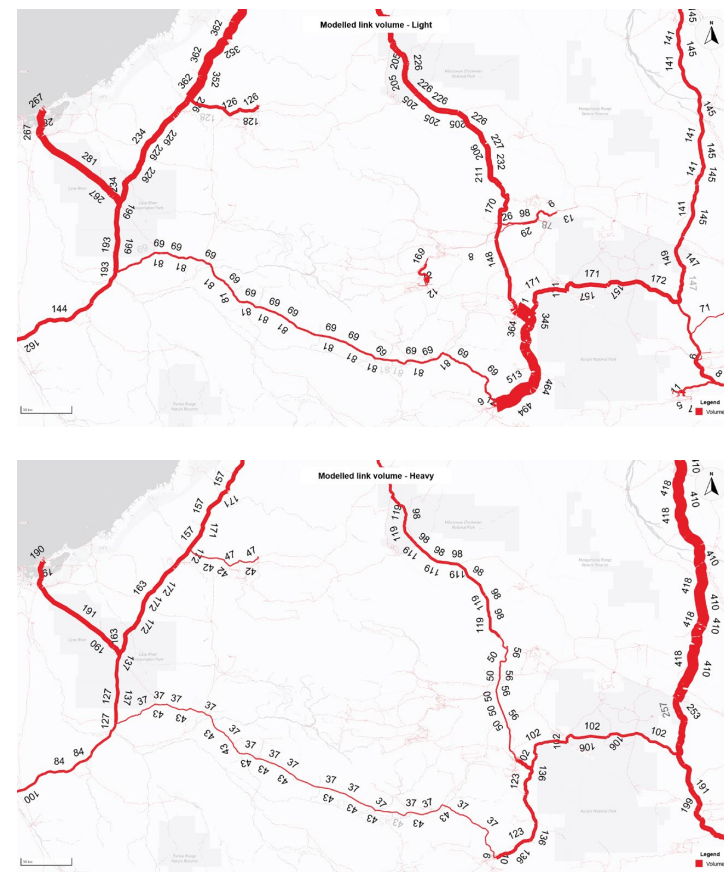


Figure 10 | 2024 Average volumes per day (Vpd) – LVs and HVs

April 2025 | Final

40

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

4. The Issues & Gaps

UNRELIABLE JOURNEY TIME

Significant volume of freight passing through the area destined for northern locations like Dampier, Karratha, and Port Hedland leads to a high volumes of HVs notably on the GNH, Onslow Road, and the Karratha-Tom Price Rd/Manuwarra Red Dog Hwy. Slow moving HVs and inexperienced LV drivers causes major safety concerns with associated overtaking maneuvers and lack of safe overtaking opportunities leading to frequent delay on the network.

See Recommendation #6

4.1.5 Road Network Risks

Road networks are inherently a high-risk environment, however across the road network within the Shire there are a number of unique risks which exist alongside more common highway safety issues. In general, the network covers large distances with low population density. The infrastructure is a mixture of sealed and unsealed single carriageway roads. This remoteness combined with geometry of the road network and the mix of vehicles creates additional risks to road users. This section explores these risks alongside specific risks.

Crash Data

A review of crash data within the Shire over the past five years (2019-2023) shows approximately 200 accidents have occurred. This includes Property Damage Only (PDO) crashes, and casualty crashes. Casualty crashes include the following crash severities: Medical, Hospital or Fatal; and PDOs crash severities being either major or minor. All 42 FSI incidents were ‘Off Path’ incidents (Road Use Movement (RUM) Codes 71-85). Majority of FSIs frequently occurred in the midblock (95%) with the remaining located at

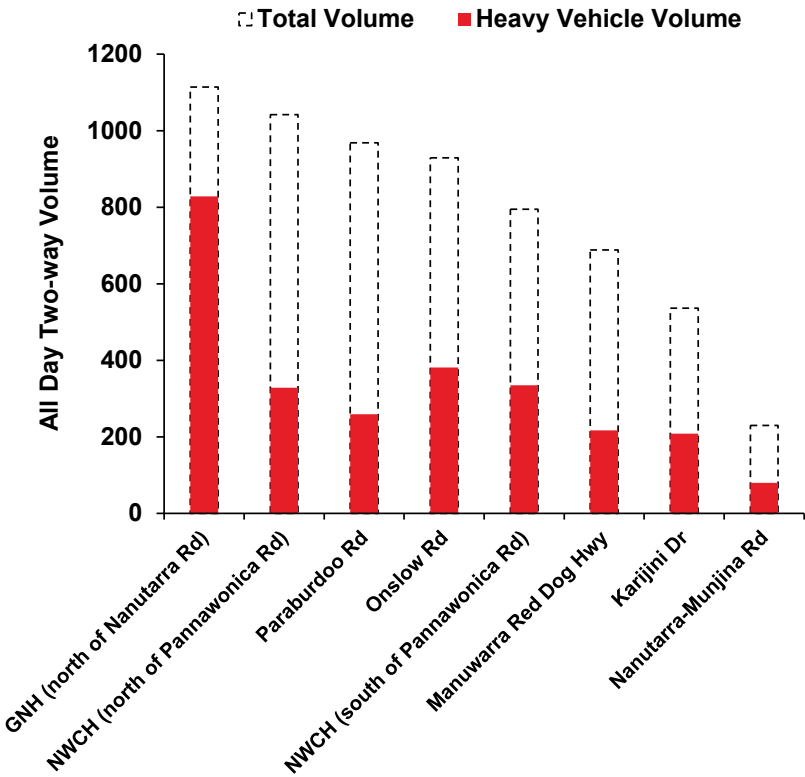


Figure 11 | 2024 Average Total volumes per day (Vpd) with High HV proportion

4. The Issues & Gaps

intersections (total of 2 accidents) as one-off occurrences. The FSIs were categorised as ‘out-of-control’ (88%) and ‘Swerving’ movements (12%). Majority of crashes happened to those within either a Utility, Four Wheel Drive, Car or Station Wagon vehicle.

These movements could be due to unsealed roads. The mix of vehicles on gravel roads raises safety concerns, particularly due to dust clouds that can impair visibility for inexperienced drivers.

The 10 Fatality incidents within the Shire are detailed within Appendix C, however the main findings include:

- Four were the result of ‘Head On’ incidents on sections of undivided 110 km/h midblock road. Mainly located on Karijini Dr and GNH.
- Two were caused by collision with cattle at night on Paraburdoo-Tom Price Road and NWCH.

FATALITIES

There is an increased chance of a Fatal or Serious Injury (FSI) accidents occurring on the road network within the Shire compared to the WA average. When compared to total crashes, the WA-wide road network has a FSI rate of 6% compared to the Shires 21%. This indicates that when an accident occurs within the Shire it is more likely to be of a severe nature, particularly around SP Drive, GNH, Paraburdoo-Tom Price Rd and NWCH. Fatalities are caused by either ‘loose gravel’ or ‘Collision with Animal’ mostly occurring in the midblock sections.

See Recommendations #4, #9 & #10

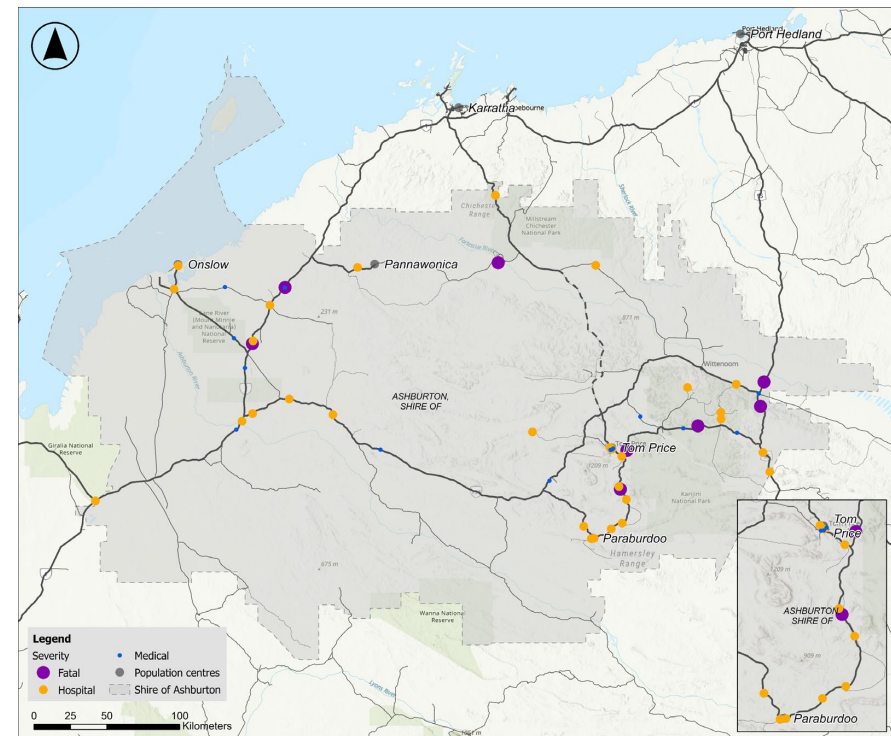


Figure 12 | Severe Crash Data 2019-2023 (FSI including medical incidents)

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

4. The Issues & Gaps

Overtaking Lanes

As part of the Northern Australia Freight Productivity Program, the construction of overtaking lanes is being carried out on the GNH. The 440km stretch between Newman and Port Hedland, supports the mining industry and other road users, and as analysed has a HV percentage of 74% (approximately). Package 1 up to the Auski Roadhouse has been completed, with Package 2 currently undergoing the tender process. This could help reduce fatality accidents near the Auski Roadhouse.

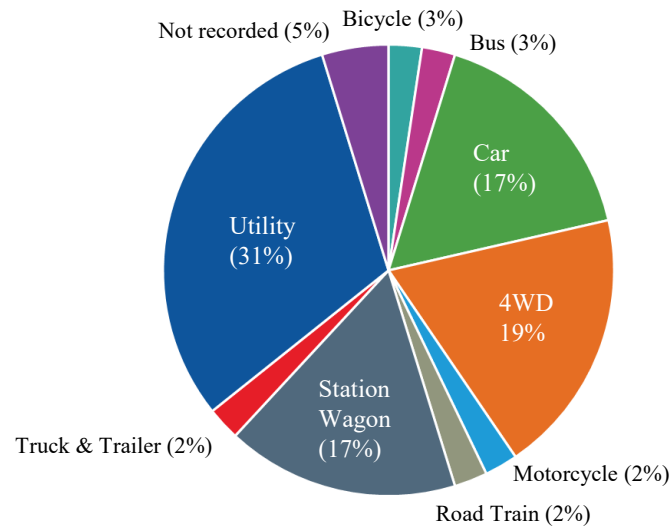


Figure 13 | 'Out-of-Control' and 'swerving' FSI split by vehicle type

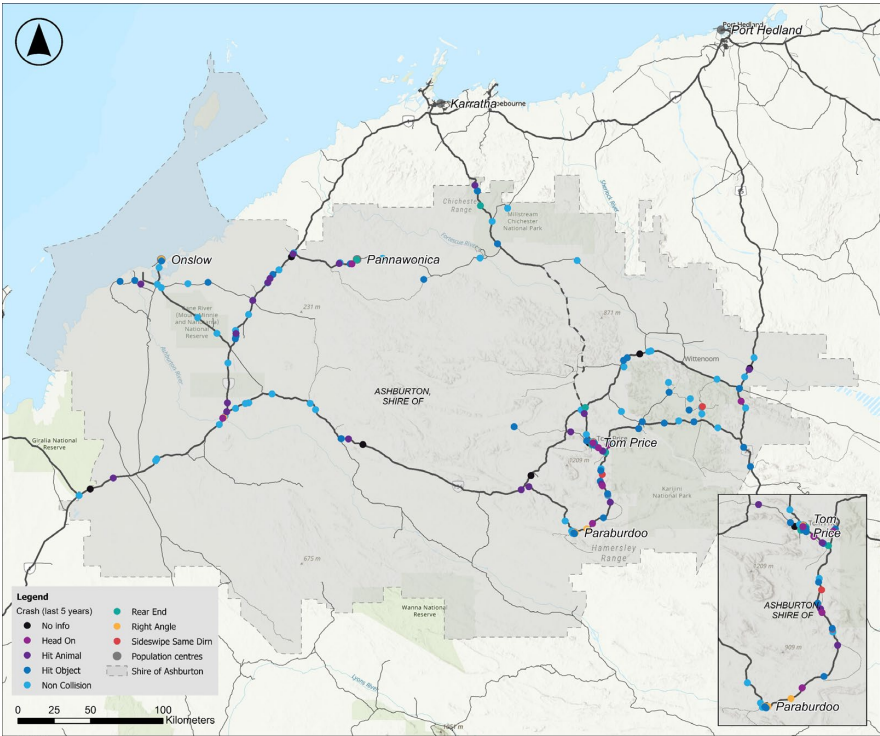


Figure 14 | Crash grouped by category, mapped to the road network.

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Arup report to Shire of Ashburton

4. The Issues & Gaps

Asbestos Prevalence

Roebourne-Wittenoom Road is a gravel road approximately 261km in length linking Wittenoom to the NWCH. The road has areas of crocidolite (blue) asbestos at several locations along the road reserve from previous mining activities that occurred in 1930 – 1960’s. Given the significant risks associated with asbestos, the Manuwarra Red Dog Highway provides an alternative route, free from asbestos.

The construction of the Manuwarra Red Dog Highway has been completed from stage 1 – 3 providing a sealed road from Karratha to south of Millstream. Stage 4 will provide the remainder of the sealed road from south of Millstream to Tom Price. This project is in development, expected to be completed over several years to enable facilitated engagement with the Native Title Holders. Currently, the road is gravel and requires a free permit for drivers to use and as a result is not recognised by satellite navigation systems as a feasible route.

COSTLY MAINTENANCE FROM ASBESTOS

Wittenoom Road is costly to maintain due to its substantial asbestos exposure. The heavy maintenance requirement and the safety risks are compounded by current by heavy use. This part of the road is heavily used by tourists who are directed by satellite navigation systems instead of the parallel route which requires a private access permit.

See Recommendation #1

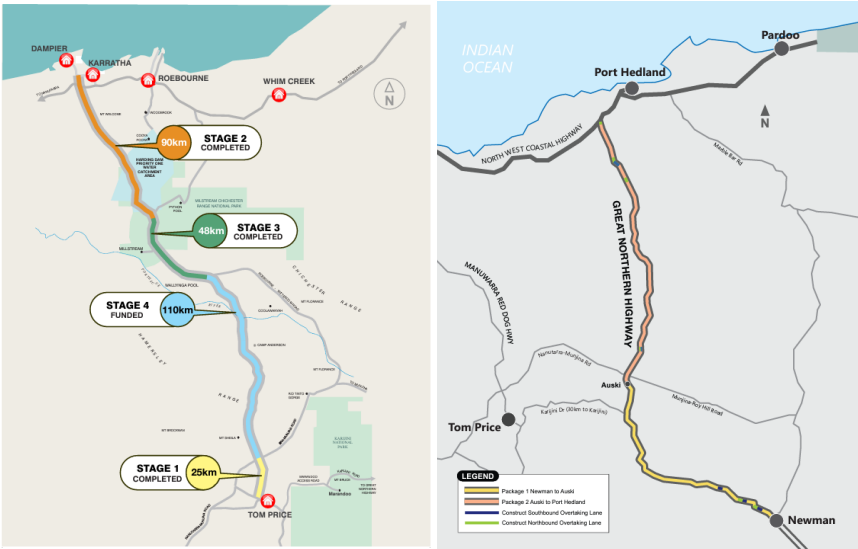


Figure 15 | MRWA proposed road updates ©MRWA



Figure 16 | Dust Cloud from passing vehicle

4. The Issues & Gaps

Noise

Traffic volumes within the Shire are below required levels for a detailed Shire wide noise assessment. However, overlaying state policy with current urban development can highlight areas where more detailed investigation may be instigated.

Under the State Planning Policy (SPP), Onslow Road, Pannawonica Road, Nanutarra-Munjina Road, and Paraburdoo – Tom Price Road are classed as ‘other significant freight routes’ and the NWCH is considered a ‘Strategic Freight Route’.

The SPP 5.4 guidelines states the noise target for new development from road noise (55 -60 dB in the day, and 50-55 dB in the night) along significant and other significant freight routes. This can be used to roughly estimate the current noise pollution compared to acceptable levels, however a full noise assessment with surveys should be carried out within areas of concern (noting that locations with sensitive land uses would most likely be restricted to the population centres). The way to establish whether a noise emission is meeting the assigned level is to carry out sound level measurements which should be carried out on a case-by-case basis, particularly if freight demand significantly increase.

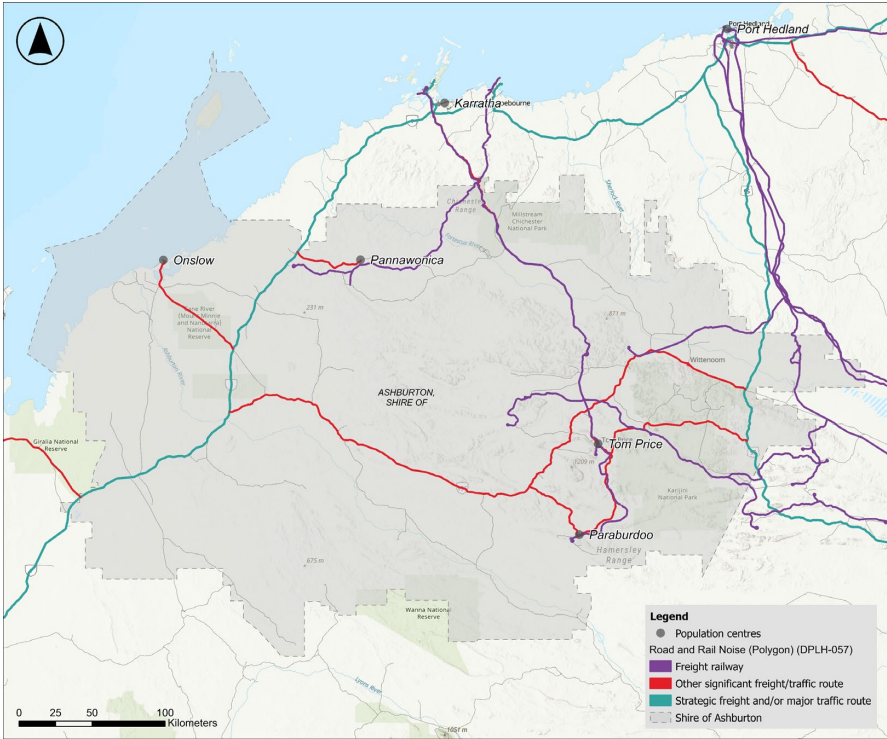


Figure 17 | Significance of freight road and rail noise corridors

4. The Issues & Gaps

4.1.6 Bus and Taxi Services

The Shire currently does not have a dedicated public transport service, TransWA bus Service, bus infrastructure, or viable options for the general population. Bus services are limited to coaches and specific services for schools and tourists, which do not meet the needs of the wider community.

The Ashburton Aboriginal Corporation (AAC) provides transport services to establish and maintain an environment that benefits Aboriginal people through the creation of appropriate employment and enterprise opportunities, including transport services for education and training. The transport services are solely for those who are part of the community development programmed, and the opportunities mainly exist with the resource industry, and the two pastoral stations that ACC operate – Mt Divide, and Kabar Station.

Onslow

A charter service operates within Onslow, called Onslow Northwest Bus Charters. The services provides mostly Airport Transfers and Local Community Transfers and can cater up to 5 – 55 passengers. There are no public transport options within Onslow. However, local community transfers operate during set times between Tuesday and Saturday to help locals access retail or special

appointments. This service must be pre-booked in advance via online or via telephone. Services outside of the dedicated hours and days can also be arranged in advance.

Tom Price

A private operating company, Integrity Coach Lines, operate a charter bus that departs from Tom Price every Monday evening for Port Hedland, Karratha, Exmouth, Coral Bay, Carnarvon, Geraldton or Perth.

There is also a charter bus service to Karijini called the ‘Flying Sandgroper’ for tourists. This service provides an easy and affordable way to see the park’s highlights and includes connection to the Tom Price Integrity Coach line. If passengers are heading north to Port Hedland, the Flying Sandgroper will interchange at Juna Downs Layover; and if heading south to Perth the Flying Sandgroper will interchange Auski Munjina Roadhouse. These services only operate once a week and must be booked in advance via online or telephone.

Paraburdoo

There are no public transport options within Paraburdoo. Other than a chartered bus service

between Paraburdoo Airport and Tom Price town centre.

SUSTAINABLE ACCESSIBILITY

There are currently minimal sustainable transport alternative options (i.e., EV, bus or rail) providing interregional travel. In addition, the hot climate encourages the high usage of cars with no alternative transport options within townsites where existing footpaths and pedestrian crossings are below design standards and little cycling infrastructure is present.

See Recommendations #28 & #29

4.2 Freight Rail Network

The rail network within the Shire is wholly owned by private companies supporting the export of resources. The rail networks are centred around the key export hubs located to the north, namely Port Hedland, Dampier (Karratha) and Cape Lambert. The scale of the rail networks reflect the large long-term deposits that each of the major mining entities have access to.

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

4. The Issues & Gaps

The privatised nature of the networks mean that access to the rail network is limited. The freight rail network consists of single-line tracks, which are built to efficiently meet current logistics needs of their respective private owners in transporting minerals and industrial goods.

Within the Shire, the railway lines run in parallel to the proposed Manuwarra Red Dog Hwy. The railway crosses the public road network at many locations. Most of these crossings are level crossings with railway signals, except for Tom Price which has some over / under bridges to allow for less disruptions and better safety.

The extensive railway network presents an untapped opportunity within the region. However, there has currently been little incentive for the asset owners to permit general cargo access to their networks.

Within Tom Price Bingam Road is an under-rail western bypass with a low clearance height of 4.5m. This causes some HVs having to take alternative routes via Doradeen Road which is an over-rail road, adding an additional 0.8km of distance through the townsite.

SUSTAINABLE TRANSPORT

Privatisation of rail (including some roads) further complicates accessibility across the Shire by reducing alternative travel options for people.

See Recommendation #25 & #29

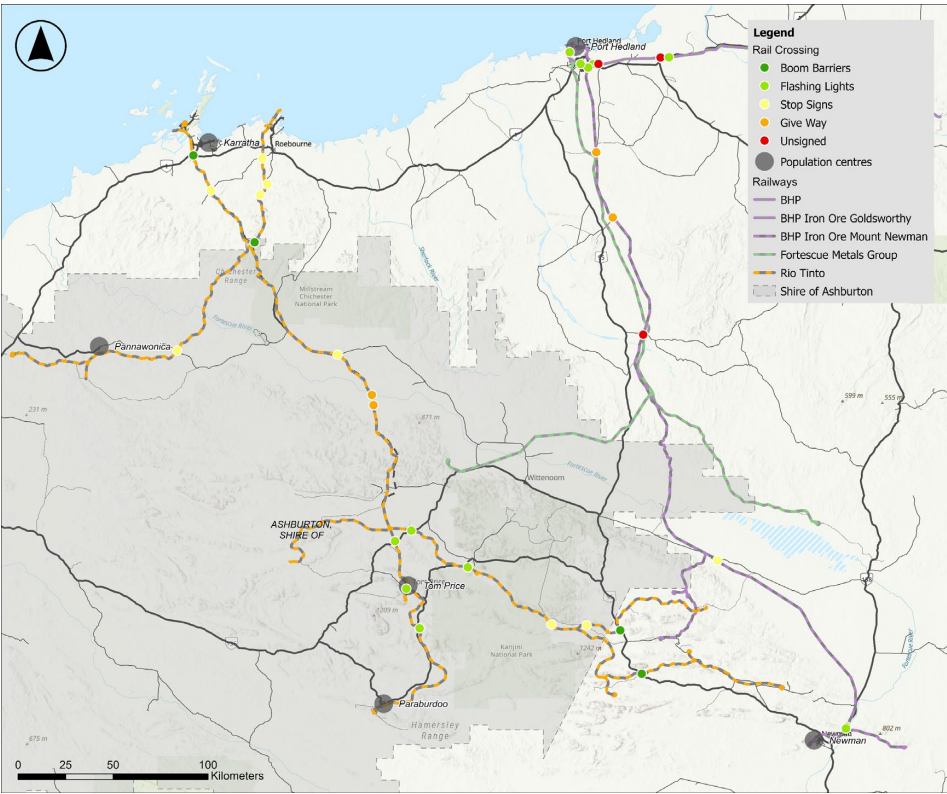


Figure 18 | Freight rail network and level crossing locations

4. The Issues & Gaps

4.3 Aviation

Aviation provides the Shire with essential connections to the rest of WA for social, health and economic needs. The remoteness of the Shire means that air travel offers significant journey time savings over highway journey times. The necessity of aviation is reflected by Fly In Fly Out (FIFO) nature of the Pilbara workforce. However, the magnitude of demand generated by the resource sector can create a loss of accessibility for other users.

A total of 37 airports (private and public) have been identified within the Shire. The only operating public Airports are Onslow (owned and managed by the Shire) and Paraburdoo (owned and managed by Rio Tinto). Regular Public Transport (RPT) flights are regulated by the State via two regulatory options;

- *Lightly regulated routes* which serve Onslow and Paraburdoo airports. meaning the services have some flexibility and fewer constraints (in government oversight and regulatory requirements) and entry into the market by other airlines is not restricted.
- *Fully regulated routes* which serve airports such as Karratha airport which is strictly governed by State and must provide a certain level of service to underserved or essential routes, even if those routes are not highly profitable. Through competitive tender the successful airline is granted monopoly rights to operate on a particular RPT route.

Further information on RPT routes can be found in the [Domestic Aviation Activity report 2023-34](#) by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts. The report highlights that Paraburdoo airport was ranked 21 out of the top 50 for annual 2024 Passenger movements with a reported 263.4 which increased by 16% from the previous year.

Other airports primarily serve the mining industry and therefore located near/on mining sites they serve through closed chartered flights.

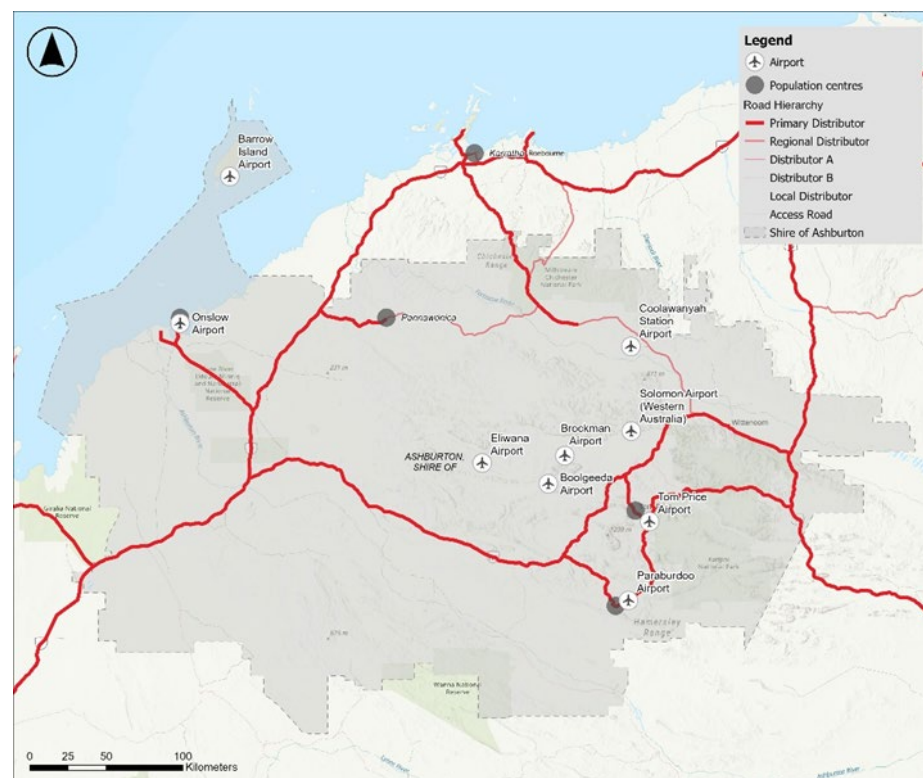


Figure 19 | Airport Locations 48

4. The Issues & Gaps

FLIGHT AVAILABILITY

The demand for commercial flights and RPT seats on chartered flights for residents and visitors exceeds the current supply of services, and as a result are unable to provide fully provide for the community or businesses.

See Recommendation #23

In response to concerns about regional airfare increases the [Regional Airfare Zone Cap scheme](#) was introduced. This is a joint initiative between the State Government and six airlines (which includes Qantas Airways, and Virgin Australia). The scheme builds on each of the airlines’ resident fare programs by reducing their maximum resident fare prices to the Zone Cap fare of \$199 or \$299. Paraburdoo is an identified airport as part of this scheme.

The provision of air services is not uniform across the Shire. A range of competing commercial, demographic and historic factors combine to influence the current availability of flights. This section covers these factors in further detail at key airports across the Shire to provide a comprehensive understanding of the aviation sector in this region.

Emergency air services

The Royal Flying Doctor Service (RFDS) provides emergency aeromedical evacuations throughout rural and remote Australia for people who are seriously ill or injured and require urgent medical attention. They provide quality medical treatment on the ground and use a dedicated aircraft to transport patients to an appropriate hospital for any further treatment. The nearest RFDS base is located at Port Hedland Airport, which serves the whole Pilbara region (one of five that serve WA). The aeromedical fleet for WA is made up of Pilatus PC-12 turbo prop aircraft, Rio Tinto Life Flight PC-24 jets and Fortescue Heli-Med EC145 helicopters.

Onslow Airport

Onslow, the main Shire-owned and operated airport, supports a variety of operations and fully licensed by the Civil Aviation Safety Authority (CASA). Aviation services at Onslow include;

- Chartered FIFO services for resource companies Mineral Resource and Chevron
- Emergency services like the Royal Flying Doctor Service and patient transfer; and
- RPT for community

The airport facilities include separate departure and arrival lounge areas, security, check in desks, baggage areas and a cafe. The airport currently processes approximately 250 people on an average day.

The airport facilitates connectivity to Perth with 600 flights per year operated by Virgin Australia Regional with a small allocation for RPT seats on the chartered flights, which are often used by local businesses rather than community and tourism use. This means that the flight times and days are scheduled based on the specific operational needs of the resource companies and not public demand with a variable flight schedule, highly dependent on the region’s resource sector.

AVIATION CAPACITY

Flights through Onslow predominantly use the Fokker 100 aircraft which is being retired in the coming years. If alternative fleet is to replace the Fokker 100 with larger and heavier aircrafts, the existing runway at Onslow airport would need upgrading e.g. a stronger pavement and additional length to allow the aircraft to operate without restrictions.

See Recommendation #22

4. The Issues & Gaps

Onslow Airport local transportation options include:

- Short term parking is available at the airport, free of charge, including a passenger set down area. They consist of mainly 90° car parking bays with no undercover parking options.
- There is no car rental services available at the airport or within Onslow.
- A charter service operates within Onslow, called Onslow Northwest Bus Charters. The services provides Airport Transfers and can cater up to 5 – 55 passengers. Airport transfers include transfers to/from Onslow and Karratha Airport and must be booked in advance via online or via telephone.



Figure 20 | Onslow Airport

Tom Price

Tom Price has one short dirt runway that is closed and requires prior permission to use. This airport was once selected to be upgraded to provide RPT flights for tourism into Karijini park through private investment and ease any congestion at Paraburdoo airport at the time in question, however, the investment in the late 2000s was lost due to the recession.

The closest public airport to Karijini is Paraburdoo airport which is 1.5hr drive away. The Department of Biodiversity, Conservation and Attractions (DBCA) own and operate a small airstrip at Karajini that is available for RFD.

The private airstrip near Tom Price Auski tourism house (Mulga Downs) has regulatory constraints and is unable to provide RPT flights. The airport only serves the Royal Flying Doctor's Service and a few recreational flights.

FLIGHT AVAILABILITY

There is little infrastructure at Tom Price which restricts access to the RFD flights to Tom price in case of emergencies. Paraburdoo airport in which emergencies travel to/from is a one-hour drive from Tom Price.

See Recommendation #24

Paraburdoo Airport

Paraburdoo Airport, owned and operated by the Rio Tinto Group, plays a crucial role as the primary gateway for visitors traveling from Perth to Paraburdoo, Tom Price, Karijini National Park, and Millstream Chichester National Park.

Located 9.3 km northeast of Paraburdoo, the airport primarily supports the mining sector with chartered services, as well as providing Regular Passenger Transport (RPT) seats and general aviation services. Under General Lease 104721.

The airport currently processes approximately 600 passengers per day on average (Pilbara Region Airspace Review 2023). The airport facilitates approximately 2,748 flights per year operated by Qantas who provide higher-frequency flights to and from Perth compared to Onslow.



Figure 21 | Paraburdoo Airport

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

4. The Issues & Gaps

Paraburdoo Airport local transportation options include:

- Both long term and short term parking is available at the airport, free of charge. They consist of mainly 900 car parking bays with no uncover parking options.
- Car rental services are present at the airport offering rentals from Hertz, Europcar, and Avis.
- Go West Tours offers a bus service between Paraburdoo Airport and Tom Price town centre, connecting to QantasLink flights. The travel time is approximately 50 minutes, and bookings are made online and cost \$39.00 one way.

AVIATION CAPACITY

The dominance of the resource sector in relation to airport infrastructure creates barriers to the further expansion of flights for future growth, long term sustainability, and serve other markets such as tourism and the local community to provide social wellbeing.

Particularly Tom Price, as the town lacks aviation facilities and infrastructure to support visitation to the National Parks, and critical health services.

See Recommendation #22 & #24

Private Airports

There are several privately owned airports that serve the mine sites. The main airport are listed in Table 2 and operate closed charted flights for the resource sector.

Table 2 | Private Airport Summary

Airport	Owner	Service	Frequency
Boolgeeda Airport	Rio Tinto	serves the Brockman 4 mine site servicing flights to/from Perth, Busselton, Albany and Geraldton.	3-12 flights per day via Virgin, QantasLink an Alliances Airlines
Brockman Airport	Rio Tinto	serves the Brockman 2 mine site servicing flights to/from Perth, Busselton, Albany and Geraldton.	Unknown
Barrow Island	Chevron	Serves Barrow island only to/from Perth and operate helicopter services to the Wheatstone Platform and Karratha.	Unknown
Coolawanyah Station Airport	Unknown	Unknown	Unknown
Eliwana camp Airport	Fortescue (FMG)	Serves the Eliwana mine site	Unknown
Solomon Airport	Fortescue (FMG)	Serves the Solomon mine site to/from Perth	5 flights per week vis Qantas

4. The Issues & Gaps

4.4 Maritime

The Shire’s ports are used for regional industrial activities and resource exports, with both state-owned and privately developed facilities. Key ports located within the Shire include the Port of Ashburton and the Port of Onslow. Other ports are located on Barrow Island and Varanus Island which support major projects like the Gorgon LNG Project and Santos-operated ventures. External to the Shire Dampier, Port Hedland and Cape Lambert provide the bulk of resource export capacity for deposits that are located within the Shire.

This section focused on those facilities located inside the Shire.

Port of Ashburton

The Port of Ashburton is located approximately 10km to the West of Onslow within the Ashburton North Strategic Industrial Area (ANSIA). The Port facility was initially built by Chevron for the Wheatstone LNG Project. The facility consists of a general cargo wharf, for the import of plant and machinery as part of the construction phase, and an LNG export jetty used as part of the operations of the facility.

As part of the ANSIA designation of the surrounding area the Port is able to expand beyond its current facilities to both east and west. The Port is currently experiencing an increase in demand for alternative use cases from the resource sector, specific the export of Iron Ore.

The Port is currently being expanded to accommodate Iron Ore export flows with the construction of a dedicated export facility by Mineral Resources as part of the Onslow Iron project. The port has shallow waters which restricts access for deep draft vessel. To overcome the shallow water of the Port, the Onslow Iron export facility will utilise transshipment vessels to load deeper draft ocean- going bulk carriers offshore.

The landside access is via Warrirda Road (RAV6) which intersects with Onslow Road. This is the only access. However, MinRes’s export facility is served by a newly constructed dedicated haul road which links the facility to the Ken’s Bore mine site.

Port operations are currently managed by Pilbara Ports, which has recently become as a ‘First point of entry’ where vessels and goods that are subject to biosecurity control can be now processed.

COSTLY MAINTENANCE

Warrirda Road is currently being heavily utilised by vehicles associated with construction activities within the Port of Ashburton. Once this is complete, and the associated haul road infrastructure is operational, Warrirda Road will need substantial maintenance expenditure to return the pavement surface to a satisfactory condition.

See Recommendation #19

Port of Onslow

Port of Onslow is located approximately 550m south of the entrance to Beadon Creek and is accessed via Beadon Creek Road (no RAV classification) which intersect with McAullay Road (RAV 10). The main users of the facility are the resource sectors.

There has been extensive growth of oil and gas projects in the region and the facility has become a supply base for offshore operations. Pilbara Ports manages the wharf and landside services at the port under a lease agreement with the WA government.

4. The Issues & Gaps

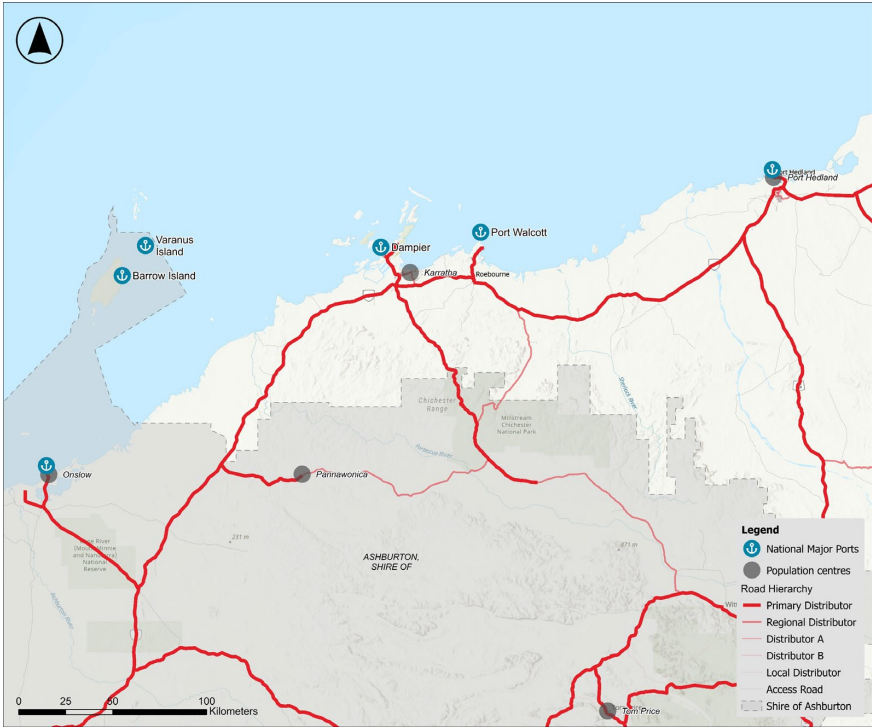


Figure 22 | Port Locations

Onslow Beadon Creek Maritime Facility

Onslow Beadon Creek Maritime Facility is located at the Port of Onslow and is used for commercial, recreational, fishing and charter vessels. The recreational facilities comprise of 8 pile mooring pens, a service wharf, dual public boat ramp, fuelling facility, as well as a fish cleaning table, public car park and amenities.

The construction of this was split into two stages, the second stage will deliver serviced boat pens, public jetties and berthing, additional services, landscaping, extended car parking and serviced development lots, provided funding is allocated.

In the process of undertaking this study, the Port of Onslow is currently being transferred to the Pilbara Ports authority and whilst still undertaking this process, it is understood that some control will still be given to the shire to maintain recreational use.

Currently island transfers via ferry are provided from Beadon Creek to Thevenard Island and Direction Island. The Mackerel Islands are a collection of 10 pristine islands and atolls scattered off the mid-coast of WA, 22km from the mainland of Onslow. Thevenard Island welcome guests with accommodation, facilities, activities and tours. The ferry is approximately a 45-minute journey and secure parking at/near Beadon Creek is supplied for visitors to park their cars, campervan, or boat trailer for a small fee per night.

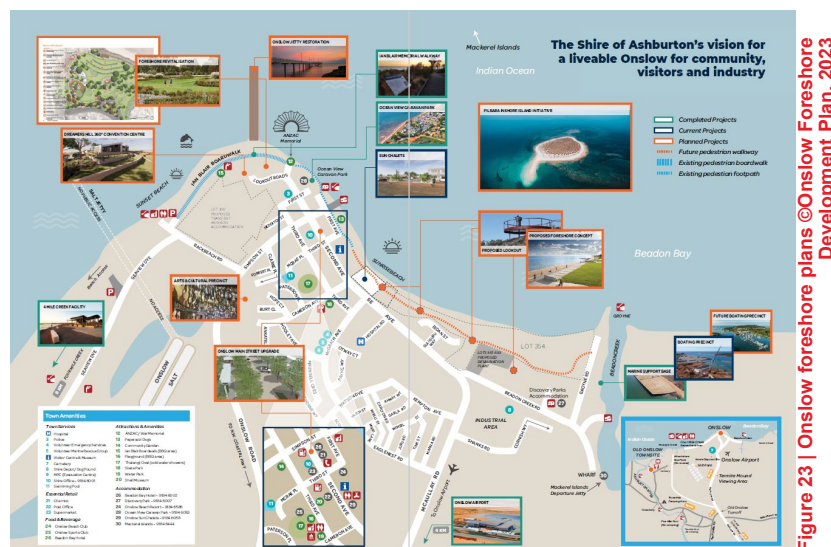
Onslow Foreshore

The foreshore has an important role for the future of Onslow community with its current vision and [Masterplan](#). This will activate the beachfront, and outcome will include way-finding signage; cultural, heritage and biodiversity interpretive

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

4. The Issues & Gaps

information; car parking; beautification of surrounds landscaping; public seating; shade structure; public art; boardwalk and pedestrian pathways; improved lighting; and multipurpose areas with capacity for events.



Maritime Road Access via Onslow Road

The tonnages of freight to the Port of Ashburton are significant. Due to the nature and size/life span of these projects, any haulage of minerals to the Port will be via the road network as there currently is no current or proposed rail network from inland to the Onslow coast.

A simulation model using MRWA Traffic Map data has been developed in accordance with MRWA operation modelling guidelines. The analyses focus on Onslow Road and it's connecting intersection with Warrirda Road and NWCH.

On Warrirda Road/Onslow Road peak periods have been identified as 7-9AM and 3-5PM which consists predominantly of passenger vehicles which correlates to shift changeover times related to MinRes and Chevron mining operations. Particularly at the MinRes Truck Maintenance Facility located between Warrida Road and Peedamulla Road Intersections.

Currently, overtaking lanes are placed approximately 30km apart along Onslow Road in either direction. As vehicle volumes increase, overtaking opportunities outside of these dedicated overtaking lanes will decrease. This could lead to delays of approximately 2 mins per vehicle which cannot pass a heavy vehicle. Visual observations from the model show that light vehicle and heavy vehicle interactions are most acute where acceleration and deceleration occurs. This means traffic is more likely to form platoons of following vehicles at the intersections with high heavy vehicle turning volumes.



Figure 24 | Quad Road Train Turning from Onslow Road onto Warrirda Road within the operational model

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

4. The Issues & Gaps

4.5 Historic Climate Events

Tropical cyclones have historically caused significant damage in the Pilbara which have disrupted mining and offshore oil and gas operations as well as causing floods on the road network. Over the past 10 years, 67 cyclones have occurred in the West. Approximately 14 cyclones have passed in the vicinity of the Shire, and approximately 9 impacted the shire with either wind, or heavy rainfall. These are recorded in Appendix D.

The most recent being cyclone Zelia which shut the majority of roads within the region, including the Great Northern Highway, as well as Port operations at the Port of Port Hedland. At the time of drafting the economic cost of Zelia is unknown,

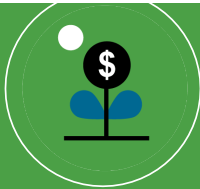
DISRUPTION AND DELAY

The existing road network is highly susceptible to major flooding events that can sever key routes with no viable alternative routes, isolate communities, and disrupt logistics and other essential services several times throughout the winter season lasting from hours to days.

See Recommendation #5



Figure 25 | Damage caused by storm, Tom Price 2024 ©ABC News



Chapter Five | Emerging Transport Trends



Onslow Visitor attraction

5.1 Energy Transition	58
5.2 Digital Connectivity	60
5.3 Infrastructure Delivery	61
5.4 Place, Culture and Heritage Enterprise	63
5.5 Climate Change and Sustainability	65
5.6 Regional Development	65

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

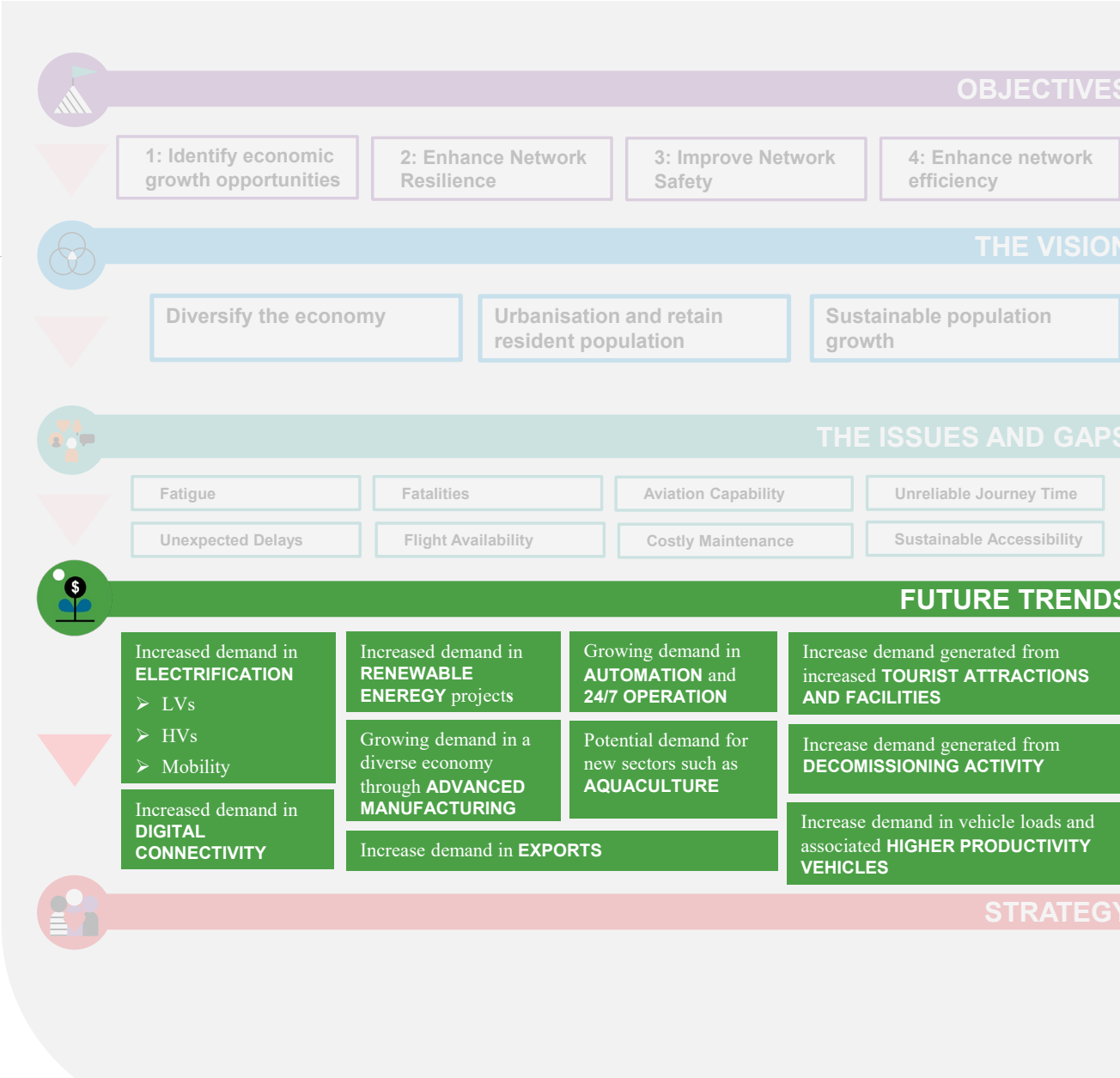
Summary

This chapter assesses the possible future transport scenarios i.e. increased EV demand, and other technologies as well as changes in consumers/transport users that can contribute to the demand in the future transport market.

Possible advancements through new technologies and alternative energy sources are all factors that can impact the demand on the network. This highlights the quality and capacity of the transport network that may need to consider possible advancements in operation, safety, reliability, and management efficiency to create a resilient transport network that is cost effective.

Some key influences on the demand and operation of the transport network are described in the following sections and the possibility of impacts to demand and infrastructure is highlighted.

Anril 2025 | Final



5. Emerging transport trends and potential demand impacts

5.1 Energy Transition

5.1.1 Electrification

Electrification within the transport sector is rapidly expanding. The transition of the vehicle fleet from Internal Combustion Engines (ICE) to electric motors continues to advance numbers of vehicles for sale and charging infrastructure.

To facilitate the transition across Australia, the federal government has issued the [National EV Strategy](#). It seeks to address constraints on the national uptake of EV’s such as vehicle availability and charging infrastructure provision.

In addition to the national strategy, the WA state government also has a state electric vehicle strategy. This has identified sites across the state for EV charging infrastructure. [The Electric Vehicle Strategy](#) for WA covers battery electric vehicles (BEV), plug-in hybrid electric vehicles (PHEV) and hydrogen fuel cell electric vehicles (FCEV).

Battery electric vehicles (BEVs) i.e. LVs, currently have a driving range of 250–650 km, which is improving with advancing battery technology. As EV adoption grows, so will the demand for charging infrastructure. Residential chargers can fully charge an EV in 6 to 12 hours, while public fast chargers

can do so in 15 minutes to an hour.

Investment in EV charging infrastructure is increasing in the private sector, with companies like Ampol introducing fast charging stations in WA and wider Australia. Although heavy vehicle EV adoption is slower than passenger vehicles, mining companies are turning to EVs to reduce harmful diesel emissions, lower ventilation costs, and minimise noise.

Medium and heavy-duty battery electric trucks are being trialled in many jurisdictions, including WA. Globally, there are about 400,000 electric delivery vans and trucks and 500,000 electric buses. This growing demand is boosting the battery industry and attracting interest in hydrogen technology, which WA is positioned to capitalise on through its Future Battery Industry and Renewable Hydrogen Strategies.

Additionally, electric scooter and bike ownership is rising, with WA leading the country in e-bike ownership due to policy changes that allow bikes on footpaths, expanding access for riders.

INCREASED DEMAND

Renewable energy promotes electrification and reduces the dependence on diesel potentially lowering transport related emissions and costs:

- EVs | The national rollout continues to tackle climate change and reduce CO2 emissions by promoting sustainable alternative transport. Meanwhile, the hot climate within the Shire tends to encourage car use, as people take advantage of vehicle cooling systems.
- HVs | The reduction in noise from electric HVs opens the potential to improve operational efficiency for businesses and reduce road congestion through the potential to operate trucks in noise sensitive areas at times when conventional vehicles have been restricted for amenity reasons. Given the benefits, it is likely companies will shift to electrification of their HVs.
- E-Mobility | E-mobility usage is already prevalent in the Shire townsites, particularly among children commuting to and from school, as well as within the town populations during the cooler months. As WA’s government continues to promote the Avoid, Shift, and Improve agendas, we can expect further behavioral changes in short-trip transportation, with more people opting for alternatives to driving—such as walking, scootering, cycling, and wheeling.

Charging infrastructure of these vehicle will be required and will differ in requirements and capabilities.

See Recommendation #26 & #27

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

5. Emerging transport trends and potential demand impacts

5.1.2 Renewable Energy

The Pilbara accounts for more than 40 per cent of the State's emissions, primarily from major industrial producers, and utilises less than 2 per cent of renewable energy generation. Because of this, the Pilbara will play a central role in meeting Western Australia's emissions reductions targets.

Electricity is switching to renewable energy sources like wind and solar to generate power. The [Pilbara Energy Transition Plan \(PET\)](#) will advance a rapid, orderly and equitable transition to renewable energy in the Pilbara. Investment in offshore and onshore wind energy is increasing, with the Pilbara being one of the world class wind resources.

Energy Policy WA is working with the mining industry and local manufacturers to increase the use of renewable energy, with a particular focus on remote mines that are dependent on diesel and trucked LNG for power generation.

Nearly half the greenhouse gas emissions reported for minerals mining activities are from electricity generation. [Iron Ore mining account for the most of WA's mining electricity greenhouse gas emissions.](#)

The Shires sunny climate makes it ideal for solar

systems. Onslow townsite currently operates as a microgrid and supplies its own power through solar panels giving a constant reliable source of electricity given its climate.

As of early 2022, ten WA minerals mines are achieving between 10 and 55% of their annual electricity generation from renewable energy. For example, supported by funding from the Western Australian Government's Clean Energy Future Fund, the Carosue Dam mine's power generation includes a 5.3 MW solar array.

Large scale solar farms can be built on land used for other purposes, such as farming, so that they coexist on the same land.

In addition, energy storage will be essential for the PET. WA company [Pacific Energy recently delivered two battery energy storage systems \(BESS\) to Australian mining company Mineral Resources Ken's Bore mine site](#), part of the Onslow iron project in the west Pilbara region. These systems will allow the site to fully unlock the energy it generates from its solar farm.

INCREASED DEMAND

The PET will bring new jobs to the region, supporting the future of the energy industry and helping to grow and develop new industries. New roles and opportunities will be available to people who live across the Pilbara, and including the knowledge, perspectives and skills of Traditional Owners and communities is an important part of this plan.

Most big miners are looking to rapidly cut emissions at their operations, including through renewable power and storage, and the replacement of diesel trucks with battery electric vehicles.

To establish solar or wind turbine energy, improved transport infrastructure is required to facilitate the transport of equipment and materials needed for installation which will predominately be delivered from Ports via the road network.

See Recommendations #12 & #13

5. Emerging transport trends and potential demand impacts

5.2 Digital Connectivity

Reliable telecommunications are crucial for modern community life, supporting the economy and enhancing social connections. They are also vital for emergency services. The Australian Government has allocated \$8 million to improve mobile coverage along highways and major roads in regional and remote WA. This funding is part of the \$50 million Regional Roads Australia Mobile Program (RRAMP), which supports innovative solutions for better community connectivity. Telstra is investing \$24 million into the digital infrastructure, expanding its fibre network in the region which will bolster connectivity and uplift resiliency for growing industries including mining and clean energy operations in the Pilbara

Improved digital connectivity provides opportunity for optimised operations with real-time monitoring and control. Digital signage, which includes technologies like LCD, LED, OLED, projection, and e-paper, and advanced vehicle technology has evolved to meet the increasing demand for real-time information. Once used primarily for static advertising and information, digital signage now offers dynamic updates, such as real-time traffic data, by integrating with services like Google Maps or Waze. These displays are common in transit hubs and are expanding their use to other areas to provide transport and weather updates essential for daily planning.

With advancement in satellite-based technologies such as Starlink providing increased frequencies to better broadband speeds and mobile connectivity at affordable prices. Telecommunication connectivity is likely to improve with the continued advancement in global satellite technology. Improved digital connectivity will improve productivity through industrial automation.

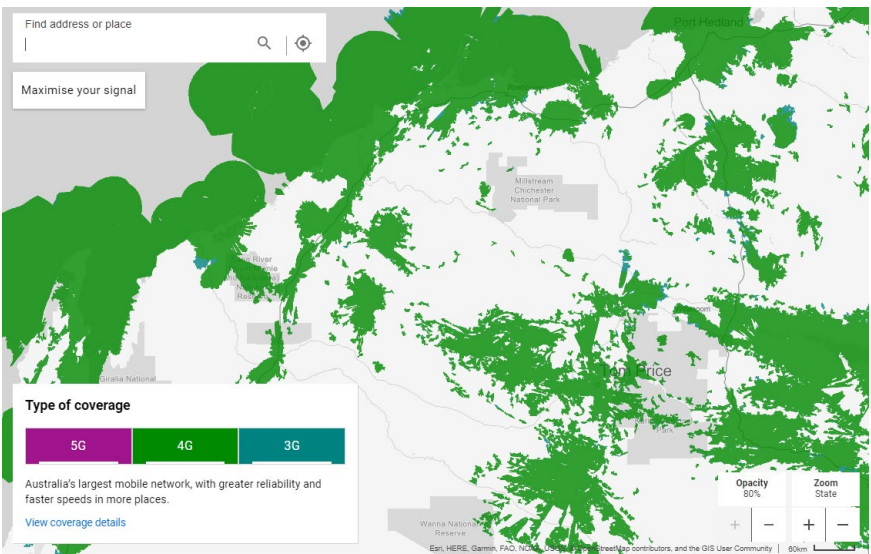


Figure 26 | Existing mobile Coverage © Telstra

MANAGING DEMAND

The continued development in satellite technology provides potential for increased network coverage and real-time updates. The current mobile network coverage for the Shire shows little to no coverage for Peedamulla Rd Millstream-Pannawonica Rd, Parts of Nanutarra Munjina Rd, Roebourne-Wittenoom Rd and GNH. The Shire needs to stay relevant whilst growing demand for connectivity increases and enable its road users and companies to be updated on road works, maintenance and diverging traffic in extreme weather events for better planning and safety for these areas. Better connectivity also allows people to access mobile apps such as ‘poparide’ which is a carpool connectivity platform, currently well used in Canada, to enable multioccupancy car trips.

See Recommendation #3

5. Emerging transport trends and potential demand impacts

5.3 Infrastructure Delivery

5.3.1 Automation

Technologies like navigation apps and ride-sharing services enhance daily life, while the rise of autonomous vehicles (AVs) promises safer, more sustainable travel. The Federal Department of Infrastructure and state governments are creating a regulatory framework for AVs, centred around the proposed Automated Vehicle Safety Law (AVSL) to ensure safe public operation.

WA is actively participating in these efforts. Pilbara Region is a world leader in automation with significant investment by private resource companies in automated freight trains and mine operation vehicles. Leveraging these skills into other parts of the economy is key, and this aligns with the [Diversify WA Strategy](#).

DoT is aiming to implement automated vehicle technologies within WA to enhance safety, liveability and productivity. It is predicted that significant automation in freight and tracking within the next 10 to 15 years, offering upskilling opportunities in fields like IT, cybersecurity, and engineering.

State and local governments have worked closely with trial applicants within WA to facilitate trials of automated vehicles on our roads. Two trials are ongoing, and there are likely to be further trials in the near future. Currently, WA law prohibits vehicles without a driver on public roads, but permits can be granted for controlled trials. Trials within WA are ongoing, with more anticipated in the future.

An example of this advancement is the new haul road to the Port of Ashburton being built by Mineral Resources (MinRes), set to be operational by 2030. This 150km dual-lane road will facilitate the operation of autonomous road trains, ensuring efficient transport of iron ore from the Ken's Bore mine. The road will be fully sealed, fenced and equipped with fibre optic cabling to support the operation.

In 2024, MinRes sold 49% of the asset to Morgan Stanley Infrastructure Partners

for \$1.3 billion. MinRes will retain majority ownership and exclusive rights to use, operate and maintain the haul road. The arrangement will provide efficient mine-to-ship delivery of Onslow iron product to customers.

MANAGING DEMAND

Automated vehicles can enhance accessibility, particularly through ride-sharing services, which could decrease parking demand and the need for extensive parking facilities. However, the privatisation of roads and rail—driven by technological needs and a push for 24/7 operations—may limit accessibility in the Shire. This shift could encourage private investment in new infrastructure rather than upgrading existing services that benefit the broader community. While the MinRes haul road offers a way to reduce heavy vehicles on public roads and improve service levels, the overall impact of automation on vehicle demand management remains complex.

See Recommendation #25 & #29



Figure 27 | Autonomous Iron Ore train operated by Rio Tinto within the Pilbara. © Rio Tinto

5. Emerging transport trends and potential demand impacts

5.3.2 Advanced Manufacturing

Advanced Manufacturing refers to the use of innovative technology and processes to improve production of goods. This can include automation, robotics, artificial intelligence and data analytics into manufacturing systems.

The WA Government aims to enhance advanced manufacturing capabilities with the launch of the prospectus [WA: Advancing the Future of Manufacturing](#). This document focuses on key growth sectors, and targets the priority sectors for growth, including energy; defence; mining; space industries; primary industries as well as health and medical life sciences.

Examples of where these technologies can benefit the Shire, and the community are:

- Additive manufacturing within the construction industry such as 3D printing on site can help to create cost efficiency and address some regional resourcing issues. For example, Australia’s first 3D printed one bedroom home with a full occupation certificate was achieved within New South Wales in 2023.
- Sustainable Practices to minimise waste and energy consumption can increase industrialisation by

addressing complex waste processing needs. Currently the Shires C4 Waste Facility is operated by Pilbara Environmental Services and is the only one of its kind in Northwest Australia, providing a solution for hazardous waste streams in the region. A key feature of the landfill is the double composite-lined cell capable of accepting up to Class IV contaminated waste materials. The Class IV landfill has been developed in accordance with best practice landfill guidelines and approved to accept the following waste types:

- Contaminated soils and spadable sludge
- Treated Timber- including power poles
- Special waste type 1- Asbestos contaminated material
- Special waste type 2-Biomedical Waste
- Special waste type 3 - Per- and poly-fluoroalkyl substances (PFAS)

The ANSIA has been designed for Chevron’s LNG project and domestic gas processing (BHP’s Macedon Domestic Gas Project) as well as related downstream processing industries. Land allocations in 2023 include Equus Energy and Hastings Technology Metals may result in potential projects in the future that include scalable low carbon ammonia and methanol

production; and mixed rare earths carbonate processing plant.

CHANGING DEMAND

The government's focus on advanced manufacturing aims to satisfy Western Australia's economy, create secure local jobs, and enhance the state's global profile. Strategic Industrial Areas (SIAs) play a crucial role in attracting investment to emerging industries. Recently, major energy companies like Alinta and Horizon agreed to collaborate on a large renewable energy zone within the Pilbara, moving away from isolated energy grids.

Projects like the new C4 waste management facility and the development of Ashburton’s SIA for advanced manufacturing has significant potential to attract local jobs. Regional resources, including natural gas, solar, and wind, can lower costs and position the area in the international supply chain, especially for low- or zero-carbon mining products.

The Shire can diversify its economy and streamline logistics within the Pilbara by fostering continued interest in an "eco-industrial park" environment. This coordinated approach could enhance overall economic demand and reduce long haul freight traffic, minimizing heavy vehicle travel within the supply chain. While the exact economic impact is difficult to predict, the potential benefits are significant.

See Recommendation #21

5. Emerging transport trends and potential demand impacts



Figure 28 | C4 Waste Facility

5.4 Place, Culture & Heritage Enterprise

Population growth can stimulate local business and attract new business resulting in more jobs, a stronger local economy, and increase essential services like healthcare, education, and recreational facilities. Both Onslow and Tom Price provide essential services already such as gyms, community facilities, outdoor BBQ spaces, playgrounds, and leisure centres. The committed developments listed within the [Shire's Priority Projects, 2024-2027](#) will further increase the amenities and help the townsite to be more attractive for residents.

The Pilbara is becoming a key emerging tourism market for WA with international visitors showing increasing interest in well organised First Nation tourism experiences. However currently, the Pilbara is

primarily viewed as an industrial hub for mining rather than a tourism destination of choice. Although some are drawn by the region's natural assets, many visit only as part of a broader trip or for business. According to Tourism WA's 2023 insights, most overnight visitors are domestic solo travellers, with 79% traveling for business and only 19% for leisure. Of the 303,000 visitors from 2021-22, just 8% stayed in hotels, with most opting for private accommodations.

To enhance the tourism experience, the following initiatives are included in the Shire's future development plans:

- [CLIP Programme growth plan](#) – Ashburton Mountain Bike Trails Concept
- Tourist initiative planned for Pilbara Inshore Islands including 'glamping' facilities
- Upgrades to Onslow runway to the preferred 2,200m through state budget
- Onslow Marina requires \$6.5 million to upgrade for super yachts
- Onslow Boating Precinct and local fishing club, include older wharf (Stage 2)
- The Ocean View Caravan Park (Phase 3) and ANZAC Park extension
- Onslow Foreshore development which is in the

construction stage. This will give the Shire more control over boating facilities

- Sealing of internal roads within Karijini National Park and sealing and weather proofing various roads in and around Millstream - Chichester National Park

Shire of Ashburton in partnership with the Western Australian Government, and Chevron completed the \$14 million upgrade to the Onslow Community Boating Precinct in August 2023 to accommodate for the growing demand of recreational boating users at Beadon Creek.

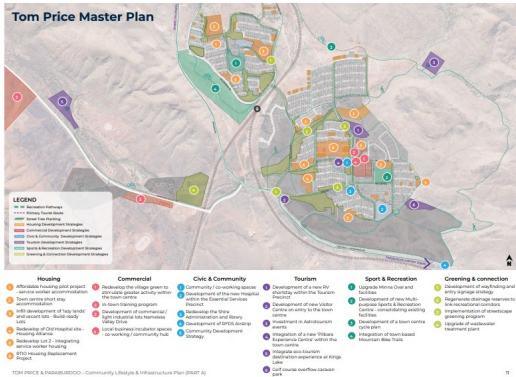


Figure 29 | Tom Price Master Plan

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

5. Emerging transport trends and potential demand impacts

INCREASED DEMAND

Onslow, known as the Gateway to the Mackerel Islands, attracts many visitors with activities like coral reef experiences, fishing, diving, camping, whale watching, and island hopping. Moreover, the existence of diverse Aboriginal, European, and natural heritage sites provides opportunities for collaborative management with traditional owners. This approach not only strengthens the protection of cultural heritage but also fosters tourism, training, and employment for Indigenous communities.

As the population and visitors grow, the demand on the transport network will increase, impacting pedestrian facilities, footpaths, and regional travel options, including aviation. This will necessitate enhancements in both road, facilities, amenities and aviation capacity to accommodate the rising demand and additional LVs on roads.

The Shire of Ashburton are currently investigating an expansion project to upgrade the Airport, runway, and business park facilities to accommodate larger aircraft with strong potential for dedicated freight capability through a dedicated direct airside access freight and logistics facility.

Better coordination of transport via increased RPT flights to the Shire and other transport modes such as bus to facilitate movements to/from key townsites such as Onslow, Tom Price and Paraburdoo is necessary. Current safety concerns—such as the mix of vehicles on roads, fatigue, the absence of shoulders, and the prevalence of high-speed unsealed roads—will likely worsen with increased traffic and further contribute to fatalities, carbon emissions and noise pollution.

See Recommendations #6, #9, #23, #25, #27, #28, & #29



Respondents rated their perspective of the importance and the perceived quality of the services in the district – both those delivered by the Shire and those delivered by other agencies.

Figure 30 | Community Engagement Feedback (2021-21) as part of the Strategic Community Plan 2022-2023

5. Emerging transport trends and potential demand impacts

5.5 Climate Change and Sustainability

The Shire faces extreme climatic challenges, including cyclones, droughts, and gust and lightening storms. Climate projections indicate a significant rise in temperatures in the Pilbara, with averages expected to increase by 0.6–1.5°C by 2030, and by 1.5–5.6°C by 2090, depending on emissions scenarios. While annual rainfall is projected to remain stable, tropical cyclones may become less frequent but more intense.

These climate changes will affect the environment, community health, and infrastructure maintenance. It is crucial to mitigate heat impacts in regional towns by enhancing green infrastructure and shade in public and private spaces. Increased temperatures may also lead to higher water demand, necessitating reliable water sources to address long-standing shortage issue within the Shire.

Climate change is increasing the frequency of extreme weather events, necessitating a shift in how we plan infrastructure. Developments must be situated away from high-risk areas and include enhanced emergency management responses and plans.



Figure 31 | Example flash flooding event

COLLECTIVE DEMAND

The study emphasises that infrastructure must be resilient to the impacts of a changing climate. New infrastructure must be designed to withstand extreme weather, ensuring resilience against flash flooding and associated road closures. Enhancing infrastructure and its management is crucial for improving the liveability of all towns and communities.

In planning new infrastructure, it is essential to recognise opportunities to improve environmental outcomes, including clean water, and air quality. Developments should incorporate passive solar design and breezeways to leverage the sun.

See Recommendation #5 & #28

5.6 Regional Development

5.6.1 Energy

The Shire's climate makes it an ideal location for solar and wind energy. Industries are also pursuing lower emissions and renewable energy solutions, such as MinRes, which plans to conduct drilling and testing near Munderoo Station, 40km south of Onslow.

Decommissioning projects along the coast including Port of Ashburton, Beadon Creek and Port Hedland are expected to expand with significant investment into the infrastructure to enable the dismantle, processing and recycling/disposal of offshore gas and oil infrastructure. Chevron has spent nearly a decade dismantling its Rigs to Reef Project.

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

5. Emerging transport trends and potential demand impacts

INCREASED DEMAND

The Centre of Decommissioning Australia has estimated a receiving capacity of approximately 600 kilotons every 5 years (or 120 kilotons per annum) will be required to dispose the entire offshore material inventory. This estimate is to be considered only indicative being based on a preliminary project phasing and excludes peaks in 2030 and 2060. These peaks relate to the removal of the major pipelines, such as the gas export trunklines associated to the onshore LNG plants and the infield pipelines.

Decommissioning is ongoing and expected to continue over the next several years as more sustainable energy sources are used. This may conflict with aviation movements at Onslow Airport due to crane operations at Beadon Creek, restricting the aviation movements.

Decommissioning works in the North Carnarvon basin (off the coast of Onslow) are estimated to be \$20B. With the Port of Ashburton likely to be a suitable facility for much of the decommissioning works to be offloaded, being located centrally to the Basin area, designed for heavy lifting activities with concrete pads for heavy lift cranes, deep berth pockets, large laydown areas and utilities, the Shire anticipates the port being used as a decommissioning base for much of the upcoming works.

See Recommendation #17 & #19

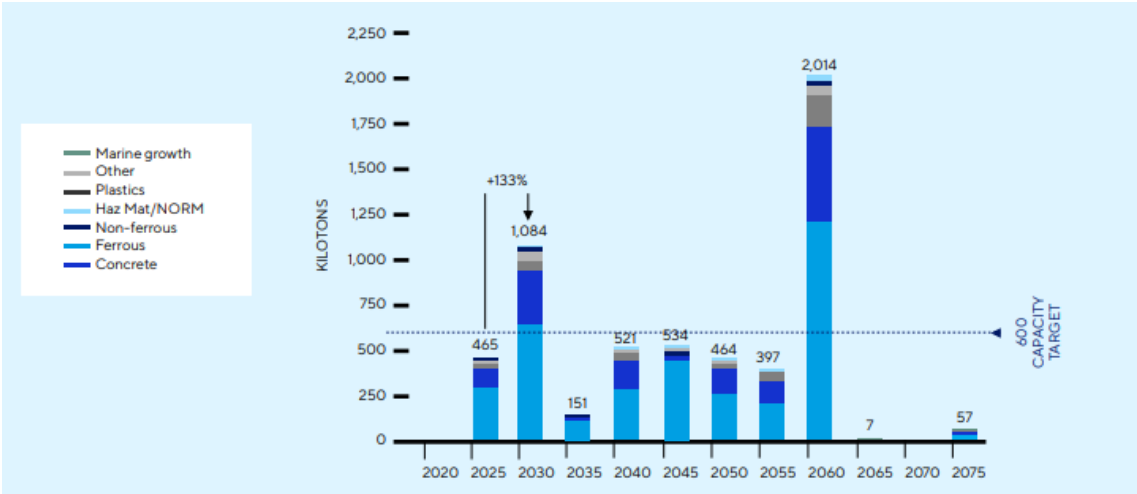


Figure 32 | Disposal requirement over 5-year periods © CODA-Understanding-the-Opportunity-for-Local-Disposal-and-Recycling-Pathways-exec-summary.pdf

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5. Emerging transport trends and potential demand impacts

5.6.2 Minerals and Resources

Developments continue to proceed at large scale noting the following significant resource projects underway or in the pipeline include:

- Mineral Resources Onslow Iron Project
- Ashburton Link Iron Ore Export Concept in Onslow
- Hastings Technology Metals Rare Earths Project in Onslow
- Australian Gas Infrastructure Group's Tubridgi Gas Storage Facility
- Salt Australia Pty Ltd's (K+S) Ashburton Salt project
- Chevron Australia Ltd operated Wheatstone Liquefied Natural Gas (LNG) project
- Chevron's Wheatstone Train Expansion – 2 trains are operable with approvals granted for 5 trains
- Future industry may include Renewable Energy exports, Sand Mining and Petrochemicals
- Onslow Salt expansions
- Woodside's Macedon Domestic Gas project
- The world's largest gas storage facility (Dampier Bunbury Pipeline Development Group)
- WA Limestone
- Pilbara Port Authority Expansion
- Alien Metals
- Fortescue Future Industries

- Red Hawk Blacksmith Project
- Fin Resources Ltd

The extraction industry poses significant challenges in the region due to its labour-intensive operations in areas with low population density, necessitating the transportation of workers from major urban centres. They also operate within a dynamic global marketplace, with fluctuations in the market price dictating the amount of activity within the sector. The Shire of Ashburton anticipate that the Port of Ashburton will become a focus for the export of minerals. [Infrastructure Australia identified in 2020](#) that growing general cargo demand will strain capacity at existing Pilbara ports, such as the ports of Port Hedland and Dampier.

For context, Port of Port Hedland is one of Australia's most valuable ports with a throughput of 573.6 million tons exported in 2023/24. Exports include iron ore, salts, general cargo, ammonia, and bulk goods. Commonwealth and State Government investment in major projects, in the Port of Port Hedland and the Dampier Cargo Wharf, have driven demand for regional jobs in the Pilbara, with 74% of Pilbara Ports contract spend remaining within Western Australia and almost 45% invested in Pilbara-based businesses.

While exports from the Port of Ashburton are currently significantly lower than those from the Port of Port Hedland, the latter is experiencing congestion and has limited land available for laydown and storage. In contrast, the Port of Ashburton faces no congestion issues, aside from its shallow waters. As a 'first point of entry' this port will play a crucial role in alleviating congestion at northern ports. Upgrading the road network is essential for economic growth, improving efficiency and reliability, especially concerning flooding and closures.

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

5. Emerging transport trends and potential demand impacts

INCREASED & MANAGE DEMAND

Feasibility studies for the Port of Ashburton, driven by increased interest in hydrogen, ammonia, and ethanol resources, highlight the need for careful planning of marine facilities to meet community and industry expectations. Twitchen Road, the most direct route to Urala from the NWCH Highway, serves both tourists and heavy industrial users. Increased demand from the expanding resource industry and port use will exacerbate existing maintenance challenges.

See Recommendation #19 & #24

Iron ore exports continue to be a main contributor to the region and economy, and continue to look for Port use and new roads that allow for continuous production. If Beadon Creek were to be used this would bring significant dust pollution to the town and allow road trains to drive on residential roads and disturbing the ecosystem and wildlife.

However, as a result from the mining industry and asset life cycle, mining towns such as Paraburdoo have declining assets with only a 30-year lifetime which is dictated by the Iron Ore export forecast. This has resulted in negligible long term investments from mining stakeholders and State Government who have expressed no interest in redevelopment.

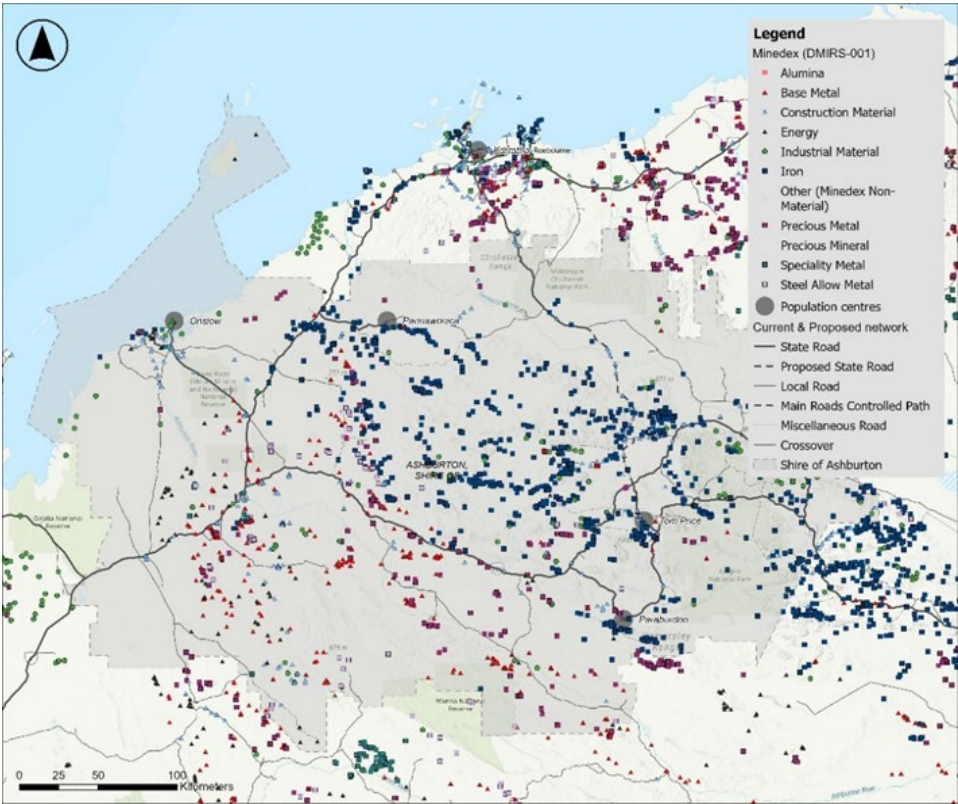


Figure 33 | Existing Mine Index

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

5. Emerging transport trends and potential demand impacts

INCREASED DEMAND

The Ashburton Link consortium consisting of CZR Resources (acquired by Fenix), Strike Resources, and CSL Australia will export 5Mtpa of iron ore from the Robe Mesa and Paulsens East minesites via the Port of Ashburton. This will provide considerable economies of scale and haulage cost reductions in construction, shipping and transport costs due to the Ports location.

During the 12-month construction, the Onslow- workforce will peak at 75 people, rising to 470 people during operations.

Haulage will not extend past Warrirda Road. Ashburton Link plans to build new overtaking lanes on both sides of the Onslow Hub and use staggered truck departures to reduce traffic congestion. Five trucks per hour will depart, with each cycle taking 2.75 hours, averaging 6-7 cycles daily. A RAV rating increase will be necessary for the use of PBS 60m road trains, enhancing load capacity and reducing truck numbers.

See Recommendations #6 & #19

The Pilbara is one of the world's prominent regions for solar salt production which has been operating successfully for the past 50 years approximately. The solar evaporation salt projects that exist produce a quality, reliable salt product which is consistently in high demand in the chemical and other industries. Onslow Salt is a project that began in 2006 and is located 1.2 kilometres to the southwest of Onslow and 220 sq kilometres in size. Most of their employees live within Onslow. The site encompasses evaporation ponds, crystalliser ponds, salt-washing plant and a stockpile area that can be seen from Onslow and house their own private jetty.

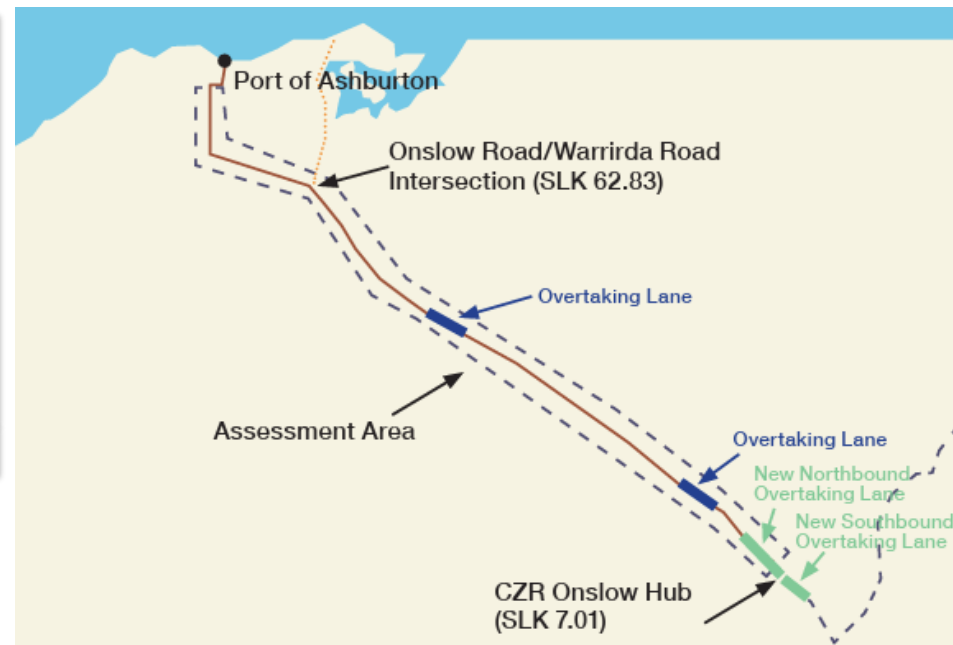


Figure 34 | Ashburton Link project extents © Ashburton Link / Shawmac

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Arup report to Shire of Ashburton

5. Emerging transport trends and potential demand impacts

INCREASED DEMAND

In addition to Onslow Salt, K+S Salt Australia Pty Ltd is proposed to construct and operate a 3.5 million tonnes per annum solar salt project, located 40km southwest of Onslow (20km southwest of ANSIA). If developed, the people of Onslow will benefit from the 130 permanent jobs and significant flow-on economic impact this important project would bring.

Unlike Onslow Salt which uses the Onslow Jetty, K+S Salt will use the new proposed Greenfield Port at Urala aims to boost export capacity for solar salt and other bulk minerals, reflecting ongoing efforts to expand port infrastructure and support economic growth.

SHIFT DEMAND

Another potential option advocated by the Shire could be Yardie Landing as shown in the Shires LPS. Yardie Landing is to also be considered as a prospective Heavy Industry Site. These improvements will not only progress the movement of residents and visitors but also support the efficient, safe and scalable transportation of intrastate and interstate goods, materials and product. The achievement of both capability and livability in Onslow needs to be strategic and structured to ensure success long term.

Yardie Landing is up the coast, northeast of Onslow which could be used to construct an additional port with gravel roads, reducing impact on the Onslow.

See Recommendation #17

See Recommendation #18

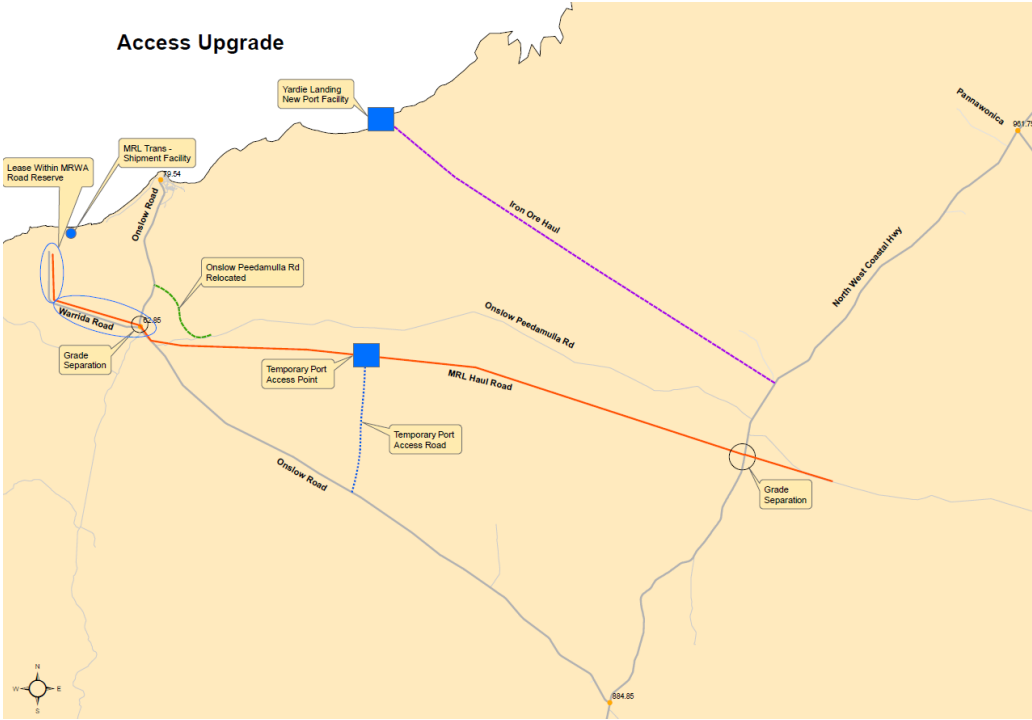


Figure 35 | Proposed access road location for Yardie Landing Facility

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

5. Emerging transport trends and potential demand impacts

5.6.3 Defence

Pannawonica is being considered by the Australia Defence Force as a potential future option as a location to store fuel and ammunition. Exmouth is being used as an airspace as a preferred option, and Onslow Airport being considered as a secondary base.

INCREASED DEMAND

The opportunity to advocate to the Federal Government to leverage infrastructure in Onslow to service the Defence Force and Border Force patrol boats, who operate from Beadon Creek Boat Harbour. A defence and Border Force supply base near Onslow could support patrol vessel operations.

See Recommendation #20

5.6.4 Agriculture

The Shire is renowned for its rich terrestrial, marine, and aquatic biodiversity, but emerging sectors like aquaculture remain underdeveloped due to current water quality issues and a lack of necessary infrastructure, including hatcheries and transportation facilities. The remoteness of some areas could further hinder the sustainability of aquaculture operations.

INCREASED & MANAGE DEMAND

The emergence of new sectors such as aquaculture may require consideration of the industry’s land requirements, environmental management, and export logistics. Onshore areas within 10km of Onslow near McCann Well, and some land in Tom Price has previously been identified to be of interest. Thevenard Island was identified for possible offshore/nearshore aquaculture

See Recommendation #14, #15, & #21

With climate change, evaporation rates are expected to rise, posing a threat to water supply. Increased housing development will heighten demand for

water - A three-year forecast indicated the need for infrastructure investment, which is still uncommitted. A dedicated desalination plant located within Onslow is currently in construction, due for completion in 2026.

However, expansion of projects like Rio Tinto’s Hamersley Agricultural Project offers viable opportunities by utilising mine dewatering for irrigated agriculture. The surplus water from mining operations can be reinjected for reuse.

Whilst the Agriculture industry in the Shire of Ashburton is a small industry supporting only 0.4% of the employment workforce in 2022, and 1.3% of employed residents, the industry is dominated by Beef Cattle farming which require large haulage vehicles for transportation.

Conflicts exist between the mining and cattle industries, especially with the new autonomous haul road facilitating 24/7 operations to transport iron ore from the MinRes Ken Bore mine to the Port of Ashburton. While this road will reduce heavy vehicle traffic on public roads, it may disrupt grazing land. Pastoralists will still have access through two underpass facilities, though their usage is uncertain due to logistical challenges in cattle farming.





Chapter Six | Forward Implementation Strategy



Regional Land Transport Recommendations	76 – 83
Local Mobility Recommendations	83 – 85
Aviation Recommendations	85 – 87
Maritime Recommendations	88 – 91

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

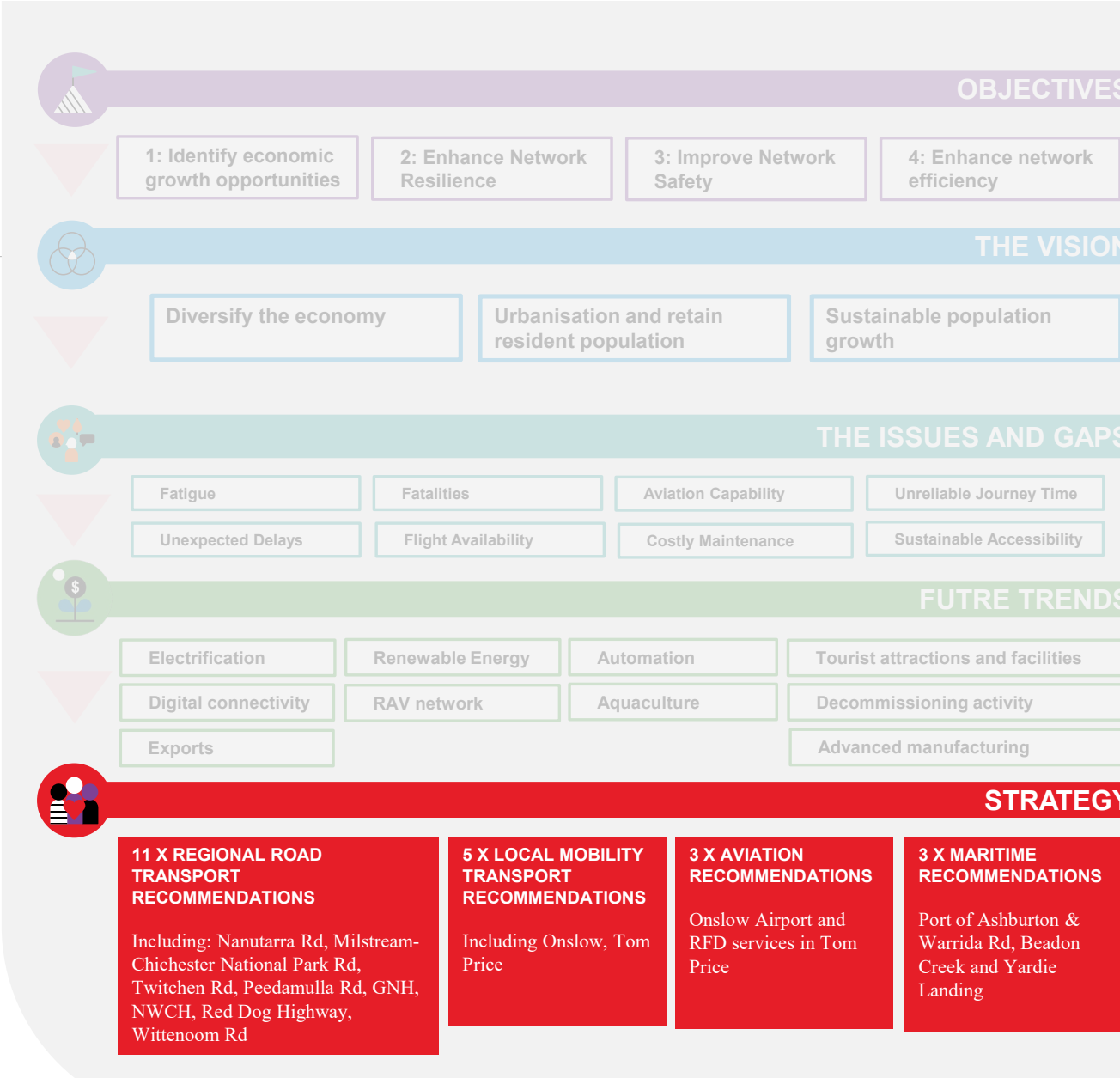
Summary

This chapter sets out all the recommendations within our multi-modal transport strategy mapped against both the study objectives and identified constraints. The recommendations are also linked to state, regional or local framework/strategies and actions to ensure policy alignment across government. (see Appendix E).

Consultation has been carried out to ensure accountability and transparency in the execution of these recommendations, the priority and associated time and the role of the Shire and stakeholders enhancing the likelihood of successful implementation. By establishing this framework, we aim to streamline efforts and ensure that our recommendations translate into meaningful outcomes.

It should be noted that rail recommendations have not been made due to the private nature of the existing network resulting in a lack of government policy oversight of there operations.

April 2025 | Final



Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

6. Forward Strategy & Implementation

The strategy recommendations have been categorised based on their implementation requirements. These implementation requirements assess the recommendations based on; the role that the Shire would undertake, the reimplementation timescale, and anticipated cost magnitude. The ratings of each of these implementation requirements is defined in TABLE 3. Stakeholder consultation has been undertaken and the recommendations presented are ordered based on their ease of implementation within each respective mode and alignment amongst stakeholders. Identifying and addressing the most urgent or high-risk recommendation first can mitigate the potential challenges discussed within this study and may have time constraints or dependencies that necessitate prompt action, making prioritisation essential for timely execution.

Table 3 Implementation Plan Metrix

Role	Advocate	Publicly supports the recommendation
	Support	Give assistance, encouragement or approval (if required) to fulfil the recommendation
	Undertake	To commit or begin a task or responsibility of a recommendations
	Implement	To put a plan, decision or action into place according to the recommendation
	Review	Recommend to evaluation and analysis of a recommendation
Timeline	Long	Recommendation will be delivered over a long period (10+ years), and although important to achieve the objectives, future strategies may place a stronger focus on this time frame, with improved planning at their basis
	Medium	Implementation is likely to continue over the medium term (5-10 years) with some focus on non-build progress to undertake planning.
	Short	The recommendation is to be carried out in the short term (less than 5 years). Generally not focused on projects and programs beyond those already committed, although some additional investment is recommended for priority matters. This includes projects and programs already commenced and have been escalated due to state needs.
Magnitude of Cost (MOC)	\$	A minimal cost that could fall under the Shire budget
	\$\$	A relatively low to high cost that could fall under the Shire budget
	\$\$\$	A high cost that will require state funding
	\$\$\$+	A very high cost that will require state funding and likely require project phasing

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton



6. Forward Strategy & Implementation

# 1	Roebourne- Wittenoom road returned to state ownership to maintain	Mode: Regional Land Transport
<div><div>Objectives Targeted:<ul style="list-style-type: none">✓ Identify Economic Growth✓ Enhance Network Resilience✓ Improve Road Safety✓ Enhance Network Efficiency</div><div>Issues Resolved:<ul style="list-style-type: none">✓ COSTLY MAINTENANCE of HV damage on various roads and asbestos on Wittenoom road.</div></div>		
Shire's Role:	ADVOCATE	MOC: \$\$\$
Timeline:	SHORT	
<div><div>Description:<p>The Shire is a strong advocate for sealing of the Karratha to Tom Price Road (Manuwarra Red Dog Highway) to improve connectivity, safety, and expansion of economic activities. Roebourne-Wittenoom Road is costly in maintenance due to Asbestos. It is recommended that this road is handed back to State government to close down and maintain for pastoral access only. Phase Four of the Manuwarra Red Dog Highway to provide an alternative route to Karratha should be carried out within the short term to allow for this closure.</p><p>In the meantime, Roebourne-Wittenoom Road needs interventions to deter tourists from using it with safety issues due to Asbestos. Whilst Stage Four of the Manuwarra Red Dog Highway commences to enable facilitated engagement with the Native Title Holders, temporary signage should be introduced prior to the intersection with Nanutarra -Munjina Road and NWCH (outside of the LGA). In addition, sending feedback or reporting a problem to navigation companies, mainly 'google maps' could help to stop such devices suggesting this route.</p></div></div>		
<div><div>Related Documents:<p>Shire of Ashburton Roebourne-Wittenoom Road, Asbestos Management Plan, GHD 2018</p></div></div>		
Stakeholder & Role:	State to take back road and continue to maintain	

# 2	iRAP assessment to determine roads which could achieve a three-star rating by 2030	Mode: Regional Land Transport
<div><div>Objectives Targeted:<ul style="list-style-type: none">✓ Improve Road Safety</div><div>Issues Resolved:<ul style="list-style-type: none">✓ High levels of FATALITIES caused by road surface and animal collisions occurring in the midblock sections✓ Increased FATIGUE with lack of amenities at rest stops for tourists and long haulage drivers to incentivise breaks</div></div>		
Shire's Role:	UNDERTAKE	MOC: \$\$
Timeline:	SHORT	
<div><div>Description:<p>Australian governments have committed to a vision of zero deaths and serious injuries by 2050 (Vision Zero). As such MRWA recently adopted the International Road Assessment Programme (iRAP). The assessment consists of a five-star rating for road safety against different road users as a preventative programme rather than reactive. Austroads goal is that at least 80% of travel is on a 3-star or better road by 2030.</p><p>As MRWA are undertaking the assessment for state roads, it is recommended that the Shire liaison with MRWA to undertake an assessment of the Local Government Area roads to determine which can provide a three-star rating by 2030. This will likely further emphasise the need for recommendation five and eight.</p><p>New technologies such as AI can help to undertake this assessment and manage road assets.</p></div></div>		
<div><div>Related Documents:<p>MRWA Assessment outcomes</p></div></div>		
Stakeholder & Role:	DOT to liaison with the Shire as part of the WAHARPS 2.0 (Freight Access) development. MRWA and JTSI to assist the Shire where possible.	

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

6. Forward Strategy & Implementation

# 3 Increase telecommunication and review dynamic signage				Mode: Regional Land Transport			
Objectives Targeted: <ul style="list-style-type: none">✓ Improve Road Safety✓ Enhance Network Efficiency				Issues Resolved: <ul style="list-style-type: none">✓ Lack of SUSTAINABLE ACCESSIBILITY from alternative route			
Shire's Role: REVIEW				MOC: \$\$			
Timeline: SHORT							
Description: <p>The current mobile network coverage for the Shire shows little to no coverage for Peedamulla Rd Millstream-Pannawonica Rd, Parts of Nanutarra Munjina Rd, Roebourne-Wittenoom Rd and GNH. The Shire needs to stay relevant whilst growing demand for connectivity increases and enable its road users and companies to be updated on road works, maintenance and diverging traffic in extreme weather events for better planning and safety for these areas. Upgrading the existing signage to an ITS system as is currently being rolled out in the Shire will increase connectivity, communication and better trust in the road network.</p>							
Related Documents: <p>N/A</p>							
Stakeholder & Role: MRWA – provide data from their integrated signage database (STEAMS)							
# 4 Review fencing and cattle keeping protocol				Mode: Regional Road Transport			
Objectives Targeted: <ul style="list-style-type: none">✓ Improve Road Safety				Issues Resolved: <ul style="list-style-type: none">✓ High levels of FATALITIES caused by road surface and animal collisions occurring in the midblock sections			
Shire's Role: UNDERTAKE				MOC: \$			
Timeline: SHORT							
Description: <p>To ensure cattle cannot enter the roadway. Particularly on NWCH and Tom Price – Paraburdoo Road at night. This should be carried out in line with pastoral stakeholder engagement to review the existing infrastructure and determine if further measures are required.</p> <p>This should consider future developments such as access to Wittenoom road for pastoral stations, particularly when the road closes at part of recommendation 13 of this proposed strategy.</p>							
Related Documents: <p>Seek MRWA data related to road closures associated with animal collisions.</p>							
Stakeholder & Role: MRWA & Pastoral lease owners to provide feedback, insights and any data							

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

6. Forward Strategy & Implementation

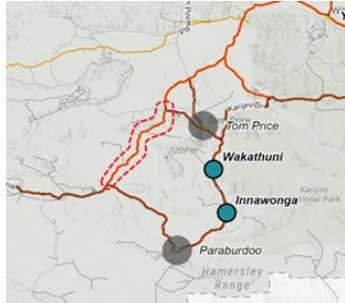
# 5 Vulnerability Assessment	Mode: Regional Road Transport
Objectives Targeted: <ul style="list-style-type: none"> ✓ Enhance Network Resilience ✓ Improve Road Safety ✓ Enhance Network Efficiency 	Issues Resolved: <ul style="list-style-type: none"> ✓ UNEXPECTED DELAYS particularly during climate events where there are no alternative routes
Shire's Role: UNDERTAKE	MOC: \$\$
Timeline: SHORT	
Description: If Nanutarra-Munjina Road, Onslow Road (north of Warrirda intersection), NWCH, Pannawonica Road, GNH, or Karijini Drive are closed due to either flooding or bush fires then this results in long detours which disrupt freight and puts drivers at further safety risks. Therefore, the Shire should undertake a 'vulnerability assessment' of the road network to assess for impacts from natural disasters such as bushfire, flood, cyclones and sea level rise to identify associated infrastructure upgrade requirements. Particularly looking at townsites and aboriginal community resilience and ensuring more than one access to the strategic road network in case of emergencies or road closures. This assessment can be used to create network resilience metrics and streamline the process to acquire the relevant approvals to upgrade the infrastructure identified, specifically for recommendation one, two, three and four of this proposed strategy.	
Related Documents: N/A	
Stakeholder & Role: DWER, WAPC and MRWA - Collaborate with the Shire and provide relevant data and endorse recommendations as an outcome of the assessment	

# 6 Overtaking lane review	Mode: Regional Land Transport
Objectives Targeted: <ul style="list-style-type: none"> ✓ Identify Economic Growth ✓ Enhance Network Resilience ✓ Improve Road Safety ✓ Enhance Network Efficiency 	Issues Resolved: <ul style="list-style-type: none"> ✓ UNRELIABLE JOURNEY TIME caused by slow moving HVs and inexperienced LV drivers
Shire's Role: ADVOCATE	MOC: \$\$
Timeline: MEDIUM	
Description: An Analysis was carried out in accordance with MRWA Overtaking Lane Policy and Application Guidelines (2011) to determine the need for overtaking lanes. The number of delays is based on a formula based on number of vehicles, speed, and the probability factor that a vehicle will be delayed >5mins. Sections of road over 20km should be considered if more than 0.5 delays per km occur. This is not the case for the shire, given the low number of vehicles,. However, the guidance acknowledges that other factors such as future traffic growth rates, narrow seal, crash history, heavy vehicle tonnages and typical journey distances, are all other factors that could justify overtaking lanes within the Pilbara Region beyond that considered within the Main Roads WA guidance. Roads that have been flagged as having a high skew of HVs include Great Northern Highway, North West Coastal Highway and Red Dog Highway. It is recommended to continue monitor these roads for LV and HV conflicts, particularly near intersections which can cause the largest delays for LVs.	
Related Documents: MRWA Policy and Guidelines for Overtaking Lanes, 2011	
Stakeholder & Role: MRWA to undertake review	

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

6. Forward Strategy & Implementation

# 7	Detailed analysis of TAP database to determine preferred rest areas	Mode: Regional Land Transport	
Objectives Targeted: <ul style="list-style-type: none">✓ Enhance Network Resilience✓ Improve Road Safety		Issues Resolved: <ul style="list-style-type: none">✓ Increased FATIGUE with lack of amenities at rest stops for tourists and long haulage drivers to incentivise breaks	
Shire's Role:	REVIEW	MOC: \$\$	Timeline: MEDIUM
Description: <p>Support the development and upgrading of roadhouses to provide essential facilities for both tourist and freight traffic, including fuel, water, food and rest areas. Given the ‘recommended break’ for long distanced driving is every 2 hours, and a typical speed limit of 110 km/h within the LGA, it is assumed that ‘Rest Areas’ are incorporated approximately every 220km as a minimum to address issues with fatigue. The existing rest area locations are extensive for LVs meeting this distance with stops varying in facilities. However, there are little facilities for LV and HV drivers as reported by the National Freight Data Hub.</p> <p>It is recommended that the Shire liaison with Transport Certification Australia (TCA) to access their Telematics Analytics Platform (TAP) database to better understand existing facilities and prioritise some stops and upgrade for additional amenities. Rest stops could create opportunities within tourism to include facilities such as picnic tables, shade, information posts, waste bins and used to increase historic knowledge of country.</p>			
Related Documents: <p>2016 WAPC DC Policy 1.1 guidance – Rest stop guidance National Freight Hub Data – Rest stop location and amenity data MRWA Rest Area on Main Roads and Highways Policy and Guidelines</p>			
Stakeholder & Role:	JTSI – Collaborate with Shire to provide funding mechanisms MRWA – collaborate with the Shire to enable approvals through the applicable road programme. DOT to liaison with the Shire as part of the WAHARPS 2.0 (Freight Access) development.		

# 8	Sealing Nanutarra Road to provide an alternative route	Mode: Regional Land Transport		
Objectives Targeted: <ul style="list-style-type: none">✓ Identify Economic Growth✓ Enhance Network Resilience✓ Improve Road Safety✓ Enhance Network Efficiency		Issues Resolved: <ul style="list-style-type: none">✓ UNEXPECTED DELAYS particularly during climate events where there are no alternative routes✓ Lack of SUSTAINABLE ACCESSIBILITY from alternative route		
Shire's Role:	ADVOCATE	MOC: \$\$\$+	Timeline: MEDIUM	
Description: <p>Further investigate the sealing requirements of Nanutarra Road to provide an alternative route option into Tom Price from Paraburdoo Road intersection to Bingarn Road. Upgrading Nanutarra Road will provide another route into Tom Price and Paraburdoo when there are road closures providing network resilience and potentially alleviate the mix of HV and LVs on the Tom Price – Paraburdoo Road (currently 35% HVs) where majority of severe crashes occur. It will better the east–west movement and reduce through traffic through both townsites and Aboriginal communities increasing the liveability and improve travel time by reducing the likelihood of being behind a slow HV.</p>				
Related Documents: <p>N/A</p>				
Stakeholder & Role:	MRWA to prioritise			

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

6. Forward Strategy & Implementation

# 9		Sealed shoulder (2m) and audible edge lines to reduce ‘out-of-control’ movements and related fatalities	Mode: Regional Land Transport
Objectives Targeted:		Issues Resolved:	
✓ Improve Road Safety		✓ High levels of FATALITIES caused by road surface and animal collisions occurring in the midblock sections	
Shire’s Role:	ADVOCATE	MOC:	Timeline:
		\$\$\$+	LONG
Description:			
As per AGRD P3 Section 4.3.3: “research in Queensland identified that rural undivided roads with little or no sealed shoulder (< 0.5 m category) had 1.7 times higher risk of casualty crashes (any type) than roads with 2.0 m sealed shoulders.”			
This appears evident within the crash data, with high numbers of ‘Out-of-Control’ movements. If investment is to be prioritised in areas of evident past crash history, investment in the following SLK areas (with 3 or more incidents occurring in the past 5 years) may be considered:			
Related Documents:			
N/A			
Stakeholder & Role:			
		DOT to liaison with the Shire as part of the WAHARPS 2.0 (Freight Access) development. MRWA to implement the required works on a phased basis	

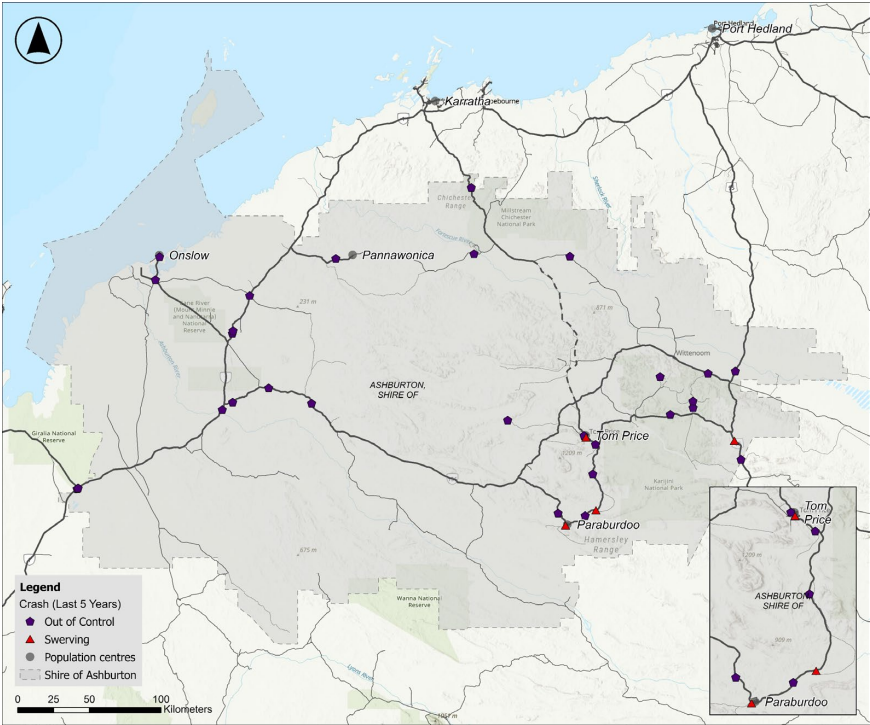


Figure 36 | Location of 28 ‘out-of-control’ crashes in the last 5 years

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

6. Forward Strategy & Implementation

# 10 Wide centreline treatment and audible edge lines on sections of undivided 110 km/h midblock roads on Karijini Drive and GNH		Mode: Regional Road Transport
Objectives Targeted: ✓ Improve Road Safety	Issues Resolved: ✓ High levels of FATALITIES caused by road surface and animal collisions occurring in the midblock sections	
Shire's Role:	SUPPORT	MOC: \$\$\$ Timeline: LONG
<p>Description:</p> <p>Audible edge lines to be provided on both the median and verge side of all roads to alert drivers of errant movements where the result of Head On incidents on sections of undivided 110 km/h midblock road (Karijini Rd and GNH). As per AGRD P3 Section 4.71, a wide centreline treatment (in conjunction with median rumble strips) is suggested. As noted, this section of AGRD:</p> <p><i>“Installation of wide centrelines can generally be achieved within the space available on a two-way undivided road, e.g. a 1 m wide centreline can be formed by reducing each 3.5 m wide lane to 3.0 m wide (Whittaker 2012), or through a combination of narrowing the shoulder and lane widths (Neuman et al. 2003)” and “the benefits of introducing the wide centreline are considered to outweigh the disbenefits of narrowing the lanes to 3.0 m to accommodate them (Queensland Department of Transport and Main Roads 2013). An additional benefit of this treatment type is that it encourages lower travel speeds (Neuman et al. 2003).”</i></p> <p>If investment is to be prioritised in areas of evident past crash history and identified routes that cater for growing tourist traffic.</p>		
Related Documents:		
N/A		
Stakeholder & Role:	DOT & MRWA to implement recommendation. DOT to liaison with the Shire as part of the WAHARPS 2.0 (Freight Access) development.	

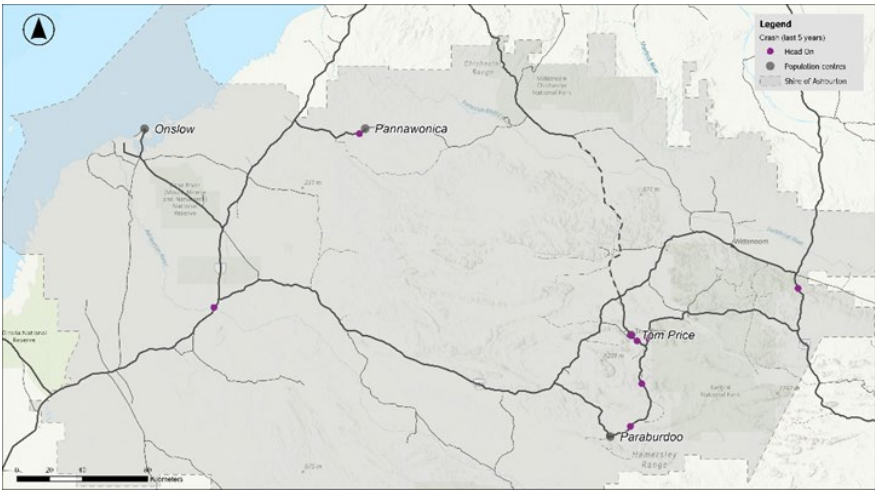


Figure 37 | Location of crashes in the last 5 years

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

6. Forward Strategy & Implementation

11Sealing Millstream-Pannawonica Road to provide an alternative routeMode: Regional Land Transport

Objectives Targeted:

- ✓ Identify Economic Growth
- ✓ Enhance Network Resilience
- ✓ Improve Road Safety
- ✓ Enhance Network Efficiency

Issues Resolved:

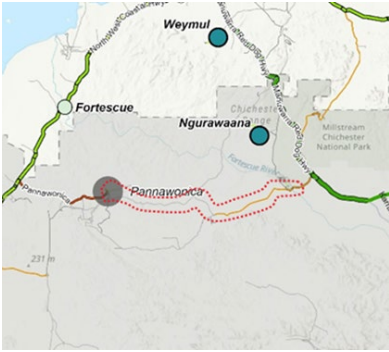
- ✓ UNEXPECTED DELAYS particularly during climate events where there are no alternative routes
- ✓ Lack of SUSTAINABLE ACCESSIBILTY from alternative route

Shire's Role: ADVOCATEMOC: \$\$\$+Timeline: MEDIUM

Description:

Sealing the surface of Millstream-Pannawonica Road provides an alternative connection to the newly sealed Manuwarra Red Dog Highway and will benefit Pannawonica and local aboriginal communities in the area with increased resilience with road closures.

Road upgrades will provide reliable and direct access to the national park for those travelling from Onslow in the west reducing significant long detours and increasing the tourism opportunities.



Related Documents:

MRWA Guidelines and Criteria for Roads 2040 provides detail on suitable upgrade

Stakeholder & Role: MRWA to implement their recommendations from Roads 2040

12Upgrade Twitchen Road to service a direct route to the Port of AshburtonMode: Maritime & Land Transport

Objectives Targeted:

- ✓ Identify Economic Growth
- ✓ Enhance Network Resilience
- ✓ Improve Road Safety
- ✓ Enhance Network Efficiency

Issues Resolved:


- ✓ UNRELIABLE JOURNY TIME caused by slow moving HVs and inexperienced LV drivers
- ✓ UNEXPECTED DELAYS particularly during climate events where there are no alternative routes
- ✓ Lack of SUSTAINABLE ACCESSIBILTY from alternative route

Shire's Role: SUPPORTMOC: \$\$\$+Timeline: LONG

Description:

Currently a narrow semi formed, partly sealed and unsealed road which requires significant maintenance. An upgraded Twitchen Road would create a second sealed road into Onslow from NWCH, which would act as primary access route for vehicles travelling to and from the south, this would reduce the number of vehicle conflicts and delays on Onslow Road.

Secondary benefits would unlock the western coastal region of the Shire for industrial development through improved accessibility. It also improves network and operational resilience improvements for the Port of Ashburton and ANSIA industrial activities. Port accessibility and operational resilience improvements are key to maintaining its competitiveness.



Related Documents:

MRWA Guidelines and Criteria for Roads 2040 provides detail on suitable upgrade

Western Australian Regional Freight Transport Network Plan, DoT

Stakeholder & Role: MRWA to implement their recommendations from Roads 2040

April 2025 | Final

82

Item 14.2 - Attachment 1

Page 603

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

6. Forward Strategy & Implementation

13

Road upgrade for Peedamulla Road to service a direct route to the Port of Ashburton

Mode: Maritime & Land Transport

Objectives Targeted:

- ✓ Identify Economic Growth
- ✓ Enhance Network Resilience
- ✓ Improve Road Safety
- ✓ Enhance Network Efficiency

Issues Resolved:

- ✓ UNRELIABLE JOURNEY TIME caused by slow moving HVs and inexperienced LV drivers
- ✓ UNEXPECTED DELAYS particularly during climate events where there are no alternative routes
- ✓ Lack of SUSTAINABLE ACCESSIBILITY from alternative route

Shire's Role:

SUPPORT

MOC:

\$\$\$+


Timeline:

MEDIUM

Description:

Peedamulla Road should be sealed or upgraded in some locations to provide an alternative route for trips to and from the North. This would reduce disruption and provide an alternative direct route into Onslow, reducing vehicle conflicts, reduce severe crashes, improving safety and improving network resilience.

Implementing both Peedamulla Road and Twitchen Road upgrades would provide additional benefits to the town of Onslow by encouraging through traffic to deviate from the NWCH via Onslow with little additional travel time cost.



Related Documents:

MRWA Guidelines and Criteria for Roads 2040 provides detail on suitable upgrade

Stakeholder & Role:

MRWA to implement their recommendations from Roads 2040

14

Protect the land use around Beadon Creek Boat Harbor

Mode: Maritime

Objectives Targeted:

- ✓ Identify Economic Growth
- ✓ Enhance Network Efficiency

Issues Resolved:

- ✓ No specific problem identified. This is to future proof and protect the area to support airport operations and encourage businesses such as logistics and tourism to contribute to the economy, and community needs.

Shire's Role:

IMPLEMENT

MOC:

\$

Timeline:

SHORT

Description:

A future boating precinct is a key future project of the Shire planned as part of the foreshore development in Onslow. It is recommended to apply a Strategic Infrastructure reserve to the Beadon Creek Boat Harbour (Reserve 30711). Strategic Industrial Areas (SIAs) play a crucial role in attracting investment to emerging industries. This could include the super yacht industry (recommendation 25 in this study) and aquaculture industries and help to diversify the Shires economy.

Onshore areas within 10km of Onslow near McCann Well, and some land in Tom Price has previously been identified to be of interest.

Related Documents:

Onslow foreshore Development, Shire of Ashburton, 2023

Stakeholder & Role:

Pilbara Ports to investigate the merits of a buffer outside the Beadon Creek Harbour

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

6. Forward Strategy & Implementation

# 15	Rezone Barrow Island Port to 'Strategic infrastructure'	Mode: Maritime
Objectives Targeted: <ul style="list-style-type: none"> ✓ Identify Economic Growth ✓ Enhance Network Efficiency Issues Resolved: <ul style="list-style-type: none"> ✓ No specific problem identified. This is to future proof and protect the area to support airport operations and encourage businesses such as logistics and tourism to contribute to the economy, and community needs. 		
Shire's Role:	IMPLEMENT	MOC: \$ Timeline: SHORT
Description: <p>Barrow Island is reserved “Conservation, Recreation and Natural Landscapes” under the LPS. The port infrastructure is not zoned or reserved. Given that there is no freehold land and development is tightly controlled, rezoning Barrow Island Port to “Strategic Infrastructure” would signal the importance of the asset.</p> <p>Strategic Industrial Areas (SIAs) play a crucial role in attracting investment to emerging industries. This could include the super yacht industry (recommendation 25 in this study), aquaculture industries, energy and advanced manufacturing to diversify the Shires economy</p>		
Related Documents: <p>N/A</p>		
Stakeholder & Role: N/A		

# 16	A super yacht facility in Onslow	Mode: Maritime
Objectives Targeted: <ul style="list-style-type: none"> ✓ Identify Economic Growth Issues Resolved: <p>No specific problem identified. This would contribute to diversify the economy taking advantage of the opportunities of Beadon Creek and contribute to increase tourism.</p>		
Shire's Role:	ADVOCATE	MOC: \$\$\$+ Timeline: LONG
Description: <p>Government has revealed that the superyacht sector contributed nearly \$2 billion to the gross domestic product (GDP) of the local economy in 2016. Forecasts gross state product from superyacht industry in 2021, with and without policy change for Perth is \$228.9 million with Australian manufacturing also benefiting – this has increased with a reported \$319 million in WA 2025 (approx. 2,178 job)</p> <p>It is recommended that a feasibility investigation is undertaken of super yacht facilities in Onslow. Currently, WA-based super yachts come back down to Perth in the off-season for maintenance, but also to avoid extreme weather events that may damage the vessels. It would be logical to have maintenance facilities for emergency repairs during the operational season, to save the trip back to Perth.</p>		
Related Documents: <p>Economic Impact of the superyacht sector on the Australian economy, AEC, 2016</p>		
Stakeholder & Role: JTSI and Pilbara Ports to undertake feasibility study		

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

6. Forward Strategy & Implementation

17

Yardie Landing as a strategic area to become an additional port location

Mode: Maritime

Objectives Targeted:

✓ Identify Economic Growth

✓ Enhance Network Resilience

✓ Improve Road Safety

✓ Enhance Network Efficiency

Issues Resolved:

✓ UNRELIABLE JOURNEY TIME caused by slow moving HVs and inexperienced LV drivers

Shire's Role:

ADVOCATE

MOC:

\$\$\$+

Timeline:

LONG

Description:

Yardie Landing is an area of significant local heritage, having been used by the State Government to provide supplies to settlers and to export wool and copper until 1925. It is situated approximately 30 kilometres north of Onslow, and consists of a 100 metre wide gap in the continuous mangrove-fringed shoreline. Developers are now investigating the opportunity to develop a marine manufacturing and ship building operation that uses green steel practices at Yardie Landing. The Shire will continue to advocate for Yardie Landing as a strategic area to become an additional port location providing a similar function to Port of Onslow and the proposed Urala site. This should be further considered between the Shire and the Port Authority to understand the benefits, and potential investment. Considerations should be given to land buffer, heritage and environmental assessments, infrastructure needs such as roads and waste management, i.e. use of the recently C4 facility, plus the potential economic, tourism and employment opportunities for both the Shire of Ashburton and the state

Related Documents:

Snapshots of priority projects, Shire of Ashburton, 2022

Stakeholder & Role:

Pilbara Ports and JTISI to undertake feasibility assessments

18

Better Onslow Port accessibility

Mode: Maritime

Objectives Targeted:

✓ Identify Economic Growth

✓ Enhance Network Resilience

✓ Improve Road Safety

✓ Enhance Network Efficiency

Issues Resolved:

✓ UNRELIABLE JOURNEY TIME caused by slow moving HVs and inexperienced LV drivers

✓ COSTLY MAINTENANCE of HV damage on various roads

✓ UNEXPECTED DELAYS particularly during climate events where there are no alternative routes

Shire's Role:

ADVOCATE

MOC:

\$\$\$+

Timeline:

LONG

Description:

To create resilience for the RAV network to key maritime facility:

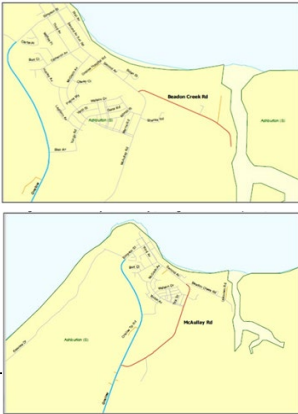
- Beadon Creek Road is the sole access to the Onslow Marine Supply Base and Discovery Parks Onslow accommodation facility and is the northern boundary of the Onslow industrial estate. Beadon Creek Rd is not a RAV route and requires reconstruction.
- McAullay Road is the only road permissible for RAV's to access for supply of materials to Onslow's industrial area and the Onslow Marine Supply Base. Additional drainage infrastructure and building up the road pavement is required to assist with minimising road closures due to flooding / tidal inundation.

Related Documents:

MRWA Guidelines and Criteria for Roads 2040 provides detail on suitable upgrade

Stakeholder & Role:

MRWA to undertake required works and Pilbara Ports to support



Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

6. Forward Strategy & Implementation

# 19	Port of Ashburton to become a multi-user facility to support a wide variety of trade and associated Warrida Road Upgrades		Mode: Maritime
Objectives Targeted:		Issues Resolved:	
✓ Identify Economic Growth		✓ COSTLY MAINTENANCE of HV damage on various roads	
Shire's Role:	ADVOCATE	MOC: \$\$\$+	Timeline: LONG
Description:			
<p>Most offshore oil and gas projects in Australia will be decommissioned in the next 30 years, with some being decommissioned in the next decade. About \$60 billion worth of offshore decommissioning activity is expected to occur in Australia over the next 30 to 50 years. The decommissioning activities along the Pilbara Coast is expected to impact the shire, in particular the Port of Onslow, and potentially the Port of Ashburton. Ashburton Port is protected from incompatible land use by the ANSIA Improvement Scheme. The 2024 Australian Defence Paper shows potential shipping opportunities, and several other stakeholders have expressed interest in using the port. The port has great potential to become a mix used industrial area - feasibility studies have been undertaken which propose to increase the port use for Hydrogen, ammonia and ethanol resources.</p> <p>Warrida Road is the only access road into the Port of Ashburton. It is recommended that widening of Warrida Road to allow for the transport of wind turbines in future. This would require significant works on the road and at the intersection with Onslow Road to ensure large turning radii/flexible use of the intersection, and maintenance works of the road to repair damages from existing HV use.</p>			
Related Documents:			
N/A			
Stakeholder & Role:		MRWA to undertake Warrida Road upgrade in consultation with the Shire and Pilbara Ports to support	

# 20	Defence force/border force to use Onslow as a supply base		Mode: Maritime and Aviation	
Objectives Targeted: ✓ Identify Economic Growth		Issues Resolved: ✓ No specific problem identified. This is an opportunity to support a divers economy and invest into existing infrastructure.		
Shire's Role:		ADVOCATE	MOC:	\$\$\$+
		Timeline:	MEDIUM	
Description:				
There are opportunity to advocate to the Federal Government to leverage infrastructure in Onslow to service the Defence Force and Border Force patrol boats, who operate from Beadon Creek Boat Harbour. A defence and Border Force supply base near Onslow could support patrol vessel operations, infrastructure upgrades to the harbour and the surrounding road network and help retain residents and increase population.				
The Onslow Marine Support Base can now carry general cargo vessels up to 120m, making it perfect to house Arafura Class OPV. Onslow Airport and business park can also be of further interest				
Related Documents:				
Shire of Ashburton capability for national defence, 2023				
Stakeholder & Role:		Pilbara Ports to promote Beadon Creek Pilbara Ports and DOT to investigate feasibility of marine and aviation use for defence operations.		

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6. Forward Strategy & Implementation

# 21	Protect land use and sensitive land use surrounding airports	Mode: Aviation
Objectives Targeted: <ul style="list-style-type: none"> ✓ Identify Economic Growth ✓ Enhance Network Resilience Issues Resolved: <ul style="list-style-type: none"> ✓ No specific problem identified. This is to future proof and protect the area to support airport operations and encourage businesses such as logistics and tourism to contribute to the economy, and community needs. 		
Shire's Role:	IMPLEMENT	MOC: \$ Timeline: SHORT
Description: <p>Onslow Airport is reserved under the LPS as “Public Purpose - Airport” and surrounding land is mapped “Special Control Area - Onslow Airport Height Restriction Area”. This protects the airspace around the airport but does not prevent noise sensitive land uses or other incompatible land uses (such as those that attract birds, have significant reflective glare (solar panels) etc). It is recommended to review the Special Control area in the local planning scheme to encourage more suitable land uses. Include Special Control Areas in the local planning scheme for the Onslow Airport Obstacle Limitation Surface (as amended); and Onslow Airport Aircraft Noise Exposure Forecast N70 contour (when prepared).</p> <p>Paraburdoo Airport is zoned under the LPS as “Community - Airport” and surrounding land is zoned “Rural”. There is no additional protection afforded by the LPS, however given the distance between the airport and Paraburdoo’ s urban townsite, additional protection is unlikely to be required, however it is recommended to rezone it to “Strategic Infrastructure” to safeguard the area for future.</p> <p>Strategic Industrial Areas (SIAs) play a crucial role in attracting investment to emerging industries. This could include the energy industry such as solar farms and help to foster an ‘eco-industrial park’.</p>		
Related Documents: <p>N/A</p>		
Stakeholder & Role: Dot to endorse		

# 22	Upgrade Onslow airport assets	Mode: Aviation
Objectives Targeted: <ul style="list-style-type: none"> ✓ Identify Economic Growth ✓ Enhance Network Resilience Issues Resolved: <ul style="list-style-type: none"> ✓ Lack of SUSTAINABLE ACCESSISIBILITY from alternative route, mode or service options ✓ Limited AVIATION CAPABILITY to support heavier fleet and RFD serving townsites for emergencies quickly 		
Shire's Role:	UNDERTAKE	MOC: \$\$ Timeline: SHORT
Description: <p>Flights through Onslow predominantly use the Fokker 100 aircraft which may be retired in the coming years in favour for a heavier and larger fleet. The Shire need to understand asset requirements of the proposed fleet and liaison with airlines Virgin and Qantas.</p> <p>Currently Onslow will not be able to cater to a heavier fleet. For the airport to continue to provide flight accessibility, the runway needs a stronger pavement and additional length to allow the heavier aircraft to operate without restrictions. If the airport needs upgrading and is not upgraded in time, it could affect not only the resident's accessibility to the wider region but the FIFO workforce and associated mining and resource projects within the Shire that heavily rely on the airport and future/planned projects. In addition, if the airport becomes even more limited in capacity than it could increase the number of privatised airports which would isolate the Shire further.</p> <p>Further considerations to maintenance are also required.</p>		
Related Documents: <p>Onslow airport master plan, WA Aviation Strategy 2020</p>		
Stakeholder & Role: DOT & JTISI to collaborate with Shire to provide partial funding mechanisms		

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6. Forward Strategy & Implementation

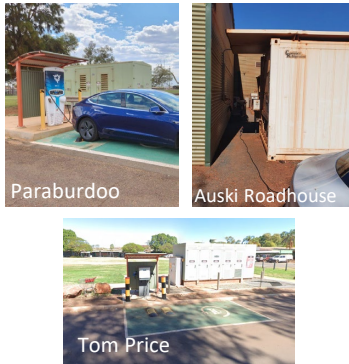
# 23 Commercial flights to be located at Onslow Airport	Mode: Aviation
Objectives Targeted: <ul style="list-style-type: none"> ✓ Identify Economic Growth ✓ Enhance Network Resilience ✓ Improve Road Safety ✓ Enhance Network Efficiency 	Issues Resolved: <ul style="list-style-type: none"> ✓ Poor FLIGHT AVAILABILITY for public services from aviation
Shire's Role: ADVOCATE MOC: \$\$\$ Timeline: SHORT	
Description: Onslow Airport is currently underutilised, despite significant investment in its infrastructure. Introducing commercial flights can provide a vital alternative to the lack of public rail options due to privatised infrastructure. The Shire boasts rich history, natural beauty, and coastal charm, with tourism driven primarily by national parks, islands, and the Onslow Coast, including Old Onslow. The airport can serve as a welcoming gateway for visitors, enhancing access to the existing attractors and future planned tourist initiatives, connecting communities, and stimulating the local economy. Improved air service would also attract investors, diversify the economy, and create new jobs, aligning with the state's vision. The current lack of regular flights exacerbates travel issues, forcing residents and visitors to fly to Karratha, increasing the risk of inexperienced visitors long haul driving on strategic roads, particularly as demand grows. RPT flights may potentially require negotiations with the mining industry as services are often driven by market demand, and airlines making operational decisions based on profitability and customer needs.	
Related Documents: N/A	
Stakeholder & Role: DOT to support and work closely with the Shire to unlock additional flights with airline suppliers	

# 24 Investigate Tom Price Airstrip for RFDS	Mode: Aviation
Objectives Targeted: <ul style="list-style-type: none"> ✓ Identify Economic Growth ✓ Enhance Network Resilience ✓ Improve Road Safety ✓ Enhance Network Efficiency 	Issues Resolved: <ul style="list-style-type: none"> ✓ Limited AVIATION CAPABILITY to support heavier fleet and RFD serving townsites for emergencies quickly
Shire's Role: ADVOCATE MOC: \$\$\$ Timeline: MEDIUM	
Description: Currently there is little infrastructure at Tom Price which restricts access to Tom price in case of emergencies. Paraburdoo airport in which emergencies travel to/from is a one-hour drive from Tom Price. Tom Price requires the ability to facilitate emergency landing of small aircraft to enable access for important healthcare.	
This can either be facilitated by re-opened the previous dirt airstrip and ensuring it's graded to allow for the RFDS. The original lot on the corner of Karijini Drive is available – DOT should determine if additional land is required outside of the existing lot boundary to meet the RFDS requirements, and to obtain in principle support from the DPLH.	
Alternatively, upgrading road infrastructure to be more flexible and allow for RFDS landing in emergencies should also be considered by the Shire.	
Related Documents: N/A	
Stakeholder & Role: DOT and DPLH (in liaison with RFDS) to support the review of a suitable location and support the airstrip	

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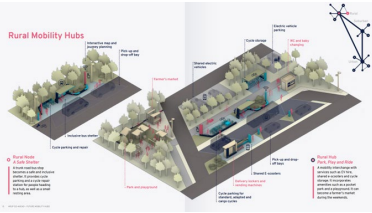
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# 25 Investigate first and last mile trips to and from Onslow Airport				Mode: Aviation			
Objectives Targeted: <ul style="list-style-type: none">✓ Identify Economic Growth✓ Enhance Network Efficiency✓ Enhance Network Resilience		Issues Resolved: <ul style="list-style-type: none">✓ Poor FLIGHT AVAILABILITY for public services from aviation✓ Lack of SUSTAINABLE ACCESSISIBILTY from alternative route, mode or service options					
Shire's Role: UNDERTAKE		MOC: \$\$		Timeline: LONG			
Description: <p>Carry out a review for better connectivity to and from the airport. For example:</p> <ul style="list-style-type: none">• Car (including EV) hire services to support increased tourism and/or business-related travel.• Further airport connections to the bus services already existing, could help to provide a flexible bus service to reduce the number of personal vehicles on the road and minimising potential parking issues that could arise in the future related to increased townsite demand from visitors. Automated services should be considered. <p>Better access, coupled with increased flight capacity, fosters connections within the community and a better functioning environment for visitors, helping residents feel more connected to regional and urban centers and enhancing the towns appeal.</p> <p>Insights should be included in future Shire strategies.</p>							
Related Documents: <p>N/A</p>							
Stakeholder & Role: DOT & JTSI to collaborate with Shire to provide feedback, insights and endorse future strategy.							

# 26 Enhance the EV Charging Network				Mode: Townsite			
Objectives Targeted: <ul style="list-style-type: none">✓ Enhance Network Resilience		Issues Resolved: <ul style="list-style-type: none">✓ Lack of SUSTAINABLE ACCESSISIBILTY from alternative mode or service options					
Shire's Role: IMPLEMENT		MOC: \$		Timeline: SHORT			
Description: <p>To meet demand, more chargers, including for e-bikes, should be added, integrated with existing and future LV parking provisions, residential developments, and industrial areas (HVs). The current charging infrastructure is of poor quality - EV chargers should be user-friendly and appealing to encourage sustainable travel, ensuring people feel confident visiting the Shire in an EV. Charges need upgrading to improve accessibility, or the Shire should implement existing guidelines into their policies to ensure better infrastructure quality in the future.</p>							
Related Documents: <p>https://www.plugshare.com/ - Existing Charging facilities data Design Guidelines for accessible EV charging stations, RAA 2023</p>							
Stakeholder & Role: DOT – to liaison policy recommendations							

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Arup report to Shire of Ashburton

6. Forward Strategy & Implementation

# 27	Car parking strategy	Mode: Townsite
<div><div>Objectives Targeted:<ul style="list-style-type: none">✓ Identify Economic Growth✓ Enhance Network Efficiency</div><div>Issues Resolved:<ul style="list-style-type: none">✓ Lack of SUSTAINABLE ACCESSISIBLTY from alternative route, mode or service options</div></div>		
Shire's Role:	UNDERTAKE	MOC: \$\$ Timeline: SHORT
<div><div><div>Description:<p>A car parking strategy will determine appropriate areas for long vehicle parking. For example: allocated land held for the future carparking lot within Onslow should be reconsidered and moved to a side street alternative and provide way-finding signage to it. This would help with the beautification of the town upon first entry and instead, this space could be considered for a potential ‘hub’ that could tie in with the Visitor centre or information which provides amenities such as EV charging stations, Coach bays, bicycle parking and water stations.</p><p>Tom Price could be investigated for a RV short stay (overnight) parking facility (including amenities and dump point) north of the town and associated RV routes through the town could be planned to effectively manage waste correctly and encourage safe and efficient movement of RVs.</p></div><div><p>Example of transport Hub ©Arup</p></div></div></div>		
<div><div>Related Documents:<p>Snapshot of priority projects, financial year 2024-2025 – 2026/2027, Shire of Ashburton – to be considered.</p></div></div>		
Stakeholder & Role:	DOT & JTSI to liaison with the Shire to provide feedback, insights and endorse strategy	

# 28	Enhance Key Urban Corridors	Mode: Townsite
<div><div>Objectives Targeted:<ul style="list-style-type: none">✓ Enhance Network Resilience✓ Improve Road Safety</div><div>Issues Resolved:<ul style="list-style-type: none">✓ Lack of SUSTAINABLE ACCESSISIBLTY from alternative route, mode or service options</div></div>		
Shire's Role:	UNDERTAKE	MOC: \$\$ Timeline: MEDIUM
<div><div><div>Description:<p>The Shire to carry out a review of their active travel provision within the townsites of Onslow, Tom Price and Paraburdoo, with liaison with DoT to deliver better walking and cycling infrastructure along key urban corridors. Recommendations should incorporate future and current development from the Shire’s CLIP and LPS such as Onslow Main Street Upgrades which is currently out for tender; and the Gascoyne regional cycling strategy, 15-year Urban Roads and Pathways Plan. Upgrades for footpaths should include ramps, tactile paving, official crossing points in line with desire lines, and pedestrian way-finding signage to key amenities.</p><p>As the townsites grow, it is important that the community remains liveable which has established a need for this study. Implement urban/streetscape greening to increase tree canopy cover along key pedestrian and cycling routes (particularly in main streets and activity centre precincts, routes to schools, community facilities, swimming pools, library, community centres etc.), parks, and foreshore areas to support active transport, active lifestyle and community gathering and connection will increase the livability for residents.</p></div><div><p>Onslow</p><p>Paraburdoo</p></div></div></div>		
<div><div>Related Documents:<p>Shire of Ashburton CLIP and LPS DOT - Gascoyne regional cycling strategy</p></div></div>		
Stakeholder & Role:	DOT - Liaison with the Shire on active travel opportunities	

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6. Forward Strategy & Implementation

# 29	Ride-sharing services for the three key settlements	Mode: Townsite				
Objectives Targeted: <ul style="list-style-type: none">✓ Identify Economic Growth✓ Enhance Network Resilience✓ Improve Road Safety		Issues Resolved: <ul style="list-style-type: none">✓ Lack of SUSTAINABLE ACCESSISIBILITY from alternative mode or service options✓ Increased FATIGUE with lack of amenities for tourists				
Shire's Role:		SUPPORT	MOC:	\$\$	Timeline:	LONG
Description: <p>A bus service or charter bus service between townsites would provide better services for visitors between Onslow, Paraburdoo and Tom Price, and within the townsites themselves. For example: Given the initiative to increase tourism within LGA, roads within Old Onslow are not sealed and therefore can reduce accessibility particularly if drivers do not have a 4WD. It is recommended that Old Onslow Road is sealed or alternatively provide a bus service for better tourism experience. This route also provides access to tourists that unofficially camp along the Ashburton River and heavier vehicles supporting the Urala and Minderoo Pastoral Station and nearby Australian Gas Industry Group's Oil and Gas Development.</p> <p>The current semi formed, partly paved and unpaved road is narrow and requires constant maintenance from the tourist and heavy traffic loads. Old Onslow Road connects the region with a significant tourist destination. An upgraded route or alternative bus service will provide access to tourist attractions or recreation areas of State or Regional significance – Old Onslow.</p> <p>As part of the investigation for service, whether the road requires upgrading to facilitate the service and provide safer access with sustained higher service levels for all traffic would be an outcome from the study based on a subsequent business case. Innovative solutions such as automated vehicles should be considered.</p>						
Related Documents: <p>MRWA Guidelines and Criteria for Roads 2040 provides detail on suitable upgrade for Old Onslow Road</p>						
Stakeholder & Role:		MRWA to undertake recommendations from Roads 2040 and Local Business Investment to liaison with the Shire				



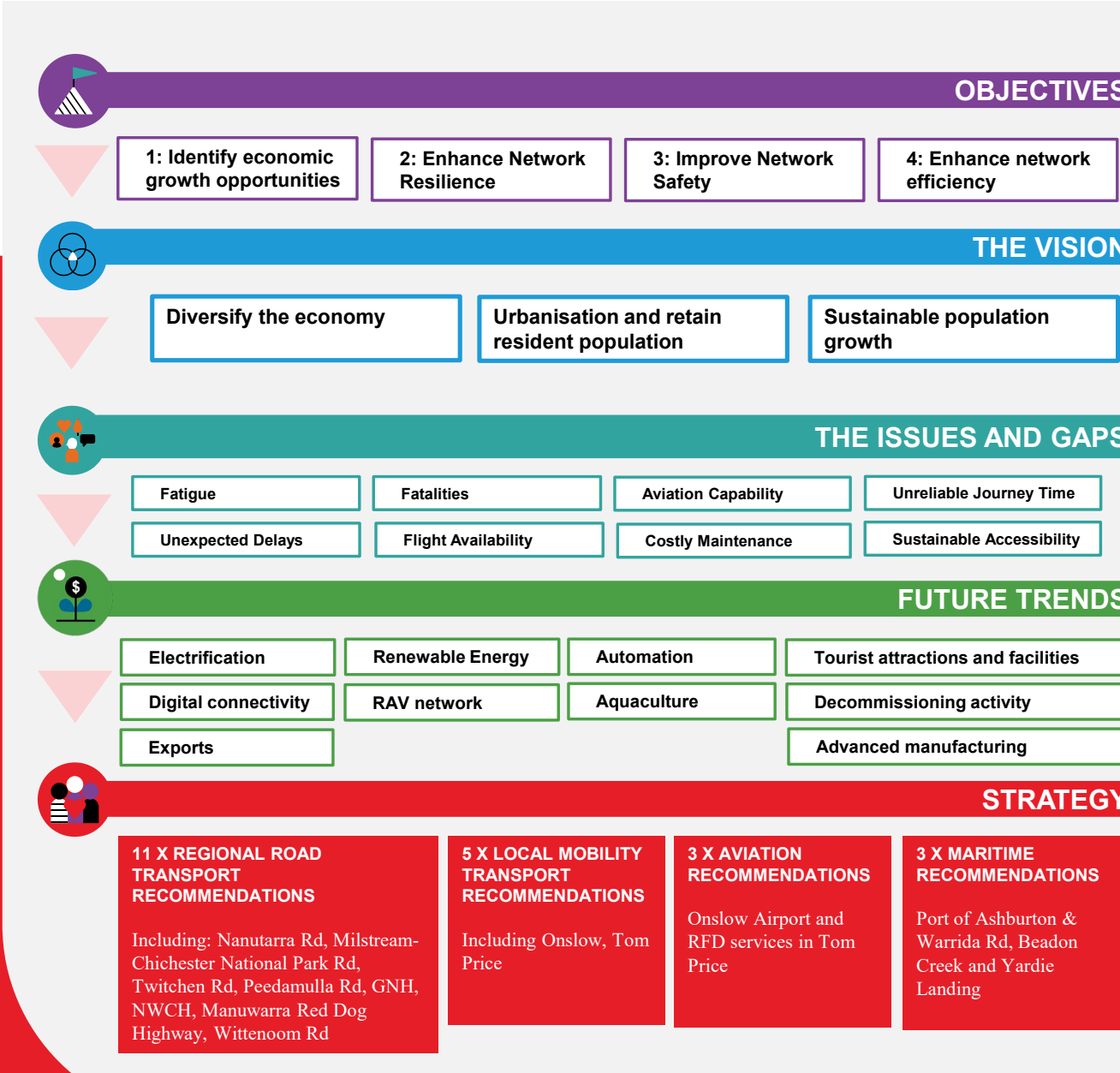
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Chapter Seven | Summary



93

Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton



Multi-Modal Transport Network Demand Study
Arup report to Shire of Ashburton

7. Summary

The Shire of Ashburton is home to a large export focused economy that greatly contribute to State and National output. The vast wealth stored within the Pilbara region contrasts with its dispersed population. This contrast between the need to support these large industrial activities and dispersed geography creates unique pressures on the transport network.

This strategy has followed the ATAP framework for analysing the transport network in a holistic manner. It makes a series of recommendations to develop a transport system that supports the Shires objectives, whilst specifically targeting known network constraints and aligning with wider planning and policy frameworks.

There are numerous state agencies that are responsible for separate components of the transport system. For this reason, the Shire has defined roles within the recommendations to work alongside other state government stakeholders to advance the strategy. As part of the strategies development, we have worked alongside these state agencies to create institutional oversight of the recommendations.

The strategy also seeks to highlight the opportunity available to the Shire to harness recent advances in technology to deploy systems that allow the network to perform more efficiently and to a

April 2025 | Final

higher safety standard.

The recommendations mix traditional larger infrastructure cost items with lower cost digital and Intelligent Transport System solutions. These digital infrastructure recommendations provide secondary benefits through ongoing access to data. These data sources are invaluable to ongoing planning activities, especially in geographies which experience large fluctuations in demand caused by changes in wider economic conditions.

As set out in the ATAP framework for strategic network planning, this strategy does not undertake detailed investigations related to specific corridors. It provides a high-level evidence base on which individual corridor option analysis can be undertaken.

The strategy excludes an assessment of the Shire's organisational and financial capacity to deliver these recommendations, instead focusing on the strategic alignment to the objectives as the method to determine recommendations. Looking ahead, due to the viable nature of the region, it is recommended to review this strategy on a five-yearly basis. Updates would allow the Shire to assess the effectiveness of the strategy against its objectives, allowing it to refocus and align with the changing needs of the Shire.

29 recommendations have been made for land transport, townsites, aviation and maritime and ports to either upgrade infrastructure, advocate for investment or carry out further studies:

- Future studies and reviews should focus on telecommunications and dynamic signage, a 'vulnerability assessment' of climate impacts, analyse roadhouse and rest stop facilities to upgrade, EV charging, ride share services between key settlements, e-scooter/bike rentals, noise assessment, subsidy opportunities for RPT flights, land use requirements surrounding Paraburdoo Airport, Beadon Creek, and Barrow Island, cattle keeping protocol, MRWA iRAP findings, transport hubs within key settlements, super yacht facilities and car hire services in Onslow.
- Upgrade or implement infrastructure and services should focus on urbanisation through active travel, urban greening, upgrading Old Onslow Road/Twitchen Road, supporting cycle infrastructure such as end of trip facilities in Tom Price, implementing a RV parking and dump point in Tom Price with over night short term stay, carrying out the Onslow airport runway extension, increase bus services from Onslow Airport, and road improvements to Beadon Creek and McAullay Road as per MRWA Roads 2040.

Ultimately, these insights and recommendations are crucial for enabling a diverse economy and urbanisation, allow for better accessibility and safety, reduce disruptions, and promotes sustainable mode share for short distanced journeys within and between key settlements within the Shire.



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APPENDIX A

Stakeholder Engagement



Stakeholder Engagement Overview

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.

Methodology

Key stakeholders were engaged through a series of ‘one to one’ meetings online or in person or via a Microsoft Forms questionnaire.

The purpose of the engagement was to gain information on current issues and demand, data, and understand potential future opportunities within the industry that may impact the transport network. *All information disclosed will remain confidential.*

Steering Group stakeholders were engaged in group workshops online, and some were contacted for additional information and meetings outside of the scheduled three workshops. The Steering Group were invited to confirm their level of endorsement for the recommendations within this study.

Outcome

The outcomes of the consultation were considered within this study by the following:

- 1. The steering group helped to guide the strategy on what is realistically possible; identified any risks associated with the project proposals; and provided their level of endorsement.
- 2. Stakeholders helped to better understand the existing problems, and potential opportunities of the transport network. Some data was provided to Arup to enable the demand analysis. *This information will be kept confidential.*





APPENDIX B

Planning Framework Overview



SHIRE OF ASHBURTON MULTI-MODAL TRANSPORT NETWORK DEMAND STUDY

PLANNING FRAMEWORK OVERVIEW

PREPARED FOR:
Arup

MARCH 2025



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We acknowledge the Whadjuk Noongar people, the Traditional Owners of the boodjar (country) on which we gather, learn, live and work and the Traditional Owners of Country across Australia where our projects are located. We acknowledge and respect their connections to land, sea and community, their enduring culture and pay our respects to Elders past, present and emerging.

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SHIRE OF ASHBURTON MULTI-MODAL TRANSPORT NETWORK DEMAND STUDY

PLANNING FRAMEWORK OVERVIEW

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TABLE OF CONTENTS

1. INTRODUCTION.....	6
1.1 OBJECTIVE.....	6
1.2 ABBREVIATIONS.....	6
2. STRATEGIC PLANNING FRAMEWORK	7
2.1 STATE	7
2.1.1 WAPC'S STATE PLANNING STRATEGY 2050 (2014).....	7
2.1.2 WAPC'S PILBARA PLANNING AND INFRASTRUCTURE FRAMEWORK (2012)	7
2.2 REGIONAL	11
2.2.1 PILBARA REGIONAL INVESTMENT BLUEPRINT (2015).....	11
2.2.2 PILBARA CITIES (2010).....	12
2.2.3 PILBARA TOURISM ACTIVATION REPORT FINAL (2016).....	13
2.3 LOCAL.....	13
2.3.1 SHIRE OF ASHBURTON STRATEGIC COMMUNITY PLANS (2019 AND 2022).....	13
2.3.2 SHIRE OF ASHBURTON ECONOMIC DEVELOPMENT STRATEGY (2024).....	15
2.3.3 SHIRE OF ASHBURTON SNAPSHOT OF PRIORITY PROJECTS (2024/2025 – 2026/2027)	16
2.3.4 SHIRE OF ASHBURTON LOCAL PLANNING STRATEGY (2021)	17
2.3.5 SHIRE OF ASHBURTON COMMUNITY LIFESTYLE AND INFRASTRUCTURE PLAN: TOM PRICE AND PARABURDOO (2023).....	21
2.3.6 SHIRE OF ASHBURTON ONSLOW TOWNSITE STRATEGY (2011).....	23
2.3.7 ONSLOW: TOWARDS A VISITOR ECONOMY (2022)	26
2.3.8 ONSLOW FORESHORE DEVELOPMENT PLAN (2023).....	26
2.3.9 PORT OF ASHBURTON MASTER PLAN 2050 (2017).....	26
2.3.10 BEADON CREEK BOAT HARBOUR LAND USE FRAMEWORK (2014)	29
3. STATUTORY PLANNING FRAMEWORK.....	32
3.1 STATE	32
3.1.1 PLANNING AND DEVELOPMENT ACT (2005)	32
3.1.2 IMPROVEMENT PLAN NO 41 AND IMPROVEMENT SCHEME NO 1 (2016).....	32
3.1.3 STATE PLANNING POLICIES.....	33
3.1.4 DEVELOPMENT CONTROL POLICY 1.10 – FREEWAY SERVICE CENTRES AND ROADHOUSES, INCLUDING SIGNAGE	33
3.2 LOCAL.....	34
3.2.1 SHIRE OF ASHBURTON LOCAL PLANNING SCHEME NO. 7 (2004).....	34
3.2.2 ONSLOW COAST COASTAL HAZARD RISK MANAGEMENT AND ADAPTION PLAN (2017).....	34
3.2.3 ONSLOW TOWNSITE EXPANSION STRUCTURE PLAN (2016).....	35
3.3 OTHER RELEVANT LEGISLATION THAT IMPACTS PLANNING PROCESSES	38
4. SUMMARY OF RELATED STRATEGIES, PRIORITIES AND ACTIONS FROM PREVIOUS STUDIES	39
 TABLES	
TABLE 1	STATE PLANNING POLICIES..... 33
TABLE 2	OTHER RELEVANT LEGISLATION
TABLE 3	SUMMARY OF PREVIOUS RECOMMENDATIONS AND RELATIONSHIP



	TO THIS STUDY	39
TABLE 4	MULTI-MODAL TRANSPORT NETWORK DEMAND STUDY RECOMMENDATIONS.....	41

FIGURES

FIGURE 1	PILBARA PLANNING AND INFRASTRUCTURE FRAMEWORK – SETTLEMENT	8
FIGURE 2	CLIP – SUMMARY OF ISSUES AND PRIORITIES FROM COMMUNITY AND STAKEHOLDER FEEDBACK	22
FIGURE 3	ONSLOW TOWNSITE STRATEGY MAP	25
FIGURE 4	ONSLOW FORESHORE DEVELOPMENT PLAN.....	26
FIGURE 5	PORT OF ASHBURTON POST FOUNDATION STAGE PORT LAYOUT, 2050.....	28
FIGURE 6	BEADON CREEK BOAT HARBOUR LAND USE FRAMEWORK PRECINCTS	30
FIGURE 7	LANDGATE 2023 AERIAL PHOTOGRAPHY OF BEADON CREEK BOAT HARBOUR.....	31
FIGURE 8	ONSLOW TOWNSITE EXPANSION STRUCTURE.....	37



1. INTRODUCTION

1.1 OBJECTIVE

The following report provides an overview of the relevant planning framework that applies to the Shire of Ashburton, providing a brief summary of the aspirational visions and objectives for the region/Shire of Ashburton; the key challenges and opportunities; and the strategies and initiatives to deliver the vision/objectives.

The summary focuses on population and economic growth as drivers for the provision of a connected, safe and sustainable transport network and how they will influence and inform the development of a multi-modal transport network for the Shire.

1.2 ABBREVIATIONS

ANSIA	Ashburton North Strategic Industrial Area
CHRMAP	Coastal Hazard Risk Management and Adaption Planning
DoT	Department of Transport
DPLH	Department of Planning Lands and Heritage
DWA	Development WA (State)
DWER	Department of Environmental and Water Regulation (State)
EPA	Environmental Protection Authority (State)
JTSI	Department of Jobs, Tourism, Science and Innovation
LNG	liquified natural gas
LPP	Local Planning Policy
LPS	Shire of Ashburton Local Planning Strategy
LPS 7	Shire of Ashburton Local Planning Scheme No. 7
LSP 8	Shire of Ashburton Draft Local Planning Strategy No. 8
MRWA	Main Roads WA (State)
PPIF	Pilbara Planning and Infrastructure Framework
PD Act	Planning and Development Act 2005
PDC	Pilbara Development Commission
PLF	product loading facility
PPIF	Pilbara Planning and Infrastructure Framework
SPP	State Planning Policy
SPS	State Planning Strategy
The Shire	Shire of Ashburton
WAPC	Western Australian Planning Commission



2. STRATEGIC PLANNING FRAMEWORK

Planning, land use and development matters are informed and guided by a suite of state and local strategic documents. Those relevant to the study are discussed below.

2.1 STATE

2.1.1 WAPC'S STATE PLANNING STRATEGY 2050 (2014)

Published by the Western Australian Planning Commission (WAPC) in 2014, the State Planning Strategy (SPS) is the lead strategic, integrated land use planning document for Western Australia and provides a State strategic context and basis for the integration and coordination of sustainable land-use planning, transport planning and land development across state, regional and local jurisdictions to 2050.

The SPS is the highest order planning instrument, provides an integrated whole-of-government view of the strategic planning needed to respond to future challenges and opportunities and sets the strategic direction for all State, regional and local planning strategies, policies and approvals to guide the sustainable use and development of land across the State, with the aims being to deliver:

- A vision of sustained growth and prosperity – measured by diversity, liveability, connectedness and collaboration.
- High standards of living, improved public health and an excellent quality of life for present and future generations of Western Australians

Through its principles, strategic goals and strategic directions, the SPS provides an integrated approach to managing and adapting to the State's drivers of change that will influence Western Australia's future development, being:

- Population
- Workforce
- Global economy
- Diversification
- Urbanisation and regional expansion
- Technology
- Climate change

The following six (6) interrelated and interdependent principles underpin and inform the strategy:

- Community – enabling diverse, affordable, accessible and safe communities.
- Economy – facilitating trade, investment, innovation, employment and community betterment.
- Environment – conserving the State's natural assets through sustainable development.
- Infrastructure – ensuring infrastructure supports development.
- Regional development – building the competitive and collaborative advantages of the regions.
- Governance – building community confidence in development processes and practices.

Like many remote regional areas, the Shire of Ashburton faces challenges and opportunities connected to each of the drivers of change, many of which are captured and addressed in this Multi-Modal Transport Network Demand Study, which aligns with the SPS vision and principles.

The Strategy, together with regional frameworks, investment programs and projects, seeks to provide the regions with the capabilities and resources to expand resident populations and enhance economic development opportunities. Some of those relevant to the Shire of Ashburton and broader Pilbara region relevant to this study are outlined in the sections below.

2.1.2 WAPC'S PILBARA PLANNING AND INFRASTRUCTURE FRAMEWORK (2012)

The Pilbara Planning and Infrastructure Framework (PPIF) sits under and aligns with the State Planning Strategy as a key strategic document for the region, providing a whole-of-government agenda for the



coordination of integrated land use (settlement and economic development) and infrastructure (utilities, community and transport) planning that reflects local heritage and environmental considerations. Local planning strategies and schemes, which provide more detailed guidance on land use and development, must be prepared to align with the PPIF.

The framework aims to deliver a vision that will see the region grow to a resident population of 140,000 by 2035 (from 66,530 in 2010), based on a more diverse economy that capitalises on the region's competitive advantages to support:

- A wider range of employment opportunities.
- Greater housing choice.
- Higher levels of amenity.
- Access to higher standards of education, health, recreational and other community services.

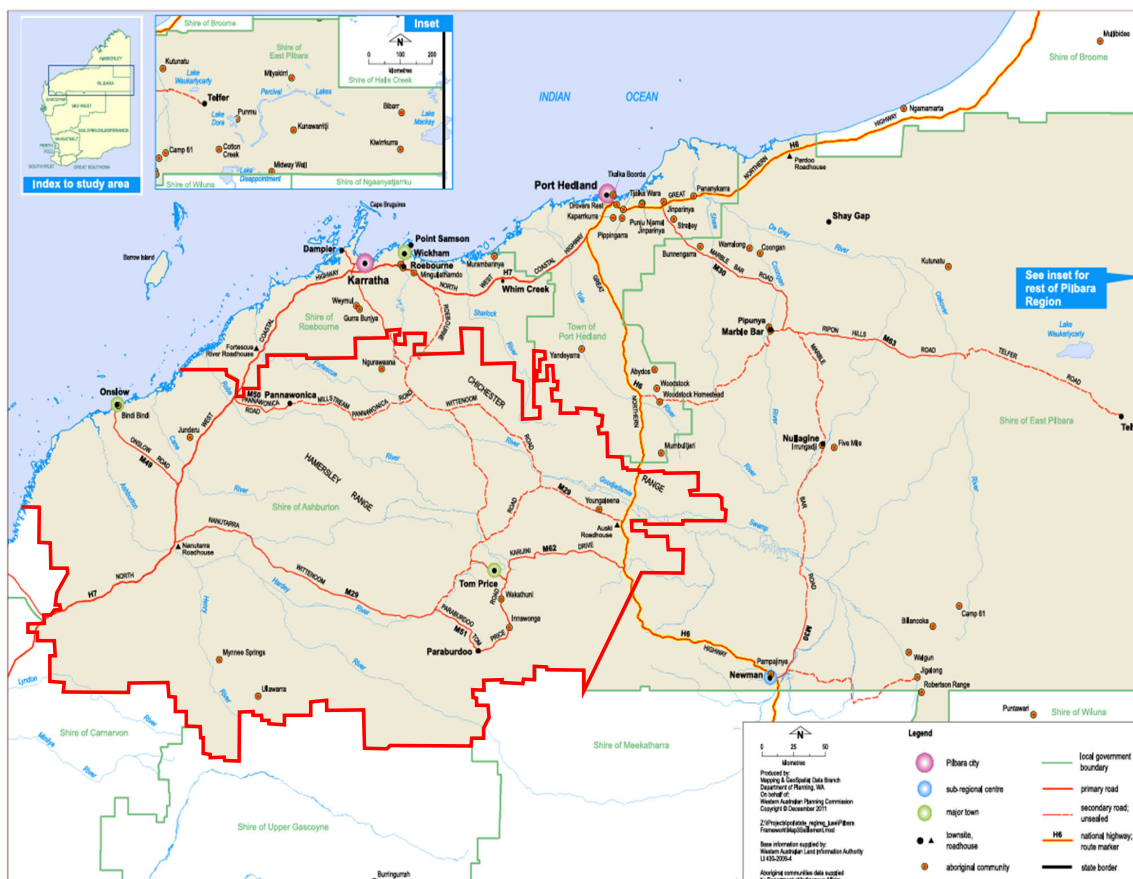
Comments from the PPIF on settlement, economic development and infrastructure relevant to this study, are discussed below.

SETTLEMENT

Within the Shire of Ashburton, the PPIF mapped the settlements of Tom Price and Onslow as major towns and Paraburdoo and Pannawonica as towns (**refer to Figure 1**), being the focus areas for population and urban growth and the provision of associated services and facilities, with population and footprints being largely determined by mining and oil and gas related industry.

The Shire will be supported by the Pilbara cities of Karratha and Port Hedland and the Newman sub-regional centre. No significant new permanent settlements were envisaged for the region, and it is acknowledged that some settlements may experience population decline.

FIGURE 1 PILBARA PLANNING AND INFRASTRUCTURE FRAMEWORK - SETTLEMENT





Tom Price

Tom Price's role is closely tied to it being a mining hub for Rio Tinto's central Pilbara operations and the opportunity to further strengthen the town as a visitor and service hub for Karijini National Park and other related attractions. The future resident population is difficult to estimate, and associated development is expected to follow the existing pattern of urban consolidation, with areas of urban consolidation and expansion identified on the Tom Price growth plan.

Based on the areas identified for consolidation and expansion in the growth plan (that remain undeveloped as at October 2022), it is estimated that the land could deliver the following:

- It is estimated that the undeveloped areas identified for urban consolidation on the Growth Plan could yield the following:
 - 18 lots (existing), zoned 'Residential R20' under the current local planning scheme, fronting Pilkena Street, Yaruga Street and Warara Street are vacant.¹
 - 17 (Lot 9001) South Road Tom Price is an approximately 3.57ha vacant site, zoned 'Residential R30' under the current local planning scheme. It is estimated that the site could yield up to 83 residential grouped dwellings/strata lots (based on the site area minus 30% site area for access and drainage, divided by 300m² (average site area requirement for land coded R30)).
 - A vacant area of approximately 15.41ha (comprising all or portions of Lots 3010 – 3015 and 3017 Central Road Tom Price) is zoned 'Special Use 1' under the local planning scheme, where land use and development is guided by the Special Use Zone 1 Management Plan (2022 Amendment). The Management Plan provides a framework for the use and development of the vacant portions of the site for:
 - Lot B – up to 240 workers accommodation units.
 - Lot C – 28 residential lots.
 - Lot D – a resort with up to 150 rooms and convention facilities.
 - Lot 69 (Reserve 39728) Mine Road/Doradeen Road is an 8.47ha vacant site, reserved 'Parks Recreation and Drainage' under the local planning scheme. Based on the current reservation, a lot yield has not been calculated for this site.
- It is estimated that the area identified for urban expansion on the Growth Plan could yield an estimated 1,800 residential lots, based on an R20 residential density (450m² average lot size), consistent with the surrounding residential areas. It should be noted that whilst the established surrounding residential areas are coded R20 under the local planning scheme, lot sizes generally range from 750m² to 1,000m² in area.

A vacant area of approximately 14.14ha (comprising the portions of Lot 350 and Lot 524 Boondaroo Road that do not appear to perform a drainage function) is zoned 'Industrial and Mixed Business Development' under the local planning scheme, where land use, subdivision and development is to be guided by a development plan. No development plan for the site is listed on the Shire of DPLH websites. It is estimated that the site could yield up to 26 industrial/business lots (based on the site area minus 30% site area for access and drainage, divided by 3,800m², being the average lot area of existing lots within the zone).

Onslow

The PPIF suggests that Onslow's future role is largely dependent on the construction of processing facilities for off-shore hydrocarbons at the Ashburton North Strategic Industrial Area, with population and urban growth dependent on the proportion of fly-in-fly workforce arrangements. The Shire requires operational workforces to be accommodated within the town. In addition to resource operations, the town's economic drivers include solar salt, fishing, offshore marine servicing and tourism.

The Onslow growth plan identifies substantial areas of land for residential expansion, with the

¹ Landgate WA Now Mosaic October 2022 aerial photography, <https://map-viewer-plus.app.landgate.wa.gov.au/>



permanent dwelling stock anticipated to increase from around 270 to 770. The growth plan also identifies two (2) areas for industrial and one (1) area for commercial expansion.

Paraburdoo

Paraburdoo was established as a company mining town by Hamersley Iron in 1971 and is wholly dependent on Rio Tinto's iron ore extraction and processing operations. Once mining in the locality is complete, the town is expected to contract significantly, with future opportunities tied to providing Aboriginal and tourism services.

Pannawonica

Pannawonica was established in 1970 by Cliffs Robe River Iron Ore and is a closed town, currently managed by Rio Tinto, with limited community services. Once mining in the locality is complete, it is expected that the town will close and be reinstated to natural bushland.

Aboriginal Communities

The PPIF acknowledges the majority of the indigenous population within the Shire live in larger towns (approximately 80%) with the balance living in remote settlements. The PPIF provides little insight into the transport related infrastructure and/or service requirements of remote settlements.

ECONOMIC DEVELOPMENT

The strategic direction for the region's economic development is to achieve long-term economic viability in the region through greater diversification, initially supported by continued resource industry investment and expansion, moving towards more knowledge-based industries, with an increasing capacity to export goods and services.

In support of this, the strategy seeks to ensure adequate wharf-side and land-side capacity at the region's ports, project ready strategic industrial areas and in town sites, the provision of sufficient zoned and services light industrial and commercial areas.

Given the abundance of on and offshore resources, in the form of iron ore, gold, manganese, tungsten, uranium, base metals, gas, oil and salt, and low population bases, it is expected that economic development within the Shire of Ashburton will continue to be dominated by the mineral and petroleum industries. However, opportunities exist for diversification through supply chain expansion in sectors such as engineering services; fabrication and manufacturing and equipment supply and management, amongst others and the PPIF highlights the need for stakeholders and decision-makers to collaboratively identify and promote the development of supply chain infrastructure in the Pilbara region.

The PPIF identifies other opportunities for economic diversification, including renewable energy generation and tourism, where short to medium-term tourism initiatives include:

- The development of a new Tom Price airport as a gateway to Karijini National Park.
- Warlu Way Drive trail development.
- New road construction (connecting to Tom Price).

INFRASTRUCTURE

Utilities, community and transport infrastructure present challenges and opportunities for the Shire in:

- Unlocking land for urban and economic development.
- Attracting and retaining permanent residents, particularly families and skilled workers.
- Attracting and growing visitors to the region.
- Attracting and growing investment in the region.
- Diversifying the economy.

All of which are integral to delivering the vision and aspirational resident population of 140,000 and a diversified economy.



Listed below are the key infrastructure requirements (priorities and actions) to support growth in the Shire of Ashburton, most relevant to this study, to achieve the vision and objectives and their status (if known). The priorities/actions listed are considered relevant on the basis that they aim to:

- Deconstrain land for urban, economic and/or tourism investment and growth that will generate additional traffic volumes.
- Strengthen the safety and efficiency of the existing transport network.

Priorities and actions:

- Identify a new water source to service Onslow.
- Expand power generation at Onslow.
- Continue to monitor and identify new or upgrade existing waste management facilities.
- Augment mobile phone coverage.
- Enhance access at the region's ports.
- Upgrade the road network around Onslow to support the Ashburton North Strategic Industrial Area and expansion of Onslow.
- Upgrade the region's highways to provide safe, all-weather road conditions.
- Assess and act on measures required for high traffic regional roads.
- Assess and act on measures required for high traffic regional roads.
- Identify areas in local planning strategies and planning scheme for transport industry zones.
- Construct a new road between Millstream and Tom Price.
- Minimise excessive delays at road-rail grade intersections resulting from longer and more frequent ore trains.
- Promote multi-user rail networks (including carrying non ore products).
- Facilitate berth capacity expansion.
- Promote multi-user port facilities.
- Upgrade road and rail access to port areas.
- Provide sufficient port-related land for storage and processing.
- Encourage diversification of activities at the region's ports.
- Investigate a new Tom Price airport to regular public transport standard to provide a gateway to Karijini National Park and Hamersley Ranges.
- Upgrade Onslow Airport to service the Ashburton North Strategic Industrial Area and the expanded town site.
- Upgrade taxi services in main towns.
- Establish adaptation strategies to minimise vulnerability to extreme weather events, including tropical cyclones, storm surge and flooding and the range of potential sea level rises.

2.2 REGIONAL

2.2.1 PILBARA REGIONAL INVESTMENT BLUEPRINT (2015)

The Pilbara Regional Investment Blueprint, released by the Pilbara Development Commission in 2015, is a strategic plan that seeks to transform the region over a 35-year period. The study, involving extensive industry and community engagement, technical analysis and research, provides a roadmap for all future State Government investment into the region, with a focus on economic diversification.

Accordingly, the Blueprint's vision for the Pilbara region is:

In 2050, The Pilbara will have 200,000 people living in vibrant, modern and inclusive cities and communities, which offer quality services, career choice, affordable living and strong local communities. The economy will feature diverse, innovative and resilient local and international firms underpinned by the resources and energy industries".

No specific aspirational targets were set for towns within the Shire of Ashburton, rather a focus on Onslow, Tom Price and Paraburdoo growing in a sustainable manner that ensures communities can



develop with access to a range of services, employment opportunities and housing choice. Most of the aspirational population growth is expected to occur in Karratha and Port Hedland.

The Blueprint acknowledges that the resource sector will remain the foundation of the Pilbara's economy for the foreseeable future, but seeks to capitalise on the regions comparative advantages and provide a framework that embraces emerging global trends (autonomous vehicles, working from home and decarbonisation) and enables the establishment and growth of new industries, such as automation technology and services; energy production and export; nature-based, heritage and aboriginal tourism; and maritime maintenance, amongst others.

Access to land and economic infrastructure, including digital communications and transport (road, rail, sea and airports), is seen as a key to unlocking the region's potential for investment, economic diversification and sustainable population growth.

Key 2050 objectives, most relevant to this study, include:

- Investments are not impeded by a lack of land availability and access.
- A fully integrated public and private transport network of roads, rail, sea and airports that support development.
- The region's resource and infrastructure assets and supply chain networks are utilised to support defence and emergency response operations for Northern Australia and South East Asia.
- Businesses in the Pilbara are fully integrated into the global digital economy and are using advanced technologies.
- Automation technologies are developed, tested and serviced in the Pilbara.
- The Pilbara is a recognised tourism destination, offering unique experiences, that attract a range of visitors, including international travellers.

The Blueprint is intended to act as an overarching and guiding vision and strategy for the Pilbara with its implementation being the responsibility of all the region's stakeholders and will be reliant on funding the next phase of investment in economic, social and community infrastructure with a focus on better coordination between the public and private sectors to minimise the fragmented and duplicated approach to infrastructure funding.

2.2.2 PILBARA CITIES (2010)

Pilbara Cities is a regional level strategy, prepared by the Pilbara Development Commission, to attract more people to live and settle in the Pilbara. The vision aims to create modern, vibrant cities and regional centres that can support and deliver a skilled workforce for major economic projects in the Pilbara.

While the Pilbara Cities Initiative identified aspirational targets for key cities, including targets of 50,000 people for Karratha and Port Hedland and 15,000 people for towns such as Newman, no targets were set for settlements within the Shire of Ashburton.

Like many other strategic documents prepared for the Pilbara region, the Pilbara Cities initiatives focus on improving the liveability of urban centres to attract more permanent and skilled residents and, to date, has resulted in significant investment in improvements to infrastructure and urban environments.

Whilst primarily focussed on the cities of Karratha and Port Headland, investment in the Shire of Ashburton has delivered a \$5m investment in the Onslow Recreation Centre² and Tom Price Sporting

² IPAA, Pilbara Cities Final Presentation, https://cdn.wa.ipaa.org.au/ipaa_content/uploads/2023/06/06161705/Pilbara-Cities-FINAL-presentation.pdf



Precinct³.

2.2.3 PILBARA TOURISM ACTIVATION REPORT FINAL (2016)

Finalised in October 2016 and prepared on behalf of the Pilbara Development Commission, The Pilbara Tourism Activation Report sought to identify specific infrastructure requirements for National Parks in the region to activate tourism and its economic benefits to the region.

The infrastructure recommendations within the Tourism Activation Report, that are relevant in the context of this study, are outlined below.

Karijini National Park is the most prominent and well-established tourism destination of three main parks within the Shire. Key infrastructure requirements identified include:

- Immediate requirements:
 - Seal internal park roads.
 - Construction of an airstrip to minimum Civil Aviation standard to improve access and safety outcomes.
- Long-term requirements
 - Sealing of the entire Millstream Link (Karratha to Tom Price Road) to improve access.

Millstream – Chichester National Park offers very limited access opportunities. Key infrastructure requirements identified include:

- Immediate requirements
 - Sealing of the road to the Homestead Precinct.
 - Sealing the road to Palm Pool.
 - Weather proofing internal roads (Snappy Gum Drive and Kanjenjiie Millstream Road).
- Long-term requirements
 - Sealing of the entire Millstream Link (Karratha to Tom Price Road) to improve access.

2.3 LOCAL

2.3.1 SHIRE OF ASHBURTON STRATEGIC COMMUNITY PLANS (2019 AND 2022)

The Shire's Living Life – Strategic Community Plan 2017 – 2027 (inc. 2019 desktop review) sought to provide a holistic approach to planning for the future development and growth across the Shire, its towns and communities.

Consistent with the State and regional level framework, the vision is to:

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

The Plan outlines a strategy to build on the success of land releases, infrastructure and service delivery envisioned by the 2012 – 2022 Strategic Community Plan and continue to deliver the best possible services and infrastructure, within the constraints of available resources and in partnership with the community and stakeholders. Whilst acknowledging that some aspirations may be beyond the scope of the Shire, they remain committed to considering, advocating and responding to them as opportunities to make a positive difference to communities.

Key considerations from the Plan, relevant to this study, include:

- The cyclical nature of the resource industry and implications for:

³ Royalties for Regions Progress Report July 2012-June 2013, Parliament of Western Australia, Website, [https://www.parliament.wa.gov.au/publications/tabledpapers.nsf/displaypaper/3911262a3555f396449682b748257c39000ee2a0/\\$file/1262.pdf](https://www.parliament.wa.gov.au/publications/tabledpapers.nsf/displaypaper/3911262a3555f396449682b748257c39000ee2a0/$file/1262.pdf)



- The expansion and contraction of permanent residential populations, including essential and skilled workers.
- The expansion and contraction of transient workforce populations from the construction to operational phases.
- The capacity of the Shire to sustainably manage and maintain infrastructure, assets and services, following significant government and industry investment, as populations decline.
- The Plan acknowledges that in early 2019 a Bill was introduced to Parliament to propose an Act to facilitate the closure of the former townsite of Wittenoom, by providing for the compulsory acquisition of land, primarily due to Asbestos contamination, and the risks to public health and safety (that extend beyond the immediate townsite). In early 2023, demolition of the former townsite commenced and all roads to the former town site and nearby gorge being permanently closed.
- The need for economic diversification to soften the fluctuations in the resource industry cycle and resulting impacts for communities, including in the areas of primary production and tourism, amongst others.
- The Plan is largely informed by the outcomes of extensive community engagement, so it is interesting to note that:
 - Other than “travel costs”, concerns relating to the transport network do not feature in the summary of the community survey findings.
 - One of the three “Most important initiative or the future” is to “Improve transport links to neighbouring regions and Perth, including better access to air travel and roads”.
 - Goal Four – Distinctive and Well Serviced Places, lists the following transport-related focus areas:
 - Improve public transport.
 - Improve roads, street lighting and pedestrian pathways.

Strategic directions that support the Plan’s goals and delivery of the vision, relevant to this study, include:

- Goal 02 – Economic Prosperity
 - Develop a Shire Economic Development Strategy that includes engagement with industry and government to support local economic development initiatives. (In August 2019 Council adopted the Shire of Ashburton Economic and Tourism Development Strategy.)
 - Work with the tourism industry, key stakeholders and agencies to collaboratively develop a regional Tourism Strategy that promotes the unique Pilbara offering of distinctive landscapes, seascapes and communities. (In August 2019 Council adopted the Shire of Ashburton Economic and Tourism Development Strategy.)
 - Continue to plan for, invest in, and advocate for the development of key tourist infrastructure including increased accommodation options, tourism attractions and signage.
- Goal 03 – Unique Heritage and Environment
 - Improve recreational access to natural environments with a focus on signage, access and safety.
- Goal 04 – Quality Services and Infrastructure
 - Advocate to, and partner with, government to facilitate the development of the Tom Price to Karratha Road to link Tom Price and Paraburdoo to the Pilbara Cities.
 - Provide and maintain affordable infrastructure that serves the current and future needs of the community, environment, industry and business.
 - Actively advocate for the effective supply of utilities and services that meet commercial, industrial and retail needs.
 - Advocate to, and partner with, key government and industry to develop an air strip at Tom Price and improve public transport and roads between the Shire’s towns.
 - Continue to improve and maintain condition of footpaths cycleways, curbs and signage to provide enhanced amenities and connections with towns.



- Maintain and improve existing public lighting and increase coverage of lighting where appropriate.
- Effectively communicate and manage natural hazards, risks and other community emergencies through the development of an emergency management strategy that includes educating stakeholders and community on how to prevent and address emergencies.

The updated Strategic Community Plan 2022 – 2032 provides a framework to deliver the vision, services and projects for the community around four (4) aspirational themes of People, Place, Prosperity and Performance and associated objectives.

The identified strategies, relevant to this study, include the following:

- Safe and interconnected transport networks for the community:
 - Improve road safety and connectivity to provide a safe and efficient road network.
 - Manage roads, pathways, and other transport infrastructure according to need and use.
 - Advocate for improvements to the region's State road network.
 - Advocate to, and partner with, State government and industry to improve Strategic Regional Roads.
 - Advocate for increased funding and equitable cost sharing arrangements for Strategic Regional Roads.
- Aviation transport opportunities for the community
 - Improve the regional economic impact of the Onslow airport through building collaborative partnerships.
 - Focus on, and deliver, safe and enhanced services and facilities.
 - Deliver a business model of self-sufficiency using effective marketing, smart growth and revenue generating initiatives.
 - Promote opportunities for air services, aviation facilities, associated businesses, and future expansion.

2.3.2 SHIRE OF ASHBURTON ECONOMIC DEVELOPMENT STRATEGY (2024)

The Shire's Economic Development Strategy 2024-2028 is a refresh of the 2019 Economic and Tourism Development Strategy and is an important 'informing' strategy within the Shire's integrated planning framework. The Strategy sets a clear direction to enhance economic and community outcomes across the Shire, identifying a pathway to grow the liveability of the Ashburton community to be:

"a welcoming, sustainable, and socially active district, offering a variety of opportunities to community"

The Strategy identifies the Shire's role in economic development as one that:

- Supports continued growth in the resources sector.
- Identifies and pursues diversification opportunities (particularly high value industries).
- Creates vibrant and liveable towns through new infrastructure and commercial opportunities.
- Advocates for changes to state and federal government policies.

The Strategy acknowledges that future growth in the region will continue to be driven by the resources sector with new industry opportunities identified in culture and tourism, irrigated agriculture, green manufacturing and renewable energy to help diversify and building a resilient local economy. Growth opportunities for the region are impeded by several challenges including issues such as reliance on FIFO for workforce, high cost of freight (retail and industry supply), availability and cost of air travel (to/from Perth) and availability and cost of housing.

The Shire's economic development mission is to:



“leverage the continued growth of the resources sector to grow our communities, encourage prosperity, and enhance liveability across the Shire whilst supporting the diversification for our economy.”

The Strategy identifies a series of actions and strategies by the Shire in partnership with federal and state governments, tourism associations, industry partners and local business groups that seek to grow and support the Shire's economy. Those relevant to this study include:

- Provision of new community infrastructure that supports both community liveability and tourism, including:
 - Marine tourism infrastructure in Onslow (Onslow Towards a Visitor Economy – Gateway to the Mackerel Islands).
 - Airport upgrades (Onslow and Paraburdoo).
 - Tourism infrastructure (access, park amenity, accommodation, trails) in Karijini National Park.
 - Ashburton Ranges Mountain Bike Trails.
 - Millstream National Park (enhancing the visitor experience and road access).
 - Sealed Manuwarra Red Dog Highway.
 - Enabling infrastructure to support town growth (roads, sewer, water, drainage, electricity, waste, ICT, telecommunications).
- Changes in government policy to improve the business environment and support a larger resident population, including:
 - Subsidised Regular Public Transport flights to Onslow and Paraburdoo.
 - General goods freight subsidy for the Pilbara (similar to the Tasmanian Freight Equalisation Scheme).

The Strategy also identified a series of new strategies and action to support the Shire's economic development mission. These include:

- Annual priority setting – confirming annual priorities.
- Advocacy – with state and federal government to ensure Shire has its ‘fair share of essential services’.
- Land use and infrastructure planning, including:
 - Update planning scheme to accommodate identified opportunities.
 - Deliver capital projects in the long-term financial plan.
 - Deliver the actions in the Community Lifestyle and Infrastructure Plan for Tom Price and Paraburdoo.
 - Development Leadership – Unlocking the barriers to developing new tourism products including sustainable marine tourism opportunities on the Pilbara Inshore Islands and mountain bike trails in Tom Price, Paraburdoo, and surrounds.

2.3.3 SHIRE OF ASHBURTON SNAPSHOT OF PRIORITY PROJECTS (2024/2025 – 2026/2027)

In accordance with the recommended action to establish annual priority setting within the Shire's Economic Development Strategy (outlined above), the Snapshot of Priority Projects establishes a series of strategic initiatives and priority projects aimed at supporting growth and redevelopment across the Shire for the financial years 2024/25 and 2026/27.

The snapshot includes strategic initiatives across a wide range of categories including community development, economic development, infrastructure and transport, environmental sustainability, cultural and social enhancement and governance and planning.

Initiatives identified across the current and next financial year, relevant to this study, include:



- **Enhancing Onslow's Airport Infrastructure** – proposed upgrades to airport infrastructure to accommodate increased passenger traffic and facilitate economic growth in the region. Works estimated to cost between \$32m - \$50m and will include expanded terminal facilities, runway reseal, security equipment upgrades and enhanced amenities.
- **Ashburton Ranges Mountain Bike Trail (MBT)** – proposed world class outdoor, recreation and nature-based experiences through the development of a mountain bike trail promoting outdoor recreation, boosting tourism and enriching the cultural and recreational offerings of the region. The project includes the integration of a MBT system between Tom Price and Parabadoo. A collaborative approach between the public and private sector will be required, including support from DPLH to establish an easement/reserve to secure the future of the MBT and a partnership between the Shire, DBCA and PDC to develop the MBT as a regional asset to compliment the Shire's broader tourism strategy.
- **Upgrade Onslow Key Transport Modes** and establish a transport study to improve connectivity, stimulate economic growth, improve supply chain efficiencies, increase tourism opportunities and recognise Onslow's position as a dynamic commercial and community hub. Opportunities include:
 - Air - Expanding and modernising local airport facilities.
 - Road - Upgraded road network including mineral exploration company CZR Resources Ltd's plans to upgrade Onslow – Twitchin Road to support pit to port haulage of iron ore.
 - Sea - optimising maritime infrastructure such as port facilities, implementing super yachts and developing the Airlie Island case study.
- **Construct a new Onslow Airport Business Precinct** on 24.6ha of land owned by the Shire, adjacent to the Onslow airport, to accommodate and attract aligned industries and business including warehousing and distribution, freight and logistics corporate office accommodation and new enterprises.
- **Upgrade works at the Onslow Community Boating Precinct** (Beadon Creek Boat Harbour) to support access to offshore tourism sites and world class fishing and diving from the Mackerel and Montebello Islands. Stage 1 works were completed in 2023 and Stage 2 and 3 expansion works will include fully serviced boat pens, loading berths, public amenities, sealed carpark, development of leased areas and associated infrastructure works.
- **Onslow Foreshore Revitalisation** – develop a Foreshore Masterplan to activate the beach front and significantly improve the beach experience, including public amenities, way finding signage, interpretive information, landscaping, carpark beautification, seating, shade structures, lighting and provision of multipurpose areas.
- Finalisation of **Community Lifestyle and Infrastructure Plan (CLIP)** for Tom Price and Parrabadoo, which investigates how infrastructure can be improved and how life in the towns can be enhanced in the future through a range of initiatives such as upgrades to community facilities, infrastructure development, residential development, economic growth and tourism and employment opportunities.

2.3.4 SHIRE OF ASHBURTON LOCAL PLANNING STRATEGY (2021)

Endorsed in 2021 by the WAPC, the Shire of Ashburton Local Planning Strategy (LPS) provides the “strategic land use and development rationale for delivering the Shire of Ashburton’s vision of a vibrant and prosperous place for work, leisure and living”.

Prepared in accordance with the Planning and Development Act and designed as a dynamic guiding document, LPS is intended to provide guidance over a 15-year period with respect to land use, development control and infrastructure coordination in the context of the Shire broader environmental, social and economic goals.

The Strategy outlines key considerations for each town, with those most relevant to this study summarised below:

- Tom Price



- Benefits from its accessibility to nearby highways, Paraburdoo Airport and its relative proximity to Karijini and Millstream Chichester National Parks.
- The Shire is a strong advocate for sealing of the Karratha to Tom Price Road (Manuwarra-Red Dog Highway) to improve connectivity, safety, and expansion of economic activities in the vicinity of the road.
- Significant investment in infrastructure and marketing/tourism awareness will be a key factor in attracting tourists, creating additional jobs and diversifying and expanding the Shire's economy.
- Paraburdoo
 - Paraburdoo is a small town that accommodates the operational workforce for surrounding mines and expansion and contraction of the town occurs in line with global market movements and demand for resources.
 - The town acts at a gateway to national parks in the Shire. Paraburdoo Airport is strategically important as it is the main connection from Perth to visitors to gain access to Paraburdoo, Tom Price, Karijini National Park and Millstream Chichester National Park. Paraburdoo also provides outback, scenery and indigenous experiences.
 - Rio Tinto is currently responsible for the operation and maintenance of the Paraburdoo Airport under General Lease 104721. The strategy acknowledges that future growth and long-term sustainability regarding tourism in the Shire could be restricted.
 - Beautification of entry roads and key neighbourhood roads will contribute to the amenity of the townsite, and landscaping can assist in passive way finding to help identify legible routes within the townsite.
- Onslow
 - Onslow is important as a workforce town due to its proximity to the Ashburton North Strategic Industrial Area.
 - Accessibility to the town has been enhanced through the opening of the new ring road (Onslow Road) and significant redevelopment of Onslow Airport which offers daily flights from Perth. Onslow has strong road connections to North West Coast Highway, through to other regional cities and town. Longer term it is important to ensure sufficient seats on flights to / from Onslow can be retained for tourists.
 - McAullay Road is identified in the strategy to take freight and other heavier traffic for the general industrial area, Beadon Creek Boat Harbour and the Onslow Airport Mixed Business Precinct. Other road improvements may be undertaken as a result of resolving internal legibility issues or for flood / drainage mitigation. The Strategy also notes that an additional road to Beadon Creek Harbour is required and should be investigated in consultation with the Shire, DoT, DPLH and MRWA.
 - The Port of Ashburton is managed by Pilbara Ports and the Beadon Creek Boat Harbour is managed by the Department of Transport (with management responsibilities being transferred to Pilbara Ports, as at the date of this report).

In relation to estimated population growth across the Shire and within the town sites, the Strategy acknowledges that, despite the goal of diversifying the economy to support a more stable permanent resident population, the future population is likely to continue to be impacted by the growth or contraction of the mining and oil and gas sectors.

The LPS focuses predominantly on its three main settlements, being Onslow, Tom Price and Paraburdoo, where these towns will be the focus for modest population growth, housing, commerce, employment, community services and facilities and tourism.

In relation to the transport network, aligning with the Strategic Community Plan, the Strategy reflects the vision of the Shire being well connected by road, sea and air, amongst broader services and infrastructure objectives, and outlines the following goal, objectives, strategies and actions:



- Goal - Movement and freight networks that are maintained and managed by the relevant stakeholders/government agencies that accommodate the existing and future requirements of industry, residents and tourism.
- Objectives:
 - To ensure that the local road network is, within the capacity of the local government, well maintained and enhanced through appropriate design, construction and maintenance.
 - Ensure that the Shire has air freight and carrier connections to Perth and other regional destinations.
 - Ensure that the marine facilities within the Shire are appropriately planned for, having regard to community and industry expectations.
- Strategies:
 - Traffic and Transport
 - Ensure road and rail infrastructure incorporate appropriate public safety requirements and can accommodate mining and freight demands.
 - Maximise the amount of funding that can be accessed for traffic and transport upgrades and projects.
 - Advocate the improvement and sealing of the Karratha-Tom Price Road to provide a safe and efficient link to higher order services and facilities provided in Karratha for the residents of the Shire of Ashburton.
 - Support means of improving road safety and minimising issues associated with maintenance, fatigue, and other environmental or behavioural aspects.
 - Air and Marine Infrastructure
 - Recognise the main airports (Onslow and Paraburdoo) and ports (Barrow Island, Ashburton and Beadon Creek) as strategic infrastructure that requires protection from incompatible use and development.
 - Protect the existing and future airspace requirements for Onslow Airport to meet the relevant requirements of the Civil Aviation Safety Authority (CASA).
 - Recognise the importance of Beadon Creek Boat Harbour to accommodate the growing marine servicing industry.
 - Develop a strategy to improve and maintain air transport connections to the Onslow and Paraburdoo Airports, including the expansion of airport infrastructure.
- Actions:
 - Traffic and Transport
 - Identify appropriate road projects to submit for funding for various purposes.
 - Identify primary transport corridors (road and rail) in the Strategy and Scheme.
 - Advocate or undertake Road Safety Audits for sites that have been identified by the Local Government to have potential safety issues.
 - Advocate the sealing of Karratha-Tom Price Road to generate substantial economic benefits for the Pilbara and the State through both increased tourism and improve freight traffic movements.
 - Advocate Main Roads to investigate and construct Road Train assembly points to provide necessary facilities to ensure that these vehicles can be safely operated on the appropriately designated roads.
 - Support the development of roadhouses to provide essential facilities for both tourist and freight traffic, including fuel, water, food and rest areas.
 - Air and Marine Infrastructure
 - Implement the land use planning recommendations from the Onslow Airport Master Plan based on the extension of the runway to 2,200m total length.
 - Update the Onslow Airport OLS on the Scheme map to account for the realigned runway.
 - Plan for future upgrade opportunities to Onslow Airport for airside and landside facilities and infrastructure. Protect the drainage requirements of the Airport from stormwater flowing from neighbouring development areas.



- Classify the following facilities within the ‘Strategic Infrastructure’ reserve, having regard to the objective of the reserve in the Model Provisions Planning and Development (Local Planning Schemes) Regulations 2015:
 - a. Onslow Airport
 - b. Beadon Creek Boat Harbour
 - c. Paraburdoo Airport
 - d. Tom Price Airport
 - e. Yardie Landing
- Include Special Control Areas in the local planning scheme for the:
 - a. Onslow Airport Obstacle Limitation Surface (as amended).
 - b. Onslow Airport Aircraft Noise Exposure Forecast N70 contour (when prepared).
- Investigate the requirement and necessity for studies into the need for a buffer around the Beadon Creek Boat Harbour to ensure that the long-term operations of the harbour are not prejudiced by incompatible land uses.
- Review and amend the Onslow Townsite Strategy Plan to reflect the ‘Strategic Infrastructure’ reserve for the Beadon Creek Boat Harbour.

In relation to services and infrastructure, the Strategy acknowledges the challenges of telecommunications and digital connectivity coverage across the Shire and that improved mobile phone coverage will support greater convenience and safety for all community members, visitors and transport network users and outlines the following strategies and actions:

- Telecommunications
 - Strategies:
 - Promote the extension of telecommunications mobile phone coverage for all towns, district roads, and areas frequented by the community, workers and visitors.
 - Promote the roll-out of the National Broadband Network to support innovation and knowledge development, Actions e-commerce, e-learning, communication between isolated transient workers and their family/friend networks.
 - Actions:
 - Advocate the ongoing improvement of availability, coverage and accessibility to telecommunications services (telephone, mobile network, broadband) and TV/radio broadcasting.

Implementation of the Strategy is achieved primarily through a review of the local planning scheme, through the reservation and/or zoning of land for various uses, land use permissibility and/or development control.

Where appropriate, key strategies and actions from the Strategy are reflected in this study in support of the development of a connected, safe and resilient multi-modal transport network for the Shire.

AMENDMENT 1 TO SHIRE OF ASHBURTON LOCAL PLANNING STRATEGY (2023)

Amendment No. 1 to the Shire’s Local Planning Strategy is currently being progressed to update data and reflect specific intentions outlined within the Shires’s draft Local Planning Scheme No 8, which has been prepared concurrent with the amendment.

Key changes proposed through Amendment 1 include:

- Updating the population data to incorporate 2021 Census which reflects a substantial decline in the Shire’s overall population (by 43% since 2016) reflecting the reduction in the workforce associated with key resource sector projects in region that have shifted from construction to operational phase.
- Rezone under-utilised land in townsites for residential development and increased density.



- Include an action for LPS8 to include specific provisions requiring workforce accommodation to be located within established townsites, wherever practical.
- Identify additional land for possible industrial development in townsite strategy plans.
- Identify additional land south of Beadon Creek Boat Harbour and around Onslow Airport for industrial and service commercial. Includes need to prepare structure plan for Beadon Creek Harbour to coordinate and guide land use, particularly given the risk of conflict between industrial uses, residential/tourism uses and recreational and commercial boating.

Amendment 1 to the Local Planning Strategy was adopted by Council at its meeting on 10 October 2023 for the purpose of advertising.⁴ The amendment is currently being considered by the WAPC to be granted consent to advertise.

2.3.5 SHIRE OF ASHBURTON COMMUNITY LIFESTYLE AND INFRASTRUCTURE PLAN: TOM PRICE AND PARABURDOO (2023)

Released in September 2023, the Shire of Ashburton Community Lifestyle and Infrastructure Plan for Tom Price and Paraburdoo (CLIP) is a guiding document to help shape and future proof the towns of Tom Price and Paraburdoo to 2035 and beyond.

The CLIP identifies a range of opportunities, strategies, and actions to support the growth of Tom Price and Paraburdoo as vibrant, liveable, and sustainable communities with less dependence on the resources sector than has previously been the case.

Prepared in two parts, Part 1 includes Master Plans with recommended Strategies and Actions for implementation in Tom Price and Paraburdoo, with supporting background data and analysis reporting in Part 2.

Supported by other informing strategies including the Shire's Asset Management Strategy, Local Planning Scheme and Strategy, the CLIP has sought to align with, and effectively inform, the Shire's various strategic options, plans and priorities noting that inter alia some CLIP recommendations require further work prior to implementation and changes in other strategic documents and direction may impact implementation.

Six core themes represent the foundation and focus of the CLIP – housing, commercial, community, tourism, sports and recreation, greening and connection. Community and stakeholder feedback establishes a series of current issues and future priorities which are illustrated in **Figure 2**.

⁴ Shire of Ashburton, Council Minutes Ordinary Meeting of Council 10 October 2023, website <https://www.ashburton.wa.gov.au/council-meetings/ordinary-meeting-of-council/ordinary-meeting-of-council/322/documents/confirmed-minutes-ordinary-council-meeting-10-october-2023.pdf>



FIGURE 2 CLIP – SUMMARY OF ISSUES AND PRIORITIES FROM COMMUNITY AND STAKEHOLDER FEEDBACK

Core Theme	Tom Price		Paraburdoo	
	Issues Today (2022)	Priorities for Tomorrow (2035+)	Issues Today (2022)	Priorities for Tomorrow (2035+)
HOUSING	<ul style="list-style-type: none"> Affordable housing options & short stay accommodation Housing needs relative to household types/composition Retention and attraction of residents Lack of retirement options High cost of construction, utilities & transport 	<ul style="list-style-type: none"> Greater intensity of dwellings in the town centre, where people want to be Diverse range of land uses and dwelling types Critical mass of residents, visitors & workers to support existing retail & community offering 	<ul style="list-style-type: none"> Need to cater for intergenerational housing Houses are unsafe Better housing needed for professionals Retention and attraction of residents Lack of retirement options High cost of construction, utilities & transport 	<ul style="list-style-type: none"> Cater for intergenerational housing Bigger housing Consider Newman's plan for independent living Tourist Accommodation Consider 2-3 storey dwellings in key locations near amenities/town centre
COMMERCIAL	<ul style="list-style-type: none"> Lack of employment/training opportunities Lack of retail, food & beverage offer Diversification of the economy / new local business & industry Encourage resident workforce 	<ul style="list-style-type: none"> Mix of daytime & night-time activities to suit the seasons Redevelopment of the town centre to reflect the area's unique qualities Density at the heart of the town centre that is sensitive to human scale 	<ul style="list-style-type: none"> Lack of employment/training opportunities Lack of safety & security in townsites Diversification of the economy/ new local business & industry Encourage resident workforce 	<ul style="list-style-type: none"> Mix of daytime & night-time activities to suit the seasons Create town common/village green CCTV throughout the townsites New / bigger shops, arcade & regular markets
CIVIC & COMMUNITY	<ul style="list-style-type: none"> Limited long vehicle parking Limited medical facilities Flooding in village green Poor disability access to facilities Support for stay-at-home parents, childcare/daycare Difficulty maintaining long-distance connections/cost of flights 	<ul style="list-style-type: none"> Space for events, festivals, markets & activities that bring life to the town centre People-centric public open spaces to meet the needs of those who live, work & play in the town Adaptable & flexible spaces to accommodate changing needs Equitable & inviting community Places to play, relax and be entertained 	<ul style="list-style-type: none"> Limited long vehicle parking and signage Limited community activities Limited green spaces and BBQ areas No medical facilities Support for stay-at-home parents, childcare/daycare Difficulty maintaining long-distance connections/cost of flights Little for older youth to do 	<ul style="list-style-type: none"> Space for events, festivals, markets & activities that bring life to the town centre People-centric public open spaces to meet the needs of those who live, work & play in the town Youth spaces & early years play areas Places to play, relax & be entertained
TOURISM	<ul style="list-style-type: none"> Improve cultural awareness & engagement Stimulate tourism demand, increase visitor attraction & retention Insufficient accommodation options in the town centre 	<ul style="list-style-type: none"> Space for intergenerational living responding to nuances of culture, climate & identity Celebration and cultivation of all history & heritage of the area 	<ul style="list-style-type: none"> Improve cultural awareness & engagement No information on Karinjini National Park Nothing for tourists to see or do Need to provide truck/RV parking Insufficient accommodation options in the town centre 	<ul style="list-style-type: none"> Promote tourism across Paraburdoo Create an identity for Paraburdoo Make Paraburdoo a destination Celebration & cultivation of all history and heritage of the area
SPORTS & RECREATION	<ul style="list-style-type: none"> Insufficient indoor space for larger events Pool offering/accessibility Limited entertainment options, limited non-pool activities FIFO Rosters impact participation levels 	<ul style="list-style-type: none"> Safe & accessible network for pedestrians and cyclists to move around Co-location of facilities to share ongoing maintenance & costs Customise infrastructure & assets to meet current & future demands 	<ul style="list-style-type: none"> Outdoor laid-back lifestyle & activities More facilities for young people (i.e., pump track) Limited entertainment options FIFO Rosters impact participation levels 	<ul style="list-style-type: none"> Safe & accessible network for pedestrians & cyclists to move around the town centre – more nature/bike trails Co-location of facilities to share ongoing maintenance & costs Add water play and water slides to the pool
GREENING & CONNECTION	<ul style="list-style-type: none"> Narrow pathways, limited shade and poor pedestrian connectivity Town infrastructure linking the town to key destinations Poor stormwater management 	<ul style="list-style-type: none"> Increase tree cover and lighting throughout the town centre Improved wayfinding within the town centre, defining a clear hierarchy of streets, spaces, use & scale 	<ul style="list-style-type: none"> Tree/planting choice for climate Limited shade and lighting Narrow pathways and poor connectivity, no footpath into town Limited fencing for dog park 	<ul style="list-style-type: none"> Increase tree cover across the town centre Better signage for walking trails Speed signs to slow traffic with integrated zebra crossings

Key strategies developed out of this feedback and research that are relevant to this study are outlined below.

Tom Price

- Improving critical infrastructure to support **community and civic life** in Tom Price by actions including:
 - Identification of a site for an RFDS Aerodrome – to improve accessibility to Royal Flying Doctor Services and mitigate risks and delays associated with travel to Paraburdoo Airport for emergency care and patient air transfers. To make the project viable and contribute to ongoing maintenance costs, it has been recommended that consideration also be given to the use of the airstrip by other commercial airline/aircraft operators.
- Tourism – Reposition Tom Price as a multifaceted tourism hub, capitalising on its distinct cultural, natural, and astronomical features by actions including:
 - RV Short stay parking – Enhance the town's capacity to accommodate and manage short-stay RV parking by developing a 50-60 site facility immediately north of the town centre, while optimising traffic flow and visitor experience.
 - Golf Course Overflow Caravan Park – to bolster Tom Price's viability as a tourist destination by integrating free overflow RV parking at the Golf Course to extend visitor stays and stimulate local economic growth.
 - Investigate opportunities to visually integrate the adjacent hills and make them accessible by exploring opportunities to enhance tracks/trails and access to lookouts for pedestrians and cyclists., including continuing to develop the Mountain Bike Masterplan to become a destination of state and national significance.



- Sport and recreation help build the social capital and fabric of a community by enabling active living, learning opportunities, social interactions and supporting programs that help people innovate, express themselves and adapt to major life events. Strategies and actions to deliver this include:
 - Town Centre Walking and Cycle Plan – Prepare a Plan that establishes a network of paths and routes to support active transport within and around the Tom Price townsite.
 - Town Based Mountain Bike Trails – To establish a network of mountain bike trails near the townsite to support recreation and tourism.
- Greening and Connecting – growing Tom Price as a green oasis at the gateway to Karijini National Park that celebrates the local culture, climate and vegetation by concentrating on increasing the extent and quality of greenery and landscape appeal across Tom Price, leveraging water and waste management, environmental resilience, urban heat mitigation and digital connectivity. Those relevant to this study include;
 - Integrated Streetscape Greening Program – Prepare a Streetscape Greening Program that enhances Tom Price’s landscape features and strengthens understanding of Traditional Landowners relationship with the landscape.

Paraburdoo

- Tourism
 - Redevelopment of Caravan Park – Enhancing the town’s capacity to accommodate and manage short-stay RV and Caravans to attract visitors, extend stays and stimulate local economic growth.
 - Establish a network of mountain bike trails near the townsite to support recreation and tourism.
- Sport and Recreation
 - Town Centre Walking and Cycle Plan that establishes a network of paths and routes to support active transport within and around the Paraburdoo townsite.
- Greening and Connection
 - Prepare an Integrated Streetscape Greening Program Prepare that enhances the landscape features of Paraburdoo and strengthens understanding of Traditional Landowners relationship with the landscape

CLIP also identifies a series of key actions and steps towards implementation of each strategy, including key stakeholders involved in each action, activity or project, estimate costs and timing to achieve each strategy objective.

2.3.6 SHIRE OF ASHBURTON ONSLOW TOWNSITE STRATEGY (2011)

Prepared by the Shire and DPLH and adopted in 2011, the Onslow Townsite Strategy identified a population target of 3,500 people by 2021, fuelled by the growth of the resource sector and development of ANSIA. The expansion of the townsite was seen as an opportunity to remove the need for operational workforce camps associated with the growth in ANSIA.

Given the uncertainty surrounding the scale of development at ANSIA and associated demand for residential land, five scenarios were considered: base case, low, medium, high and extreme growth. The strategy assumed that the high growth scenario would eventuate in the longer term, supporting the need for an additional 1,600 dwellings based on 2.2 persons per dwelling.

The Strategy identified 140ha of land for future residential development, with further consideration to be given to additional land uses such as commercial areas and townsite industrial areas through more detailed structure planning. Refer to **Figure 3 – Onslow Townsite Strategy**.

The population targets envisaged have not materialised and a review of the Strategy is required to enable changes in economic and industry dynamics, population trends and infrastructure needs to be

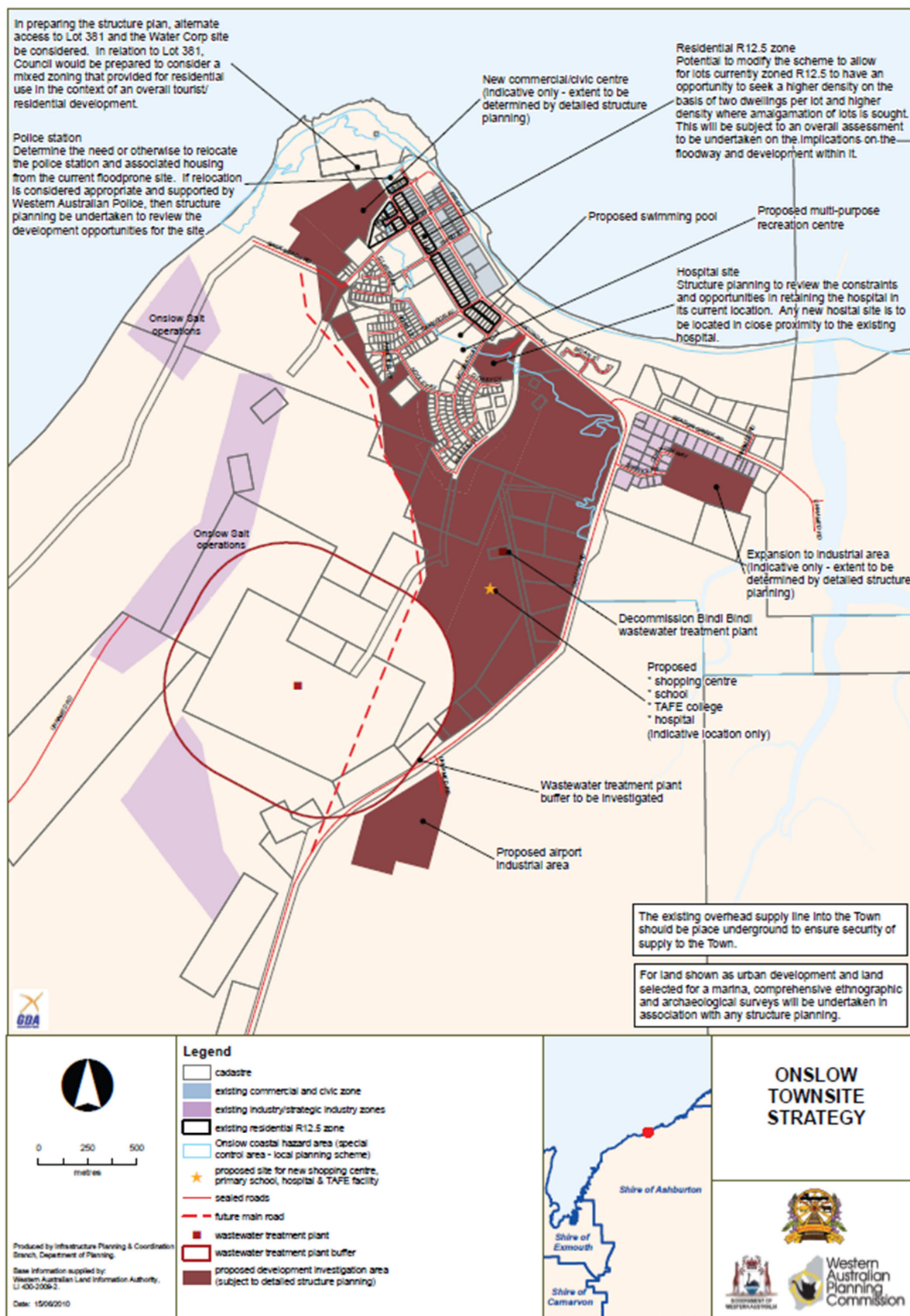


reflected to better guide the future sustainable development of Onslow. This may also include consideration for residential land use compatibility within proximity to Onslow Airport, as highlighted in the Local Planning Strategy.

While the population targets envisaged by the Strategy have not been realised the Strategy identified a series of actions relating to matters such as road and transport, commerce, buffer areas, residential and industrial areas and community facilities which are still of relevance in considering the sustainable growth of Onslow into the future.

The Road and Transport actions identified in the Strategy, that are largely unrelated to population growth and have been considered in the context of this study, are outlined below:

- Undertake detailed investigations to confirm the alignment of the proposed town access road and the incorporation of a levy to the south.
- Investigate the issue of the prime Onslow approach route passing through a Waste Water Treatment Plant buffer zone (odour issue).
- Ensure the expansion of the Airport's functions, in its present location, is not constrained by future urban development.
- Identify potential sites for the future relocation of the Airport.

**FIGURE 3 ONSLOW TOWNSITE STRATEGY MAP**



ultimate port layout.

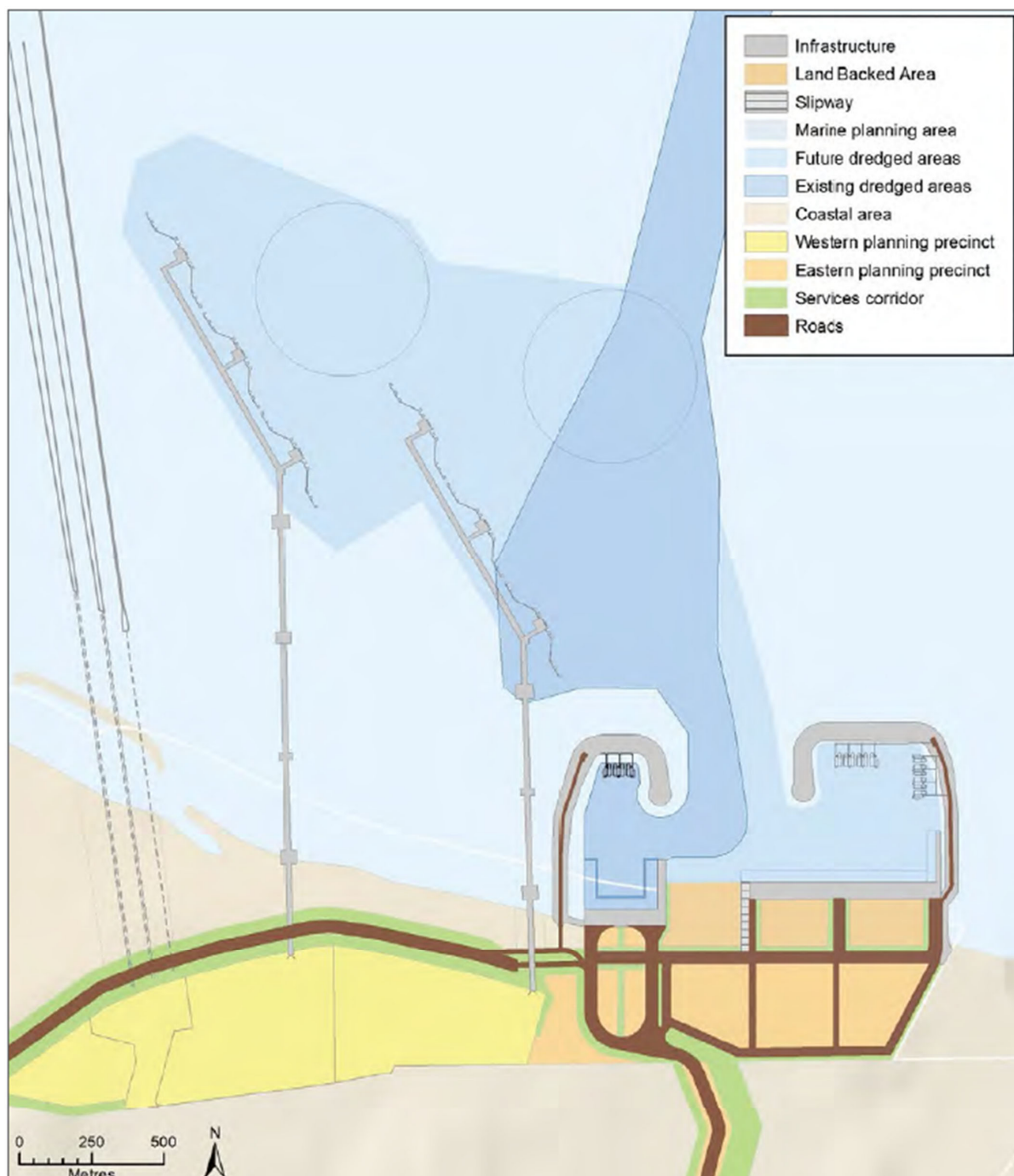
The Master Plan acknowledges the impetus for the development of a multi-user port and associated industrial area (being the Ashburton North Strategic Industrial Area (ANSIA)) was primarily to support hydrocarbon-based (oil and gas) industries (on and offshore), reduce congestion at other Pilbara ports and to stimulate regional development. Development of the port and associated industrial land was accelerated by Chevron's Wheatstone project for the production and export of liquified natural gas (LNG).

The port development outcome for the Port of Ashburton is:

"That it is developed as a multi-user port with an ultimate export capacity of 50 Mtpa LNG, export capacity for other hydrocarbon-based products (including value-added processing), capacity for general cargo and fuel, and supply base activities to service offshore operations in the Carnarvon Basin."

Accordingly, all permitted uses and development within the port boundaries are required to align with the development outcome and development requirements, including but not limited to, facilitating trade, be consistent with the multi-user nature of the port and maintain the port's current and future operational requirements (including expandability).

The Master Plan, illustrated in **Figure 5** below, outlines a spatial layout that guides interim decisions to ensure that the port can reach its full potential, including the development of additional LNG berths, bulk liquid and general cargo berths, laydown areas, service corridors and roads.

**FIGURE 5 PORT OF ASHBURTON POST FOUNDATION STAGE PORT LAYOUT, 2050**

The service corridors, which extend into the ANSIA) provide for the movement of bulk commodities (such as ammonia, liquid and gas products and urea) and seawater via pipelines or conveyors, which in turn reduced the demand on the road network servicing the port and industrial area.

The proposed permanent road that will connect the eastern and western sides of the port is expected to be a dual carriageway road capable of handling up to B-Double combinations, however as vehicles will pass under the existing product loading facility they will be limited to a maximum height of 7.9m and a maximum width of 13.0m. Despite this current limitation, retaining walls are in place to facilitate excavation to construct a temporary road with a maximum height limit of 11.0m to accommodate the

+ 28



potential requirement to move large general cargo (such as prefabricated modules) from the material offloading facility. In addition, the micro-tunnel housing the incoming natural gas trunkline from the Wheatstone platform to the Wheatstone plant site, was designed and constructed to support a heavy haulage road in the future including the weight of a self-propelled modular transporter and 1,000t of break bulk cargo.

Roads within the Eastern Planning Precinct will be designed to suit road train traffic, with heavy duty pavement and large radius curves.

The port access road, within the Eastern Infrastructure Corridor (EIC), has been designed and constructed as follows:

- The northern portion of the port access road has a sealed width of 40m and is referred to as the 'heavy haul road'.
- The southern portion of the port access road has a sealed width of 20m.
- The road pavement over the full extent of the port access road in the EIC has been designed to accommodate the passage of pre-assembled modules up to 5,000t on self-propelled modular transporters.
- The road pavement has also been constructed to a finished elevation of RL 4.5m AHD or slightly higher, to ensure all-weather access in the long term.
- While still conceptual at this stage, the proposed sliding security gate at the port gatehouse would have a maximum opening of 35m. A future proponent may be able to transport a 30m wide module down the 20m wide southern section of the port access road by having the module overhang by up to 5m on each side, otherwise the port access road would need to be widened. While space has been allocated to accommodate any future road widening, such road widening would be wholly funded by future proponents in the strategic industrial estate. The cost to widen the road may not be financially viable considering that the State's multi-user infrastructure corridor south of the EIC is somewhat narrower than the EIC. It would also then fall to a future proponent to widen and/or strengthen the road in the State's multi-user infrastructure corridor as well.

2.3.10 BEADON CREEK BOAT HARBOUR LAND USE FRAMEWORK (2014)

The Department of Transport's (DoT) Beadon Creek Boat Harbour Land Use Framework was prepared during a period of unprecedented growth in Onslow, off the back of major resource activities, to ensure that the facility supports the business and recreational needs of the region.

The Framework also responds to the visions, principles and goals of both the Shire of Ashburton and the Department of Transport, providing both social and economic opportunities for Onslow, including multiple marine industrial sites and a community boating precinct, containing a boat launching facility and an area suitable for the development of a marina.

The key principles of the land use framework are to:

- To provide for the development of a recreation precinct
- To provide public access to the boat harbour that is safe and efficient for community members.
- To enable port activities to operate without impacting public enjoyment.
- To establish land uses which are compatible with adjacent activities.
- To enable staged development of both public and restricted access areas within the boat harbour.

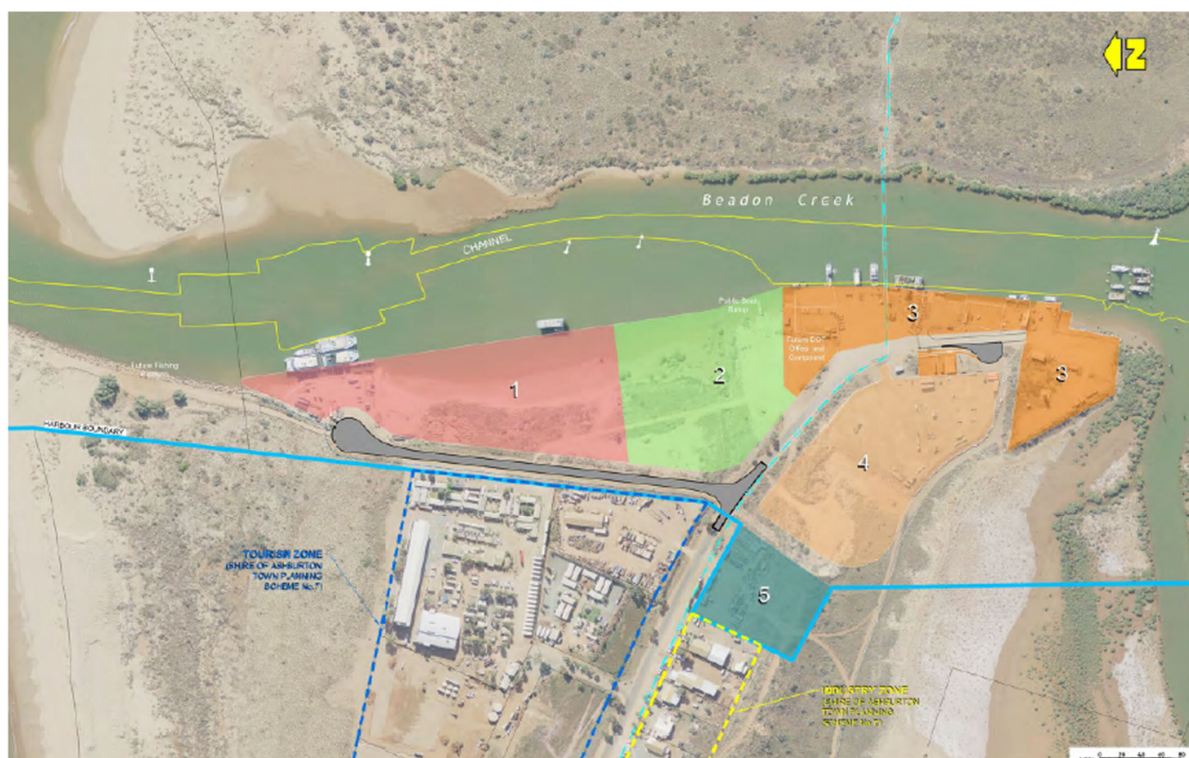
The land use framework area comprises 15.29ha across five precincts, as illustrated in **Figure 6** below, which may deliver 15 or more lots/lease parcels adjacent to Beadon Creek. The primary preferred land uses for each of the precincts are:

- Precinct 1 – administrative offices, crew transfers, charter operations, loading/unloading vessels, minor engineering/fabrication/vessel and plant maintenance, storage and laydown and workshop buildings.



- Precinct 2 – publicly accessible boat launching facilities, charter operations, tourism, marina, recreation – public and marine rescue facilities.
- Precinct 3 – administrative offices, crew transfers, charter operations, DoT offices, engineering/fabrication/vessel and plant maintenance, fuel storage/dispensing, seawater extraction, imported bulk waste removal, loading/unloading vessels, storage and laydown and workshop buildings.
- Precinct 4 – administrative offices, engineering/fabrication/vessel and plant maintenance, desalination plant, loading/unloading vessels, storage and laydown and workshop buildings.
- Precinct 5 – administrative offices, charter operations, engineering/fabrication/vessel and plant maintenance, storage and laydown and workshop buildings.

FIGURE 6 BEADON CREEK BOAT HARBOUR LAND USE FRAMEWORK PRECINCTS



At the time of the preparation of the Framework, Beadon Creek Road was the only formal access point to and from the Harbour, and this remains the case today. The road is sealed and provides access to the public wharf.

An unsealed road provides access to the most northern part of the Harbour and Shanks Road and an unsealed track (across Crown land) from the back of the industrial area to access Beadon Creek Road and the Harbour.

The Harbour is reserved “Public Purpose – Port Facility” and mapped within the “Onslow Coastal Hazard Area Special Control Area”, which provides development controls that respond to the potential for coastal erosion and/or inundation.

Infrastructure proposed by the Framework, to support community and business activities, includes:

- A public boat ramp, parking, picnic areas, boat pens and fishing infrastructure in Precinct 2.
- Sealing the access road to the northern part of the Harbour (from Beadon Creek Road) within a 30m wide road reserve.



Landgate's aerial photography, dated August 2023, shown in **Figure 7** below illustrates that considerable development, including the delivery of marine infrastructure, has occurred in Precincts 1, 2, 3 and 4, including a publicly accessible boat ramp and parking.

FIGURE 7 LANDGATE 2023 AERIAL PHOTOGRAPHY OF BEADON CREEK BOAT HARBOUR





3. STATUTORY PLANNING FRAMEWORK

3.1 STATE

Planning in Western Australia is principally governed by two key pieces of legislation; the *Planning and Development Act 2005* (“PD Act”) and the *Planning and Development (Local Planning Schemes) Regulations 2015* (“LPS Regs”), which are in turn influenced by separate legislation that impacts on the use, subdivision and development of land, including:

- Federal Environmental Protection and Biodiversity Conservation Act 1999
- Environmental Protection Act 1986
- Contaminated Sites Act 2003
- Heritage of Western Australia Act 1990
- Aboriginal Heritage Act 1972
- Mining Act 1978

These separate legislations are outlined in further detail in Section 3.3.

3.1.1 PLANNING AND DEVELOPMENT ACT (2005)

The *Planning and Development Act 2005* (PD Act) is the primary piece of legislation governing development and subdivision in Western Australia, and its stated purposes is to provide for an efficient and effective land-use planning system in the State, and to promote the sustainable use and development of land in the State.

The PD Act is the enabling legislation for most of the tasks undertaken by the Western Australian Planning Commission (WAPC), the Department of Planning Lands and Heritage (DPLH) and local government in progressing planning and development for WA, including providing a head of power for the preparation, administration and review of Region or Improvement Schemes by the WAPC/DPLH and local planning schemes by local governments and confirms the requirement for approval to commence development.

Approvals and Exemptions for Public Works

The PD Act also outlined those works that are exempt from the requirement to obtain planning approval. In essence, public works are works authorised by the State for the benefit of the state, including work undertaken by the State Government department, public authority or local government which are authorised by the Act. Examples include government transport infrastructure works such as those considered by this study including railways, roads, harbours and ports.⁵

3.1.2 IMPROVEMENT PLAN NO 41 AND IMPROVEMENT SCHEME NO 1 (2016)

Improvement Plan No. 41, provided for under Section 119 of the Planning and Development Act, was established for the Ashburton North Strategic Industrial Area (ANSIA) for the purpose of advancing the planning, development and use of the affected land.

In order to establish land use zones and controls pertaining to the ANSIA, Improvement Scheme No 1 was prepared by the WAPC and gazetted in September 2016. Improvement Plan No 1 establishes the planning framework, zones, uses and general development requirements of ANSIA and as such the land sits outside the statutory planning framework provided through the Shire of Ashburton Local Planning Scheme No 7.

Located to the south of the Onslow townsite, ANSIA is an established gas processing precinct intended to support downstream hydrocarbon processing opportunities and related support industries. Land within the precinct is allocated to strategic industries by the Department of Jobs, Tourism, Science and

⁵ WAPC, Factsheet Approvals and Exemption for Public Works



Innovation (JTSI) through a lease arrangement with Development WA.

The Western Australian Planning Commission is the responsible authority for all planning applications for development or use of land within ANSIA precinct. Comprising both the Ashburton North Port and an associated 8,000ha of strategic industrial land, the area has the potential to accommodate up to two LNG processing facilities, at least two domestic gas processing facilities and multiple downstream processing industries. The ANSIA precinct also includes land use opportunities for general industry and workers accommodation.⁶

3.1.3 STATE PLANNING POLICIES

Prepared under Part 3 of the Planning and Development Act 2005, State Planning Policies (SPP's) provide the highest level of planning policy control and guidance in Western Australia. SPP's provide guidance across state, region and local planning strategies, schemes, general land use and development decisions.

Whilst the SPP framework will have limited influence at the strategic level of this study, they are very relevant and informing at the local and detailed planning and design stages. Those likely to be considered as a part of more detailed transport infrastructure planning are outlined in the table below.

TABLE 1 STATE PLANNING POLICIES

STATEMENTS OF PLANNING POLICY	SUMMARY
SPP 2.0 Environment and Natural Resources Policy	Aims to integrate conservation of environment and sustainable natural resource management within broader land use planning and decision making
SPP 2.6 State Coastal Planning Policy	Aims to protect coastal areas from environmental hazards like erosion and rising seas levels, while allowing for sustainable development.
SPP 2.9 Water Resources	Aims to protect, conserve and enhance water resources by promoting their sustainable use and management guiding planning decisions relating to matter including urban development, agriculture and mining.
SPP 3.0 Urban Growth and Settlement	Promotes sustainable urban growth by setting out the principles and considerations for sustainable, efficient, responsive, coordinated and locally appropriate form of urban growth and settlement throughout WA.
SPP 3.4 Aboriginal Settlements	Provides for the planning and development of Aboriginal settlements including the appropriate coordination of services and infrastructure to Aboriginal settlements.
SPP 3.4 Natural Hazards and Disasters	Guides land use planning at all strategic and statutory levels of planning to minimise risks from natural hazards like floods, bushfires and cyclones.
SPP 3.7 Planning in Bush Fire Prone Areas	Supplemented by the Guidelines for Planning in Bushfire Prone Areas, SPP 3.7 seeks to reduce the risk of bushfire to people, property and infrastructure through proper land use planning, design and construction standards.
SPP 4.1 Industrial Interface (Draft)	Aims to avoid land use conflict between industry and sensitive land uses by considering appropriate buffers and promoting compatible uses where offsite buffers may be required.
SPP 5.4 Road and Rail Noise	Provides guidelines for managing the impacts of road and rail noise on nearby noise sensitive developments. The policy seeks to minimise the adverse impact of transport noise, without placing unreasonable restrictions on noise-sensitive residential development or adding unduly to the cost of transport infrastructure.

3.1.4 DEVELOPMENT CONTROL POLICY 1.10 – FREEWAY SERVICE CENTRES AND ROADHOUSES, INCLUDING SIGNAGE

Development Control Policy 1.10 – Freeway Service Centres and Roadhouses, including Signage (DC 1.10) was adopted in August 2016 and prepared under the *Planning and Development Act 2005* to provide clear, consistent and practical guidance to developers and planning approval agencies on the location, design and signage of freeway service centres and roadhouses along state roads in WA.

⁶ Development WA, Projects Industrial and Commercial [website], [www.https://developmentwa.com.au/projects/industrial-and-commercials/ashburton-north-sia-overview](https://developmentwa.com.au/projects/industrial-and-commercials/ashburton-north-sia-overview)



The intent of the policy is to ensure these facilities meet the needs of travellers while maintaining safety, environmental integrity, and minimising distractions for drivers by addressing key matters including:

- Ensuring service centres are located and sited in a manner that supports local economies and the movement of State and regional freight.
- To ensure that service centres are sited to conform to Main Roads WA's standards for safe vehicular entry and exit between the roadway and service centres.
- To ensure that service centres are sited where they will not have an adverse impact on the environment or landscape.
- To ensure that service centres, including associated signage, are designed to be compatible with adjoining land uses and landscape.

DC 1.10 applies to all proposals for freeway service centres and roads houses, including associated signage, located on State roads and should be considered by the DPLH and determining authority in respect of applicable amendments to local planning schemes, structure planning or development applications.

3.2 LOCAL

3.2.1 SHIRE OF ASHBURTON LOCAL PLANNING SCHEME NO. 7 (2004)

Prepared under Part 5 of the Planning and Development Act 2005, the Shire of Ashburton Local Planning Scheme No 7 (LPS7) is the principal statutory planning tool that regulates how land in the Shire is used and developed.

LPS7 includes a series of land use zones and reserves, development standards and controls with respect to the use and development of land and setting out the procedures for the assessment and determination of planning applications.

Local planning schemes are intended to control and guide land use and development within a local government area excluding land is otherwise managed under separate overriding legislation, such as a Regional Improvement Plan or the Mining Act 1978. Local Planning Schemes are generally subject to a 5-year review period and their content is generally informed by the local government's applicable local planning strategy.

DRAFT LOCAL PLANNING SCHEME NO 8 (2023)

Draft Local Planning Scheme No 8 (LPS 8) has been prepared by the Shire to address the strategic planning objectives and recommendations identified through the Shire's Local Planning Strategy (2021), its more recent review (2023) and the broader strategic direction established for the Shire and its communities.

Draft Local Planning Scheme No. 8 was adopted by the Shire of Ashburton Council on 10 October 2023 for the purpose of advertising and referral to the Environmental Protection Authority for consideration in accordance with section 81(1) of the Planning and Development Act and WAPC for consideration in accordance with regulation 21(2) of the Planning and Development (Local Planning Scheme) Regulations 2015. It is understood that the Shire are still working with both the WAPC and EPA to enable the draft scheme to proceed to formal advertising.

3.2.2 ONSLOW COAST COASTAL HAZARD RISK MANAGEMENT AND ADAPTION PLAN (2017)

The Shire's Coastal Hazard Risk Management and Adaption Plan (CHRMAP) investigates the long-term forecast impacts of coastal erosion and/or inundation as a result of sea level rise and/or extreme climate events.

Key considerations and findings, relevant to this study, include:



- The Shire has been undertaking modifications to roads and stormwater drainage infrastructure to mitigate flooding impacts associated with the threats of the 1 in 10-year Average Recurrence Interval rainfall events. The works are also attempting to keep pace with the effects of rising sea level that is gradually increasing the frequency of flooding in low lying areas.
- A large portion of the Onslow townsite is mapped as being within the “Onslow Coastal Hazard Area Special Control Area” in the local planning scheme, which provides development controls that respond to the potential for coastal erosion and/or inundation.
- Transport network assets at risk from coastal process hazards, timeframes for risk and the recommended management and planning response are:
 - Seaview Drive near 12 Mile Creek / 4 Mile Beach
 - Emergency Plans and Dune Care programs would be required in the immediate term (5 years) and further development is to be prohibited.
 - In the medium term (10-25 years), the road is anticipated to require a re-design to withstand impact. Any damages sustained could be repaired in the short term which will enable continued function in its current location.
 - In the long term (50-100 years) to maintain the road’s function, substantial re-design and/or relocation may be required.
 - Second Ave
 - For the immediate term (5 years), implementation of Emergency Plans and Dune Care Program is necessary. Further developments in the area would need to be prohibited.
 - In the short term (5-10 years), existing management options will continually be implemented, while at the same time commencing to investigate protection actions. During this period, it is anticipated that the road may be designed to withstand impacts and if damages do occur then short-term repairs may enable continued functioning of the road in its current location.
 - In the long term (25-50 years) it is predicted that substantial re-design would be required to maintain functionality and relocation is likely to be required. If the decision had been made to protect the road in its current location, then this would need to be implemented.
 - Intersection of Seaview Drive and Back Beach Road
 - Emergency Plans and Dune Care programs would be required in the immediate term (5 years) and further development is to be prohibited.
 - In the long term (25-50 years), any damages to the asset are to be repaired so that functionality is maintained. It is anticipated that re-design may be required withstand future impacts.
 - In the long term (50-100 years), relocation of the asset is likely to be required.
 - Roads (generally)
 - Present day vulnerability is considered medium and by 2070 these assets are predicted to be highly vulnerable.
 - In the immediate to short term (<10 years) adaptation focuses on avoidance actions and accommodation by way of design to withstand inundation where possible.
 - From 10 years on, managed retreat is recommended.

3.2.3 ONSLOW TOWNSITE EXPANSION STRUCTURE PLAN (2016)

Over the last 15-20 years Onslow has been subject to various townsite planning studies to facilitate the expansion and development of Onslow townsite and respond growth in the resource industry and anticipated associated population growth. The most recent of these is the Onslow Townsite Expansion Structure Plan 2016, that was prepared in accordance with the Onslow Townsite Strategy 2011.

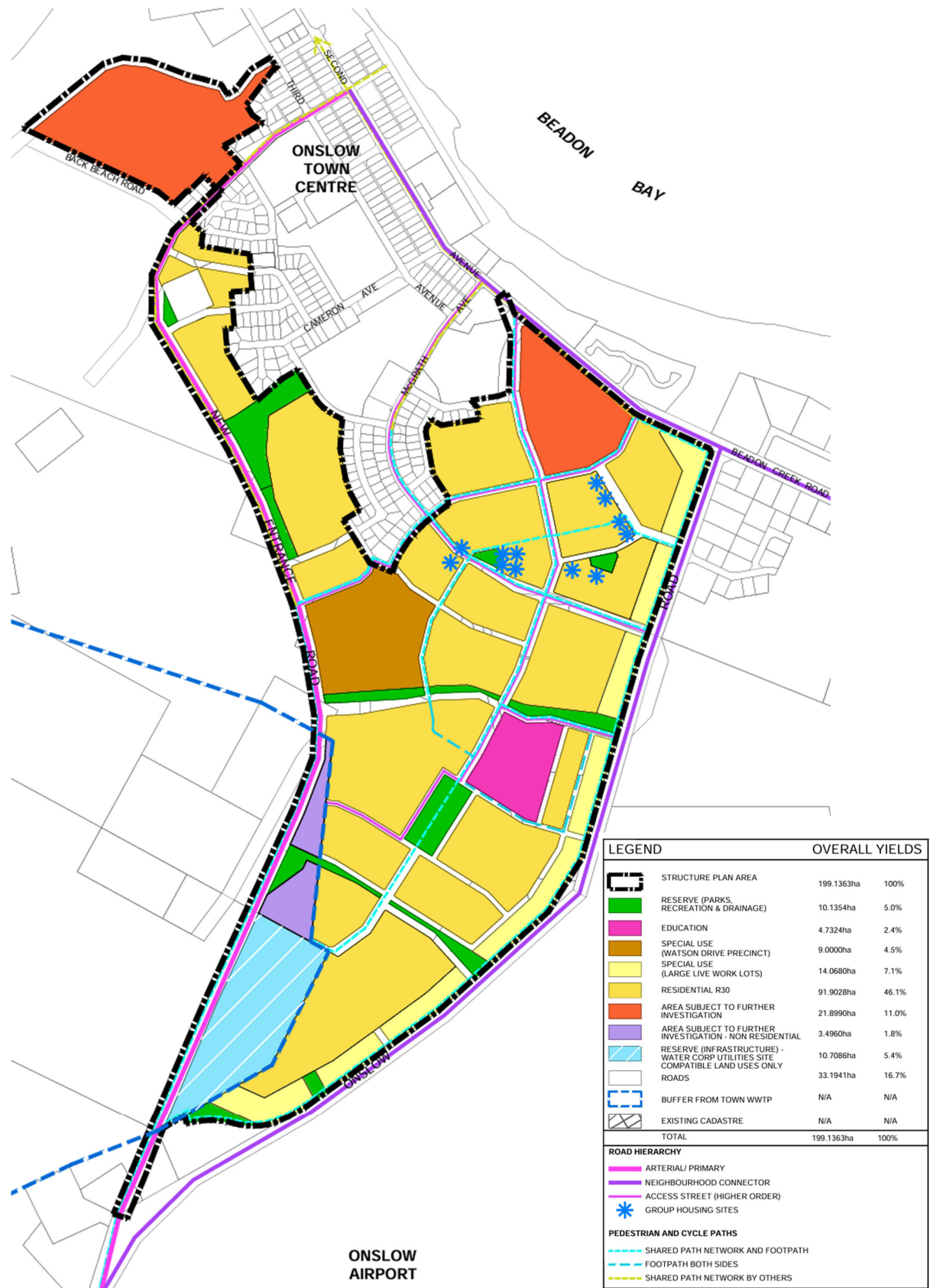
The Structure Plan was consistent with the long-term strategic goal of providing accommodation for 3,500 people and identified 190ha of unallocated Crown Land in a southward extension of the Onslow townsite. In accordance with the lands “Urban Development” zoning under LPS7 the Onslow Townsite Expansion Development Plan (Structure Plan) was prepared to deliver a comprehensive master plan to



facilitate orderly and proper planning that will create sustainable and affordable urban areas and identify areas for a second school site, public open space and drainage.

The Structure Plan is accompanied by a detailed plan and a series of land use zones, uses and development standards to guide the subsequent development and subdivision of the area. Refer to **Figure 8 – Onslow Townsite Expansion Structure Plan**.

The population targets envisaged by the Structure Plan have not materialised and much of the land identified for future urban growth remains undeveloped. A review of the Structure Plan, along with the overarching Onslow Townsite Strategy (2011), is required to enable changes in economic and industry dynamics, population trends and infrastructure needs to be considered and incorporated into structure planning for the area. This may also include consideration for residential land use compatibility within proximity to Onslow Airport, as highlighted in the Local Planning Strategy.

**FIGURE 8 ONSLOW TOWNSITE EXPANSION STRUCTURE**



3.3 OTHER RELEVANT LEGISLATION THAT IMPACTS PLANNING PROCESSES

As noted above, planning in Western Australia is guided by several pieces of separate legislation that guide the use, subdivision and development of land. Whilst the majority of works associated with transport infrastructure would be classified as public works, and therefore exempt from the requirement to obtain planning approval, the application of other legislation may still apply. Those which may have relevance to this study are outlined in the table below.

TABLE 2 OTHER RELEVANT LEGISLATION

LEGISLATION THAT IMPACTS THE PLANNING PROCESS	SUMMARY
Federal Environmental Protection and Biodiversity Conservation Act 1999 (Federal)	<p>The <i>Federal Environmental Protection and Biodiversity Conservation Act 1999</i> establishes a legislative framework that allows the Australian Government to manage environmental protection through an assessment and approvals process, and biodiversity conservation through species and site listing, recovery and management planning.</p> <p>Under the Act any action that has, will have, or is likely to have a significant impact on a matter of National Environmental Significance (NES) is required to undergo an assessment and approvals process.</p>
Environmental Protection Act 1986 (WA)	<p>The <i>Environmental Protection Act 1986</i> provides for "the prevention, control and abatement of pollution and environmental harm, for the conservation, preservation, protection, enhancement and management of the environment and for matters incidental to or connected with the foregoing".</p> <p>The Environmental Protection Authority is charged with the development of environmental protection policies and environmental impact assessment of proposals and schemes under the requirements of the Act.</p>
Contaminated Sites Act 2003 (WA)	<p>The <i>Contaminated Sites Act 2003</i> was introduced to identify, record, manage and clean up contamination. Under the Act, known or suspected contaminated sites must be reported, investigated and, if necessary, cleaned up (remediated). Both the WAPC and Local Governments are required to seek and consider the advice of DWER as to the suitability of the land for the purpose for which it is sought.</p>
Heritage Act of Western Australia 2018 (WA)	<p>The <i>Heritage Act 2018</i> (HA) establishes the Heritage Council of WA and represents the main legislative framework for historical European heritage in the state. The principal purpose of the Act is to identify, conserve and enhance places with are of cultural heritage significance.</p> <p>The HA requires the keeping of a Register of Heritage Places for places that are protected by the provisions of the Act. Part 5 outlines the responsibilities of public authorities to consider heritage matters within development planning.</p>
Aboriginal Heritage Act 1972 (as Amended) (WA)	<p>Principal purpose of the Aboriginal Heritage Act 1972 (as Amended) is to protect and preserve Aboriginal cultural heritage in WA by safe guarding sites, objects and traditions of significance to Aboriginal people. Developers and land users are required to seek approval if their activities could disturb heritage sites. The Act includes important measures around protection, consultation with Aboriginal communities and to ensure cultural heritage is appropriately managed and preserved for future generations.</p>
Mining Act 1978 (WA)	<p>The Mining Act 1978 governs the regulation of mining activities in WA including exploration, extraction and production of minerals. The Act sets out the rights and obligations of miners, the process for obtaining leases and the environmental and community considerations involved in mining operations. Whilst the Act contains provisions that override planning legislation, relevant decision makes under the Mining Act must consult with local governments and communities and consider and addressed matters relating to planning scheme, environmental impacts and infrastructure provisions.</p>

4. SUMMARY OF RELATED STRATEGIES, PRIORITIES AND ACTIONS FROM PREVIOUS STUDIES

- Source documents:
- 1. Pilbara Planning and Infrastructure Framework (2012) (WAPC)
 - 2. Pilbara Tourism Activation Report Final (2016) (PDC)
 - 3. Strategic Community Plan 2017 – 2027 (2019) (Shire of Ashburton)
 - 4. Strategic Community Plan 2022 – 2032 (2022) (Shire of Ashburton)
 - 5. Economic and Tourism Development Strategy (2019) (Shire of Ashburton)
 - 6. Shire of Ashburton Economic Development Strategy (2024) (Shire of Ashburton)
 - 7. Shire of Ashburton Snapshot of Priority Projects (2024/2025 – 2026/2027) (Shire of Ashburton)
 - 8. Shire of Ashburton Local Planning Strategy (2021) (Shire of Ashburton)
 - 9. Amendment 1 to Shire of Ashburton Local Planning Strategy (2023) (Shire of Ashburton)
 - 10. Shire of Ashburton Community Lifestyle and Infrastructure Plan: Tom Price and Paraburdoo (2023)
 - 11. Onslow Townsite Strategy (2011) (Shire of Ashburton)
 - 12. Beadon Creek Boat Harbour Land Use Framework (2014) (Shire of Ashburton)
 - 13. Onslow Foreshore Redevelopment Plan (2023) (Shire of Ashburton)

TABLE 3 SUMMARY OF PREVIOUS RECOMMENDATIONS AND RELATIONSHIP TO THIS STUDY

PREVIOUS STRATEGY / PRIORITY / ACTION	SOURCE DOCUMENT													RELATIONSHIP TO THIS STUDY
	1	2	3	4	5	6	7	8	9	10	11	12	13	STUDY RECOMMENDATIONS (SEE TABLE 4 BELOW)
1. LAND TRANSPORT														
a Upgrade the road network around Onslow to support the Ashburton North Strategic Industrial Area and expansion of Onslow	•													3
b Upgrade the region's highways to provide safe, all-weather road conditions	•													1, 2, 3, 4, 5, 6
c Assess and act on measures required for high traffic regional roads	•													1
d Improve/seal the Karratha – Tom Price Road / Construct a new road between Millstream and Tom Price. / Sealing of the entire Millstream Link (Karratha to Tom Price Road) to improve access.	•	•	•		•	•		•						1, 2
e Minimise excessive delays at road-rail grade intersections resulting from longer and more frequent ore trains.	•													
f Promote multi-user rail networks (including carrying non ore products)	•													
g Upgrade road and rail access to port areas.	•													3, 4
h Upgrade taxi services in main towns.	•													
i Warlu Way Drive trail development	•													
j Seal Karijini National Park internal roads		•												
k Seal the road to the Homestead Precinct. at Millstream-Chichester National Park		•												2
l Seal the road to Palm Pool at Millstream-Chichester National Park		•												2
m Weather-proof Millstream-Chichester National Park internal roads (Snappy Gum Drive and Kanjenjiie Millstream Road)		•				•								18
n Improve transport links to neighbouring regions and Perth, including better access to air travel and roads			•											18
o Improve recreational access to natural environments with a focus on signage, access and safety			•											5, 8
p Continue to improve and maintain condition of footpaths cycleways, curbs and signage to provide enhanced amenities and connections with towns.			•											11, 12, 15, 17
q Maintain and improve existing public lighting and increase coverage of lighting where appropriate			•											7
r Improve road safety and connectivity to provide a safe and efficient road network				•										1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17
s Manage roads, pathways, and other transport infrastructure according to need and use				•										1, 3, 4, 7, 11, 14,
t Advocate for improvements to the region's State road network				•										1, 2, 5, 7, 8, 9
u Advocate to, and partner with, State government and industry to improve Strategic Regional Roads				•										5, 9, 17
v Advocate for increased funding and equitable cost sharing arrangements for Strategic Regional Roads				•										1,2,3,4
w Support initiatives that enable the towns to be more welcoming towards caravans, campervans and motorhomes					•									11
x Identify potential road corridor for Beadon Creek Heavy Vehicle Road to the Onslow Marine Support Base including Design, Funding etc					•									28
y Advocate for the sealing of Banjima Drive in Karijini					•									
z Maintain and/or develop signage that improve the visitor's journey					•									11, 18,
aa Ensure road and rail infrastructure incorporate appropriate public safety requirements and can accommodate mining and freight demands								•						5, 18
ab Maximise the amount of funding that can be accessed for traffic and transport upgrades and projects								•						
ac Support means of improving road safety and minimising issues associated with maintenance, fatigue, and other environmental or behavioural aspects								•						3, 5, 6
ad Identify appropriate road projects to submit for funding for various purposes								•						5, 19
ae Identify primary transport corridors (road and rail) in the Strategy and Scheme								•						6, 7, 17, 18

	PREVIOUS STRATEGY / PRIORITY / ACTION	SOURCE DOCUMENT													RELATIONSHIP TO THIS STUDY	
		1	2	3	4	5	6	7	8	9	10	11	12	13	STUDY RECOMMENDATIONS (SEE TABLE 4 BELOW)	
af	Advocate or undertake Road Safety Audits for sites that have been identified by the Local Government to have potential safety issues								•						5	
ag	Advocate Main Roads to investigate and construct Road Train assembly points to provide necessary facilities to ensure that these vehicles can be safely operated on the appropriately designated roads								•						9	
ah	Support the development of roadhouses to provide essential facilities for both tourist and freight traffic, including fuel, water, food and rest areas								•						11, 17	
ai	Undertake detailed investigations to confirm the alignment of the proposed Onslow town access road and the incorporation of a levy to the south												•		28	
aj	Investigate the issue of the prime Onslow approach route passing through a Waste Water Treatment Plant buffer zone (odour issue)												•		17	
ak	Sealing the access road to the northern part of the Beadon Creek Boat Harbour (from Beadon Creek Road) within a 30m wide road reserve.													•		
2. TOWNSITE																
a	Identify a new water source to service Onslow	•													11, 17	
b	Expand power generation at Onslow	•													14, 17	
c	Actively advocate for the effective supply of utilities and services that meet commercial, industrial and retail needs			•			•								14, 17	
d	Rezone under-utilised land in townsites for residential development and increased density											•			17	
e	Identify additional land for possible industrial development in townsite strategy plans											•			15, 17	
f	Identify additional land south of Beadon Creek Boat Harbour and around Onslow Airport for industrial and service commercial.											•			24	
g	Continue upgrade and redevelopment works to Onslow foreshore including pedestrian walkways and Onslow jetty restoration.													•	25	
h	Evaluate movement patterns of RV's/Caravans in Tom Price town centre to identify intersections that may require upgrades to enhance pedestrian and vehicle safety and carry out ongoing monitoring of traffic movement and RV park occupancy										•				15, 17	
i	Develop a 50-60 bay RV short stay RV park at north of the Tom Price town centre.										•				17	
j	Collaborate with Tom Price Golf club to refine and develop overflow RV Caravan Park at the Tom Price Golf Course.										•				17	
k	Investigate opportunities to provide dedicated short term and long vehicle parking areas in Tom Price										•				17	
l	Develop a Tom Price and Paraburdoo town centre walking and cycle plans that supports active transport within and around Tom Price and Paraburdoo town centres.										•				15, 17	
m	Redevelopment of Paraburdoo Caravan Park to enhance towns capacity to accommodate and manage short stay RV and caravans to attract visitors and extend stays										•				17	
3. AVIATION																
a	Investigate a new Tom Price airport to regular public transport standard to provide a gateway to Karijini National Park and Hamersley Ranges.	•		•												
	Investigate a site for a RFDS Aerodrome to mitigate risks and delays associated with travel to Paraburdoo Airport										•				21	
b	Upgrade Onslow Airport to service the Ashburton North Strategic Industrial Area and the expanded town site	•					•	•							19, 22	
c	Construction of an airstrip to minimum Civil Aviation standard to improve access to Karijini National Park and safety outcomes.		•	•											21, 22	
d	Improve the regional economic impact of the Onslow airport through building collaborative partnerships				•										19, 20	
e	Focus on, and deliver, safe and enhanced services and facilities				•										18, 20, 21	
f	Deliver a business model of self-sufficiency using effective marketing, smart growth and revenue generating initiatives				•										18	
g	Promote opportunities for air services, aviation facilities, associated businesses, and future expansion				•										20, 22	
h	Support the retention of regular public transport (RPT) services to Onslow					•									18	
i	Recognise the main airports (Onslow and Paraburdoo) as strategic infrastructure that requires protection from incompatible use and development								•						22	
j	Protect the existing and future airspace requirements for Onslow Airport to meet the relevant requirements of the Civil Aviation Safety Authority (CASA)								•						22	
k	Develop a strategy to improve and maintain air transport connections to the Onslow and Paraburdoo Airports, including the expansion of airport infrastructure								•						18, 22	
l	Implement the land use planning recommendations from the Onslow Airport Master Plan based on the extension of the runway to 2,200m total length								•						19	
m	Update the Onslow Airport OLS on the Scheme map to account for the realigned runway								•						19	
n	Plan for future upgrade opportunities to Onslow Airport for airside and landside facilities and infrastructure. Protect the drainage requirements of the Airport from stormwater flowing from neighbouring development areas								•						22	
o	Classify Onslow Airport, Paraburdoo Airport and Tom Price Airport within the 'Strategic Infrastructure' reserve, having regard to the objective of the reserve in the Model Provisions Planning and Development (Local Planning Schemes) Regulations 2015								•						22	
p	Include Special Control Areas in the local planning scheme for the: ▪ Onslow Airport Obstacle Limitation Surface (as amended). ▪ Onslow Airport Aircraft Noise Exposure Forecast N70 contour (when prepared).								•						22	
q	Ensure the expansion of the Airport's functions, in its present location, is not constrained by future urban development												•		20	
r	Identify potential sites for the future relocation of the Onslow Airport												•			
s	Airport upgrades to Paraburdoo						•									
4. PORT AND MARITIME																
a	Enhance access at the region's ports / Upgrade road and rail access to port areas	•													23, 28	
b	Facilitate berth capacity expansion	•														
c	Promote multi-user port facilities	•													23, 27	
d	Provide sufficient port-related land for storage and processing.	•														

	PREVIOUS STRATEGY / PRIORITY / ACTION	SOURCE DOCUMENT													RELATIONSHIP TO THIS STUDY	
		1	2	3	4	5	6	7	8	9	10	11	12	13	STUDY RECOMMENDATIONS (SEE TABLE 4 BELOW)	
e	Encourage diversification of activities at the region's ports	•													24, 27	
f	Advocate for Defence Force/Border Force to use Onslow as supply base					•									23, 26	
g	Recognise the main ports (Barrow Island, Ashburton and Beadon Creek) as strategic infrastructure that requires protection from incompatible use and development								•						25	
h	Recognise the importance of Beadon Creek Boat Harbour to accommodate the growing marine servicing industry								•						25	
i	Classify Beadon Creek Boat Harbour and Yardie Landing within the 'Strategic Infrastructure' reserve, having regard to the objective of the reserve in the Model Provisions Planning and Development (Local Planning Schemes) Regulations 2015								•						27	
j	Review and amend the Onslow Townsite Strategy Plan to reflect the 'Strategic Infrastructure' reserve for the Beadon Creek Boat Harbour								•						29	
k	Investigate the requirement and necessity for studies into the need for a buffer around the Beadon Creek Boat Harbour to ensure that the long-term operations of the harbour are not prejudiced by incompatible land uses								•						25	
l	Prepare a structure plan for Beadon Creek Harbour to coordinate and guide land use								•						25	
m	Provide a public boat ramp, parking, picnic areas, boat pens and fishing infrastructure in Precinct 2 of the Beadon Creek Boat Harbour													•	25	
n	Continue upgrade works to Onslow community boating precinct including services boat pens, loading berths, sealed carparking and associated infrastructure works							•							24, 25, 28	
5. MISCELLANEOUS																
a TELECOMMUNICATION AND DIGITAL CONNECTIVITY																
i	Augment mobile phone coverage	•													12	
ii	Advocate the ongoing improvement of availability, coverage and accessibility to telecommunications services (telephone, mobile network, broadband) and TV/radio broadcasting	•													12	
iii	Encourage DPIRD to install additional mobile phone towers within Karijini.					•										
iv	Maintain free wi-fi services at the Welcome Rest Stops within the Shire.					•									12	
b EMERGENCY / CLIMATE MANAGEMENT																
i	Establish adaptation strategies to minimise vulnerability to extreme weather events, including tropical cyclones, storm surge and flooding and the range of potential sea level rises	•													12	
ii	Effectively communicate and manage natural hazards, risks and other community emergencies through the development of an emergency management strategy that includes educating stakeholders and community on how to prevent and address emergencies			•											6, 12	
c ECONOMY / LAND USE																
i	Identify areas in local planning strategies and planning scheme for transport industry zones	•													17, 20, 22	
ii	Develop a Shire Economic Development Strategy that includes engagement with industry and government to support local economic development initiatives		•												13, 27	
iii	Work with the tourism industry, key stakeholders and agencies to collaboratively develop a regional Tourism Strategy that promotes the unique Pilbara offering of distinctive landscapes, seascapes and communities.		•												11, 16	
iv	Continue to plan for, invest in, and advocate for the development of key tourist infrastructure including increased accommodation options, tourism attractions and signage			•											11, 16, 18	
d OTHER																
i	Continue to monitor and identify new or upgrade existing waste management facilities	•													27	
ii	Provide and maintain affordable infrastructure that serves the current and future needs of the community, environment, industry and business			•											6, 7, 14, 15, 18, 21, 22, 25, 26, 27, 28, 29	
iii	Advocate for and support private and public sector collaboration to deliver the Ashburton Ranges mountain bike trails and associated infrastructure						•	•								

TABLE 4 MULTI-MODAL TRANSPORT NETWORK DEMAND STUDY RECOMMENDATIONS

NUMBER	RECOMMENDATION
1	Sealing Nanutarra Road to provide an alternative route
2	Sealing Millstream-Pannawonica Road to provide an alternative route
3	Road upgrade for Twitchen Road to service a direct route to the Port of Ashburton
4	Road upgrade for Peedamulla Road to service a direct route to the Port of Ashburton
5	Sealed shoulder (2m) and audible edge lines to reduce 'out of control' movements and related fatalities
6	Vulnerability Assessment
7	Review fencing and cattle keeping protocol
8	Wide centreline treatment and audible edge lines on sections of undivided 110 km/h midblock roads on Karijini Drive and GNH
9	Overtaking lane review
10	iRAP assessment to determine roads which could achieve a three-star rating by 2030

NUMBER	RECOMMENDATION
11	Detailed analysis of TAP database to determine preferred rest areas
12	Increase telecommunication and review dynamic signage
13	Roebourne- Wittenoom road returned to state ownership to maintain
14	Enhance the EV Charging Network
15	Enhance key urban corridors
16	Ride-sharing services for the three key settlements
17	Car parking strategy
18	Commercial flights to be located at Onslow Airport
19	Extend and strengthen Onslow airport runway
20	Investigate first and last mile trips to and from Onslow Airport
21	Upgrade Tom Price Airstrip
22	Protect land use and sensitive land use surrounding airports
23	Port of Ashburton to become a multi-user facility and multi-commodity to support a wide variety of trade and associated Warrida Road Upgrades
24	A super yacht facility in Onslow
25	Protect the land use around Beadon Creek Boat Harbour
26	Defence force/border force to use Onslow as a supply base
27	Yardie Landing as a strategic area to become an additional port location
28	Better Onslow Port accessibility
29	Rezone Barrow Island Port to 'Strategic Infrastructure'

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APPENDIX C

Fatal Crash Data



APPENDIX C

Fatal Crash Data

Road Name	Type	Day	Time of accident	Lighting	Road Condition	Accident Speed Limit	Road alignment	Speed Factor ?	Crash Nature	RUM Code	Unit Type	Dir. of travel (From)	Dir. of travel (To)	Object Hit
GNH	Midblock	Monday	9:47	Daylight	Dry	110	Curve	Yes	Non-Collision	85: Off Path on Curve: Lost Control on Cway	Utility	N	S	
GNH	Midblock	Tuesday	15:25	Daylight	Dry	110	Curve		Head On	21: Opposite Dirn: Head On	Car	N	S	
GNH	Midblock	Tuesday	15:25	Daylight	Dry	110	Curve		Head On	21: Opposite Dirn: Head On	Road Train	S	N	
Karijini Dr	Midblock	Tuesday	2:40	Dark - Street Lights Not Provided	Dry	110	Straight	Yes	Head On	21: Opposite Dirn: Head On	Utility	W	E	
Karijini Dr	Midblock	Tuesday	2:40	Dark - Street Lights Not Provided	Dry	110	Straight	Yes	Head On	21: Opposite Dirn: Head On	Utility	E	W	
Karijini Dr	Midblock	Sunday	6:25	Daylight	Dry	110	Curve		Non-Collision	83: Off Path on Curve: Off Cway Left Bend	Utility	E	W	
Millstream - Pannawonica Rd	Midblock	Sunday	11:44	Daylight	Dry	51	Straight		Non-Collision	71: Off Path on Straight: Off Left Cway	Four Wheel Drive (Not Car Design)	W	E	



APPENDIX C

Fatal Crash Data

Road Name	Type	Day	Time of accident	Lighting	Road Condition	Accident Speed Limit	Road alignment	Speed Factor ?	Crash Nature	RUM Code	Unit Type	Dir. of travel (From)	Dir. of travel (To)	Object Hit
North West Coastal Hwy	Midblock	Tuesday	17:29	Dark - Street Lights Not Provided	Dry	110	Straight	Yes	Hit Object	72: Off Path on Straight: Off Left Cway Obj	Car	S	N	Shrub
North West Coastal Hwy	Midblock	Thursday	23:03	Dark - Street Lights Not Provided	Dry	110	Straight		Hit Animal	69: On Path: Hit Animal	Truck & 1 Trailer	S	N	Cattle
Paraburdoo Tom Price	Midblock	Tuesday	20:30	Dark - Street Lights Not Provided	Dry	110	Curve		Hit Animal	69: On Path: Hit Animal	Car	N	S	Cattle

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APPENDIX D

Micro Simulation Modelling



Shire of Ashburton

Multi-Modal Transport Network Demand Study

Microsimulation Modelling Report

Reference: Final

| 28 March 2025



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Contents

1.	Introduction	1
1.1	Project Background	1
2.	Context	1
2.1	Purpose	1
2.2	Study Area	2
2.3	Traffic	3
3.	Methodology	7
3.1	Microsimulation approach	7
3.2	Demand development	7
4.	Model development	8
4.1	Network	8
4.2	Vehicles	9
5.	Outputs	10
5.1	Volume calibration	10
5.2	Intersection performance	11
5.3	Vehicle interactions	13
5.4	Travel time sensitivity	13
5.5	Conclusions	14
	Annex A -1 Modelled results vs vehicle counts.	1
	Tables	
	Table 1. Trafficmap traffic counts location	3
	Table 2. Model vehicle classification based on Main Roads Operational Modelling Guidelines	3
	Table 3: Delay LOS Criteria.	11
	Table 4. Intersection performance results	12
	Table 5. Travel time sensitivity scenario difference	13
	Figures	
	Figure 1. SoA Microsimulation model study area	2
	Figure 2. Main Roads Traffic Map Website	3
	Figure 3. Two - way volumes at Warrirda Rd - West of Onslow Rd (Site 51473)	4
	Figure 4. Two - way volumes at Onslow Rd – North of ANSIA Rd (Site 51369)	4
	Figure 5. Two - way volumes at Onslow Rd – South of Twitching Rd (Site 51368)	5
	Figure 6. North West Coastal Highway – South of Onslow Road (Site 50539)	5
	Figure 7. North West Coastal Highway – North of Onslow Road (Site 16599)	5
	Figure 8. Vehicle inputs location	8
	Figure 9. Onslow Road intersections w/ Warrirda Road and NWCH.	8
	Figure 10. Overtaking areas display	9
	Figure 11. Vehicle interactions	13
	Figure 12. Travel time sensitivity analysis	14

1. Introduction

1.1 Project Background

Arup has been commissioned by the Shire of Ashburton (SoA) to conduct a comprehensive assessment of its multimodal transport network, addressing both current conditions and future projections as industrial activity within the region continues to grow. The Shires transport infrastructure is facing increased pressure, particularly from mining and resource-based industries that are essential to the Western Australian economy. To support ongoing economic development, it is crucial to ensure that the transport network is resilient, efficient, and capable of handling higher volumes of traffic, especially heavy vehicle (HV) traffic.

2. Context

2.1 Purpose

The SoA microsimulation model serves as a reference tool for supporting decision-making in the planning, management, and improvement of the Shire's road infrastructure. It provides a detailed evaluation of how different types of vehicles interact on the region's roads. A key focus of the model is on analysing road safety by simulating real-world scenarios, such as dangerous overtaking and high-speed travel, allowing for the testing of interventions and control strategies without compromising user safety. As such, VISSIM models are essential tools for evidence-based decision-making and ensuring safer, more sustainable infrastructure.

The key corridor under review is Onslow Road, which serves both local communities and industrial operations. This road is particularly significant for heavy freight vehicles transporting iron ore, gas, and agricultural goods. The increasing traffic demand, driven by mining and related industries, has raised concerns about congestion, safety, and road degradation. Arup's microsimulation model offers a detailed analysis of Onslow Road's traffic conditions to assess its capacity and identify necessary improvements.

Onslow Road accommodates Class 9-12 heavy vehicles, including prime movers with multiple trailers. These vehicles reflect the region's dependence on freight transport, particularly for mining, agriculture, and energy sectors. Restricted Access Vehicles (RAVs), such as B-doubles and road trains, are also permitted on the route under specific conditions. Some areas, especially near the Onslow Iron project, feature dedicated haul roads to limit interactions between road trains and public traffic, improving both safety and efficiency.

The model is grounded in the Main Roads Operational Modelling Guidelines, which provide a framework for assessing transport infrastructure in a systematic manner. These guidelines ensure that all aspects of the transport system—including roads, intersections, vehicle types, and travel behaviours—are considered in developing long-term strategies for infrastructure improvements.

2.2 Study Area

2.2.1 Geographic scope



Figure 1. SoA Microsimulation model study area

The analysis is focus on Onslow Road and its connecting intersections NWCH and Warrirda Road. Onslow Road serves as a critical transport route for the region, connecting key economic hubs, particularly mining areas. Onslow Road, being a primary freight route in Ashburton, experiences a high volume of heavy vehicle traffic during early morning and late afternoon peaks.

Onslow Road passes through areas predominantly used for industrial activities and resource extraction. The surrounding land includes mining operations, salt production, and hydrocarbon processing facilities. It plays a crucial role in supporting the Ashburton North Strategic Industrial Area (ANSIA), which houses key industries such as gas and iron ore processing, along with export infrastructure, including ports and pipelines.

The data highlights a high volume of class 9-12 vehicles (HVs), which frequently mix with class 1 vehicles (Light Vehicles), especially during peak traffic hours at 5 AM and 5 PM. This mix leads to notable safety and congestion issues, as freight vehicles often slow down traffic due to their larger size and slower acceleration.

Figures 3- 9 detailing the hourly traffic volumes (from the document) reveal that during the early morning and late afternoon, there is a marked increase in HV traffic, often causing delays and adding to the wear and tear on the road. Onslow Road shows higher traffic volumes for Class 9-12 vehicles during these peak hours,

which indicates the heavy reliance on this road for mining operations. These graphics help inform the recommendations to separate HV and light vehicle (LV) traffic to improve flow and safety.

2.3 Traffic

2.3.1 Source

The model was created based on traffic information sourced from the Main Roads Traffic Map. It is the Web traffic data consolidation of different sites across the state. Data is collected through equipment installed in major roads with a 24-hour monitoring. Trafficmap displays averaged daily, hourly and quarter hour traffic counts continuously updated.

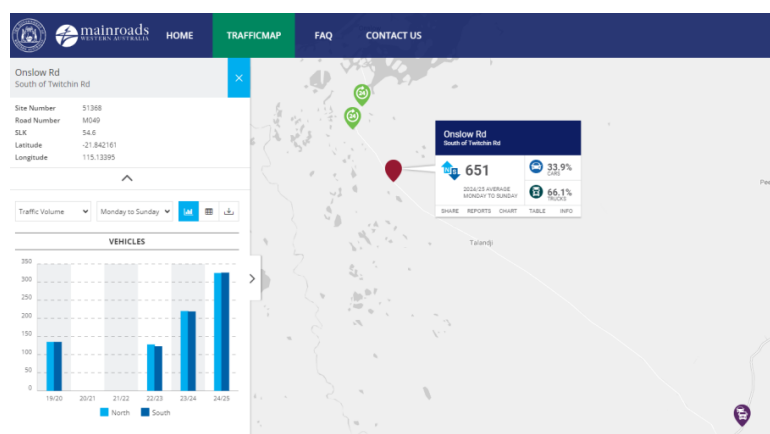


Figure 2. Main Roads Traffic Map Website

The 24-hour traffic count was collected from the following sites:

Table 1. Trafficmap traffic counts location

Site Number	Name
51369	Onslow Road – North of ANSIA Access Road
51473	Warrirda Road – West of Onslow Road
51368	Onslow Road – South of Twitchin Road
16599	North West Coastal Highway – North of Onslow Mount Stuart Road
50539	North West Coastal Highway – South of Onslow Road

The information collected from these sites allows for inputting traffic volumes into the model and the calibration of the model to ensure accuracy

2.3.2 Traffic Analysis

The collected data is processed, and traffic volumes are grouped into 5 classes as requested per Main Roads Operational Modelling guidelines. This new classification simplifies the total number of categories and focuses on the interaction between the main vehicle types circulating in the area. The proposed vehicle classification is as follows:

Table 2. Model vehicle classification based on Main Roads Operational Modelling Guidelines

Austrroads Vehicle Classification	Grouped Modelled Vehicle Class
Class 1 – Short Vehicle	Class 1 – Short
Class 2 – Short Vehicle Towing	

Austrorads Vehicle Classification	Grouped Modelled Vehicle Class
Class 3 – Two Axle Truck	Class 2 – Medium
Class 4 – Three Axle Truck	
Class 5 – Four Axle Truck	
Class 6 – Three Axle Articulated Vehicle	Class 3 – Long
Class 7 – Four Axle Articulated Vehicle	
Class 8 – Five Axle Articulated Vehicle	
Class 9 – Six Axle Articulated Vehicle	
Class 10- B Double	Class 4 – Medium Combination
Class 11 – Double Road Train	
Class 12 – Triple Road Train	Class 5 – Large Combination

Figures 3- 9 show the vehicle volume profile for each traffic count location by vehicle class and hour in a 24-hour

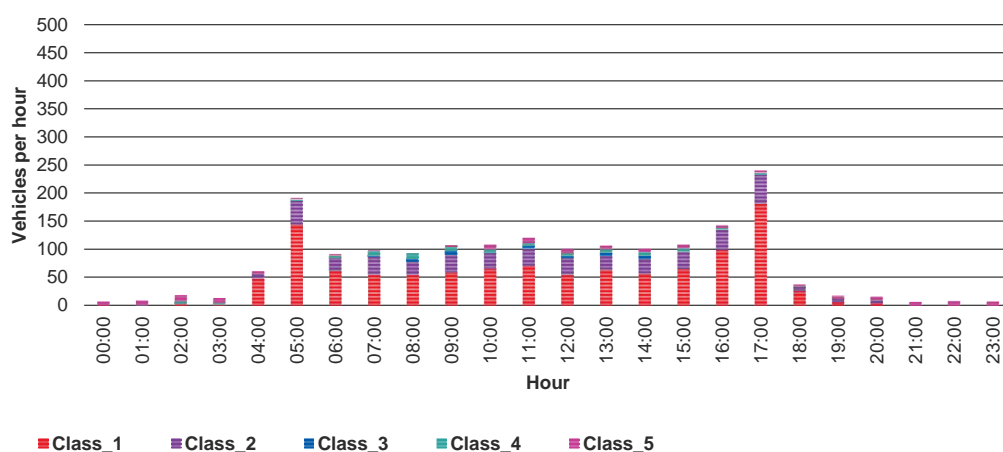


Figure 3. Two - way volumes at Warrirda Rd - West of Onslow Rd (Site 51473)

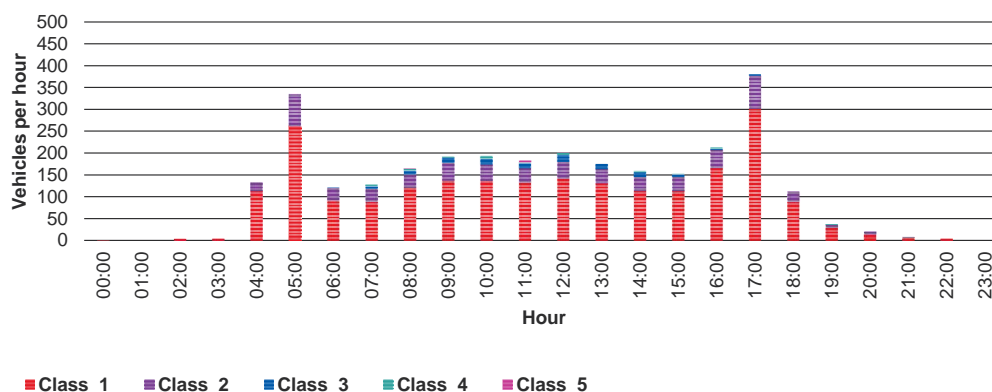


Figure 4. Two - way volumes at Onslow Rd - North of ANSIA Rd (Site 51369)

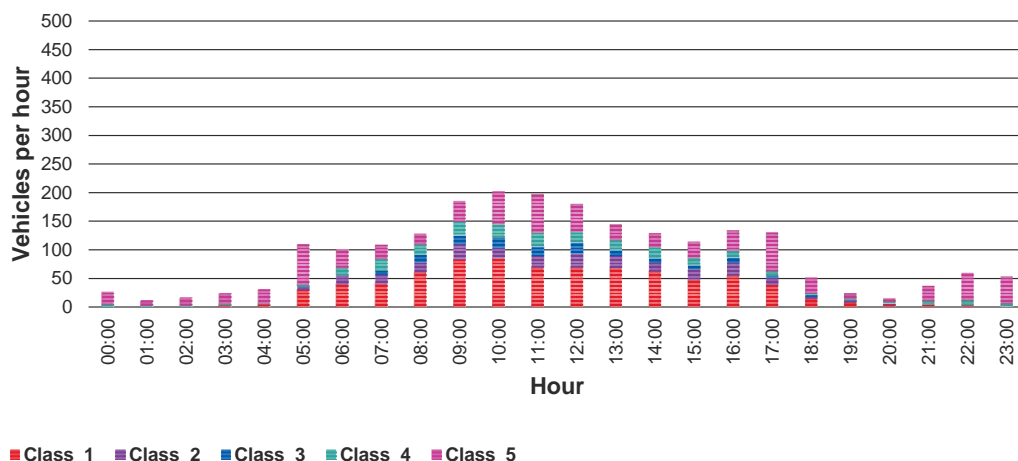


Figure 5. Two - way volumes at Onslow Rd – South of Twitching Rd (Site 51368)

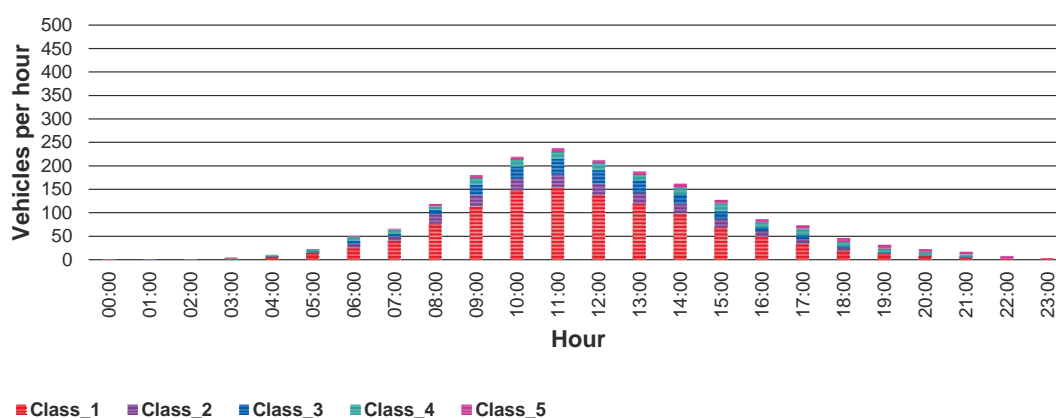


Figure 6. North West Coastal Highway – South of Onslow Road (Site 50539)

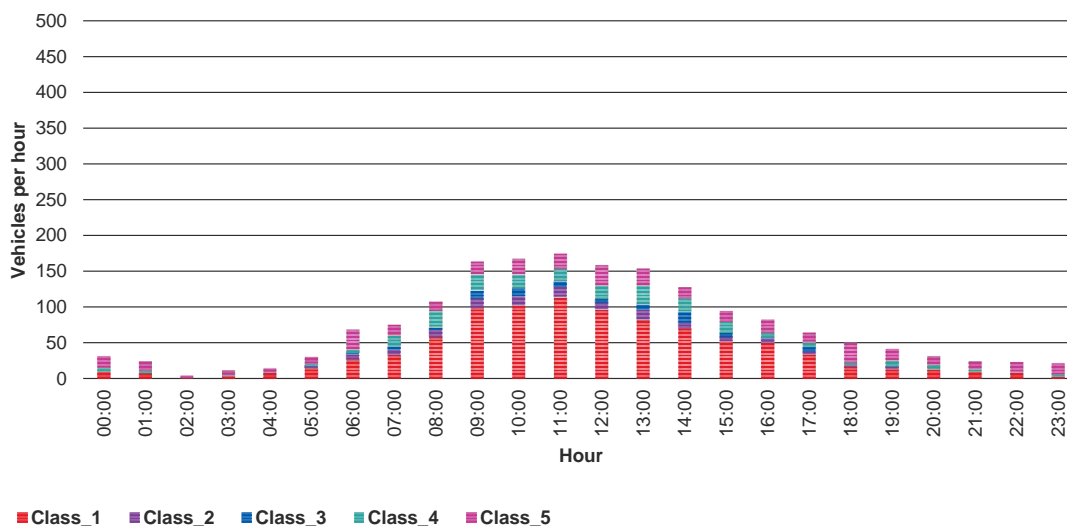


Figure 7. North West Coastal Highway – North of Onslow Road (Site 16599)

- **Onslow Road / Warrirda Road**

Traffic profile shown in Figure 3 and Figure 4 suggest commuter travel patterns. The peak is occurring at 5AM and 5PM and predominantly passenger vehicles, suggesting this correlates to shift changeover times. Digging deeper into the data at these two sites it is evident that the peaks are directional: southbound from 51368 and eastbound from 51473 during the 5AM peak and the inverse for the 5PM peak. This suggest that rather than the shift work may be more skewed toward overnight work (otherwise we would expect to see more traffic to the site in the AM) and that traffic the movements in the peak are not between these two sites.

- **Onslow Road – South of Warrirda Road**

When looking at the volumes in Figure 5, two things are evident; it does not have the same profile for passenger vehicles and there is a substantial increase in class 5 traffic. Based on the location of the traffic count, this suggests that Twitchin Road (south of Warrirda Road / Onslow Road intersection) is potentially the route taken by what is assumed to be the workforce. Regarding the increase in class 5 vehicles, these could be entering Onslow Road via Twitchin Road or potentially land uses to the east of Onslow Road, such as MRL Yarri Camp Onslow.

- **North West Coastal Highway**

The traffic profiles shown in Figure 6 and Figure 7 are quite similar, peaking in the middle of the day in a ‘bell-shaped’ profile. As such, it doesn’t suggest the same workforce patterns as was apparent at the northern end of Onslow Road. As there is typically higher volumes at site 50539, it is likely that there are more movements to/from Onslow Road to the South than to the North. However, the higher volume of class 5 vehicles at 16599 suggests that class 5 vehicles on Onslow Road are predominantly heading to/from the north along North West Coastal Highway.

The vehicle profile suggests that the area is primarily dominated by light vehicles (Class 1) for general use, followed by freight vehicles (Class 4 and Class 5) involved in industrial operations. Class 2 vehicles support local services, while Class 3 vehicles show limited use. This profile reflects a region where industrial freight and local mobility coexist, with key corridors, such as Onslow Road and North West Coastal Highway, supporting both personal travel and freight logistics.

2.3.3 Peak hour analysis

From Figure 3 to Figure 7 it is possible to conclude that:

- **Warrirda Rd and Onslow Rd – North of ANSIA Rd:** These locations exhibit AM peaks around 7:00 AM to 9:00 AM, driven by shift changeover by the surrounding mining sites, agriculture and logistics activities. The PM peak emerges between 3:00 PM and 5:00 PM, likely related to afternoon return travel.
- **Onslow Rd – South of Twitchin Rd:** The data suggests midday activity and lighter peaks compared to other segments, possibly due to mixed use from local commuters and freight during non-peak hours.
- **North West Coastal Highway (South and North of Onslow Rd):** The peak traffic hours for these segments align with freight movement, showing steady volumes throughout the day, with minor AM peaks around 8:00 AM and PM peaks around 4:00 PM, indicating a mix of industrial and long-haul freight operations.

Modelling only the AM and PM peaks may not sufficiently capture the traffic patterns along the North West Coastal Highway (NWCH), as this corridor supports continuous freight operations throughout the day. Unlike urban roads where commuter peaks dominate, the NWCH experiences relatively consistent heavy vehicle movement from mining, agricultural, and logistics activities. This steady flow makes it essential to monitor traffic beyond the typical peak hours to fully understand the interactions and demands on the road network.

For accurate modelling, it is recommended to analyse the entire 24-hour period. This approach allows for a more comprehensive understanding of freight movement patterns, identifying potential bottlenecks at off-peak times, and better accommodating round-the-clock operations.

3. Methodology

3.1 Microsimulation approach

3.1.1 Software and version

The microsimulation model was developed using PTV VISSIM, a dynamic traffic simulation tool that captures traffic behaviour, vehicle interactions, and intersection performance under varying conditions. The base year traffic demand was modelled for hour intervals to capture the all-day profile. The composition of traffic included various vehicle types, with a focus on HVs (Class 5) and LVs (class 1).

3.1.2 Model period

As outlined in 2.3.3 Peak hour analysis, there is no distinct peak traffic period within the study area. The model operates over a 24-hour period because the northern section of the study area experiences peaks in the morning and evening, while the southern section peaks around midday.

Vehicle volumes are entered into the model on an hourly basis, from 00:00 to 23:00, using data from the MRWA Traffic Map.

3.1.3 Traffic assignment

The traffic assignment methodology used was **static routing**. This assumes that vehicle routes are predetermined and based on historical traffic patterns rather than dynamic adjustments during the simulation. In this model, vehicles are routed through the network according to predetermined origin-destination pairs (OD pairs). Routing Assumptions:

3.1.4 Behaviours

The driver behavior settings were adjusted to mimic real-world conditions, particularly the interaction between heavy freight and light vehicles. Specific settings such as lane change distances, acceleration/deceleration profiles, and gap acceptance were customized for different vehicle types (HV's vs. LV's). These behaviours were defined in the model according to the Main Roads Operational Guidelines

3.2 Demand development

3.2.1 Vehicle inputs and composition

Based on the information collected in Section 2.3.1, vehicle inputs were assigned to four specific sites:

- North West Coastal Highway (South of Onslow Road) – Northbound
- North West Coastal Highway (North of Onslow Road) – Southbound
- Onslow Road (North of ANSIA Road) – Northbound
- Warrirda Road – Westbound

Given the significant distance between intersections (Onslow Road with Warrirda Road and NWCH), there is a risk of losing vehicle flow continuity along the 60 km stretch of the link. To address this, two additional balancing zones were created to maintain consistent traffic volumes at both ends of the study area. These balancing zones ensure that the same vehicle flow is observed at the beginning and end of the corridor, achieving a smooth and reliable simulation. This zones are located in:

- Twitching Road (South Warrirda Road)
- Quarry Acc Road (North of NWCH)

The modelled vehicle inputs are presented in Figure 8

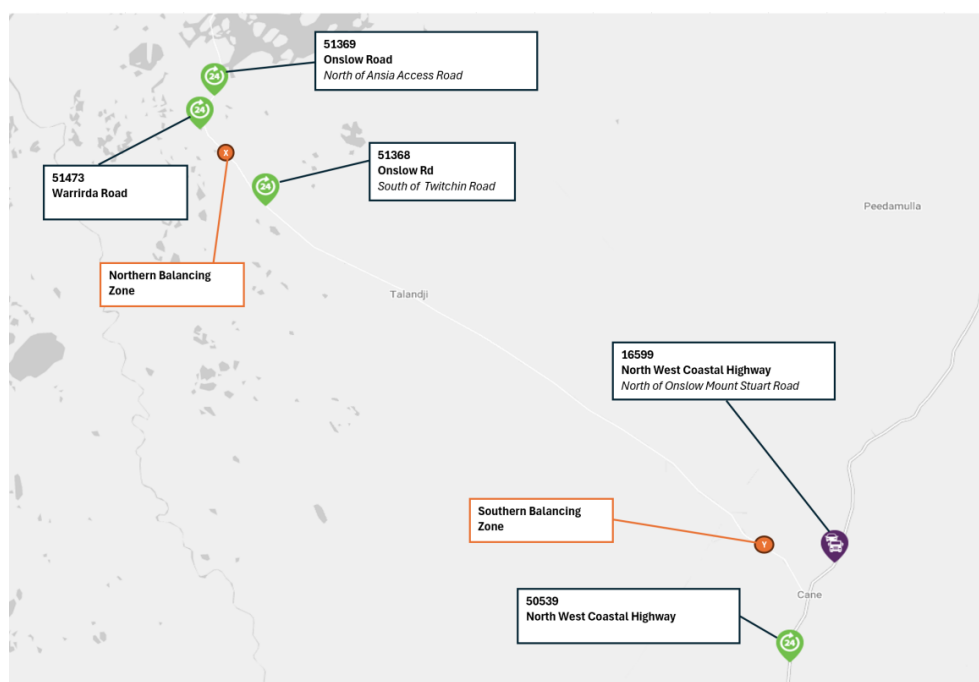


Figure 8. Vehicle inputs location

4. Model development

4.1 Network

The model's road network was built using aerial imagery. This ensured that the geometry of the roads, intersections, and key conflict points were accurately represented.



Figure 9. Onslow Road intersections w/ Warrirda Road and NWCH.

Speed Coding: Speeds were coded based on posted speed limits. As in areas where the default speed for Onslow Road was set at 80 km/h, with reduced speeds applied at intersections and in areas of potential conflict (e.g., merging lanes, pedestrian crossings).

Conflict Areas: Conflict zones, particularly at intersections, were coded with adjusted lane-change distances and deceleration rates to simulate real-world traffic behaviour. Special attention was given to areas where heavy vehicles frequently turn, to ensure the model captures the delays caused by slower acceleration and deceleration of these vehicles.

Overtaking Areas: To accurately reflect the real driving conditions along the 60 km length of Onslow Road, aerial images of the corridor were reviewed to code the various overtaking areas for road trains, replicating an additional lane located to the right of the main lane. Furthermore, overtaking areas were modelled according to the type of line markings present on the pavement.






Figure 10. Overtaking areas display

4.2 Vehicles

4.2.1 Vehicle models

Heavy vehicles have been modelled and assigned to each of the vehicle classes based on Austroads vehicle classifications as shown in the table below.

Table 4 Modelled heavy vehicle types

Austroads class	2D / 3D model type	Length	Image
Class 3	Two Axle Rigid Truck	7.93 m	
Class 4	Three Axle Rigid Truck	10.26 m	
Class 5	Short Four Axle	7.9 m	

Austroads class	2D / 3D model type	Length	Image
Class 6	Three Axle Semi	13.6 m	
Class 7	Two Axle Rigid Truck + Two Axle Pig	14.5 m	
Class 8	Five Axle Rigid	20 m	
Class 9	Six Axle Semi	18.3 m	
Class 10 Class 11	A Double	33.4 m	
Class 12	Triple Road Train	34.2 m	
Class 12	Quad Road Train	42.9 m	

5. Outputs

5.1 Volume calibration

Calibration is an iterative process used to adjust the parameters of a micro-simulation model so that it accurately reflects real-world traffic conditions. This section provides a summary of the calibration outcomes. To compare traffic volumes, the GEH statistic is employed, as it balances the drawbacks of both percentage and absolute differences. While percentage differences can exaggerate discrepancies when working with small values, absolute differences can distort comparisons with large numbers. The GEH

statistic offers a consistent threshold for acceptance across a broad range of traffic volumes, improving the reliability of volume comparisons. The GEH value is calculated for turning movements at each intersection using the following formula:

$$EH = \sqrt{\frac{(O - M)^2}{0.5 \times (O + M)}}$$

where O is the observed traffic volume and M is the modelled traffic volume.

Table 5 Calibration criteria

Network Criteria	Core
Turn volumes: $GEH \leq 5$	$\geq 85\%$
Link and turn volumes: R^2	> 0.95

Note: $GEH < 5$ – flows are a good fit; $5 < GEH < 10$ – flows may require further investigation; $GEH > 10$ – flows may indicate a significant problem in the demand or performance within the model.

5.1.1 GEH network area results

GEH calibration criteria and the achieved results are presented in Table 5. As shown, at least 98% of turn volumes within the network achieve $GEH < 5$. No turn volumes exceeded $GEH 10$. This complies with the required 85% calibration criteria.

Table 5 Network traffic volume calibration results – AM and PM peak assessment periods

Criteria	Summary
Under $GEH 5$	226/230 (98%)
Under $GEH 10$	230/230 (100%)

5.2 Intersection performance

5.2.1 Level of service

Level of Service (LOS) is an index of the operational performance, based upon delays, measured on an A to F scale, with LOS A representing the best operating conditions and LOS F the worst.

Table 3: Delay LOS Criteria.

LOS Grade	Delay (s)
	Priority intersection
A	$d \leq 10$
B	$10 < d \leq 15$
C	$15 < d \leq 25$
D	$25 < d \leq 35$

E	35<d<=50
F	d>50

Table 4 shows the intersection performance results for the three intersections under analysis: Warrirda Road, NWCH and Twitching Road. As can be seen, the three intersections achieve an expected LOS A, mainly due to the low vehicle flow. Additionally, the average delay is presented, showing results below 6 seconds in Onslow intersection with Warrirda Road, 4.75 seconds in the intersection with NCWH and 1.69 seconds in the intersection with Twitching Road.

Table 4. Intersection performance results

Hour of day	Simulation period	LOS			Average Delay (s)		
		Warrirda Road	NWCH	Twitching Rd	Warrirda Road	NWCH	Twitching Rd
1	0-3600	A	A	A	1.21	4.75	1.04
2	3600-7200	A	A	A	3.03	4.55	1.69
3	7200-10800	A	A	A	6	3.72	1.16
4	10800-14400	A	A	A	5.8	2.99	0.54
5	14400-18000	A	A	A	2.78	2.03	0.2
6	18000-21600	A	A	A	0.17	1.78	0.28
7	21600-25200	A	A	A	0.38	1.55	0.31
8	25200-28800	A	A	A	0.42	1.7	0.48
9	28800-32400	A	A	A	1.04	1.53	0.22
10	32400-36000	A	A	A	1.92	1.95	0.25
11	36000-39600	A	A	A	1.39	1.79	0.42
12	39600-43200	A	A	A	2.25	1.94	0.49
13	43200-46800	A	A	A	0.83	1.63	0.32
14	46800-50400	A	A	A	0.99	1.23	0.38
15	50400-54000	A	A	A	1.77	3.65	0.56
16	54000-57600	A	A	A	1.56	1.38	0.4
17	57600-61200	A	A	A	1.75	2.33	0.18
18	61200-64800	A	A	A	1.81	0.92	0.18
19	64800-68400	A	A	A	1.36	1.4	0.08
20	68400-72000	A	A	A	0.86	1.37	0.1
21	72000-75600	A	A	A	2.63	2.27	1.01
22	75600-79200	A	A	A	3.01	3.54	0.92
23	79200-82800	A	A	A	0.82	2.93	0.64
24	82800-86400	A	A	A	1.06	4.29	0

5.3 Vehicle interactions

An additional purpose of the model is to analyse the interaction between the high volume of heavy vehicles and light vehicles. When running the model, it reveals a smooth and low-risk interaction between these vehicle types. This is achieved through the use of dedicated overtaking zones in both directions, where an additional lane is added to the left of the main lane, facilitating safe overtaking manoeuvres. Furthermore, the flat topography of the area provides good visibility, allowing overtaking in sections without the additional lane, using the opposite lane when permitted by road markings.



Figure 11. Vehicle interactions

5.4 Travel time sensitivity

In order to assess network performance in a hypothetical scenario with one additional HGV (Category 12) every 12 minutes in both directions, a sensitivity analysis was conducted. The average travel time in both directions for the base case scenario and the additional HGV demand is shown in Figure 12 and Table 5.

Table 5. Travel time sensitivity scenario difference

Distance (km)	Base case scenario	Additional HGV scenario	Difference (mins)	Difference (%)
15	8.8	9.0	0.2	2.8%
30	17.4	17.9	0.5	2.8%
50	29.1	29.9	0.8	2.9%

Distance (km)	Base case scenario	Additional HGV scenario	Difference (mins)	Difference (%)
62	36.2	37.3	1.1	3.1%

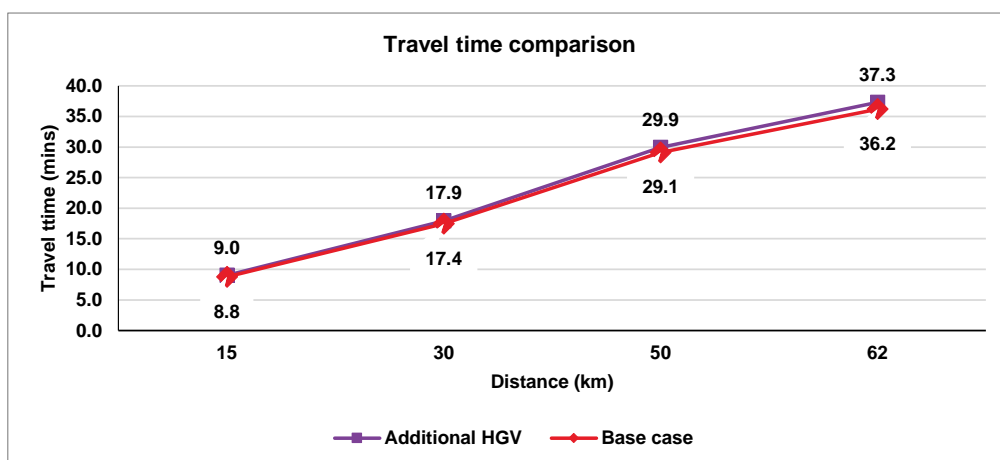


Figure 12. Travel time sensitivity analysis

As expressed in section 5.3 and 5.4, the network overall operates without congestion and exhibits fairly good vehicle interactions between light vehicles and HGVs. This is due to the presence of overtaking lanes in some sections of the 62-kilometre modelled corridor, which allow light vehicles to overtake long-haul road trains. The additional demand would increase travel time by up to 1.1 minutes on average, or approximately 3% of the total travel time between Warrirda Rd and NWCH.

5.5 Conclusions

The microsimulation modelling of Onslow Road between Warrirda Road and NWCH provides valuable insights into the interaction between light vehicles (LVs) and heavy vehicles (HVs), as well as the overall traffic patterns in the Shire of Ashburton. The following key conclusions can be drawn from the analysis:

1. Traffic Distribution and Interaction:
 - The simulation demonstrates that the dedicated overtaking zones along Onslow Road contribute significantly to reducing safety risks, especially during interactions between road trains and passenger vehicles. The addition of extra lanes ensures smooth overtaking manoeuvres, minimizing disruptions in traffic flow.
 - The flat topography enhances visibility and safety, allowing overtaking in sections without dedicated lanes by utilizing the opposite lane, as permitted by pavement markings.
2. Network Performance:
 - All intersections studied, including those at Warrirda Road and NWCH, perform at Level of Service (LOS) A with minimal delays, highlighting the efficiency of the current infrastructure. The simulation indicates that traffic volumes remain manageable, but continued monitoring is recommended to address future growth.
 - A suggested sensitivity scenario suggests the corridor can accommodate additional HGV demand with minimal impact on travel times. Average travel times remain low due to overtaking lanes that support smooth vehicle interactions. This highlights the corridor's strong capacity and resilience under increased freight volumes.
3. Calibration and Validation:
 - The model achieves excellent calibration results with 98% of turn movements meeting the GEH < 5 threshold, ensuring the accuracy and reliability of the model for decision-making.

These results align with the Main Roads Operational Modelling Guidelines and confirm the model's suitability for evaluating current and future traffic conditions.

4. Recommendations for Future Improvements:

- To ensure continued safety and efficiency, additional overtaking zones could be introduced along high-traffic sections of the corridor. Furthermore, monitoring freight traffic patterns will be essential as industrial activities grow, requiring periodic updates to the model.
- Given the critical role of NWCH in freight logistics, 24-hour monitoring and modelling are essential to identify any potential bottlenecks and ensure seamless operations across key freight corridors.

Annex A -1 Modelled results vs vehicle counts.

Modelled																											
Zone		1 From	1 To Ln	0:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
Turns																											
51473	Left	22	27	0	0	1	0	1	14	3	3	7	6	12	10	7	11	12	11	6	7	1	1	2	0	1	0
51473	Right	22	19	1	2	2	2	18	47	22	19	13	14	7	15	10	7	6	6	13	3	4	2	1	1	1	1
51369	Thru	18	19	0	0	0	0	18	64	19	30	27	41	24	20	19	14	13	16	8	13	3	2	1	0	0	0
51369	Right	18	24	0	0	1	2	26	38	13	8	14	10	8	12	13	15	12	7	14	6	4	3	3	1	0	0
51368	Left	23	24	0	2	0	0	1	0	2	1	5	10	9	13	9	21	19	10	13	30	4	2	1	0	2	0
51368	Thru	23	27	3	3	4	0	1	5	11	6	5	9	22	13	29	15	19	27	43	76	32	9	5	2	6	4
51368	Left	1	4	6	1	0	1	1	18	15	27	16	14	5	9	18	16	9	9	10	14	6	2	1	1	9	9
51368	Right	1	15	0	0	0	0	0	0	3	14	9	22	22	22	16	10	6	10	5	17	5	2	0	2	0	0
50539	Left	7	21	0	0	0	0	0	1	6	4	3	12	16	22	26	17	23	19	18	10	7	2	0	1	0	0
50539	Thru	7	4	0	0	0	0	3	2	1	6	12	14	13	16	10	20	12	6	1	6	1	4	5	2	2	1
16599	Thru	11	15	0	0	0	1	1	1	4	7	10	18	19	16	11	10	10	6	9	7	3	2	1	1	0	0
16599	Right	11	21	6	4	1	1	3	4	4	4	10	13	12	11	13	12	10	13	10	7	3	3	2	5	5	3
Origins																											
51473	NB	22,22	27,19	1	2	3	2	19	61	25	22	20	20	19	25	17	18	18	17	19	10	5	3	3	1	2	1
51369	SB	18,18	19,24	0	0	1	2	44	102	32	38	41	51	32	32	32	29	25	23	22	19	7	5	4	1	0	0
51368	NB (north)	23,23	24,27	3	5	4	0	2	5	13	7	10	19	31	26	38	36	38	37	56	106	36	11	6	2	8	4
51368	SB (South)	1,1	4,15	6	1	0	1	1	18	18	41	25	36	27	31	34	26	15	19	15	31	11	4	1	3	9	9
50539	NB	7,7	21,4	0	0	0	0	3	3	7	10	15	26	29	38	36	37	35	25	19	16	8	6	5	3	2	1
16599	SB	11,11	15,21	6	4	1	2	4	5	8	11	20	31	31	27	24	22	20	19	19	14	6	5	3	6	5	3
Destinations																											
51473	SB	18,23	24,24	0	2	1	2	27	38	15	9	19	20	17	25	22	36	31	17	27	36	8	5	4	1	2	0
51369	NB	22,23	27,27	3	3	5	0	2	19	14	9	12	15	34	23	36	26	31	38	49	83	33	10	7	2	7	4
51368	SB (south)	1,1	4,15	6	1	0	1	1	18	18	41	25	36	27	31	34	26	15	19	15	31	11	4	1	3	9	9
51368	NB	7,11	21,21	6	4	1	1	3	5	10	8	13	25	28	33	39	29	33	32	28	17	10	5	2	6	5	3
50539	SB	1,11	15,15	0	0	0	1	1	1	7	21	19	40	41	38	27	20	16	16	14	24	8	4	1	3	0	0
16599	NB	7,1	4,4	6	1	0	1	4	20	16	33	28	28	18	25	28	36	21	15	11	20	7	6	6	3	11	10
Survey																											
Zone	DOW	Direct	Dir.	0:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
Origins																											
51473	Monday to Friday	Eastbd	EB	1	2	3	2	19	61	26	23	18	20	19	25	17	18	18	17	19	10	5	3	3	1	2	1
51369	Monday to Friday	South	SB	0	0	1	2	44	105	30	37	43	49	33	31	32	29	25	23	23	18	7	5	4	1	0	0
51368	Monday to Friday	North	NB	4	4	5	7	7	7	13	11	15	27	34	37	35	30	29	28	34	25	9	3	3	8	10	8
51368	Monday to Friday	South	SB	6	1	0	1	2	32	26	29	30	37	34	30	30	23	18	14	11	24	9	3	2	2	9	9
50539	Monday to Friday	North	NB	0	0	0	0	3	3	8	9	15	26	29	39	35	38	34	26	18	16	8	6	5	3	2	1
16599	Monday to Friday	South	SB	6	4	1	2	4	5	8	11	20	31	32	26	24	23	20	18	19	14	6	5	3	6	5	3
Destinations																											
51473	Monday to Friday	Westbd	WB	1	2	4	3	2	5	9	16	18	16	19	21	21	21	19	24	40	72	12	3	2	1	1	2
51369	Monday to Friday	North	NB	0	0	1	0	1	9	22	20	23	27	36	35	40	35	33	38	62	115	33	7	3	1	1	0
51368	Monday to Friday	South	SB	6	1	0	1	2	32	26	29	30	37	34	30	30	23	18	14	11	24	9	3	2	2	9	9
51368	Monday to Friday	North	NB	4	4	5	7	7	7	13	11	15	27	34	37	35	30	29	28	34	25	9	3	3	8	10	8
50539	Monday to Friday	South	SB	0	0	0	2	1	5	9	13	25	38	43	43	34	27	24	21	15	12	8	5	3	3	0	0
16599	Monday to Friday	North	NB	7	4	1	1	2	5	17	18	19	29	26	28	32	34	24	17	10	10	11	10	6	3	2	0

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APPENDIX E
Historic Cyclone



APPENDIX E
Historic Cyclone

Cyclone Name	Cyclone Date	Cyclone Category	Impact the Shire
Cyclone Olga	4-11 April 2024	5	The cyclone weakened to below cyclone strength before passing close to the west Pilbara coast and caused a period of gale force winds and heavy rainfall to coastal communities. (approximately passed 75m from Onslow coast)
Tropical Low 12U	28 Jan – 8 Feb 2021	The low did not develop into a tropical cyclone	Gales were present in the southwestern quadrant as it moved south, just offshore from the west coast. The low produced extended periods of heavy rainfall as it moved over the Kimberley, Pilbara and Gascoyne and caused flooding of roads and rivers across those districts. The Gascoyne River reached moderate flooding level and the main highway north sustained significant damage. As the low moved over the southwest corner on 7 and 8 February heavy rainfall was recorded in many agricultural districts.
Tropical Low 02U	5-12 December 2020	Weak tropical low formed	Heavy rainfall fell across the west Kimberley and the Pilbara in the lead up to and a day or two after the low crossed the coast. The strongest wind gust reported on mainland WA was 91 km/h at Port Hedland Airport.

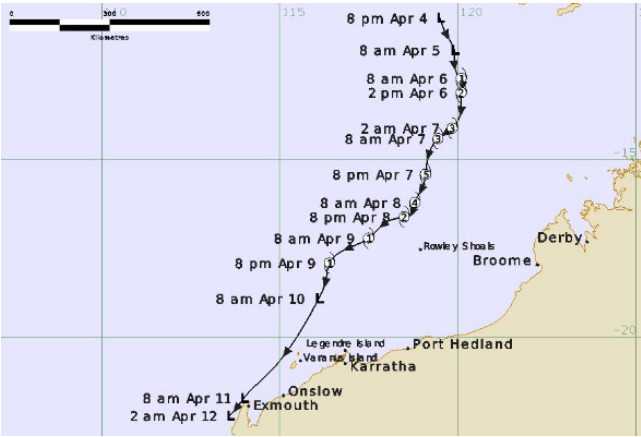


Figure E.1 | Cyclone Olga direction

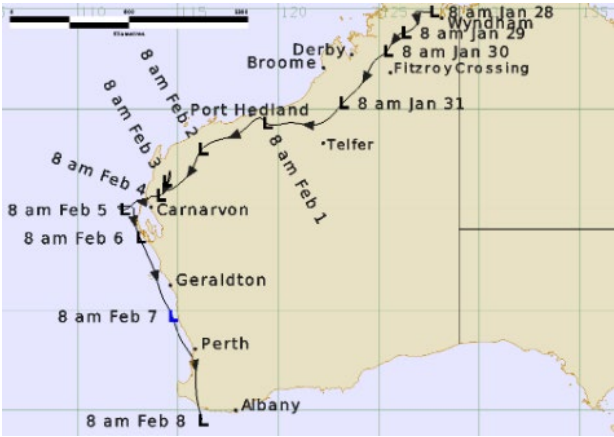


Figure E.2 | Tropical Low 12U direction (2021)

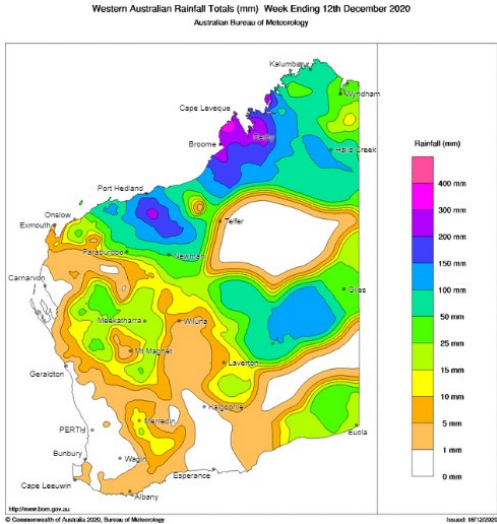


Figure E.3 | Tropical Low 02U Total Rainfall (2020)



APPENDIX E
Historic Cyclone

Cyclone Name	Cyclone Date	Cyclone Category	Impact the Shire
Tropical Low 09U	9-13 March 2020	low	<p>Tropical Low 09U crossed the west Pilbara coast between Exmouth and Onslow and weakened inland over the Gascoyne. As the low approached the coast a period of gale force winds were experienced at offshore sites, the only mainland site to record gales was Onslow at midnight on 13 March. The maximum gust recorded during the event was 102 kilometres per hour at Thevenard Island at 9.51 pm AWST 12 March. Thevenard Island also recorded 65.4 mm of rain in the 24 hours until 9 am AWST Friday 13 March. The passage of the low caused a storm surge of about 0.3-0.4 metres recorded at Onslow and Exmouth during 13 March.</p>
Cyclone Damien	3-9 Feb 2020	1-3	<p>Gales occurred along the Pilbara coast from early morning on 8 February, with Barrow Island, Mardie, Varanus Island, Karratha Airport, Roebourne Airport and Legendre Island all recording a period of sustained gales. Heavy rainfall caused flooding initially through the Kimberley when the system was a tropical low, then through the Pilbara and eastern Gascoyne. Widespread totals of 100 to 200mm and isolated falls up to 235mm were recorded near the Pilbara coast.</p> <p>The following rivers/catchments were impacted: West, North and Eastern Kimberley, Ashburton, Pilbara Coastal Streams, Fortescue, Gascoyne, Murchison, De Grey and Salt Lake Rivers District. Tropical Cyclone Damien was the third tropical cyclone and the second severe tropical cyclone in the Australian region for the 2019/20 season.</p>

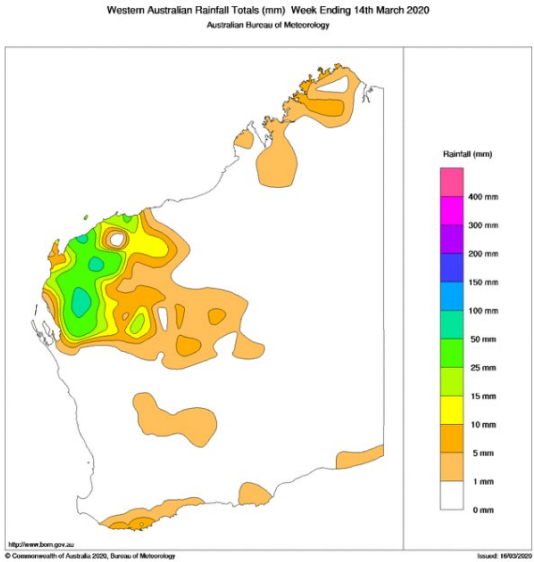
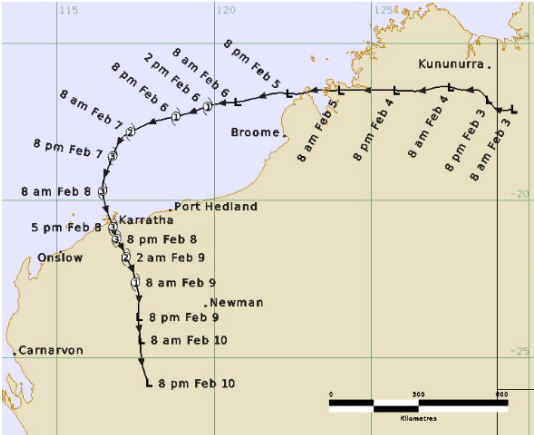


Figure E.4 | Tropical Low 09U Total Rainfall (2020)



All times shown are in Australian Western Standard Time (AWST), that is UTC + 8 hours.

Figure E.5 | Cyclone Damien direction (2020)

APPENDIX E

Historic Cyclone

Cyclone Name	Cyclone Date	Cyclone Category	Impact the Shire
Cyclone Claudia	5-16 January 2020	3	Approximately 700km from Onslow foreshore. No impact to Shire or Pilbara recorded
Cyclone Wallace	6-12 April 2019	1-2	Wallace did not affect the Australian mainland and there were no recorded impacts.
Cyclone Veronica	18-28 March 2019	1-4	Although it did not actually cross the Pilbara coast it caused significant disruption to the mining and offshore oil and gas industry and damage to infrastructure. The total losses are estimated at about \$2 billion making Veronica one of WA's costliest weather events.

From 22 to 24 March the tropical cyclone moved slowly in a southerly direction towards the Pilbara coast and maintained a category 4 intensity. Veronica stopped about 80 km north of the Pilbara coast and remained near stationary for around 24 hours (h) while gradually weakening. The weakened tropical cyclone was then steered in a westerly direction parallel to the Pilbara coast and decreased to below tropical cyclone strength by 0000 UTC 26 March.

Port Hedland, Karratha and other smaller communities were subjected to a prolonged period of gale and storm force winds and heavy rainfall. Exposed coastal sites experienced periods of near hurricane force winds and very destructive gusts.

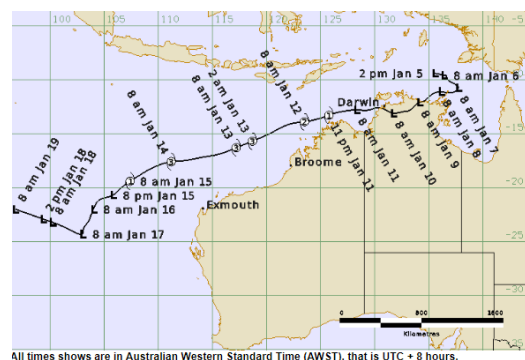


Figure E.6 | Cyclone Claudia direction (2020)

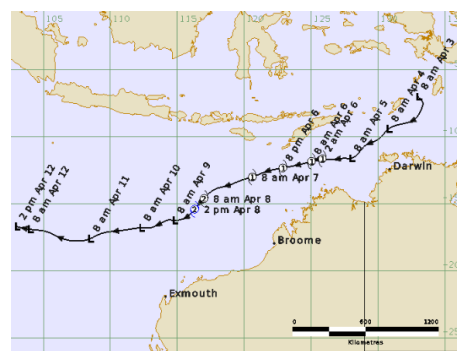


Figure E.7 | Cyclone Wallace direction (2019)

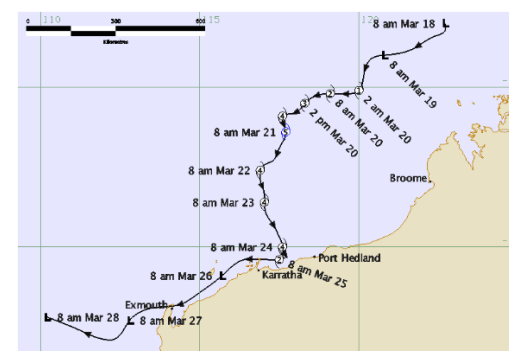


Figure E.8 | Cyclone Veronica direction (2019)



APPENDIX E
Historic Cyclone

Cyclone Name	Cyclone Date	Cyclone Category	Impact the Shire
Cyclone Riley	21 Jan – 2 Feb 2019	1-3	Although Severe Tropical Cyclone Riley did not directly impact the Australian coast, operations of the oil and gas industry off the north-west Australian coast were affected as the cyclone passed by. Tropical Cyclone Advice were issued for the north-west Kimberley coast between Kurri Bay and Beagle Bay and then for the Pilbara coast between Whim Creek and Exmouth for potential gales should the cyclone have tracked closer to the coast than expected.
Cyclone Joyce	7-15 Jan 2018	1-2	<p>The tropical cyclone moved inland around 10 kilometres (km) west of Wallal Downs at 0700 UTC 12 January as a category 1 system and then weakened quickly.</p> <p>The most notable impact of Joyce was rainfall, there were numerous 24-hour rainfall totals more than 75 millimetres (mm) with some falls exceeding 150 mm. Heavy rainfall continued over western parts of WA between 13 and 16 January with widespread falls of 40 to 80 mm and some totals more than 100 mm.</p>

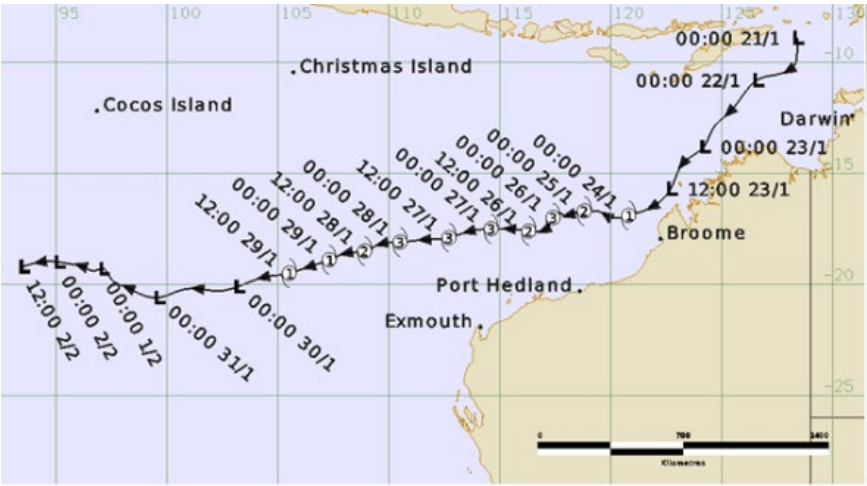


Figure E.9 | Cyclone Riley direction (2019)

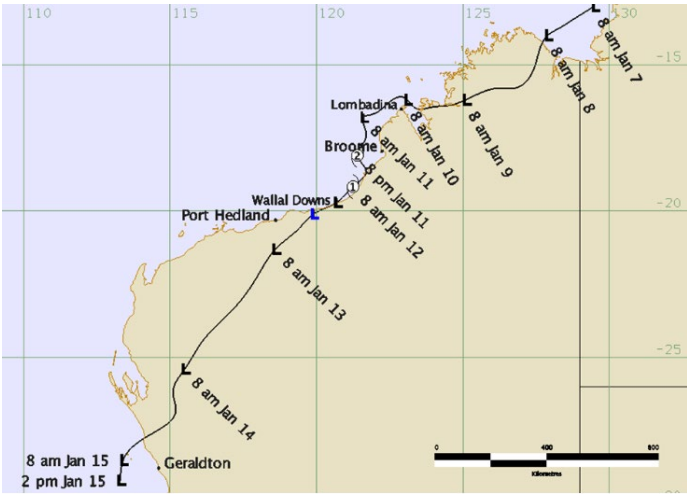


Figure E.10 | Cyclone Joyce direction (2018)



APPENDIX E
Historic Cyclone

Cyclone Name	Cyclone Date	Cyclone Category	Impact the Shire
Tropical Low 14U	25-30 Jan 2017	low	Gale force winds were observed at offshore and coastal locations during 27 and 28 January as 14U moved rapidly to the west, parallel to the Pilbara coast. Gales were present in southern quadrants and 14U reached an estimated maximum 10-minute mean wind speed of 45 knots (kn) (83 kilometres per hour (km/h)) at 1800 Universal Time Coordinated (UTC) 27 January (0200 Australian Western Standard Time (AWST) 28 January=UTC+8 hours) but the low did not continue to develop into a tropical cyclone. (Approximately passed 200m from Onslow coast)
Cyclone Olwyn	8 -14 March 2015	1-3	Heavy rainfall was recorded over the western Pilbara and western Gascoyne districts. The heavy rainfall was mostly concentrated near the coast and caused localised flooding and road closures in the western Pilbara and western Gascoyne districts. Widespread catchment rainfall of approximately 60 – 90 millimetres (mm) resulted in minor to moderate flooding within the Greenough and Irwin River catchments.
Tropical Low (05U)	10-23 Jan 2014	Low	The low then turned west and tracked across the Pilbara and Gascoyne districts, producing further heavy rain along its track.

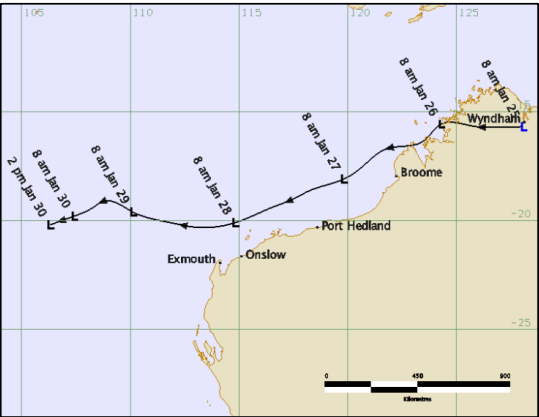


Figure E.11 | Tropical Low 14U direction (2017)

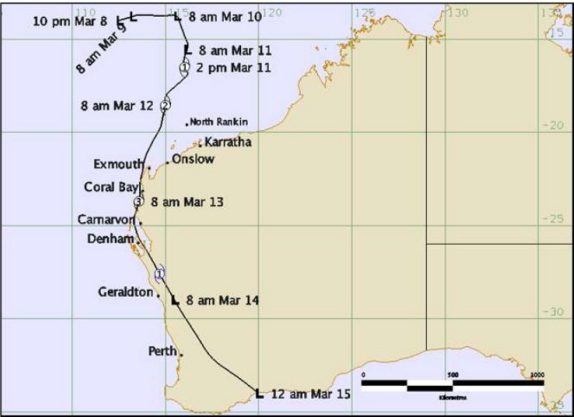


Figure E.12 | Cyclone Olwyn direction (2015)

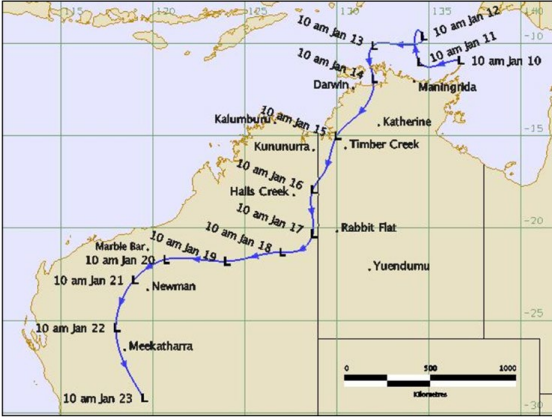


Figure E.13 | Tropical Low (05U) direction (2014)



Agenda Item 15.1 - Attachment 1

Onslow Sports Club backdated power bills - donation request



Shire of Ashburton Council Members
246 Poinciana St
Tom Price, WA 6751

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Dear Shire of Ashburton Council Members,

Onslow Sports Club backdated power bills – donation request

The Onslow Sports Club (lessee) has been in ongoing consultation with the Shire of Ashburton (lessor) to resolve discrepancies in invoicing from the Shire of Ashburton for utilities (electricity). During this process it has been recognised that there is a substantial period where the Shire of Ashburton has paid the power bills without passing the charge on to the Onslow Sports Club.

Earlier this year, the Onslow Sports Club requested that the Council Members consider the outstanding power bills from this period as donation to the Onslow Sports Club. On 21 May 2024 the council decision (101/2024) offered an interest free payment plan over a 24-month period. Since this decision, the Onslow Sports Club has been working directly with the Shire of Ashburton to clarify the specific owed amount and commencement date for repayments to occur. (Please see attached correspondence)

Following the Onslow Sports Club Annual General Meeting held on the 10th November 2024 and the appointment of a new committee, we are seeking the Shire of Ashburton Council Members support to reconsider the assistance that can be provided to ensure the ongoing viability of the Onslow Sports Club.

For the 2023/24 financial year, the Onslow Sports Club continued to run at a significant loss of \$37,107. The Onslow Sport Club committee are doing its utmost to improve the financial situation, which is reflected in the difference in loss compared to the 2022/23 financial year of \$67,340. Similar to the support provided to the Tom Price Golf Club, the Onslow Sports Club are kindly requesting that the Shire of Ashburton Council Members utilise remaining COVID funds to clear the power bill debt.

The Onslow Sports Club would also welcome the opportunity for committee member representatives to meet with council members while in Onslow on the 19th November 2024 to discuss the ongoing collaboration and support that the Shire of Ashburton can provide to the Onslow Sports Club.

The Onslow Sports Club is a not-for-profit club providing important facilities for its members and the community. The Onslow Sports Club committee are determined to continue to strengthen the member base and increase the Onslow Sports Club utilisation. The facilities are already utilised for significant events each year, including private functions, Shire events and Sporting club events. Next year the Onslow Sport Club are proud to be supporting the 100 years of Onslow celebration.

Please contact me to arrange a meeting to discuss this matter further on 0408 063 630.

On behalf of the Onslow Sports Club Committee,

Amie French
Secretary, Onslow Sports Club

13 November 2024



Agenda Item 16.1 - Attachment 1

DLGSC Superannuation for Council Members Fact Sheet



Department of
Local Government, Sport
and Cultural Industries



Superannuation for council members

What's changing?

New provisions streamline the provision of superannuation to council members.

Following passage of the *Local Government Amendment Act 2024*, new sections 5.99B to 5.99E of the *Local Government Act 1995* (the Act) will allow local governments to resolve by absolute majority to make superannuation contributions for council members from 1 February 2025.

Prior to this, if a local government wanted to offer superannuation to council members, it would need to become an “Eligible Local Governing Body” (ELGB) under Division 446 of the *Taxation Administration Act 1953* (Cth), which requires a unanimous council resolution.

How do these changes support local governments?

Making superannuation contribution payments for council members acknowledges the significant dedication and investment of time a council member commits to their role and helps bring council members in line with the wider workforce.

The resolution process is streamlined by only requiring an absolute majority decision rather than a unanimous one. Similarly, the system set out in the Act means superannuation can be paid without needing to also address the other taxation requirements of becoming an ELGB.

This reform aims to attract and retain council members and encourage greater diversity across local governments.

Is it mandatory?

- From 1 February 2025 all local governments will have the option to resolve by absolute majority to make superannuation contributions for council members.
- From 19 October 2025, it will become mandatory for class 1 and 2 local governments to make superannuation contributions.
- For class 3 and 4 local governments, the payment will remain optional for each council to decide if they want to make superannuation contributions to council members.

Where a local government is required to, or resolves to, make superannuation contributions, individual council members may choose to 'opt out' of receiving superannuation.

How will it work?

Superannuation contribution payments for council members will be made in addition to any other fees and allowances. These will sit outside the threshold for fees and allowances set by the Salaries and Allowances Tribunal. Council members may receive various types of fees and allowances, in accordance with the Act and the relevant determination of the Salaries and Allowance Tribunal.

The requirement to make superannuation contribution payments in respect of these fees and allowances is to be determined in accordance with Commonwealth *Superannuation Guarantee (Administration) Act 1992* (SG Act) and the further guidance provided in Superannuation Guarantee Ruling SGR 2009/2.

While council members are not considered employees under the SG Act, they are to be treated in the same manner as employees of the local government for the purposes of calculating superannuation contribution payments.

The payment is to be the same required under the SG Act. By 1 July 2025, the superannuation guarantee rate will be 12 per cent.

The superannuation contribution payment is to be paid at the same time as the remuneration of the council member is paid. In order to allow a superannuation contribution payment to be made, a council member must nominate a superannuation account from a scheme or fund to which the SG Act applies. Local governments must not make a superannuation contribution payment for a council member if they fail to nominate an eligible superannuation account before the end of the month to which the payment relates.

Local governments must not make superannuation contribution payments for council members during any period in which they are suspended under the Act. Council members are also not entitled to a superannuation contribution payment during any period in which they are not entitled to receive their fees and allowances.

Individual council members may opt out of receiving superannuation contribution payments by providing a notice in writing to the CEO.

Advance payments

If a council member is paid their fees and allowances in advance, in the event of their resignation or suspension, they will need to repay any overpaid superannuation contributions. As this typically cannot be taken from the superannuation fund, the council member will need to repay this from their own finances.

The method of calculating the amount to be repaid is specified in regulations 32B and 34AE(2) of the *Local Government (Administration) Regulations 1996*.

Costs

The cost of paying superannuation for council members will need to be met by each local government out of its existing budget. This cost will vary depending on what fees and allowances the Salaries and Allowances Tribunal and the Council have determined to pay to the mayor / president and councillors and how many council members there are.

Non-compliance

In the event of non-compliance with the payment of superannuation the matter may be referred to the DLGSC as regulator of the local government sector. A council member could also seek to enforce the payment of their entitlements in court.

Our local government already provides superannuation to council members. Do we have to change the way we do so?

No, but you can if you wish to.

Can our local government still opt to become an ELGB?

Yes, if you wish to do so.

A local government may resolve to become an ELGB with the consequence that council members are to be treated as employees for a range of taxation purposes, including PAYG withholding and superannuation.

A resolution to become an ELGB requires a unanimous decision of council.

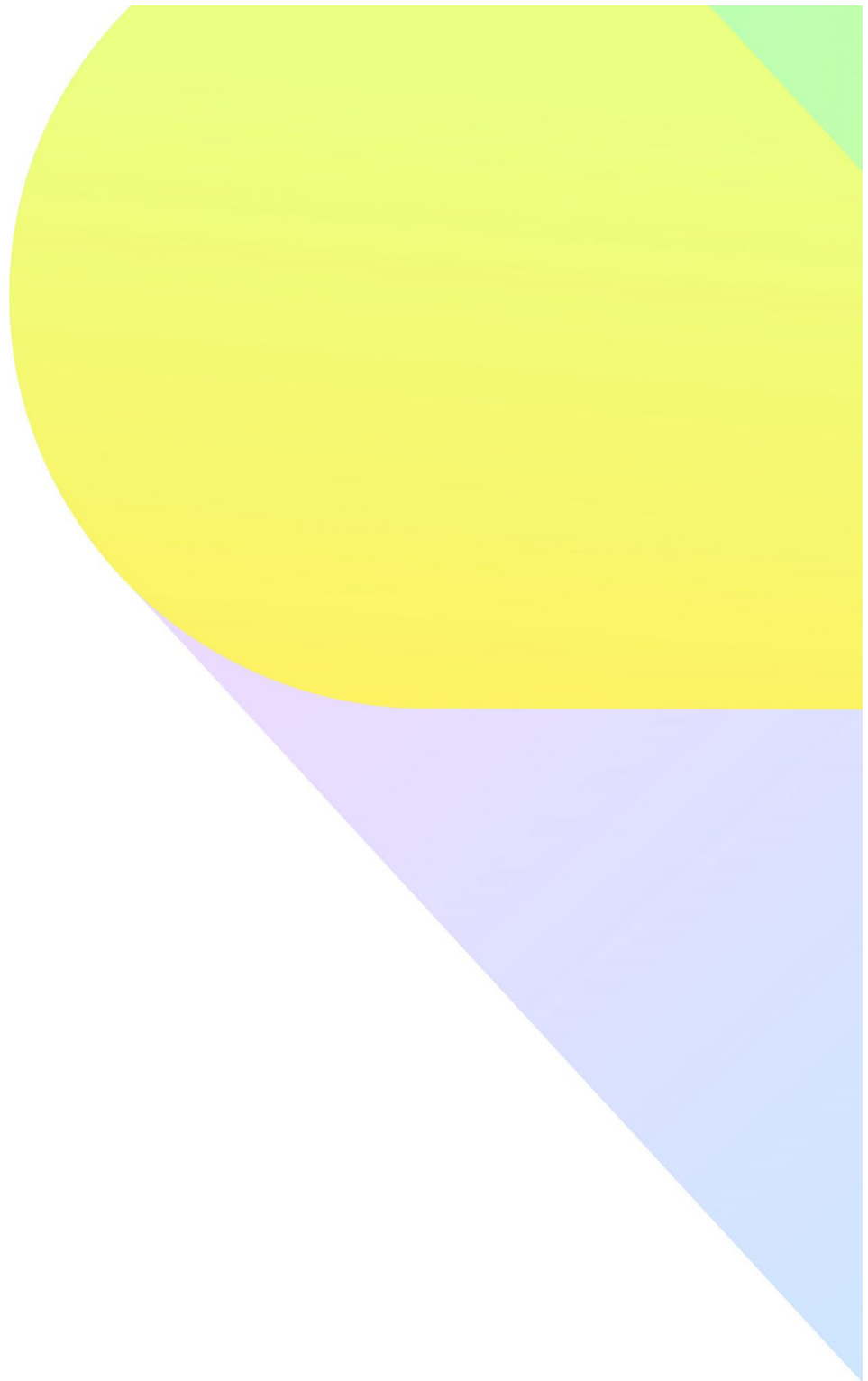
Financial implications

These reforms do not have the same tax implications for councillors as resolving to PAYG withholding under Commonwealth tax law. There are Fringe Benefits Tax (FBT) implications by resolving to become an ELGB.

The information in this guide is general in nature. It is recommended that Councils and council members seek independent financial advice to consider their particular circumstances and the resultant impacts (if any) of making receiving superannuation contribution payments.

More information

If you have any further queries, please contact the Local Government hotline at lghotline@dlgsc.wa.gov.au or 1300 762 511.



Department of Local Government,
Sport and Cultural Industries
PO BOX 8349
Perth Business Centre WA 6849
Email: actreview@dlgsc.wa.gov.au
Website: www.dlgsc.wa.gov.au