



Attachments

Ordinary Council Meeting

Tuesday, 15 July 2025

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Agenda Item 10.1.1 - Attachment 1

Minutes of the Ordinary Council Meeting held 17 June
2025



Published Minutes

Ordinary Council Meeting

Tuesday, 17 June 2025

Date:	Tuesday 17 June 2025
Time:	1:00pm
Location:	Clem Thompson Sports Pavilion, Stadium Road, Tom Price
Distribution Date:	Thursday 19 June 2025



**Shire of Ashburton
Ordinary Council Meeting**

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

Chantelle McGurk

Chantelle McGurk
Acting Chief Executive Officer
19 June 2025

These minutes were confirmed by Council as a true and accurate record of proceedings at the Ordinary Council Meeting held on Tuesday, 17 June 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.

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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

Shire President Declaration

In accordance with regulation 14C(2)(b) of the *Local Government (Administration) Regulations 1996*, I have approved Cr A Sullivan to attend this meeting via electronic means, noting they are in instantaneous communication with the meeting.

Cr A Sullivan Declaration

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

3.1 Present

Elected Members:	SP A Smith	Shire President
	Cr K White	Deputy Shire President, Onslow Ward
	Cr R de Pledge	Ashburton-Tablelands Ward
	Cr L Rumble JP	Paraburdoo Ward
	Cr A Sullivan	Paraburdoo Ward (via electronic means)
	Cr M Lynch	Tom Price Ward
	Cr B Healy	Tom Price Ward
	Cr R Kapor	Tom Price Ward

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Employees:	C McGurk J Sangster D Kennedy G Harris A Johnston J Bray R Marlborough M Younger L Milne T Taylor	Acting Chief Executive Officer Deputy Chief Executive Officer Director Corporate Services Director Infrastructure Services Manager Media and Communications Manager Governance Senior Governance Officer Manager ICT ICT Coordinator Manager Communities
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 M Gallanagh Pannawonica 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 –

11/ETD.2 The Karijini Experience 2025 Event Report	
Name	SP A Smith
Nature of interest	Direct Financial
Interest description	I have received gifts and/or benefits exceeding a cumulative value of \$300, including hospitality and cultural experience provided as part of my engagement with the organisation. Shire of Ashburton has provided sponsorship support to Karijini Experience. This declaration is to ensure my full transparency and uphold integrity of the decision making process.
11/ETD.3 Shire of Ashburton - Small Business Grant Program 2025 2026	
Name	Cr B Healy
Nature of interest	Direct Financial
Interest description	Current board member of the Pilbara Inland Chamber of Commerce and Industry (PICCI) and business membership.
Name	SP A Smith
Nature of interest	Direct Financial
Interest description	I am a business owner operating within the Shire of Ashburton and a member of the Pilbara Inland Chamber of Commerce and Industry (PICCI). This connection may be seen to impact my impartiality in decisions or discussion relating to the program.

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11/ETD.4 2025 Outback Air Race - Onslow	
Name	Cr L Rumble JP
Nature of interest	Impartiality
Interest description	Member of the event Committee
17.1 Social Impact Assessment – Chevron Wheatstone Accommodation	
Name	Cr A Sullivan
Nature of interest	Impartiality
Interest description	I participated in a stakeholder interview by GHD as part of the process for the preparation of the Onslow social impact assessment report. I was not involved in the preparation of the final report and my participation does not affect my ability to consider the item objectively and without bias.

6 Announcements By The Presiding Member And Councillors Without Discussion

Shire President – Audra Smith

- I'd like to take a moment to acknowledge and congratulate Kiet Cook, from Onslow, making the Indigenous Marathon Foundation 2025 Squad, who will be representing our community in one of the world's most iconic events — the TCS New York City Marathon this November!

It's no small feat to qualify for such a major international marathon, and Kiet's dedication, endurance, and commitment to excellence are truly inspiring. We wish him all the very best as he takes on this incredible challenge on the global stage.

Go Kiet — we're all cheering for you!
- On behalf of the Shire, I want to extend a heartfelt thank you to Sonia Blackaby for bravely sharing her personal story and partnering with WA Department of Health to campaign for more awareness on the Fight the Bite campaign.

Through her advocacy, Sonia is helping raise much-needed awareness about Murray Valley Encephalitis and the serious risks mosquito-borne diseases pose to our communities.

Thanks to her efforts, organisations and community groups can now access FREE Fight the Bite mosquito repellent dispensers to help keep their spaces safe.

To find out more or apply for your free dispenser, head to the WA Health website.

Thank you again, Sonia, for turning your experience into positive change for others.

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3. Today, Onslow's own spirited group of runners, Onslow Gazelles, will carry the Peace Torch along a section of the North West Coastal Highway, spreading a powerful message of peace, unity and friendship.

After a full day of running, they will arrive at Peedamulla Campgrounds for a well-earned rest.

In 2025, the Peace Run is making history for only the third time by circumnavigating the entire continent of Australia – beginning in Canberra on 24 April, visiting every capital city, and engaging with schools, community groups, and civic leaders before returning to Canberra on 13 August.

A huge thank you to the Peace Run team for including our region in this inspiring journey. We're proud to have Onslow Gazelles represent our region and take part in such a powerful global movement.

Let's cheer them on as they pass through our community, carrying the torch of hope and harmony.

4. Earlier this month two sporting organisations represented Tom Price, at the 2025 North West Netball Championship and 2025 North West Soccer Championship.

Our netballers and soccer players gave their best with heart, hustle, and heat.

Special shout out to Grace Johnson, who earned her National C Badge in Netball, umpired the U12 Grand Final, and took home the Rising Star Umpire Award.

The U14s netballers earning 3rd overall on the ladder and walking away with the 2025 Sportsmanship Award, a true reflection of character, commitment, and class. The U12s brought resilience, teamwork, and huge improvement, showing us the future of Tom Price netball is in very capable hands.

And to our soccer players - what a brilliant showcase of sportsmanship and talent across the tournament.

A BIG congratulations to VJ Sauron (U9s) and Dakota Valentine (U13s) from Tom Price Soccer Club for being named Best & Fairest in their age groups - absolute stars.

To all the volunteers, coaches, team managers, parents, umpires, and supporters - your energy fuels this success.

From the courts to the pitches, the Ashburton spirit has been on full display, and we couldn't be prouder. Well done to everyone involved.

7 Petitions / Deputations / Presentations

7.1 Petitions

Nil

7.2 Deputations

Nil

7.3 Presentations

Nil

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8 Applications for Leave of Absence

8.1 Application for Leave of Absence

Council Decision 094/2025

Moved Cr L Rumble JP

Seconded Cr R Kapor

That Council approves the request for leave of absence, for Councillor Brie Healy of the Tom Price Ward for the period from 30 June 2025 to 24 July 2025 inclusive.

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

Against: Nil

Carried 8/0

8.2 Application for Leave of Absence

Council Decision 095/2025

Moved Cr L Rumble JP

Seconded Cr R Kapor

That Council approves the request for a leave of absence for Councillor Melanie Gallanagh of the Pannawonica Ward for the period from 8 July to 23 August 2025, inclusive.

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

Against: Nil

Carried 8/0

9 En Bloc Council Resolutions

9.1 Agenda Items Adopted En Bloc

Moved Cr B Healy

Seconded Cr L Rumble JP

That the following items be adopted en bloc:

10.1.1 Minutes Of The Special Council Meeting Held On 20 May 2025

10.1.2 Minutes Of The Ordinary Council Meeting Held On 20 May 2025

10.2.1 Minutes Of The Audit And Risk Management Committee Meeting Held On 20 May 2025

10.2.2 Minutes Of The Chief Executive Officer's Recruitment and Performance Review Committee Meeting Held On 20 May 2025

11/ETD.1 Policy Review - Tourism Support and Promotion

11/ETD.4 2025 Outback Air Race – Onslow

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

Against: Nil

Carried 8/0

10 Confirmation Of Minutes

10.1 Confirmation Of Council Minutes

10.1.1 Minutes Of The Special Council Meeting Held On 20 May 2025

Council Decision 096/2025

Moved Cr B Healy

Seconded Cr L Rumble JP

That the Minutes of the Special Council Meeting held 20 May 2025 (Item 10.1.1 Attachment 1) be confirmed as a true and accurate record.

Carried 8/0

Resolved en bloc

10.1.2 Minutes Of The Ordinary Council Meeting Held On 20 May 2025**Council Decision** **097/2025****Moved** **Cr B Healy****Seconded** **Cr L Rumble JP****That the Minutes of the Ordinary Council Meeting held 20 May 2025 (Item 10.1.2 Attachment 1) be confirmed as a true and accurate record.****Carried 8/0****Resolved en bloc****10.2 Receipt Of Committee And Other Minutes****10.2.1 Minutes Of The Audit And Risk Management Committee Meeting Held On 20 May 2025****Council Decision** **098/2025****Moved** **Cr B Healy****Seconded** **Cr L Rumble JP****That the Minutes of the Audit And Risk Management Committee Meeting held 20 May 2025 (Item 10.2.1 Attachment 1) be received.****Carried 8/0****Resolved en bloc****10.2.2 Minutes Of The Chief Executive Officer's Recruitment and Performance Review Committee Meeting Held On 20 May 2025****Council Decision** **099/2025****Moved** **Cr B Healy****Seconded** **Cr L Rumble JP****That the Minutes of the Chief Executive Officer's Recruitment and Performance Review Committee Meeting held 20 May 2025 (Item 10.2.2 Attachment 1) be received.****Carried 8/0****Resolved en bloc**

11 Recommendations From Committee

Economic And Tourism Development Committee Meeting held on 17 June 2025

ETD.1 Policy Review - Tourism Support and Promotion

File Reference	139/2022
Applicant or Proponent(s)	Not Applicable
Author	S Allan, Manager Business & Economic Development
Authorising Officer	G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Ordinary Council Meeting 11 October 2022 - Item 139/2022
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Council Policy - Tourism Support and Promotion (as amended)

Report Purpose

The purpose of this report is to present to the Economic and Tourism Development Committee (the Committee) proposed amendments to Council Policy – Tourism Support and Promotion (refer to Attachment 1) to ensure ongoing support of relevant tourism initiatives and developments which build and diversify the Ashburton and Pilbara tourism potential.

The Committee is requested to consider the proposed amendments to Council Policy – Tourism Support and Promotion (the Policy) and to make a recommendation to Council to adopt the amended policy, as presented.

Background

The current Policy was adopted by Council on 11 October 2022.

Historically, Council policies have generally been reviewed every two years to ensure fit for purpose, alignment with legislative framework and the direction of the Council on specific matters.

Reviews may occur outside the scheduled timeframe if legislation changes, where amendment is required to support the direction of Council, where improved guidance is required to support function and operability or where circumstances occur to ensure accurate policy provisions.

As part of the Shire's commitment, as per the adopted 2024-2028 Economic Development Strategy, to facilitate future growth and new industry opportunities within Ashburton and to assist the Shire's vision to become 'A World-Class Tourist Destination', considerable change to the existing policy was required.

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Comments

Amendments to the policy as detailed in Attachment 1, provide opportunity to promote greater emphasis and strategic thinking to support current tourism diversification and growth, whilst focusing on facilitating and encouraging investment attraction opportunities.

The changes proposed will support and encourage future diversification of the local economy through growth in tourism-based business, improved services and initiatives, place activation, event opportunities and tourism focused infrastructure developments.

The policy amendments proposed also highlight the importance of the protection of the Shire's authenticity, it's unique character and natural assets and a place where there is a highly valued community sense of identity and pride, who are privileged to have world class natural assets in their backyard and encourages a strategic high level of stakeholder engagement as to facilitate advocacy and support.

The Committee is requested to support the policy amendments, as detailed Attachment 1 and make a recommendation to Council to formally endorse the amendments, as presented.

Consultation

Chief Executive Officer
Governance

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	3. Prosperity - We will advocate and drive opportunities for the community to be economically desirable, resilient, and prosperous.
Strategic Outcome	3.4 Sustainable commerce and tourism opportunities
Strategy	2 Ensure Shire processes support the development of strong and sustainable local business opportunities.

Council Policy

[Council Policies » Shire of Ashburton](#)

This report relates to the review of and proposed amendments to Council Policy – Tourism Support and Promotion, to ensure alignment with the 2024-2028 Economic Development Strategy.

Financial ImplicationsCurrent Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

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

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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)	Any future growth (or lack thereof) in the development and diversification for tourism in the area will have a direct impact on community, business, economic outcomes.	Unlikely (2)	Moderate (3)	Low (1-4)	Ensure that a strategic approach to tourism growth and investment attraction in Ashburton is done with inclusivity of community, business and internal and external stakeholders to ensure transparency, clear communication to promote advocacy and community support for a sustainable future.

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 Economic and Tourism Development Committee recommends that Council supports the review of Council Policy – Tourism Support and Promotion and adopts the policy amendments, as detailed in Attachment 1.

Committee Recommendation

That Council supports the review of Council Policy – Tourism Support and Promotion and adopts the policy amendments, as detailed in Attachment 1.

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Council Decision **100/2025****Moved** **Cr B Healy****Seconded** **Cr L Rumble JP****That Council supports the review of Council Policy – Tourism Support and Promotion and adopts the policy amendments, as detailed in Attachment 1.****Carried 8/0****Resolved en bloc**

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

At 1:15 pm, SP Audra Smith and Cr Brie Healy left the meeting.

Deputy Shire President, Cr K White assumed the Chair.

ETD.2 The Karijini Experience 2025 Event Report

File Reference	ED01
Applicant or Proponent(s)	Not Applicable
Author	S Allan, Manager Business & Economic Development
Authorising Officer	G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Ordinary Council Meeting 10 December 2024 - Item 6.4 – 242/2024
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. The Karijini Experience 2025 Event Report

Report Purpose

The purpose of this report is to provide the Economic and Tourism Development Committee (the Committee) The Karijini Experience 2025 Event Report as a Premium Partner of the event.

Council is requested to review and accept The Karijini Experience 2025 Event Report findings (refer to Attachment 1).

Background

The Shire's Economic and Tourism Development Strategy 2024/2028 recognises that tourism is an important driver of the Shire's economy with a vision to obtain international recognition of Karijini National Park and the development of unique attractions, experiences and events with signature event funding to achieve this vision.

The Karijini Experience is one of the premier events in the Shire, serving as an opportunity to showcase high-quality arts, music, and cultural experiences to unite the community and attract visitation.

The Shire has been a platinum sponsor of the event for several years and on 10 December 2024 Council approved a \$50,000 (excl. GST) contribution to become a Premium Partner of The Karijini Experience 2025.

Comments

As per the requirement of the funding arrangement, the organisers of The Karijini Experience event have provided their Event Report for 2025 and is summarised below.

2025 Event Report Key Findings

The 2025 Karijini Experience attracted 3,833 visitors a rise from 3,142 visitors in 2024 (an increase of 22%).

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The event featured 20 artists and held over 70 individual events, with the Village hosting many of these and some held at the Karijini Visitor Centre. Visitation to many of the park's natural attractions was increased due to the completion of sealed roads within Karijini National Park.

The opening *Barlgabi* and main evening entertainment act *Thelma Plum* were both considered successful, with the *Yurlu Lounge Thelma Plum* event receiving 800 attendees.

It was noted there was an increased pressure for booking in the camping areas and will require a review on how this is managed at future events, data of interest is provided below:

- Key age bracket: 25-40 years (55%) (from Pre-Purchase Ticket sales)
- Accommodation: caravan park/camping 44% (58% in 2024), with 23% attending in 2025 who live in the region
- Length of stay: 2-3 Nights (33%)
- First time attending: 72% of attendees (53% in 2024)
- Origin: Gascoyne-Pilbara 50% and 28% from Perth.

Satisfaction Levels

- Very Satisfied: 50%
- Satisfied: 44%
- Unsatisfied: 6%

Economic impact

An estimate of visitor spend in the region is calculated as \$735,540 based on 71% of people being from outside of the Pilbara with an average of 3.35 nights per visitor was spent in the region. Based on an attendance rate of 3,833 visitors, this equates to \$192 per visitor. Further data and reporting is detailed in Attachment 1.

Consultation

Nil

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	3. Prosperity - We will advocate and drive opportunities for the community to be economically desirable, resilient, and prosperous.
Strategic Outcome	3.4 Sustainable commerce and tourism opportunities
Strategy	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.

Council Policy[Council Policies » Shire of Ashburton](#)

Council Policy – Tourism Support and Promotion

The Shire recognises that tourism will continue to be a major employer and contributor to the economy within the Shire, and that it needs to play an active role to facilitate the growth and development of tourism in Ashburton.

Financial ImplicationsCurrent Financial Year

The Shire provided a \$50,000 (excl. GST) contribution to become a Premium Partner of The Karijini Experience 2025.

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)	Failure to accept the report.	Unlikely (2)	Minor (2)	Low (1-4)	Accept the findings of the report.

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 Economic and Tourism Development Committee recommends that Council receives and accepts The Karijini Experience 2025 Event Report as detailed in Attachment 1 which will inform future sponsorship proposal requests.

Committee Recommendation

That Council receives and accepts The Karijini Experience 2025 Event Report as detailed in Attachment 1 which will inform future sponsorship proposal requests.

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Council Decision **101/2025****Moved** **Cr L Rumble JP****Seconded** **Cr M Lynch**

That Council receives and accepts The Karijini Experience 2025 Event Report as detailed in Attachment 1 which will inform future sponsorship proposal requests.

For: **K White, R de Pledge, L Rumble JP, A Sullivan, M Lynch and R Kapor**

Against: **Nil**

Carried 6/0

Cr B Healy disclosed a direct financial interest in Item 6.3 (detailed in Item 5.2).

SP A Smith disclosed a direct financial interest in Item 6.3 (detailed in Item 5.2).

ETD.3 Shire of Ashburton - Small Business Grant Program 2025 2026

File Reference	ED01
Applicant or Proponent(s)	Not Applicable
Author	S Allan, Manager Business & Economic Development
Authorising Officer	G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Ordinary Council Meeting 12 December 2023 - Item 218/2023
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Economic Development Strategy 2024 - 2028 2. Grant Funding Guidelines Objectives and Eligibility

Report Purpose

The purpose of this report is to provide the Economic Tourism and Development Committee (the Committee) a Shire of Ashburton Small Business Grant Program 2025 - 2026 as per Council's decision at the 10 December 2023 Council meeting (Council Decision 218/2023) and request Point 3 '*...to investigate a future small business grant program and report to the Economic and Tourism Development Committee*'.

The Committee is requested to consider the proposed *Objectives, Eligibility Criteria and Guidelines* detailed in Attachment 2 that relate to the '*2025 - 2026 Shire of Ashburton Small Business Grant*' program with further support and recommendation to Council for an allocation of a budget amount of \$50,000 in the 2025/2026 financial year to develop and deliver this grant program in collaboration with the Onslow Chamber of Commerce and Industry (OCCI) and the Pilbara Inland Chamber of Commerce and Industry (PICCI).

Background

On 10 December 2023, Council supported and endorsed the Shire reinstating its position as a Small Business Friendly Local Government (SBFLG) with the Small Business Development Corporation (SBDC). Further to this commitment was Council's request (3) at the 10 December 2023 Council meeting (Council Decision 218/2023):

"to investigate a future small business grant program and report to the Economic and Tourism Development Committee"

Delay in Shire officers reporting back to the Committee is attributed to two (2) compounding factors including the resignation of the previous Manager of Business and Economic Development in January 2024, with the new Manager commencing on 20 May 2024 with other priority projects taking precedence.

The other contributing factor was both of the Ashburton Chambers of Commerce (OCCI and PICCI) undergoing change of Chief Executive Officers or Chair within their organisations at the commencement of 2025, further delaying the ability to progress the investigation effectively.

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However, both the Chambers (OCCI and PICCI) are now in a position, and have the capacity, to engage in the delivery of an Ashburton Small Business Grant program for 2025-2026.

Small Business Key Data

Key data from the Australian Bureau of Statistics (ABS) reports that approximately 60% of small businesses in Australia will fail within their first 3 years of operations, with 20% failing within the first year, according to the Australian Banking Association, the reasons for small business failure include:

- Insufficient leadership and management.
- Inadequate market research.
- Poor financial management.
- Underestimating competitors.
- Product and services issues.

Shire of Ashburton commitment to Small Business:

The Shire's Economic and Tourism Development Strategy 2024-2028 (refer to Attachment 1) was endorsed in March 2024 and was developed to compliment and assist with delivering outcomes aligned to the Strategic Community Plan with an objective to support small and medium sized business.

Vision 4 of the Shire's Economic and Tourism Development Strategy 2024-2028 highlights the Shires commitment to provide "*A Great Place to Have a Small Business*" below are the 3 main areas of focus:

1. Small business can grow with access to affordable land, skilled local workforce, and local supply contracts.
2. Council attracts investment through proactive incentives and forward-planning.
3. Local entrepreneurship, innovation and collaboration is encouraged/supported.

Focus on creating a supportive business environment is crucial to local investment attraction, economic development and growth, and in this transient environment, small enterprises are the backbone to economic stability, community vibrancy, diversity and sustainability.

Actions from the Shire's Economic and Tourism Development Strategy 2024-2028 also outlines the Shires commitment to support the Onslow Chamber of Commerce and Industry (OCCI) and Pilbara Inland Chamber of Commerce and Industry (PICCI) initiatives and to also support start up home-based businesses.

Comments

The Shire's commitment to the Small Business Friendly Local Government (SBFLG) initiative with the Small Business Development Corporation (SBDC) and an ongoing commitment to participation of the initiative involves committing to adherence to the overarching SBFLG Charter.

With Council's commitment to small business support and request for further investigation towards a small business grant program, the current Manager for Business and Economic Development has liaised with both OCCI and PICCI in developing a Small Business Grant Funding Program for start-up and already operational small businesses endeavouring to grow and/or diversify.

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The proposed Shire of Ashburton Small Business Grant Objectives, Eligibility Criteria and Guidelines are outlined in Attachment 2.

Ongoing Business Support for successful applicants

Grant funding will include an allocation towards membership of the respective Chamber of Commerce's (for those without a membership), ensuring ongoing support for the applicants, providing a greater chance of success.

If approved, OCCI and PICCI have both committed to the following terms for the duration of the small business grant initiative 2025 - 2026:

- Assisting successful applicants in overcoming the barriers of business startup and business commencement/launch.
- Assisting businesses access professional skills, services, or knowledge to advance their business concept and/or launch.
- Provide business support where appropriate.
- Provide access to the Chamber's business hub and facilities as per the respective Chamber policies.

Ongoing support and promotion:

Promotion of the grant initiative will be done by the Shire's Corporate Communications and Media team with digital and physical promotional assets provided by the Shire to the Chamber's for further promotional dispersal. All promotional material will include the Shire, OCCI and PICCI logos and contact details.

Support and questions during the application process can be made to the respective Chamber of Commerce's with applications uploaded via the Shire's website.

Consultation

Onslow Chamber of Commerce and Industry (OCCI).
Pilbara Inland Chamber of Commerce and Industry (PICCI).

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](#)**Council Policy – Community Donations, Grants and Funding**

The Shire is committed to a vision of being a welcoming, sustainable, and socially active district, offering a variety of opportunities to community.

Direction and guidance will be taken from the Community Donation, Grants and Funding policy in the development and delivery of a Shire of Ashburton Small Business Grants Program.

Council Policy – Fraud and Corruption

The prevention and detection of fraud and corruption is a collective responsibility of all persons engaged, or closely associated, with the Shire in any capacity.

This policy applies to all elected members, committee members, candidates, working group members, employees, agency staff, volunteers, third parties - such as a consultants, contractors, and suppliers and the community.

Council Policy – Tourism Support and Promotion

The Shire recognises that tourism will continue to be a major employer and contributor to the local economy, and that it needs to play an active role to facilitate the growth and development of tourism.

Financial - Support tourism initiatives which build the Pilbara tourism potential.

Financial ImplicationsCurrent Financial Year

Nil

Future Financial Year(s)

Financial support for the Small Business Grant Program will require a budget allocation of \$50,000 (Excl. GST) for the 2025/2026 financial year.

Consideration to future financial year budgets will be dependent on the success and need for an Ashburton Small Business Grant Program.

Legislative Implications

Nil

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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)	Council requested in December 2023 for a Small Business Grants program initiative to be investigated in collaboration with the respective Ashburton Chamber of Commerce's. Not supporting this initiative provides opportunity of risk within the local and business community as a view of non-support from Council for small business growth and diversification in the area.	Possible (3)	Moderate (3)	Moderate (5-9)	Support the proposed Shire of Ashburton Small Business Grant Objectives, Eligibility Criteria and Guidelines or a variation of these recommendations, for further development and delivery.

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

Voting Requirements

Simple Majority

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Officer Recommendation

That the Economic Tourism and Development Committee recommends that Council:

1. Supports the Shire of Ashburton 2025 - 2026 Small Business Grant program to be delivered in collaboration with the Onslow Chamber of Commerce and Industry and the Pilbara Inland Chamber of Commerce and Industry.
2. Endorses the objectives, eligibility criteria and guidelines of the Shire of Ashburton 2025 - 2026 Small Business Grant program, as detailed in Attachment 2.
3. Lists for consideration an amount of \$50,000 in the 2025/2026 Annual Budget for this program.

Committee Recommendation

That Council:

1. Supports the Shire of Ashburton 2025 - 2026 Small Business Grant program to be delivered in collaboration with the Onslow Chamber of Commerce and Industry and the Pilbara Inland Chamber of Commerce and Industry.
2. Endorses the objectives, eligibility criteria and guidelines of the Shire of Ashburton 2025 - 2026 Small Business Grant program, as detailed in Attachment 2.
3. Lists for consideration an amount of \$50,000 in the 2025/2026 Annual Budget for this program.

Council Decision **102/2025**

Moved **Cr M Lynch**

Seconded **Cr L Rumble JP**

That Council:

1. **Supports the Shire of Ashburton 2025 - 2026 Small Business Grant program to be delivered in collaboration with the Onslow Chamber of Commerce and Industry and the Pilbara Inland Chamber of Commerce and Industry.**
2. **Endorses the objectives, eligibility criteria and guidelines of the Shire of Ashburton 2025 - 2026 Small Business Grant program, as detailed in Attachment 2.**
3. **Lists for consideration an amount of \$50,000 in the 2025/2026 Annual Budget for this program.**

For: **K White, R de Pledge, L Rumble JP, A Sullivan, M Lynch and R Kapor**

Against: **Nil**

Carried 6/0

At 1:17 pm, SP Audra Smith and Cr Brie Healy returned to the meeting.

Shire President Audra Smith resumed the Chair.

Cr L Rumble JP disclosed an impartiality interest in Item 6.4 (detailed in Item 5.2).

ETD.4 2025 Outback Air Race - Onslow

File Reference	ED24081
Applicant or Proponent(s)	Not Applicable
Author	S Allan, Manager Business & Economic Development
Authorising Officer	G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Report Purpose

The purpose of this report is to present information regarding the Outback Air Race 2025 together with a request from the event organisers for the Shire to fund a function to acknowledge the fundraising efforts of the participants.

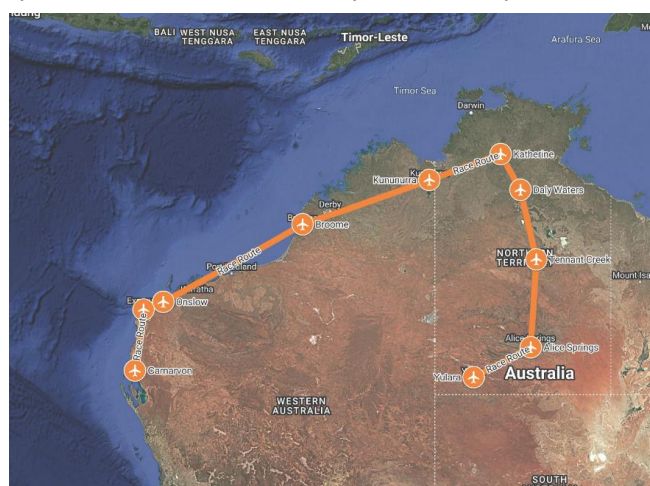
The Committee is requested to support a funding allocation for a 'Meet and Greet' event in Onslow in September 2025.

Background

The Outback Air Race is an aviation time trial through the remote Australian Outback and has raised close to \$4 million in funds for the Royal Flying Doctor Service (RFDS) since 1996.

The Outback Air Race commences from Yulara (Northern Territory) on 23 August 2025. A 2-night stopover in Onslow is scheduled for 3-4 September 2025,

Onslow is one of ten locations across the Northern Territory and Western Australia as a rest stop for the participants. Refer to the below map for the complete race route.



[The Outback Air Race | A race around Australia supporting the RFDS](#)

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Comments

It is anticipated that there will be more than 100 participants flying into Onslow Airport on Wednesday 3 September. Participants are of varying professions and walks of life and their visitation provides an opportunity for positive exposure of Onslow and the Ashburton region.

Organisers have approached the Shire for consideration of an evening event on Thursday 4 September prior to their departure to Exmouth the following day.

A proposed 'Meet and Greet' event will provide an opportunity for the Shire to champion the dedication of the RFDS for our region, support the participants, and acknowledge our own local emergency services and volunteers.

Overview of the 'Meet and Greet' event

If supported by Council it is proposed that the 'Meet and Greet' event would be held at the ANZAC Memorial Park with light catering and refreshments at sunset.

Invitees to the event would include Outback Air Race participants, local emergency services volunteers, local business community representatives, Shire delegates and officers.

The total anticipated costs for 100 participants and guests is \$5,000 (excl. GST).

Funding would be allocated from the 2025/2026 Advocacy and Investment Attraction operational budget.

Consultation

Manager Airport Services

Outback Air Race 2025 Destination Coordinator (Onslow) – Linton Rumble JP

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](#)

Tourism Support and Promotion

Endeavour to assist community groups or tourist organisations conduct events which have the potential to develop tourism in the area.

Financial ImplicationsCurrent Financial Year

Nil

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Future Financial Year(s)

A maximum allocation of \$5,000 (excl. GST) from account ED24078 - Advocacy and Investment Attraction, 2025/2026 financial year operational budget. Additional budget funding is not being requested.

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)	Lack of support or acknowledgment for a large group visiting as part of a reputable fundraiser.	Possible (3)	Minor (2)	Low (1-4)	Committee and Council support of funds being allocated to this event.

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 Economic and Tourism Development Committee recommends that Council:

1. Supports a Shire funded 'Meet and Greet' event on Thursday 4 September 2025 to support the Outback Air Race 2025; and
2. Allocates \$5,000.00 (excl. GST) from the Advocacy and Investment Attraction Account ED24078 in the 2025/2026 operational budget.

Committee Recommendation

That Council:

1. Supports a Shire funded 'Meet and Greet' event on Thursday 4 September 2025 to support the Outback Air Race 2025; and
2. Allocates \$5,000.00 (excl. GST) from the Advocacy and Investment Attraction Account ED24078 in the 2025/2026 operational budget.

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Council Decision **103/2025****Moved** **Cr B Healy****Seconded** **Cr L Rumble JP****That Council:**

- 1. Supports a Shire funded 'Meet and Greet' event on Thursday 4 September 2025 to support the Outback Air Race 2025; and**
- 2. Allocates \$5,000.00 (excl. GST) from the Advocacy and Investment Attraction Account ED24078 in the 2025/2026 operational budget.**

Carried 8/0**Resolved en bloc**

12 Office of the Chief Executive Officer Reports

12.1 Transfer of the Port of Onslow from the Department of Transport to the Pilbara Ports Authority

File Reference	BEA.0561
Applicant or Proponent(s)	Not Applicable
Author	LK Advisory
Authorising Officer	R Wright, Executive Manager Land, Property and Regulatory Services
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	<ol style="list-style-type: none"> 1. Referral for Comment 2. Tenure Map of Reserves 3. LPS 8 Map No. 3 4. Beadon Creek Land Use Framework

Report Purpose

The purpose of this report is to establish a Council position and response on the Department of Planning, Lands and Heritage (DPLH) Case 2400464 – Transfer of the Port of Onslow from the Department of Transport (DOT) to the Pilbara Ports Authority (PPA) referral (Attachment 1).

Background

The Port of Onslow, also known as the Beadon Creek Boat Harbour, is located approximately 2.2km east of the Onslow town centre. The Port is contained within Reserve 30711, which comprises Lots 460 and 561 Beadon Creek Road, and Lot 3054 on Plan 052026.

On 11 April 2024, the DPLH requested feedback from the Shire on a proposal to transfer the Port of Onslow from the DOT to the PPA, including the below-listed land parcels, which are also shown in Attachment 2.

- Lot 561 on Deposited Plan 174170, Reserve 30711
- Lot 3045 on Deposited Plan 52026, Reserve 30711
- Lot 460 on Deposited Plan 210532, Reserve 30711
- Lot 556 on Deposited Plan 402556, Reserve 48859

The Port is used for port loading and unloading, storage and laydown and is a community boating facility. The Port is adjacent to a largely light industrial/commercial area to the west, and a tourist zone that accommodates the Onslow Discovery Park. The eastern side of the Harbour is vegetated and appears generally in its natural state.

Planning Framework

Local Planning Scheme No. 7 (LPS 7) and Local Planning Strategy (Strategy)

The Beadon Creek Boat Harbour is reserved for 'Public Purpose: Port Facilities' under the Shire's LPS 7 (see Figure 2). The Strategy identifies the land component of the Harbour as an Investigation Area: 'Future Industry/Mixed Business', with the eastern side shown as 'Landscape' (see Figure 3).

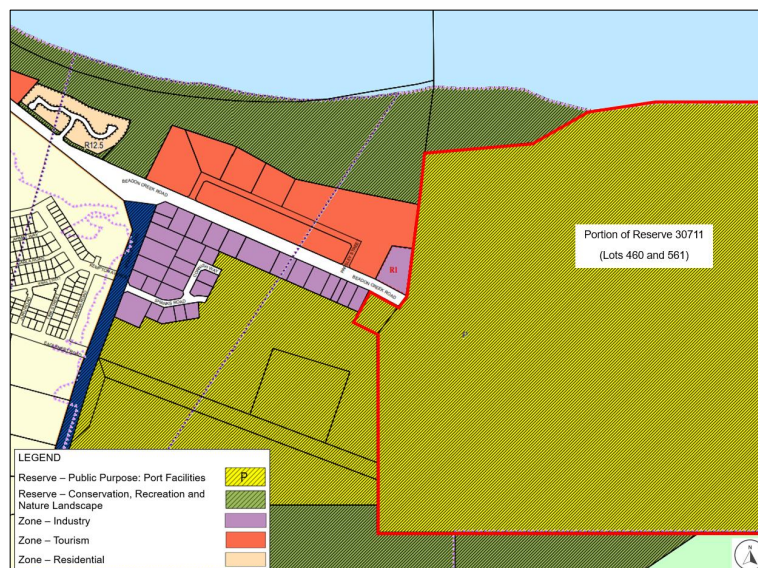


Figure 2: Extract of Local Planning Scheme No. 7 Map

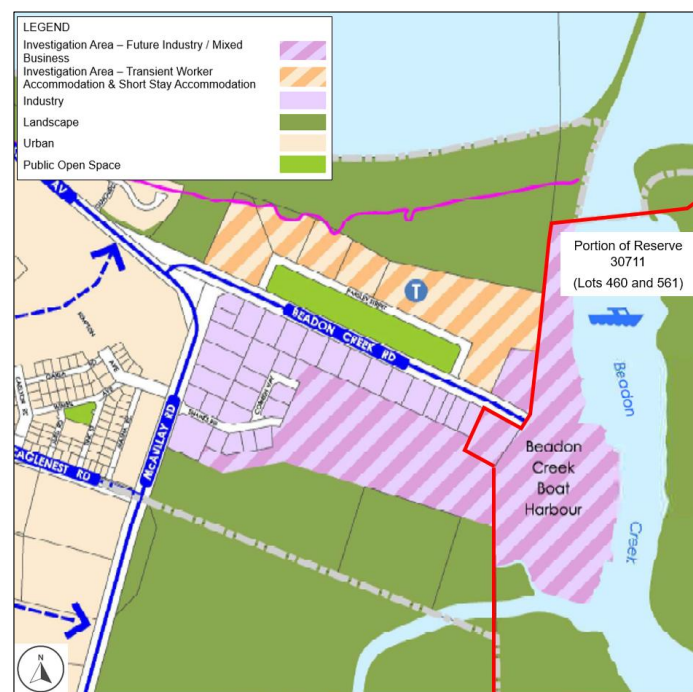


Figure 3: Extract of Local Planning Strategy - Plan 2: Onslow Townsite Strategy Plan

Under LPS 7, development is exempt from the need for development approval within the Public Purpose: Port Facilities Reserve in the following (summarised) circumstances:

1. Where the development is a 'public work' and is undertaken by a 'public authority', in accordance with Section 6 of the *Planning and Development Act 2005*; and/or
2. Where the development is consistent with the purpose of the Reserve as per cl.5.3.1(k) of LPS 7.

LPS 7 does not define the purpose of the Public Purpose: Port Facilities Reserve, requiring the local government to exercise discretionary judgment on whether land use and development are consistent with the reserve's purpose. This ambiguity has caused uncertainty in determining exemptions from development approval.

Development approval is required in most other circumstances within the Public Purpose: Port Facilities Reserve, notably, any development proposed by a Lessee that is not otherwise exempt from the need for approval. Development applications are assessed under the provisions of LPS 7 and the matters for consideration set out in Clause 67 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulation 2015*.

The Strategy provides the long-term planning direction for the Shire. The Beadon Creek Boat Harbour is recognised as being of strategic importance, and the Strategy provides the following actions for future planning of this area:

- Investigating the harbour operations side of the Lot 561 for future industry/mixed business and landscape for land on the eastern side of Beadon Creek; and
- Consider the Investigation Area for 'Industrial Development' zoning to enable the preparation of a structure plan to guide development and staging.

Draft Local Planning Scheme No. 8 (LPS 8)

Council adopted LPS 8 on 10 October 2023 for the purpose of advertising (Items 12.2 and 12.3), with the adopted scheme map being shown in Figure 4.

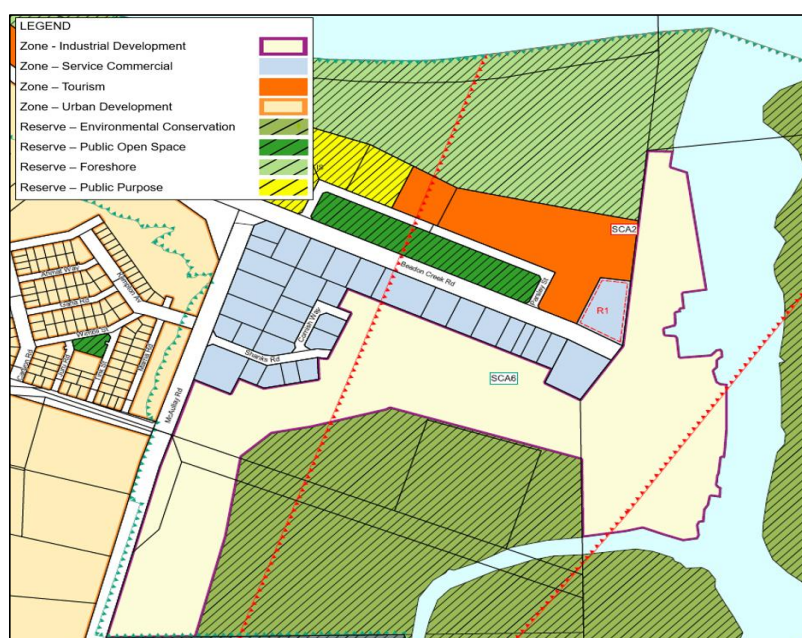


Figure 4: Extract of draft Local Planning Scheme No. 8 Map

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Consistent with the Strategy, LPS 8 recognised a need to undertake coordinated planning for the Beadon Creek Boat Harbour and potential expansion of the Onslow industrial area. Accordingly, it originally proposed an Industrial Development zone for the area, which includes the objectives:

- To designate land for future industrial development; and
- To provide a basis for future detailed planning in accordance with the structure planning provisions of this Scheme.

However, the DPLH required modifications to LPS 8 through the certification for public advertising process, which included a modification to change Lots 561 and 460 within Reserve 30711 from Industrial Development Zone to the Strategic Infrastructure Reserve. The objective of the reserve is *'To set aside land required for port or airport facilities'*.

The area affected by the modification is shown in the certified Draft Local Planning Scheme No. 8 Map No. 3 - Onslow Surrounds, which shows the full extent of the Strategic Infrastructure Reserve in a grey area with diagonal black lines and is shown in Attachment 3.

The primary reason for this change is that the DPLH was already in the process of transferring the landholdings from the DOT to the PPA. Given that the property would soon be administered under the *Port Authorities Act 1999*, the DPLH considered the Strategic Infrastructure Reserve to be the most appropriate mechanism to administer the planning framework over the Port of Onslow into the future.

Beadon Creek Boat Harbour Land Use Framework (2014)

In 2014, consultants GHD, on behalf of the DOT, prepared the Beadon Creek Boat Harbour Land Use Framework (LUF) for the Beadon Creek Port (refer to Attachment 4). The LUF includes the following principles for the development of the Beadon Creek Port:

- Provide for the development of a recreation precinct as a legacy for future generations;
- Provide public access to the boat harbour that is safe and efficient;
- Enable port activities to operate without impacting public enjoyment;
- Establishing land uses compatible with adjoining activities; and
- Enabling staged development of public and restricted access areas within the boat harbour.

The LUF also establishes a range of development principles for each precinct, including for building height, setbacks, screening, car parking, landscaping and operating hours.

The LUF is outdated, in that it does not reflect recent developments at the Port, nor does it have any formal status as a planning instrument, given it hasn't been endorsed by the Western Australian Planning Commission (WAPC) or adopted by Council under LPS 7 or as another planning instrument.

However, it does provide a useful guide to the Port and its intended mix of land uses, and how to manage those land uses. Accordingly, there is some merit in either transferring the LUF to the PPA, or for the PPA to use the LUF as a basis to prepare a more detailed Port Master Plan, in consultation with the Shire and other stakeholders.

Comments

The Shire has reviewed the DPLH's proposal to transfer the management of the Port of Onslow from the DOT to the PPA, as detailed in DPLH's correspondence dated 11 April 2024 (Case 2400464) (Attachment 1). This transfer, enacted under Sections 50(1) and 46(1) of the *Land Administration Act 1997* (LAA), involves Reserves 30711 and 48859, encompassing Lots 561, 3045, 460, and 556, as shown in the provided tenure and aerial maps (Attachment 2). The Shire recognises this transfer as part of the Tranche 2 Port Governance Reform agenda, published in November 2017, shifting the Port's administration from the *Marine and Harbours Act 1981* and *Shipping and Pilotage Act 1967* to the *Port Authorities Act 1999*.

The Shire notes that the transfer will position the Onslow Marine Supply Base (OMSB) as a lessee to the PPA. Under Section 38(1) of the *Port Authorities Act 1999*, a "port authority" includes "a lessee or tenant of a port authority." Further, Section 38(2) states:

"For the purposes of port works and port facilities, the Planning and Development Act 2005 section 6 applies to a port authority as if it were an agency of the Crown in right of the State."

This means the transfer results in OMSB being designated as a public authority for planning purposes, subject to Section 6 of the *Planning and Development Act 2005*, which governs public works.

Section 6(1) provides:

"Nothing in this Act interferes with the right of the Crown, or the Governor, or a public authority, or a local government — (a) to undertake, construct or provide any public work; and (b) to take land for the purposes of that public work."

However, Section 6(2) qualifies this by requiring "due regard" to the local planning scheme, orderly planning, and amenity preservation, while Section 6(3) mandates consultation with the responsible authority (the Shire) during the formulation of public work proposals.

Based on this legislative foundation as the discussion in this report, the Shire recommends that Council address the following key matters in their response to the DPLH.

Request for Statutory Consultation Compliance

The Shire acknowledges that the OMSB, as a lessee under Section 38(1) of the *Port Authorities Act 1999*, gains public authority status for port works, as reinforced by Section 6(2) and (3) of the *Planning and Development Act 2005*. To ensure alignment with Local Planning Scheme No. 7 (LPS 7), the Shire requests that the DPLH confirm that any public works proposed by OMSB or PPA will involve mandatory consultation with the Shire, as required by Section 6(3). This consultation must address consistency with LPS 7, orderly planning, and amenity preservation, with a reasonable timeframe provided for the Shire's input. The Shire should request that this statutory requirement be communicated clearly to the PPA and to OMSB.

Advocate for a Collaborative Working Group

To enhance coordination, the Shire recommends that Council authorise the Chief Executive Officer to advocate for a working group comprising the Shire, PPA, and relevant stakeholders. This group would ensure early engagement on port developments, aligning them with the Shire's Local Planning Scheme, Strategy and community needs.

Seek Clarification on the Beadon Creek Land Use Framework

The Beadon Creek Boat Harbour Land Use Framework (LUF), prepared by the DOT in 2014, lacks formal status under LPS 7 and is outdated. The Shire requests that the DPLH clarify the LUF's status post-transfer and either transfer it to the PPA or encourage the PPA to develop a modern Port Master Plan. This plan should incorporate the LUF's principles (e.g., recreational precincts, public access) and be developed in consultation with the Shire.

Review of Local Planning Framework

The transfer aligns with Draft Local Planning Scheme No. 8 (LPS 8), rezoning Reserve 30711 as a Strategic Infrastructure Reserve under the *Port Authorities Act 1999*. The Shire recommends that Council authorise a preliminary review of LPS 8 and the Local Planning Strategy to assess whether amendments/modifications are needed to ensure port activities align with the Shire's planning objectives for the Port. This may result in recommended modifications to draft LPS 8 being adopted by Council following public advertising, for consideration by the DPLH, the WAPC's Statutory Planning Committee (SPC) and ultimately by the Minister for Planning.

These recommendations ensure the transfer supports coordinated planning, adheres to statutory obligations and ensures alignment with the Shire's vision for the Port.

Consultation

Development Control Unit (DCU)

Executive Manager Land, Property and Regulatory Services

Deputy Chief Executive Officer

Director Infrastructure

Department of Planning Lands and Heritage

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

[Council Policies » Shire of Ashburton](#)

Nil

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Financial ImplicationsCurrent Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications*Port Authorities Act 1999*

Under Section 38(1) of the *Port Authorities Act 1999*, a "port authority" includes "a lessee or tenant of a port authority."

Section 38(2) states:

"For the purposes of port works and port facilities, the Planning and Development Act 2005 section 6 applies to a port authority as if it were an agency of the Crown in right of the State."

Planning and Development Act 2005

Section 6(1) provides:

"Nothing in this Act interferes with the right of the Crown, or the Governor, or a public authority, or a local government — (a) to undertake, construct or provide any public work; and (b) to take land for the purposes of that public work."

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	The Shire may lose control and/or responsibility for activities undertaken at the Port of Onslow.	Likely (4)	Moderate (3)	High (10-16)	Accept the 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. Acknowledges the proposed transfer of the Port of Onslow from the Department of Transport to the Pilbara Ports Authority and its potential implications for local planning and development.
2. Authorises the Chief Executive Officer to write to the Department of Planning, Lands and Heritage to:
 - (a) Request confirmation that any public works proposed by the Onslow Marine Supply Base and/or the Pilbara Ports Authority will comply with Section 6 of the *Planning and Development Act 2005*, including mandatory consultation with the Shire of Ashburton and that this statutory requirement will be communicated to both the Pilbara Ports Authority and any of its lessees at the Port of Onslow.
 - (b) Seek clarification on the status of the Beadon Creek Boat Harbour Land Use Framework following the transfer to the Pilbara Ports Authority.
 - (c) Request that the Department of Planning, Lands and Heritage encourage the Pilbara Ports Authority to establish a working group or technical advisory group, including representatives from the Shire of Ashburton, to facilitate collaboration on future port-related developments, including a review of the Land Use Framework, the local planning framework and/or the creation of a new Port of Onslow Masterplan.
3. Instructs the Chief Executive Officer to review Local Planning Scheme No. 8 and the Local Planning Strategy to assess the implications of the transfer and determine whether amendments are necessary to ensure alignment with the Shire's planning objectives.

Council Decision **104/2025**

Moved **Cr M Lynch**

Seconded **Cr R Kapor**

That Council:

1. **Acknowledges the proposed transfer of the Port of Onslow from the Department of Transport to the Pilbara Ports Authority and its potential implications for local planning and development.**
2. **Authorises the Chief Executive Officer to write to the Department of Planning, Lands and Heritage to:**
 - (a) **Request confirmation that any public works proposed by the Onslow Marine Supply Base and/or the Pilbara Ports Authority will comply with Section 6 of the *Planning and Development Act 2005*, including mandatory consultation with the Shire of Ashburton and that this statutory requirement will be communicated to both the Pilbara Ports Authority and any of its lessees at the Port of Onslow.**
 - (b) **Seek clarification on the status of the Beadon Creek Boat Harbour Land Use Framework following the transfer to the Pilbara Ports Authority.**
 - (c) **Request that the Department of Planning, Lands and Heritage encourage the Pilbara Ports Authority to establish a working group or technical advisory group, including representatives from the Shire of Ashburton, to facilitate collaboration on future port-related developments, including a review of the Land Use Framework, the local planning framework and/or the creation of a new Port of Onslow Masterplan.**
3. **Instructs the Chief Executive Officer to review Local Planning Scheme No. 8 and the Local Planning Strategy to assess the implications of the transfer and determine whether amendments are necessary to ensure alignment with the Shire's planning objectives.**

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

Against: **Nil**

Carried 8/0

13 Corporate Services Reports

13.1 Governance Framework

File Reference	GV20
Applicant or Proponent(s)	Not Applicable
Author	J Bray, Manager Governance
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Draft Governance Framework

Report Purpose

The purpose of this report is to present the Shire's first Governance Framework for Council's consideration.

Council is requested to adopt the Governance Framework as detailed in Attachment 1.

Background

Governance is an important concept and impacts on all parts of the Shire and all sectors of the community. The practice of good governance is increasingly seen as critical for ensuring that:

- the Shire meets legal and ethical compliance
- decisions are made in the interests of stakeholders and the broader community
- the Shire behaves as a good corporate citizen should.

The principles and practices of good governance plot the specific processes of decision-making, and the processes by which the Shire is directed, controlled and held to account. Good governance ensures that the Shire is able to manage its many complex responsibilities effectively in the best interests of the entire community.

For an organisation to demonstrate good governance, there needs to be a clear understanding about its strategic direction, management responsibility and accountability.

Comments

The proposed Governance Framework (Attachment 1) was prepared by an external consultant. The Framework sets out the above matters as well as the roles of elected members and the organisation and their interdependent relationships, along with the financial, legal and ethical considerations required to provide good governance.

The Framework is based on, and broken down into, the four general principles of good governance in organisations, being:

- vision and culture
- roles and relationships

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- decision-making and management
- accountability.

Although the Framework is not enforceable, there are a range of benefits that can be derived from the development and implementation of an effective framework including:

- providing clear guidelines for the roles of the Council, elected members, the Chief Executive Officer and employees, ensuring that all responsibilities are properly allocated and performance expectations are well understood
- enshrining best practice in relation to 'board processes' (which are relevant to the elected Council body)
- assisting the Shire in delivering good governance
- ensuring legal and ethical compliance
- influencing processes throughout the organisation by setting guidelines for strategic planning at all levels
- assisting as an induction tool for new elected members and employees.

The Framework assists elected members and employees to understand the increasing governance demands that are placed on them within the local government industry. The Framework also communicates to the community the governance arrangements in place to ensure the Shire is performing at an optimum level and making progress towards its strategic goals.

It is necessary that the Framework is reviewed on a regular basis thereby ensuring the document remains relevant to the current operations of the Shire and the legal framework in which it operates.

Consultation

Various documents have been sourced and referred to in the preparation and development of the Framework. The Chief Executive Officer, Director Corporate Services and Governance have reviewed, and provided input into the draft document.

The Framework was circulated to elected members for feedback on 28 May 2025. No feedback was received.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

[Council Policies » Shire of Ashburton](#)

There are numerous policies of the Shire that have direct relevance to the Framework.

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Financial ImplicationsCurrent Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

The *Local Government Act 1995* and associated regulations are the main pieces of legislation affecting the operations of local government. Local governments are also required to administer range of other legislative provisions (such as but not limited to the *Planning and Development Act 2005*, *Corruption, Crime and Misconduct Act 2003*, *Public Interest Disclosure Act 2003*, the *State Records Act 2000*) and where relevant, such legislation has been referred to in the Framework.

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)	Lack of understanding of governance arrangements in place at the Shire.	Unlikely (2)	Minor (2)	Low (1-4)	Adopt the Governance Framework.

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

The adoption of a Governance Framework highlights the Shire's commitment to providing good government for its community by defining systems, policies, processes and a methodology for ensuring accountability, probity and openness in the conduct of Shire business.

Voting Requirements

Simple Majority

Officer Recommendation

That Council adopts the Governance Framework as detailed in Attachment 1.

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Council Decision **105/2025****Moved** **Cr M Lynch****Seconded** **Cr B Healy****That Council adopts the Governance Framework as detailed in Attachment 1.****For:** **A Smith, K White, R de Pledge, L Rumble JP, A Sullivan, M Lynch,
B Healy and R Kapor****Against:** **Nil****Carried 8/0**

Item 13.1

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13.2 Monthly Schedule of Accounts Paid - May 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 - May 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 May 2025;
- Trust Fund Payments for May 2025; and
- Corporate Credit Card and Payment Card Reconciliations for April/May 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:

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Description	Amount \$
<u>Municipal Fund</u>	
Electronic Funds Transfers	5,828,207.71
BPay/Credit Cards	348,612.26
Cheques	0
Payroll	1,051,035.65
Bank Fees and Charges	1,963.24
<u>Municipal Fund Total</u>	7,229,818.86
<u>Trust Fund</u>	
Electronic Funds Transfers	0.00
<u>Trust Fund Total</u>	0.00
<u>Payment Cards</u>	
Credit Cards	76,079.89
Fuel Cards – Ampol	6,573.46
Fuel Cards – Viva / Shell	7,663.86
Fuel Cards – Wex Motorpass	3.58
Taxi Cards – Cabcharge	540.67
<u>Payment Cards Total</u>	90,861.46

The below table provides a summary of payment totals during 2024-2025.

Month	EFT Payment	Direct Debits	Credit Cards	Payroll	Bank Fees	Total Payment
July 24	6,093,893	348,420	18,735	1,016,874	3,572	7,481,494
Aug 24	6,643,545	410,327	43,002	1,527,889	3,292	8,628,055
Sep 24	6,703,629	12,327	55,098	1,057,958	2,908	7,831,919
Oct 24	5,729,270	740,184	52,523	1,082,491	3,692	7,608,161
Nov 24	6,002,355	156,483	60,282	1,122,382	2,294	7,343,796
Dec 24	6,813,370	340,759	43,175	1,159,813	2,033	8,359,151
Jan 25	4,655,171	418,421	14,696	1,626,977	1,723	6,716,989
Feb 25	7,745,794	284,686	48,530	1,066,112	3,618	9,148,739
Mar 25	6,270,951	289,670	53,473	1,145,28	1,596	7,730,220
Apr 25	8,972,534	331,419	41,796	1,102,535	1,925	10,450,210
May 25	5,828,208	272,532	76,080	1,051,035	1,963	7,229,819
Jun 25						
Total	71,458,719	3,605,229	507,390	12,928,596	28,618	88,528,553

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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 ImplicationsCurrent 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.

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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 May 2025, inclusive of purchasing cards payments for April/May 2025, as included at Attachment 1.

Council Decision **106/2025**

Moved **Cr B Healy**

Seconded **Cr L Rumble JP**

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 May 2025, inclusive of purchasing cards payments for April/May 2025, as included at Attachment 1.

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

Against: **Nil**

Carried 8/0

13.3 Monthly Financial Statements - May 2025

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

Report Purpose

Shire officers are required to prepare a Statement of Financial Activity each month containing relevant information, as legislated.

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

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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 May 2025, as included at Attachment 1.

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Council Decision **107/2025****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 May 2025, as included at Attachment 1.

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

Against: **Nil**

Carried 8/0

13.4 End of Year Reserve Transfers

File Reference	FM03
Applicant or Proponent(s)	Not Applicable
Author	D Kennedy, Director Corporate Services
Authorising Officer	G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Report Purpose

The purpose of this report is to provide Council with information pertaining to the proposed end of financial year discretionary reserve transfers.

Council is requested to approve the reserve transfers as recommended.

Background

Each Annual Budget prepared in accordance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* is considered a discrete budget or as is commonly referred to as a “zero-to-zero budget”.

To ensure the integrity of each year’s zero-to-zero budget, and the required rating to fund the budget deficiency, the reconciliation of the current year’s ending position is a critical element.

This primarily involves, identifying carryover projects (projects funded in the current year that will be extended into the next year), contract liabilities (grant funding received but obligations remaining), and processing standing reserve transfers for business units such as the Onslow Airport and Waste Operations.

In addition to this, one off reserve transfers are considered together with seeking Council direction in relation to the allocation of any surplus funds relating to the current financial year.

CommentsPilbara Regional Waste Management Facility (PRWMF)

Operations at the PRWMF commenced inhouse on 1 March 2024.

Over the last 16 months operational performance has continued to improve with the highlight being the recent successful completion of a large waste campaign in excess of 20,000 tonnes.

At the end of the Financial Year the PRWMF will have generated an operational surplus for the first time. To isolate these funds from municipal operations and to provide for the future development of the facility it is recommended that the surplus be transferred to the Regional Waste Facility Reserve. This Reserve was created several years ago, in anticipation that surplus funds would be quarantined for this purpose on an annual basis.

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The quantum of the surplus is unable to be calculated until year end, however based on the large waste campaign, the anticipated reserve funds will allow for the Cell 2 concept to be developed and possibly tendered during 2025/26.

End of Year Surplus

At the end of the current financial year and following standing reserve transfers it is expected that there will be a surplus "cash" position.

Whilst unable to definitively determine the amount of the surplus at this point in time, direction is sought from Council as to how they would like to apply any surplus, to enable the necessary transfers to occur and for the Statutory Budget for 2025/26 to be completed.

Based on discussions during the 2025/26 budget workshops, Council identified a preference for bringing forward the completion of Stage 2 of the Onslow Streetscape development. If this project was funded, it would not commence until towards the end of 2025/26 and would require further Council funding in the 2026/27 municipal budget to complete.

A combination of 2024/25 surplus, and an allocation from the 2026/27 municipal budget would allow Council to consider this approximate \$12 million project during 2025/26.

On this basis, it is recommended that Council, transfer surplus funds from the 2024/25 financial year to the Assets and Infrastructure Reserve.

Consultation

End of year transfers were discussed during Budget Workshop held on 3 June 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	4.2 Appropriate, sustainable, and transparent management of community funds
Strategy	3 Plan effectively for financial sustainability.

Council Policy

[Council Policies » Shire of Ashburton](#)

Nil

Financial ImplicationsCurrent Financial Year

Contained within the body of the report. Increased reserve funds provide Council with additional financial options and capacity.

Future Financial Year(s)

Reserve balances and transfers are considered on an ongoing basis.

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Legislative Implications*Local Government Act (1995)*

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

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	Incorrect calculation of end of year surplus causing a budget deficiency.	Rare (1)	Moderate (3)	Low (1-4)	Adopt 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

Officer Recommendation

That Council, subject to 2024/25 end of financial year surplus funds being available:

1. Transfers the full operational surplus of the Pilbara Regional Waste Management Facility to the Regional Waste Facility Reserve; and
2. Transfers the balance of surplus funds to the Asset and Infrastructure Reserve.

Council Decision **108/2025****Moved** **Cr K White****Seconded** **Cr R de Pledge****That Council, subject to 2024/25 end of financial year surplus funds being available:**

1. **Transfers the full operational surplus of the Pilbara Regional Waste Management Facility to the Regional Waste Facility Reserve; and**
2. **Transfers the balance of surplus funds to the Asset and Infrastructure Reserve.**

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

Against: **Nil**

Carried By Absolute Majority 8/0

13.5 Differential Rates 2025/26 - Submissions

File Reference	RV07
Applicant or Proponent(s)	Not Applicable
Author	R McDermott, Chief Financial Officer
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Ordinary Council Meeting 20 May 2025 - Item 13.4 – 079/2025
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Report Purpose

The purpose of this report is to firstly present to Council submissions received during the public consultation period for the proposed 2025/26 Differential Rates and secondly recommend that Council seek Ministerial approval for the Gross Rental Value (GRV) Transient Worker Accommodation differential category for 2025/26.

Background

In recent years Council has not had to seek Ministerial approval for any differential rate categories as no rate was more than twice the lowest in accordance with section 6.33(3) of the *Local Government Act 1995* (the Act).

With 2025/26 being a revaluation year for improved properties, Landgate valuers have provided the Shire with updated valuations across residential, commercial/industrial and transient worker accommodation properties.

The GRV revaluation has provided disparate valuation changes (predominantly increases) between each property type (i.e. residential) but also disparate valuation movements with each GRV differential rating category; as well as differences within each of the four towns located within the district.

The following table highlights the disparate changes in property valuations by GRV differential rating category.

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

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Comments

To maintain equity within the rates distribution amongst the GRV differential category, Council resolved to advertise its preferred differential rates model with a decrease in the rate in the dollar for each of the three (two in 2024/25) proposed GRV differential rating categories:

Rate Category	Rate in \$ 2024/25	Rate in \$ 2025/26	Multiplier	Minimum Payment	% of Revenue
GRV Residential	0.9830	0.06771	Base	\$1,390	7%
GRV Commercial/ Industrial	0.9830	0.08661	x1.28	\$1,390	2%
GRV Transient Worker Accommodation #	0.19500	0.19365	x2.86	\$1,390	15%
UV Pastoral	0.19290	0.19290	Base	\$1,390	2%
UV Non-Pastoral	0.38568	0.37950	x1.97	\$1,390	74%

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

Differential Rates Submission

Council gave local public notice under section 6.36 of the Act of the intention to apply differential rates in 2025/26 as per the below table.

Rate Category	Rate in \$	Multiplier	Minimum Payment	Percentage of Rates
GRV Residential	0.06771	Base	\$1,390	7%
GRV Commercial and Industrial	0.08661	x1.28	\$1,390	2%
GRV Transient Worker Accommodation	0.19365	x2.86	\$1,390	15%
UV Pastoral	0.19290	Base	\$1,390	2%
UV Non-Pastoral	0.37950	x1.97	\$1,390	74%

The public submission period commenced on the 21 May 2025 and concluded on 11 June 2025. **No submissions were received.**

GRV Transient Worker Accommodation (Ministerial Approval)

The Department of Local Government, Sport and Cultural Industries (DLGSC) has developed an online submission portal for differential rate approvals and holds delegated authority from the Minister to approve applications as it is recognised that as the legislation currently stands, Ministerial approval will legitimately be required as part of applying rates fairly and equitably. The turnaround time for approval is three weeks.

Conclusion

Council is required to seek Ministerial approval for GRV Transient Worker Accommodation as the proposed rate in the dollar of 0.19365 is more than twice the GRV Residential category.

Consultation

The proposed differential rates were advertised between 21 May 2025 and 11 June 2025 across four mediums being the West Australian, the Shire of Ashburton website, the Shire of Ashburton social media pages and placed on Shire of Ashburton noticeboards.

An application is required to be submitted to the DLGSC for the use of concessions and Ministerial approval.

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	3 Plan effectively for financial sustainability.

Council Policy

Nil

Financial ImplicationsCurrent Financial Year

Nil

Future Financial Year(s)

Following discussions with Council at the Ordinary Council Meeting held on 20 May 2025, the differential rates for the 2025/26 Annual Budget were advertised with an average increase in rate yield of 2.8%. This is complemented by the growth in rate revenue attributed to the significant development activity that is occurring in the Shire.

The proposed differential rates model is anticipated to raise \$73,736,914 and achieve a balanced budget in alignment with Council's Long-Term Financial Plan which includes rate revenue of \$73,584,784 for the 2025/26 financial year.

Legislative Implications*Local Government Act 1995**Section 6.33 Differential general rates*

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

Ministerial approval is required if differential rate is more than twice the lowest differential rate imposed.

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*Local Government Act 1995**Section 6.36 Local government to give notice of certain rates*

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

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

Council is then required to consider any submissions received and may make a final resolution in relation to the setting of the rates in the dollar and the adoption of the Annual Budget.

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	DLGSC challenge the lawfulness of the differential rates process.	Possible (3)	Moderate (3)	Moderate (5-9)	Officer actions and recommendations mitigate the risk identified.
Reputation (social/community)	Rate in the dollar and minimum payments perceived as excessive relative to other local governments.	Possible (3)	Moderate (3)	Moderate (5-9)	Council has maintained moderate rate increases for the last five years. Comparison of differential rates to other local governments confirms rates to be comparable.
Financial impact	DLGSC disallow the differential rates proposed.	Possible (3)	Major (4)	High (10-16)	Officer recommendation mitigates the risk identified.

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. Acknowledges and notes that no community submissions were received regarding the advertised Differential Rates model for 2025/26.
2. Approves the proposed Differential Rates 2025/26 as per the below table:

Rate Category	2025/26 Rate in \$	Multiplier	Minimum Payment
GRV Residential	0.06771	Base	\$1,390
GRV Commercial and Industrial	0.08661	x1.28	\$1,390
GRV Transient Worker Accommodation	0.19365	x2.86	\$1,390
UV Pastoral	0.19290	Base	\$1,390
UV Non-Pastoral	0.37950	x1.97	\$1,390

3. Requests the Acting Chief Executive Officer to seek Ministerial approval for the Gross Rental Value Transient Worker Accommodation Differential Rate category in accordance with section 6.33(3) of the *Local Government Act 1995*.
4. Requests the Acting Chief Executive Officer to finalise the preparation of the 2025/26 Annual Budget.

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Council Decision 109/2025**Moved** Cr R Kapor**Seconded** Cr M Lynch**That Council:**

1. Acknowledges and notes that no community submissions were received regarding the advertised Differential Rates model for 2025/26.
2. Approves the proposed Differential Rates 2025/26 as per the below table:

Rate Category	2025/26 Rate in \$	Multiplier	Minimum Payment
GRV Residential	0.06771	Base	\$1,390
GRV Commercial and Industrial	0.08661	x1.28	\$1,390
GRV Transient Worker Accommodation	0.19365	x2.86	\$1,390
UV Pastoral	0.19290	Base	\$1,390
UV Non-Pastoral	0.37950	x1.97	\$1,390

3. Requests the Acting Chief Executive Officer to seek Ministerial approval for the Gross Rental Value Transient Worker Accommodation Differential Rate category in accordance with section 6.33(3) of the *Local Government Act 1995*.
4. Requests the Acting Chief Executive Officer to finalise the preparation of the 2025/26 Annual Budget.

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

Against: Nil

Carried 8/0

14 Infrastructure Services Reports

Nil

15 Community Development Reports

Nil

16 Councillor Agenda Items / Notices of Motion

Nil

17 New Business Of An Urgent Nature Introduced By Council Decision

Council Decision 110/2025

Moved Cr R Kapor

Seconded Cr M Lynch

That Council, at 1:29pm, 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 Social Impact Assessment – Chevron Wheatstone Accommodation

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

Against: Nil

Carried 8/0

Cr A Sullivan disclosed an impartiality interest in Item 17.1 (detailed in Item 5.2).

L.1 Social Impact Assessment – Chevron Wheatstone Accommodation

File Reference	ED289
Applicant or Proponent(s)	Not Applicable
Author	T Taylor, Manager Communities
Authorising Officer	C McGurk, Acting Chief Executive Officer
Previous Meeting Reference	Ordinary Council Meeting November 2014 – Item 14.1 – 11876/2014 Ordinary Council Meeting September 2024 – Item 12.1 – 176/2024 Ordinary Council Meeting November 2024 – Item 12.2 – 213/2024
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Onslow Social Impact Assessment

Report Purpose

The purpose of this report is to present the draft Social Impact Assessment Report (Attachment 1) in relation to the relocation of Chevron Wheatstone accommodation camp to Lot 4001 Watson Drive, Onslow, or the retention of the accommodation camp at the Ashburton North Strategic Industrial Area (ANSIA).

Council is requested to receive the draft Social Impact Assessment Report, as provided at Attachment 1 and approve its inclusion in the Shire's submission to the Department of Planning, Lands and Heritage (DPLH) in response to Chevron Australia Pty Ltd's (Chevron) Application for Development Approval – WAPC REF 103-2-3-Workfrose Accommodation – Chevron Wheatstone Village – Ashburton North Strategic Industrial Area.

Background

The Shire has been requested to provide comment in relation Chevron's intention to seek approval from the Western Australian Planning Commission (WAPC) to extend its lease at Lot 1577 Wheatstone Road, Talandji, which includes Wheatstone Village, located approximately 12km southwest of Onslow.

The original lease for the Wheatstone Village was approved in 2011 by Development WA with the Department of Jobs, Tourism, Science and Innovation (JTSI) being the lead agency for the site. The lease was initially granted for 10 years, with two optional 5-year extensions. In 2018, a further lease extension was approved for five years and seven months, along with an additional 5-year option. The current lease and associated Development Approval (DA) are set to expire in 2032.

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At the height of the construction phase, Wheatstone Village accommodated over 8,000 workers. Since that time, a significant number of accommodation units have been decommissioned, removed, or demolished. The facility now comprises a total of 1,882 rooms.

Currently, the village supports an average occupancy of approximately 300 workers. The remaining capacity is primarily used during major maintenance shutdowns, which occur every four to five years and required the mobilisation of several hundred additional personnel.

In addition to accommodation, Wheatstone Village amenity facilities include a gymnasium, swimming pool, medical centre, retail outlet, and tavern.

The image below indicates the location of the Wheatstone Village site.



The below image shows the current layout of Wheatstone Village.



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At the September 2024 Ordinary Council Meeting Council resolved as follows:

“That with respect to the invitation from Chevron to support the Wheatstone Transient Workforce Accommodation facility located in the Ashburton North Strategic Industrial Estate, Council,

- 1. advises Chevron and the State of Western Australia that it retains its position that the sustainable development of Onslow 2024-2061 needs to maintain and develop a mutually supportive relationship for the benefit of the business and social community growth of Onslow.*
- 2. authorises the Chief Executive Officer to prepare a social and economic impact statement so as to formally assess the social, economic and environment impacts of the TWA based on ANSIA has on the future of the town of Onslow.*
- 3. requests the Chief Executive Officer to write to the Director General of Jobs Tourism, Science and Industry of Council’s resolved position.”*

The Social Impact Assessment (SIA), designed to evaluate the implications of Chevron’s proposal to either retain its Wheatstone Village at ANSIA or relocate to lot 4001 Watson Drive, Onslow.

The full scope of works for the SIA was endorsed by Council at the November 2024 Ordinary Council meeting, and covered four key areas:

1. Environmental Considerations

- Assess the environmental implications of both location options.
- Review planning compliance of Lot 4001 with the Shire’s Planning Scheme.
- Examine Chevron’s obligations under the State Agreement regarding location.

2. Social Impacts

- Identify affected stakeholders and gathered community input.
- Analyse historical context and community expectations for workforce integration.
- Evaluate potential impacts on local culture, wellbeing, and community participation.
- Assess the benefits and challenges of integrating FIFO workforce into Onslow.
- Consider the implications of no development on community sustainability.

3. Financial Impacts

- Explore effects on local businesses, employment, and investor confidence.
- Assess potential changes in housing, retail affordability, and economic activity.
- Compare local retail costs with other regional centres.
- Evaluate the commercial value of integrating the workforce into the town.

4. Risk Assessment

- Analyse travel risks between the proposed site and the Wheatstone Village.
- Consider boarder risks associated with a decision not to relocate.

In February 2025, the Shire engaged GHD Pty Ltd to undertake the SIA to inform decision making and Council’s position regarding the future location of the Chevron Wheatstone Accommodation Camp.

Comments

Chevron has applied to the DPLH to amend Condition 1 of the WAPC's conditional development approval from 2 August 2017 (WAPC ref: 103-1-3).

Condition 1 of the current development approval 103-1-3 limits the workforce accommodation use until 2032.

Chevron's application to DPLH proposed the continued use of the site for the purpose of 'Workforce Accommodation' and incidental activities through to 30 November 2061. The amended term to the development approval is proposed to align with the term of the lease for the Wheatstone LNG project.

DPLH initially advised the Shire that a response to the application was required by 8 July 2025, however Shire officers received notification on 10 June 2025 that this date had been bought forward to the 27 June 2025. DPLH intends to present the development application to the WAPC's Statutory Planning Committee for determination on 2 July 2025 where the Shire's Chief Executive Officer will be required to make a deputation to that Committee.

Chevron maintains its position to retain workforce accommodation at ANSIA and does not intend to integrate its services into the Onslow townsite or to develop Lot 4001 Watson Drive, Onslow, which is land reserved for this future purpose, for the below reasons:

- A new workforce village on Lot 4001 Watson Drive, Onslow would not meet Chevron's requirement to accommodate hundreds of additional workers during its major maintenance works that take place every four to five years.
- The likely impact and strain of town infrastructure and utilities such as power and water, community facilities and services along with retailers meeting the needs of stocking essential items for the community.
- The additional travel time for Chevron personnel.

The Shire's SIA as in Attachment 1, shows the below key findings:

Community and Social Wellbeing

- Onslow is a tight-knit, safe community with strong values around inclusion, lifestyle, and Indigenous heritage.
- Residents expressed mixed sentiments about Chevron's presence—valuing infrastructure investment but desiring more workforce integration.
- Concerns include potential antisocial behaviour, safety risks, and erosion of town character if FIFO workers are relocated into town.

Housing and Accommodation

- Onslow faces housing shortages and affordability issues.
- Relocation could strain the housing market unless Chevron releases its untenanted properties (approx. 50 homes) into the public pool.
- Estimated impacts include up to a 22.5% reduction in median rents if all 50 homes are released, or a 16.1% increase in house prices if Chevron acquires additional properties without increasing density.

Economic Activity and Employment

- Relocation could increase local spending by \$330,000–\$590,000 annually, supporting modest retail and hospitality growth.
- Potential job creation of 2–4 FTEs in retail and food services.
- Benefits are highly contingent on worker behaviour, provisioning decisions, and supply chain capacity.

Retail Price Competitiveness

- Onslow's retail prices are 28% higher than Karratha, especially for fresh produce and proteins.
- Increased demand from FIFO workers could improve economies of scale and reduce prices over time, but only if local infrastructure and logistics adapt effectively.

Transport and Road Safety

- Relocation increases daily travel time by 30 minutes, raising exposure to road safety risks however, this is no different to the residential Chevron personnel.
- Roads are currently safe and well-formed; risks are manageable with proper vehicle, speed, and driver protocols.
- No significant road safety issues were identified.

Conclusion

- **Scenario 1** maintains current benefits and avoids construction-related impacts but limits community integration and economic uplift.
- **Scenario 2** offers potential for economic growth and social engagement but introduces risks to housing, infrastructure, and community cohesion.
- Realisation of benefits under Scenario 2 depends on Chevron's operational choices, community engagement, and infrastructure readiness.

Community consultation undertaken as part of the SIA revealed that community sentiment was generally neutral regarding the two accommodation scenarios, retaining the existing Wheatstone Village at ANSIA (Scenario 1) or relocating the Transient Workforce Accommodation (TWA) to Lot 4001 Watson Drive, Onslow (Scenario 2). Feedback did not indicate a clear community preference for either option. While some stakeholders expressed concerns about the potential impacts on town infrastructure, safety and housing under Scenario 2, others acknowledged the potential benefits of increased economic activity and community integration. This balanced feedback highlights the importance of Chevron and the State Government working collaboratively with the Shire to ensure that any future decisions reflect both operational needs and community aspirations.

Strategic Recommendation

It's recommended that Council remain resolute in its previous position to advocate for continued investment from Chevron in local infrastructure, essential services, and economic development initiatives that align with Onslow's long-term aspirations. While the overarching State Agreement between Chevron and the State Government remains in place, the contribution of Social Infrastructure Funding allocated to the Shire under that agreement has now been fully expended.

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It is important to note that the WAPC's position on workforce accommodation which states:

"Where practicable, workforce accommodation should be provided in established towns, in locations suitable to its context, to facilitate their ongoing sustainability. Planning and development of workforce accommodation should be consistent with local planning strategies and schemes, except where the Mining Act 1978 and State Agreement Acts prevail."

Given that relocating Chevron's workforce accommodation to Lot 4001 Watson Drive, Onslow, would require significant operational changes, it is recommended that Council formally seek to engage with the State Government and Chevron to negotiate a renewed or supplementary Social Infrastructure Funding Agreement. This agreement should reflect contemporary expectations for regional development, community benefit, and sustainable economic development, ensuring that Onslow continues to receive equitable and enduring support in recognition of its strategic importance to the resource sector.

In addition, Council should seek a clear commitment from Chevron regarding the future use of Lot 4001 Watson Drive. If relocation of the TWA to this site is no longer being pursued, Chevron should be encouraged to develop the land in a way that delivers tangible community and economic benefits. While the Shire is not seeking the sale of this land, its activation, whether through housing, community infrastructure, or other locally beneficial uses, remains a priority to support Onslow's growth, resilience, and liveability.

It is requested that Council consider the attached draft Social Impact Assessment alongside past decisions and strategic positions previously endorsed. Council should take into account the views of Chevron and the State Government in relation to the sustainable growth of Onslow, as outlined in prior reports presented to Council. Notably, community consultation undertaken as part of the SIA revealed that feedback was generally neutral regarding the two accommodation scenarios. No clear community or stakeholder preference emerged, expressing a mix of concerns and potential benefits associated with each scenario. This underscores the importance of continued engagement with both Chevron and the State to ensure future decisions reflect operational needs while aligning with community aspirations and long-term planning objectives for Onslow.

Consultation

The SIA was conducted over a three-month period and involved a comprehensive consultation process to ensure a broad range of community perspectives were captured.

The consultation included a desktop review of relevant planning, environmental, and social data, complemented by both in-person and online consultation activities. In-person engagement sessions were held in Onslow, providing an opportunity for face-to-face dialogue with local residents, business owners, organisations, and interest groups. These sessions were designed to encourage open discussion about the potential impacts of Chevron's workforce accommodation remaining at ANSIA or relocating into the Onslow townsite.

In addition, targeted online meetings were conducted to reach stakeholders who were unable to attend in person. This included individual community members, representatives from local clubs and groups, and small to medium enterprise operators. The consultation aimed to gather insights on social wellbeing, economic sustainability, community values, and the potential for greater integration of the FIFO workforce into the local community.

GHD also provided a briefing on the SIA to Council in April 2025.

The inclusive approach of the consultation ensured that the assessment was informed by a diverse cross-section of the Onslow community, reflecting both opportunities and concerns associated with the proposed development options.

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	1 Foster and strengthen partnerships with local networks to drive social prosperity.

Council Policy

[Council Policies » Shire of Ashburton](#)

Local Planning Policy 13 –Transient Workforce Accommodation

Local Planning Policy 20 – Social Impact Assessment

Council Policy – Industry Contribution to Social and Community Infrastructure

Local Planning Scheme

Financial Implications

Current Financial Year

The amount of \$300,000 was allocated for the Social Impact Assessment. The Tender was awarded at \$226,259 (incl. GST).

Future Financial Year(s)

The future financial implications for the Shire remain uncertain. While the overarching State Agreement between Chevron and the State Government is still in effect, the specific Social Infrastructure Funding contribution under that agreement has now been fully expended.

At present, there is no new agreement or formal commitment in place between Chevron and the Shire to guide future investment and commitment in community infrastructure, services, or economic development. This creates a level of financial ambiguity for the Shire in planning for long-term community outcomes and reinforces the need for renewed engagement with Chevron and the State Government to secure ongoing support for Onslow.

Legislative Implications

Planning and Development (Local Planning Schemes) Regulations 2015

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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	Chevron workforce camp remains at Wheatstone with no additional agreement for investment into the town of Onslow.	Possible (3)	Moderate (3)	Low (1-4)	Council endorsement of inclusion of the SIA in the Shire's submission to DPLH and CEO negotiations with Chevron and State.

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

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

1. Receives the draft Social Impact Assessment Report, as provided at Attachment 1.
2. Approves for this Social Impact Assessment Report to be included in Shire's submission to the Department of Planning, Lands and Heritage in response to Chevron's Application for Development Approval – WAPC REF 103-2-3-Workforce Accommodation – Chevron Wheatstone Village – Ashburton North Strategic Industrial Area.
3. Notes that while the overarching State Agreement remains in place, the contribution allocated to the Shire under the associated Social Infrastructure Funding Agreement has now been fully expended, and there is currently no formal commitment in place for future investment within the Shire of Ashburton.
4. Authorises the Chief Executive Officer and/or Shire President to formally engage with Chevron Pty Ltd and the State Government to:
 - (a) Advocate for renewed investment in Onslow's infrastructure, services and economic development initiatives;
 - (b) Seek the negotiation of a new or supplementary Social Infrastructure Funding Agreement within the State Agreement that reflects the Shire's expectations for the development of Onslow and community benefit; and
 - (c) Request a clear commitment from Chevron regarding the future use of Lot 4001 Watson Drive, Onslow, with a view to ensuring the land is developed in a manner that delivers tangible and lasting benefit to the Onslow community.

Council Decision 111/2025

Moved Cr M Lynch

Seconded Cr L Rumble JP

That Council:

1. **Receives the draft Social Impact Assessment Report, as provided at Attachment 1.**
2. **Approves for this Social Impact Assessment Report to be included in Shire's submission to the Department of Planning, Lands and Heritage in response to Chevron's Application for Development Approval – WAPC REF 103-2-3-Workforce Accommodation – Chevron Wheatstone Village – Ashburton North Strategic Industrial Area.**
3. **Notes that while the overarching State Agreement remains in place, the contribution allocated to the Shire under the associated Social Infrastructure Funding Agreement has now been fully expended, and there is currently no formal commitment in place for future investment within the Shire of Ashburton.**
4. **Authorises the Chief Executive Officer, Shire President and/or Deputy Shire President to formally engage with Chevron Pty Ltd and the State Government to:**
 - (a) **Advocate for renewed investment in Onslow's infrastructure, services and economic development initiatives;**
 - (b) **Seek the negotiation of a new or supplementary Social Infrastructure Funding Agreement within the State Agreement that reflects the Shire's expectations for the development of Onslow and community benefit; and**
 - (c) **Request a clear commitment from Chevron regarding the future use of Lot 4001 Watson Drive, Onslow, with a view to ensuring the land is developed in a manner that delivers tangible and lasting benefit to the Onslow community.**

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

Against: Nil

Carried 8/0

Reason for change:

Inclusion of the Deputy Shire President in point 4 of the recommendation to align with Council's previous resolution 228/2024 dated 19 November 2024.

18 Confidential Matters

Council Decision 112/2025

Moved Cr B Healy

Seconded Cr R de Pledge

That Council move behind closed doors at 1:34pm, pursuant to clause 6.2 of the *Shire of Ashburton Standing Orders Local Law 2012* to consider the following confidential items.

18.1 Information Systems Strategy

18.2 Passion of the Pilbara 2025 Budget Update

18.3 Chief Executive Officer Recruitment Process Certification

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

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

(i) a trade secret; or

(ii) information that has a commercial value; or

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

(a) a matter affecting an employee or employees

(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, R de Pledge, L Rumble JP, A Sullivan, M Lynch, B Healy and R Kapor

Against: Nil

Carried 8/0

18.1 Information Systems Strategy

File Reference	IT10
Applicant or Proponent(s)	Not Applicable
Author	M Younger, Manager Information Communication and Technology
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Ordinary Council Meeting 15 October 2024 - Item 13.3 – 200/2024
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	<ol style="list-style-type: none"> 1. Enterprise ICT Systems Review - Current State Analysis - December 2024 - Confidential 2. Enterprise ICT Systems Review - Target State Design - December 2024 - Confidential 3. ERP Strategy Business Case - March 2025 - Confidential

Reason for Confidentiality

Section under the Act	<i>This matter is to be considered behind closed doors pursuant to s.5.23(2)(e) of the Local Government Act 1995 as the subject matter relates to:</i>
Sub-clause and Reason:	<i>“s.5.23(2)(e) a matter that if disclosed, would reveal –</i> <i>(i) a trade secret; or</i> <i>(ii) information that has a commercial value; or</i> <i>(iii) information about the business, professional, commercial or financial affairs of a person.”</i>

Report Purpose

The purpose of this report is to present the results of a comprehensive ICT Systems Review undertaken by KPMG.

Council is requested to consider information provided in the attached reports and determine a future ICT Systems Strategy for the Shire of Ashburton (the Shire).

Voting Requirements

Simple Majority

Officer Recommendation

That Council approves the officer's recommendation – Option 1 as detailed in this report.

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Council Decision 113/2025**Moved** Cr M Lynch**Seconded** Cr K White**1. Receives the following KPMG reports:**

- (a) Enterprise ICT Systems Review, Strategy and Business Case: Current State Analysis, as detailed in Attachment 1;**
- (b) Enterprise ICT Systems Review, Strategy and Business Case: Target State Design, as detailed in Attachment 2; and**
- (c) ERP Strategy Business Case, as detailed in Attachment 3.**

2. Approves the Information Systems Strategy of adopting a single Enterprise Resource Planning platform;**3. Requests the Chief Executive Officer to go out to Tender, to find the most suitable Enterprise Resource Planning platform in the current market;****4. Requests the Chief Executive Officer install impartial, Tender Evaluation Panel members, that have not participated in the procurement process to this point. This will assist Council with reference to the *Local Government Act 1995* 2.7(2)(a).****For:** A Smith, K White, R de Pledge, L Rumble JP, A Sullivan, M Lynch, B Healy and R Kapor**Against:** Nil**Carried 8/0****Reason for change:**

To ensure that an impartial tender process is undertaken for this project.

18.2 Passion of the Pilbara 2025 Budget Update

File Reference	CR18
Applicant or Proponent(s)	Not Applicable
Author	T Taylor, Manager Communities
Authorising Officer	C McGurk, Director Community Development
Previous Meeting Reference	Ordinary Council Meeting June 2024 - Item 15.3 – 122/2024 Ordinary Council Meeting August 2024 - Item 15.2 – 165/2024 Ordinary Council Meeting March 2025 - Item 13.3 – 030/2025
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. RFT 17.24 - Separable Portion 2 Pricing Schedule - Confidential 2. RFT 17.24 - Separable Portion 2 Pricing Schedule - Final Inclusions - Confidential

Reason for Confidentiality

Section under the Act	<i>This matter is to be considered behind closed doors pursuant to s.5.23(2)(e) of the Local Government Act 1995 as the subject matter relates to:</i>
Sub-clause and Reason:	<i>“s.5.23(2)(e) a matter that if disclosed, would reveal – (i) a trade secret; or (ii) information that has a commercial value; or (iii) information about the business, professional, commercial or financial affairs of a person.”</i>

Report Purpose

The purpose of this report is to provide Council with an update on the program and planned inclusions for the Passion of the Pilbara Festival, which will serve as the concluding event in the Shire's 100-year celebrations of Onslow.

The report also corrects an administrative oversight in the award of Tender 17.24 Signature Event Management Services.

Council is requested to receive the update and approve the contract variation for the Passion of the Pilbara Festival 2025 as detailed.

Voting Requirements

Simple Majority

Ordinary Council Meeting Minutes

17 June 2025

Council Decision 114/2025**Moved** Cr K White**Seconded** Cr M Lynch**That Council:**

1. Receives the update on the program and planned inclusions for the 2025 Passion of the Pilbara as the concluding event of the Shire's 100-year celebrations of Onslow.
2. Notes the administrative oversight in the award of Tender 17.24 – Signature Event Management Services, where the contract was awarded based on the Basic pricing schedule instead of the intended Full Inclusions schedule.
3. Acknowledges that the correct contract value for Separable Portion 2 of Tender 17.24 is \$439,614.97 (excluding GST), based on the Full Inclusions schedule.
4. Approves the contract variations for Tender 17.24, Separable Portion 2, to reflect the contract value as per the final inclusions detailed in Attachment 2.

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

Against: Nil

Carried 8/0

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Staff, with the exception of the Manager Governance and Senior Governance Officer left the room at 2:03pm.

Suspension of Standing Orders

Council Decision **1155/2025**

Moved **Cr K White**

Seconded **Cr R de Pledge**

A motion was moved that Council suspend standing orders at 2:04pm.

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

Against: **Nil**

Carried 8/0

18.3 Chief Executive Officer Recruitment Process Certification

File Reference	PE.CEO01
Applicant or Proponent(s)	Not Applicable
Author	J Bray, Manager Governance
Authorising Officer	G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Ordinary Council Meeting 20 August 2024 – Item 11/CP.1 – 155/2024 Ordinary Council Meeting 20 August 2024 – Item 11/CP.2 – 156/2024 Ordinary Council Meeting 17 September 2024 – Item 11/CEO.1 – 172/2024 Ordinary Council Meeting 19 November 2024 – Item 18/CEO.1 – 232/2024 Ordinary Council Meeting 10 December 2024 – Item 11/CEO.1 – 247/2024 Ordinary Council Meeting 10 December 2024 – Item 11/CEO.2 – 248/2024 Ordinary Council Meeting 18 March 2025 – Item 12.1 – 027/2025 Ordinary Council Meeting 20 May 2025 - Item 9/CEO.1 – 067/2025
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Chief Executive Officer Advertisement - February 2025

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Reason for Confidentiality

Section under the Act	<i>This matter is to be considered behind closed doors pursuant to s.5.23(2)(a) and (c) of the Local Government Act 1995 as the subject matter relates to:</i>
Sub-clause and Reason:	<i>"s.5.23(2)(a) and (c) a matter affecting an employee or employees and 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 confirm that the Chief Executive Officer (CEO) recruitment process complied with the Shire of Ashburton's adopted Standards for CEO Recruitment, Performance and Termination (Standards).

Council is requested to certify the recruitment process was conducted as per the Standards, in accordance with regulation 18FB of the *Local Government (Administration) Regulations 1996* (Regulations).

Voting Requirements

Absolute Majority

Council Decision **116/2025**

Moved **Cr M Lynch**

Seconded **Cr B Healy**

That Council, in accordance with regulation 18FB of the *Local Government (Administration) Regulations 1996*, certifies that the Chief Executive Officer recruitment process completed on execution of the Chief Executive Officer employment contract dated 26 May 2025, was conducted in accordance with the Shire of Ashburton Standards for CEO Recruitment, Performance and Termination.

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

Against: **Nil**

Carried By Absolute Majority 8/0

Resumption of Standing Orders**Council Decision** 117/2025**Moved** Cr R de Pledge**Seconded** Cr R Kapor**A motion was moved that Council resume standing orders at 2:15pm.****For:** A Smith, K White, R de Pledge, L Rumble JP, A Sullivan, M Lynch,
B Healy and R Kapor**Against:** Nil**Carried 8/0**

Staff returned to the meeting at 2:16pm.

Council Decision 118/2025**Moved** Cr R Kapor**Seconded** Cr B Healy**That Council re-open the meeting to the public at 2:16pm.****For:** A Smith, K White, R de Pledge, L Rumble JP, A Sullivan, M Lynch,
B Healy and R Kapor**Against:** Nil**Carried 8/0****19 Next Meeting**

The next Ordinary Council Meeting will be held at 1:00pm on Tuesday 15 July 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 2:17pm.



Agenda Item 10.2.1 - Attachment 1

Minutes of the Economic And Tourism Development
Committee Meeting held 17 June 2025



Published Minutes

Economic And Tourism Development Committee Meeting

Tuesday, 17 June 2025

Date:	Tuesday 17 June 2025
Time:	8:30am
Location:	Clem Thompson Sports Pavilion, Stadium Road,, Tom Price
Distribution Date:	Thursday 19 June 2025



**Shire of Ashburton
Economic And Tourism Development Committee Meeting**

The Acting Chief Executive Officer recommends the endorsement of these minutes at the next Economic And Tourism Development Committee Meeting.

Chantelle McGurk

Chantelle McGurk
Acting Chief Executive Officer
19 June 2025

These minutes were confirmed by Council as a true and accurate record of proceedings at the Economic And Tourism Development Committee Meeting held on Tuesday, 17 June 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.

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17 June 2025

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1 Declaration Of Opening

The Presiding Member declared the meeting open at 8:30am.

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 SP A Smith Cr L Rumble JP	Tom Price Ward (Presiding Member) Shire President Paraburdoo Ward
Observers:	Cr R de Pledge Cr B Healy Cr R Kapor	Ashburton-Tablelands Ward Tom Price Ward Tom Price Ward
Employees:	C McGurk J Sangster D Kennedy G Harris S Allan A Johnston J Bray R Marlborough L Milne	Acting Chief Executive Officer Deputy Chief Executive Officer Director Corporate Services Director Infrastructure Services Manager Business and Economic Development Manager Media and Communications Manager Governance Senior Governance Officer ICT Coordinator
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.	

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3.2 Apologies

Cr A Sullivan Paraburdoo 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 –

6.2 The Karijini Experience 2025 Event Report

Name	SP A Smith
Nature of interest	Direct Financial
Interest description	I have received gifts and/or benefits exceeding a cumulative value of \$300, including hospitality and cultural experience provided as part of my engagement with the organisation. Shire of Ashburton has provided sponsorship support to Karijini Experience. This declaration is to ensure my full transparency and uphold integrity of the decision making process.

6.3 Shire of Ashburton - Small Business Grant Program 2025 2026

Name	SP A Smith
Nature of interest	Direct Financial
Interest description	I am a business owner operating within the Shire of Ashburton and a member of the Pilbara Inland Chamber of Commerce and Industry (PICCI). This connection may be seen to impact my impartiality in decisions or discussion relating to the program.

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6.4 2025 Outback Air Race - Onslow

Name	Cr L Rumble JP
Nature of interest	Impartiality
Interest description	Member of the event committee.

5 Confirmation Of Minutes

5.1 Confirmation Of Previous Minutes

5.1.1 Minutes Of The Economic And Tourism Development Committee Meeting Held On 10 December 2024

Committee Decision**Moved** SP A Smith**Seconded** Cr L Rumble JP

That the Minutes of the Economic And Tourism Development Committee Meeting held 10 December 2024 (Item 5.1.1 Attachment 1) be confirmed as a true and accurate record.

For: M Lynch, A Smith and L Rumble JP**Against:** Nil**Carried 3/0**

6 Public Agenda Items

6.1 Policy Review - Tourism Support and Promotion

File Reference	139/2022
Applicant or Proponent(s)	Not Applicable
Author	S Allan, Manager Business & Economic Development
Authorising Officer	Dr G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Ordinary Council Meeting 11 October 2022 - Item 139/2022
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Council Policy - Tourism Support and Promotion (as amended)

Report Purpose

The purpose of this report is to present to the Economic and Tourism Development Committee (the Committee) proposed amendments to Council Policy – Tourism Support and Promotion (refer to Attachment 1) to ensure ongoing support of relevant tourism initiatives and developments which build and diversify the Ashburton and Pilbara tourism potential.

The Committee is requested to consider the proposed amendments to Council Policy – Tourism Support and Promotion (the Policy) and to make a recommendation to Council to adopt the amended policy, as presented.

Background

The current Policy was adopted by Council on 11 October 2022.

Historically, Council policies have generally been reviewed every two years to ensure fit for purpose, alignment with legislative framework and the direction of the Council on specific matters.

Reviews may occur outside the scheduled timeframe if legislation changes, where amendment is required to support the direction of Council, where improved guidance is required to support function and operability or where circumstances occur to ensure accurate policy provisions.

As part of the Shire's commitment, as per the adopted 2024-2028 Economic Development Strategy, to facilitate future growth and new industry opportunities within Ashburton and to assist the Shire's vision to become 'A World-Class Tourist Destination', considerable change to the existing policy was required.

Comments

Amendments to the policy as detailed in Attachment 1, provide opportunity to promote greater emphasis and strategic thinking to support current tourism diversification and growth, whilst focusing on facilitating and encouraging investment attraction opportunities.

Economic and Tourism Development Committee Meeting Minutes

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The changes proposed will support and encourage future diversification of the local economy through growth in tourism-based business, improved services and initiatives, place activation, event opportunities and tourism focused infrastructure developments.

The policy amendments proposed also highlight the importance of the protection of the Shire's authenticity, it's unique character and natural assets and a place where there is a highly valued community sense of identity and pride, who are privileged to have world class natural assets in their backyard and encourages a strategic high level of stakeholder engagement as to facilitate advocacy and support.

The Committee is requested to support the policy amendments, as detailed Attachment 1 and make a recommendation to Council to formally endorse the amendments, as presented.

Consultation

Chief Executive Officer
Governance

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	3. Prosperity - We will advocate and drive opportunities for the community to be economically desirable, resilient, and prosperous.
Strategic Outcome	3.4 Sustainable commerce and tourism opportunities
Strategy	2 Ensure Shire processes support the development of strong and sustainable local business opportunities.

Council Policy

[Council Policies » Shire of Ashburton](#)

This report relates to the review of and proposed amendments to Council Policy – Tourism Support and Promotion, to ensure alignment with the 2024-2028 Economic Development Strategy.

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

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

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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)	Any future growth (or lack thereof) in the development and diversification for tourism in the area will have a direct impact on community, business, economic outcomes.	Unlikely (2)	Moderate (3)	Low (1-4)	Ensure that a strategic approach to tourism growth and investment attraction in Ashburton is done with inclusivity of community, business and internal and external stakeholders to ensure transparency, clear communication to promote advocacy and community support for a sustainable future.

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 Economic and Tourism Development Committee recommends that Council supports the review of Council Policy – Tourism Support and Promotion and adopts the policy amendments, as detailed in Attachment 1.

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Committee Decision**Moved** SP A Smith**Seconded** Cr L Rumble JP

That the Economic and Tourism Development Committee recommends that Council supports the review of Council Policy – Tourism Support and Promotion and adopts the policy amendments, as detailed in Attachment 1.

For: M Lynch, A Smith and L Rumble JP**Against:** Nil**Carried 3/0**

Economic and Tourism Development Committee Meeting Minutes

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SP A Smith disclosed a direct financial interest in Item 6.2 (detailed in Item 4.2).

At 8:33 am, SP Audra Smith left the meeting.

6.2 The Karijini Experience 2025 Event Report

File Reference	ED01
Applicant or Proponent(s)	Not Applicable
Author	S Allan, Manager Business & Economic Development
Authorising Officer	Dr G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Ordinary Council Meeting 10 December 2024 - Item 6.4 – 242/2024
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. The Karijini Experience 2025 Event Report

Report Purpose

The purpose of this report is to provide the Economic and Tourism Development Committee (the Committee) The Karijini Experience 2025 Event Report as a Premium Partner of the event.

Council is requested to review and accept The Karijini Experience 2025 Event Report findings (refer to Attachment 1).

Background

The Shire's Economic and Tourism Development Strategy 2024/2028 recognises that tourism is an important driver of the Shire's economy with a vision to obtain international recognition of Karijini National Park and the development of unique attractions, experiences and events with signature event funding to achieve this vision.

The Karijini Experience is one of the premier events in the Shire, serving as an opportunity to showcase high-quality arts, music, and cultural experiences to unite the community and attract visitation.

The Shire has been a platinum sponsor of the event for several years and on 10 December 2024 Council approved a \$50,000 (excl. GST) contribution to become a Premium Partner of The Karijini Experience 2025.

Comments

As per the requirement of the funding arrangement, the organisers of The Karijini Experience event have provided their Event Report for 2025 and is summarised below.

2025 Event Report Key Findings

The 2025 Karijini Experience attracted 3,833 visitors a rise from 3,142 visitors in 2024 (an increase of 22%).

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The event featured 20 artists and held over 70 individual events, with the Village hosting many of these and some held at the Karijini Visitor Centre. Visitation to many of the park's natural attractions was increased due to the completion of sealed roads within Karijini National Park.

The opening *Barlgabi* and main evening entertainment act *Thelma Plum* were both considered successful, with the *Yurlu Lounge Thelma Plum* event receiving 800 attendees.

It was noted there was an increased pressure for booking in the camping areas and will require a review on how this is managed at future events, data of interest is provided below:

- Key age bracket: 25-40 years (55%) (from Pre-Purchase Ticket sales)
- Accommodation: caravan park/camping 44% (58% in 2024), with 23% attending in 2025 who live in the region
- Length of stay: 2-3 Nights (33%)
- First time attending: 72% of attendees (53% in 2024)
- Origin: Gascoyne-Pilbara 50% and 28% from Perth.

Satisfaction Levels

- Very Satisfied: 50%
- Satisfied: 44%
- Unsatisfied: 6%

Economic impact

An estimate of visitor spend in the region is calculated as \$735,540 based on 71% of people being from outside of the Pilbara with an average of 3.35 nights per visitor was spent in the region. Based on an attendance rate of 3,833 visitors, this equates to \$192 per visitor. Further data and reporting is detailed in Attachment 1.

Consultation

Nil

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	3. Prosperity - We will advocate and drive opportunities for the community to be economically desirable, resilient, and prosperous.
Strategic Outcome	3.4 Sustainable commerce and tourism opportunities
Strategy	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.

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Council Policy[Council Policies » Shire of Ashburton](#)

Council Policy – Tourism Support and Promotion

The Shire recognises that tourism will continue to be a major employer and contributor to the economy within the Shire, and that it needs to play an active role to facilitate the growth and development of tourism in Ashburton.

Financial ImplicationsCurrent Financial Year

The Shire provided a \$50,000 (excl. GST) contribution to become a Premium Partner of The Karijini Experience 2025.

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)	Failure to accept the report.	Unlikely (2)	Minor (2)	Low (1-4)	Accept the findings of the report.

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 Economic and Tourism Development Committee recommends that Council receives and accepts The Karijini Experience 2025 Event Report as detailed in Attachment 1 which will inform future sponsorship proposal requests.

Economic and Tourism Development Committee Meeting Minutes

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Committee Decision**Moved** Cr L Rumble JP**Seconded** Cr M Lynch

That Economic and Tourism Development Committee recommends that Council receives and accepts The Karijini Experience 2025 Event Report as detailed in Attachment 1 which will inform future sponsorship proposal requests.

For: M Lynch and L Rumble JP**Against:** Nil**Carried 2/0**

SP A Smith disclosed a direct financial interest in Item 6.3 (detailed in Item 4.2).

6.3 Shire of Ashburton - Small Business Grant Program 2025 2026

File Reference	ED01
Applicant or Proponent(s)	Not Applicable
Author	S Allan, Manager Business & Economic Development
Authorising Officer	Dr G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Ordinary Council Meeting 12 December 2023 - Item 218/2023
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Economic Development Strategy 2024 - 2028 2. Grant Funding Guidelines Objectives and Eligibility

Report Purpose

The purpose of this report is to provide the Economic Tourism and Development Committee (the Committee) a Shire of Ashburton Small Business Grant Program 2025 - 2026 as per Council's decision at the 10 December 2023 Council meeting (Council Decision 218/2023) and request Point 3 '*...to investigate a future small business grant program and report to the Economic and Tourism Development Committee*'.

The Committee is requested to consider the proposed *Objectives, Eligibility Criteria and Guidelines* detailed in Attachment 2 that relate to the '*2025 - 2026 Shire of Ashburton Small Business Grant*' program with further support and recommendation to Council for an allocation of a budget amount of \$50,000 in the 2025/2026 financial year to develop and deliver this grant program in collaboration with the Onslow Chamber of Commerce and Industry (OCCI) and the Pilbara Inland Chamber of Commerce and Industry (PICCI).

Background

On 10 December 2023, Council supported and endorsed the Shire reinstating its position as a Small Business Friendly Local Government (SBFLG) with the Small Business Development Corporation (SBDC). Further to this commitment was Council's request (3) at the 10 December 2023 Council meeting (Council Decision 218/2023):

"to investigate a future small business grant program and report to the Economic and Tourism Development Committee"

Delay in Shire officers reporting back to the Committee is attributed to two (2) compounding factors including the resignation of the previous Manager of Business and Economic Development in January 2024, with the new Manager commencing on 20 May 2024 with other priority projects taking precedence.

The other contributing factor was both of the Ashburton Chambers of Commerce (OCCI and PICCI) undergoing change of Chief Executive Officers or Chair within their organisations at the commencement of 2025, further delaying the ability to progress the investigation effectively.

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However, both the Chambers (OCCI and PICCI) are now in a position, and have the capacity, to engage in the delivery of an Ashburton Small Business Grant program for 2025-2026.

Small Business Key Data

Key data from the Australian Bureau of Statistics (ABS) reports that approximately 60% of small businesses in Australia will fail within their first 3 years of operations, with 20% failing within the first year, according to the Australian Banking Association, the reasons for small business failure include:

- Insufficient leadership and management.
- Inadequate market research.
- Poor financial management.
- Underestimating competitors.
- Product and services issues.

Shire of Ashburton commitment to Small Business:

The Shire's Economic and Tourism Development Strategy 2024-2028 (refer to Attachment 1) was endorsed in March 2024 and was developed to compliment and assist with delivering outcomes aligned to the Strategic Community Plan with an objective to support small and medium sized business.

Vision 4 of the Shire's Economic and Tourism Development Strategy 2024-2028 highlights the Shires commitment to provide "*A Great Place to Have a Small Business*" below are the 3 main areas of focus:

1. Small business can grow with access to affordable land, skilled local workforce, and local supply contracts.
2. Council attracts investment through proactive incentives and forward-planning.
3. Local entrepreneurship, innovation and collaboration is encouraged/supported.

Focus on creating a supportive business environment is crucial to local investment attraction, economic development and growth, and in this transient environment, small enterprises are the backbone to economic stability, community vibrancy, diversity and sustainability.

Actions from the Shire's Economic and Tourism Development Strategy 2024-2028 also outlines the Shires commitment to support the Onslow Chamber of Commerce and Industry (OCCI) and Pilbara Inland Chamber of Commerce and Industry (PICCI) initiatives and to also support start up home-based businesses.

Comments

The Shire's commitment to the Small Business Friendly Local Government (SBFLG) initiative with the Small Business Development Corporation (SBDC) and an ongoing commitment to participation of the initiative involves committing to adherence to the overarching SBFLG Charter.

With Council's commitment to small business support and request for further investigation towards a small business grant program, the current Manager for Business and Economic Development has liaised with both OCCI and PICCI in developing a Small Business Grant Funding Program for start-up and already operational small businesses endeavouring to grow and/or diversify.

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The proposed Shire of Ashburton Small Business Grant Objectives, Eligibility Criteria and Guidelines are outlined in Attachment 2.

Ongoing Business Support for successful applicants

Grant funding will include an allocation towards membership of the respective Chamber of Commerce's (for those without a membership), ensuring ongoing support for the applicants, providing a greater chance of success.

If approved, OCCI and PICCI have both committed to the following terms for the duration of the small business grant initiative 2025 - 2026:

- Assisting successful applicants in overcoming the barriers of business startup and business commencement/launch.
- Assisting businesses access professional skills, services, or knowledge to advance their business concept and/or launch.
- Provide business support where appropriate.
- Provide access to the Chamber's business hub and facilities as per the respective Chamber policies.

Ongoing support and promotion:

Promotion of the grant initiative will be done by the Shire's Corporate Communications and Media team with digital and physical promotional assets provided by the Shire to the Chamber's for further promotional dispersal. All promotional material will include the Shire, OCCI and PICCI logos and contact details.

Support and questions during the application process can be made to the respective Chamber of Commerce's with applications uploaded via the Shire's website.

Consultation

Onslow Chamber of Commerce and Industry (OCCI).

Pilbara Inland Chamber of Commerce and Industry (PICCI).

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.

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Council Policy[Council Policies » Shire of Ashburton](#)**Council Policy – Community Donations, Grants and Funding**

The Shire is committed to a vision of being a welcoming, sustainable, and socially active district, offering a variety of opportunities to community.

Direction and guidance will be taken from the Community Donation, Grants and Funding policy in the development and delivery of a Shire of Ashburton Small Business Grants Program.

Council Policy – Fraud and Corruption

The prevention and detection of fraud and corruption is a collective responsibility of all persons engaged, or closely associated, with the Shire in any capacity.

This policy applies to all elected members, committee members, candidates, working group members, employees, agency staff, volunteers, third parties - such as a consultants, contractors, and suppliers and the community.

Council Policy – Tourism Support and Promotion

The Shire recognises that tourism will continue to be a major employer and contributor to the local economy, and that it needs to play an active role to facilitate the growth and development of tourism.

Financial - Support tourism initiatives which build the Pilbara tourism potential.

Financial ImplicationsCurrent Financial Year

Nil

Future Financial Year(s)

Financial support for the Small Business Grant Program will require a budget allocation of \$50,000 (Excl. GST) for the 2025/2026 financial year.

Consideration to future financial year budgets will be dependent on the success and need for an Ashburton Small Business Grant Program.

Legislative Implications

Nil

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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)	Council requested in December 2023 for a Small Business Grants program initiative to be investigated in collaboration with the respective Ashburton Chamber of Commerce's. Not supporting this initiative provides opportunity of risk within the local and business community as a view of non-support from Council for small business growth and diversification in the area.	Possible (3)	Moderate (3)	Moderate (5-9)	Support the proposed Shire of Ashburton Small Business Grant Objectives, Eligibility Criteria and Guidelines or a variation of these recommendations, for further development and delivery.

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

Voting Requirements

Simple Majority

Economic and Tourism Development Committee Meeting Minutes17 June 2025**Officer Recommendation**

That the Economic Tourism and Development Committee recommends that Council:

1. Supports the Shire of Ashburton 2025 - 2026 Small Business Grant program to be delivered in collaboration with the Onslow Chamber of Commerce and Industry and the Pilbara Inland Chamber of Commerce and Industry.
2. Endorses the objectives, eligibility criteria and guidelines of the Shire of Ashburton 2025 - 2026 Small Business Grant program, as detailed in Attachment 2.
3. Lists for consideration an amount of \$50,000 in the 2025/2026 Annual Budget for this program.

Committee Decision

Moved Cr L Rumble JP

Seconded Cr M Lynch

That the Economic Tourism and Development Committee recommends that Council:

1. **Supports the Shire of Ashburton 2025 - 2026 Small Business Grant program to be delivered in collaboration with the Onslow Chamber of Commerce and Industry and the Pilbara Inland Chamber of Commerce and Industry.**
2. **Endorses the objectives, eligibility criteria and guidelines of the Shire of Ashburton 2025 - 2026 Small Business Grant program, as detailed in Attachment 2.**
3. **Lists for consideration an amount of \$50,000 in the 2025/2026 Annual Budget for this program.**

For: M Lynch and L Rumble JP

Against: Nil

Carried 2/0

At 8:41 am, SP Audra Smith returned to the meeting.

Cr L Rumble JP disclosed an impartiality interest in Item 6.4 (detailed in Item 4.2).

6.4 2025 Outback Air Race - Onslow

File Reference	ED24081
Applicant or Proponent(s)	Not Applicable
Author	S Allan, Manager Business & Economic Development
Authorising Officer	Dr G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Report Purpose

The purpose of this report is to present information regarding the Outback Air Race 2025 together with a request from the event organisers for the Shire to fund a function to acknowledge the fundraising efforts of the participants.

The Committee is requested to support a funding allocation for a 'Meet and Greet' event in Onslow in September 2025.

Background

The Outback Air Race is an aviation time trial through the remote Australian Outback and has raised close to \$4 million in funds for the Royal Flying Doctor Service (RFDS) since 1996.

The Outback Air Race commences from Yulara (Northern Territory) on 23 August 2025. A 2-night stopover in Onslow is scheduled for 3-4 September 2025,

Onslow is one of ten locations across the Northern Territory and Western Australia as a rest stop for the participants. Refer to the below map for the complete race route.



[The Outback Air Race | A race around Australia supporting the RFDS](#)

Economic and Tourism Development Committee Meeting Minutes

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Comments

It is anticipated that there will be more than 100 participants flying into Onslow Airport on Wednesday 3 September. Participants are of varying professions and walks of life and their visitation provides an opportunity for positive exposure of Onslow and the Ashburton region.

Organisers have approached the Shire for consideration of an evening event on Thursday 4 September prior to their departure to Exmouth the following day.

A proposed 'Meet and Greet' event will provide an opportunity for the Shire to champion the dedication of the RFDS for our region, support the participants, and acknowledge our own local emergency services and volunteers.

Overview of the 'Meet and Greet' event

If supported by Council it is proposed that the 'Meet and Greet' event would be held at the ANZAC Memorial Park with light catering and refreshments at sunset.

Invitees to the event would include Outback Air Race participants, local emergency services volunteers, local business community representatives, Shire delegates and officers.

The total anticipated costs for 100 participants and guests is \$5,000 (excl. GST).

Funding would be allocated from the 2025/2026 Advocacy and Investment Attraction operational budget.

Consultation

Manager Airport Services

Outback Air Race 2025 Destination Coordinator (Onslow) – Linton Rumble JP

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](#)

Tourism Support and Promotion

Endeavour to assist community groups or tourist organisations conduct events which have the potential to develop tourism in the area.

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Financial ImplicationsCurrent Financial Year

Nil

Future Financial Year(s)

A maximum allocation of \$5,000 (excl. GST) from account ED24078 - Advocacy and Investment Attraction, 2025/2026 financial year operational budget. Additional budget funding is not being requested.

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)	Lack of support or acknowledgment for a large group visiting as part of a reputable fundraiser.	Possible (3)	Minor (2)	Low (1-4)	Committee and Council support of funds being allocated to this event.

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 Economic and Tourism Development Committee recommends that Council:

1. Supports a Shire funded 'Meet and Greet' event on Thursday 4 September 2025 to support the Outback Air Race 2025; and
2. Allocates \$5,000.00 (excl. GST) from the Advocacy and Investment Attraction Account ED24078 in the 2025/2026 operational budget.

Economic and Tourism Development Committee Meeting Minutes17 June 2025**Committee Decision****Moved Cr L Rumble JP****Seconded SP A Smith****That the Economic and Tourism Development Committee recommends that Council:**

- 1. Supports a Shire funded 'Meet and Greet' event on Thursday 4 September 2025 to support the Outback Air Race 2025; and**
- 2. Allocates \$5,000.00 (excl. GST) from the Advocacy and Investment Attraction Account ED24078 in the 2025/2026 operational budget.**

For: M Lynch, A Smith and L Rumble JP**Against: Nil****Carried 3/0**

Economic and Tourism Development Committee Meeting Minutes

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7 Confidential Agenda Items

Nil

8 Next Meeting

The next Economic and Tourism Development Committee Meeting will be held at 9:00am on Tuesday 16 September 2025 at Barry Lang Centre, Deepdale Drive, Pannawonica.

9 Closure Of Meeting

There being no further business, the Presiding Member closed the meeting at 8:44am.



Agenda Item 10.2.2 - Attachment 1

Onslow LEMC Minutes - 11 June 2025



Onslow Local Emergency Management Committee

Minutes

Meeting date	Wednesday 11 June 2025
Location	Onslow Council Chambers Second Ave Onslow
Time:	10:00 am
Online Access	450 826 220 803 / ZX6PY7Mk

EM Act Section 39: Functions of local emergency management committees

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

Meeting Open

Time: 10:02 am

Welcome by Chair

Acknowledgement of Country

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

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

1. Attendance and Apologies

1.1. Attendance Register

Kyle Cameron Shire of Ashburton	Owen Lupo WAPOL	Chloe Blackwell Shire of Ashburton	Joanne Sangster Shire of Ashburton
President Smith Shire of Ashburton	Chantelle McGurk Shire of Ashburton	Ian Head CSI ESS	John Wheelock Dept. of Primary Industries and Regional Development



Onslow Local Emergency Management Committee

Eleesha Coote St John WA	Eric Fletcher Dept. of Transport	Mick Edwards Main Roads WA	
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1.2. Apologies

Onslow Community Paramedic	Philippa Stenson Dept. of Education	Matthew Reimer Dept. of Fire and Emergency Services	Garth Lawrence Dept. of Fire and Emergency Services
Rachael Wright Shire of Ashburton	Amie French Chevron	Kylie Kite Shire of Ashburton	Jeanette Gould Dept. of Communities
Richard Pen- Dennis Main Roads WA			

2. Disclosure of Interest

No disclosures declared at this meeting.

3. Confirmation of LEMC Meeting Minutes

As there was no quorum at this meeting an email will be sent to the members present at the meeting held 25/03/2025 for endorsement.

Motion: The Committee moves that the Minutes of the meeting held 25/03/2025 are a true and correct record of that meeting.

Moved: Kyle Cameron

Seconded: Chantelle McGurk

Carried: By consensus

4. Action List Review

Refer to the attached Action Register.

5. Correspondence

NB: Not all correspondence is distributed as it may be administrative in nature. Relevant information will be distributed as required. If there is an item, you have not received but would like please email emergency.manangement@ashburton.wa.gov.au.



Onslow Local Emergency Management Committee

5.1. Correspondence In

- State Emergency Management Committee (SEMC) nominations for 2025 Resilient Australia Awards
- Dept. of Fire and Emergency Services (DFES) new Metro Central region
- Sgt Dan Acres Western Australian Police (WAPOL) regarding Onslow Airport security
- Jeanette Gould Dept. of Communities, Local Emergency Management Committee (LEMC) Workshop feedback
- Debra McMillan Dept. of Communities Local Emergency Management Committee (LEMC) Report 3rd quarter
- Email Dept. of Fire and Emergency Services (DFES) Total Fire Ban 29/05/25
- Email Dept. of Primary Industries and Regional Development (DPIRD), Beach Emergency Number signs report
- Email Dept. of Communities, Local Emergency Management Committee (LEMC) Report 4th quarter
- Email from Matt Reimer Dept. of Fire and Emergency Services requesting clarification on details contained in the Local Recovery Plan and Local Emergency Management Arrangements

5.2. Correspondence Out

- Email to Committee unconfirmed minutes, action register from March meeting and Dept. of Communities Agency Report
- Email sent to Matt Reimer Dept. of Fire and Emergency Services regarding clarification details in the Local Recovery Plan and Local Emergency Management Arrangements

6. Agenda Standing Items

6.1 Incident Reporting

6.1.1 Onslow Class 4 Waste Facility Fire

MinRes assisted the Shire of Ashburton by supplying water carts which reduced the impact.

7. Agenda Items

7.1 Endorsement of Local Emergency Management Arrangements (LEMA) and Local Recovery Plan (LRP)

Consultants Lewis Winter and Chris Widmer were engaged to develop these plans and organised risk management workshops across the LEMC districts. Plans have been circulated for review and Matt Reimer noted two extra



Onslow Local Emergency Management Committee

inclusions to be added. Plans were endorsed by the Onslow LEMC Committee. Once endorsed by the Pannawonica and Inland LEMC it will go to Council for endorsement, then the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC). The plans are current for five years with an annual review by the Committee.

8. Agency Reports

8.1 Dept. of Primary Industries and Regional Development (DPIRD)

As provided in an email sent to the Committee members.

8.2 Shire of Ashburton (SoA)

Shire of Ashburton staff attended a national presentation from National Emergency Management Agency (NEMA) who is developing a new National Messaging System (NMS) based on cell broadcast technology to send emergency messages to specific areas during national incidents.

This system, under development since February 2025, aims to be fully operational by mid-late 2027, with initial testing scheduled for mid to late 2026.

The NMS will eventually streamline into a national warning system that incorporates the existing Australian Warning System.

8.3 Main Roads WA

Currently have pavement failure at Shell Roadhouse in Paraburdoo the reticulation is causing issues. Some minor pavement repairs and resheeting works on Munjina Rd gravel section. Richard has done some drills with WAPOL on the emergency landing strip, slowing upgrading, new signage required.

8.4 Dept. of Transport

Beadon Creek will be going across to PPA, need name of local contact person to have included in this meeting.

9. General Business

9.1 Dept. of Primary Industries and Regional Development John Wheelock

Compliments on the Local Emergency Management Arrangements (LEMA) and Local Recovery Plan (LRP), in raising awareness of emergency animal diseases and welfare concerns through Local Governments. These could be Included as appendix in these plans. The impacts of these diseases on



Onslow Local Emergency Management Committee

industry are significant. On call officer available from September through to March each year. Training has been provided in AIIMS and Biosecurity which is open to everyone not just Dept. of Primary Industries and Regional Development staff members.

10. Next Meeting

DATE	VENUE	ADDRESS	TIME
Wednesday 10 th September 2025	Onslow Council Chambers	Second Ave Onslow	10:00 am
Wednesday 12 th November 2025	Onslow Council Chambers	Second Ave Onslow	10:00 am

11. Meeting Closed

Time: 10:20 am



Onslow Local Emergency Management Committee



Action Register 2025

Item	Owner	Status
01/2025: Dept. of Communities Local Emergency Relief and Support Plan (LERSP)	Chair	Completed: Carried over from 2024 Committee to review, provide feedback for endorsement at March 2025 meeting



Onslow Local Emergency Management Committee

Action Register 2024

Item	Owner	Status
01/2024: DFES Pre-season Preparedness Tour 2024	Admin	Completed: Circulate flyer to membership
02/2024: 2023/24 Onslow LEMC Annual Report	Admin	Completed: Circulate to the committee with minutes
03/2024: Dept. of Communities Local Emergency Relief and Support Plan (LERSP)	Chair	Completed: Committee to review, provide feedback for endorsement at March 2025 meeting



Onslow Local Emergency Management Committee

Action Register 2023

Item	Owner	Status
01/2023: Terms of Reference review	Chair	Completed: Endorsed at 22/03/2023 meeting and distributed.
02/2023: Beach Emergency Notification (BEN) signs	Hamish James	Completed.
03/2023: Australia Fire Danger Rating Signs	Kyle Cameron	Completed: Installed and operational.
04/2023: Pilbara Port Authority – Flyer	Admin Support	Completed: Distributed.
05/2023: Onslow LEMC membership review	Chair	<p>Completed: Email to all members to review membership of LEMC:</p> <ol style="list-style-type: none"> 1. Executive membership group 2. Agency representation with a primary member and proxy 3. Non-voting members kept informed by receiving Minutes <p>21/11/2023. Chair to email each Agency to confirm membership before next meeting.</p> <p>27/03/2024: Updated document present to LEMC and confirmed</p>



Onslow Local Emergency Management Committee

Item	Owner	Status
06/2023: Oil & Gas industry increased consultation requests for activities within the Shire that may be a risk and have consequences for consideration.	Chair	Completed: Issue raised with Pilbara DEMC 04/07/2023.
07/2023: Onslow Airport Inductions	Chair	Completed: Agencies advised to make arrangements / induction.
08/2023: Onslow LEMC Exercise	Chairperson	Completed: Onslow Airport Emergency Field Exercise held 14/09/2023.



Agenda Item 10.2.3 - Attachment 1

Pannawonica LEMC Minutes - 12 June 2025



Pannawonica Local Emergency Management Committee

Minutes

Meeting date	Thursday 12 June 2025
Location	Barry Lang Room, Deepdale Dve Pannawonica
Time	11:00 am
Online Access	483 505 034 500 5 / TY6i6bC2

EM Act Section 39: Functions of local emergency management committees

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

Meeting Open

Time: 11:03 am

Welcome by Chair

Acknowledgement of Country

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

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

Administration

1. Attendance and Apologies



Pannawonica Local Emergency Management Committee

1.1. Attendance Register

John Wheelock Dept. of Primary Industries and Regional Development	Matt Reimer Dept. of Fire and Emergency Services	President Smith Shire of Ashburton
Chloe Blackwell Shire of Ashburton	Tania Quinn Sodexo	Jason Gordon Rio Tinto
Jess Butler Dept. of Education	Joanne Sangster Shire of Ashburton	Kyle Cameron Shire of Ashburton
Jayne Unsworth Sonic Health		

1.2. Apologies

Jeannette Gould Dept. of Communities	Debra McMillan Dept. of Communities	Sharon Clark Shire of Ashburton
Richard Pen-Dennis Main Roads WA	Garth Lawrence Dept of Fire and Emergency Services	Tori Wellwood Shire of Ashburton
Cr Melanie Gallanagh Shire of Ashburton	Kylie Kite Shire of Ashburton	

2. Disclosure of Interest

No disclosures of interest declared at this meeting.

3. Confirmation of LEMC Meeting Minutes

The Minutes of the meeting held 26/03/2025 are tabled for endorsement is there any business arising from the Minutes. The Action list will be reviewed next.

Motion: The Committee moves that the Minutes of the meeting held 26/03/2025 are a true and correct record of that meeting:

Moved: Kyle Cameron

Seconded: Chloe Blackwell

Carried: By consensus

4. Action List Review

Refer to the attached Action Register.



Pannawonica Local Emergency Management Committee

5. Correspondence

NB: Not all correspondence is distributed as it may be administrative in nature. Relevant information will be distributed as required. If there is an item, you have not received but would like please email:

emergency.management@ashburton.wa.gov.au

6.1. Correspondence In

- State Emergency Management Committee (SEMC) nominations for 2025 Resilient Australia Awards
- Dept. of Fire and Emergency Services (DFES) new region – Metro Central
- Jeanette Gould Dept. of Communities. Local Emergency Management Committee (LEMC) Workshop feedback
- Debra McMillan Dept. of Communities, Local Emergency Management Committee (LEMC) Report 3rd quarter
- Dept. of Fire and Emergency Services (DFES) Total Fire Ban 29/05/25
- Email Dept. of Primary Industries and Regional Development (DPIRD), Beach Emergency Number (BEN) signs report
- Email Dept. of Communities, Local Emergency Management Committee (LEMC) Report 4th quarter
- Email from Matt Reimer Dept. of Fire and Emergency Services requesting clarification on details contained in the Local Recovery Plan and Local Emergency Management Arrangements
- Email from Annemarie Wyatt at APA requesting LEMC contact details

6.2. Correspondence Out

- Email to Committee unconfirmed minutes, action register from March meeting and Dept. of Communities Agency Report
- Email sent to Matt Reimer Dept. of Fire and Emergency Services regarding clarification details in the Local Recovery Plan and Local Emergency Management Arrangements
- Email sent to Annemarie Wyatt with requested LEMC contact details

7. Agenda Standing Items

7.1. Incident Reporting

- Nothing to report.

7.2. Exercise and Post Exercise

Last LEMC meeting as part of the review process for the Local Emergency Management Arrangements and Local Recovery Plans we ran an exercise, so compliance has been met for 2025.



Pannawonica Local Emergency Management Committee

8. Agenda Items

8.1 Evacuation Centre – Rio Tinto and Dept. of Communities

The mess has been identified as the evacuation centre; the Dept. of Communities would be responsible for supplying the stores.

8.2 Re-establishment of SoA LEMC Teams folder (member access to LEMC documents)

Shared teams' folder which contains LEMC correspondence, meeting recordings, presentations, resource, and contact directories.

8.3 Shire of Ashburton Local Emergency Management Arrangements and Local Recovery Plans

Matt Reimer DFES - Consultants run workshops across the Shire, part of the approval process is DFES have a checklist to validate details, and the plans compile with legislation. There are a couple of points to review which were sent via email and been addressed. Once endorsed by the LEMC plans will go to Council for endorsement then to the District Emergency Management Committee (DEMC) and onto the State Emergency Management Committee (SEMC) and current for the next five years. Review annually and test the plans.

8.4 Pannawonica LEMC Membership Review

Current membership dissolved with review of stakeholder and membership to be conducted with consideration to review annually.

9. Agency Report

9.1 Dept. of Primary Industries and Regional Development (DPIRD)

John Wheelock DPIRD - During TC Zelia there was confusion around the State Support Plans for animal welfare and emergency. Working with Local Government and Dept. of Communities in this area. Compliments on the Shire of Ashburton's Local Emergency Management Arrangements and Local Recovery Plan. Request Local Governments consider emergency animal diseases like Indo and foot and mouth proximity. Training has been completed with staff and on call officers.

9.2 Dept. of Fire and Emergency Services (DFES)

Matt Reimer – busiest wet season, twelve cyclones in Australia and eleven of those were in Western Australia, three or four impacted the coast including storms in Tom Price. First season using the new Australian Warning System (AWS) which replaced blue, yellow, and red alerts. Will be having a debrief



Pannawonica Local Emergency Management Committee

with Bureau of Meteorology to make sure warnings are aligning between departments.

9.3 Shire of Ashburton (SoA)

Shire of Ashburton staff attended a national presentation from National Emergency Management Agency (NEMA) who is developing a new National Messaging System (NMS) based on cell broadcast technology to send emergency messages to specific areas during national incidents.

This system, under development since February 2025, aims to be fully operational by mid-late 2027, with initial testing scheduled for mid to late 2026.

The NMS will eventually streamline into a national warning system that incorporates the existing Australian Warning System.

9.4 Sodexo

Tania Quinn – weekly meeting, cleanup in storage and date checking and restocked, resupply of food.

9.5 Pannawonica Primary School

Jess Butler – first time attending and listening in, had big clean up at the school over the weekend, request for list of houses that aren't cyclone rated in Pannawonica (referred to Rio Tinto).

9.6 Rio Tinto Emergency Services

Jason Gordon – first time attending for a while and been listening.

10. General Business

10.1 Jason Gordon - is there a date for the next airport exercise in town?

Response – run annually by Rio Tinto

11. Next Meeting

DATE	VENUE	ADDRESS	TIME
Thursday 11 th September 2025	TBA		11:00 am
Thursday 13 th November 2025	TBA		11:00 am



Pannawonica Local Emergency Management Committee

12. Meeting Closed

Time: 11:49am





Pannawonica Local Emergency Management Committee

Action Register 2025

Item	Owner	Status
01/2025: AWARE funding items	Chairperson	Completed: Carried over from 2024 Project ideas to apply for funding next year
02/2025: AWS Signage update to the Committee	Chairperson	In progress: Assistance required with installation and suitable location.
03/2025: New AWS signage	Kyle Cameron/Daryl West	Completed: Signs have arrived.
04/2025: Dept. of Communities Local Emergency Management Relief and Support Plan (LERSP)	Chair	Completed: Carried over from 2024 Committee to review, provide feedback for endorsement at March 2025 meeting.
05/2025: Establish a meeting with Kyle Cameron, Dept of Communities and Bianca Evans	Kyle Cameron	In progress: To discuss suitable Pannawonica Evacuation Centre, roles, and responsibilities.
06/2025: Review Pannawonica LEMC Membership	Kyle Cameron	Completed: Full review of membership, roles and responsibilities of the Committee and relevant stakeholders.
07/2025: Pannawonica Evacuation Centre	Kyle Cameron	In Progress: Mess been identified as evacuation centre and Dept. of Communities will provide training to personnel.



Pannawonica Local Emergency Management Committee



Action Register 2024

Item	Owner	Status
01/2024: AWARE funding items	Chairperson	Completed: Project ideas to apply for funding next year
02/2024: AWS Signage update to the Committee	Chairperson	Completed: Provide committee an update on new signage options
03/2024: LEMC Annual Report	Admin	Completed: Circulate report to committee
04/2024: DFES Preparedness Tour	Admin	Completed: Circulate flyer to committee
05/2024: New AWS signage	Kyle Cameron/Daryl West	Completed: Discussion regarding new AWS signage requirements
06/2024: Location of new AWS signage	WAPOL/ K Cameron/ B Evans/ D West	Completed: Discussion on location on new sign



Pannawonica Local Emergency Management Committee



Action Register 2023

Item	Owner	Status
01/2023: Terms of Reference review	Chair	Completed: Endorsed at 22/03/2023 meeting and distributed.
02/2023: Lighting at Northwest Coastal Hwy / Mesa A intersection	OIC Anntoinette Cashmore	Completed: Local Police will liaise with them during the audit. Monitor updates. See correspondence at end of document.
03/2023: Australia Fire Danger Rating Signs	Kyle Cameron	Completed: Installed and operational.
04/2023: LEMC Membership Review	Chair	Completed: Email to all members to review membership of LEMC to align with standard practice: 1. Executive membership group 2. Agency representation with a primary member and a nominated proxy 3. Non-voting members may be kept informed by receiving Minutes electronically. Chair to email each Agency to confirm membership before next meeting. 27/03/2024: Updated document confirmed at LEMC meeting.
05/2023: Emergency services communication issues in and around Pannawonica	Chair	Completed: Tabled at Pilbara DEMC 04072023. DFES and WAPOL advise they are trialling a Starlink system to roll out.



Pannawonica Local Emergency Management Committee



Item	Owner	Status
06/2023: Oil & Gas industry increased consultation requests for activities within the Shire that may be a risk and have consequences for consideration.	Chair	Completed: Tabled at Pilbara DEMC 04072023. Requests for consultation not be facilitated.
07/2023: Communication issues between DFES Incident Control and the Pannawonica Local Emergency Coordinator on the bushfire threat and trigger for community safety evacuation consideration.	Matt Reimer, DEMA DFES -OEM	Completed: To be forwarded to DFES. 27/03/2024: Referred to DFES who held discussions with relevant stakeholders.



Agenda Item 10.2.4 - Attachment 1

Inland LEMC Minutes - 26 June 2025



Inland Local Emergency Management Committee

Minutes

Meeting date	Thursday 26 June 2025
Location	Lesser Hall Ashburton Crt Paraburdoo
Time	10:00 am
Online Access	445 540 199 955 6 / kZ74j3rc

EM Act Section 39: Functions of local emergency management committees

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

Meeting Open

Time: 10:03 am

Welcome by Chair

Acknowledgement of Country

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

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

1. Attendance and Apologies

1.1. Attendance Register

John Wheelock Dept of Primary Industries and Regional Development	Justin Reading Paulsen Mine	Dale Fitzgerald Dept. of Biodiversity, Conservation and Attractions	Brooke Larkings Rio Tinto
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Inland Local Emergency Management Committee

Matt Papa Rio Tinto	Dwan Raimee Fortescue Metal Group	Mario Zastawny Fortescue Metal Group	Ben Helleur Tom Price Volunteer Fire and Rescue Services
Garth Lawrence Dept. of Fire and Emergency Services	Hamish Thornton Paraburdoo Volunteer Fire and Rescue Services	Chris Grant Main Roads WA	Ben Clay Rio Tinto
Kylie Kite Shire of Ashburton	Kyle Cameron Shire of Ashburton	Steve O'Meara Shire of Ashburton	Nick Stuart Shire of Ashburton
Nik Stewart Rio Tinto	Jess Smith Western Australia Police	Shae Van Dieken Western Australia Police	Rocky S
Cr Linton Rumble Shire of Ashburton	Danielle Branch Rio Tinto	Dayton Stark Fortescue Metal Group	David Howard Australian Red Cross

1.2. Apologies

Wayne Stephenson Rio Tinto	David Winter Rio Tinto	Mac McKenzie Fortescue Metal Group	Rachael Wright Shire of Ashburton
Sylvia Winkler Nintirri	Nicole Kelly Dept. of Education	Matt Reimer Dept. of Fire and Emergency Services	

2. Disclosure of Interest

No disclosures for this meeting.

3. Confirmation of LEMC Meeting Minutes

The Minutes of the meeting held 24/03/2025 were reviewed and no issues or amendments were raised.

Motion: The Committee moves that the Minutes of the meeting held 24/03/2025 are a true and correct record of that meeting.

Moved: John Wheelock DPIRD

Seconded: Nick Stuart SoA

Carried: By consensus



Inland Local Emergency Management Committee

4. Action List Review

The Action Register at the end of the Minutes was reviewed and updated.

5. Correspondence

NB: Not all correspondence is distributed as it may be administrative in nature. If there is an item, you have not received but would like, request a copy via email emergency.management@ashburton.wa.gov.au

5.1. Correspondence In

- Email from Jeanette Gould Dept. of Communities regarding Relief and Support trailer for storage in Tom Price
- Email from State Emergency Management Committee (SEMC) Business Unit nominations open for 2025 Resilient Australia Awards
- Email from Suvarna Mithin Dept. of Fire and Emergency Services (DFES) new Metro Central region
- Email from Liza Beinart Australian Red Cross updating contact information
- Email from Jeanette Gould Dept. of Communities Local Emergency Management Committee (LEMC) Workshop feedback
- Email from Debra McMillan Dept. of Communities, Local Emergency Management Committee (LEMC) Report 3rd quarter
- Email from Chris Cutter Airport Manager regarding Boolgeeda Aerodrome Exercise Plan Desktop exercise Friday April 11th
- Email from Harry Khalid Aerodrome Manager regarding Paraburdoo Aerodrome Emergency Exercise Pre Briefing Meeting 1 – Full Scale Emergency Exercise
- Email from Chris Cutter Airport Manager regarding Boolgeeda Aerodrome Emergency Plan (AEP) Desktop Exercise Planning Meeting 2 held 28 March 2025
- Email from DFES Web Reports regarding Monthly Local Government Report issued 7 May 2025
- Email from Jeanette Gould Dept. of Communities advising the emergency evacuation equipment trailer has arrived in Karratha
- Email from DFES Web Reports regarding Local Government Report pack issued 4 June 2025
- Email from Aerodrome Management Services regarding Boolgeeda Aerodrome Emergency Exercise Debrief
- Email from Desmond Hill regarding the Paraburdoo Airport Emergency Exercise – Telephone numbers
- Email from Chris Cutter Airport Manager regarding Boolgeeda 2025 AEX Debrief minutes



Inland Local Emergency Management Committee

- Email from Jarrod Shardlow from Eliwana Minesite regarding Firebreak Exemption
- Email from Matt Reimer Dept. of Fire and Emergency Services requesting clarification on details contained in the Local Recovery Plan and Local Emergency Management Arrangements
- Email from Annemarie Wyatt at APA requesting LEMC contact details
- Email from Megan Wirth Paraburdoo Airport Manager with minutes from post exercise meeting held 09/06/25
- Email from John Wheelock DPIRD Frequently Asked Questions regarding Polyphagous Shot hole Borer

5.2. Correspondence Out

- Email sent to the Committee with unconfirmed minutes and action register from March meeting and Dept. of Communities Agency Report
- Email sent to the Committee with poll to endorse the Dept. of Communities Local Emergency Relief and Support Plan (LERSP)
- Email sent to the Committee with calendar invite and attachments
- Email sent to Matt Reimer Dept. of Fire and Emergency Services regarding clarification details in the Local Recovery Plan and Local Emergency Management Arrangements
- Email sent to Annemarie Wyatt with requested LEMC contact details

6. Agenda Standing Items

6.1 Incident Reporting

- Garth Lawrence DFES
Tom Price and Paraburdoo VFERS involved in Paraburdoo Airport exercise last month. Fire Control Officer course was held in Tom Price with participants from Local Government and BGU's. Mitigation burns around Tom Price on Nameless Valley Road and Karijini National Park with DBCA. Multiple incidents Road Crash Rescues, scrub and structure fires have been attended.
- John Wheelock DPIRD
Polyphagous Shothole Borer in Perth can't be eradicated and has transitioned from a response phase to a management phase, which will take place over the next 18 months. Currently DPIRD have six incidents running. In March conducted two day training courses in AIIMS and Biosecurity, courses are open to anyone.
- Dale Fitzgerald DBCA
Ground and aerial burning conducted through Karijini National Park and UCL areas with the assistance of the local brigades, Rio Tinto. Two recent medical



Inland Local Emergency Management Committee

emergencies in Dales Campground and Fortescue Falls both pre-existing medical conditions. One motor vehicle accident at intersection of Knox and Banjima Dve and donating vehicle to emergency services.

- Nik Stewart Rio Tinto
Crew attended Paraburdoo Airport Exercise and did the casualty handling tasks as St John weren't in attendance, not normally their primary role should be Dept. of Health and St John. Maybe in the future involve the region as a whole. In July conducting hazard burns around the site.

7. Agenda Items

7.1 Dept. of Communities Local Emergency Relief and Support Plan (LERSP)

Has been endorsed by the Committee thank you for your response to the poll.

7.2 Endorsement of the Local Recovery Plan and Local Emergency Management Plan

The plans need to be exercised which was done at the March meeting with a workshop. Annually the LEMC need to run an exercise this has been achieved with the workshop for this year.

Endorsement of the Local Recovery Plan and Local Emergency Management Plan was endorsed at this meeting, voting online 7 and meeting room 4.

7.3 Re-establishment of SoA LEMC Teams folder (member access to LEMC documents)

All documents, correspondence, exercises, presentations, contact/resource directories and plans will be in this folder, which the committee will have access to. Will have access to the membership within the next month and receive notification when activated.

7.4 Annual review of Inland LEMC Membership

To be completed at the September Inland LEMC meeting to discuss representation and proxies for the membership. The Inland LEMC has a large membership who receive the invites but don't attend and need to make sure we have a quorum.



Inland Local Emergency Management Committee

8. Agency Reports

8.1 Frontier Services Bush Chaplain – Rev David Jackson

Frontier Services Bush Chaplain Pilbara Remote Area WA/ Council of Churches of WA, WA Disaster Recovery Chaplaincy Network:

- Core training in Disaster Recovery Chaplaincy held in Perth 20-21 May 25 and Department of Fire and Emergency Services WADRCN Chaplains Induction Training 22 May 25
- The Salvation Army Officer in Karratha, a Roman Catholic Priest in Karratha and Hancock Resources Chaplains at their facilities in the Pilbara are now trained in DRC.

8.2 Dept. of Primary Industries and Regional Development (DPIRD)

Congratulations to the team for the development of the plans around animal welfare in emergencies. Will assist any Local Governments in that space.

8.3 Justin Reading Paulsens

First LEMC meeting, backup to Andrew Bowler Superintendent. Nothing formal at this stage.

8.4 Shire of Ashburton (SoA)

Shire of Ashburton staff attended a national presentation from National Emergency Management Agency (NEMA) who is developing a new National Messaging System (NMS) based on cell broadcast technology to send emergency messages to specific areas during national incidents.

This system, under development since February 2025, aims to be fully operational by mid-late 2027, with initial testing scheduled for mid to late 2026.

The NMS will eventually streamline into a national warning system that incorporates the existing Australian Warning System.

8.5 Tom Price SES

Attended Fortescue Falls Karijini National Park early April, to assist with the extraction of a gentleman who fell and badly fractured his ankle.

9. General Business

- Cr Rumble asked the Chair how the March Workshops we were received. Kyle - First workshop established our risk profile for each community with the involvement of local stakeholders and community representatives and from there developed a matrix. The Local Emergency Management Arrangements and Local Recovery plans will reflect this.



Inland Local Emergency Management Committee

- Cr Rumble enquired about the communication with Pastoralists with burn offs in the area.
Garth - Spatial mapping is monitored, if hotspots or ignitions startups are identified we're in contact with the pastoralist. More compliant with obtaining permits over the last couple of years.
- Cr Rumble regarding abandoned vehicle on the Tom Price Paraburdoo Rd.
Kyle - Main Roads WA are aware of the various vehicles in the Shire, they don't have a budget allocation for vehicle collections. Nik Stewart advised they will be collecting vehicle for an exercise on the weekend. Vehicle can only be recovered once the owner gives permission to do so.

10. Next Meeting

DATE	VENUE	ADDRESS	TIME
Thursday 25th September 2025	Clem Thompson Sports Pavilion	Stadium Rd Tom Price	10:00 am
Thursday 27th November 2025	Clem Thompson Sports Pavilion	Stadium Rd Tom Price	10:00 am

11. Meeting Closed

Time: 10:36 am



Inland Local Emergency Management Committee

Action Register 2025

Item	Owner	Status
01/2025: Mobile coverage	Chair	Completed: Carried over from 2024. Network changed over to 5G. Source information from Telstra on mobile phone coverage within the Shire of Ashburton
02/2025: Rio Tinto Paraburdoo/Nammuldi joint exercise	Chair	In progress: Carried over from 2024. Follow up with Sharon Jager regarding this exercise with emergency services agencies
03/2025: LEMA Review	Chair	Completed: Update Committee with new information once available
04/2025: Tom Price Waste Facility bore/standpipe	Kyle Cameron	In Progress: Activate existing bores, issues with the pipe stands and transferring of water to trucks.
05/2025: Dept of Communities LERSP	Admin	In progress: Email with the Minutes of the meeting and create a poll for endorsement.
06/2025: Meeting with Dept of Communities, Shire, Nintirri and DPIRD	Chair	In progress: establish meeting date/time to discuss LERSP details.
07/2025: Teams Folder	Kyle Cameron	In progress: members to have access within a month.
08/2025: Annual membership review	Kyle Cameron	In progress: contact membership.



Inland Local Emergency Management Committee

Action Register 2024

Item	Owner	Status
01/2024	Chair	Completed: Source information from Telstra on mobile phone coverage within the Shire of Ashburton
02/2024 – Rio Tinto Paraburdoo/Nammuldi joint exercise	Chair	In progress: 27/6/24: Follow up with Sharon Jager regarding this exercise with emergency services agencies
03/2024 LEMA Review	Chair	Completed: 27/06/2024: Update Committee with new information once available. Review under way on developing Local Plans.
04/2024 2023/24 Inland LEMC Annual Report	Admin	Completed: Annual report to be included with the minutes.
05/2024: DFES Pre-season Preparedness Tour 2024	Admin	Completed: Circulate flyer to the committee



Inland Local Emergency Management Committee

Action Register 2023

Item	Owner	Status
01/2023: Terms of Reference review	Chair	Completed: Endorsed at 22/03/2023 meeting and distributed.
02/2023: Inland LEMC Exercise	Chair	Completed: Chair to liaise with WAPOL and Sharon Jager from Rio Tinto on a Flood exercise scenario.
03/2023: Australia Fire Danger Rating Signs	Kyle Cameron	Completed: Installed and operational.
04/2023: Inland LEMC membership review	Chair	<p>Completed: Email to all members to review membership of LEMC to align with standard practice:</p> <ol style="list-style-type: none"> 1. Executive membership group 2. Agency representation with a primary member and a nominated proxy 3. non-voting members may be kept informed by receiving Minutes electronically. <p>26/03/2024: Updated membership list was presented to the meeting and confirmed as accurate.</p>



Inland Local Emergency Management Committee

Item	Owner	Status
05/2023: Tom Price Waste Management facility, green waste stockpile	Kyle Cameron Chair	Completed: June 2023. 1. Removal of green waste stockpile will take time 2. Shire Infrastructure Director initiated a Compliance Audit, completed in February 2023 3. Shire funding has been allocated in the 2023-2024 budget to manage the issue 4. Manager Waste Services is implementing recommendations 5. Periodic reports on progress will be provided
06/2023: Oil & Gas industry increased consultation requests for activities within the Shire that may be a risk and have consequences for consideration.	Chair	Completed: Raise issue with Pilbara DEMC through email to DEMA Matt Reimer.
07/2023: FMG Solomon mine site, Anhydrous Ammonia locomotive fuel trial	FMG, WAPOL, TP VBFB	Completed: Training to be organised on management of Anhydrous Ammonia in an incident with WAPOL and TP VBFB. 26/03/2024: FMG advised the trial is complete and there is no Anhydrous Ammonia fuel on site. A training session was unable to be organised.



Inland Local Emergency Management Committee

Item	Owner	Status
8/2023: Location signage, Tom Price Co-located Emergency Services facility	Garth Lawrence DFES Phil Kuhne SoA	Completed: Sign has been ordered, been received, need to be installed.
09/2023: Shire Community Messaging Boards (Tom Price) access	Chair	<p>Completed: Chair to report on function and access to the new community electronic messaging boards installed in the shopping precinct.</p> <p>The messaging boards are for notification of community events and other community related messaging.</p> <p>To access the board to place a message contact the Shire via email soa@ashburton.wa.gov.au to discuss what is required</p>



Agenda Item 13.1 - Attachment 1

Australia Day WA Community Citizen of the Year



Council Policy – Australia Day WA Community Citizen of the Year

Responsible Directorate	Community Development
Responsible Business Unit/s	Communities
Responsible Officer	Manager Communities
Affected Business Unit/s	Governance

Objective

To outline the criteria for providing recognition of individuals and organisations that have made noteworthy contributions to the community of the Shire of Ashburton (the Shire), through the Australia Day WA Community Citizen of the Year Awards (the Awards). To ensure there is a clear process available in guiding the nomination and selection process for the Awards.

Scope

This policy applies to members of the Shire's community.

Policy Statement

The Shire annually acknowledges citizens and groups who have made noteworthy contributions or given outstanding service to the community, by presenting awards on Australia Day in each of the four towns in the following four categories:

- Community Citizen of the Year presented to an individual who has delivered outstanding service to the local community.
- Community Citizen of the Year (Senior) presented to an individual over 65 years of age, who has made an outstanding contribution to the local community.
- Community Citizen of the Year (Youth) presented to an individual under 25 years of age and who has delivered outstanding service to the local community.
- Active Citizenship (Group/Event) a group doing outstanding work or for an event staged in the community during the past year.

Nomination procedure

The nomination process and criteria to be used in selecting award recipients will be as set out for the WA Community Citizen of the Year Awards by the Australia Day Council of WA.





Selection procedure

Nominations for each town will be presented to the Shire of Ashburton Selection Panel, which will comprise of the:

- Shire President (Chair),
- Local Ward Councillor/s for that town's nominees, and
- Chief Executive Officer or their delegate.

Award recipients will be chosen for each category from the nominations received per town. Nominators are excluded from the selection process, if this results in a panel member being excluded, the member will be replaced by the Deputy Shire President.

Each panel member will have one vote and the panel Chair will have an additional casting vote should a tie in votes occur.

The Shire of Ashburton Selection Panel will review nominations against relevant criteria set out by the Australia Day Council of WA and confirm award recipients to the Australia Day Council of WA within the required deadline.

Presentations

Awards are presented at the annual Australia Day ceremonies held on 26 January in each Shire of Ashburton's four town centres.

Award recipients are presented with a certificate and token gift on the day and will also be requested to participate in post-event publicity and promotions.

Definitions

Nil

Relevant policies/documents

Australia Day Council of WA Website

Relevant legislation/local laws

Nil

Office use only				
Relevant delegations				
Council adoption	Date	14 February 2023	Resolution #	019/2023
	Date	<u>xx/xxx/xxx</u>	Resolution #	<u>xx/xxx</u>
Reviewed/modified	Date		Resolution #	
	Date		Resolution #	
	Date		Resolution #	
	Date		Resolution #	
Next review due	<u>2025 2029</u>			



Agenda Item 13.1 - Attachment 2

Community Projects – Letters of Support



Council Policy – Community Projects – Letters of Support

Responsible Directorate	Community Development
Responsible Business Unit/s	Community Development
Responsible Officer	Director Community Development
Affected Business Unit/s	Office of the Chief Executive Officer Governance

Objective

The objective of this policy is to:

- provide clear guidelines to organisations when requesting a letter of support from the Shire of Ashburton (the Shire) for community led projects, and
- acknowledge and support community led projects within the Shire.

Scope

This policy does not apply to requests for financial support.

Policy Statement

Council will support projects, services, programs, and facilities for the community which are:

- Planned and coordinated – Council recognises services to the community are best delivered in a holistic, coordinated manner and that any Council planning processes such as recreation planning must consider the needs of the community before a letter of support is written.
- Efficient and accountable – Council will support services for the community that are delivered in an effective, competitive, and accountable way.
- Participative – Council recognises the importance of the community being involved in the design, development and management of services and facilities that will be utilised by them.
- Accessible – Council wishes to ensure that the community have access to the range of services and facilities offered in the community.
- Collaborative partnerships – Council recognises and encourages the collaborative efforts of individuals and agencies working in partnership with the Shire.





Method

- Requests are to be addressed to the Shire President and should be received by the Shire at least 10 working days' prior to the required date.
- Requests for a letter of support (or a referee request, where specific funding bodies do not accept letters of support) is to include:
 - An overview of the application organisation,
 - Full contact details of the organisation including name and contact details of the relevant person in relation to the proposed project,
 - Details of the proposed project (including how the project meets the objectives of the policy),
 - Proof that the applicant has consulted with local clubs and groups, service providers and/or organisations to ensure there is no duplication of services and opportunities for collaboration have been considered,
 - Details of the application for the grant/subsidy, and
 - Details of the organisation's relationship with the Shire including any lease or license conditions in place, plus any other relevant information that might affect the Shire as a result of the application.
- Requests will be considered based on the information provided:
 - Where supported, a letter signed by the Shire President, will be issued to the applicant.
 - Where not supported, notification will be provided to the applicant.

Definitions

Nil

Relevant policies/documents

Nil

Relevant legislation/local laws

Nil

Office use only				
Relevant delegations	Nil			
Council adoption	Date	14 March 2023	Resolution #	039/2023
Reviewed/modified	Date	xxx xxxx 2025	Resolution #	xxx/2025
	Date		Resolution #	
	Date		Resolution #	
Next review due	2029			
Document ID				



Agenda Item 13.1 - Attachment 3

Tree Management



Council Policy – Tree Management

Responsible Directorate	Infrastructure Services
Responsible Business Unit/s	Town Maintenance
Responsible Officer	Manager Town Maintenance
Affected Business Unit/s	Land, Property and Regulatory Services Media and Communications Facilities Roads and Civil Projects

Objective

The benefits of trees are numerous and include environmental, amenity, health and social benefits. The Shire of Ashburton (the Shire) plays an important role in seeking to balance safety, infrastructure and community expectations, with operational activities to do with those trees. The key objective of this policy is to promote the prior consultation of those activities.

Scope

This policy applies to all staff, residents of, and visitors to, the Shire.

Policy Statement

Trees provide many benefits that have both economic and intangible values. The Shire recognises that trees contribute to water management, biodiversity, air pollution and the environmental amenity within the Shire. The Shire is also aware that trees assist in forming the identity of the region and, at a local scale, the local character. While appreciating the importance of this resource, the Shire is conscious of the many issues associated with managing trees within their environment.

Long-term tree management

Tree management needs to be undertaken with a long-term interest perspective and the following needs to be taken into account:

- Community safety in public places, including the potential to contribute to safety through traffic calming;
- Protection from damage caused to public and private infrastructure;
- Vegetation selection type (e.g., native varieties or otherwise) and location of plantings;





- Aesthetic qualities in terms of form, texture, colour, seasonal change, movement, sound and perfume;
- Environmental controls to reduce the effects of energy consumption, erosion, dust, atmospheric pollution, including smoke from fires, noise, and fire risk;
- Architectural potential for delineating space, enclosing, framing, screening/privacy;
- Heritage value, through recognition of historic, cultural and local significance;
- Potential to assist fauna by providing appropriate linkages and habitats; and
- Microclimate modification to reduce the effects of summer heat, reflection and glare, ultra-violet radiation, wind and evaporation.

Tree removal

The Shire recognises the contribution made by trees to existing park/streetscapes. It also recognises that in some cases, tree retention may not be desirable, feasible or reasonable, owing to the condition or possible location or species of the tree.

Circumstances where removal might be reasonable, include the following:

- The tree is a known pest such as Neem, Tamarind, Leucaena, Mesquite or Parkinsonia;
- The tree is known to have toxic qualities (e.g. Oleander);
- The tree is diseased and beyond remedial treatment, or dead;
- The tree has been assessed by the Shire as structurally weak and/or dangerous, placing the public at risk or jeopardising safety;
- The tree has been irreparably damaged (e.g. by a storm, vehicle crash);
- The tree is hazardous to motorists/pedestrians owing to interference in suitable sightlines presented by the tree's canopy, alignment or spacing;
- The tree is affected by road widening, service modification/relocation or other infrastructure and construction or building works and all possible options have been explored by the shire and there is no reasonable alternative to removal;
- The tree is in close proximity to overhead power lines or distributor wires to properties and where, for reasons of growth habit pertaining to the variety, selective pruning is not practical with the only option being severe lopping; or
- The tree precludes reasonable development of a lot, or an adjoining property and all possible developments options have been explored by the developer and there is no reasonable alternative to removal.



Consultation

Where a tree is to be removed:

- Reasonable efforts will be made to retain the tree(s); and
- The Shire President, respective Ward Councillor(s) and nearby residents will be consulted where significant trees are proposed to be removed/replaced, or the operational actions are anticipated to create high levels of community interest.

Relevant policies/documents

Australian Standards 4373-2007 Pruning of Amenity Trees

Council Policy – Community Engagement

Council Policy – Verge Lawns and Gardens

Relevant legislation/local laws

Planning and Development Act 2005

Office use only				
Relevant delegations	Nil			
Council adoption	Date	14 February 2023	Resolution #	019/2023
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>			



Agenda Item 13.1 - Attachment 4

Closure of Facilities - Christmas-New Year



Council Policy – Closure of Facilities - Christmas/New Year

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

To provide direction to the Chief Executive Officer (CEO) in relation to the closure of Shire facilities (i.e., administration, works and services) over the Christmas and New Year period.

Scope

This policy applies to all employees based at the Shire's Administration Offices, Libraries and Works Depots only.

Policy Statement

Each year, the closure of the Shire Administration Offices, Libraries, and Works Depots will commence at a suitable time as approved by the CEO. This is traditionally two working days prior to Christmas Day, reopening the next working day following the New Year's Day public holiday.

Advertising the closure

A minimum of three weeks prior to commencement of the closure period, the CEO or their delegate will notify all Shire employees of the closure dates for that year and advertise the dates of the closure period on the Shire's:

- website,
- social media page (Facebook), and
- public noticeboards.

These advertisements are to include details of the emergency contact number(s) for customers to access essential operations during the closure period. The call centre arrangements will remain in place.

Maintaining essential services

The CEO will determine what essential operations are to be provided during the closure period each year and ensure that appropriate employees are available to resource the provision of these operations.





Leave arrangements for employees

Unless otherwise approved by the CEO, employees will be required to use their leave entitlements during the closure period for those days that are not designated public holidays.

Definitions

Working days means Monday through to Friday.

Relevant policies/documents

~~Nil~~

Organisational Practice – [Leave Management](#)

Relevant legislation/local laws

Nil

Office use only				
Relevant delegations	Nil			
Council adoption	Date	11 October 2022	Resolution #	139/2022
Reviewed/modified	Date		Resolution #	
	Date		Resolution #	
	Date		Resolution #	
Next review due	Date	2024 2029		



Agenda Item 13.1 - Attachment 5

Local History Collection



Council Policy – ~~History Collection~~ Local History Collection

Responsible Directorate	People and Place <u>Community Development</u>
Responsible Business Unit/s	Libraries
Responsible Officer	Manager Libraries
Affected Business Unit/s	All

Objective

To represent the distinctive cultural identity of the Shire of Ashburton (the Shire), both past and present.

The objective of this policy is to provide a framework in accordance with Local History Strategy 2025 – 2029 within which to develop, organise, maintain, and make available a permanent collection of materials, both retrospective and current, in a variety of formats, which relate to the past and present of the Shire.

Scope

This policy applies to all elected members and employees of the Shire.

Policy Statement

This policy aims to:

- provide direction for development and management of a community resource that inspires, educates, and informs the community and visitors on the Shire's history, and
- build and preserve a historical resource for the present and future communities of the Shire by caring for the objects in its collection to the best possible standard and setting parameters for the collection, documentation, conservation, and interpretation of artefacts significant to the Shire.

The Shire will ensure that its own organisation's history is protected through compliance with its responsibilities under the *State Records Act 2000* and will maintain its own local history collection which includes individual activities like the collection at the Tom Price Visitor Centre, and an internal image library maintained for operational photographic storage and ongoing usage in various publications.





Local history collection

Memorabilia

A memorabilia collection contains the gifts presented to the Shire. These gifts include objects, trophies, plaque crests, awards, medals, badges, coins, or certificates accepted by a Council representative while conducting Council business.

It also includes objects used by employees or elected members while conducting Council business, deemed significant to preserve for posterity, such as the Shire seals, framed photographs of elected members, past and present, promotional material and equipment.

Newspapers

A newspaper collection includes articles from local and state newspapers. The articles collected provide an ongoing history of the many events, activities, issues, people, and places of the Shire.

Articles collected relate to Council news and activities, resident's activities and biographies, community development and its issues; historical articles, sporting clubs, community organisations, theatre and other public performances, selected local business information, selected housing styles and practicing architects, and real estate development sites within the Shire.

Photographs

A photograph collection may be developed from donations from private collections, in-house photography, copies made from originals and donations [and stored on a cloud based library management system for the community to view.](#)

Donors may be required to complete a donation form for legal purposes, and to gather significance and provenance information.

Community history

A community history collection includes:

- Books both purchased and donated
- Reports
- CD's
- Videos
- DVD's
- Biographies
- Oral histories
- Digital records.

The community history collection includes an archive with historical information and ephemera from businesses, schools, churches, community and sporting groups, events, places, buildings, and people.





External organisations

Local history may be collected, protected, and managed by volunteer groups, with appropriate levels of support from the Shire, namely:

- the Shire supports local community groups that wish to establish themselves as museum/historical societies to undertake the task of collecting and protecting Ashburton's history,
- any land/buildings support will principally be consistent with Council Policy – Community Leases and Licenses,
- any financial support will be based on normal community group grant applications (namely, through existing Council Policy – Community Donations, Grants and Funding) plus any specific Annual Budget allocations (as determined by Council), and
- any employee support to museum/historical societies will be minimal and reflective of the levels of involvement generally allocated to other local community organisations.

Copyright

This policy supports and upholds the rights of copyright owners as documented in the *Copyright Act 1968* (Commonwealth).

Definitions

Archives are a collection of documents and records that contain historical information. This includes the papers of individuals and organisations, letters, and diaries.

Ephemera refer to printed materials that were only meant to be used for a short time. They may have been printed to use for a day, event, or promotion. This would include menus, tickets, invitations, programs, posters and advertisements, and other various items.

Local history collection may consist of:

- Memorabilia
- Newspapers
- Photographs
- Community history
- Oral history
- Artefacts, objects, and records.

Oral history refers to recorded historical information obtained in interviews concerning personal experiences and recollections.

Relevant policies/documents

Nil





Relevant legislation/local laws

Copyright Act 1968 (Commonwealth)

State Records Act 2000

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 2029</u>		



Agenda Item 13.1 - Attachment 6

Recognition of Aboriginal Culture and History



Council Policy – Recognition of Aboriginal Culture and History

Responsible Directorate	Community Development
Responsible Business Unit/s	Communities
Responsible Officer	Manager Communities
Affected Business Unit/s	All

Objective

To provide clear guidelines to the Shire of Ashburton (the Shire) elected members and employees to recognise the unique position of Aboriginal people in Australian culture and history.

Aboriginal people are the original custodians/traditional owners of the land. It is important this unique position is recognised to enable the wider community to share in Aboriginal culture and heritage, facilitating better relationships between Indigenous people and other Australians.

Scope

This policy applies to all elected members and employees of the Shire.

Policy Statement

These guidelines apply to all elected members and employees responsible for organising events, functions, ceremonies and meetings where 'Acknowledgement of Country' or 'Welcome to Country' ceremonies should be included in official proceedings.

Acknowledgement of Country

Appropriate place

When planning an official event, elected members or employees should ensure that an Acknowledgement of Country is delivered where possible. An Acknowledgement of Country should be given by a speaker at the beginning of the event.

Events

An Acknowledgement of Country should be given at events including, but are not limited to, the following:

- Significant events where members of the public, representatives of governments and/or the media are present,
- Council meetings; and





- Forums, conferences, briefing sessions, and major workshops, where the public are present.

Phraseology

For events, it is proposed the following will be read out:

“On behalf of the Shire of Ashburton, we respectfully acknowledge the local Indigenous people, the traditional custodians of this land on which we are gathering today and pay our respects to them and all their elders both past, present and emerging.

For Council meetings, the following will be read out and this may rotate amongst each elected member on a voluntary basis:

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 their elders past, present, and emerging.

Welcome to Country

Appropriate place

Steps should be taken to ensure that the appropriate representative is invited to perform the Welcome to Country, as it is a significant recognition and formal process.

A Welcome to Country should always occur at the opening of the event, preferably as the first item in the order of proceedings.

Events

Events for a Welcome to Country include, but are not limited to, the following:

- Significant events involving the State/Federal government,
- Significant civic functions/ceremonies and significant launches/openings of new buildings.

The Welcome to the Country is conducted by a recognised representative/s of the relevant local Aboriginal community.

A Welcome to the Country may consist of a single speech by the representative of the local Aboriginal community, or it may also include a performance of some description. For example, a:

- traditional welcoming song,
- traditional dance,
- didgeridoo performance,
- smoking ceremony, or
- combination of any of the above.





It is necessary for the speaker who follows immediately after the Welcome to Country ceremony to provide a response. Part of the response should acknowledge the person who delivered the Welcome to Country.

The following is a suggested response:

I would like to, as a Shire of Ashburton representative, highlight that we too pay our respects to the local Indigenous people, the traditional custodians of this land where we are gathering here today. On behalf of the traditional custodians, past and present, we welcome you all to today's event.

Other recognition actions

There are other actions the Shire can undertake to further enhance the recognition of Aboriginal culture and Council wishes to use the following means to do that by including the following statement in key documents, namely its Community Strategic Plan, Corporate Business Plan, and Council agenda and minutes as well as its official webpage:

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

Cultural protocols to be observed

There are certain indigenous protocols that must be observed (noting that in most cases, members of the Aboriginal community will advise of appropriate/inappropriate behaviour and/or if they are not permitted to discuss the protocol or ceremony with employees because of age, gender, status etc:

- The practice of not mentioning the name of a deceased Aboriginal person, or displaying photographic images of a deceased person unless agreed and approved by the relevant family,
- Sensitivity to knowledge that is specific to gender (commonly referred to as 'Women's Business' or 'Men's Business'); and appropriate acknowledgement of guest artists that are either from or supported by the local community.

Definitions

Acknowledgement of Country is an acknowledgement of traditional Aboriginal and Torres Strait Islander custodians/traditional owners of land to pay respect to them. It is a means by which all people can show respect for the Aboriginal culture and heritage and the ongoing relationship the traditional custodians have with the land. The Acknowledgement of Country can be performed by any person, Aboriginal or non-Aboriginal.





Traditional custodians mean a local descent group of Aboriginals who:

- have common spiritual affiliations to a site on the land, being affiliations that place the group under a primary spiritual responsibility for that site and for the land, and
- are entitled by Aboriginal tradition to forage as of right over that land.

Welcome to Country is where the traditional Aboriginal custodians' welcome people to their land by providing historical and cultural information to the people in attendance.

Relevant policies/documents

Nil

Relevant legislation/local laws

~~Nil~~ [Local Government Act 1995 - section 3.1\(1A\)\(b\)\(i\)](#)

Office use only				
Relevant delegations	Nil			
Council adoption	Date	13 December 2022	Resolution #	171/2022
	Date		Resolution #	
Reviewed/modified	Date		Resolution #	
	Date		Resolution #	
	Date		Resolution #	
Next review due	Date	2024 2029		



Agenda Item 13.1 - Attachment 7

Aboriginal Environmental Health - Repeal



Proposed to Repeal

Council Policy – Aboriginal Environmental Health

Responsible Directorate	Office of the Chief Executive Officer
Responsible Business Unit/s	Regulatory Services
Responsible Officer	Manager Regulatory Services
Affected Business Unit/s	Regulatory Services

Objective

The objective of this policy is to guide the Shire of Ashburton's (the Shire) engagement with Aboriginal Communities and stakeholders in collaborating on identified environmental health issues.

Scope

This policy applies to Aboriginal Communities within the Shire of Ashburton and relevant stakeholders engaged in environmental health management.

Policy Statement

The Shire:

- Acknowledges that environmental health programs serve to prevent illness, injury and even death. Such programs can result in an overall net social and economic gain for the community including disease prevention, extended lives, enhanced productivity and less time lost from family, education and work by materially reducing environmental risk factors to health and wellbeing.
- Acknowledge that environmental health programs can also help to reduce the vulnerability of communities against emergency situations such as acts of nature (bushfire, cyclones etc.) and epidemics etc.
- Will work collaboratively with Federal and State government agencies, Aboriginal Corporations and other key stakeholders to improve Aboriginal environmental health outcomes within the Shire.

Definitions

Aboriginal means a person of Aboriginal descent who identifies as an Aboriginal and is accepted as such by the community in which he or she lives.

Community/Communities – in Aboriginal culture, community is primarily about country, (extended) family ties, and shared experience. Community is about inter-relatedness and belonging and is central to Aboriginal culture.





Environmental Health means the physical, chemical, and biological factors external to a person, and all the related factors impacting behaviours. It encompasses the assessment and control of those environmental factors that can potentially affect health. It is targeted towards preventing disease and creating health-supportive environments. This definition excludes behaviour not related to environment, as well as behaviour related to the social and cultural environment, and genetics.

Relevant policies/documents

Department of Health information - [Aboriginal environmental health](#)

Relevant legislation/local laws

Public Health Act 2016

Office use only				
Relevant delegations	Nil			
Council adoption	Date	9 May 2023	Resolution #	074/2023
Reviewed/modified	Date		Resolution #	
	Date		Resolution #	
	Date		Resolution #	
Next review due	2025			



Agenda Item 13.2 - Attachment 1

DLGSC Communications Agreement Consultation Paper



Department of
Local Government, Sport
and Cultural Industries



Communications Agreement Consultation Paper

Local Government Reforms

Background

The *Local Government Amendment Act 2023* (2023 Amendment Act) was passed by Parliament in May 2023 and made a series of amendments to the *Local Government Act 1995* (the Act).

The 2023 Amendment Act implements several key reforms, including those relating to local government elections, as well as some changes which are yet to commence. These include the requirement for a communications agreement between the council and the administration of a local government.

To implement these reforms, the Western Australian (WA) Government has prepared the draft Local Government Regulations Amendment Regulations 2025 and the draft Local Government (Default Communications Agreement) Order 2025.

These proposed draft regulations and the draft order are published on the Department of Local Government, Sport and Cultural Industries (DLGSC) website and are available for public comment until **Friday 22 August 2025**. This consultation paper sets out the aims of these reforms and the proposed legislative requirements.

DLGSC invites local governments, council members, CEOs, local government employees and members of the community to consider the proposed regulations and provide feedback. The feedback received will inform the finalisation of draft regulations and the draft order and the implementation of these changes.

Submissions can be made to DLGSC's Act Review team by:

1. email to actreview@dlgsc.wa.gov.au
2. post to:
DLGSC Act Review
PO Box 8349
PERTH BUSINESS CENTRE WA 6849

Your say and your privacy

Submissions will be treated as public documents unless explicitly requested otherwise.

If you do not consent to your submission being treated as a public document, you should mark it as confidential, or specifically identify the confidential information, and include an explanation.

Please note, even if your submission is treated as confidential by DLGSC, it may still be disclosed in accordance with the requirements of the *Freedom of Information Act 1995* (WA) or any other applicable written law.

DLGSC reserves the right to redact any content that could be regarded as racially vilifying, derogatory or defamatory to an individual or an organisation.

Establishing regulations for communications agreements

The communications agreement is intended to function as a fundamental governance instrument within each local government to set out minimum expectations for formal communications between council members and employees of the local government.

Communications agreements currently exist between each Minister of the WA Government and the agencies that support them. These agreements set out who Ministers and their staff may contact within an agency, what they may request, how they can expect their request to be dealt with and when they can expect a response.

In a local government context, new sections 5.92A – 5.92C inserted by the 2023 Amendment Act provide that:

- each local government must have a communications agreement which deals with the matters required by the Act and regulations
- a local government may adopt a communications agreement by the council and the CEO **both agreeing** to its terms
- if a local government does not adopt or is unable to adopt a communications agreement, the default communications agreement set out in a ministerial order applies.

The draft Local Government Regulations Amendment Regulations 2025 seek to address minimum requirements for and enforcement of communications agreements.

Administration Regulations (amending regulations 3 to 8)

Amending regulations 3 to 8 set out a series of amendments to the Local Government (Administration) Regulations 1996 to deal with communications agreements.

Amending regulation 4 inserts a definition of communications agreements into the regulations.

Amending regulation 5 clarifies that the regulations regarding the employee code of conduct apply to employees of the local government, not contractors.

Amending regulation 6 requires the employee code of conduct to require a local government employee to comply with the communications agreement.

Amending regulation 7 inserts new regulations 28C and 28D.

Regulation 28C provides that in addition to the matters set out in the to be proclaimed section 5.92A of the Act, a communications agreement needs to set out the circumstances in which correspondence sent by the Mayor or President on behalf of the local government must be provided to all council members by the CEO.

Regulation 28D provides that there must be certain minimum content in a communications agreement adopted by a local government and its CEO.

Subregulation (1) provides definitions of an administrative matter and a request for information.

Subregulation (2) provides that a communications agreement must address:

- how council members and committee members can make requests for information
- the time within which a response to a request for information must be given
- the way in which information must be provided in response to a request for information
- a dispute resolution process
- which local government employees, council members and committee members may communicate or have dealings with relating to requests for information.

Subregulation (3) clarifies that the communications agreement does not apply to:

- deliberations at a council or committee meeting
- the process that needs to be undertaken for the recruitment, performance review or employment termination of the CEO.

This recognises that a Mayor or President and duly authorised council members may need to communicate with employees or contractors of the local government other than through the CEO to facilitate the recruitment, performance review or termination process.

Subregulation (4) provides that a communications agreement must address:

- how council members and committee members can make request for administrative assistance
- the time within which a response to a request for administrative assistance must be given
- the way in which information must be provided in response to a request for administrative assistance
- which local government employees, council members and committee members may communicate or have dealings with relating to administrative matters.

Subregulation (5) provides for circumstances where commissioners are administering the local government. This regulation provides that the commissioner may request information or assistance in the manner determined by the commissioner from any local government employee and that, if requested, it must be provided to the commissioner as soon as practicable. Where there is a dispute, it is resolved by the commissioner (or the chair commissioner if there is more than one commissioner).

This reflects that the circumstances that require the appointment of commissioners are unique, and as a result a commissioner should typically not be constrained by a communications agreement when undertaking the process required to restore good government to a local government district.

Regulation 8 provides for the default communications agreement ministerial order to be made prior to 19 October 2025.

Model code of conduct (amending regulations 9 & 10)

To ensure council and committee members comply with the communications agreement, it is proposed that contraventions of the agreement be dealt with under the code of conduct for council members, committee members and candidates.

Amending regulation 10(1) provides that a contravention of section 5.92(3) of the Act, which states that a council member or committee member must comply with the communications agreement, will be a behavioural breach. This means that the breach is dealt with internally by the local government, rather than through the Local Government Standards Panel process. Circumstances where a council member involves themselves in the administration of the local government without authority, or where a council member seeks to direct a local government employee, will remain a rule of conduct breach.

Amending 10(2)-(3) makes an amendment to clause 20 of the model code of conduct. Clause 20 currently provides that a council member or candidate cannot direct a local government employee. This amendment clarifies that the rule of conduct against directing a local government employee does not apply where the council member is acting consistently with the communications agreement in seeking information or administrative assistance.

Default Communications Agreement Order

The 2023 Amendment Act inserted new section 5.92B, which provides for the Minister for Local Government, by order, to set out a form of default communications agreement. This will be considered the communications agreement of the local government at any time that the local government has not adopted a communications agreement of its own or the agreement has expired.

A local government's communications agreement will expire at the end of the local government's caretaker period following an ordinary election, or otherwise at the end of the employment of the CEO who agreed to that communications agreement.

It is important to note the range of circumstances where a local government will fall onto this default agreement. If unable to form an agreement of their own, a local government will be bound by this default agreement. If local governments and CEOs wish to alter something contained in the default agreement, they will need to reach an agreement on an alternative communications agreement.

The proposed default communications agreement is contained in Schedule 1 of the draft Local Government (Default Communications Agreement) Order 2025.

Preliminary provisions (Division 1 of the draft order)

The preliminary components of the agreement include definition and application clauses which address how the agreement is to be interpreted and applied.

The definition of an 'administrative matter' is important in that it clarifies what is considered an administrative matter for a council members' potential request.

Clause 3 (Application) provides that this agreement does not apply to:

- deliberations at a council or committee meeting (which to be dealt with by standardised meeting procedures)
- the process of CEO recruitment, performance reviews or termination of employment, in accordance with the CEO employment standards of the local government.

This covers practical situations, such as the Mayor or President needing to engage closely with the local government's human resources function and consultants in relation to certain instances of managing the employment of the CEO.

General provisions (Division 2 of the draft order)

Clauses 4 to 7 provide a series of general provisions.

Clause 4 addresses the general principles of the agreement:

- That the CEO supports council and committee members to fulfill their functions, including by providing information and administrative assistance that allows them to do so, and ensuring that employees communicate with council members in accordance with the agreement.
- That the council and committee members conduct themselves in accordance with the agreement to ensure the orderly running of the local government.

Clause 5 provides that, in general, all council members should receive a copy of formal correspondence sent by the Mayor or President on behalf of the local government. This reflects the Mayor or President's role of as a spokesperson of the local government, consistent with the decisions of the council. In exceptional circumstances the Mayor or President can decide it is not appropriate to provide such correspondence to all council members. If this is done where exceptional circumstances do not exist, it may constitute a breach of the agreement by the Mayor or President.

Clause 6 clarifies that requests for information or administrative should not be made during social or incidental dealings with employees or contractors, as these interactions are not an appropriate time to seek information.

Clause 7 clarifies that this agreement does not prevent social or incidental dealings or communications between council members and employees.

Clause 8 provides for the nomination of employees by the CEO, which is an important aspect of this agreement as it provides for who within the local government council members may speak with. This is similar to the approved contacts list used for WA Government communications agreements between Ministers and their agency(s).

These employees should be the most relevant employees for the council members to appropriately interact with, such as a local government's governance team, their directors (or equivalents), the executive assistant to the CEO, the communications manager or similar roles.

The clause specifies the number of employees to be nominated for each class of local government, reflecting the size of those local governments. It further clarifies that a CEO may specify that the employee is nominated for particular types of enquiries, such as nominating a communications manager for media enquiries. The CEO is required to maintain an up to date register for council and committee members of these employees and what they are able to be contacted for.

Clause 9 makes clear that the CEO determines who responds to a request for information.

Clause 10 further clarifies that nothing in this agreement requires a CEO or any other employee to respond to a request outside of office hours.

Requests for information generally (Division 3 of the draft order)

Clauses 11 to 16 deal with general requirements that apply to all requests for information.

Clause 11 provides for council and committee members to make requests for information.

Clause 12 sets out the types of information a member may request and the types of additional information a Mayor or President may request from the local government; however, this clause does not limit what information may be sought.

Clause 13 addresses certain things a council member must provide to assist the local government to respond to the request. This includes an appropriate scope, or a copy of correspondence received by the council member where they are seeking advice that relates to the correspondence.

Clause 14 deals with the circumstances where information does not need to be provided to a member, being:

- where the agreement has not been followed
- if the council member is not entitled to that information
- if the information is not held by the local government and unable to be reasonably obtained
- if in the CEO's view, preparing or providing the information would require substantial diversion of the local government's resources.

Clause 15 deals with disputes regarding the provision of information. This provision provides that a council member who is unhappy with a refusal of information may dispute the matter. Initially this should be sought to be resolved at a meeting between the council member, Mayor or President and CEO. If this does not resolve the matter, the council member should refer the matter to the council to resolve whether the information should be provided or not.

Clause 16 clarifies that the Mayor or President may discuss a media enquiry with the CEO or an appropriate nominated employee without making a request for information. This reflects that media enquiries often require urgent responses that are best dealt with promptly.

Responding to requests for information (Division 4 of the draft order)

Clause 17 to 24 deal with responding to requests for information that do not relate to administrative assistance.

Clause 17 provides that this division does not relate to an administrative request for information.

Clause 18 provides that a request for information is to be made to the CEO or an appropriate nominated employee in writing by email or such other electronic means approved by the CEO (such as a portal or similar).

Clause 19 requires the CEO to ensure that a request is acknowledged in writing within 2 working days of the request being made. This does not require the CEO to personally acknowledge the request, just ensure that a mechanism is established for their acknowledgement.

Clause 20 provides that for the purpose of responding to a request for information the CEO or other appropriate employee can discuss the request with the member for the purpose of clarifying the scope or subject of the request and enabling the request to be considered amended as a result of those discussions.

Clause 21 deals with the provision of a response to a request by providing:

- The request must be dealt with as soon as practicable.
- If a request relates to a matter on the agenda of an upcoming council or committee meeting, best endeavours are made to provide the response before that meeting.
- Requests are dealt with within 10 working days by either providing a final response or providing notice of when the final response will be given.
- Final responses should be in writing and include any advice or information relating to the request.
- If the final response is to refuse or partially refuse the request, the reasons for the refusal are given to the council member.

Clause 22 provides that a response to a request for information should generally be provided to all council members and relevant committee members, ensuring all members receive the same information. However, there are proposed exceptions to this where:

- The request is for advice on correspondence received by an individual council member. In these cases, the advice should only be given to the member or members who received the correspondence.
- The request relates to matters that only the Mayor or President can request; in which case those replies should only be given to the Mayor or President.
- The council member and the CEO agree that the matter should be treated confidentially because it is appropriate in the particular circumstances.

Clause 23 provides that the member may discuss the response to their request with the CEO or an appropriate nominated employee in order to clarify or address queries with the response.

Clause 24 provides that the CEO may arrange for a briefing, meeting or other discussion for members on the particular information requested. Members may be provided with information through these avenues, including members being able to seek further information following a briefing, meeting or other discussion.

Responding to administrative requests (Division 5 of the draft order)

Clause 25 to 28 deal with responding to administrative requests.

Clause 25 provides that administrative requests encompass an administrative request for information or a request for administrative assistance.

Clause 26 provides that a member may request administrative assistance regarding an administrative matter.

Clause 27 provides that these requests are:

- To be made to the CEO or the appropriate nominated employee.
- These requests may be made verbally, but the CEO or employee can refuse to deal with the request unless it is in writing.
- If a request is made in writing it must be made via email or other electronic means approved by the CEO (such as a portal).

Clause 28 deals with the provision of a response to an administrative request by providing:

- The request must be dealt with as soon as practicable.
- Requests are dealt with within 10 working days by either providing a final response or providing notice of when the final response will be given.
- Final responses to an administrative request may be verbally or in writing.

Commissioners (Division 6 of the draft order)

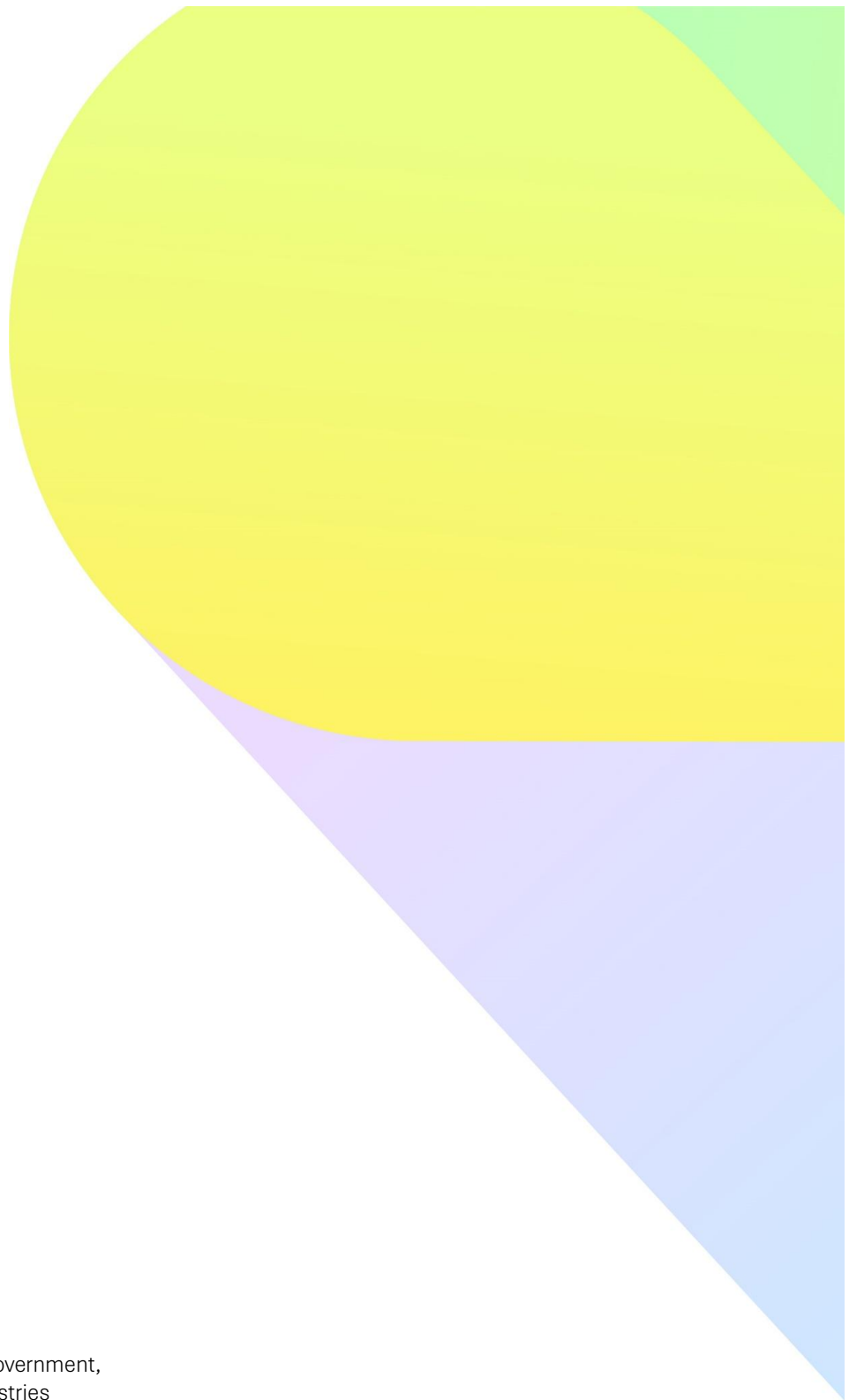
Clauses 29 and 30 deal with this agreement in relation to a commissioner appointed to administer a local government.

Clause 29 provides that the agreement applies to a commissioner as if the commissioner were the council and the Mayor or President.

Clause 30 provides that the commissioner:

- may request information from any local government employee for provision to the commissioner as soon as practicable
- where there is a dispute, it is to be resolved by the commissioner or the chair commissioner (if there is more than one commissioner).

This reflects that the circumstances that require the appointment of commissioners are unique, and as a result a commissioner should typically not be constrained by a communications agreement when undertaking the process required to restore good government to a local government district.



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Agenda Item 13.2 - Attachment 2

Draft Local Government Regulations Amendment
Regulations 2025

Western Australia

Local Government Regulations Amendment Regulations 2025

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Local Government Act 1995

Local Government Regulations Amendment Regulations 2025

Made by the Governor in Executive Council.

Part 1 — Preliminary

1. Citation

These regulations are the *Local Government Regulations Amendment Regulations 2025*.

2. Commencement

These regulations come into operation as follows —

- (a) Part 1 — on the day on which these regulations are published on the WA legislation website (*publication day*);
- (b) Part 2 (but only regulations 3 and 8) — on the day after publication day;
- (c) the rest of the regulations — on 19 October 2025.

Local Government Regulations Amendment Regulations 2025

Part 2 Local Government (Administration) Regulations 1996
amended

r. 3

**Part 2 — Local Government (Administration)
Regulations 1996 amended**

3. Regulations amended

This Part amends the *Local Government (Administration) Regulations 1996*.

4. Regulation 3 amended

In regulation 3(1) insert in alphabetical order:

communications agreement, in relation to a local government, means —

- (a) the default communications agreement that is taken to be the local government's communications agreement under section 5.92B; or
- (b) the communications agreement adopted by the local government that has effect as the local government's communications agreement under section 5.92C;

5. Regulation 19AA amended

In regulation 19AA delete the definition of *local government employee* and insert:

local government employee means an employee of the local government;

Local Government Regulations Amendment Regulations 2025
Local Government (Administration) Regulations 1996
amended **Part 2**

r. 6

6. Regulation 19ADA inserted

After regulation 19AD insert:

19ADA. Compliance with communications agreement

A code of conduct must contain a requirement that a local government employee must (when acting in their capacity as such) comply with the local government's communications agreement.

7. Regulations 28C and 28D inserted

At the beginning of Part 7 insert:

28C. Additional matters regulated by communications agreement (Act s. 5.92A(2)(d))

For the purposes of section 5.92A(2)(d), the circumstances in which correspondence sent by the mayor or president on behalf of the local government must be provided to all council members by the CEO is a prescribed matter.

28D. Content of communications agreement (Act s. 5.92A(4))

(1) In this regulation —

administrative matter, in relation to a council member or committee member, means the following —

- (a) the scheduling of council meetings or committee meetings;
- (b) the council member's or committee member's compliance obligations under the Act, including in relation to disclosure of financial interests and gifts;

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amended

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- (c) information technology support for the council member or committee member;
- (d) arrangements for the council member or committee member to attend training or a conference;
- (e) event invitations received by the council member or committee member;
- (f) the council member's or committee member's entitlement to a fee, allowance, reimbursement or superannuation contribution payment under the Act;
- (g) any other matter of an administrative nature;

request for information, in relation to a local government, means a request for —

- (a) access to information held by the local government under section 5.92 or otherwise; or
 - (b) other information.
- (2) A local government's communications agreement must include content providing for —
- (a) council members and committee members to make requests for information; and
 - (b) the way in which, and the employees of the local government to whom, a request for information must be made; and
 - (c) time limits within which a response to a request for information must be given; and
 - (d) the way in which information must be provided in response to a request for information; and
 - (e) the way in which disputes regarding the response given to a request for information are to be resolved; and

Local Government Regulations Amendment Regulations 2025
Local Government (Administration) Regulations 1996 **Part 2**
amended

r. 7

- (f) the employees of the local government with whom council members and committee members may communicate or have dealings in relation to a request for information.
- (3) A local government's communications agreement must include content providing for the agreement not to apply to anything that a council member, committee member or employee of the local government does as part of —
 - (a) the deliberations at a council or committee meeting; or
 - (b) recruiting, reviewing the performance of or terminating the employment of the CEO in accordance with the adopted standards.
- (4) A local government's communications agreement must include content providing for —
 - (a) council members and committee members to make requests for assistance regarding administrative matters; and
 - (b) the way in which, and the employees of the local government to whom, a request for assistance regarding an administrative matter must be made; and
 - (c) time limits within which a response to a request for assistance regarding an administrative matter must be given; and
 - (d) the way in which information must be provided in response to a request for assistance regarding an administrative matter; and
 - (e) the employees of the local government with whom council members and committee members may communicate or have dealings in

Local Government Regulations Amendment Regulations 2025

Part 2 Local Government (Administration) Regulations 1996
amended

r. 7

relation to a request for assistance regarding an administrative matter.

- (5) A local government's communications agreement must include content providing for the following —
- (a) a request for information or a request for assistance regarding an administrative matter by a commissioner of the local government may be made to the CEO or another employee of the local government in the manner determined by the commissioner;
 - (b) the CEO must ensure that the commissioner is given a response to the request for information or request for assistance regarding an administrative matter —
 - (i) as soon as practicable; and
 - (ii) in the manner requested by the commissioner (which may include in writing or in a briefing);
 - (c) disputes regarding the request for information or request for assistance regarding an administrative matter must be resolved by —
 - (i) if there are joint commissioners and 1 of them is appointed to be the chairperson — the chairperson; or
 - (ii) otherwise — the commissioner who made the request.

Local Government Regulations Amendment Regulations 2025
Local Government (Administration) Regulations 1996 **Part 2**
amended

r. 8

8. Regulation 29E inserted

At the end of Part 7 insert:

29E. Transitional provision for *Local Government Regulations Amendment Regulations 2025*

For the purposes of Schedule 9.3 clause 62(2), regulations 28C and 28D, as to be inserted by the *Local Government Regulations Amendment Regulations 2025* regulation 7, apply in relation to the exercise before 19 October 2025, under the *Interpretation Act 1984* section 25(2), of the Minister's power to make an order under section 5.92B, as to be inserted by the *Local Government Amendment Act 2023* section 74.

Local Government Regulations Amendment Regulations 2025

Part 3 Local Government (Model Code of Conduct) Regulations 2021 amended

r. 9

**Part 3 — Local Government (Model Code of Conduct)
Regulations 2021 amended**

9. Regulations amended

This Part amends the *Local Government (Model Code of Conduct) Regulations 2021*.

10. Schedule 1 amended

- (1) After Schedule 1 clause 10 insert:

10A. Communications agreement

A council member or committee member must not contravene section 5.92A(3) of the Act.

- (2) In Schedule 1 clause 20(1) insert in alphabetical order:

administrative matter, in relation to a council member or committee member, means the following —

- (a) the scheduling of council meetings or committee meetings;
- (b) the council member's or committee member's compliance obligations under the Act, including in relation to disclosure of financial interests and gifts;
- (c) information technology support for the council member or committee member;
- (d) arrangements for the council member or committee member to attend training or a conference;
- (e) event invitations received by the council member or committee member;
- (f) the council member's or committee member's entitlement to a fee, allowance, reimbursement or superannuation contribution payment under the Act;
- (g) any other matter of an administrative nature;

Local Government Regulations Amendment Regulations 2025
Local Government (Model Code of Conduct) Regulations 2021
amended **Part 3**

r. 10

communications agreement, in relation to a local government, means —

- (a) the default communications agreement that is taken to be the local government's communications agreement under section 5.92B of the Act; or
- (b) the communications agreement adopted by the local government that has effect as the local government's communications agreement under section 5.92C of the Act;

request for information, in relation to a local government, means a request for —

- (a) access to information held by the local government under section 5.92 of the Act or otherwise; or
- (b) other information.

- (3) In Schedule 1 clause 20(1) in the definition of **local government employee** paragraph (b) delete “services.” and insert:

services;

- (4) Delete Schedule 1 clause 20(3) and insert:

- (3) Subclause (2)(a) does not apply to anything that a council member does as part of —
- (a) the deliberations at a council or committee meeting; or
 - (b) making a request for information or a request for assistance regarding an administrative matter in accordance with the local government's communications agreement.

Clerk of the Executive Council



Agenda Item 13.2 - Attachment 3

Draft Local Government (Default Communications Agreement) Order 2025

Western Australia

Local Government (Default Communications Agreement) Order 2025

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Local Government (Default Communications Agreement) Order 2025Contents

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Local Government Act 1995

Local Government (Default Communications Agreement) Order 2025

Made by the Minister under section 5.92B of the Act.

1. Citation

This order is the *Local Government (Default Communications Agreement) Order 2025*.

2. Commencement

This order comes into operation on 19 October 2025.

3. Default communications agreement

For the purposes of section 5.92B(1) of the Act, the form of communications agreement is set out in Schedule 1.

Note for this clause:

Under section 5.92B(2) of the Act, for the purposes of section 5.92A of the Act, the form of communications agreement set out in Schedule 1 is taken to be a local government's communications agreement at any time when the local government does not have a communications agreement of its own under section 5.92C of the Act.

Local Government (Default Communications Agreement) Order 2025**Schedule 1** Default communications agreement**Division 1** Preliminary provisions**cl. 1****Schedule 1 — Default communications agreement**

[cl. 3]

Division 1 — Preliminary provisions**1. Introduction**

For the purposes of section 5.92A of the *Local Government Act 1995* (the *Act*), this is the local government's communications agreement between the council of the local government (the *council*) and the chief executive officer of the local government (the *CEO*).

2. Terms used**(1) In this agreement —**

Act has the meaning given in clause 1;

administrative matter, in relation to a council member or committee member, means the following —

- (a) the scheduling of council meetings or committee meetings;
- (b) the council member's or committee member's compliance obligations under the Act, including in relation to disclosure of financial interests and gifts;
- (c) information technology support for the council member or committee member;
- (d) arrangements for the council member or committee member to attend training or a conference;
- (e) event invitations received by the council member or committee member;
- (f) the council member's or committee member's entitlement to a fee, allowance, reimbursement or superannuation contribution payment under the Act;
- (g) any other matter of an administrative nature;

administrative request has the meaning given in clause 25;

administrative request for information means a request for information that relates only to an administrative matter;

Local Government (Default Communications Agreement) Order 2025

Default communications agreement

Schedule 1

Preliminary provisions

Division 1**cl. 2*****adopted standards*** means —

- (a) the standards adopted by the local government under section 5.39B of the Act; or
- (b) if the local government has not adopted standards under section 5.39B of the Act — the standards taken under section 5.39B(5) of the Act to be the local government's adopted standards;

appropriate nominated employee means the following —

- (a) in relation to a request for information — an employee nominated under clause 8(1) and (3) in relation to —
 - (i) all requests for information; or
 - (ii) a type of request for information that includes the request for information;
- (b) in relation to a media enquiry to be discussed under clause 16(1) — an employee nominated under clause 8(1) and (4)(a) in relation to —
 - (i) all media enquiries; or
 - (ii) a type of media enquiry that includes the media enquiry;
- (c) in relation to a request for administrative assistance — an employee nominated under clause 8(1) and (4)(b) in relation to —
 - (i) all requests for administrative assistance; or
 - (ii) a type of request for administrative assistance that includes the request for administrative assistance;

CEO has the meaning given in clause 1;***class 1 local government*** has the meaning given in the *Local Government (Constitution) Regulations 1998* regulation 2A(a);***class 2 local government*** has the meaning given in the *Local Government (Constitution) Regulations 1998* regulations 2A(b) and 2B(3);***class 3 local government*** has the meaning given in the *Local Government (Constitution) Regulations 1998* regulations 2A(c) and 2B(4);

Local Government (Default Communications Agreement) Order 2025**Schedule 1** Default communications agreement**Division 1** Preliminary provisions**cl. 3**

class 4 local government has the meaning given in the *Local Government (Constitution) Regulations 1998* regulations 2A(d) and 2B(5);

committee means a committee of the council;

council has the meaning given in clause 1;

employee means an employee of the local government;

mayor or president includes a councillor performing the functions of the mayor or president under Part 5 Division 3 of the Act;

request for administrative assistance has the meaning given in clause 26;

request for information has the meaning given in clause 11;

requesting member, in relation to a request for information or a request for administrative assistance, means the council member or committee member who made the request;

working day means a day other than —

- (a) a Saturday or a Sunday; or
 - (b) a public holiday throughout the State; or
 - (c) a public holiday in an area that is or includes the district or any part of the district.
- (2) If any other term used in this agreement is given a meaning in section 1.4 of the Act or the *Interpretation Act 1984* section 5, it has the same meaning in this agreement.
- (3) A reference in this agreement to a council member or committee member performing a function under a written law other than the Act does not include a reference to the council member or committee member performing a function in a capacity other than that of council member or committee member under the Act.

3. Application

- (1) This agreement applies to a person who is a council member, committee member or employee when acting in their capacity as such.
- (2) Despite subclause (1), this agreement does not apply to anything that a council member, committee member or employee does as part of —
- (a) the deliberations at a council or committee meeting; or

Local Government (Default Communications Agreement) Order 2025
 Default communications agreement **Schedule 1**
 General provisions **Division 2**
cl. 4

- (b) recruiting, reviewing the performance of or terminating the employment of the CEO in accordance with the adopted standards.

Division 2 — General provisions

4. General principles

The council and the CEO agree to the following general principles —

- (a) the CEO will support council members and committee members to perform their functions under the Act and any other written law;
- (b) without limiting paragraph (a), the CEO will ensure that —
 - (i) requests for information and requests for administrative assistance made by council members and committee members are responded to in accordance with this agreement; and
 - (ii) employees deal and communicate with council members and committee members in accordance with this agreement;
- (c) council members and committee members will ensure that —
 - (i) their dealings and communications with employees are in accordance with this agreement; and
 - (ii) their requests for information and requests for administrative assistance are made in accordance with this agreement; and
 - (iii) they only request information that is relevant to their functions under the Act or any other written law.

5. Correspondence sent by mayor or president on behalf of local government

- (1) Correspondence sent by the mayor or president on behalf of the local government must be provided to all council members by the CEO.
- (2) Subclause (1) does not apply to correspondence if the mayor or president is satisfied that, because of particular circumstances, it is appropriate not to provide the correspondence to all council members.

Local Government (Default Communications Agreement) Order 2025**Schedule 1** Default communications agreement**Division 2** General provisions**cl. 6**

6. Requests must not be made during social or incidental dealing or communication

A council member or committee member must not make a request for information or a request for administrative assistance during a social or incidental dealing or communication with an employee.

7. Incidental or social interactions permitted

Subject to clause 6, nothing in this agreement prohibits social or incidental dealings or communications between —

- (a) a council member or committee member; and
- (b) an employee.

8. Nominated employees

- (1) The CEO may nominate employees for the purposes of this agreement.
- (2) The CEO must nominate at least the following number of employees under subclause (1) —
 - (a) if the local government is a class 1 local government — 4 employees;
 - (b) if the local government is a class 2 local government — 3 employees;
 - (c) if the local government is a class 3 local government — 2 employees;
 - (d) if the local government is a class 4 local government — 1 employee.
- (3) An employee nominated under subclause (1) must be nominated in relation to —
 - (a) all requests for information; or
 - (b) a type of request for information.
- (4) An employee nominated under subclause (1) may be nominated in relation to either or both of the following —
 - (a) all media enquiries or a type of media enquiry;
 - (b) all requests for administrative assistance or a type of request for administrative assistance.

Local Government (Default Communications Agreement) Order 2025

Default communications agreement

Schedule 1

Requests for information generally

Division 3**cl. 9**

- (5) The CEO must ensure that —
- (a) an up-to-date register of employees nominated under subclause (1) is available to council members and committee members; and
 - (b) the register specifies, for each employee nominated under subclause (1), the matters in relation to which the employee is nominated under subclauses (3) and (4).

9. CEO may direct who responds

Despite anything else in this agreement, the CEO may direct which employee is to respond to a particular request for information or request for administrative assistance.

10. No response required out of hours

Nothing in this agreement requires the CEO or another employee to respond to a request for information or a request for administrative assistance outside of office hours.

Division 3 — Requests for information generally**11. Council member or committee member may make request for information**

A council member or committee member may make a request (a *request for information*) for —

- (a) access to information held by the local government under section 5.92 of the Act or otherwise; or
- (b) other information.

12. Information that may be requested

- (1) A request for information may be for advice or other information regarding any of the following —
- (a) a service, project or initiative being delivered by the local government;
 - (b) how the local government usually manages a particular matter, issue, service or query;

Local Government (Default Communications Agreement) Order 2025**Schedule 1** Default communications agreement**Division 3** Requests for information generally**cl. 13**

- (c) budgeting or financial information, including details of the costs of any service, project or initiative delivered or proposed to be delivered by the local government;
 - (d) an issue or situation of broad public concern or interest within the district;
 - (e) preparing a motion to council or a committee;
 - (f) correspondence received by the council member or committee member;
 - (g) an administrative matter.
- (2) The mayor or president may make a request for information for advice or other information regarding any of the following —
- (a) publicly representing the local government at a media appearance or other event (including advice or other information in the form of a briefing or speaking notes);
 - (b) correspondence to be sent by the mayor or president;
 - (c) arranging a formal meeting or an official event.
- (3) This clause does not limit what information may be the subject of a request for information.

13. Requirements applicable to requests for information

- (1) The information the subject of a request for information must be relevant to the functions of the requesting member under the Act or another written law.
- (2) A request for information must be —
 - (a) limited in scope to the specific information that the council member or committee member requires; and
 - (b) accompanied by any supporting information that may assist the local government to respond to the request.
- (3) A request for information regarding correspondence received by the council member or committee member must include a copy of the correspondence.

Local Government (Default Communications Agreement) Order 2025**Schedule 1** Default communications agreement**Division 4** Requests for information other than administrative requests for information**cl. 16**

- (4) The council's determination of the dispute —
 - (a) may override a decision made by the CEO under clause 14(d); and
 - (b) is final.

16. Mayor or president may discuss media enquiry without making request for information

- (1) The mayor or president may discuss a media enquiry with the CEO or an appropriate nominated employee, either verbally or in writing, without making a request for information.
- (2) Subclause (1) does not prevent the mayor or president from making a request for information in relation to a media enquiry.

Division 4 — Requests for information other than administrative requests for information**17. Application**

This Division does not apply to or in relation to an administrative request for information.

18. Making a request for information

- (1) A request for information must be made to the CEO or an appropriate nominated employee.
- (2) A request for information must be made in writing by —
 - (a) email; or
 - (b) other electronic means approved by the CEO.

19. Receipt of request must be acknowledged

The CEO must ensure that receipt of a request for information is acknowledged in writing within 2 working days after the day on which the request is made.

Local Government (Default Communications Agreement) Order 2025	
Default communications agreement	Schedule 1
Requests for information other than administrative requests for information	Division 4
	cl. 20

20. Request may be discussed and amended

For the purposes of responding to a request for information, the CEO or an appropriate nominated employee may do either or both of the following —

- (a) discuss the request for information with the requesting member, including for the purpose of clarifying the scope of the information the subject of the request;
- (b) if the requesting member requests an amendment to the scope of the information the subject of the request for information — deal with the request for information as if it were so amended.

21. Responding to a request for information

- (1) The CEO must ensure that the requesting member is given a final response to their request for information as soon as practicable.
- (2) If a request for information relates to a matter included in the agenda for an upcoming council or committee meeting, the CEO must make best endeavours to ensure that the requesting member is given a final response to the request before the meeting.
- (3) Without limiting subclause (1) or (2), the CEO must ensure that, within 10 working days after the day on which a request for information is made, the requesting member is given —
 - (a) a final response to the request; or
 - (b) notice that a final response cannot be given within that period and an estimate as to when a final response will be given.
- (4) The final response to a request for information must —
 - (a) be in writing; and
 - (b) include any advice or other information provided in response to the request for information.
- (5) If the final response includes a refusal to provide some or all of the information the subject of the request for information, the response must set out the reasons for that refusal.

Local Government (Default Communications Agreement) Order 2025**Schedule 1** Default communications agreement**Division 4** Requests for information other than administrative requests for information**cl. 22**

22. When final response must be provided to other members

- (1) A copy of the final response to a request for information given to the requesting member must be provided to —
 - (a) all council members; and
 - (b) if the final response is relevant to the work of a committee — any members of the committee who are not council members.
- (2) Subclause (1) does not apply if —
 - (a) the request for information is a request for advice regarding correspondence and the final response is provided to all council members and committee members who received the correspondence; or
 - (b) the request for information is for advice or other information regarding any of the matters mentioned in clause 12(2); or
 - (c) the requesting member and the CEO agree that —
 - (i) the final response is confidential; or
 - (ii) because of particular circumstances, it is appropriate not to provide the final response to all council members and relevant committee members under subclause (1).

23. Requesting member may discuss final response

- (1) The requesting member may discuss the final response to their request for information with the CEO or an appropriate nominated employee, either verbally or in writing.
- (2) During a discussion under subclause (1), the requesting member may be provided with additional information for the purpose of clarifying, or addressing queries in relation to, the final response.

24. CEO may arrange for briefing, meeting or discussion in relation to final response

- (1) The CEO may arrange for some or all council members and committee members to attend a briefing, meeting or other discussion in relation to a final response to a request for information.

Local Government (Default Communications Agreement) Order 2025

Default communications agreement
Administrative requests for information and requests for
administrative assistance

Schedule 1**Division 5****cl. 25**

- (2) During a briefing, meeting or other discussion arranged under subclause (1), council members and committee members may be provided with additional information for the purpose of clarifying, or addressing queries in relation to, the final response.

Division 5 — Administrative requests for information and requests for administrative assistance

25. Term used: administrative request

In this Division —

administrative request means a request that is either or both of the following —

- (a) an administrative request for information;
- (b) a request for administrative assistance.

26. Council member or committee member may request assistance regarding administrative matter

A council member or committee member may make a request (a *request for administrative assistance*) for assistance regarding an administrative matter.

27. Making an administrative request

- (1) An administrative request must be made to the CEO or an appropriate nominated employee.
- (2) Subject to subclause (3), an administrative request may be made verbally or in writing.
- (3) If an administrative request is made verbally, the CEO or an appropriate nominated employee may refuse to deal with the request unless it is made in writing.
- (4) An administrative request that is in writing must be made by —
 - (a) email; or
 - (b) other electronic means approved by the CEO.

Local Government (Default Communications Agreement) Order 2025**Schedule 1** Default communications agreement**Division 6** Provision in relation to commissioner**cl. 28****28. Responding to an administrative request**

- (1) The CEO must ensure that the requesting member is given a final response to their administrative request as soon as practicable.
- (2) Without limiting subclause (1), the CEO must ensure that, within 10 working days after the day on which an administrative request is made, the requesting member is given —
 - (a) a final response to the request; or
 - (b) notice that a final response cannot be given within that period and an estimate as to when the response will be given.
- (3) A final response to an administrative request may be given verbally or in writing.

Division 6 — Provision in relation to commissioner**29. Application of agreement to commissioner**

This agreement applies to a commissioner of the local government as if the commissioner were the council and the mayor or president.

30. Requests for information by commissioner

- (1) Despite clause 29, a commissioner of the local government may make a request for information or a request for administrative assistance to the CEO or another employee in the manner determined by the commissioner.
- (2) The CEO must ensure that the commissioner is given a final response to the request made under subclause (1) —
 - (a) as soon as practicable; and
 - (b) in the manner requested by the commissioner (which may include in writing or in a briefing).
- (3) A dispute regarding a request made under subclause (1) must be determined by —
 - (a) if there are joint commissioners and 1 of them is appointed to be the chairperson — the chairperson; or
 - (b) otherwise — the commissioner who made the request.

Local Government (Default Communications Agreement) Order 2025

Default communications agreement

Schedule 1

Provision in relation to commissioner

Division 6**cl. 30**

-
- (4) The chairperson's or commissioner's determination of the dispute —
- (a) may override a decision made by the CEO under clause 14(d); and
 - (b) is final.

Minister for Local Government



Agenda Item 13.2 - Attachment 4

Proposed Shire of Ashburton Submission -
Communications Agreement



Communications Agreements

Discussion Paper

June 2025

Local Government Submissions to WALGA are requested by **4pm, Monday 28 July 2025** to governance@walga.asn.au

For more information, please contact Tony Brown on 9213 2051 or Felicity Morris on 9213 2093.

Submission Format

This Discussion Paper has been designed to enable Local Governments to insert responses in the form field provided for each section of the Discussion Paper.

Local Governments can choose to respond to only some sections or questions, and are also welcome to provide a submission in an alternative format.

Please also provide your Local Government details below.

Local Government Name:		Shire of Ashburton
Submission was prepared and endorsed by:		
<input type="checkbox"/>	Council Resolution / Meeting Date:	Click or tap here to enter text.
<input type="checkbox"/>	Council Member Workshop / Forum (without Council resolution)	
Contact Name:		Click or tap here to enter text.
Contact email address:		Click or tap here to enter text.
Contact phone:		Click or tap here to enter text.



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1. Background

Communications Agreements were outlined in the Minister for Local Government's [Reform Proposals](#) released in 2022.

Following sector consultation, WALGA adopted the following advocacy position in relation to Communication Agreements:

2.5.3 Council Communication Agreements

The Local Government sector supports the introduction of a consistent, regulated Communications Agreement between Councils and the CEO within Local Governments.

Amendments to achieve this reform were included in the [Local Government Amendment Act 2023](#) but are yet to take effect:

- Amendments to Section 5.92 of the *Local Government Act 1995* (the Act) to provide that the right of a Council Member or Committee Member to access information under that section must be exercised in accordance with the Local Government's communications agreement.
- New section 5.92A requiring every Local Government to have a communications agreement between the Council and the CEO regulating the matters specified in the Act and regulations.
- New section 5.92B requiring the Minister to make Ministerial Order setting out a default communications agreement which applies at any time a Local Government does not have its own communications agreement.
- New section 5.92C enabling Local Governments to adopt and amend its own communications agreement with the agreement of the CEO, which will expire at the end of every caretaker period, and upon the end of the CEO's employment with that Local Government.

On 5 June 2025, the Department of Local Government, Sport and Cultural Industries (the Department) published the draft [Local Government Regulations Amendment Regulations 2025](#) (the Draft Regulations) and draft [Local Government \(Default Communications Agreement\) Order 2025](#) (the Draft Order). The Department has also published a [Communications Agreement Consultation Paper](#) (the DLGSC Consultation Paper) which explains the Draft Regulations and Draft Order.

The Draft Regulations prescribe the minimum requirements for all communications agreements and provide the mechanism to require compliance by Local Government employees, Council Members and Committee Members.

The Draft Order sets out what is proposed to be the default communications agreement in Schedule 1. As all Local Governments will be subject to this default agreement on a regular basis (at least every two years after each caretaker period and after a CEO's employment ends) as well as at any time an agreement cannot be reached between Council and the CEO, it is critical that the default agreement is fit for purpose.



2. Discussion paper

The following discussion paper provides preliminary WALGA comments and questions on the Draft Regulations and Draft Order for consideration by Local Governments.

Part 2.1 of this paper deals with the Draft Regulations. Where the corresponding content of the Draft Order is relevant to the discussion of the issue, it is included in this part.

Part 2.2 deals with matters that appear only in the Draft Order.

All clause references are to Schedule 1 of the Draft Order.

2.1. Draft Regulations

2.1.1. General drafting approach

WALGA Comment

The Draft Regulations and Draft Order are quite detailed and prescriptive. Some detail may be necessary to provide clarity and achieve an appropriate balance. It is essential that all parties understand their responsibilities, as breaches would constitute a breach of the Code of Conduct for Council Members, Committee Members and Candidates, or the Employee Code of Conduct. However, the level of prescriptive detail in the Draft Regulations and Draft Order may be restrictive for Local Governments seeing to develop locally appropriate approaches.

Questions

1. Do the Draft Regulations and Draft Order have an appropriate level of detail, or could they be simplified?

Local Government Response:
<p>There is no clear guidance whether the Order comes Into effect when an acting or temporary CEO is in place. It would be counter productive to redo a communications agreement In these circumstances as they are short term arrangements.</p> <p>The proposed legislation focusses on responding to enquiries from Council or Committee members. It does not contemplate employees initiating contact with Council or Committee members for the provision of Information.</p>

2.1.2. Commencement and implementation

The Draft Regulations state that they will commence on 19 October 2025, the day after the Ordinary Local Government Elections. This means that the default communications agreement set out in the finalised Ministerial Order would apply to all Local Governments from this date.

WALGA comment

The lead up to Local Government elections is a very busy time for Local Governments. Many Local Governments devote considerable resources to preparing induction materials for new Council



Members. These materials and any induction programs will need to provide both commencing and continuing Council Members with an understanding of the default communications agreement. In addition, Local Governments will need to establish the appropriate administrative processes to implement the default communications agreement. To complete these preparations, Local Governments will need to know the final content of the regulations and order.

Questions

2. What would be a reasonable period to allow Local Governments to prepare for implementation of the default communications agreement after publication of the final regulations and order?

Local Government Response:
<p>Implementation of the default communications agreement from 19 October 2025 is possible however, it would be preferred to have 1-2 months to change internal processes and provide training to align to this.</p> <p>It would be preferred if the default communications agreement only applies upon commencement of the legislation and when an agreement can't be reached. If a local government chooses to make an alternative agreement, it would not make sense to revert to the default (and change processes) after each election until a new agreement is formed. It is recommended that the communications agreement have a biennial review requirement instead, similar to the review provisions for Continuing Professional Development Policy.</p>

2.1.3. Providing correspondence sent by Mayor or President to all Council Members

Draft Regulations

Regulation 7 of the Draft Regulations would insert a new Regulation 28C in the *Local Government (Administration) Regulations 1996* prescribing that communications agreements must regulate the circumstances in which correspondence sent by the Mayor President on behalf of the Local Government must be provided to all Council Members. This is an additional matter that was not specified in the Act amendments.

Draft Order

To meet this requirement, clause 5 of the Draft Order requires correspondence sent by the Mayor or President on behalf of the Local Government to be provided to all Council members, unless the Mayor or President is satisfied that particular circumstances mean it is appropriate not to provide the correspondence. The DLGSC Consultation Paper advises that this should only occur in "exceptional circumstances" and could otherwise constitute a breach of the communications agreement by the Mayor or President.

WALGA Comment

Depending on the Local Government, Mayors or Presidents may send a high volume of correspondence that could be understood as being on behalf of the Local Government. Providing copies of all this correspondence to all Council Members may be burdensome for the Administration, and for Council Members in receiving high volumes.



To avoid breaching the communications agreement, the Mayor or President would need to have a record of each decision and the circumstances that make it appropriate not to provide correspondence to all Council Members.

Questions

3. Is it necessary for all communications agreements to address the provision of Mayor / President correspondence to Council Members?
4. Is clause 5 of the Draft Order appropriate and workable for your Local Government? Are any changes required?
5. Would it be useful for the Draft Order to:
 - a. specify types of correspondence that must be provided to all Council members, unless decided by the Mayor or President? For example, correspondence that relates to advocacy, communications with government agencies or elected representatives, major stakeholders, or communicating Council decisions.
 - b. allow the Mayor or President to decide that certain categories of correspondence do not need to be provided? For example, letters of appreciation and congratulations.
 - c. allow for alternative methods of making the correspondence available to Council Members rather than providing a copy? For example, allow Local Governments to provide a list of correspondence that Council Members may access on request, or publish correspondence on an Elected Member portal.

Local Government Response:

Supportive of correspondence sent by the Shire President on behalf of the local government being made available to all elected members. Recommend that clause 5(1) be amended to allow for either the CEO or a nominated employee to issue this correspondence to all elected members.

2.1.4. Requests for information – definition and scope

Draft Regulations

Regulation 7 of the Draft Regulations would insert a new Regulation 28D in the *Local Government (Administration) Regulations 1996* which prescribes the content of communications agreements. The regulation distinguishes between administrative matters and requests for information and prescribes definitions as well as the content that must be included in relation to each type of request.

The definition of request for information in regulation 28D(1) is as follows:

request for information, in relation to a local government, means a request for —

- (a) access to information held by the local government under section 5.92 or otherwise; or
- (b) other information.

This definition is also used in regulation 10(2) of the Draft Regulations for a consequential amendment to the *Local Government (Model Code of Conduct) Regulation 2021*.



As this definition is prescribed in the Draft Regulations, it will apply to all communications agreements, not just the default agreement.

Draft Order

Clause 3(1) provides that the default communications agreement applies to a person only when acting in their capacity as a Council Member, Committee Member or employee.

Clause 4 provides general principles, including that Council and Committee Members will ensure they only request information that is relevant to their functions under the Act or any other written law.

Division 3 sets out the requirements regarding requests for information. Clause 11 of the Draft Order repeats the prescribed definition when stating that a Council Member or Committee Member may make a request for information. Clause 14 specifies that nothing in the agreement requires certain information to be provided, including “information mentioned in section 5.92(4) of the Act”.

WALGA comment

Section 5.92(1) of the Act allows a Council Member or Committee Member to “have access to any information held by the local government that is relevant to the performance by the person of any of the person’s functions under this Act or under any other written law” (emphasis added). This is a broad right of access, requiring only relevance to the performance of a statutory function.

Section 5.92(4) clarifies that the section does not give a Council Member or Committee Member the right to access specified information, including certain employee information, any personal information about individuals that is not relevant to a Council or Committee decision, information the Local Government is prohibited or restricted from disclosing to the Council Member or Committee Member under a written law, and information that is not relevant to the functions of the Council Member or Committee Member under the Act or any written law.

The definition of **request for information** expands significantly beyond requests under section 5.92. It is unclear what is intended by “or otherwise” in part (a) of the definition. Further, the inclusion of “other information” in part (b) is so open-ended, it may make any limitations imposed by (a) almost meaningless.

As the Draft Order only applies when a person is acting in their capacity as a Council Member or Committee Member, it is difficult to understand what “other information” could be required that is not relevant to a statutory function.

Council Members may interact with the Local Government in their personal capacity and request and gain access to information as customers of the Local Government. These ordinary citizen transactions would not be subject to the communications agreement. Similarly, all members of the public have a right to inspect and receive copies of Local Government information in accordance with s5.94, 5.95, 5.96 and 5.96A of the Act, and public information prescribed under other written laws. These public access rights would not be subject to the communications agreement.

The expansive definition appears to be inconsistent with other provisions of the Draft Order. Clause 4 uses the wording of section 5.92, stating that Council and Committee Members agree to only request information that is relevant to their functions under law. Clause 14(b) of the Draft Order confirms that a Council Member or Committee Member is not required to be provided with



information mentioned in section 5.92(4) of the Act. As noted above, section 5.92(4)(f) refers to information that is not relevant to the performance of a function under law.

The result may be that a Council Member or Committee Member may *request* information under clause 11 that they must agree not to request under clause 4(c)(iii), that they do not have a statutory right to access, and that clause 14 confirms that they are not required to be provided.

Questions

6. Should the words "or otherwise" and "other information" be deleted from the definition of ***request for information***?
7. Do Local Governments identify any risks arising from the definition of ***request for information*** in its current form?
8. Does the definition of ***request for information*** create inconsistency with section 5.92 of the Act and clauses 4 and 14 of the Draft Order?
9. Should the definition of ***request for information*** be revised to refer only to requests made under s.5.92?
10. Are there any other comments on the scope or definition of ***request for information***?

Local Government Response:
Yes, "or otherwise" and "other Information" should be removed. Section 5.92 of the Act provides sufficient detail of what information can be requested by a Council or Committee member. It outlines, that it also includes information under any other written law. Clause 11 conflicts with the current provisions of the Act and is ambiguous.

2.1.5. Administrative matters – definition and scope

Draft Regulations

Regulation 7 of the Draft Regulations would insert a new Regulation 28D in the *Local Government (Administration) Regulations 1996* which provides definitions and prescribes the content of communications agreements. The regulation distinguishes between administrative matters and requests for information and prescribes definitions as well as the content that must be included in relation to each type of request. The definition of administrative matter lists the scheduling of council or committee meetings, compliance obligations under the Act, IT support, training and conference arrangements, event invitations, entitlements and "any other matter of an administrative nature".

Regulation 10(2) of the Draft Regulations would insert the proposed definition of administrative matter into clause 20(1) of the Model Code of Conduct for Council Members, Committee Members and Candidates (Sch 1 of the *Local Government (Model Code of Conduct) Regulations 2021*).

Draft Order

Clause 2 of the Draft Order repeats the definition of administrative matter and defines administrative request for information. Clause 25 defines administrative request as either or both of



an administrative request for information or a request for administrative assistance. Clause 26 defines a request for administrative assistance.

Division 5 of the Draft Order deals with administrative requests for information and requests for administrative assistance. Clause 26 provides that a Council Member or Committee Member may make a request for administrative assistance, while clause 27 provides the process for making an administrative request. Administrative requests may be made verbally or in writing

WALGA Comment

Local Government officers regularly provide routine information and support to Council Members and Committee Members. It seems reasonable to provide for a separate category of requests that may be dealt with in a simplified way, and with no requirement to provide responses to all Council or Committee Members.

The definition of administrative matter prescribed in the Draft Regulations may not be suitable for all Local Governments. WALGA suggests that an alternative definition could be as follows:

administrative matter in relation to a council member or committee member, means support or assistance provided to an individual council member or individual committee member to facilitate an administrative process related to that member, and may include:

- (i) council and committee meeting scheduling, attendance, apologies, leave of absence, committee deputy member attendance, drafting a notice of motion or alternative motion.
- (ii) attendance at professional development, training or events, associated speech writing, ceremonial protocols, travel, accommodation and incidental expense arrangements,
- (iii) entitlements to a fee, allowance, reimbursement or superannuation,
- (iv) personal compliance with obligations under the Act, Regulations, code of conduct, conflict of interest or gift disclosure requirements, record keeping,
- (v) information and communication technology software or hardware provided by the local government,
- (vi) any other matters specified as administrative matters in a local government's communications agreement.

Alternatively, the Draft Regulations could state that administrative matters are to be defined in the local government's communications agreement. The above alternative definition could be modified for use in the Draft Order.

Consideration could also be given to simplifying the language used in the Draft Order regarding these requests. It seems unnecessarily complex to have four defined terms to deal with simple day to day enquiries.



Questions

11. Do Local Governments support a separate process for administrative matters?
12. Is the Draft Regulation definition of **administrative matter** suitable for your Local Government?
13. Do you support the alternative WALGA definition above and/or have any other suggestions for the definition?
14. Should the regulations avoid a prescribed definition and allow **administrative matter** to be defined entirely in the communications agreement?
15. Are there any other comments on administrative matters?

Local Government Response:
<p>A separate process for administrative matters is supported.</p> <p>Supportive of WALGA's proposed definition as it provides more detail and clarity to Council and Committee members and employees. Providing for 'other administrative matters' to be determined in the communications agreement provides flexibility to adapt the agreement to the individual needs of the local government.</p> <p>Defining "administrative matter" in four different pieces of legislation may cause issues over time if changes occur. Recommend that the definition sit within the Regulations and all other supporting legislation provide the definition that "administrative matter has the meaning given to it in regulation 28D of the Local Government (Administration) Regulations 1996".</p>

2.1.6. Exclusions from application of communications agreement

Draft Regulations

The new Regulation 28D(3), to be inserted in the *Local Government (Administration) Regulations 1996* by Draft Regulation 7, provides that a communications agreement must specify it does not apply to anything a Council Member, Committee Member or Employee does as part of deliberations at a Council Meeting, or CEO employment processes.

Draft Order

Clause 3(2) of the Draft Order gives effect to these requirements.

WALGA Comment

These exclusions enable Council Members and Committee Members to communicate with employees under certain circumstances without being subject to the communications agreement. The respective codes of conduct would continue to apply to employees and Council or Committee Members.

Questions

16. Are these exclusions appropriate?

**Local Government Response:**

Yes. During Council meetings, It is expected that elected members may ask questions of employees and the employee who is best placed to answer that question may not be a nominated employee.

Question whether matters relating to the CEO's recruitment, performance review and termination could be included as a specific type of request that can be dealt with under the communications agreement, aligning it to the draft provisions for media matters however, with the requirement that all elected members are provided the information.



2.1.7. Commissioners

Draft Regulations

New Regulation 28D(5) will require all communications agreements to include content enabling commissioners to make requests to any employee, to determine the manner information is to be provided and to resolve disputes.

Draft Order

Clause 29 provides that the communications agreement applies to a commissioner as if they were the Mayor or President and the Council of the Local Government. Clause 30 then modifies the application of the communications agreement to allow a commissioner to make a request to the CEO or any employee, in the manner determined by the commissioner and to specify the manner in which as response is to be provided. It also provides for a commissioner to resolve disputes.

WALGA Comment

Section 2.38 of the Act provides that any reference to Council, Council Member, Mayor or President in the Act or other written law applies to a commissioner. A Local Government's communications agreement would apply to commissioners on that basis, and a commissioner could adopt a new agreement with the CEO. It does not seem appropriate for a commissioner to direct requests to any employee of the Local Government.

Questions

17. Should the rights and responsibilities of commissioners under a communications agreement be consistent with the rights and responsibilities of Council, Council Members, Mayors and Presidents?
18. Is it inappropriate for a commissioner to make requests to any employee of the Local Government?

Local Government Response:
Commissioners should have the same rights as Council, Council Members and President's as that is the role they are undertaking.
Understanding that having a Commissioner/s in place is an extraordinary situation therefore, remaining with the same protocols may not be appropriate.
Administratively, if the Commissioner/s requests information from an employee and not through the CEO, it is unclear how the CEO could ensure that the information is provided to the Commissioner/s or even if the CEO is aware of the Commissioner/s request for information to an employee.



2.1.8. Amendments to Model Code of Conduct

Draft Regulations

Regulation 10(4) of the Draft Regulations will amend clause 20 of the Model Code of Conduct for Council Members, Committee Members and Candidates (Sch 1 of the *Local Government (Model Code of Conduct) Regulations 2021*). As a result, the prohibition on a Council Member directing or attempting to direct a local government employee will not apply to anything that a Council Member does as part of making a request in accordance with a communications agreement.

WALGA comment

Model Code of Conduct clause 20(2)(a) prohibits a Council Member from directing or attempting to direct a Local Government employee to do or not to do anything in their capacity as a Local Government employee.

This prohibition does not apply to anything done during deliberations at a Council or Committee meeting. The proposed amendment would expand the circumstances in which a Council Member may direct an employee.

The proposed amendment implies that a request for information or administrative request may be made in a manner that is an attempt to *direct* a local government employee and has the effect of allowing such direction without breaching Code of Conduct provisions.

Questions

19. Is it necessary or appropriate for a Council Member to be able to direct a local government employee when making a request in accordance with a communications agreement?

Local Government Response:
Supportive of proposed amendment to the Code.



2.3. Draft Order

2.3.1. Clause 4 General principles

Draft Order

Clause 4 of the Draft Order provides general principles for both the Council and the CEO, largely relating to acting and communicating in accordance with the agreement. This includes that the CEO will support Council Members and Committee Members in performing their functions under law, and that Council Members and Committee Members will only request information relevant to their functions under law.

Questions

20. Are there any additional principles that should be referenced in this clause?
21. Would it be beneficial to include a principle requiring that the communications agreement be applied in a manner that is consistent with the respective roles and responsibilities of Council and the CEO under the Act?

Local Government Response:
No suggested changes to the draft provisions.

2.3.2. Clause 8 Nominated employees

Draft Order

Clause 8(1) enables the CEO to nominate employees for the purposes of the agreement.

Clause 8(2) requires the CEO to nominate minimum numbers of employees, depending on the Class of the Local Government.

Clause 8(3) allows employees to be nominated for all requests for information, or a type of request for information. Clause 8(4) allows employees to be nominated for media enquiries, requests for administrative assistance, or types of either of these.

Under clauses 16, 18, 20, 23 and 27 of the Draft Order, Council Members or Committee Members must make and discuss their various requests with an “appropriate nominated employee”, defined in clause 2(1). In summary, an appropriate nominated employee is an employee who has been nominated for that type of request.

Clause 9 allows the CEO to direct which employee responds to a request.

WALGA Comment

The minimum numbers of nominated employees specified in clause 8 will only apply while the default communications agreement applies to a Local Government. However, these requirements must still be fit for purpose when applying to all Local Governments at least every two years, or at any time an agreement has not been reached.



It is unlikely that all Local Governments of a particular class will have the same requirements or capacity.

CEOs are likely to be best placed to establish a sufficient number of nominated employees to service the level of requests in appropriate timeframes. This could include an administrative system of internal referrals, which could allow requests to be made to any nominated employee, rather than only an “appropriate nominated employee”.

The requirement to make the request to an appropriate nominated employee may be challenging if a request for information addresses multiple subjects. It may be more efficient for responses to be coordinated by a single nominated employee.

Similarly, it may be sufficient to state that a CEO can nominate an employee generally or for the purposes of specified types of requests and that Council and Committee Members are provided with an up-to-date list.

Questions

22. Should the default communications agreement allow the CEO to nominate employees generally or for the purposes of any specified requests?
23. Should the minimum number of nominated employees be deleted or are they suitable?
24. Is it necessary to specify that requests must be made to an appropriate nominated employee, or could a nominated employee who receives a request refer and coordinate internally, subject to direction from the CEO?

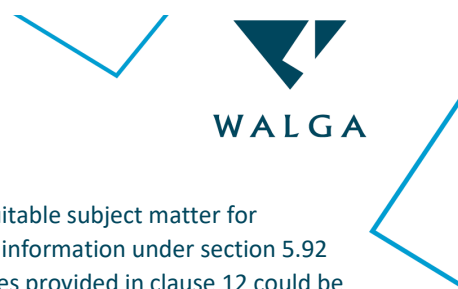
Local Government Response:
<p>Supportive of the CEO nominating employees generally and/or for specific types of requests.</p> <p>Each CEO should be able to determine the appropriate number of nominated employees based on their knowledge of local government and the number of requests received. It seems unnecessary to include a minimum number of nominated employees in the Order.</p> <p>It is unnecessary to specify requests are to be made to an appropriate nominated employee. Many local governments already have practices in place whereby requests are centralised through a 'council support' inbox. This ensures that any requests for information are sent to the relevant employee/s, responses are collated where it relates to multiple service areas, response timeframes are tracked and appropriate records are kept.</p>

2.3.3. Clause 12 Information that may be requested

Draft Order

Clause 12(1) lists matters that may be the subject of requests for information, clause 12(2) provides examples of information that may be requested by a Mayor or President, while clause 12(3) specifies that the clause does not limit what information may be requested.

WALGA Comment



It appears that this clause simply provides indicative examples of suitable subject matter for requests for information. As discussed above, the right of access to information under section 5.92 requires a link to a statutory function. It is possible that the examples provided in clause 12 could be the subject of a request for information that is relevant to a statutory function as well as a request that is not relevant or is excluded under s.5.92(4). Clause 12(3) confirms that the clause does not limit requests for information. Presumably it also does not expand what may be subject to a request for information, so it is unclear whether it is useful.

Questions

25. Is it useful for the default communications agreement to list matters that may be the subject of requests for information? Do Local Governments have any suggestions for inclusion?
26. Do Local Governments have any comments on the matters listed in clause 12?
27. Do Local Governments have examples of how the matters listed in clause 12 are or are not relevant to Council Member and Committee Member functions under the Act or other written law?

Local Government Response:
<p>It is useful as a guide for Council and Committee members and employees for the communications agreement to list matters that may be the subject of requests for information.</p> <p>It is not understood why a request for Information regarding an 'administrative matter' is included in clause 12(1). If it is an administrative matter, it should be dealt with under Division 5. In addition, assisting an elected member with a notice of motion should be considered an 'administrative matter' and not be required to be dealt with as an Information request.</p> <p>Clause 22(2)(b) states that matters mentioned in clause 12(2) are not required to be sent to all elected members. It is not understood why the matters contained in clause 12(2) are not then considered 'administrative or media matters'. Recommend this clause be removed as it causes confusion.</p>

2.3.4. Clause 13 Requirements applicable to requests for information

Draft Order

Clause 13 sets out the requirements applicable to a request for information, including relevance to a statutory function (as discussed above), limited in scope and accompanied by supporting information or correspondence.

WALGA Comment

In many circumstances, the nature of information requested by Council or Committee Members is self-evidently related to performance of a function under the Act or other written law, consistent with s.5.92(1). However, some requests for information are not self-evident as being consistent with s.5.92.

Questions

28. Do Local Governments have any comments on these requirements?



29. Should clause 13 include a requirement for a request for information to explain the relevance of the request to the performance of a function under the Act or any written law?

Local Government Response:
No comment.



2.3.5. Clause 14 Certain information not required to be provided

Draft Order

Clause 14 provides that information is not required to be provided in response to a request for information if:

- the request is not made in accordance with the agreement,
- the information is mentioned in section 5.92(4) of the Act,
- the information is not held by the Local Government, is held by another person or body and cannot be reasonably obtained by the Local Government,
- the CEO decides that preparing or providing the information would divert a substantial and unreasonable portion of the Local Government's resources.

WALGA Comment

The exclusion of information referred to in section 5.92(4) (see cl.14(b)) is discussed above.

Clause 14(c) appears somewhat convoluted. It is not clear if this is intended to require Local Governments to undertake research to identify and obtain information that they do not currently hold. Further, if the information is not held by the Local Government and cannot be reasonably obtained, it is not clear why it is relevant whether the information is held by another person or body.

Questions

30. Should clause 14(c) be simplified to state that information is not required to be provided if it is not held by the Local Government?

Local Government Response:
Yes.

2.3.6. Clause 15 Disputes

Draft Order

Clause 15 sets out the process for dealing with disputes regarding a final response to a request for information that includes a refusal to provide some or all of the information requested. In the first instance the dispute must be discussed between the Mayor or President, the CEO and the requesting member. If this does not resolve the dispute, the requesting member may refer the dispute to Council for determination. Council's determination is final, and may override a decision by the CEO that the request would divert unreasonable resources.

WALGA Comment

The Draft Order does not appear to contemplate disputes where the Mayor or President is the requesting member.

The Draft Order specifies that Council may override a decision of the CEO under clause 14(d) that a request would divert unreasonable resources. In considering such a dispute, Council should have the benefit of the CEO's advice regarding the impact on the Local Government's functions and budget.



As only clause 14(d) is referenced in this way, it may be that Council does not have the capacity to overturn a refusal on the grounds set out in clause 14(a) – (c).

Questions

31. Should the default communications agreement specify that if the Mayor or President is the requesting member, the deputy Mayor or President should attend the meeting with the CEO in the event of a dispute?
32. Would it be beneficial to have disputes determined by the Inspector rather than Council?
33. Is it appropriate that Council can overturn the CEO decision under clause 14(d)?
34. Are there any other comments on disputes?

Local Government Response:
Supportive of the Deputy President attending the meeting where the requesting member is the President. To ensure clarity, it should be stated within the legislation that a CEO's decision to refuse to provide information as set out in clause 14(a)-(c) is final.

2.3.7. Clause 16 Mayor/President discuss media enquiry

Draft Order

Clause 16 allows the Mayor or President to discuss a media enquiry with the CEO or an appropriate nominated employee without making a request for information.

WALGA Comment

In many cases, media enquiries are directed to the Administration, and the Administration then contacts the Mayor or President to coordinate a response. Media enquiries that are not provided to the Local Government could be directed to the Mayor or President, but could also be directed to individual Council Members. It is not clear that this clause is necessary to enable these enquiries to be discussed as needed.

Questions

35. Does this clause meet the needs of Local Governments in managing media enquiries?

Local Government Response:
Supportive of the proposed legislation. Media enquiries are usually time sensitive. Allowing the CEO or a nominated employee to discuss media matters either verbally or in writing without following the request for information process is suitable.

2.3.8. Division 4 Requests for information - processes

Draft Order



Division 4 of the Draft Order sets out the processes for making, acknowledging, discussing and responding to requests for information other than administrative requests.

Clause 18 requires that a request for information must be made to the CEO or an appropriate nominated employee in writing, by email or other electronic means approved by the CEO. Clause 19 requires the CEO to acknowledge the request within 2 working days after the day it is made.

Clause 20 allows the CEO or an appropriate nominated employee to discuss the request with the requesting member, who may request an amendment to the scope of the request in these discussions.

Clause 21 provides the requirements for responding to a request for information. As a starting point, the CEO must ensure the requesting member is given a final response as soon as practicable. Where a request relates to an agenda item, the CEO must use best endeavours to provide a final response before the meeting. In any case, the CEO must ensure that the requesting member is given a final response within 10 working days after the request is made, or notice that the final response cannot be given within that period and estimating when it will be provided. The final response must be in writing. The final response must include reasons for any refusal to provide any of the information requested.

Under clause 22(1), final responses will generally be provided to all Council Members and members of the relevant committee. Clause 22(2) provides exceptions, including where the request for information is one made by the Mayor or President in relation to representing the Local Government, correspondence or arranging a formal meeting or event. Clause 22(2) also allows the CEO and requesting member to agree that the final response is confidential or because of particular circumstances it is appropriate not to provide to all members.

Clause 23 allows the requesting member to discuss the final response with the CEO or an appropriate nominated employee, and may be provided with additional information in these discussions. Clause 24 allows the CEO to arrange a briefing, meeting or discussion with some or all Council or Committee Members in relation to a final response to a request for information.

WALGA Comment

The definition and scope of requests for information are discussed in part 2.1.4 of this discussion paper.

WALGA seeks sector feedback on whether the detailed processes and requirements in Division 4 are suitable for all Local Governments. It is not clear whether it is necessary for a communications agreement to specify that a Council or Committee Member may discuss a request or response with the CEO or appropriate nominated employee, or that the CEO may organise a briefing. In contrast, it may be helpful for a communications agreement to state what will occur if the CEO and requesting member do not agree on whether a response should be provided to all members.

Questions

36. Are there any comments on the processes and requirements in Division 4, including:
- (i) Is it suitable that all requests for information must be made in writing by email or other electronic means approved by the CEO?
 - (ii) Is 2 working days an appropriate period for acknowledgement of a request?
 - (iii) Does clause 20 provide an appropriate method for discussing and clarifying requests for information?



- (iv) Are the timeframes for response specified in clause 21 a reasonable baseline for all Local Governments?
- (v) Does clause 22(2) provide a suitable method for deciding when a response does not need to be provided to all Council or Committee Members?
- (vi) Should clause 22(2) state what would occur if the CEO and requesting member do not agree on whether a response is confidential or not to be provided to other members?
- (vii) Is clause 23 unnecessary or does it provide a useful approach to discussions of a response?
- (viii) Is clause 24 unnecessary or does it provide a useful approach to informing Council Members and Committee Members?

Local Government Response:
<p>The CEO, as the principal advisor to the Council, should be able to make a determination on whether a matter is confidential and should not be issued to all elected members. No means for dispute should be provided.</p> <p>Clause 24 seems unnecessary. The CEO may call a meeting or briefing for Council or Committee members at any time on a matter affecting the Council or Committee.</p>

2.3.9. Division 5 Administrative requests - processes

Draft Order

Division 5 of the Draft Order sets out the requirements for making and responding to administrative requests.

WALGA Comment

The definition of “administrative matter” is discussed above.

WALGA seeks sector feedback on whether the processes and requirements are suitable for all Local Governments.

Questions

- 37. Is it suitable that administrative requests may be made verbally or in writing?
- 38. Does clause 28 provide reasonable requirements for a response?

Local Government Response:
<p>Administrative requests should be able to be made verbally or in writing. Some requests are simple and only need a quick response.</p> <p>Supportive of the proposed provisions of clause 28.</p>



Agenda Item 13.3 - Attachment 1

Notice of Western Australian Local Government
Association - Annual General Meeting



2025 Notice of WALGA Annual General Meeting

TUESDAY, 23 SEPTEMBER 2025
2:15PM
AT PERTH CONVENTION AND EXHIBITION CENTRE
21 MOUNTS BAY RD, PERTH WA

The Annual General Meeting (AGM) of the Western Australian Local Government Association (WALGA) will be held at the Perth Convention and Exhibition Centre on **Tuesday, 23 September 2025 at 2:15pm**.

Attendance at the AGM is free for all Elected Members and officers from Member Local Governments. Voting Delegates and Proxies must be registered (registration information below).

The AGM is being held in conjunction with the Local Government Convention 2025 (the Convention). Further information on the Convention will be announced shortly.

VOTING INFORMATION

Voting entitlement

Each Member Local Government is entitled to be represented by two Voting Delegates. A Voting Delegate is entitled to one vote.

A Proxy is entitled to vote in the absence of a Voting Delegate.

Voting Delegates and Proxies may be Elected Members or officers.

Registration of Delegates and Proxies

Voting Delegates and Proxies must be registered by the Local Government Chief Executive Officer.

The Chief Executive Officer of each Member Local Government will be sent the Delegate registration link via email. We ask that registration be completed via the link provided prior to 5:00pm on Monday, 8 September 2025. However, Delegate registrations can be completed or amended up until the start of the AGM at 2:15pm on Tuesday, 23 September 2025.

Voting process

Information on how voting will be conducted at the AGM will be sent to all registered Voting Delegates and Proxies prior to the AGM.

MEMBER MOTIONS

Submission

Member Local Governments are invited to submit motions for inclusion in the Agenda for consideration at the AGM.

Motions should be submitted by the Chief Executive Officer of the Member Local Government to the Chief Executive Officer of WALGA via email at associationgovernance@walga.asn.au.

Closing date

Member motions must be submitted prior to **5:00pm on Friday, 8 August 2025**.

Guidelines for motions

Please refer to the *Guideline for the submission of Member Motions* for detailed information on the submission of motions.

MEETING DOCUMENTS

Notice of proposed amendments to the Association Constitution

The Chief Executive Officer of WALGA will give not less than 60 days notice of any proposal to amend the Association Constitution. This notice will be given via email to all Local Government Chief Executive Officers by 5:00pm Wednesday, 23 July 2025.

Agenda

The Chief Executive Officer of WALGA will publish the Agenda of the AGM not less than 30 days prior to the AGM. The Agenda will be published by 5.00pm Friday, 22 August 2025 on the WALGA website. All Elected Members and CEOs will be advised of the availability of the Agenda via email.

Hardcopy meeting documents will not be distributed.

The Order of Business shall be:

1. Record of attendance and apologies
2. Announcements
3. Confirmation of minutes of previous meetings
4. President's report
5. Financial report for the financial year
6. Consideration of Executive and Member Motions

MEETING CONDUCT

The AGM will be conducted in accordance with the [WALGA AGM Standing Orders](#).

QUERIES

Please direct all enquiries relating to the registration of Delegates or the submission of Member motions to Meghan Dwyer, State Council Governance Officer on (08) 9213 2050 or at associationgovernance@walga.asn.au.



President Cr Karen Chappel AM JP
WALGA President



Nick Sloan
WALGA Chief Executive Officer



Agenda Item 13.5 - Attachment 1

Schedule of Accounts Paid - June 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 June 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	\$ 11,861,214.08
Credit Cards/Bpay	\$ 397,898.51
Payroll	\$ 1,043,322.78
Bank Fees and Charges	\$ 2,236.42
Grand Total	\$ 13,304,671.79

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF JUNE 2025				
EFT Payment	Date	Name	Description	Amount
EFT75807	06/06/2025	366 Solutions Pty Ltd	ICT Consultancy services	\$ 1,265.00
EFT75808	06/06/2025	AIM Construction Group WA Pty Ltd	Repairs and maintenance Tom Price	\$ 1,281.50
EFT75809	06/06/2025	Alana Sullivan	Meeting and travel expenses	\$ 937.26
EFT75810	06/06/2025	Aerodrome Management Services	Passenger and baggage screening services	\$ 9,632.15
EFT75811	06/06/2025	ASM Eclipse Pty Ltd	Merchandise for on sale	\$ 2,532.87
EFT75812	06/06/2025	AIM WA	Training services	\$ 1,936.00
EFT75813	06/06/2025	AV Truck Services Pty Ltd	Vehicle parts, maintenance and repairs	\$ 895.36
EFT75814	06/06/2025	Avantgarde Technologies	Emergency ICT backup	\$ 23,057.15
EFT75815	06/06/2025	Blackwoods Pty Ltd	Staff PPE and cleaning products	\$ 203.50
EFT75816	06/06/2025	BOC Gases	BOC container service	\$ 413.47
EFT75817	06/06/2025	Brandworx Australia (Allmakes Pty Ltd T/A)	Staff uniforms	\$ 962.01
EFT75818	06/06/2025	Burbury Consulting Pty Ltd	Design services	\$ 3,492.72
EFT75819	06/06/2025	Byblos Constructions-Tom Price	Repairs and maintenance Tom Price	\$ 55,073.18
EFT75820	06/06/2025	C Munro Contractors	Repairs and maintenance Onslow	\$ 546.11
EFT75821	06/06/2025	Centurion Water & Wastewater Solutions	Onslow Airport WWTP monthly inspection	\$ 1,016.42
EFT75822	06/06/2025	Cleverpatch Pty Ltd	Craft items for programs	\$ 645.08
EFT75823	06/06/2025	Coca-Cola Amatil (Aust) Pty Ltd	Refreshments for onsale	\$ 1,157.83
EFT75824	06/06/2025	Combined Monitoring Centre Pty Ltd	Monitoring fees	\$ 175.46
EFT75825	06/06/2025	Commercial Aquatics Australia Pty Ltd	Pool games for Vic Hayton Pool	\$ 5,434.00
EFT75826	06/06/2025	Datacom Systems	Microsoft 365 licences	\$ 15,915.58
EFT75827	06/06/2025	Dice Solutions	Electrical repairs and maintenance Onslow	\$ 605.80
EFT75828	06/06/2025	E & MJ Rosher Pty Ltd	Vehicle parts, maintenance and repairs	\$ 2,516.04
EFT75829	06/06/2025	Ertech Pty Ltd	Construction services	\$ 1,550,433.21
EFT75830	06/06/2025	GHD Pty Ltd	Consultancy services	\$ 14,095.40
EFT75831	06/06/2025	Grant Touchell	Event facilitators	\$ 4,500.00
EFT75832	06/06/2025	Greenfield Technical Services	Engineering services	\$ 8,112.06
EFT75833	06/06/2025	Hedland Property Shop	Rent	\$ 185.46
EFT75834	06/06/2025	Housing Authority	Water consumption	\$ 22.02
EFT75835	06/06/2025	HWL Ebsworth Lawyers	Legal services	\$ 1,068.33
EFT75836	06/06/2025	Iron Country Services Pty Ltd	Catering services	\$ 3,300.00
EFT75837	06/06/2025	James Bennett Pty Ltd	Library stock	\$ 2,679.10
EFT75838	06/06/2025	Labour Right Services	Repairs and maintenance Paraburdoo	\$ 1,320.00
EFT75839	06/06/2025	Landgate	Land and asset compliance documents	\$ 519.07
EFT75840	06/06/2025	Lo-Go Appointments	Labour hire contracting services	\$ 165.00
EFT75841	06/06/2025	Local Government Professionals Australia WA	Sponsorship for LG Professionals 25/26	\$ 3,300.00
EFT75842	06/06/2025	Locum IT (Benningtons Brewing Pty Ltd T/A)	ICT Consultancy services	\$ 13,200.00
EFT75843	06/06/2025	Market Creations Agency Pty Ltd	Custom web development	\$ 748.55
EFT75844	06/06/2025	Maxxia Pty Ltd	Novated lease	\$ 833.78
EFT75845	06/06/2025	Netlink Group Pty Ltd	ICT services	\$ 453.75
EFT75846	06/06/2025	Employee #1988	Staff reimbursement	\$ 2,332.00
EFT75847	06/06/2025	Norwest Refrigeration Services	Electrical repairs and maintenance Tom price	\$ 19,056.40
EFT75848	06/06/2025	O2 Marine (WA Marine Pty Ltd T/A)	Approvals support for Onslow Ocean Outfall	\$ 3,822.50
EFT75849	06/06/2025	Omnicom Media Group Australia	Tender advertising	\$ 952.20
EFT75850	06/06/2025	Onslow Beach Resort	Catering and accommodation	\$ 1,650.00
EFT75851	06/06/2025	Onslow Contracting	Repairs and maintenance Onslow	\$ 2,858.13
EFT75852	06/06/2025	Ozkez Pty Ltd	WHS eLearning module	\$ 1,309.00
EFT75853	06/06/2025	Paraburdoo IGA	Paraburdoo catering, consumables and hardware	\$ 694.79
EFT75854	06/06/2025	PFD Food Services Pty Ltd	Food items for onsale	\$ 1,765.80
EFT75855	06/06/2025	Pilbara And Remote Security Services	Security services	\$ 7,500.50

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF JUNE 2025				
EFT Payment	Date	Name	Description	Amount
EFT75856	06/06/2025	Pilbara Food Services	Food items for onsale	\$ 1,089.00
EFT75857	06/06/2025	Pilbara For Purpose Inc	Event facilitators	\$ 2,200.00
EFT75858	06/06/2025	Pilbara Site Pics	Event facilitators	\$ 2,640.00
EFT75859	06/06/2025	Pilbara Trees	Arborist services	\$ 2,139.24
EFT75860	06/06/2025	Pilbara Weddings And Events	Equipment hire	\$ 250.00
EFT75861	06/06/2025	Pivotel Satellite Pty Ltd	Monthly spot trackers subscription	\$ 940.75
EFT75862	06/06/2025	Precision Collision	Insurance excess	\$ 300.00
EFT75863	06/06/2025	Ray White Exmouth	Rent	\$ 5,354.43
EFT75864	06/06/2025	Red Earth Events	Decorations for Tom Price event	\$ 2,000.00
EFT75865	06/06/2025	Road Trip Essential Pty Ltd	Merchandise for onsale	\$ 855.49
EFT75866	06/06/2025	RR Coffee Love Pty Ltd	Catering	\$ 1,680.00
EFT75867	06/06/2025	SAS Locksmiths	Security supplies	\$ 1,427.17
EFT75868	06/06/2025	Scott Printers Pty Ltd	Printing services	\$ 35,636.70
EFT75869	06/06/2025	Slater & Gordon Trust Account	Wittenoom legal services	\$ 6,382.50
EFT75870	06/06/2025	Snac Shack (T F Liew Pty Ltd T/A)	Catering	\$ 2,167.60
EFT75871	06/06/2025	Sodexo Remote Sites Australia Pty Ltd	Pannawonica consumables	\$ 2,082.67
EFT75872	06/06/2025	Spacetoco Pty Ltd	Partner Pro bundle	\$ 165.00
EFT75873	06/06/2025	Stantec Australia Pty Ltd	Risk Management and Adaptation Plan review	\$ 16,577.00
EFT75874	06/06/2025	Stone Flight Pty Ltd	Recruitment services	\$ 3,680.00
EFT75875	06/06/2025	Stott & Hoare	ICT equipment replacement	\$ 257,285.60
EFT75876	06/06/2025	T-Quip	Vehicle parts, maintenance and repairs	\$ 910.45
EFT75877	06/06/2025	The PKKP Aboriginal Corporation	Rates refund	\$ 25,476.00
EFT75878	06/06/2025	Them Earthmoving Pty Ltd	Maintenance and upgrade works	\$ 81,420.08
EFT75879	06/06/2025	Tom Price Physio Pty Ltd	Pre employment medical	\$ 300.00
EFT75880	06/06/2025	Vanessa Australia	Merchandise for onsale	\$ 1,717.89
EFT75881	06/06/2025	Vanguard Publishing	Advertising	\$ 1,762.75
EFT75882	06/06/2025	Winc Australia Pty Limited	Stationery and refreshments	\$ 1,436.85
EFT75883	06/06/2025	Workforce Health Assessors	Pre employment medical	\$ 805.20
EFT75884	06/06/2025	Wormald Australia	Fire equipment testing and servicing	\$ 9,734.57
EFT75885	12/06/2025	Abco Products	Cleaning products	\$ 5,649.56
EFT75886	12/06/2025	AIM Construction Group WA Pty Ltd	Fire management services	\$ 22,396.00
EFT75887	12/06/2025	Ampol Australia Petroleum Pty Ltd	Fuel usage	\$ 753.42
EFT75888	12/06/2025	Avantgarde Technologies	ICT Consultancy Services	\$ 38,681.10
EFT75889	12/06/2025	Birdies Garden Products International	Garden beds for Paraburdoo	\$ 1,375.25
EFT75890	12/06/2025	Blackwoods Pty Ltd	Staff PPE and cleaning products	\$ 5,695.62
EFT75891	12/06/2025	Brandworx Australia	Staff uniforms	\$ 1,431.18
EFT75892	12/06/2025	Breathe-Safe (Tracs Qld Pty Ltd T/As)	Vehicle parts, maintenance and repairs	\$ 918.05
EFT75893	12/06/2025	Brennan IT Pty Ltd	ICT Manage Engine subscription	\$ 73,104.76
EFT75894	12/06/2025	Building & Construction Industry Training Board	BCITF Levy	\$ 34,942.51
EFT75895	12/06/2025	Burbury Consulting Pty Ltd	Design services	\$ 14,458.40
EFT75896	12/06/2025	Byblos Constructions-Tom Price	Repairs, maintenance and rectification works	\$ 116,011.82
EFT75897	12/06/2025	C Munro Contractors	Repairs and maintenance Onslow	\$ 7,501.96
EFT75898	12/06/2025	Carey Right Track Foundation	Delivery of Youth Services Pannawonica	\$ 63,910.00
EFT75899	12/06/2025	Centurion Transport Co Pty Ltd	Freight	\$ 664.72
EFT75900	12/06/2025	Chefmaster Australia	Cleaning products	\$ 9,631.20
EFT75901	12/06/2025	Cleverpatch Pty Ltd	Craft items for programs	\$ 1,032.14
EFT75902	12/06/2025	Coates Hire - Onslow	Hire of lighting equipment	\$ 355.92
EFT75903	12/06/2025	Compu-Stor	Security fee and offsite storage	\$ 497.92
EFT75904	12/06/2025	Corporate Scorecard	Financial assessment services	\$ 2,317.70

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF JUNE 2025				
EFT Payment	Date	Name	Description	Amount
EFT75905	12/06/2025	Cutting Edges Equipment Parts Pty Ltd	Vehicle parts, maintenance and repairs	\$ 2,350.48
EFT75906	12/06/2025	Dept of Mines, Industry Regulation and Safety	BRB Levy	\$ 26,527.41
EFT75907	12/06/2025	Dice Solutions	Electrical repairs and maintenance Onslow	\$ 28,090.38
EFT75908	12/06/2025	Display Master Australia	Display panels for Local History project	\$ 2,355.17
EFT75909	12/06/2025	Easifleet Pty Ltd	Novated lease	\$ 2,074.58
EFT75910	12/06/2025	Edgeloe Engineering Pty Ltd	Consultancy services	\$ 14,808.75
EFT75911	12/06/2025	Environmental Health Australia	Food safety program subscription	\$ 330.00
EFT75912	12/06/2025	Eurofins ARL	Onslow WWTP water sampling	\$ 297.55
EFT75913	12/06/2025	Farmarama Pty Ltd	Fertilisers for Tom Price ovals	\$ 3,398.56
EFT75914	12/06/2025	First National Real Estate Karratha	Rent	\$ 7,821.43
EFT75915	12/06/2025	Freestyle Now	Event facilitators	\$ 10,670.00
EFT75916	12/06/2025	GFG Temp Assist	Labour hire contracting	\$ 11,687.50
EFT75917	12/06/2025	GHD Pty Ltd	Consultancy services and landfill monitoring	\$ 16,119.13
EFT75918	12/06/2025	Go West Tours	Airport transfers	\$ 262.85
EFT75919	12/06/2025	GPD Group Pty Ltd	Storm damage repairs	\$ 3,535.96
EFT75920	12/06/2025	Hedland Property Shop	Rent	\$ 10,428.58
EFT75921	12/06/2025	Horizon Power	Electricity consumption	\$ 7,682.12
EFT75922	12/06/2025	HWL Ebsworth Lawyers	Legal services	\$ 14,421.44
EFT75923	12/06/2025	Hydraulink CCR	Vehicle parts, maintenance and repairs	\$ 901.84
EFT75924	12/06/2025	Independent Fuel Solutions Pty Ltd	Fuel	\$ 7,116.68
EFT75925	12/06/2025	Instant Racking (Hodesh Pty Ltd T/A)	Mesh shelving for Tom Price transit house	\$ 1,257.00
EFT75926	12/06/2025	Jack Mccaffery	Bond refund	\$ 50.00
EFT75927	12/06/2025	Employee #2231	Staff reimbursement	\$ 496.61
EFT75928	12/06/2025	Japanese Truck & Bus Spares	Vehicle parts, maintenance and repairs	\$ 418.45
EFT75929	12/06/2025	Jason Signmakers	Traffic control supplies	\$ 3,588.64
EFT75930	12/06/2025	KHB Mobile Mechanical Pty Ltd	Vehicle parts, maintenance and repairs	\$ 2,535.07
EFT75931	12/06/2025	Kmart Karratha	Supplies for Pannawonica events	\$ 944.50
EFT75932	12/06/2025	Komatsu Australia Pty Ltd	Vehicle parts, maintenance and repairs	\$ 7,190.70
EFT75933	12/06/2025	Kone Elevators Pty Ltd	Monthly elevator service	\$ 1,589.05
EFT75934	12/06/2025	Labour Right Services	Repairs, maintenance and floor replacement	\$ 88,786.50
EFT75935	12/06/2025	Lo-Go Appointments	Labour hire contracting services	\$ 8,063.22
EFT75936	12/06/2025	Local Government Professionals Australia WA	Regional Management Challenge entry	\$ 2,500.00
EFT75937	12/06/2025	Marsh Advisory	EVAC design and diagrams	\$ 1,650.00
EFT75938	12/06/2025	McLeods Lawyers Pty Ltd	Legal services	\$ 62.04
EFT75939	12/06/2025	Mean Bean Coffee Shop	Catering	\$ 2,435.00
EFT75940	12/06/2025	Mechanical Project Services Pty Ltd	Freight charges	\$ 209.00
EFT75941	12/06/2025	Milad Mostafaveypour	Bond refund	\$ 15.00
EFT75942	12/06/2025	Mills Recruitment	Recruitment services	\$ 8,912.66
EFT75943	12/06/2025	Minterellison	Consultancy services	\$ 767.14
EFT75944	12/06/2025	My Brand Digital	Update eLearning Evacuation module	\$ 396.00
EFT75945	12/06/2025	Napa	Vehicle parts, maintenance and repairs	\$ 216.61
EFT75946	12/06/2025	North Regional Tafe	Staff training	\$ 40.00
EFT75947	12/06/2025	Norwest Refrigeration Services	Electrical repairs and maintenance Tom price	\$ 82,735.37
EFT75948	12/06/2025	NWMC Mining & Civil Pty Ltd	Waste management services	\$ 1,521.00
EFT75949	12/06/2025	Officeworks Superstores Pty Ltd	Stationery	\$ 497.40
EFT75950	12/06/2025	Omnicom Media Group Australia	Tender advertising	\$ 896.85
EFT75951	12/06/2025	OSH Group Pty Ltd	Medical services	\$ 6,173.20
EFT75952	12/06/2025	Pannawonica Kindygyim Inc	Community support grant	\$ 2,500.00
EFT75953	12/06/2025	Paraburdoo IGA	Paraburdoo catering, consumables and hardware	\$ 91.80

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF JUNE 2025				
EFT Payment	Date	Name	Description	Amount
EFT75954	12/06/2025	PFD Food Services Pty Ltd	Food items for onsale	\$ 237.60
EFT75955	12/06/2025	Pilbara Bin Services	Waste services	\$ 847.00
EFT75956	12/06/2025	Pilbara Food Services	Food items for onsale	\$ 564.50
EFT75957	12/06/2025	Pilbara Trees	Arborist services	\$ 8,265.46
EFT75958	12/06/2025	Proud Entertainment Group	Event facilitators	\$ 7,000.00
EFT75959	12/06/2025	Ray White Exmouth	Rent	\$ 3,693.45
EFT75960	12/06/2025	Razzy Mak	Event facilitators	\$ 2,925.00
EFT75961	12/06/2025	Redfish Technologies Pty Ltd	ICT equipment and services	\$ 21,127.98
EFT75962	12/06/2025	Rio Tinto - Pilbara Iron	Water, Rates and Electricity	\$ 992.76
EFT75963	12/06/2025	Roadline Contracting Pty Ltd	Construction services	\$ 308,000.27
EFT75964	12/06/2025	Rosie Major	Bond refund	\$ 50.00
EFT75965	12/06/2025	SAS Locksmiths	Security supplies	\$ 409.75
EFT75966	12/06/2025	Shire of Upper Gascoyne	Maintenance Grading of Ullawarra Road	\$ 14,388.97
EFT75967	12/06/2025	Sigma Telford Group	Chemicals	\$ 4,162.40
EFT75968	12/06/2025	Signswest	Signage for Local History project	\$ 86.90
EFT75969	12/06/2025	Sinch Messagemedia	Monthly fee for SMS notifications	\$ 53.90
EFT75970	12/06/2025	Sodexo Remote Sites Australia Pty Ltd	Pannawonica consumables	\$ 600.00
EFT75971	12/06/2025	Solala Pty Ltd (T/A Bosbox)	Electrical equipment	\$ 600.60
EFT75972	12/06/2025	Sonic Healthplus Pty Ltd	Pre employment medical	\$ 584.10
EFT75973	12/06/2025	Southern Cross Austereo Pty Ltd	Radio advertising	\$ 2,259.40
EFT75974	12/06/2025	Stott & Hoare	Scanner and accessories for Local History Project	\$ 18,244.60
EFT75975	12/06/2025	Studio 6751	Event facilitators	\$ 2,625.70
EFT75976	12/06/2025	Supagas Pty Limited	LPG bulk delivery	\$ 772.27
EFT75977	12/06/2025	Talis Consultants Pty Ltd	Onslow closed landfill monitoring services	\$ 11,008.75
EFT75978	12/06/2025	Team Global Express (A/C# 2085060)	Freight	\$ 1,066.31
EFT75979	12/06/2025	Telstra Limited	Telephone and communication charges	\$ 16,266.22
EFT75980	12/06/2025	Tom Price Senior High School	Electricity usage	\$ 41,947.51
EFT75981	12/06/2025	Toyo Tyres Australia	Vehicle parts, maintenance and repairs	\$ 3,309.24
EFT75982	12/06/2025	Trauma Clean	Biohazard and cleaning service	\$ 15,059.00
EFT75983	12/06/2025	Urbis Ltd	Inception meeting for Local Heritage survey	\$ 1,320.00
EFT75984	12/06/2025	Vanguard Publishing	Advertising	\$ 1,762.75
EFT75985	12/06/2025	Viva Energy Australia Pty Ltd	Fuel usage	\$ 8,493.64
EFT75986	12/06/2025	WA Reticulation Supplies	Reticulation supplies	\$ 12,820.80
EFT75987	12/06/2025	Water Corporation	Water consumption	\$ 53,400.28
EFT75988	12/06/2025	Westrac Pty Ltd	Vehicle parts, maintenance and repairs	\$ 217.58
EFT75989	19/06/2025	366 Solutions Pty Ltd	ICT support services	\$ 40,480.00
EFT75990	19/06/2025	A4 Projects	Project management consultancy services	\$ 76,084.69
EFT75991	19/06/2025	Abco Products	Cleaning products	\$ 3,358.47
EFT75992	19/06/2025	Access Detection Pty Ltd	ICT supplies for maintenance crew	\$ 6,175.79
EFT75993	19/06/2025	AIM Construction Group Wa Pty Ltd	Repairs and maintenance Tom Price and Paraburdoo	\$ 28,154.50
EFT75994	19/06/2025	Airport Industry Management Support	Consultancy services	\$ 3,960.00
EFT75995	19/06/2025	Airports Consultancy Group Pty Ltd	Consultancy services	\$ 9,900.00
EFT75996	19/06/2025	Airway Logistics Pty Ltd	Freight	\$ 291.12
EFT75997	19/06/2025	Alana Sullivan	Meeting fees and ICT allowance	\$ 7,044.89
EFT75998	19/06/2025	Allpest WA (Rol-WA Pty Ltd T/A)	Pest control services	\$ 2,332.00
EFT75999	19/06/2025	Aerodrome Management Services	Passenger and baggage screening services	\$ 32,986.67
EFT76000	19/06/2025	Andrea Burrows	Bond refund	\$ 50.00
EFT76001	19/06/2025	Ask Waste Management	Consultancy services	\$ 8,690.00
EFT76002	19/06/2025	ASM Eclipse Pty Ltd	Merchandise for onsale	\$ 8,155.06

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF JUNE 2025				
EFT Payment	Date	Name	Description	Amount
EFT76003	19/06/2025	Audra Smith	Meeting fees, President and ICT Allowance	\$ 26,272.32
EFT76004	19/06/2025	Ausco Modular Pty Ltd	Hire of furniture and equipment	\$ 9,221.23
EFT76005	19/06/2025	Avantgarde Technologies	Travel costs for ICT Technician	\$ 1,783.36
EFT76006	19/06/2025	Bennco Group	Repairs and maintenance Tom Price	\$ 4,694.80
EFT76007	19/06/2025	Blackwoods Pty Ltd	Staff PPE and cleaning products	\$ 1,263.74
EFT76008	19/06/2025	Brie Healy	Meeting fees and ICT allowance	\$ 7,044.89
EFT76009	19/06/2025	Bronson Safety Pty Ltd	Chemical spill trays	\$ 2,453.41
EFT76010	19/06/2025	Brooks Hire Service Pty Ltd	Machinery hire	\$ 27,728.31
EFT76011	19/06/2025	Brumby Sunstate	Merchandise for onsale	\$ 77.38
EFT76012	19/06/2025	Bushfire Store (Oxquip Group T/A)	Deposit for construction equipment	\$ 1,300.00
EFT76013	19/06/2025	Byblos Constructions-Tom Price	Repairs and maintenance Tom Price	\$ 591,263.85
EFT76014	19/06/2025	C Munro Contractors	Repairs and maintenance Onslow	\$ 5,730.13
EFT76015	19/06/2025	Cabcharge Payments Pty Ltd	Cabcharges	\$ 649.81
EFT76016	19/06/2025	Campbells Canning Vale	Refreshments for onsale	\$ 1,724.90
EFT76017	19/06/2025	City of Bayswater	Long Service Leave recoup	\$ 949.65
EFT76018	19/06/2025	City of Greater Geraldton	Building surveying services	\$ 881.24
EFT76019	19/06/2025	Cleanaway Pty Ltd	Waste Management services	\$ 13,177.79
EFT76020	19/06/2025	Cleverpatch Pty Ltd	Craft items for programs	\$ 1,428.12
EFT76021	19/06/2025	Connect Call Centre Services	After hours call centre service	\$ 502.22
EFT76022	19/06/2025	Corsign WA Pty Ltd	Signs and hardware	\$ 748.00
EFT76023	19/06/2025	Dice Solutions	Electrical repairs and maintenance Onslow	\$ 15,356.77
EFT76024	19/06/2025	E & MJ Rosher Pty Ltd	Vehicle parts, maintenance and repairs	\$ 2,802.44
EFT76025	19/06/2025	E.Law International	Caseroom and hosting fees	\$ 1,210.00
EFT76026	19/06/2025	Electronic Signage Australia	Signs and hardware	\$ 1,628.00
EFT76027	19/06/2025	Emerge Associates	Landscape design and contract services	\$ 30,690.00
EFT76028	19/06/2025	Emirge Pty Ltd	Design and construction services	\$ 1,716,325.22
EFT76029	19/06/2025	Ertech Pty Ltd	Onslow Streetscape Stage 1	\$ 425,598.84
EFT76030	19/06/2025	Eurofins ARL	Onslow WWTP water sampling	\$ 297.55
EFT76031	19/06/2025	Exteria Street & Park Outfitters	Maintenance supplies	\$ 4,040.30
EFT76032	19/06/2025	Face 2 Face Painting	Event facilitator	\$ 210.00
EFT76033	19/06/2025	First National Real Estate Karratha	Rent	\$ 6,083.33
EFT76034	19/06/2025	Glass Co WA	Housing maintenance supplies	\$ 44.00
EFT76035	19/06/2025	Grandstand Agency	Event facilitator	\$ 4,823.50
EFT76036	19/06/2025	HWL Ebsworth Lawyers	Legal services	\$ 1,927.20
EFT76037	19/06/2025	Hydraulink CCR	Vehicle parts, maintenance and repairs	\$ 98.51
EFT76038	19/06/2025	Integrity / Pinnacle Coachlines	Coach ticket sales	\$ 404.09
EFT76039	19/06/2025	Intertek Inform	Australian Standards	\$ 121.44
EFT76040	19/06/2025	Iron Country Services Pty Ltd	Catering services	\$ 325.60
EFT76041	19/06/2025	James Bennett Pty Ltd	Library stock	\$ 255.36
EFT76042	19/06/2025	Japanese Truck & Bus Spares	Vehicle parts, maintenance and repairs	\$ 1,034.00
EFT76043	19/06/2025	Employee #2234	Staff reimbursement	\$ 4,175.41
EFT76044	19/06/2025	Kerry White	Meeting Fees, Deputy President and ICT allowance	\$ 11,317.65
EFT76045	19/06/2025	KHB Mobile Mechanical Pty Ltd	Vehicle parts, maintenance and repairs	\$ 3,616.75
EFT76046	19/06/2025	Labour Right Services	Repairs and maintenance Paraburdoo	\$ 40,069.21
EFT76047	19/06/2025	Leidos Security Enterprise Solutions	Service and maintenance of screening equipment	\$ 27,496.43
EFT76048	19/06/2025	Linton Rumble	Meeting fees and ICT allowance	\$ 7,044.89
EFT76049	19/06/2025	Lo-Go Appointments	Labour hire contracting services	\$ 7,591.65
EFT76050	19/06/2025	Employee # 536	Staff reimbursement	\$ 157.00
EFT76051	19/06/2025	Matthew Lynch	Meeting fees and ICT allowance	\$ 7,044.89

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF JUNE 2025				
EFT Payment	Date	Name	Description	Amount
EFT76052	19/06/2025	Maxxia Pty Ltd	Novated lease	\$ 833.78
EFT76053	19/06/2025	McMahon Burnett Transport	Freight	\$ 5,599.88
EFT76054	19/06/2025	Melanie Gallanagh	Meeting fees and ICT allowance	\$ 7,044.89
EFT76055	19/06/2025	McMullen Nolan Group	Surveying services	\$ 10,835.00
EFT76056	19/06/2025	Modern Teaching Aids Pty Ltd	Materials for Tom Price Library	\$ 654.28
EFT76057	19/06/2025	Napa	Vehicle parts, maintenance and repairs	\$ 2,385.81
EFT76058	19/06/2025	National Tyre & Wheel Pty Ltd	Vehicle parts, maintenance and repairs	\$ 2,277.00
EFT76059	19/06/2025	Norwest Refrigeration Services	Electrical repairs and maintenance Tom price and Paraburdoo	\$ 27,901.48
EFT76060	19/06/2025	Officeworks Superstores Pty Ltd	Stationery	\$ 998.98
EFT76061	19/06/2025	Onslow General Store	Catering, consumables and hardware for Onslow	\$ 3,191.33
EFT76062	19/06/2025	Onslow Sports Club Incorporated	Venue hire	\$ 150.00
EFT76063	19/06/2025	Onslow Tourism & Progress Association	2024-2025 funding agreement	\$ 156,588.85
EFT76064	19/06/2025	Paraburdoo Basketball Association	Club assistance	\$ 700.00
EFT76065	19/06/2025	Perth Playground and Rubber Pty Ltd	Replacement of Playground Rubber Softfall	\$ 172,069.70
EFT76066	19/06/2025	PFD Food Services Pty Ltd	Food items for onsale	\$ 1,306.60
EFT76067	19/06/2025	Pilbara Food Services	Food items for onsale	\$ 2,052.00
EFT76068	19/06/2025	Pilbara Mitre10	Hardware	\$ 5,911.17
EFT76069	19/06/2025	Pilbara Trees	Arborist services	\$ 4,687.76
EFT76070	19/06/2025	Poolmart Karratha	Pool maintenance parts	\$ 640.00
EFT76071	19/06/2025	Pulse Software	Pulse software annual licence	\$ 50,147.33
EFT76072	19/06/2025	Red Earth Events	Decoration for Tom Price event	\$ 500.00
EFT76073	19/06/2025	Redfish Technologies Pty Ltd	ICT equipment for Onslow Airport	\$ 1,783.52
EFT76074	19/06/2025	Renae Made It	Merchandise for onsale	\$ 1,437.75
EFT76075	19/06/2025	Rory De Pledge	Meeting fees and ICT allowance	\$ 7,044.89
EFT76076	19/06/2025	Rosanne Kapor	Meeting fees and ICT allowance	\$ 7,044.89
EFT76077	19/06/2025	RR Coffee Love Pty Ltd	Catering	\$ 565.00
EFT76078	19/06/2025	Russell Girard	Bond refund	\$ 50.00
EFT76079	19/06/2025	Select Mechanical Services	Maintenance and repairs Onslow Airport	\$ 43,085.02
EFT76080	19/06/2025	Site Environmental and Remediation Services	Asbestos sampling	\$ 165.00
EFT76081	19/06/2025	Skilled Resources Group Aust Pty Ltd	Labour hire contracting	\$ 4,125.88
EFT76082	19/06/2025	Soco Studios (Travis Hayto Photography)	Videography for Tourism Project	\$ 8,800.00
EFT76083	19/06/2025	Sodexo Remote Sites	Pannawonica consumables	\$ 1,161.05
EFT76084	19/06/2025	Sodexo Remote Sites - Rental Payments	Rent	\$ 3,059.52
EFT76085	19/06/2025	Sonic Healthplus Pty Ltd	Pre-employment medical assessment	\$ 2,097.70
EFT76086	19/06/2025	St John Ambulance Western Australia Ltd	First Aid supplies	\$ 879.90
EFT76087	19/06/2025	Stantec Australia Pty Ltd	Review of Coastal Hazard RM&A Plan	\$ 33,769.56
EFT76088	19/06/2025	Stott & Hoare	ICT Equipment	\$ 3,535.40
EFT76089	19/06/2025	Talis Consultants Pty Ltd	Closed landfill monitoring services	\$ 7,509.98
EFT76090	19/06/2025	Te Kohanga Reo Iti O Paraburdoo	Event facilitator	\$ 250.00
EFT76091	19/06/2025	Team Global Express (A/C# 2085060)	Freight	\$ 305.14
EFT76092	19/06/2025	Team Global Express (A/C# 2085599)	Freight	\$ 124.27
EFT76093	19/06/2025	Telstra Limited	Telephone and communication charges	\$ 87,289.78
EFT76094	19/06/2025	Tenderlink.Com	Public tender advertising	\$ 369.60
EFT76095	19/06/2025	Tom Price Physio Pty Ltd	Pre-employment medical assessment	\$ 300.00
EFT76096	19/06/2025	Toyah McCarthy Consulting	Consultancy services	\$ 4,737.85
EFT76097	19/06/2025	Trans Tank International	Water cart for Paraburdoo Waste Site	\$ 22,000.00
EFT76098	19/06/2025	Triad Laser Crafts	Merchandise for onsale	\$ 3,280.41
EFT76099	19/06/2025	Tribal Sport (Tribal Sport Pty Ltd T/A)	PPE for Aquatic staff	\$ 3,359.33
EFT76100	19/06/2025	Vanguard Print	Distribution and storage of Visit Ashburton guide	\$ 1,113.86

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF JUNE 2025				
EFT Payment	Date	Name	Description	Amount
EFT76101	19/06/2025	Vizi Design	Architectural design services	\$ 19,931.91
EFT76102	19/06/2025	WA Library Supplies	Materials for Tom Price library	\$ 285.01
EFT76103	19/06/2025	Wanjoo Pty Ltd	Event facilitator	\$ 5,720.00
EFT76104	19/06/2025	Water Corporation	Water consumption	\$ 64,207.34
EFT76105	19/06/2025	Winc Australia Pty Limited	Stationery and refreshments	\$ 184.62
EFT76106	26/06/2025	Abco Products	Cleaning products	\$ 4,895.68
EFT76107	26/06/2025	Alana Sullivan	Meeting and training travel expenses	\$ 2,211.49
EFT76108	26/06/2025	Alliance Engineering Pty Ltd	Consultancy services	\$ 9,465.50
EFT76109	26/06/2025	Audra Smith	Meeting and training travel expenses	\$ 3,930.03
EFT76110	26/06/2025	Australian Taxation Office	Monthly BAS	\$ 204,260.00
EFT76111	26/06/2025	Blackwoods Pty Ltd	Staff PPE and cleaning products	\$ 328.41
EFT76112	26/06/2025	Brandworx Australia	Staff uniforms	\$ 492.87
EFT76113	26/06/2025	Brie Healy	Meeting travel expenses	\$ 2,101.45
EFT76114	26/06/2025	Brooks Hire Service Pty Ltd	Machinery hire	\$ 888.93
EFT76115	26/06/2025	Bunnings Group Limited	Materials for housing maintenance	\$ 696.47
EFT76116	26/06/2025	Buurabalayji Thalanyji Aboriginal Corporation	Heritage monitoring services	\$ 328,467.43
EFT76117	26/06/2025	Byblos Constructions-Tom Price	Construction, repairs and maintenance Tom Price	\$ 1,139,463.58
EFT76118	26/06/2025	C Munro Contractors	Repairs and maintenance Onslow	\$ 67.76
EFT76119	26/06/2025	Callcott & Downey Engineering Services	Vehicle parts, maintenance and repairs	\$ 6,776.00
EFT76120	26/06/2025	Centurion Transport Co Pty Ltd	Freight	\$ 243.51
EFT76121	26/06/2025	Centurion Water & Wastewater Solutions	Onslow Airport WWTP monthly inspection	\$ 782.98
EFT76122	26/06/2025	Chefmaster Australia	Supplies for Onslow event	\$ 115.56
EFT76123	26/06/2025	City of Karratha	Long service leave contribution	\$ 3,875.01
EFT76124	26/06/2025	Cleanaway Pty Ltd	Equipment and operator hire	\$ 693.00
EFT76125	26/06/2025	Dean's Autoglass	Vehicle parts, maintenance and repairs	\$ 3,506.25
EFT76126	26/06/2025	Employee #2182	Staff reimbursement	\$ 2,244.00
EFT76127	26/06/2025	Dice Solutions	Electrical repairs and maintenance Onslow	\$ 3,187.60
EFT76128	26/06/2025	Direct Trades Supply Pty Ltd	Hardware supplies	\$ 165.70
EFT76129	26/06/2025	Easifleet Pty Ltd	Novated lease	\$ 2,074.58
EFT76130	26/06/2025	Elite Office Furniture	Office furniture	\$ 641.17
EFT76131	26/06/2025	Euro Diesel Services	Vehicle parts, maintenance and repairs	\$ 7,608.79
EFT76132	26/06/2025	Focus Consulting WA	Electrical consultancy services	\$ 3,586.00
EFT76133	26/06/2025	GPD Group Pty Ltd	Kitchen refurbishments	\$ 39,379.30
EFT76134	26/06/2025	Horizon Power	Electricity consumption	\$ 3,815.58
EFT76135	26/06/2025	HWL Ebsworth Lawyers	Legal services	\$ 20,955.28
EFT76136	26/06/2025	Independent Fuel Solutions Pty Ltd	Fuel	\$ 14,490.86
EFT76137	26/06/2025	Iris Consulting Group Pty Ltd	Training services	\$ 543.95
EFT76138	26/06/2025	Iron Country Services Pty Ltd	Catering services	\$ 213.40
EFT76139	26/06/2025	James Bennett Pty Ltd	Library stock	\$ 1,443.88
EFT76140	26/06/2025	Karratha Florist	Supplies for Pannawonica event	\$ 500.00
EFT76141	26/06/2025	Kerry White	Meeting travel expenses	\$ 993.79
EFT76142	26/06/2025	Kompan Playscape Pty Ltd	Town maintenance materials	\$ 172.70
EFT76143	26/06/2025	Labour Right Services	Repairs and maintenance Paraburdoo	\$ 21,505.00
EFT76144	26/06/2025	Landgate	Land and asset compliance documents	\$ 162.90
EFT76145	26/06/2025	Lavazza Australia Pty Ltd	Refreshments	\$ 1,088.12
EFT76146	26/06/2025	Linton Rumble	Meeting travel expenses	\$ 167.70
EFT76147	26/06/2025	Lo-Go Appointments	Labour hire contracting services	\$ 4,031.61
EFT76148	26/06/2025	Mean Bean Coffee Shop	Catering	\$ 411.00
EFT76149	26/06/2025	Mechanical Project Services Pty Ltd	Electrical repairs and maintenance Onslow	\$ 9,565.60

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF JUNE 2025				
EFT Payment	Date	Name	Description	Amount
EFT76150	26/06/2025	Employee #1983	Staff reimbursement	\$ 187.00
EFT76151	26/06/2025	Moore Australia WA	Training services	\$ 2,970.00
EFT76152	26/06/2025	Muguriyarra Pty Ltd	Road maintenance and upgrade works	\$ 89,020.80
EFT76153	26/06/2025	Netlink Group Pty Ltd	ICT services	\$ 453.75
EFT76154	26/06/2025	Norwest Refrigeration Services	Electrical repairs and maintenance Tom price	\$ 3,008.94
EFT76155	26/06/2025	Officeworks Superstores Pty Ltd	Stationery	\$ 709.63
EFT76156	26/06/2025	Onslow Beach Resort	Catering and accommodation	\$ 6,374.00
EFT76157	26/06/2025	Onslow Contracting	Repairs and maintenance Onslow	\$ 1,034.99
EFT76158	26/06/2025	Onslow Freight and Logistics	Freight charges	\$ 66.00
EFT76159	26/06/2025	Paraburdoo IGA	Paraburdoo catering, consumables and hardware	\$ 53.79
EFT76160	26/06/2025	Peoplesense By Altius	Workplace training	\$ 1,100.00
EFT76161	26/06/2025	Pilbara Contracting	Housing reticulation supplies	\$ 2,995.00
EFT76162	26/06/2025	Pilbara Copy Service	Photocopier meterplan billing	\$ 9,479.71
EFT76163	26/06/2025	Pilbara Food Services	Food items for onsale	\$ 277.20
EFT76164	26/06/2025	Pilbara Motor Group / Karratha Toyota	Vehicle purchases, parts and maintenance	\$ 2,109.50
EFT76165	26/06/2025	Pilbara Trees	Arborist services	\$ 5,857.24
EFT76166	26/06/2025	Poolmart Karratha	Pool maintenance items	\$ 268.00
EFT76167	26/06/2025	Ray White Exmouth	Rent	\$ 5,214.29
EFT76168	26/06/2025	Red Breeze	Catering	\$ 620.00
EFT76169	26/06/2025	Rio Tinto - Pilbara Iron	Water, Rates and Electricity	\$ 14,275.38
EFT76170	26/06/2025	Rory De Pledge	Meeting travel expenses	\$ 310.56
EFT76171	26/06/2025	Roundel Civil Products Pty Ltd	Materials for road maintenance	\$ 17,566.56
EFT76172	26/06/2025	RR Coffee Love Pty Ltd	Catering	\$ 430.00
EFT76173	26/06/2025	Skilled Resources Group Aust Pty Ltd	Labour hire contracting	\$ 7,542.16
EFT76174	26/06/2025	Slater & Gordon Trust Account	Wittenoom legal services	\$ 36,575.00
EFT76175	26/06/2025	Sodexo Remote Sites	Pannawonica consumables	\$ 1,020.00
EFT76176	26/06/2025	Sodexo Remote Sites - Rental Payments	Rent	\$ 3,059.52
EFT76177	26/06/2025	Sonic Healthplus Pty Ltd	Pre-employment medical assessment	\$ 1,412.40
EFT76178	26/06/2025	Springdale Project Management	Consultancy services	\$ 500.00
EFT76179	26/06/2025	St John Ambulance Western Australia Ltd	First Aid supplies	\$ 170.00
EFT76180	26/06/2025	Stott & Hoare	UPS replacement and ICT supplies	\$ 67,322.20
EFT76181	26/06/2025	Team Global Express (A/C# 2085060)	Freight	\$ 1,134.07
EFT76182	26/06/2025	Toyo Tyres Australia	Vehicle parts, maintenance and repairs	\$ 4,347.20
EFT76183	26/06/2025	Toyota Material Handling Australia	Vehicle parts, maintenance and repairs	\$ 341.00
EFT76184	26/06/2025	Visimax (Bucci Holdings Pty Ltd T/A)	Staff uniforms and PPE	\$ 2,618.94
EFT76185	26/06/2025	WA Reticulation Supplies	Reticulation supplies	\$ 49.37
EFT76186	26/06/2025	Water 2 Water	Water system supplies and servicing	\$ 26,621.35
EFT76187	26/06/2025	Water Corporation	Water consumption	\$ 3,306.38
EFT76188	26/06/2025	WALGA	Training services	\$ 94.82
EFT76189	26/06/2025	Western Irrigation Pty Ltd	Irrigation system supply and repairs	\$ 101,107.93
EFT76190	26/06/2025	Westrac Pty Ltd	Vehicle parts, maintenance and repairs	\$ 25.99
EFT76191	26/06/2025	White Chalk Road Pty Ltd	Monthly Facebook ads management	\$ 836.00
EFT76192	26/06/2025	Winc Australia Pty Limited	Stationery and refreshments	\$ 2,181.86
EFT76193	26/06/2025	Wormald Australia	Fire equipment testing and servicing	\$ 10,491.30
EFT76194	30/06/2025	3E Advantage Pty Ltd	Printer leasing	\$ 6,464.84
EFT76195	30/06/2025	Anique Yeomans	Bond refund	\$ 122.50
EFT76196	30/06/2025	AIM WA	Training services	\$ 577.50
EFT76197	30/06/2025	Bennco Group	Repairs and maintenance Tom Price	\$ 343.75
EFT76198	30/06/2025	Bladon WA Pty Ltd	Shire branded merchandise	\$ 3,019.50

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF JUNE 2025				
EFT Payment	Date	Name	Description	Amount
EFT76199	30/06/2025	Brandworx Australia	Staff uniforms	\$ 316.10
EFT76200	30/06/2025	Bushfire Store (Oxquip Group T/A)	Installation of steel boom for Paraburdoo oval	\$ 1,300.00
EFT76201	30/06/2025	Byblos Constructions-Tom Price	Repairs and maintenance Tom Price	\$ 9,966.61
EFT76202	30/06/2025	Centurion Transport Co Pty Ltd	Freight	\$ 43.32
EFT76203	30/06/2025	Child Focused Safety Services WA	Event facilitators	\$ 330.00
EFT76204	30/06/2025	Definet Pty Ltd	Consultancy Services	\$ 4,884.00
EFT76205	30/06/2025	Emirge Pty Ltd	Design and construction services	\$ 1,600,707.68
EFT76206	30/06/2025	Employment Training Solutions	Training for Town Maintenance Officers Onslow	\$ 4,500.00
EFT76207	30/06/2025	Grace Removals (Australia) Pty Ltd	Relocation services	\$ 10,513.80
EFT76208	30/06/2025	Harby Studios	Consultancy services	\$ 2,409.00
EFT76209	30/06/2025	Hydraulink CCR	Vehicle parts, maintenance and repairs	\$ 112.71
EFT76210	30/06/2025	John Papas Trailers	Heavy duty trailer for Housing Maintenance	\$ 4,310.00
EFT76211	30/06/2025	KHB Mobile Mechanical Pty Ltd	Vehicle parts, maintenance and repairs	\$ 2,743.46
EFT76212	30/06/2025	Kmart Karratha	Event supplies	\$ 66.50
EFT76213	30/06/2025	Landgate	Land and asset compliance documents	\$ 1,062.28
EFT76214	30/06/2025	Marine Rescue Onslow	Council initiated Emergency Services Donation	\$ 1,000.00
EFT76215	30/06/2025	Employee #2239	Staff reimbursement	\$ 147.01
EFT76216	30/06/2025	North Tom Price Primary School	Council initiated schools donation	\$ 1,157.80
EFT76217	30/06/2025	Onslow Primary School	Council initiated schools donation	\$ 1,110.90
EFT76218	30/06/2025	Pannawonica Kindygyrn Inc	Community Support Grant	\$ 2,500.00
EFT76219	30/06/2025	Pannawonica Primary School	Council initiated schools donation	\$ 1,080.10
EFT76220	30/06/2025	Pannawonica Volunteer Fire And Rescue Service Inc	Council initiated Emergency Services Donation	\$ 1,000.00
EFT76221	30/06/2025	Paraburdoo Primary School	Council initiated schools donation	\$ 1,103.20
EFT76222	30/06/2025	Pilbara Trees	Arborist services	\$ 3,664.76
EFT76223	30/06/2025	Rio Tinto - Pilbara Iron	Water, Rates and Electricity	\$ 29,306.48
EFT76224	30/06/2025	Sodexo Remote Sites	Pannawonica consumables	\$ 1,060.00
EFT76225	30/06/2025	Employee #2240	Staff reimbursement	\$ 595.83
EFT76226	30/06/2025	The Coaching Lab	Event facilitators	\$ 9,690.42
EFT76227	30/06/2025	Tom Price Motorcycle Club	Community Support Grant	\$ 2,500.00
EFT76228	30/06/2025	Tom Price Physio Pty Ltd	Pre employment medical exam	\$ 600.00
EFT76229	30/06/2025	Tom Price Primary School	Council initiated schools donation	\$ 1,156.70
EFT76230	30/06/2025	Tom Price Senior High School	Electricity usage	\$ 1,312.00
EFT76231	30/06/2025	Tom Price State Emergency Service	Council initiated Emergency Services Donation	\$ 1,000.00
EFT76232	30/06/2025	Tom Price Volunteer Bush Fire Brigade	Council initiated Emergency Services Donation	\$ 1,000.00
EFT76233	30/06/2025	WA Hino Sales and Service	Renewal of Road Crew Service Truck	\$ 200,121.43
EFT76234	30/06/2025	Wormald Australia	Fire equipment testing and servicing	\$ 5,663.64
			EFT Total	\$ 11,861,214.08
C cards/Bpay	Date	Name	Description	Amount
DD22055.1	03/06/2025	WA Treasury Corporation	Loan repayment	\$ 32,771.07
DD22060.1	01/06/2025	Avdata Australia	Data and billing service fees and charges	\$ 5,160.67
DD22061.1	05/06/2025	Beam Clearing House	Superannuation for Payrun #76 19/05/2025 - 01/06/2025	\$ 134,939.59
DD22084.1	06/06/2025	Shire of Ashburton	Forfeiture of Onslow Gym swipe card bonds	\$ 180.00
DD22089.1	13/06/2025	Services Australia	Refund of overpaid PPL for Emp #1962 28/04/2025 - 02/05/2025	\$ 915.80
DD22121.1	19/06/2025	Beam Clearing House	Superannuation for Payrun #77 02/06/2025 - 15/06/2025	\$ 128,758.79
DD22132.1	20/06/2025	Spacetoco	Partner Pro bundle	\$ 580.44
DD22133.1	20/06/2025	Spacetoco	Partner Pro bundle	\$ 167.82
DD22134.1	20/06/2025	Spacetoco	Partner Pro bundle	\$ 1,223.16

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF JUNE 2025				
EFT Payment	Date	Name	Description	Amount
DD22135.1	20/06/2025	Spacetoco	Partner Pro bundle	\$ 2,371.65
DD22137.1	20/06/2025	Spacetoco	Partner Pro bundle	\$ 658.77
DD22153.1	19/06/2025	Commonwealth Bank	Monthly credit card purchases	\$ 3,696.00
DD22153.2	19/06/2025	Commonwealth Bank	Monthly credit card purchases	\$ 1,028.05
DD22153.3	19/06/2025	Commonwealth Bank	Monthly credit card purchases	\$ 20,548.96
DD22153.4	19/06/2025	Commonwealth Bank	Monthly credit card purchases	\$ 6,549.49
DD22153.5	19/06/2025	Commonwealth Bank	Monthly credit card purchases	\$ 1,354.10
DD22153.6	19/06/2025	Commonwealth Bank	Monthly credit card purchases	\$ 1,879.21
DD22153.7	19/06/2025	Commonwealth Bank	Monthly credit card purchases	\$ 1,354.38
DD22153.8	19/06/2025	Commonwealth Bank	Monthly credit card purchases	\$ 80.00
DD22153.9	19/06/2025	Commonwealth Bank	Monthly credit card purchases	\$ 1,014.43
DD22153.10	19/06/2025	Commonwealth Bank	Monthly credit card purchases	\$ 1,906.09
DD22153.11	19/06/2025	Commonwealth Bank	Monthly credit card purchases	\$ 8,816.01
DD22153.12	19/06/2025	Commonwealth Bank	Monthly credit card purchases	\$ 1,326.55
DD22153.13	19/06/2025	Commonwealth Bank	Monthly credit card purchases	\$ 394.58
DD22153.14	19/06/2025	Commonwealth Bank	Monthly credit card purchases	\$ 1,675.93
DD22153.15	19/06/2025	Commonwealth Bank	Monthly credit card purchases	\$ 7,201.25
DD22153.16	19/06/2025	Commonwealth Bank	Monthly credit card purchases	\$ 3,605.49
DD22153.17	19/06/2025	Commonwealth Bank	Monthly credit card purchases	\$ 836.00
DD22153.18	19/06/2025	Commonwealth Bank	Monthly credit card purchases	\$ 363.60
DD22153.19	19/06/2025	Commonwealth Bank	Monthly credit card purchases	\$ 295.02
DD22153.20	19/06/2025	Commonwealth Bank	Monthly credit card purchases	\$ 485.89
DD22153.21	19/06/2025	Commonwealth Bank	Monthly credit card purchases	\$ 3,722.03
DD22153.22	19/06/2025	Commonwealth Bank	Monthly credit card purchases	\$ 500.00
DD22153.23	19/06/2025	Commonwealth Bank	Monthly credit card purchases	\$ 2,463.89
DD22153.24	19/06/2025	Commonwealth Bank	Monthly credit card purchases	\$ 80.00
DD22153.25	19/06/2025	Commonwealth Bank	Monthly credit card purchases	\$ 655.00
DD22153.26	19/06/2025	Commonwealth Bank	Monthly credit card purchases	\$ 76.37
DD22153.27	19/06/2025	Commonwealth Bank	Monthly credit card purchases	\$ 160.00
DD22176.1	30/06/2025	Avdata Australia	Data and billing service fees and charges	\$ 4,743.39
DD22177.1	30/06/2025	WA Treasury Corporation	Loan repayment	\$ 13,359.04
			Credit card/Bpay Total	\$ 397,898.51
Payroll	Date	Name	Description	Amount
2025-12.02	05/06/2025	Shire of Ashburton	Staff payroll P/E 01/06/2025	\$525,710.72
2025-12.22	19/06/2025	Shire of Ashburton	Staff payroll P/E 15/06/2025	\$517,612.06
			Total payroll	\$1,043,322.78

Shire of Ashburton

**13A Payments by Employees via purchasing cards
Government (Financial Management) Regulation 1996 13A**

**Corporate Credit Cards
Payment Total for Months of May/June 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	\$ 2,463.89
Director Corporate Services	\$ 6,549.49
Manager Fleet	\$ 3,696.00
Manager libraries	\$ 500.00
Manager Airport Services	\$ 1,354.38
Pool Manager Paraburdoo	\$ 80.00
Leading Hand Onslow - 1435	\$ 394.58
Swimming Pools Coordinator	\$ 80.00
Facilities Officer Tom Price	\$ 1,028.05
Tom Price Pool Manager	\$ 160.00
Admin Officer Ranger Services	\$ 1,354.10
Manager Governance	\$ 8,816.01
Coordinator Communities West	\$ 485.89
Community Development Officer Pannawonica	\$ 1,879.21

Executive Services Support Officer	\$	7,201.25
ICT Coordinator	\$	1,906.09
Executive Assistant Corporate Service	\$	20,548.96
Manager Media and Communications	\$	3,605.49
Organisational Development Officer	\$	655.00
Manager Information Services	\$	76.37
Executive Assistant Infrastructure	\$	1,675.93
Manager Communities	\$	295.02
Club Development officer	\$	363.60
Comminuty Development officer Paraburdoo	\$	1,326.55
Manager Business and Economic Development	\$	1,014.43
Building and Housing Maintenance Officer Onslow	\$	836.00
Grand Total	\$	72,068.32

LIST OF PAYMENTS FOR MAY/JUNE 2025

Reference	Date	Name	Description	Payment
Director Community Development - 1346				
X0000000000000001726	21/05/2025	Bunnings	Maintenance items for Ocean View Caravan Park	\$ 1,093.08
X0000000000000001757	21/05/2025	Thalanyji Food and Fuel	Petrol for the blower vac for the Onslow Cleaners	\$ 26.93
X0000000000000001757	21/05/2025	Thalanyji Food and Fuel	Diesel for trailer mounted pressure washer for Onslow cleaners	\$ 62.28
X0000000000000001761	23/05/2025	Flexitallic Australia	Onslow outfalls - Gaskets for duckbull valves	\$ 322.19
X0000000000000001799	2/06/2025	RMS- Commercial	RMS booking system subscription for the Onslow Caravan Park for May	\$ 417.04
X0000000000000001804	4/06/2025	RMS- Commercial	RMS booking system for the Onslow Sun Chalets for June	\$ 311.39
X0000000000000001805	3/06/2025	RMS- Commercial	RMS Booking system for the Ocean View Caravan Park - SMS transactions for May	\$ 2.33
X0000000000000001806	3/06/2025	RMS- Commercial	RMS Booking system for Onslow Sun Chalets for SMS transaction for May	\$ 1.64
X0000000000000001814	4/06/2025	Thalanyji Food and Fuel	Unleaded Fuel for Onslow Sun Chalets Ute AS9743	\$ 95.00
X0000000000000001815	4/06/2025	Thalanyji Food and Fuel	Unleaded fuel for the Ocean View Caravan Park Ute AS9745	\$ 132.01
			Total	\$ 2,463.89
Director Corporate Services - 2073				
X0000000000000001734	19/05/2025	Inklogik	Monthly ExpenseMe subscription fee	\$ 450.14
X0000000000000001735	20/05/2025	Onslow Beach Resort	Council Meeting morning tea and lunch supplies	\$ 243.00
X0000000000000001856	9/06/2025	Starlink Internet	Starlink device	\$ 569.00
X0000000000000001857	5/06/2025	Prusa Research	3D printer to produce mosquito traps	\$ 2,272.32
X0000000000000001858	11/06/2025	Vend Pos	TP Tourist Bureau Lightspeed subscription	\$ 2,827.44
X0000000000000001863	11/06/2025	Mercure Perth Hotel	YACWA Fairground Conference accommodation	\$ 187.59
			Total	\$ 6,549.49
Fleet Manager - 536				
X0000000000000001724	16/05/2025	Auto Pro Tom Price	Anderson Plugs for lawn mower	\$ 58.00
X0000000000000001725	16/05/2025	Auto Pro Tom Price	Socket set for Fleet maintenance	\$ 85.00
X0000000000000001737	20/05/2025	Auto Pro Tom Price	Replacement battery for PSW114	\$ 340.00
X0000000000000001738	20/05/2025	Auto Pro Tom Price	Replacement battery for PUT140	\$ 320.00
X0000000000000001811	26/05/2025	Auto Pro Tom Price	Funnel for small plant	\$ 28.00
X0000000000000001812	26/05/2025	Auto Pro Tom Price	Replacement battery for PUT161	\$ 360.00
X0000000000000001829	10/06/2025	Auto Pro Tom Price	Replacement filters for PUT166	\$ 110.00
X0000000000000001830	10/06/2025	Auto Pro Tom Price	Replacement filters for PSD11	\$ 80.00
X0000000000000001831	12/06/2025	Institute of Public Works	IPWEA fleet yearly subscription 12/05/2025 - 30/06/2026.	\$ 1,705.00
X0000000000000001873	12/06/2025	Auto Pro Tom Price	Battery for PRM21	\$ 270.00
X0000000000000001895	16/06/2025	Auto Pro Tom Price	Battery for PLD17	\$ 340.00
			Total	\$ 3,696.00
Manager Libraries - 549				
X0000000000000001755	20/05/2025	Births Deaths and Marriges	Search for burials in Onslow as part of local history research	\$ 500.00
			Total	\$ 500.00
Manager Airport Services - 726				
X0000000000000001860	26/05/2025	CTA Training	Food Safety Supervisor Online training for Airport attendant	\$ 96.66
X0000000000000001861	28/05/2025	Kounta	Monthly online software subscription for kiosk POS	\$ 80.00
X0000000000000001862	21/05/2025	Thalanyji Food and Fuel	Unleaded fuel for PUT148	\$ 123.92
X0000000000000001914	16/06/2025	AMS Services	Aviation Security identification card (ASIC) application for New staff member	\$ 278.30
X0000000000000001915	17/06/2025	Weather Watch	3 Windsocks for Onslow Airport lighting	\$ 643.50
X0000000000000001915	17/06/2025	Weather Watch	Freight for 3 Windsocks for Onslow Airport lighting	\$ 132.00
			Total	\$ 1,354.38
Pool Manager Paraburdoo - 1157				

LIST OF PAYMENTS FOR MAY/JUNE 2025

Reference	Date	Name	Description	Payment
X00000000000000001864	9/06/2025	Kounta	Monthly Lightspeed POS subscription	\$ 80.00
				\$ 80.00
Leading Hand Onslow - 1435				
X00000000000000001732	20/05/2025	Blackwoods Onslow	Broom handles	\$ 7.90
X00000000000000001779	23/05/2025	Thalanyji Food and Fuel	Unleaded fuel for AS9154	\$ 135.62
X00000000000000001802	30/05/2025	Thalanyji Food and Fuel	Unleaded fuel for PU175	\$ 134.99
X00000000000000001889	18/06/2025	Blackwoods Onslow	Recip blades for town maintenance works	\$ 54.56
X00000000000000001890	17/06/2025	Blackwoods Onslow	Thread tape and storage box/tub	\$ 61.51
				\$ 394.58
Swimming Pools Coordinator - 1551				
X00000000000000001760	25/05/2025	Kounta	Monthly Lightspeed Subscription 25/05/2025	\$ 80.00
				\$ 80.00
Manager Facilities Paraburdoo - 1559				
X00000000000000001754	21/05/2025	Caddy Equipment WA	Supply only of storage shelving kits for Paraburdoo Cleaning Van (AS9644)	\$ 3,722.03
				\$ 3,722.03
Facilities Officer Tom Price - 1567				
X00000000000000001825	9/06/2025	Tinymobilerobots	Custom Design Logo component for Line Marking Robot.	\$ 995.00
X00000000000000001839	10/06/2025	Etsy.com	SVG files for line marking robot	\$ 13.84
X00000000000000001838	11/06/2025	Etsy.com	SVG file for Line Marking Robot for NAIDOC sports round	\$ 3.17
X00000000000000001855	12/06/2025	Etsy.com	SVG file for Line Marking Robot for NAIDOC sports round	\$ 4.04
X00000000000000001913	18/06/2025	Coles	Air Freshener disinfectant for TP community centre	\$ 12.00
				\$ 1,028.05
Pool Manager Tom Price - 1816				
X00000000000000001816	22/05/2025	Kounta	Lightspeed POS Subscription	\$ 160.00
				\$ 160.00
Admin Officer Ranger Services - 1992				
X00000000000000001740	19/05/2025	Pilbara Mitre 10	Glove for chemical handling	\$ 18.99
X00000000000000001741	19/05/2025	Pilbara Mitre 10	Cleaning equipment for cleaning Tom Price Dog Kennels	\$ 61.95
X00000000000000001777	26/05/2025	Pilbara Mitre 10	Pet poop n scoop	\$ 26.99
X00000000000000001778	27/05/2025	Pilbara Mitre 10	Rubbish bin shadecloth cable ties for Onslow Pound Facility.	\$ 298.97
X00000000000000001796	29/05/2025	SP Pet and Farm	Poop scooper for Tom Price Kennels	\$ 136.98
X00000000000000001801	3/06/2025	Pilbara Mitre 10	Materials to replace bedding at the Tom Price Dog Kennels	\$ 348.98
X00000000000000001800	28/05/2025	Sodexo Remote Sites	Refreshments for meeting	\$ 90.82
X00000000000000001810	29/05/2025	Coles	Dog food for Tom Price Dog Kennels	\$ 56.00
X00000000000000001894	12/06/2025	DHL Express	3D printer for Environmental Health	\$ 23.10
X00000000000000001894	12/06/2025	DHL Express	3D printer for Environmental Health	\$ 291.32
				\$ 1,354.10
Manager Governance - 1994				
X00000000000000001753	19/05/2025	Onslow General Store	May 2025 Council meeting day supplies - cool drinks nuts and paper plates	\$ 45.98
X00000000000000001753	19/05/2025	Onslow General Store	May 2025 Council meeting day supplies - water and fruit	\$ 34.97
X00000000000000001807	3/06/2025	SP Yarnmarketplace	NAIDOC polo shirts scarves and shawl for Communities staff and elected members	\$ 806.83
X00000000000000001808	4/06/2025	ALGA NGA	Registration for President Smith - NGA Networking Event	\$ 90.00
X00000000000000001809	4/06/2025	ALGA NGA	Registration for Cr Lynch - NGA Networking Event	\$ 90.00
X00000000000000001876	16/06/2025	Coles	Snacks for Ordinary Council Meeting 17 June 2025	\$ 52.35
X00000000000000001876	16/06/2025	Coles	Water for Ordinary Council Meeting 17 June 2025	\$ 9.50
X00000000000000001877	17/06/2025	Mean Bean Coffee	Coffee order for Ordinary Council Meeting June 2025	\$ 146.30

LIST OF PAYMENTS FOR MAY/JUNE 2025

Reference	Date	Name	Description	Payment
X00000000000000001878	17/06/2025	Corporate Travel	CTM Booking Service Fee	\$ 12.05
X00000000000000001879	17/06/2025	Corporate Travel	CTM Booking Service Fee.	\$ 4.11
X00000000000000001880	17/06/2025	Corporate Travel	Accommodation for President Smith 17/03/25 - 19/03/25.	\$ 304.50
X00000000000000001881	17/06/2025	Corporate Travel	Accommodation for Cr Healy 19/05/25 - 21/05/25.	\$ 659.50
X00000000000000001882	17/06/2025	Corporate Travel	CTM Booking Service Fee	\$ 12.05
X00000000000000001883	17/06/2025	Corporate Travel	CTM Booking Service Fee	\$ 8.90
X00000000000000001884	17/06/2025	Corporate Travel	CTM Booking Service Fee.	\$ 86.92
X00000000000000001888	17/06/2025	Corporate Travel	Accommodation for Elected Members, Exec Staff and CEO	\$ 6,440.00
X00000000000000001891	17/06/2025	Corporate Travel	CTM Booking Service Fee	\$ 12.05
				\$ 8,816.01
Coordinator Communities West - 1997				
X00000000000000001770	24/05/2025	Home Hardware Karratha	Event Materials for Onslow Gala - batteries 24.05.2025	\$ 19.90
X00000000000000001771	24/05/2025	The Reject Shop	Reconciliation Week Elders' Luncheon supplies - 28.05.2025	\$ 6.00
X00000000000000001975	16/06/2025	Karratha Adventure Sports	Equipment for Pannawonica events	\$ 459.99
				\$ 485.89
Community Development Officer Pannawonica - 2017				
X00000000000000001756	21/05/2025	Temu.Com	Decoration supplies for Pannawonica Reconciliation Dinner 01/06/2025	\$ 926.88
X00000000000000001859	12/06/2025	Kmart	Decorations for Pannawonica Pride Event 13/06/2025	\$ 71.00
X00000000000000001875	13/06/2025	Temu.Com	Program supplies for Pannawonica July School Holiday Program 07/07/2025	\$ 580.41
X00000000000000001896	17/06/2025	Shein.Com	Program supplies for Pannawonica School Holiday Program 7 July 2025	\$ 300.92
				\$ 1,879.21
Executive Services Support Officer - 2031				
X00000000000000001745	17/05/2025	Moonlight Bay	Accommodation for Coordinator Planning and Lands 12/05/25 - 17/05/25.	\$ 1,585.00
X00000000000000001745	17/05/2025	Moonlight Bay	Accommodation for Manager Communities 12/05/25 - 17/05/25.	\$ 1,585.00
X00000000000000001745	17/05/2025	Moonlight Bay	Accommodation for Environmental Health Officer 12/05/25 - 17/05/25.	\$ 1,585.00
X00000000000000001745	17/05/2025	Moonlight Bay	Accommodation for Manager ICT 12/05/25 - 17/05/25.	\$ 1,585.00
X00000000000000001746	20/05/2025	Onslow Beach Resort	Accommodation for Centurion Contractor 13/05/25 - 14/05/25.	\$ 346.10
X00000000000000001792	28/05/2025	Qantas Airways	Flights for Manager Media and Communications 22/08/25 - 31/08/25.	\$ 416.15
X00000000000000001793	28/05/2025	Qantas Airways	Qantas reissuing of ticket fee.	\$ 99.00
				\$ 7,201.25
ICT Coordinator - 2076				
X00000000000000001750	19/05/2025	Starlink Internet	Setup of new CEO Starlink Mini	\$ 76.47
X00000000000000001832	11/06/2025	Amazon Marketplace	Starlink Mini Vehicle Mounts	\$ 399.56
X00000000000000001833	10/06/2025	Amazon Marketplace	Replacement screen protectors	\$ 16.26
X00000000000000001834	5/06/2025	Amazon Marketplace	Starlink Mini Accessories	\$ 397.28
X00000000000000001874	11/06/2025	Amazon Marketplace	Onslow Plotter Replacement Parts	\$ 72.64
X00000000000000001910	18/06/2025	Amazon Marketplace	Starlink Roof Mount	\$ 353.65
X00000000000000001946	16/06/2025	Amazon Marketplace	DYMO Label Printer	\$ 394.85
X00000000000000001959	15/06/2025	Amazon Marketplace	Dymo Labels	\$ 195.38
				\$ 1,906.09
Executive Assistant Corporate Service - 2083				
X00000000000000001742	20/05/2025	Qantas Airways	Flights for Youth Community Development Officer 10/06/25 - 16/05/25.	\$ 573.94
X00000000000000001743	20/05/2025	Corporate Travel	CTM Booking Service Fee.	\$ 5.96
X00000000000000001744	19/05/2025	Virgin Airlines	Flights for Youth Community Development Officer 10/06/25 - 16/05/25.	\$ 605.61
X00000000000000001780	26/05/2025	Qantas Airways	Qantas reissuing of ticket fee	\$ 99.00

LIST OF PAYMENTS FOR MAY/JUNE 2025

Reference	Date	Name	Description	Payment
X0000000000000001781	26/05/2025	Qantas Airways	Qantas reissuing of ticket fee	\$ 77.45
X0000000000000001782	26/05/2025	Corporate Travel	CTM Booking Service Fee.	\$ 5.96
X0000000000000001783	23/05/2025	Virgin Airlines	Flights for Project Manager 16/06/25 - 27/06/25.	\$ 605.61
X0000000000000001784	28/05/2025	Qantas Airways	Flights for FIFO Contractor 23/06/25 - 25/06/25.	\$ 1,568.87
X0000000000000001785	28/05/2025	Qantas Airways	Flights for FIFO Contractor 09/06/25 - 11/06/25.	\$ 1,869.08
X0000000000000001786	28/05/2025	Qantas Airways	Flights for FIFO Contractor 16/06/25 - 18/06/25.	\$ 1,869.08
X0000000000000001787	28/05/2025	Corporate Travel	CTM Booking Service Fee.	\$ 5.96
X0000000000000001788	28/05/2025	Corporate Travel	CTM Booking Service Fee.	\$ 5.96
X0000000000000001790	28/05/2025	Corporate Travel	CTM Booking Service Fee.	\$ 5.96
X0000000000000001818	30/05/2025	Corporate Travel	CTM Booking Service Fee	\$ 12.05
X0000000000000001819	30/05/2025	Corporate Travel	CTM Booking Service Fee	\$ 6.75
X0000000000000001820	30/05/2025	Corporate Travel	Accommodation for Director of Community Development 07/05/25 - 09/05/2025	\$ 500.00
X0000000000000001821	30/05/2025	Corporate Travel	Accommodation for Cr Sullivan 25/04/25 - 27/05/2025	\$ 11.70
X0000000000000001822	30/05/2025	Corporate Travel	CTM Booking Service Fee	\$ 12.05
X0000000000000001823	30/05/2025	Corporate Travel	Accommodation for Cr Sullivan 25/05/25 - 27/04/25.	\$ 867.00
X0000000000000001824	2/06/2025	Qantas Airways	Flights for Airports Operations Officer 23/06/25 - 04/07/25	\$ 1,150.16
X0000000000000001826	9/06/2025	Qantas Airways	Flights for Marketing Communications Officer 25/05/25 - 28/05/25.	\$ 911.94
X0000000000000001827	2/06/2025	Corporate Travel	CTM Booking Service Fee	\$ 5.96
X0000000000000001828	9/06/2025	Corporate Travel	CTM Booking Service Fee.	\$ 19.89
X0000000000000001835	4/06/2025	Qantas Airways	Flights for Dr Garry Hunt PSM CEO (Temporary) 04/06/25 - 08/06/25	\$ 1,268.66
X0000000000000001836	9/06/2025	Corporate Travel	CTM Booking Service Fee	\$ 5.96
X0000000000000001837	4/06/2025	Corporate Travel	CTM Booking Service Fee.	\$ 5.96
X0000000000000001840	3/06/2025	Virgin Airlines	Virgin Airlines change of travel date reissuing ticket fee 16/06/25 - 27/06/25.	\$ 99.00
X0000000000000001841	4/06/2025	Corporate Travel	CTM Booking Service Fee.	\$ 17.75
X0000000000000001842	4/06/2025	Corporate Travel	CTM Booking Service Fee	\$ 12.05
X0000000000000001843	3/06/2025	Virgin Airlines	Flights for Project Manager 10/06/25 - 20/06/25.	\$ 605.61
X0000000000000001844	12/06/2025	Qantas Airways	Qantas change in travel date reissuing ticket fee 30/06/25 - 11/07/25.	\$ 99.00
X0000000000000001845	12/06/2025	Qantas Airways	CTM Booking Service Fee	\$ 15.53
X0000000000000001846	12/06/2025	Corporate Travel	CTM Booking Service Fee	\$ 5.96
X0000000000000001847	12/06/2025	Corporate Travel	Accommodation for Chief Financial Officer 18/03/25 - 23/03/25	\$ 456.00
X0000000000000001848	12/06/2025	Corporate Travel	CTM Booking Service Fee	\$ 12.05
X0000000000000001849	12/06/2025	Corporate Travel	CTM Booking Service Fee	\$ 6.16
X0000000000000001850	12/06/2025	Corporate Travel	Accommodation for Road Maintenance Operator 30/04/25 - 01/05/25	\$ 162.40
X0000000000000001851	12/06/2025	Corporate Travel	CTM Booking Service Fee	\$ 12.05
X0000000000000001852	12/06/2025	Corporate Travel	CTM Booking Service Fee	\$ 2.19
X0000000000000001853	12/06/2025	Corporate Travel	CTM Booking Service Fee.	\$ 5.96
X0000000000000001854	12/06/2025	Corporate Travel	Accommodation for Executive Assistant Infrastructure Services 04/05/25 - 09/05/25.	\$ 1,315.00
X0000000000000001892	17/06/2025	Corporate Travel	Accommodation for Manager Business and Economic Development 26/05/25 - 29/05/25.	\$ 585.00
X0000000000000001893	11/06/2025	Virgin Airlines	Flights for Project Manager 30/06/25 - 11/07/25.	\$ 605.61
X0000000000000001901	17/06/2025	Corporate Travel	CTM Booking Service Fee	\$ 12.05
X0000000000000001902	17/06/2025	Corporate Travel	CTM Booking Service Fee.	\$ 7.90
X0000000000000001903	13/06/2025	Virgin Airlines	Flight for Acting Chief Executive Officer 13/06/25	\$ 605.61
X0000000000000001904	16/06/2025	Qantas Airways	Flight for Acting Chief Executive Officer 18/06/25 - 20/06/25.	\$ 960.93

LIST OF PAYMENTS FOR MAY/JUNE 2025

Reference	Date	Name	Description	Payment
X00000000000000001905	16/06/2025	Corporate Travel	Flights for Chief Executive Officer (Temporary) 23/05/25 - 25/05/25.	\$ 927.10
X00000000000000001906	16/06/2025	Corporate Travel	Qantas ticket change fee 23/05/25 - 25/05/25.	\$ 75.00
X00000000000000001907	16/06/2025	Corporate Travel	Qantas extra legroom fee charge 23/05/25 - 25/05/25.	\$ 40.00
X00000000000000001908	16/06/2025	Qantas Airways	Flights for Director Infrastructure Services 24/08/25 - 30/08/25.	\$ 1,290.04
X00000000000000001909	16/06/2025	Corporate Travel	CTM Booking Service Fee	\$ 5.96
X00000000000000001911	16/06/2025	Corporate Travel	Flights for Chief Executive Officer (Temporary) 23/05/25 - 25/05/25.	\$ 524.57
X00000000000000001912	16/06/2025	Corporate Travel	CTM Booking Service Fee.	\$ 5.96
				\$ 20,548.96
Manager Media and Communications - 2090				
X00000000000000001728	20/05/2025	FaceBook	Facebook monthly advertising costs for May	\$ 807.00
X00000000000000001775	27/05/2025	WWW.DJI.COM	Service and repairs for Media drone	\$ 181.00
X00000000000000001776	26/05/2025	Aust Institute of Management	Time Management Course for media officer	\$ 733.00
X00000000000000001795	29/05/2025	Social Media Perth	State of social ticket for 2025 Perth for Media officer	\$ 984.50
X00000000000000001803	1/06/2025	FaceBook	Monthly facebook advertising for Visit Ashburton	\$ 515.63
X00000000000000001916	13/06/2025	JB Hi-Fi Online	Gimble purchase for media team for filming	\$ 165.99
X00000000000000001917	17/06/2025	Intuit Mailchimp	Monthly subscription for electronic mail for media releases	\$ 93.27
X00000000000000001918	17/06/2025	Flaticon Premium	Annual subscription for adobe icons	\$ 125.10
				\$ 3,605.49
Organisational Development Officer - 2116				
X00000000000000001798	28/05/2025	Tom Price Medical Centre	Pre-Employment Medical for Cleaner Tom Price	\$ 655.00
				\$ 655.00
Manager Information Services - 2119				
X00000000000000001730	16/05/2025	BP Broome	Diesel Fuel for AS-9321 New Vehicle with no fuel card	\$ 76.37
				\$ 76.37
Executive Assistant Infrastructure - 2125				
X00000000000000001729	20/05/2025	Coles	Supplies for Tom Price Depot BBQ	\$ 0.77
X00000000000000001729	20/05/2025	Coles	Supplies for Tom Price Depot BBQ	\$ 169.95
X00000000000000001817	21/05/2025	MIB Bakeries	Bread for TP Depot Breaky BBQ	\$ 21.20
X00000000000000001897	17/06/2025	Perth Office Equipment	Stationery Trimmer for Tom Price Depot	\$ 832.45
X00000000000000001898	13/06/2025	Pilbara Blue Wave	Toaster and Jug	\$ 35.00
X00000000000000001899	13/06/2025	Pilbara Blue Wave	Toaster and Jug	\$ 145.00
X00000000000000001900	21/05/2025	Coles	Sausages for Tom Price Depot BBQ	\$ 32.65
X00000000000000001927	18/06/2025	Mean Bean Coffee	Catering for the Tom Price Depot Waste Training Day	\$ 438.91
				\$ 1,675.93
Manager Communities - 2128				
X00000000000000001751	21/05/2025	Coles	Insect repellent for Onslow Gala	\$ 74.65
X00000000000000001952	28/05/2025	Best Union Pty Ltd	Tom Price & Paraburdoo Team Lunch	\$ 103.02
X00000000000000001953	10/06/2025	Why Leave Town	Walk Safely to School Prize Winner Gift Card	\$ 51.20
X00000000000000001954	27/05/2025	Coles	Tom Price Reconciliation Week Damper Supplies	\$ 16.15
X00000000000000001955	27/05/2025	Coles	Tom Price Reconciliation Week Damper Supplies	\$ 50.00
				\$ 295.02
Club Development officer - 2139				
X00000000000000001772	22/05/2025	Coles Online	Groceries for Reconciliation Week for Daycare sessions	\$ 19.91
X00000000000000001772	22/05/2025	Coles Online	Groceries for Reconciliation Week for Daycare sessions	\$ 105.74
X00000000000000001773	23/05/2025	Coles	Beverages for the Tom Price Volunteer Week event	\$ 155.10

LIST OF PAYMENTS FOR MAY/JUNE 2025

Reference	Date	Name	Description	Payment
X00000000000000001773	23/05/2025	Coles	Beverages for the Tom Price Volunteer Week event	\$ 37.99
X00000000000000001774	25/05/2025	Coles	Beverages provided during the Tom Price Volunteer Week event	\$ 33.96
X00000000000000001947	16/06/2025	DMIRS East Perth	Association Online Document Request	\$ 10.90
				\$ 363.60
Comminuty Development officer Paraburdoo - 2141				
X00000000000000001763	22/05/2025	IGA Paraburdoo	Ice for Paraburdoo Pump track opening	\$ 5.50
X00000000000000001764	22/05/2025	IGA Paraburdoo	BBQ supplies for Paraburdoo Pump track opening	\$ 128.85
X00000000000000001766	21/05/2025	IGA Paraburdoo	Refreshments for Paraburdoo Pump track opening	\$ 42.46
X00000000000000001766	21/05/2025	IGA Paraburdoo	Refreshments for Paraburdoo Pump track opening	\$ 64.44
X00000000000000001789	28/05/2025	Coles	Paraburdoo reconciliation week flicker fest popcorn	\$ 31.50
X00000000000000001789	28/05/2025	Coles	Paraburdoo reconciliation week flicker fest popcorn	\$ 5.25
X00000000000000001791	28/05/2025	Pilbara Mitre 10	Paraburdoo flicker fest night reconciliation week lights	\$ 79.00
X00000000000000001797	30/05/2025	IGA Paraburdoo	Paraburdoo flicker fest extra pop corn	\$ 2.80
X00000000000000001813	5/06/2025	Why Leave Town	Gift cards for Ashburton All starts May 2025	\$ 51.20
X00000000000000001885	13/06/2025	Kmart	Prizes for Paraburdoo NAIDOC 2025 colouring competition	\$ 471.50
X00000000000000001885	13/06/2025	Kmart	Freight for Prizes for Paraburdoo NAIDOC 2025 colouring competition	\$ 88.27
X00000000000000001886	14/06/2025	Kmart	Refund for Prizes for Paraburdoo NAIDOC 2025 colouring competition	-\$ 36.00
X00000000000000001887	16/06/2025	Pilbara Mitre 10	Gardening materials for Hannah Molony Paraburdoo School visit 17/06/2025	\$ 391.78
				\$ 1,326.55
Manager Business and Economic Development - 2161				
X00000000000000001865	21/05/2025	Tourism Council WA	Perth Airport WA Tourism Awards - 2025 Event Awards submission	\$ 275.00
X00000000000000001866	10/06/2025	Beadon Bay Hotel	Food for Tourism Photo Shoot - SoCo	\$ 99.00
X00000000000000001867	11/06/2025	Onslow Beach Resort	Food for Tourism Photo Shoot - SoCo	\$ 61.00
X00000000000000001868	12/06/2025	Onslow General Store	Supplies for Tourism Photo Shoot (camping) - SoCo	\$ 33.99
X00000000000000001868	12/06/2025	Onslow General Store	Supplies for Tourism Photo Shoot (camping) - SoCo	\$ 61.07
X00000000000000001869	31/05/2025	Thalanyji Food & Fuel	Fuel for vehicle AS 9211	\$ 95.00
X00000000000000001870	26/05/2025	Swan Taxis Pty Ltd	Tourism Conference - Fremantle transfer Perth Airport to Fremantle	\$ 82.85
X00000000000000001871	28/05/2025	GM Taxipay	Tourism Conference - Fremantle transfer Fremantle to Perth Airport	\$ 16.28
X00000000000000001872	29/05/2025	13CABS	Tourism Conference - Fremantle transfer Fremantle to Perth Airport	\$ 75.60
X00000000000000001948	25/05/2025	Nanutarra Roadhouse	Fuel for Shire Vehicle AS 9211	\$ 50.64
X00000000000000001949	10/06/2025	Beadon Bay Hotel	Refreshments for Onslow Photo Shoot for Media/Tourism Content gallery project	\$ 72.00
X00000000000000001950	11/06/2025	Onslow Beach Resort	Refreshments for Onslow Photo Shoot for Media/Tourism Content gallery project	\$ 92.00
				\$ 1,014.43
Building and Housing Maintenance Officer Onslow - 2198				
X00000000000000001794	28/05/2025	Best Price Pool Equipment	Replacement Chlorinator for 605 Boolee St Tom Price	\$ 649.00
X00000000000000001794	28/05/2025	Best Price Pool Equipment	Eparcel Delivery for WA postcodes over 6700	\$ 19.00
X00000000000000001945	16/06/2025	Best Price Pool Equipment	Zodiac TRi Cell Housing and Lock Ring	\$ 149.00
X00000000000000001945	16/06/2025	Best Price Pool Equipment	Freight for Zodiac TRi Cell Housing and Lock Ring	\$ 19.00
				\$ 836.00
			Total Credit Cards	\$ 72,068.32

Shire of Ashburton**13A Payments by Employees via purchasing cards
Government (Financial Management) Regulation 1996 13A****Other Payment Cards
Payment Total for Months of May/June 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	\$ 649.81
Ampol	\$ 753.42
Shell	\$ 8,493.64
Grand Total	\$ 9,896.87

OTHER PAYMENT CARDS FOR THE MONTHS OF MAY/JUNE 2025				
Supplier	Date	Card Holder	Description	Amount
Cabcharge	6/06/2025	Amy Carty	Taxi travel	\$ 48.83
Cabcharge	22/05/2025	Audra Smith	Taxi travel	\$ 68.36
Cabcharge	23/05/2025	Audra Smith	Taxi travel	\$ 44.63
Cabcharge	23/05/2025	Audra Smith	Taxi travel	\$ 71.30
Cabcharge	28/05/2025	Audra Smith	Taxi travel	\$ 60.90
Cabcharge	28/05/2025	Audra Smith	Taxi travel	\$ 63.11
Cabcharge	29/05/2025	Audra Smith	Taxi travel	\$ 65.24
Cabcharge	17/05/2025	Clarissa Thompson	Taxi travel	\$ 42.32
Cabcharge	17/05/2025	Clarissa Thompson	Taxi travel	\$ 17.22
Cabcharge	24/05/2025	Katherine Girth	Taxi travel	\$ 88.20
Cabcharge	29/05/2025	Katherine Girth	Taxi travel	\$ 79.70
Ampol	17/05/2025	AS9365	Fuel purchases	\$ 122.86
Ampol	09/05/2025	AS9507	Fuel purchases	\$ 62.68
Ampol	28/05/2025	AS9360	Fuel purchases	\$ 56.42
Ampol	03/05/2025	AS9646	Fuel purchases	\$ 167.52
Ampol	13/05/2025	AS9646	Fuel purchases	\$ 213.17
Ampol	21/05/2025	1003AS	Fuel purchases	\$ 130.77
Shell	1/05/2025	PSW107	Fuel purchases	\$ 96.10
Shell	1/05/2025	PSD11	Fuel purchases	\$ 112.86
Shell	1/05/2025	SP1	Fuel purchases	\$ 972.76
Shell	1/05/2025	SP1	Fuel purchases	\$ 972.76
Shell	1/05/2025	PUT147	Fuel purchases	\$ 146.70
Shell	1/05/2025	PPM02	Fuel purchases	\$ 57.03
Shell	2/05/2025	PUT140	Fuel purchases	\$ 61.64
Shell	2/05/2025	PUT174	Fuel purchases	\$ 130.11
Shell	2/05/2025	P575	Fuel purchases	\$ 86.23
Shell	3/05/2025	PUT116	Fuel purchases	\$ 54.15
Shell	5/05/2025	PTC07	Fuel purchases	\$ 304.76
Shell	5/05/2025	P575	Fuel purchases	\$ 24.87
Shell	6/05/2025	P575	Fuel purchases	\$ 45.20
Shell	6/05/2025	PPM02	Fuel purchases	\$ 33.86
Shell	7/05/2025	PUT146	Fuel purchases	\$ 149.72
Shell	8/05/2025	P575	Fuel purchases	\$ 23.57
Shell	8/05/2025	PUT174	Fuel purchases	\$ 64.50
Shell	9/05/2025	PSW107	Fuel purchases	\$ 81.23
Shell	12/05/2025	PRS09	Fuel purchases	\$ 7.60
Shell	12/05/2025	PUT123	Fuel purchases	\$ 79.49
Shell	13/05/2025	PRM19	Fuel purchases	\$ 65.76
Shell	13/05/2025	PRM19	Fuel purchases	\$ 63.23
Shell	13/05/2025	PUT142	Fuel purchases	\$ 166.96
Shell	13/05/2025	P575	Fuel purchases	\$ 19.00
Shell	13/05/2025	P575	Fuel purchases	\$ 51.58
Shell	13/05/2025	PPM02	Fuel purchases	\$ 31.36
Shell	14/05/2025	PUT140	Fuel purchases	\$ 42.03
Shell	14/05/2025	PRS09	Fuel purchases	\$ 227.25
Shell	14/05/2025	PUT123	Fuel purchases	\$ 93.73
Shell	15/05/2025	PPM02	Fuel purchases	\$ 28.65
Shell	15/05/2025	PUT116	Fuel purchases	\$ 69.12
Shell	16/05/2025	PRS09	Fuel purchases	\$ 194.61
Shell	16/05/2025	PPM02	Fuel purchases	\$ 30.00
Shell	17/05/2025	PSW93	Fuel purchases	\$ 185.24

Supplier	Date	Card Holder	Description	Amount
Shell	17/05/2025	PUT140	Fuel purchases	\$ 110.46
Shell	19/05/2025	PUT160	Fuel purchases	\$ 290.43
Shell	19/05/2025	PUT183	Fuel purchases	\$ 97.46
Shell	19/05/2025	PUT121	Fuel purchases	\$ 123.09
Shell	20/05/2025	PSD11	Fuel purchases	\$ 92.44
Shell	20/05/2025	PUT147	Fuel purchases	\$ 155.53
Shell	21/05/2025	PSW107	Fuel purchases	\$ 123.57
Shell	22/05/2025	PUT123	Fuel purchases	\$ 132.49
Shell	23/05/2025	PUT142	Fuel purchases	\$ 164.54
Shell	24/05/2025	PUT153	Fuel purchases	\$ 99.91
Shell	25/05/2025	PUT183	Fuel purchases	\$ 111.30
Shell	27/05/2025	PUT122	Fuel purchases	\$ 188.89
Shell	27/05/2025	SP1	Fuel purchases	\$ 902.14
Shell	27/05/2025	PRM19	Fuel purchases	\$ 58.92
Shell	27/05/2025	PPM02	Fuel purchases	\$ 28.73
Shell	27/05/2025	PUT116	Fuel purchases	\$ 80.63
Shell	27/05/2025	PUT168	Fuel purchases	\$ 98.57
Shell	28/05/2025	PPM02	Fuel purchases	\$ 13.03
Shell	28/05/2025	PUT160	Fuel purchases	\$ 299.02
Shell	30/05/2025	PUT174	Fuel purchases	\$ 123.18
Shell	30/05/2025	PSW91	Fuel purchases	\$ 126.16
Shell	30/05/2025	P575	Fuel purchases	\$ 82.94
Shell	31/05/2025	PSW105	Fuel purchases	\$ 154.04
Shell	31/05/2025	P575	Fuel purchases	\$ 2.50
Shell	31/05/2025	P575	Fuel purchases	\$ 2.50
Shell	31/05/2025	P575	Fuel purchases	\$ 2.50
Shell	31/05/2025	SP1	Fuel purchases	\$ 2.50
Shell	31/05/2025	PPM02	Fuel purchases	\$ 2.50
Shell	31/05/2025	PRM19	Fuel purchases	\$ 2.50
Shell	31/05/2025	PRS09	Fuel purchases	\$ 2.50
Shell	31/05/2025	PSD11	Fuel purchases	\$ 2.50
Shell	31/05/2025	PSW105	Fuel purchases	\$ 2.50
Shell	31/05/2025	PSW107	Fuel purchases	\$ 2.50
Shell	31/05/2025	PSW91	Fuel purchases	\$ 2.50
Shell	31/05/2025	PSW93	Fuel purchases	\$ 2.50
Shell	31/05/2025	PUT116	Fuel purchases	\$ 2.50
Shell	31/05/2025	PUT121	Fuel purchases	\$ 2.50
Shell	31/05/2025	PUT122	Fuel purchases	\$ 2.50
Shell	31/05/2025	PUT123	Fuel purchases	\$ 2.50
Shell	31/05/2025	PUT140	Fuel purchases	\$ 2.50
Shell	31/05/2025	PUT142	Fuel purchases	\$ 2.50
Shell	31/05/2025	PUT146	Fuel purchases	\$ 2.50
Shell	31/05/2025	PUT147	Fuel purchases	\$ 2.50
Shell	31/05/2025	PUT153	Fuel purchases	\$ 2.50
Shell	31/05/2025	PUT160	Fuel purchases	\$ 2.50
Shell	31/05/2025	PUT168	Fuel purchases	\$ 2.50
Shell	31/05/2025	PUT174	Fuel purchases	\$ 2.50
Shell	31/05/2025	PUT183	Fuel purchases	\$ 2.50
			Total Other Payment Cards	\$ 9,896.87



Agenda Item 13.6 - Attachment 1

Monthly Financial Report - June 2025

SHIRE OF ASHBURTON**MONTHLY FINANCIAL REPORT**

(Containing the required statement of financial activity and statement of financial position)

FOR THE PERIOD ENDED 30 JUNE 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF ASHBURTON
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025

		Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.
Supplemen Informati							
OPERATING ACTIVITIES							
Revenue from operating activities							
	10	71,424,100	71,424,100	72,215,075	790,975	1.11%	
		7,160,204	7,160,204	3,462,653	(3,697,551)	(51.64%)	▼
		13,723,807	13,723,807	20,588,501	6,864,694	50.02%	▲
		4,970,700	4,970,700	4,620,049	(350,651)	(7.05%)	
		507,200	507,200	1,459,104	951,904	187.68%	▲
	6	104,500	104,500	187,392	82,892	79.32%	▲
		0	0	(6,215)	(6,215)	0.00%	
		97,890,511	97,890,511	102,526,559	4,636,048	4.74%	
Expenditure from operating activities							
		(27,044,657)	(27,044,657)	(23,478,500)	3,566,157	13.19%	▲
		(41,387,961)	(41,387,961)	(22,844,474)	18,543,487	44.80%	▲
		(1,570,900)	(1,570,900)	(1,508,087)	62,813	4.00%	
		(14,105,200)	(14,105,200)	(17,751,782)	(3,646,582)	(25.85%)	▼
		(25,963)	(25,963)	(30,444)	(4,481)	(17.26%)	
		(1,921,100)	(1,921,100)	(1,391,942)	529,158	27.54%	▲
		(1,048,472)	(1,048,472)	(576,511)	471,961	45.01%	▲
	6	(77,300)	(77,300)	(92,435)	(15,135)	(19.58%)	
		(87,181,553)	(87,181,553)	(67,674,175)	19,507,378	22.38%	
Non-cash amounts excluded from operating activities							
	Note 2(b)	14,078,000	14,078,000	17,641,040	3,563,040	25.31%	▲
Amount attributable to operating activities		24,786,958	24,786,958	52,493,424	27,706,466	111.78%	
INVESTING ACTIVITIES							
Inflows from investing activities							
		34,229,627	34,229,627	12,410,654	(21,818,973)	(63.74%)	▼
	6	940,700	940,700	670,821	(269,879)	(28.69%)	▼
		35,170,327	35,170,327	13,081,475	(22,088,852)	(62.81%)	
Outflows from investing activities							
	5	(28,248,385)	(28,248,385)	(17,154,363)	11,094,022	39.27%	▲
	5	(65,828,298)	(65,828,298)	(26,566,143)	39,262,155	59.64%	▲
		(94,076,683)	(94,076,683)	(43,720,506)	50,356,177	53.53%	
Non-cash amounts excluded from investing activities							
	Note 2(c)	0	0	(456,002)	(456,002)	0.00%	
Amount attributable to investing activities		(58,906,356)	(58,906,356)	(31,095,033)	27,811,323	47.21%	
FINANCING ACTIVITIES							
Inflows from financing activities							
	4	51,529,649	51,529,649	13,937,549	(37,592,100)	(72.95%)	▼
		51,529,649	51,529,649	13,937,549	(37,592,100)	(72.95%)	
Outflows from financing activities							
	11	(440,543)	(440,543)	(440,542)	1	0.00%	
	12	(57,891)	(57,891)	(62,932)	(5,041)	(8.71%)	
	4	(27,353,109)	(27,353,109)	(27,316,640)	36,469	0.13%	
		(27,851,543)	(27,851,543)	(27,820,115)	31,428	0.11%	
Amount attributable to financing activities		23,678,106	23,678,106	(13,882,565)	(37,560,671)	(158.63%)	
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		24,786,958	24,786,958	52,493,424	27,706,466	111.78%	▲
Amount attributable to investing activities		(58,906,356)	(58,906,356)	(31,095,033)	27,811,323	47.21%	▲
Amount attributable to financing activities		23,678,106	23,678,106	(13,882,565)	(37,560,671)	(158.63%)	▼
Surplus or deficit after imposition of general rates		48,132	48,132	18,005,251	17,957,119	37308.07%	▲

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 JUNE 2025**

	Supplementary Information	30 June 2025 \$	30 June 2025 \$
CURRENT ASSETS			
Cash and cash equivalents	3	90,190,554	119,533,144
Trade and other receivables		3,086,663	5,576,731
Inventories	8	179,245	233,186
Other assets	8	2,806,503	494,070
TOTAL CURRENT ASSETS		96,262,965	125,837,131
NON-CURRENT ASSETS			
Other financial assets		145,549	139,334
Inventories		715,042	715,042
Property, plant and equipment		190,714,245	201,525,995
Infrastructure		415,172,787	429,753,895
Right-of-use assets		50,294	50,294
TOTAL NON-CURRENT ASSETS		606,797,917	632,184,560
TOTAL ASSETS		703,060,882	758,021,691
CURRENT LIABILITIES			
Trade and other payables	9	7,437,927	7,211,330
Other liabilities	13	11,745,709	20,626,123
Lease liabilities	12	52,174	(10,758)
Borrowings	11	440,542	0
Employee related provisions	13	1,878,222	1,903,650
TOTAL CURRENT LIABILITIES		21,554,574	29,730,345
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	7,401,412
TOTAL NON-CURRENT LIABILITIES		8,612,952	8,134,951
TOTAL LIABILITIES		30,167,526	37,865,296
NET ASSETS		672,893,356	720,156,395
EQUITY			
Retained surplus		299,030,029	332,913,976
Reserve accounts	4	64,711,682	78,090,774
Revaluation surplus		309,151,645	309,151,645
TOTAL EQUITY		672,893,356	720,156,395

This statement is to be read in conjunction with the accompanying notes.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 JUNE 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 10 July 2025

SHIRE OF ASHBURTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

		Amended Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 30 June 2025
(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	\$	\$	\$
Current assets				
Cash and cash equivalents	3	67,920,868	90,190,554	119,533,144
Trade and other receivables		1,574,273	3,086,663	5,576,731
Inventories	8	359,911	179,245	233,186
Other assets	8	1,550,784	2,806,503	494,070
		71,405,836	96,262,965	125,837,131
Less: current liabilities				
Trade and other payables	9	(5,961,129)	(7,437,927)	(7,211,330)
Other liabilities	13	(11,370,670)	(11,745,709)	(20,626,123)
Lease liabilities	12	0	(52,174)	10,758
Borrowings	11	(440,543)	(440,542)	0
Employee related provisions	13	(2,966,361)	(1,878,222)	(1,903,650)
		(20,738,703)	(21,554,574)	(29,730,345)
Net current assets		50,667,133	74,708,391	96,106,786
Less: Total adjustments to net current assets	Note 2(d)	(62,093,582)	(64,218,966)	(78,101,531)
Closing funding surplus / (deficit)		(11,426,449)	10,489,425	18,005,255

(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*.

		Amended Budget \$	YTD Budget (a) \$	YTD Actual (b) \$
Non-cash amounts excluded from operating activities				
Adjustments to operating activities				
Less: Profit on asset disposals	6	(104,500)	(104,500)	(187,392)
Add: Loss on asset disposals	6	77,300	77,300	92,435
Add: Depreciation		14,105,200	14,105,200	17,751,782
Movement in contract liabilities (non-current)				(22,000)
Total non-cash amounts excluded from operating activities		14,078,000	14,078,000	17,641,040

(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 June 2025
Adjustments to net current assets		\$	\$	\$
Less: Reserve accounts	4	(64,644,823)	(64,711,682)	(78,090,773)
- Current financial assets at amortised cost - self supporting loans				
- Capital Grants / Contributions liabilities		2,110,698	0	0
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	11	440,543	440,542	0
- Current portion of lease liabilities	12	0	52,174	(10,758)
Total adjustments to net current assets	Note 2(a)	(62,093,582)	(64,218,966)	(78,101,531)

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 JUNE 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		(3,697,551)	(51.64%)	▼
Variance in Flood Damage Claims	(2,615,958)		Timing	
Community Hub Funding - Transfer pending	(341,800)		Timing	
FAGS - Payment in advance	728,556		Permanent	
Inspire funding - Transfer pending	(1,428,625)		Timing	
Fees and charges		6,864,694	50.02%	▲
Reduction in Airport fees	(203,920)		Timing	
Increase in Commercial Lease Fees	75,648		Permanent	
Reduction Regional Waste Facility - Revenue	6,334,205		Permanent	
Increase Waste Facility Revenue	883,006		Permanent	
Decrease in Ocean View Caravan Park Revenue	(133,488)		Permanent	
Decrease Sun Chalets Revenue	(188,275)		Permanent	
Other revenue		951,904	187.68%	▲
Increase General Reimbursements	274,920		Permanent	
Increase Insurance Claims Reimbursement	565,002		Permanent	
			Timing	
Profit on asset disposals		82,892	79.32%	▲
Variance in trade in values and trade in timings	82,892		Timing	
Expenditure from operating activities				
Employee costs		3,566,157	13.19%	▲
Reduction in Wages, Superannuation and Allowances	2,154,231		Timing	
Decrease in other employment costs, recruitment, training etc	1,404,441		Timing	
Materials and contracts		18,543,487	44.80%	▲
Decrease in Consultancy expenditure	3,126,169		Permanent	
Decrease in Legal	821,143		Permanent	
Decrease in Local Roads Goods/services expenditure	593,131		Permanent	
Decrease in Regional Roads Goods/services expenditure	2,503,956		Timing	
Variation in internal charges (POC & OH)	(45,064)		Permanent	
Variation in Internal Charges - Admin, Depot , Housing Alloc	(150,770)		Permanent	
Decrease in events and Festivals	728,286		Timing	
Decrease in Communiy Initiatives	87,454		Permanent	
Decrease in Housing Maintenance	688,737		Permanent	
Decrease in Regional Waste Facility - Operation	679,306		Permanent	
Decrease in My Pilbara Home Strategies	176,417		Timing	
Decrease in Fuel & Oils	60,960		Permanent	
Increase External Parts and Repairs	(99,235)		Permanent	
Decrease in Tourism Initiatives	98,751		Permanent	
Increase Organisation Development. (incorrect N&T)	(230,982)		Timing	
Decrease in Flood Damage Repairs - Declared Events	3,641,562		Timing	
Increase in Onslow Airport	(54,904)		Permanent	
Decrease Inspire - Rio Tinto - Agreement Delivery	394,482		Timing	
Decrease in Sports Facilities	297,368		Permanent	
Increase in Environment - Due to Cyclone Clean up costs	(612,637)		Permanent	
Increase in IT Operations (Software, Hardware, communications	(162,096)		Permanent	
Decrease in Agency Staff	100,000		Permanent	

Description		Var. \$	Var. %	
		\$	%	
Increase in Depot Facilities	(143,804)		Permanent	
Affiliations and Sponsorship. (incorrect N&T)	(153,127)		Permanent	
Decrease in Land Development - Utilities Upgrade	4,700,000		Timing	
Increase Valuations	(138,937)		Permanent	
Decrease Parks and Open Space	126,369		Permanent	
Depreciation		(3,646,582)	(25.85%)	▼
Variance in Depreciation, based on updated rates	(3,646,582)			
Insurance		529,158	27.54%	▲
Reduction in insurance renewals	0		Permanent	
Other expenditure		471,961	45.01%	▲
Decrease in Grants	268,549		Permanent	
Affiliations and Sponsorship. (incorrect N&T)	190,300		Timing	
Non-cash amounts excluded from operating activities		3,563,040	25.31%	▲
Disposals and Depn Variance	3,563,040		Part Timing	
Inflows from investing activities				
Proceeds from capital grants, subsidies and contributions		(21,818,973)	(63.74%)	▼
Decrease in Minna Oval Funding - Pending EOFY Transfer	(7,500,000)		Timing	
Decrease in Community Development Fund - Men's Shed	(1,059,883)		Timing	
Decrease in Community Development Fund - Onslow Bike Path	(1,037,933)		Timing	
Decrease in Chevron Funding - Onslow Streetscape	(3,000,000)		Timing	
Decrease in Regional Road Group Funding	(545,670)		Timing	
Decrease in LRCIP - Phase 4 - Part A	(463,936)		Timing	
Increase in LRCIP - Phase 4 - Part b	178,391		Timing	
Decrease in LRCIP - Phase 2 Funding - Ocean Outlets	(550,574)		Timing	
Decrease in Inspire - Peter Sutherland Oval Lighting Upgrade	(2,000,000)		Timing	
Decrease in Inspire - Clem Thompson Oval Lighting Upgrade	(2,000,000)		Timing	
Proceeds from disposal of assets		(269,879)	(28.69%)	▼
Variance in trade in values and trade in timings	(269,879)		Timing	
Outflows from investing activities				
Payments for property, plant and equipment		11,094,022	39.27%	▲
Variance in capital project timing - refer to Capital Acquisition	11,094,022		Timing	
Payments for construction of infrastructure		39,262,155	59.64%	▲
Variance in capital project timing - refer to Capital Acquisition	39,262,155		Timing	
Inflows from financing activities				
Transfer from reserves		(37,592,100)	(72.95%)	▼
Pending Transfer from Reserves	(153,127)		Timing	
Surplus or deficit after imposition of general rates		17,957,119	37308.07%	▲

SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION

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SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 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	\$0.05 M	\$0.05 M	\$18.01 M	\$17.96 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$119.53 M	% of total
Unrestricted Cash	\$41.46 M	34.7%
Restricted Cash	\$78.07 M	65.3%

Refer to 3 - Cash and Financial Assets

Payables	
	\$7.21 M % Outstanding
Trade Payables	\$5.16 M
0 to 30 Days	100.0%
Over 30 Days	0.0%
Over 90 Days	0.0%

Refer to 9 - Payables

Receivables	
	\$5.24 M % Collected
Rates Receivable	\$0.34 M 99.5%
Trade Receivable	\$5.24 M % Outstanding
Over 30 Days	53.5%
Over 90 Days	1.0%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$24.79 M	\$24.79 M	\$52.49 M	\$27.71 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$72.22 M	% Variance
YTD Budget	\$71.42 M	1.1%

Refer to 10 - Rate Revenue

Grants and Contributions		
YTD Actual	\$3.46 M	% Variance
YTD Budget	\$7.16 M	(51.6%)

Fees and Charges		
YTD Actual	\$20.59 M	% Variance
YTD Budget	\$13.72 M	50.0%

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)
(\$58.91 M)	(\$58.91 M)	(\$31.10 M)	\$27.81 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.67 M	%
Amended Budget	\$0.94 M	(28.7%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$26.57 M	% Spent
Amended Budget	\$65.83 M	(59.6%)

Refer to 5 - Capital Acquisitions

Capital Grants		
YTD Actual	\$12.41 M	% Received
Amended Budget	\$34.23 M	(63.7%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$23.68 M	\$23.68 M	(\$13.88 M)	(\$37.56 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.44 M)
Interest expense	(\$0.02 M)
Principal due	\$0.43 M

Refer to 11 - Borrowings

Reserves	
Reserves balance	\$78.09 M
Interest earned	\$3.11 M

Refer to 4 - Cash Reserves

Lease Liability	
Principal repayments	(\$0.06 M)
Interest expense	(\$0.01 M)
Principal due	\$0.06 M

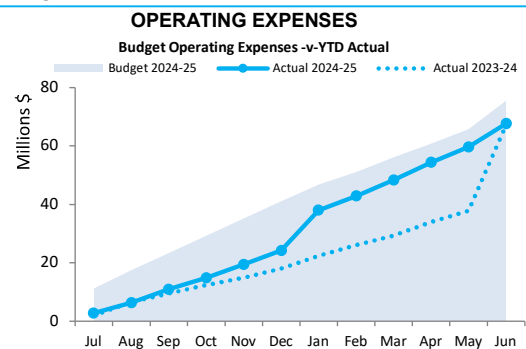
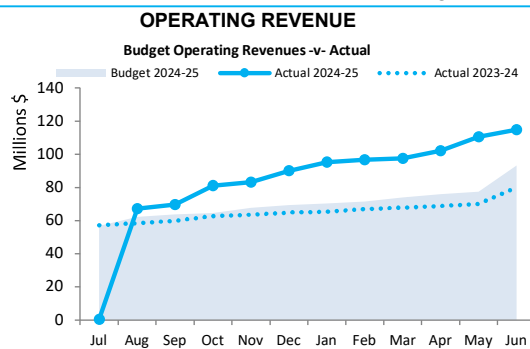
Refer to Note 12 - Lease Liabilities

This information is to be read in conjunction with the accompanying Financial Statements and notes.

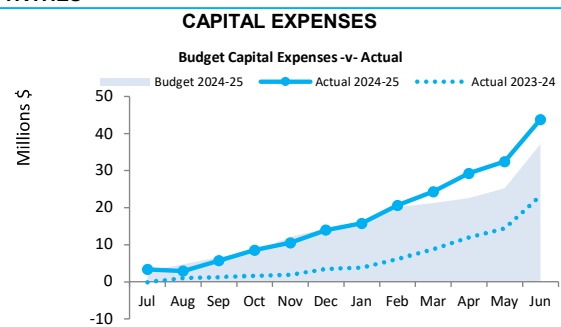
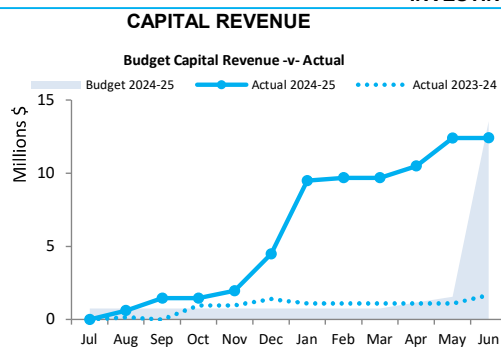
**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025**

2 KEY INFORMATION - GRAPHICAL

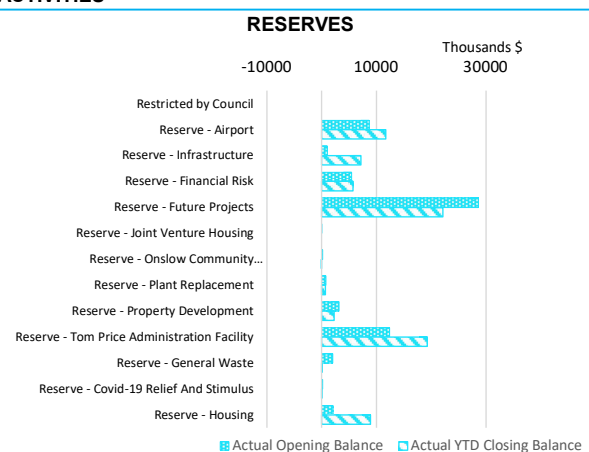
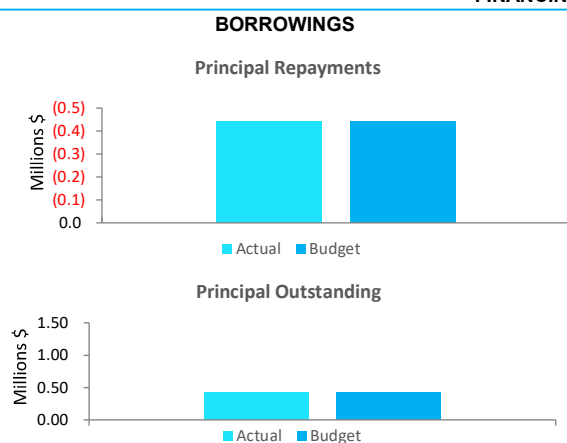
OPERATING ACTIVITIES



INVESTING ACTIVITIES



FINANCING ACTIVITIES



**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025**

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Westpac	Cash and cash equivalents	5,840,043		5,840,043		Westpac	4.10%	On-call
Commonwealth Bank	Cash and cash equivalents	14,944,043		14,944,043		CBA	4.10%	On-call
Term Deposit	Cash and cash equivalents	10,235,570		10,235,570		CBA	4.10%	05/2025
Term Deposit	Cash and cash equivalents	0		0		CBA	3.91%	06/2025
Commonwealth Bank	Cash and cash equivalents	10,435,964		10,435,964		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	3,251,115	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	4,111,200	4,111,200		AMP	5.10%	07/2025
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	5,104,280	5,104,280		Westpac	2.90%	08/2025
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	5,613,321	5,613,321		NAB	4.80%	09/2025
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	5,403,518	5,403,518		AMP	4.25%	12/2025
Term Deposit	Cash and cash equivalents	0	3,738,489	3,738,489		NAB	4.10%	12/2025
		0	5,762,715	5,762,715		AMP	4.25%	12/2025
Term Deposit	Cash and cash equivalents	0	5,100,095	5,100,095		NAB	4.15%	09/2025
Term Deposit	Cash and cash equivalents	0	8,863,247	8,863,247		NAB	4.15%	01/2026
Term Deposit	Cash and cash equivalents	0	5,000,000	5,000,000		Judo	4.50%	01/2026
Total		41,459,076	78,074,068	119,533,144	6,017			
Comprising								
Cash and cash equivalents		41,459,076	78,074,068	119,533,144	6,017			
		41,459,076	78,074,068	119,533,144	6,017			

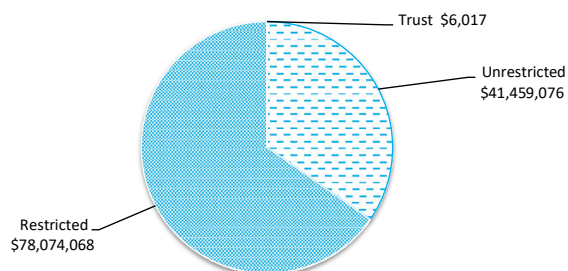
KEY INFORMATION

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 JUNE 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 Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Reserve - Airport	8,872,368	566,300	3,000,000	(1,638,808)	10,799,860	8,644,637	438,501	2,984,383	(368,017)	11,699,504
Reserve - Infrastructure	643,382	32,800	6,500,000	(7,510,612)	(334,430)	1,051,147	49,147	6,500,259	(410,612)	7,189,941
Reserve - Financial Risk	5,491,822	340,000	0	(800,000)	5,031,822	5,462,317	275,013	1,346	0	5,738,676
Reserve - Future Projects	27,883,460	657,100	1,400,000	(30,386,184)	(445,624)	28,637,967	1,311,613	1,007,056	(8,802,747)	22,153,880
Reserve - Joint Venture Housing	5,381	300	0	(5,681)	0	5,354	258	19	(5,612)	19
Reserve - Onslow Community In	203,659	12,200	0	(215,859)	0	203,659	8,354	0	(213,469)	(1,456)
Reserve - Plant Replacement	795,424	115,400	0	(131,507)	779,317	785,413	47,235	194	(131,507)	701,339
Reserve - Property Development	3,194,072	184,300	0	(1,220,000)	2,158,372	3,178,077	158,445	783	(1,027,496)	2,309,810
Reserve - Tom Price Administrat	12,501,356	721,400	6,210,609	(4,700,000)	14,733,365	12,438,752	620,081	6,213,798	0	19,272,631
Reserve - General Waste	2,781,986	101,200	0	(2,659,158)	224,028	2,024,008	99,037	499	(2,014,904)	108,641
Reserve - Covid-19 Relief And S	199,805	11,500	0	(211,306)	(1)	198,805	9,576	721	(208,380)	72
Reserve - Housing	2,072,108	0	7,500,000	(2,050,534)	7,521,574	2,081,546	89,808	7,500,513	(754,805)	8,917,062
	64,644,823	2,742,500	24,610,609	(51,529,649)	40,468,283	64,711,682	3,107,070	24,209,571	(13,937,549)	78,090,773

**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land - freehold land	873,240	873,240	270,409	(602,831)
Buildings - non-specialised	6,750,000	6,750,000	3,432,745	(3,317,255)
Buildings - specialised	15,383,997	15,383,997	9,371,032	(6,012,965)
Furniture and equipment	992,291	992,291	542,707	(449,584)
Plant and equipment	4,248,857	4,248,857	3,537,469	(711,388)
Acquisition of property, plant and equipment	28,248,385	28,248,385	17,154,363	(11,094,022)
Infrastructure - roads	9,329,950	9,329,950	2,361,029	(6,968,921)
Infrastructure - Pathways	1,749,645	1,749,645	1,430,082	(319,563)
Infrastructure - Drainage	3,024,828	3,024,828	1,772,922	(1,251,906)
Infrastructure - Coastal Infrastructure	786,547	786,547	688,909	(97,638)
Infrastructure - Parks and Recreation	14,889,193	14,889,193	7,388,201	(7,500,992)
Infrastructure - Town Infrastructure	32,211,869	32,211,869	10,435,031	(21,776,838)
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	65,828,298	65,828,298	26,566,143	(39,262,155)
Total capital acquisitions	94,076,683	94,076,683	43,720,506	(50,356,177)
Capital Acquisitions Funded By:				
Capital grants and contributions	34,229,627	34,229,627	12,410,654	(21,818,973)
Other (disposals & C/Fwd)	940,700	940,700	670,821	(269,879)
Reserve accounts				
Reserve - Airport	1,638,808	0	368,017	368,017
Reserve - Infrastructure	7,510,612		410,612	410,612
Reserve - Financial Risk	800,000	0	0	0
Reserve - Future Projects	30,386,184	0	8,802,747	8,802,747
Reserve - Joint Venture Housing	5,681		5,612	5,612
Reserve - Onslow Community Infrastructure	215,859		213,469	213,469
Reserve - Plant Replacement	131,507	0	131,507	131,507
Reserve - Property Development	1,220,000		1,027,496	1,027,496
Reserve - General Waste	2,659,158	0	2,014,904	2,014,904
Reserve - Covid-19 Relief And Stimulus	211,306		208,380	208,380
Reserve - Housing	2,050,534		754,805	754,805
Contribution - operations	7,376,707	58,906,356	16,701,482	(42,204,874)
Capital funding total	94,076,683	94,076,683	43,720,506	(50,356,177)

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.

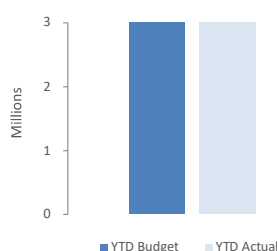
Initial recognition and measurement for assets held at cost

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



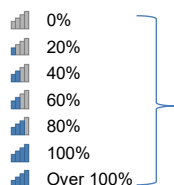
**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025**

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.

		Amended		Variance	
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
		\$	\$	\$	\$
X3742	Pfc Super Fryer	16,700	16,700	15,214	1,486
X2315	Hangar Ablution Block Restoration	8,464	8,464	3,732	4,732
X3741	Ons Ad - 10 Yearly Panel & Detection Upgrades	40,000	40,000	38,127	1,873
X2320	Taxiway Echo Construction	724,778	724,778	192,240	532,538
X2828	Aviation Area Development	216,866	216,866	191,720	25,146
X3743	Ons Ad - Radio System	30,000	30,000	24,099	5,901
X3744	Airfield Lighting For Twy E & Wga Apron	52,000	52,000	0	52,000
X3434	Communities Events Equipment	31,104	16,444	11,830	4,614
X3562	Old Onslow Additional Road Signage	19,262	19,262	21,075	(1,813)
X3563	Old Onslow Contingency Works	15,500	15,500	980	14,520
X3564	Old Onslow Heritage Street Signs	12,808	12,808	0	12,808
X3565	Old Onslow Pedestrian And Parking Access	31,340	46,000	0	46,000
X3566	Old Onslow Information App	12,200	12,200	10,000	2,200
X3435	Visit Ashburton Tourism Signage	100,000	100,000	0	100,000
X3753	Multipurpose Court Cleaner - Tom Price	30,000	30,000	0	30,000
X3754	Multipurpose Court Cleaner Tom Price	30,000	30,000	32,629	(2,629)
X3755	Linemarking Robot	60,000	60,000	51,149	8,851
X3765	Paraburdoo Information Bay - F&E - New	30,000	30,000	19,296	10,704
X3736	Carinya Unit Upgrade - Onslow	100,000	100,000	56,561	43,439
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	180,000
X3720	Onslow Sports Club - Facility - Upgrade	17,000	17,000	15,380	1,620
X3723	Sports Pavilion - Facility - Capital Renewal	20,000	20,000	4,544	15,456
X3725	Peter Sutherland Oval Facilities - Capital Renewal	10,000	10,000	2,230	7,770
X3728	Quentin Broad Building - Capital Renewal	40,000	40,000	29,683	10,317
X3760	Tom Price Bowling Club - Renewal	120,000	120,000	87,007	32,993
X3522	Tom Price Bowling green upgrade	1,000,000	1,000,000	814,719	185,281
X3698	Paraburdoo One Tree Daycare Capital Renewal	120,000	120,000	124,225	(4,225)
X3709	Karingal Neighbourhood Centre - Building - Capital Renewal	80,000	80,000	74,195	5,805
X3721	Tom Price Community Centre - Facility - Capital Upgrade	20,000	20,000	4,544	15,456
X3724	Ashburton Hall - Building - Capital Renewal	15,000	15,000	9,046	5,954
X3764	Community Hall - Capital Renewal	180,000	180,000	205,180	(25,180)
X3740	Cleaner Van Fitout	15,000	15,000	0	15,000
X2894	Minna Oval Irrigation Renewal	214,350	214,350	344,306	(129,956)
X3702	Quentin Broad Swimming Pool - Capital Renewal	35,000	35,000	14,165	20,835
X3706	Federation Park - Capital Renewal	35,000	35,000	14,165	20,835
X3707	Lions Park - Playground Capital Renewal	44,000	44,000	59,619	(15,619)
X3708	Nature Park - Playground - Capital Renewal	44,000	44,000	32,732	11,268
X3710	Southroad Playgound Softfall Renewal	44,000	44,000	32,732	11,268
X3711	Tom Price Splash Pad - Playground - Capital Renewal	44,000	44,000	39,577	4,423
X3763	Train Park - Capital Renewal	35,000	35,000	14,165	20,835
X3761	Yungu Playgroup - Capital - New	40,000	40,000	36,985	3,015
X3762	Tink Playground - Capital - New	40,000	40,000	36,985	3,015
X3591	Onslow Ocean Outfalls	862,497	862,497	822,588	39,909

	Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
	X3719 Onslow Third St Drainage Upgrade	1,226,839	1,226,839	99,305	1,127,534
	X3775 Tom Price Depot - Building - Renewal	70,000	70,000	29,795	40,205
	X3455 Onslow Airport Business Park Subdivision	653,240	653,240	240,514	412,726
	X3726 Lot 9001 South Road	220,000	220,000	29,896	190,105
	X3759 Trailer - New - Housing Mtce	6,500	6,500	6,126	374
	X3669 Renewal Of Pld12 Onslow Waste Site Loader	270,000	270,000	284,600	(14,600)
	X3670 Renewal Of Pld13 Para Waste Loader	400,000	400,000	412,246	(12,246)
	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	30,278	1,722
	X3737 Prwmf - Waste Loader	420,000	420,000	385,678	34,322
	X3738 Prwmf - Tracked Loader(Dozer) 20T	770,000	770,000	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	47,248	(2,248)
	X3056 4Wd Extra Cab Utility - As9359	51,091	51,091	58,316	(7,225)
	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	181,993	(21,993)
	X3679 Renewal Of Put105 Is Tmo As9112	32,000	32,000	30,278	1,722
	X3681 Renewal Of Put117 Is Tmo As9154	32,000	32,000	30,851	1,149
	X3682 Renewal Of Put118 Is Tmo As114	32,000	32,000	30,278	1,722
	X3683 Renewal Of Put121 Is Tmo As9157	32,000	32,000	30,565	1,435
	X3685 Renewal Of Put123 Is Tmo Para As9160	32,000	32,000	30,565	1,435
	X3686 Renewal Of Put124 Is Leading Hand Tp As9373	36,000	36,000	33,511	2,489
	X3688 Renewal Of Put131 Is Pool Vehicle Tp As8715	58,000	58,000	58,991	(991)
	X3689 Renewal Of Put145 Is Tms Onslow As9504	58,000	58,000	57,521	479
	X3678 Renewal Of Put77 Sun Chalets Pool Vehicle As8784	32,000	32,000	30,953	1,047
	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	52,681	(1,681)
	X3676 Renewal Of Psw104 Ceo Vehicle Kakadu (1000As)	110,000	110,000	97,574	12,426
	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	57,612	388
	X3786 Ict Toyota Hiace Van	55,000	55,000	53,348	1,652
	X3729 Contractor Accomodation - Tom Price	0	0	0	0
	X3768 Minna Oval Sports Pavilion - Capital - New	10,000,000	10,000,000	6,634,689	3,365,311
	X2328 Onslow Men'S Shed Construction	2,400,000	2,400,000	897,036	1,502,964
	X3475 Pathway Failure Cbd - Tom Price	976,484	976,484	937,364	39,120
	X3476 Onslow Drainage	203,692	203,692	125,496	78,196
	X3478 Onslow Skate Park	0	0	956	(956)
	X2344 Foreshore Masterplan Works (Anzac Park)	2,181,850	2,181,850	1,800,711	381,139
	X3480 Onslow Bike Park	2,947,933	2,947,933	1,341,369	1,606,564
	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	2,000,000	188,499	1,811,501
	X3793 Clem Thompson Oval Lighting Upgrade	2,000,000	2,000,000	140,719	1,859,281
	X3588 Onslow Streetscape	17,382,095	17,382,095	615,762	16,766,333
	X2339 Ocean View Caravan Park Stage 3	14,263,470	14,263,470	9,693,683	4,569,788
	X3523 Onslow Town Jetting - Planning	786,547	786,547	688,909	97,638
	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	32,716	23,484
	X3694 Tom Price (Kanberra Drive, 85 - Capital Renewal	20,000	20,000	19,056	944
	X3695 Paraburdoo (Brockman Street, 571), Capital Renewal	36,200	36,200	30,760	5,440
	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	21,429	(1,429)
	X3699 Tom Price (Kanberra Drive, 86 - Capital Renewal	20,000	20,000	20,033	(33)

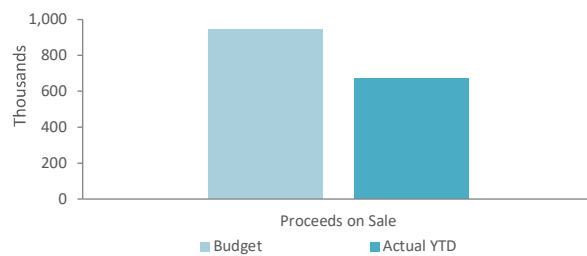
	Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
X3572	1167 Tarwonga Circuit - Air Conditioner	0	0	0	0
X3766	Onslow Cartoon Units - Capital Renewal	400,000	400,000	368,952	31,048
X3767	Contractor Accomodation - Onslow Upgrade - Atu	20,000	20,000	28,209	(8,209)
X3622	11B Otway Court, Onslow	0	0	0	0
X3626	Accomodaton Strategy - Onslow, Watson Drive	5,415,000	5,415,000	2,148,341	3,266,659
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
X3705	Onslow Aquatic - Capital - New - Heating	499,667	499,667	18,156	481,511
X3704	Quentin Broad Swimming Pool - Capital - New - Heating	499,666	499,666	15,859	483,807
X3703	Vic Hayton Memorial Pool - Capital - New Heating	700,567	700,567	67,414	633,153
X3756	7Kg Class Drone Project	30,000	30,000	0	30,000
X3757	Mobile Stockyard	25,000	25,000	24,635	365
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	9,439
X3617	Telehandler With Rotating Forks	520,000	520,000	518,390	1,610
X0179	Liquid Waste Facility	1,284,907	1,284,907	876,955	407,952
X3230	Prwmf - Cell 2	208,000	208,000	127,925	80,075
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	212,499
X0173	Mine Road Reconstruct And Reprofile	148,000	148,000	0	148,000
X3037	Millstream - Pannawonica Road Resheet (Tbd)	656,950	656,950	656,950	0
X3712	Ashburton Downs - Meekatharra Rd	2,250,000	2,250,000	86,481	2,163,519
X3041	Roebourne - Wittenoom Road Works (Tba)	1,000,000	1,000,000	8,521	991,479
X3807	Twitchin Road Upgrade	3,500,000	3,500,000	0	3,500,000
X2992	Tom Price Pathway Program	773,161	773,161	492,717	280,444
X3713	Coolibah Street	59,000	59,000	0	59,000
X3714	Court Road	90,000	90,000	86,845	3,155
X3715	Wattle Street	160,000	160,000	139,407	20,593
X3716	Yaruga Street	305,000	305,000	0	305,000
X3717	Banjima Road Resealing	975,000	975,000	843,731	131,269
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	420,000	140,778	279,222
X3668	Is Pc Replacement Program	225,000	225,000	223,330	1,670
X3501	Mine Road Pipes Upgrade	500,000	500,000	493,732	6,268
X3505	Replace onslow Reticulation Tank	42,150	42,150	42,150	0
X3746	Tjiluna Oval Reticulation Expansion	20,000	20,000	12,800	7,200
X3747	Central Rd Reticulation Upgrade	40,000	40,000	7,044	32,956
X3748	Revitalise Tom Price Reticulation Bore	120,000	120,000	85,001	34,999
X3727	Tom Price Post Office Landscaping Upgrade	400,000	400,000	59,280	340,720
X3758	Fire Fighting Water Tank - Paraburdoo Waste	20,000	20,000	20,000	0
X3749	Shed Cover For Site Generator - Onslow	25,000	25,000	6,118	18,883
X3750	Generator Switchover Connection	25,000	25,000	9,060	15,940
X3751	Generator Switchover Connection - Tom Price	25,000	25,000	9,970	15,030
X3752	Waste Facilities - Signage	30,000	30,000	0	30,000
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	88	(88)
X3027	Ashburton Downs Road Resheet - 24.00 To 29.00	0	0	65	(65)
X3625	Beadon, Lpr & Depot Cctv	0	0	6,555	(6,555)
X0765	Tom Price Kennels Upgrade	0	0	15,300	(15,300)
X3808	Wildlife Sculptures	109,147	109,147	0	109,147
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	200,000
		94,076,683	94,076,683	43,720,506	50,356,177

**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025**

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

		Budget				YTD Actual			
Asset Ref.	Asset description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Plant and equipment									
				0	0			0	
PTR24	Six Tonne Tipper - As684 Ptr24	39,316	32,000	0	(7,316)	36,118	64,624	28,506	
PTR31	PTR31 IS Road Crew Service Truck	56,471	40,000	0	(16,471)			0	
PTC07	Tractor - 1EBN978	21,900	20,000	0	(1,900)	18,789	36,785	17,996	
PTL10	Tri axle side tipper trailer - 1TDP293	7,292	10,000	2,708	0	7,060	22,117	15,057	
PRS06	Road Sweeper	164,780	130,000	0	(34,780)	166,502	130,054	0	(36,448)
PLD12	PLD12 Onslow waste site Loader	72,595	85,000	12,405	0			0	
PLD13	PLD13 Para Waste Loader	108,893	105,000	0	(3,893)			0	
PSW92	PSW90 TP Admin Pool Car Prado (A	31,384	36,000	4,616	0	24,131	36,364	12,233	
PSW91	PSW91 Onslow Admin Pool Car Fort	25,566	32,000	6,434	0	24,262	31,818	7,557	
PSW92	PSW92 IS Roads Manager Fortuner	28,544	32,000	3,456	0			0	
PSW93	Toyota Fortuner 2.8L DSL 6AT GX	0	0	0	0	27,316	32,727	5,411	
PSW95	PSW95 Manager Libraries Fortuner	29,040	32,000	2,960	0	27,813	32,727	4,915	
PSW98	PSW98 IS Waste manager Fortuner	32,411	32,000	0	(411)			0	
PSW104	PSW104 CEO Vehicle Kakadu (1000	72,492	60,000	0	(12,492)	70,166	63,727	0	(6,439)
PUT77	PUT77 Sun Chalets Pool Vehicle AS	0	8,000	8,000	0	0	4,545	4,545	
PUT105	PUT105 IS TMO AS9112	7,944	12,000	4,056	0	5,421	10,909	5,488	
PUT112	Extra Cab Utility - As340	14,018	18,000	3,982	0	11,291	15,000	3,709	
PUT115	PUT115 - Pool Vehicle - AS9156	10,917	12,000	1,083	0	8,352	15,455	7,102	
PUT117	PUT117 IS TMO AS9154	10,917	12,000	1,083	0	7,813	15,455	7,642	
PUT118	PUT118 IS TMO AS114	10,917	12,000	1,083	0			0	
PUT121	PUT121 IS TMO AS9157	10,513	12,000	1,487	0			0	
PUT122	PUT122 IS Waste Para AS9171	10,513	12,000	1,487	0			0	
PUT123	PUT123 IS TMO Para AS9160	10,513	12,000	1,487	0			0	
PUT124	PUT124 IS Leading hand TP AS9373	10,484	15,000	4,516	0	10,694	16,364	5,669	
PUT129	PUT129 Pana pool car AS9354	22,915	32,000	9,085	0			0	
PUT131	PUT131 IS pool vehicle TP AS8715	25,063	32,000	6,937	0	22,500	29,091	6,591	
PUT135	4Wd Extra Cab Utility - As9359	24,688	41,700	17,012	0			0	
PUT138	Utility - As9367 Put138	24,834	32,000	7,166	0	17,613	28,182	10,569	
PUT145	PUT145 IS TMS Onslow AS9504	28,573	32,000	3,427	0	28,731	30,909	2,178	
PRL03	2009 Bomag BW25RH Road Roller		0	0	0	0	14,834	14,834	
PFT01	Howard Porter 25 Tonne Float		0	0	0	0	22,029	22,029	
PE233	Mosquito Fogger and Generator on Trailer		0	0	0	0	450	450	
PRTV02	Kubota RTV X900W-H-AU Forklift		0	0	0	4,792	9,703	4,912	
PGN12	Tom Price - Roadcrew Generator		0	0	0	13,411	908	0	(12,503)
PGN13	Paraburdoo Roadcrew -Generator		0	0	0	13,411	1,700	0	(11,711)
PCP03	Crendon Squirrel 655 SD EWP		0	0	0	29,677	4,344	0	(25,333)
		913,491	940,700	104,471	(77,262)	575,864	670,821	187,393	(92,435)



**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025**

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable	30 June 2024	30 Jun 2025
	\$	\$
Opening arrears previous years	415,723	469,337
Levied this year	72,215,075	72,215,075
Less - collections to date	(72,161,461)	(72,348,392)
Gross rates collectable	469,337	336,020
Net rates collectable	469,337	336,020
% Collected	99.4%	99.5%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(37,785)	1,828,840	1,923,909	95,224	38,459	3,848,648
Percentage	(1.0%)	47.5%	50.0%	2.5%	1.0%	
Balance per trial balance						
Trade receivables	(37,785)	1,828,840	1,923,909	95,224	38,459	3,848,648
GST receivable		1,405,811				1,405,811
Allowance for credit losses of trade receivables					(14,409)	(13,748)
Total receivables general outstanding						5,240,711

Amounts shown above include GST (where applicable)

KEY INFORMATION

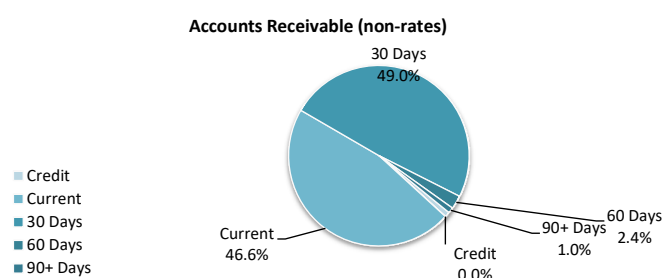
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods and services performed in the ordinary course of business.

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 JUNE 2025**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 30 June 2025
	\$	\$	\$	\$
Other current assets				
Inventory				
Fuel & Oils	58,733	53,941		112,674
Tom Price Tourist Bureau	120,512	0		120,512
Other assets				
Prepayments	198,795		(150,701)	48,094
Accrued income	2,607,708		(2,161,732)	445,976
Total other current assets	2,985,748	53,941	(2,312,433)	727,256

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 JUNE 2025

FINANCING ACTIVITIES

11 BORROWINGS

Repayments - borrowings

Information on borrowings

Particulars	Loan No.	1 July 2024	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Onslow Transfer Station	122	365,774	0	0	(365,773)	(365,774)	1	0	(6,603)	(8,471)
Airport Upgrade	119	49,444	0	0	(23,948)	(23,948)	25,496	25,496	(2,753)	(2,770)
Onslow Administration Centre	124	457,360	0	0	(50,821)	(50,821)	406,539	406,539	(13,494)	(14,720)
Total		872,578	0	0	(440,542)	(440,543)	432,036	432,035	(22,850)	(25,961)
Current borrowings		440,543					0			
Non-current borrowings		432,035					432,036			
		872,578					432,036			

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 JUNE 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	(62,932)	(57,891)	56,832	61,873	(7,593)	
Total		119,764	0	0	(62,932)	(57,891)	56,832	61,873	(7,593)	
Current lease liabilities		52,174					-10,758			
Non-current lease liabilities		0					0			
		52,174					-10,758			

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 JUNE 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	9,055	4,761,585
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	(134,154)	1,317,108
Non-Pastoral	0.38568	654	131,962,226	50,895,191	2,000,000	52,895,191	50,885,215	2,935,610	53,820,826
Sub-Total		3,098	223,383,169	62,622,636	4,679,564	67,302,200	62,663,368	8,526,046	71,189,414
Minimum payment									
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			72,215,072
Ex-gratia rates						11,900			
Total general rates						68,394,100			72,215,072

**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025**

OPERATING ACTIVITIES

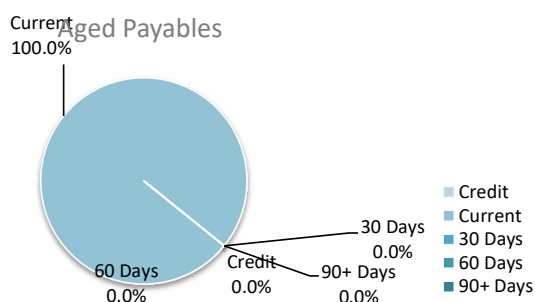
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	5,160,925	0	0	(2,433)	5,158,49
Percentage	0.0%	100.0%	0.0%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors		5,160,925	0	0	(2,433)	5,158,49
ATO liabilities		309,352	0			309,35
Accrued Expenses					220,000	220,00
Payroll Creditors		692,257	0	0	0	692,25
Bonds And Deposits Not Held In Trust		28,559	(12,450)	64,059	576,023	656,18
Prepaid Rates - Excess Rates		(25,235)	37,110	3,983	159,182	175,04
Total payables general outstanding						7,211,33

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.



**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 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 June 2025
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Contract liabilities		6,902,259	22,000	8,463,611	(22,000)	15,365,870
Capital grant/contributions liabilities		4,696,792	456,002	0	0	5,152,794
Monies held in trust		168,658	0	(61,199)		107,459
Total other liabilities		11,767,709	478,002	8,402,412	(22,000)	20,626,123
Employee Related Provisions						
Provision for annual leave		1,250,462	0	0	0	1,250,462
Provision for long service leave		627,760	0	25,428	0	653,188
Total Provisions		1,878,222	0	25,428	0	1,903,650
Total other current liabilities		13,645,931	478,002	8,427,840	(22,000)	22,529,773

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 JUNE 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 1 July 2024	Amount Received	Amount Paid	Closing Balance 30 Jun 2025
	\$	\$	\$	\$
Public Open Space	6,000			6,000
Interest Earnings	17			17
	6,017	0	0	6,017



Agenda Item 15.1 - Attachment 1

Smith Sculptors' Response



Aisling Studios 906 Reen Rd Gidgegannup WA 6083 M: 0439991945
Juggernaut Holdings Pty Ltd. Trustee as Aisling Trust trading as Smith Sculptors
www.smithsculptors.com e-mail joan@smithsculptors.com
Charles Smith OAM - Joan Walsh-Smith OAM
ABN - 1104 0389 967

Lorae Batten

Manager Facilities
Shire Of Ashburton
Lot 246, Poinciana Street,
Tom Price,
Western Australia 6751

28/5/2025

Subject: Re: Completion of Public Art Commission – Kangaroo Sculptures

Dear Lorae,

Thank you for your recent correspondence regarding the remaining two kangaroo sculptures originally included in the 2015 public art commission.

We wish to confirm our ongoing commitment to honouring the intent of the original commission. As you are aware, at the time we offered the Shire a significantly discounted rate for the sculptures, based on the production of the full suite using existing moulds, and with the expectation that all works would be commissioned within a reasonable timeframe.

However, since 2015, a portion of the commission was still outstanding and the project has remained dormant for nearly a decade. In this time, the costs of bronze casting, welding, patination, studio operation, and foundry services have increased substantially. As such, the pricing originally quoted is very much out of date. But having said that we feel we can still meet the budget with the arrangement suggested below.

We must also respectfully note that the Shire's decision to only proceed with part of the agreed works at the time altered the basis on which our original pricing was calculated — namely, economies of scale and batch production efficiencies, which no longer apply.

Cost Escalation Summary (Bronze Sculpture Industry, AU):

From 2015 to 2025, typical cost increases in Australia have been:

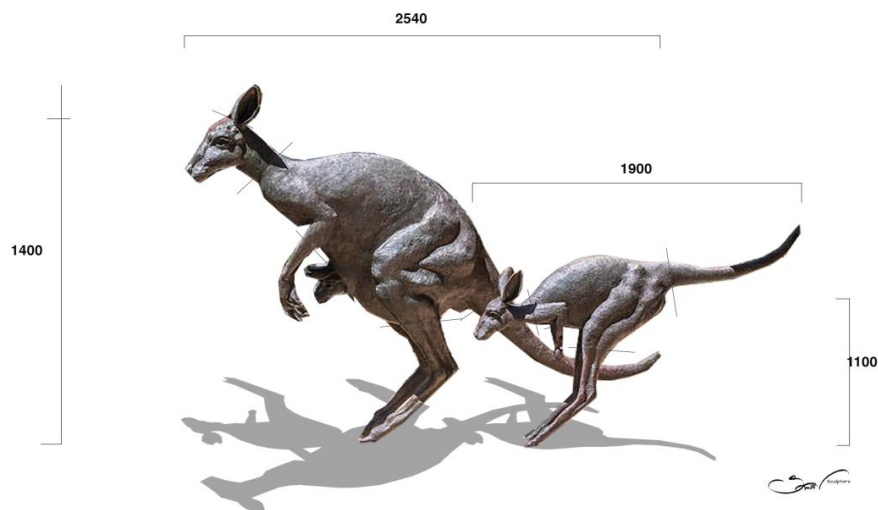
- **Bronze material:** ~35–45% increase (from ~\$38/kg to \$55/kg)

- **Foundry labour & welding:** ~50–60% increase (due to wages, insurance, energy)
- **Studio overheads:** ~40–50% increase

Given these significant changes and the time elapsed, we have provided revised design which will be for the production of the female kangaroo sculpture with Joey in her pouch and juvenile Joey running beside her in line with current industry rates. This means we can keep to the balance remaining on the contract of \$87,146.82 + GST

Proposed Design:

The design consists of a mother with Joey in the pouch and a hopping joey following . In fact, we feel this design combination is much more in harmony with the actual image of kangaroos in the wild- which in fact we see all around us here in our rural setting. The basic family unit of ‘mothers and joeys’ stay together in this matriarchal society while the males leave the mob when mature.



We believe this approach is both reasonable and consistent with standard contractual practice when long delays and material changes in cost have occurred — particularly when the delay was not initiated by the artist.

We look forward to working collaboratively to bring this long-standing project to completion in a way that reflects the original vision and current realities.

Kind regards
Charles Smith OAM
Joan Walsh-Smith OAM
Smith Sculptors



Agenda Item 15.2 - Attachment 1

2025-2026 Programs and Events Schedule

Tom Price Pannawonica Paraburdoo Onslow

Programs and events are planned to be delivered in partnership with other community groups, clubs and organisation with the intent to build capacity within the communities and encourage sustainable community outcomes into the future.
Quarterly Youth, Art/Culture and Club/Group Activations whilst listed for a particular month will be planned for the quarter based on community consultation, needs and feedback on appropriate times and dates.

Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26
NAIDOC (Inspire)	Quarterly Club/Group Activation (Inspire)	School Holiday Program (Inspire)	Youth Halloween DISCO \ TRAIL (SoA)	Quarterly Club/Group Activation (Inspire)	Christmas Market Carols (SoA)	Australia Day event (Inspire)	Quarterly Club/Group Activation (Inspire)	Welcome to Town (Inspire)	Youth Week Initiative (Inspire)	Volunteer Day (Inspire)	Quarterly Club/Group Activation (Inspire)	NAIDOC (Inspire)
School Holiday Program (Inspire)	Quarterly Youth Activation (Inspire)	Welcome to Town (Inspire)	Youth Halloween DISCO \ TRAIL (SoA)	Quarterly Youth Activation (Inspire)	Christmas Light Competition (SoA)	School Holiday Program (Inspire)	Quarterly Youth Activation (Inspire)	Welcome to Town (Inspire)	ANZAC (Inspire)	Reconciliation Event (Inspire)	Quarterly Youth Activation (Inspire)	School Holiday Program (Inspire)
NAIDOC (Inspire)	Quarterly Art/Culture Activation (Inspire)	School Holiday Program (Inspire)	Youth Halloween Trail Collaboration (SoA)	Quarterly Art/Culture Activation (Inspire)	Christmas Light Competition (SoA)	Australia Day event (Inspire)	Quarterly Art/Culture Activation (Inspire)	Welcome to Town (Inspire)	School Holiday Program (Inspire)	Reconciliation Event (Inspire)	Quarterly Art/Culture Activation (Inspire)	NAIDOC (Inspire)
School Holiday Program (Inspire)	Inspire Festival (Inspire & Shire)	School Holiday Program (Inspire)	Keepers Monthly (WTO)	Active Ashburton Awards (SoA)	Christmas Carols Markets Music (SoA)	School Holiday Program (Inspire)	Quarterly Club/Group Activation (Inspire)		ANZAC (Inspire)	Volunteer Day (Inspire)	Quarterly Club/Group Activation (Inspire)	School Holiday Program (Inspire)
NAIDOC (Inspire)	Quarterly Club/Group Activation (Inspire)	Fathers Day (SoA)	YOUTH Halloween (SoA)	Quarterly Club/Group Activation (Inspire)	Christmas Carols (SoA)	Australia Day event (Inspire)	Quarterly Youth Activation (Inspire)		School Holiday Program (Inspire)	Reconciliation Event (Inspire)	Quarterly Youth Activation (Inspire)	NAIDOC (Inspire)
School Holiday Program (Inspire)	Quarterly Youth Activation (Inspire)	School Holiday Program (WTO)		Quarterly Youth Activation (Inspire)	Christmas Light Competition (SoA)	School Holiday Program (Inspire)	Quarterly Art/Culture Activation (Inspire)		Youth Week Initiative (Inspire)	Volunteer Day (Inspire)	Quarterly Art/Culture Activation (Inspire)	School Holiday Program (Inspire)
NAIDOC (WTO)	Quarterly Art/Culture Activation (Inspire)	Clean Up Day (WTO)		Quarterly Art/Culture Activation (Inspire)	Christmas Light Competition (SoA)		Quarterly Club/Group Activation (Inspire)		ANZAC (Inspire)	Mothers Day (SoA)	Quarterly Club/Group Activation (Inspire)	
School Holiday Program (WTO)	Quarterly Club/Group Activation (Inspire)	Keepers Monthly (WTO)		Active Ashburton Awards (SoA)	Christmas Market Carols (SoA)		Quarterly Youth Activation (Inspire)		School Holiday Program (Inspire)	Quarterly Youth Activation (Inspire)		
Keepers Monthly (WTO)	Quarterly Youth Activation (Inspire)			Quarterly Club/Group Activation (Inspire)	Keepers Christmas Lunch (WTO)		Quarterly Art/Culture Activation (Inspire)		Youth Week Initiative (Inspire)	Quarterly Art/Culture Activation (Inspire)		
1000 Cargo Community Celebration (WTO)	Quarterly Art/Culture Activation (Inspire)			Quarterly Youth Activation (Inspire)	Fridays @ Pool (WTO)				Easter Program (SoA)			
	Keepers Monthly (WTO)			Quarterly Art/Culture Activation (Inspire)	Onslow Town Christmas Party (WTO)							
	Passion of the Pilbara			Active Ashburton Awards (SoA)								
				Keepers Monthly (WTO)								
		Fridays @ Pool (WTO)										
		Active Ashburton Awards (SoA)										