



# Agenda

Ordinary Council Meeting

Tuesday, 18 November 2025

Date:	Tuesday 18 November 2025
Time:	1:00pm
Location:	Ashburton Hall, Ashburton Avenue, Paraburdoo
Distribution Date:	Thursday 13 November 2025



**Shire of Ashburton  
Ordinary Council Meeting**

Please be informed an Ordinary Council Meeting will be held at 1:00pm on Tuesday 18 November 2025 at Ashburton Hall, Ashburton Avenue, Paraboradoo.

A handwritten signature in black ink, appearing to read "Keith Woodward".

Keith Woodward  
Chief Executive Officer

**Disclaimer**

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

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# 1 Declaration Of Opening

The Presiding Member declared the meeting open at [enter time](#).

## 1.1 Acknowledgement Of Country

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

# 2 Announcement Of Visitors

To be informed at the meeting.

# 3 Attendance

## 3.1 Present

Elected Members:	SP A Smith Cr A Sullivan Cr K White Cr T Fox Cr L Rumble JP Cr K Day Cr B Healy Cr C Rogers	Shire President Deputy Shire President, Paraburdoo Ward Onslow Ward Pannawonica Ward Paraburdoo Ward Tom Price Ward Tom Price Ward Tom Price Ward
Employees:	K Woodward J Sangster C McGurk D Kennedy G Harris A Johnston J Bray J Rouse M Malinowska	Chief Executive Officer Deputy Chief Executive Officer Director Community Development Director Corporate Services Director Infrastructure Services Manager Media and Communications Manager Governance Governance Officer Council Support Officer
Guests:	<a href="#">Enter names</a>	

Members of Public:	There were <b>enter number</b> members of the public in attendance at the commencement of the meeting.
Members of media:	There were <b>enter number</b> members of the media in attendance at the commencement of the meeting.

**3.2 Apologies**

To be informed at the meeting.

**3.3 Approved Leave Of Absence**

**4 Question Time**

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

Nil

**4.2 Public Question Time**

To be informed at the meeting.

**5 Declaration By Members**

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

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

**5.2 Declaration Of Interest**

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

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

The following declarations of interest are disclosed –

Nil

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

To be informed at the meeting.

## **7 Petitions / Deputations / Presentations**

### **7.1 Petitions**

Nil

### **7.2 Deputations**

Nil

### **7.3 Presentations**

Nil

## **8 Applications for Leave of Absence**

### **8.1 Application for Leave of Absence**

#### **Officer Recommendation**

That Council approves the request for leave of absence for Cr Rory de Pledge of the Ashburton-Tablelands Ward for the period from 16 November 2025 to 23 November 2025, inclusive.

## **9 En Bloc Council Resolutions**

### **9.1 Agenda Items Adopted En Bloc**

To be advised at the meeting

## **10 Confirmation Of Minutes**

### **10.1 Confirmation of Council Minutes**

#### **10.1.1 Minutes Of The Ordinary Council Meeting Held On 28 October 2025**

##### **Officer Recommendation**

That the Minutes of the Ordinary Council Meeting held 28 October 2025 (Item 10.1.1 Attachment 1) be confirmed as a true and accurate record.

#### **10.1.2 Minutes Of The Waste Committee Meeting Held On 19 August 2025**

##### **Officer Recommendation**

That the Minutes of the Waste Committee Meeting held 19 August 2025 (Item 10.1.2 Attachment 1) be confirmed as a true and accurate record.

### **10.2 Receipt of Committee and other Minutes**

Nil

## 11 Recommendations From Committee

**Economic And Tourism Development Committee Meeting held on 18 November 2025**

### **ETD.1 Shire of Ashburton Small Business Grant Program 2025-2026**

<b>File Reference</b>	ED24078
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	S Allan, Manager Business & Economic Development
<b>Authorising Officer</b>	K Woodward, Chief Executive Officer
<b>Previous Meeting Reference</b>	Ordinary Council Meeting 17 June 2025 – ETD.3 – 102/2025
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Small Business Grant Objectives, Eligibility Criteria and Guidelines</li> <li>2. Small Business Grant Applications 2025 2026 - Confidential</li> <li>3. Panel Members Assessment Matrix - Confidential</li> <li>4. Shire President Declaration of Interest - Confidential</li> </ol>

#### **Report Purpose**

Request that Committee/Council:

1. Support and endorse the recommendations of recipients for the Shire of Ashburton (the Shire) 2025/26 Small Business Grant (SBG) grant funds.
2. Endorse the request from the SBG assessment panel for an additional amount of \$35,093, additional to the agreed \$50,000 grant funding amount, as per Council decision 17 June 2025 (102/2025, Item 3).

#### **Background**

1. On 8 March 2022 Council adopted the Strategic Community Plan (Council Decision 025/2022). Section 3.4 Sustainable Commerce and Tourism Opportunities:
  - Support initiatives to add value to and improve marketing of local business.
  - Ensure Shire processes support the development of strong and sustainable local business opportunities.
  - Partner with the Pilbara Development Commission, key resource industry partners and State Government to target investment opportunities designed at stimulating more diversified business and economic development to benefit the community.

2. On 8 August 2023 Council adopted the Corporate Business Plan (Council Decision 156/2023). Section 3 Prosperity:
  - Review the Economic and Tourism Development Strategy.
  - Collaborate with the Onslow Chamber of Commerce and Industry and Pilbara Inland Chamber of Commerce and Industry.
  - Become a Small Business Friendly local government.
3. On 10 December 2023 (Council Decision 218/2023):

As an action to the Corporate Business Plan to *'Become a Small Business Friendly local government'* the Shire committed to the charter of the Small Business Friendly Local Government Alliance (SBFLG) with the Small Business Development Corporation (SBDC):

  - This initiative is supported by the WA Local Government Association, the Department of Local Government, Sport and Cultural Industries, and Local Government Managers Australia WA.
  - Local governments are encouraged to enter into a Small Business Friendly Local Governments Alliance agreement to show they are committed to work with and support small business.
4. On 19 March 2024 (Council Decision 0488/2024, Item 2):
  - Authorises the Chief Executive Officer to continue investigating a business grants program with the Onslow Chamber of Commerce and Industry and the Pilbara Inland Chamber of Commerce and Industry following the adoption of the Shire's renewed Economic Development Strategy for future consideration.
5. On 16 July 2024 (Council Decision 129/2024):

Council adopted the Economic Development Strategy's Economic Development Vision to become:

  - A global resources powerhouse
  - A world-class tourist destination
  - International recognition for Karijini National Park and growing recognition of Onslow as a visitor destination
  - Development of unique attractions and experiences
  - Leisure destination of choice for FIFO workers in the Pilbara
  - A thriving community
  - A great place to have a small business

Actions items to support Small Business:

- Support the Onslow Chamber of Commerce and Industry and Pilbara Inland Chamber of Commerce and Industry initiatives.
- Become a Business Friendly Local Government in line with the State Government process.

- Produce guides to support local supply of Council procurement.
- Create guides to support businesses in supplying Council (doing business with council guide) and starting up a home-based business (home based business guide).

6. 17 June 2025 Council meeting (102/2025):

- Council supported the Shire of Ashburton 2025 - 2026 Small Business Grant program to be delivered in collaboration with the Onslow Chamber of Commerce and Industry (OCCI) and the Pilbara Inland Chamber of Commerce and Industry (PICCI).
- Endorsed the objectives, eligibility criteria and guidelines of the Shire of Ashburton 2025 - 2026 Small Business Grant program.
- Agreed on an amount of \$50,000 in the 2025/2026 Annual Budget for the program.

### Comments

The SBG funding main objective was to support small businesses that clearly identified and met a service gap and/or demand for the benefit of the community and visitors to our region.

The SBG Program was published on the Shire's website with an application portal and advertised on the Shire's social media channels, as well as those of OCCI. PICCI was unable to publish social media posts due to staff shortages.

Applications opened 8 August 2025, with submissions closing 2:00pm on Friday, 19 September 2025.

As per the SBG Funding Guidelines (Refer to Attachment 1), an objective and designated grant assessment panel was assigned and comprised of:

Shire of Ashburton Council representatives:

- Shire President Smith
- Cr Sullivan

Shire of Ashburton officers:

- Manager Business and Economic Development, Susan Allan
- Manager Communities, Tina Taylor

OCCI Chief Executive Officer:

- Bree Maher

PICCI Chairperson:

- No assessment representative available.

PICCI committee members did assist in the process of constructing the assessment matrix, however there was no representative provided from PICCI for the final assessment process, therefore the remaining panel members agreed to average the assessment scores accordingly.

This SBG program had a total of 22 submissions across three of the towns of the Shire of Ashburton:

- 6 x Onslow.
- 7 x Paraburdoo. *(1 not applicable due to a late submission).*
- 9 x Tom Price.

Of the 22 submissions received, the assessment panel recommends approval of 12 of the grant applications, subject to additional funds being allocated to address a shortfall.

The quantity of submissions was higher than expected, with a variation of business types and grant submissions that have met the SBG objectives, eligibility criteria and guidelines. To view all submitted applications, refer to Attachment 2.

For an overview of recommended grant funding applicants and amounts, refer to Attachment 3.

The total amount of grant funding the assessment panel supports totals \$85,093, however, there is only \$50,000 of grant funding currently approved, as resolved at the Ordinary Council meeting on 17 June 2025 (Council Decision 102/2025).

It is proposed to seek Council’s support, through this Committee, to consider allocating an additional \$35,093 to provide sufficient funds in the current budget to support the 12 grant applications recommended by the assessment panel (refer to Attachment 3).

**Consultation**

The consultation process involved the below stakeholders during the advertising, launch and promotion of the SBG whist applications were open, and as part of the development stage of the assessment matrix and at the final SBG assessments.

- Onslow Chamber of Commerce and Industry (OCCI)
- Pilbara Inland Chamber of Commerce and Industry (PICCI)
- Shire of Ashburton Manager Communities
- Shire of Ashburton Shire President and Cr Sullivan
- Shire of Ashburton Media, Communication and Marketing team.

**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 (Council adoption 019/2023)

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.

**Note:** This policy has guided the inaugural SBG initiative and has, and will, provide the future framework for a Small Business Grant Policy to be prepared for Council on the completion of the 2025/26 Small Business Grant process for future years.

#### Shire of Ashburton – Employee Code of Conduct: 7.3 Disclosure of Interest Relating to Impartiality (File reference: GV20)

- In this part, interest has the meaning given to it in the *Local Government (Administration) Regulations 1996*. Where an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and includes an interest arising from kinship, friendship, or membership of an association.

#### Council Policy – Fraud and Corruption: (Council resolution: 028/2025)

- 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 consultants, contractors, and suppliers and the community.

#### Council Policy – Tourism Support and Promotion: (Council adoption 100/2025)

- Encourage tourism product development and investment attraction throughout the area and where possible facilitate the application process.
- Encourage a high standard of development, design and aesthetics in all forms of tourist development that is suitable to the elements and environment of the region, for the ongoing use to the local community and visitors to the Shire.
- Consider the welfare of the whole community, and examine the social, cultural, economic, and environmental impacts when supporting tourism development and/or diversification and any associated facilities, to ensure the ongoing sustainability and authentic sense of place.
- Contribute an amount towards implementing Shire Tourism Strategies and Plans.
- Support where possible and relevant, tourism initiatives which build and diversify the Pilbara tourism potential.

## Financial Implications

### Current Financial Year

Council, at its 17 June 2025 meeting, agreed to allocate an amount of \$50,000 from the 2025/2026 Annual Budget for the SBG initiative.

The SBG assessment panel requests approval from Council for an additional amount of \$35,093 to address the shortfall.

Sufficient funds are available in the 2025/2026 Annual Budget within the Economic Development Initiatives (ED24078) general ledger, should Council wish to support the additional funding requested.

### Future Financial Year(s)

Dependant of Council's future decisions to continue the SBG program.

## Legislative Implications

### Local Government Act 1995

- **Section 5.60** When a person has an interest:
  - (a) *the relevant person; or*
  - (b) *a person with whom the relevant person is closely associated, has*
    - *A direct or indirect financial interest in the matter; or*
    - *A proximity interest in the matter.*
  
- **Section 5.68** Councils and committees may allow members disclosing interests to participate etc in meetings:
 

*If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter —*

  - *May allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and*
  - *May allow, to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if:*
    - (i) *The disclosing member also discloses the extent of the interest; and*
    - (ii) *Those members decide that the interest —*
      - (I) *Is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter.*
  
- **Section 5.70** Employees to disclose interests relating to advice or reports.
 

*An employee includes a person who, under a contract for services with the local government, provides advice or a report on a matter.*

  - *An employee who has an interest in any matter in respect of which the employee : is providing advice or a report directly to the council or a committee must disclose the nature of the interest when giving the advice or report.*

- **Section 5.93** Improper use of information:

*A person who is a council member, a committee member or an employee must not make improper use of any information acquired in the performance by the person of any of his or her functions under this Act or any other written law:*

- *To gain directly or indirectly an advantage for the person or any other person; or*
- *To cause detriment to the local government or any other person.*

**Note:** The Shire President has disclosed a Declaration of Interest in relation to seven of the grant applications received (refer to Confidential Attachment 4).

**Risk Management**

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
<b>Reputation (social/community)</b>	A high number of applications and funding requests has exceeded the initial \$50,000 allocated for the SBG 2025/26. Committee/Council not approving the additional \$35,093 will result in a reduction of the number of businesses to receive funding and/or a reduction in the amount that can be supported.	Unlikely (2)	Minor (2)	Low (1-4)	Committee/Council approve of the additional funding of \$35,093 requested by the assessment panel.

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

**Voting Requirements**

Simple Majority

**Committee Recommendation**

That the Economic and Tourism Development Committee recommends that Council:

1. Approves the request for additional grant funding in the amount of \$35,093 as a variation to the initial \$50,000 endorsed by Council on 17 June 2025 (102/2025).
2. Supports the recommendations of the small business grant assessment panel, as detailed in Attachment 3 for the award of the 2025/2026 Small Business Grants.
3. Requests the Chief Executive Officer to prepare a Small Business Grant – Council Policy for consideration at the next Economic and Tourism Development Committee meeting.

## 12 Office of the Chief Executive Officer Reports

### 12.1 Endorsement of the Shire of Ashburton's Local Emergency Management Arrangements and Local Recovery Plans

<b>File Reference</b>	ES03.0
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	K Cameron, Community Emergency Services Coordinator
<b>Authorising Officer</b>	J Sangster, Deputy Chief Executive Officer
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Local Emergency Management Arrangements and Appendix</li> <li>2. Local Recovery Plan and Appendix</li> </ol>

#### Report Purpose

The purpose of this report is to seek Council's endorsement of the revised Shire of Ashburton Local Emergency Management Arrangements (LEMA) – Attachment 1 and Local Recovery Plans (LRP) – Attachment 2 for the towns of Tom Price, Paraburdoo, Onslow and Pannawonica, as well as the Indigenous communities of Wakathuni, Bellary Springs, Bindi Bindi, Jundaru-Peedamulla, Youngaleena and Ngwerawanna.

These plans provide the framework for coordinated emergency management, response and recovery across the Shire.

#### Background

In accordance with section 41(1) of the *Emergency Management Act 2005*, the Shire of Ashburton (Shire) has completed a comprehensive review of its LEMA and LRP. The previous review was finalised in March 2022, with a reissue required every three years to ensure legislative compliance and operational relevance. Supported through a successful All West Australians Reducing Emergencies (AWARE) Grant, this review engaged consultants Mr Lewis Winter and Mr Chris Widmar to assist in developing updated and fit-for-purpose plans.

A key component of this process included the facilitation of workshops to produce the Shire's first Community Risk Profile, which now provides a foundation for local hazard identification, prioritisation, and mitigation. The revised LEMA and LRP reflect contemporary emergency management practices and ensure the Shire remains aligned with State emergency management policies, procedures, and community resilience objectives.

#### Comments

The reviewed LEMA and LRP provide a clear and coordinated framework for emergency management across all Shire communities. The inclusion of the Community Risk Profile has improved understanding of local hazards and informed a more targeted approach to the plan's development. Importantly, the plans now align with the Australian Warning System

(AWS), State Emergency Management Framework and reflect current roles, responsibilities, contact details, and welfare arrangements.

Endorsement by Council will complete the review process and enable submission to the State Emergency Management Committee (SEMC) for formal acknowledgment, confirming the Shire's compliance with the *Emergency Management Act 2005* and strengthening community preparedness and recovery capacity across the Shire.

### **Consultation**

Both the LEMA and LRP have been developed in consultation with the member agencies and community stakeholders of the Inland, Onslow and Pannawonica Local Emergency Management Committees (LEMC). Members include the following:

- Shire of Ashburton Volunteer Bush Fire Brigades
- Rio Tinto Private Fire & Rescue Services
- Rio Tinto Emergency Services
- FMG Emergency Services (Solomon, Eliwana, and Exploration EM services)
- FMG Environmental Monitoring
- Rio Tinto Utilities
- BBI Group Mining
- Sodexo
- Onslow Volunteer Fire Rescue Services
- Chevron
- Pilbara Port Authority
- Nintirri Centre
- Department of Fire & Emergency Services
- SES Tom Price
- Department of Parks and Wildlife
- Department of Biodiversity, Conversation and Attractions
- Department of Communities
- Pilbara & Kimberley's District Emergency Management Advisor
- Department of Health
- Department of Education
- Department of Transport
- Sonic HealthPlus – Pannawonica Medical Centre

- Water Corporation
- Horizon Power
- Main Roads, Western Australia
- St Johns Ambulance.

**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	1.1 Coordinated delivery of social services and projects for the community
Strategy	1 Develop and maintain key social services partnerships, both internally and externally, to support Council’s vision.

**Council Policy**

[Council Policies » Shire of Ashburton](#)

Nil

**Financial Implications**

Current Financial Year

Nil

Future Financial Year(s)

Nil

**Legislative Implications**

This matter is governed by the *Emergency Management Act 2005*, which requires local governments to ensure that local emergency management arrangements are prepared, maintained, and reviewed.

It also aligns with SEMC Policy 2.5 – Local Arrangements, State Emergency Management Procedure Section 3.8 – Local Emergency Management Arrangements, and State Emergency Management Plan Section 4 – Recovery, which outline the processes for development, endorsement, and submission of local emergency management documents.

Failure to have the plans fully endorsed by 20 December 2025 may result in the State Emergency Management Committee (SEMC) issuing a show cause notice to the Shire for non-compliance with the AWARE Grant and legislative requirements.

**Risk Management**

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
<b>Compliance</b>	Failure to have the endorsed by the required grant funding requirements.	Unlikely (2)	Minor (2)	Low (1-4)	Council endorsement at the November meeting will allow SEMC review before the funding deadline, ensuring compliance and maintaining community confidence.

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

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council:

1. Adopts the Shire of Ashburton’s Local Emergency Management Arrangements and Local Recovery Plan as provided at Attachments 1 and 2, in accordance with the requirements of the *Emergency Management Act 2005* and State Emergency Management Preparedness Procedure 8.
2. Authorises the Chief Executive Officer to approve any minor changes that may be required before the documents are finalised and forwarded to the State Emergency Management Committee for final endorsement.

## 12.2 Request for Shire Funding Allocation - Tom Price Volunteer Bush Fire Brigade

<b>File Reference</b>	ES10.4, POI.0400
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	W King, Business Transformation Partner
<b>Authorising Officer</b>	J Sangster, Deputy Chief Executive Officer
<b>Previous Meeting Reference</b>	Ordinary Council Meeting 16 February 2021 - Item 16.3
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	Nil

### Report Purpose

The purpose of this report is to present a request from the Tom Price Volunteer Bush Fire Brigade (TPVBFB) for a financial contribution towards the cost of monthly contract cleaning of the Tom Price co-located Emergency Services facility.

### Background

Since the Tom Price co-located Emergency Services facility has been in operation, volunteers have been responsible for cleaning the facility, in addition to undertaking their normal day to day volunteer functions to support and protect the community, in times of need. A letter was received from the Captain of the Tom Price Volunteer Bush Fire Brigade (TPVBFB) earlier this year requesting Shire assistance to fund the cost of monthly contract cleaning of the co-located facility, which is estimated to be \$5,760 per annum, following quotes that were sourced.

The Local Government Grant Scheme (LGGS) administered by the Department of Fire and Emergency Services (DFES) provides funding to local governments for operating and capital expenditure for Volunteer Bush Fire Brigades and Emergency Service Units.

Contract cleaning services of local government emergency service facilities are ineligible for funding under the LGGS.

Under the *Shire of Ashburton Bushfire Brigades Local Law 2023 (Local Law)*, Clause 6.2 states that

- “(1) Where an item is not eligible or is not otherwise able to be funded through the Local Government Grant Scheme or its equivalent a bush fire brigade through a resolution of the bush fire brigade committee, may submit a request to the local government for funding from the local government budget.
- (2) A request for funding under clause (1) must be received in writing no later than 31 January for consideration in the forthcoming local government budget for the following financial year.”

### Comments

The written request received from the TPVBFB aligns with the requirements of the local law. The proposed contract cleaning of the Shire’s Tom Price co-located emergency services facility is ineligible expenditure under the LGGS.

The TPVBFB are an entity created by the Shire and they share Shire owned co-located premises with the Tom Price State Emergency Service Unit.

Council has the option of –

1. Supporting the allocation of funds to the TPVBFB to fund the cost of monthly contract cleaning at \$6,000 per annum; or
2. Reject the request.

The TPVBFB provides an important service to the community. Council may consider the following options if there is support to fund the cost of contract cleaning for the Shire’s Tom Price co-located emergency services facility:

1. for the balance of the 2025-26 consider a budget allocation of \$5,760 during the annual budget review to fund the cost of contract cleaning of co-located Emergency Services facility for the period to 30 June 2026; and
2. during the preparation of the 2026-27 annual budget consider a financial allocation of \$5,760 for the cost of contract cleaning of co-located emergency service facility for the period to 30 June 2026.

If the above is supported, any funds allocated could be paid to the TPVBFB as a direct contribution, subject to an annual acquittal being submitted.

**Consultation**

Deputy Chief Executive Officer  
 Chief Financial Officer  
 Manager, Finance

**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	1.1 Coordinated delivery of social services and projects for the community
Strategy	1 Develop and maintain key social services partnerships, both internally and externally, to support Council’s vision.

**Council Policy**

[Council Policies » Shire of Ashburton](#)

Nil

**Financial Implications**

Current Financial Year

A provision of funding to the value of \$6,177 currently exists under building maintenance emergency services of which only \$800 has been allocated.

Future Financial Year(s)

It is anticipated that this will be an on-going cost of \$6,000 per annum .

**Legislative Implications**

*Shire of Ashburton Bushfire Brigades Local Law 2023,*

Clause 6.2 - Funding under local government budget

- (1) Where an item is not eligible or is not otherwise able to be funded through the Local Government Grant Scheme or its equivalent a bush fire brigade through a resolution of the bush fire brigade committee, may submit a request to the local government for funding from the local government budget.
- (2) A request for funding under clause (1) must be received in writing no later than 31 January for consideration in the forthcoming local government budget for the following financial year.
- (3) The local government may approve or refuse an application for funding made under clause (1) depending upon the assessment of budget priorities for the financial year in question.

**Risk Management**

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
<b>Reputation (social/community)</b>	Not adhering to legislative requirement.	Almost Certain (5)	Moderate (3)	High (10-16)	Council endorse recommendation to support a funding allocation.
<b>Reputation</b>	Creating negative partnerships.	Likely (4)	Moderate (3)	High	Communicate progress and proposal for payment.

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. Supports, during the 2025-26 budget review, a budget allocation of \$5,760 being identified to fund the cost of contract cleaning services at the Tom Price Emergency Services facility, for the period to 30 June 2026.
2. During the development of the 2026-27 annual budget consider an allocation of \$5,760 to fund the cost of contract cleaning services at the Tom Price Emergency Services facility for the period to 30 June 2027.
3. Supports the Chief Executive Officer developing and implementing an acquittal process for any funds allocated for contract cleaning services at the Tom Price Emergency Services facility.

### 12.3 Elected Members Professional Development - Training Request - Shire President Smith

<b>File Reference</b>	GV41
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	K Woodward, Chief Executive Officer
<b>Authorising Officer</b>	
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	Nil

#### Report Purpose

The purpose of this report is to present a professional development request from Shire President Smith who is seeking to participate in the Western Australian Local Government (WALGA) Diploma of Local Government – Elected Member Course.

Council is requested to consider this professional development training request and determine a position.

#### Background

In October 2025, the Shire received a written request from Shire President Smith, seeking Council's support to undertake further professional development training in accordance with Council Policy – Elected Member Continuing Professional Development (the Policy).

The policy references relevant training, registered training organisations, the training approval process through the Chief Executive Officer, limitations, registration and travel, and the allocated annual training budget of \$5,000 per elected member.

#### Comments

President Smith has sought to enrol in the WALGA Diploma of Local Government - Elected Member. The modules covered are:

- Develop and use emotional intelligence
- Oversee asset management strategy
- Analyse financial reports and budgets
- Meet elected member responsibilities
- Perform elected member functions
- Contribute to high-level strategic decision-making
- Assess development applications and implement planning scheme
- Deal with conflict
- Build and maintain community relationships
- Contribute to policy development.

President Smith indicates that she has already submitted an enrolment application to WALGA for the Diploma Course and arrangements are in place to self-fund the \$1,500 deposit to ensure enrolment in the current course offering. Furthermore, President Smith has indicated a willingness to self-fund the cost of all travel for training attendance in Perth.

The cost of the Diploma of Local Government - Elected Member is \$10,700 excluding any travel, accommodation or direct ancillaries.

This application reflects a commitment to good governance and effective decision making and align with the Shire’s strategic focus on leadership, development and capacity building to ensure effective outcomes for the community.

Whilst this training request exceeds the \$5,000 Council Training and Development annual allocation per elected member, as detailed in Council Policy - Elected Member Continuing Professional Development, funds are available in the 2025/2026 Annual Budget, without need for a budget amendment and Council is requested to support this request.

**Consultation**

Chief Executive Officer  
Governance

**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	4.1 Coordinated delivery of organisational leadership and performance excellence for the benefit of the community
Strategy	3 Provide professional leadership and advice to assist Council.

**Council Policy**

[Council Policies » Shire of Ashburton](#)

Council Policy – Elected Member Continuing Professional Development supports ongoing training and development for elected members. The policy specifies relevant training, registered training organisations, training approval process, limitations, registration and travel, and allocated training budget.

Council Policy – Elected Member Entitlements outlines the entitlements that will be provided and expenses the Shire of Ashburton will reimburse to elected members. In accordance with the policy, elected members are entitled to receive reimbursements for meals and incidentals when travelling for and attending professional development.

**Financial Implications**

Current Financial Year

Elected members are allocated \$5,000 each financial year in GL EM24036 Council Training and Development for continuing professional development.

The total cost of the Diploma of Local Government – Elected Member, is \$10,700, excluding any travel, accommodation and direct ancillaries. President Smith would require an additional \$5,700 allocation to cover the full cost of enrolment in the Diploma.

There are sufficient funds available in GL EM24036 Council Training and Development, to cover participation in the proposed professional development training requested.

Future Financial Year(s)

Nil

**Legislative Implications**

*Local Government Act 1995*, section 2.10, the role of councillors is to represent the interests of electors, ratepayers and residents of the district and participate in local government’s decision-making processes at council and committee meetings. Professional development through registered training organisation assists councillors to fulfil their role.

Under the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*, elected members are required to undertake specified compulsory training. The proposed professional development requested exceeds the minimum requirements.

**Risk Management**

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
<b>Reputation (social/community)</b>	Supporting elected member training mitigates governance risks and enhances Council’s decision-making capacity.	Unlikely (2)	Minor (2)	Low (1-4)	Failure to invest in training may result in reduced effectiveness and reputational risk.

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. Approves President Smith’s enrolment in the Western Australian Local Government Diploma of Local Government – Elected Member for the amount of \$10,700.
2. Notes that there are sufficient funds to cover the costs associated with enrolment in the professional development training.
3. Supports President Smith being reimbursed for the deposit paid to enrol in the Diploma of Local Government – Elected Member course, on the provision of a receipt.

**12.4 Elected Members Professional Development - Training Request - Cr B Healy**

<b>File Reference</b>	GV53
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	K Woodward, Chief Executive Officer
<b>Authorising Officer</b>	
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	Nil

**Report Purpose**

The purpose of this report is to present a professional development request from Cr Healy who is seeking to participate in the Australian Industry Company Directors (AICD) Company Directors Course.

Council is requested to consider this professional development request and determine a position.

**Background**

In October 2025, the Shire received a written request from Cr Healy seeking Council’s support to undertake further professional development training in accordance with Council Policy – Elected Member Continuing Professional Development (the Policy).

The policy references relevant training, registered training organisations, the training approval process through the Chief Executive Officer, limitations, registration and travel, and the allocated annual training budget of \$5,000 per elected member.

**Comments**

Cr Healy has sought to enrol in the AICD Company Directors Course via the self-paced learning virtual option. The units covered are:

- Governance and the Practice of Directorship
- The Legal Environment
- Financial Literacy and Performance
- Achieving Board Effectiveness
- Risk and Strategy.
- Interpreting Financial Statements
- The Director Mindset.

The cost of the virtual self-paced training is \$8,000.

This application reflects a commitment to good governance and effective decision making and aligns with the Shire’s strategic focus on leadership, development and capacity building to ensure effective outcomes for the community.

Whilst this training request exceeds the \$5,000 Council Training and Development annual allocation per elected member, as detailed in Council Policy - Elected Member Continuing Professional Development, funds are available in the 2025/2026 Annual Budget, without need for a budget amendment and Council is requested to support this request.

**Consultation**

Chief Executive Officer  
Governance

**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	4.1 Coordinated delivery of organisational leadership and performance excellence for the benefit of the community
Strategy	3 Provide professional leadership and advice to assist Council.

**Council Policy**

[Council Policies » Shire of Ashburton](#)

Council Policy – Elected Member Continuing Professional Development supports ongoing training and development for elected members. The policy specifies relevant training, registered training organisations, training approval process, limitations, registration and travel, and allocated training budget.

Council Policy – Elected Member Entitlements outlines the entitlements that will be provided and expenses the Shire of Ashburton will reimburse to elected members. In accordance with the policy, elected members are entitled to receive reimbursements for meals and incidentals when travelling for and attending professional development.

**Financial Implications**

Current Financial Year

Elected members are allocated \$5,000 each financial year in GL EM24036 Council Training and Development for continuing professional development.

The total cost of the AICD Company Directors Course as requested is \$8,000. Cr Healy would require an additional \$3,000 allocation to cover the full cost of enrolment.

There are sufficient funds available in GL EM24036 Council Training and Development, to cover participation in the proposed professional development training requested.

Future Financial Year(s)

Nil

**Legislative Implications**

*Local Government Act 1995*, section 2.10, the role of councillors is to represent the interests of electors, ratepayers and residents of the district and participate in local government’s decision-making processes at council and committee meetings. Professional development through registered training organisation assists councillors to fulfil their role.

Under the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*, elected members are required to undertake specified compulsory training. The proposed professional development requested exceeds the minimum requirements.

**Risk Management**

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
<b>Reputation (social/community)</b>	Supporting elected member training mitigates governance risks and enhances Council’s decision-making capacity.	Unlikely (2)	Minor (2)	Low (1-4)	Failure to invest in training may result in reduced effectiveness and reputational risk.

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. Approves Councillor Brie Healy’s enrolment in the Australian Industry Company Directors Company Directors Course for the amount of \$8,000.
2. Notes that there are sufficient funds to cover the costs associated with enrolment in the professional development training.

## 13 Corporate Services Reports

### 13.1 2026 Ordinary Council and Committee Meeting Dates

<b>File Reference</b>	GV04
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	R Marlborough, Senior Governance Officer
<b>Authorising Officer</b>	D Kennedy, Director Corporate Services
<b>Previous Meeting Reference</b>	Ordinary Council Meeting 12 December 2023 – Item 13.4 – (230/2023) Ordinary Council Meeting 19 November 2024 – Item 13.5 – (221/2024)
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	Nil

#### Report Purpose

Council is required to set and publish a schedule of meeting dates, times, and locations for all ordinary meetings each year, for the following calendar year.

The purpose of this report is to present to Council the proposed Ordinary Council Meeting dates, times and locations, and the proposed Standing Committee meeting dates for 2026 for Council’s endorsement.

#### Background

Council is statutorily required to hold ordinary meetings, and these are to be no more than three months apart.

Council’s (Standing) committee meetings in past years have been held on the morning of ordinary Council meeting day on a pre-planned schedule. Historically the Audit Committee has met quarterly, as has the Economic and Tourism Development Committee. The Community Grants Committee has met twice annually in April and September to align with the close of the biannual grants schedule.

The Chief Executive Officer’s Recruitment and Performance Review Committee has met on an ad hoc basis, as and when required.

It is only a legislative requirement to publish a schedule of ordinary Council meeting dates, times, and locations on an annual basis, for the following calendar year. However, having a schedule endorsed for the Committee meetings will ensure awareness and assists with pre-planning.

**Comments**

In preparing the proposed 2026 Ordinary Council Meeting and Committee meeting schedule, officers have considered –

- Public holidays, school holidays and conflicting significant local events;
- A reasonable distribution of meetings across the Shire’s four towns; and
- Previous Council resolutions and preferences (locations for the first and last meeting of the year).

It is proposed to continue holding Ordinary Council Meetings on the third Tuesday of each calendar month, as this ensures ongoing consistency and broadly supports capacity to meet monthly financial reporting requirements.

It is not proposed to hold an Ordinary Council Meeting or any Committee meeting in January 2026. The December 2026 Ordinary Council meeting day is proposed to be brought forward one week to 8 December 2026 to avoid impacting the festive season.

It is proposed to retain the commencement time of 1:00pm for Ordinary Council Meetings and the proposed meeting schedule for 2026 is:

<b>2026 Ordinary Council Meeting Dates</b>		
<b>Date</b>	<b>Location</b>	<b>Time</b>
Tuesday – 17 February	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow	1:00pm
Tuesday – 17 March	Ashburton Hall, Ashburton Avenue, Paraburdoo	1:00pm
Tuesday – 21 April	Clem Thompson Sports Pavilion, Stadium Road, Tom Price	1:00pm
Tuesday – 19 May	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow	1:00pm
Tuesday – 16 June	Ashburton Hall, Ashburton Avenue, Paraburdoo	1:00pm
Tuesday – 21 July	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow	1:00pm
Tuesday – 18 August	Clem Thompson Sports Pavilion, Stadium Road, Tom Price	1:00pm
Tuesday – 15 September	Barry Lang Centre, Deepdale Drive, Pannawonica	1:00pm
Tuesday – 20 October	Ashburton Hall, Ashburton Avenue, Paraburdoo	1:00pm
Tuesday – 17 November	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow	1:00pm
Tuesday – 8 December	Clem Thompson Sports Pavilion, Stadium Road, Tom Price	1:00pm

Standing committee meetings are proposed to continue to align with Ordinary Council Meeting dates and times with the exception of the February and August 2026 Audit, Risk and Improvement Committee meetings, which are proposed to be held online a week prior to Ordinary Council Meeting. The proposed Committee Meeting schedule is:

<b>Date</b>	<b>Committee Details</b>	<b>Time</b>
Tuesday – 10 February	Audit, Risk and Improvement (online)	6.00pm
Tuesday – 17 March	Economic and Tourism Development	8.30am
Tuesday – 21 April	Community Grants	8.30am
Tuesday –19 May	Audit, Risk and Improvement	8.30am
Tuesday – 16 June	Economic and Tourism Development	8.30am
Tuesday – 21 July		
Tuesday – 11 August	Audit, Risk and Improvement (online)	6.00pm
Tuesday – 15 September	Community Grants	8.30am
Tuesday – 20 October		
Tuesday – 17 November	Economic and Tourism Development	8.30am
Tuesday – 8 December	Audit, Risk and Improvement	8.30am

This proposed standing committee meeting schedule means that only one committee meeting will be held on a scheduled Council meeting day. This provides additional time for strategic briefings with Council. July has been left vacant due to budget deliberations and presentations. Chief Executive Officer’s Recruitment and Performance Review Committee meetings are determined on a need’s basis, and fixed schedule is not required.

Economic and Tourism Development committee meetings are suggested to be held three times annually, rather than four as this will align with strategic future focused considerations/presentations and progress reporting for ongoing projects, as required.

**Consultation**

The proposed Ordinary Council meeting schedule and a summary of the proposed Committee meeting schedule 2026 was discussed with elected members at a briefing session in October 2025.

**Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

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

**Council Policy**

Nil

**Financial Implications**

Current Financial Year

Nil

Future Financial Year(s)

Nil

**Legislative Implications**

In accordance with section 5.3 of the *Local Government Act 1995*, Council is required to hold ordinary meetings, and these are to be no more than three months apart.

In accordance with regulation 12 of the *Local Government (Administration) Regulations 1996*, before the beginning of the year in which meetings are to be held, the date, time and place for each meeting is to be published on the local government’s official website.

In accordance with regulation 14D(2)(c) of the *Local Government (Administration) Regulations 1996*, Council may authorise a meeting to be held by electronic means, subject to limitations of not more than half of that type of meeting being held by electronic means, in any 12 month period.

**Risk Management**

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	The local government fails to publish a schedule of dates, location, and times for meetings to be held in the following calendar year.	Unlikely (2)	Minor (2)	Low (1-4)	Approving the proposed 2026 Ordinary Council Meeting dates and publish as statutorily required, the dates, times and locations of these meetings.

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 endorses the:

1. 2026 Ordinary Council Meeting dates detailed in the following table:

<b>Date</b>	<b>Location</b>	<b>Time</b>
Tuesday – 17 February	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow	1:00pm
Tuesday – 17 March	Ashburton Hall, Ashburton Avenue, Paraburdoo	1:00pm
Tuesday – 21 April	Clem Thompson Sports Pavilion, Stadium Road, Tom Price	1:00pm
Tuesday – 19 May	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow	1:00pm
Tuesday – 16 June	Ashburton Hall, Ashburton Avenue, Paraburdoo	1:00pm
Tuesday – 21 July	Clem Thompson Sports Pavilion, Stadium Road, Tom Price	1:00pm
Tuesday – 18 August	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow	1:00pm
Tuesday – 15 September	Barry Lang Centre, Deepdale Drive, Pannawonica	1:00pm
Tuesday – 20 October	Ashburton Hall, Ashburton Avenue, Paraburdoo	1:00pm
Tuesday – 17 November	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow	1:00pm
Tuesday – 8 December	Clem Thompson Sports Pavilion, Stadium Road, Tom Price	1:00pm

2. 2026 Committee meeting dates detailed in the following table:

<b>Date</b>	<b>Committee Details</b>	<b>Time</b>
Tuesday – 10 February	Audit, Risk and Improvement Committee (online)	6.00pm
Tuesday – 17 March	Economic and Tourism Development	8.30am
Tuesday – 21 April	Community Grants	8.30am
Tuesday – 19 May	Audit, Risk and Improvement Committee	8.30am
Tuesday – 16 June	Economic and Tourism Development	8.30am
Tuesday – 21 July		
Tuesday – 11 August	Audit, Risk and Improvement Committee (online)	6.00pm
Tuesday – 15 September	Community Grants	8.30am
Tuesday – 20 October		
Tuesday – 17 November	Economic and Tourism Development	8.30am
Tuesday – 8 December	Audit, Risk and Improvement Committee	8.30am

## 13.2 Special Audit, Risk and Improvement Committee and Council Meetings - 24 November 2025 - By Electronic Means

<b>File Reference</b>	GV04
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	R Marlborough, Senior Governance Officer
<b>Authorising Officer</b>	D Kennedy, Director Corporate Services
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	Nil

### Report Purpose

The purpose of this report is to seek Council's formal support for a Special Audit, Risk and Improvement Committee meeting and a Special Council meeting being held by electronic means at 6:00pm and 6:30pm, respectively on 24 November 2025, to present the 2024/2025 Audit Report and Annual Report for consideration.

Council is requested to authorise these meetings being held by electronic means in accordance with the legislative requirements.

### Background

Council is required to prepare a financial report and present it to the Council's auditor by 30 September each year. The *Local Government Act 1995* (Act) requires that the audit report be examined by the local government to determine if any matters raised in the report require action to be taken.

Pursuant to sections 5.53 and 5.54 of the *Local Government Act 1995*, (Act) the Shire is required to prepare an Annual Report and present it to Council for acceptance by 31 December of each calendar year.

Where the auditor's report is not available in time for the Annual Report to be accepted by 31 December, the Annual Report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

Furthermore, section 5.27 of the Act stipulates that a general meeting of electors is to be held once every financial year, but not more than 56 days after the local government accepts the Annual Report for the previous financial year.

Section 5.29 of the Act requires the CEO to convene an electors' meeting by giving at least 14 days' local public notice of the date, time, place and purpose of the meeting.

### Comments

The Shire's Audit Report for 2024/2025 is currently being prepared by RSM Australia and it is expected that the Office of the Auditor General (OAG) will provide final audit certification advice by 20 November 2025.

The next Audit, Risk and Improvement Committee (ARIC) and Council meetings are scheduled for the 9 December 2025. Should the 2024/2025 Audit Report and Annual Report be submitted to these meetings for acceptance, an Annual General Meeting of Electors would be required to be held no later than 3 February 2026 (no more than 56 days following the acceptance of the Annual Report). Holding a meeting during late January or early February is not ideal for the community due to the extreme heat and often many people leave town during this period.

To facilitate the holding of an Annual General Meeting of Electors in conjunction with the Ordinary Council Meeting scheduled on 9 December 2025, it is proposed to hold a:

- Special meeting of the Audit, Risk and Improvement Committee (ARIC) (by electronic means) on Monday 24 November 2025 at 6:00pm. With this meetings' purpose being to receive the 2024/2025 Audit Report; and
- Special meeting of Council (by electronic means) on Monday 24 November 2025 at 6:30pm. With this meetings' purpose being to receive the 2024/2025 Audit Report from the ARIC and accept the 2024/2025 Annual Report.

This will allow sufficient time to meet the local public notice requirements for the Annual General Meeting of Electors.

**Consultation**

Chief Executive Officer  
 Director Corporate Services  
 Shire President

**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](#)

Nil

**Financial Implications**

Current Financial Year

Nil

Future Financial Year(s)

Nil

**Legislative Implications**

*Local Government (Administration) Regulations 1996*

Regulation 14D(2)(c) provides Council the power to authorise a meeting to be held by electronic means, subject to limitations of not more than half of that type of meeting being held by electronic means, in any 12 month period.

**Risk Management**

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
<b>Reputation (social/community)</b>	Delaying the presentation of the 2024/2025 Audit Report and Annual Report to December 2025 will result in the Annual General Meeting of Electors being held during a period when many of the community are not available to attend.	Unlikely (2)	Minor (2)	Low (1-4)	Adopting the officer recommendation will support community participation.

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. Authorises an Audit, Risk and Improvement Committee meeting being held by electronic means at 6:00pm on 24 November 2025, pursuant to regulation 14D(2)(c) of the *Local Government (Administration) Regulations 1996*, with the purpose of the meeting being to receive the Annual Audit Report.
2. Authorises a Special Council Meeting being held by electronic means at 6:30pm on 24 November 2025 for the purpose of receiving the Annual Audit Report from the Audit, Risk and Improvement Committee, and acceptance of the 2024/2025 Annual Report.

### 13.3 Delegation Amendment 01.01.12 - Disposal of Property

<b>File Reference</b>	GV20
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	R Marlborough, Senior Governance Officer
<b>Authorising Officer</b>	D Kennedy, Director Corporate Services
<b>Previous Meeting Reference</b>	Ordinary Council Meeting – 15 April 2025 – Item 13.4 – 054/2025 Ordinary Council Meeting – 20 May 2025 – Item 13.1 – 076/2025 Ordinary Council Meeting – 19 August 2025 – Item 13.5 – 153/2025
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. Review - Delegation 01.01.12 - Disposal of Property

#### Report Purpose

Council is requested to consider amendments to Delegation 01.01.12 – Disposal of Property to enable the Chief Executive Officer (CEO) the ability to enter into leases or licence arrangements (disposal of property) with community groups/associations (exempt bodies as prescribed in s.3.58 of the *Local Government Act 1995*) for occupancy or restricted use of Shire owned, or managed land (reserve land), where the power to lease or licence is permitted under a management order.

#### Background

Delegations in local government involve the transfer of decision-making authority from a principal body, such as a Council, to another person, such as the CEO or another Shire Officer directly, or to a Council Committee (where permitted by the relevant legislation).

The *Local Government Act 1995* and some other legislation administered by the Shire allow delegations. The effective management of delegations is crucial to ensure the appropriate decision-making. When a delegation is used it is a requirement for the use to be recorded. Delegated activity reports are provided to Council weekly within Friday Facts.

Currently the disposition of property by lease or licence, such as those to community group/associations/sporting bodies (not-for-profit entities) cannot be actioned by way of delegated authority due to the limitations in the wording of the existing delegation to the CEO, resulting in all leases and licences for community groups having to be considered by Council.

Employee and other residential tenancy disposals are covered by the existing delegation.

**Comments**

The amendments proposed to Delegation 01.01.12 from Council to the CEO, are detailed as follows:

<b>Amendment Details and Rationale</b>	
1.	In the express power to delegate section: <ul style="list-style-type: none"> <li>• add a reference to s.5.43 Limits on delegations to the CEO. This minor administrative change will align this delegation to other delegation instruments in effect.</li> </ul>
2.	In the functions section in clause 3, reword clause 3 to state as follows:
3.	Authority to deal with exempt dispositions, as prescribed in r.30 specifically: <ul style="list-style-type: none"> <li>a. employee and other residential tenancy arrangements [r.30(2)(d) and (g)],</li> <li>b. community-based leases and licences to bodies defined in r.30(2)(b), subject to the requirements of s.3.58 of the Act.</li> </ul>

Delegations form an important part of the Shire’s effective and timely decision-making approach to support the community. Amending this current delegation as proposed will enable the CEO to action and determine community requests for occupancy by way of lease or licence for the use of Shire owned or managed land.

The proposed amendments for Council to consider are detailed in Attachment 1 using track changes. Council is requested to support the amendments outlined. This will support community-based leases and/or licences (whether new or a renewal of an existing agreement) being actioned expediently.

Standard lease and licence templates are in place to ensure consistent occupy/use arrangements can be achieved.

**Consultation**

Deputy Chief Executive Officer  
 Director Corporate Services  
 Lease and Accommodation Officer

**Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

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

**Council Policy**

Council Policy – Community Lease and Licences

This policy provides a structured, equitable and consistent approach to the management of Council’s community lease and licence agreements with local community groups and associations for the use of Shire owned and controlled facilities, buildings and land.

Local community groups and associations play an important role in community wellbeing by supporting volunteerism and encouraging physical activity. Community based lease and licence agreements optimise the use of community facilities, cater for storage, provide dedicated meeting spaces and offer the opportunity to build capacity within, and to sustain organisations into the future.

### **Financial Implications**

#### Current Financial Year

Nil

#### Future Financial Year(s)

Nil

### **Legislative Implications**

#### *Local Government Act 1995 (the Act)*

Section 3.58 of the Act prescribes matters relating to the disposal of property. Dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not. Property includes the whole or any part of the interest of a local government in property but does not include money.

Section 3.58(5)(d) details that the provisions of s.3.58 of the Act that do not apply to dispositions excluded by regulations. Regulation 30 of the *Local Government (Functions and General) Regulations 1996* describes those exempt dispositions and includes the disposition of land to a body, whether incorporated or not, where:

- (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and
- (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions.

Similarly resident tenancy arrangements for employees and other persons are also exempt dispositions.

Section 5.42 of the Act prescribes that Council may delegate its powers or duties to the CEO.

Section 5.43 of the Act outlines the limitations on delegations.

Regulation 19 of the *Local Government (Administration) Regulations 1996* requires an employee to keep a written record each time the employee exercises the power or discharges the duty so delegated.

**Risk Management**

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
<b>Reputation (social/community)</b>	Community and other standard lease/licence arrangements being delayed.	Unlikely (2)	Minor (2)	Low (1-4)	Amend the delegation as proposed to support consistent, effective and timely decision making.
<b>Compliance</b>	Acting in contravention of law when leases or licences are enacted.	Possible (3)	Minor (2)	Moderate (5-9)	Ensure lawful tools are in place to endorse leases, licences or applicable tenancy arrangements.

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

**Voting Requirements**

Absolute Majority

**Officer Recommendation**

That Council adopts the amendments to the Delegation of Authority 01.01.12, as detailed in Attachment 1, pursuant to section 5.42 of the *Local Government Act 1995*.

### 13.4 Quarterly Progress Reporting

<b>File Reference</b>	CM05
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	J Bray, Manager Governance
<b>Authorising Officer</b>	D Kennedy, Director Corporate Services
<b>Previous Meeting Reference</b>	Ordinary Council Meeting 8 August 2023 - Item 13.3 - 156/2023 Ordinary Council Meeting 17 September 2024 - Item 12.7 - 182/2024 Ordinary Council Meeting 17 September 2024 - Item 15.1 - 186/2024 Ordinary Council Meeting 19 November 2024 – Item 15.1 - 225/2024
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. Corporate Strategies Quarterly Reporting - Q1 2025/2026

#### Report Purpose

The purpose of this report is to present the 1<sup>st</sup> quarter of 2025/2026 (1 July 2025 – 30 September 2025) progress updates to Council on the actions detailed in the following strategic documents:

- Corporate Business Plan 2023-2027 (CBP)
- Economic Development Strategy 2024-2028
- Local History Strategy 2025-2029
- Marketing and Communications Strategy 2024-2027
- My Pilbara Home Strategy, incorporating the:
  - Community Access and Inclusion Plan 2023-2027 (CAIP)
  - Youth Strategy 2023-2025
  - Arts Strategy 2024-2027
  - Club Development Plan 2024-2027
  - Community Programs and Events Strategy 2024-2027
  - Reconciliation Action Plan 2024-2025

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

#### Background

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

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

In September 2024, Council adopted the My Pilbara Home Strategy and Marketing and Communications Strategy. Reporting on these strategies and the Tourism and Economic Development Strategy commenced in the third quarter of 2024/2025.

In November 2024, Council adopted the Local History Strategy and resolved to commence reporting on this strategy this quarter.

**Comments**

Quarterly progress reports:

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

Detailed progress updates on the actions listed in the strategic documents listed above for the first quarter of 2025/2026 have been attached to this report. Statistics and further commentary for each plan/strategy have been included below.

**Corporate Business Plan 2023-2027**

The status of actions from the CBP are as follows.

<b>Strategic theme</b>	<b>Total</b>	<b>Completed</b>	<b>In progress</b>	<b>Not started</b>	<b>Overdue</b>
1. People	24	6	18	0	0
2. Place	44	2	41	1	12
3. Prosperity	26	8	16	2	2
4. Performance	44	16	28	0	7
<b>Total</b>	<b>138</b>	<b>32</b>	<b>103</b>	<b>3</b>	<b>21</b>

No actions were completed during the reporting period.

**Economic Development Strategy 2024-2028**

The status of actions from the Economic Development Strategy are as follows. No delivery timeframes are set within the Economic Development Strategy.

<b>Deliverable</b>	<b>Total</b>	<b>Completed</b>	<b>In progress</b>	<b>Not started</b>
1. Annual Priority Setting	3	0	2	1
2. Advocacy	3	0	2	1
3. Land Use Planning	2	0	0	2
4. Infrastructure Planning	3	0	3	0
5. Company Engagement	2	0	1	1
6. Development Leadership	2	0	1	1
7. Investment Attraction	7	0	5	2
8. Small Business Support	4	0	3	1
9. Regional Promotion	5	0	4	1
<b>Total</b>	<b>31</b>	<b>0</b>	<b>21</b>	<b>10</b>

No actions were completed during the reporting period.

**Local History Strategy 2025-2029**

The status of actions from the Local History Strategy are as follows.

<b>Plan</b>	<b>Total</b>	<b>Completed</b>	<b>In progress</b>	<b>Not started</b>	<b>Overdue</b>
1. Community and Social Media Engagement	35	5	17	13	19
2. Oral History	25	1	12	12	20
3. Digitisation	23	1	8	14	19
4. Processes and Procedures	23	2	12	9	20
5. Preservation and Storage	22	1	10	11	17
<b>Total</b>	<b>128</b>	<b>10</b>	<b>58</b>	<b>60</b>	<b>95</b>

No actions were completed during the reporting period.

**Marketing and Communications Strategy 2024-2027**

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

Priority goal	Total	Completed	In progress	Not started	Overdue
1. Annual Marketing and Communications Plan	4	4	0	0	0
2. Cross Platform Innovation	3	2	1	0	0
3. Strategic Delivery	4	1	3	0	1
4. Prioritise Key Information Sources	7	5	2	0	1
5. Accessibility and Inclusion	5	5	0	0	0
6. Local and Cultural Heart	4	2	2	0	0
7. Community Integrations	4	4	0	0	0
8. Community Surveys and Data	2	1	1	0	0
<b>Total</b>	<b>33</b>	<b>24</b>	<b>9</b>	<b>0</b>	<b>2</b>

The following key initiatives were completed during the reporting period.

Key initiative	Comment
2.3 Enhanced website and associated functionality to improve user experience.	The event page has been redesigned to include enhanced features such as filtering by town, location, venue, and category. Additionally, the user interface has undergone an accessibility audit to ensure a smoother and more intuitive experience for all users.
4.7 Consistent eNewsletter database subscriber growth.	Consistent subscriber growth has been seen over the last 12 months with it growing 1.5% from the last quarter.
5.3 Visual, audio and language focus.	Visually, content is designed with high-contrast layouts and clear typography to support users with visual impairments. Audio materials, including promotional videos and announcements, now feature captions and transcripts to ensure accessibility for hearing-impaired audiences. Language inclusivity has been enhanced through the use of plain English.

7.1 Foster connections with community groups, stakeholders and partnerships across the Shire to enable a stronger community network of contacts and facilitate introductions.	Completed the Regional Art Workshops with Shire of East Pilbara, collaborating and meeting monthly with the Shire Media and wider Communities teams to bring this program to life.
7.3 Collaborate with community groups, stakeholders and partnerships to deliver services, events and opportunities to engage the community.	The refreshed events calendar now offers categories for community, kids, youth, family and all ages events.

**My Pilbara Home Strategy**

**Community Access and Inclusion Plan 2023-2027**

The status of actions from the CAIP are as follows. No delivery timeframes are set within the CAIP.

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

6. <b>People with disability have the same opportunities as other people to participate in any public consultation by a public authority.</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>
7. <b>People with disability can obtain and maintain employment with a public authority.</b>	5	4	1	0
<b>Total</b>	<b>51</b>	<b>31</b>	<b>24</b>	<b>7</b>

The following actions were completed during the reporting period.

Action	Comment
Review outdoor and green spaces used for Shire events	Access is considered through the planning process for all community programs and events.
Ensure the Shire’s policies, plans, strategies and processes are consistent with the CAIP	Customer service, recruitment and selection, and procurement policies and processes have been reviewed and are consistent with the CAIP.
Review contractor and agent information to enhance awareness of the CAIP and their obligations in meeting the relevant requirements	The link to the Shire's Community Access and Inclusion Plan 2023-2027 is included with all request for quote and tenders.
Provide specific communication and interaction training for staff in front line service roles	Embracing Inclusion (overcoming bias and bridging generations) and Dealing with Diverse Workplace Personalities training occurred during this period. Specialised Inclusive Customer Service training for front line service roles was made available in September 2025.
Continue to provide disability awareness, access and inclusion training for employees	Embracing Inclusion (overcoming bias and bridging generations) and Dealing with Diverse Workplace Personalities training occurred during this period. Specialised Inclusive Customer Service training for front line service roles was made available in September 2025.
Review the onboarding process for Elected Members to ensure information on access and inclusion is included	All new elected members were provided with a copy of the Shire's CAIP as part of their induction process.
Enhance the access and inclusion information available on the staff intranet	Access and Inclusion training delivered to front line staff in September 2025 and was also extended to local businesses to attend sessions.

Progress and achievements in access and inclusion are promoted to staff and the community	<b>Access and Inclusion training delivered to front line staff in September and was also extended to local businesses to attend sessions. Fidget gadgets introduced to meeting rooms.</b>
Provide specialised training for relevant staff on the receipt and management of complaints, to enhance access for people with disability	Specialised Inclusive Customer Service training for front line service roles was made available in September 2025.
Review scope requirements for engagement consultants, to ensure access and inclusion is a standard component	Open Doors Project attended towns in September - Helping WA businesses to become more inclusive of customers with disability to provide further staff training.
Review recruitment processes to ensure people with disability can succeed in their roles	All Shire recruitment practices support diversity and inclusion.

Youth Strategy 2023-2025

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

Strategic theme	Total	Completed	In progress	Not started	Overdue
1. Spaces and activities	7	4	2	1	0
2. Health and wellbeing	5	4	1	0	0
3. Career pathways and development	8	5	3	0	0
4. Youth empowerment	6	3	3	0	0
5. Youth representation and identity	4	3	1	0	0
<b>Total</b>	<b>30</b>	<b>19</b>	<b>10</b>	<b>1</b>	<b>0</b>

The following actions were completed during the reporting period.

Action	Comment
2.1.2 - Advocate for initiatives that attract youth health professionals to the Town and/or provide greater access in alternate ways (i.e. telehealth, web-based)	Regular contact with Headspace and High Schools. Regular updates at working groups and stakeholder forums. Inviting headspace and other services to attend youth related events in each town.

<p>2.2.1 - Develop and support initiatives (i.e. campaigns, workshops, resources) that build youth mental health awareness, knowledge, and skills across the community</p>	<ul style="list-style-type: none"> <li>* <b>Sharing of service information through What's On meetings.</b></li> <li>* <b>Shaka Project visited Tom Price and Paraburdoo to deliver mental health awareness and suicide prevention workshops in schools. Tom Price Senior High School have since launched the Positive Masculinity Program for young men, as an outcome from the Shake Program.</b></li> <li>* <b>R U Ok Day awareness events in Tom Price and Onslow at local schools and youth centres.</b></li> <li>* <b>Collaborating with TPSHS to deliver a programs targeted at young females to support mental health.</b></li> </ul>
<p>2.2.2 - Support organisations to deliver initiatives that address bullying between young people</p>	<p>Dolly's Dream contracted to deliver Bullying Awareness workshops in partnership with Tom Price Senior High School in November.</p>
<p>2.3.1 - Improve communications that direct young people, parents, and community organisations to health support services</p>	<ul style="list-style-type: none"> <li>* Visiting services shared on Shire social media channels where appropriate.</li> <li>* Calendar for visiting services created via the What's on Onslow Working Group.</li> <li>* 'What's On' Working Groups for Tom Price and Paraburdoo launching in May 2024.</li> <li>* ADHD workshops Onslow and Pannawonica.</li> </ul>
<p>3.1.1 - Advocate for a broader range of skill development and RTO programs to be available for young people</p>	<p>The Shire has worked with PKUC on career information sessions with local businesses and professionals to seeking local mentors to share career information with young people in our communities.</p>
<p>3.1.2 - Facilitate skill development programs and workshops to improve career and employability skills</p>	<p>As above as 3.1.1 an 3.1.2 are connected. Working with and supporting local schools and Chambers to offer opportunities for young people.</p>
<p>3.1.6 - Collectively develop recruitment practices that support and prioritise current or previous young residents to work in the Shire</p>	<p>The Shire has School Based Trainees and has started a GAP year program. Successfully employed two youth community members recently under the GAP year program.</p>

<p>4.1.2 - Identify micro and project-based opportunities for supported youth involvement and co-design in youth initiatives</p>	<p><b>* Youth have recently co-designed the Youth Week event, from planning to delivery.</b>  <b>* High school pop ups launched at TPSHS to gain young peoples input into youth planning on a regular monthly basis.</b></p>
<p>4.1.3 - Recruit at least two annual Shire Youth Ambassadors who engage with their peers and advise on projects and key youth issues</p>	<p>Youth members involved in the Youth Advisory Councils.</p>
<p>4.1.5 - Engage with young people annually to assess Strategy progress</p>	<p>Engagement to assess strategy progress takes place quarterly through the Youth Advisory Councils as well as regular pop ups at schools.</p>
<p>5.1.1 - Facilitate opportunities for young people, especially those from minority demographics, to connect and access formal, peer lead and mentoring support</p>	<p>Aware/Youth Centre group in TP, opportunity to expand into programs. Working with the Carey Right Track Foundation in Paraburdoo and Pannawonica to include this in programs.</p>

Arts Strategy 2024-2027

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

Action	Total	Completed	In progress	Not started	Overdue
1. Capacity Building	3	0	3	0	0
2. Participation	2	0	2	0	1
3. Artist Recruitment and Recognition	4	1	2	1	1
4. Coordination and Collaboration	3	2	1	0	0
<b>Total</b>	<b>12</b>	<b>3</b>	<b>8</b>	<b>1</b>	<b>2</b>

The following deliverable was completed during the reporting period.

Deliverable	Comment
<p>4.1 Investigate options and sources for identifying regional travelling artists and exhibitions that could be staged in the Shire.</p>	<p>Regional local governments have established communication platform for sharing travelling artists in the region.</p>

Club Development Plan 2024-2027

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

Action	Total	Completed	In progress	Not started	Overdue
1. Capacity Building	8	2	5	1	2
2. Participation	4	1	3	0	0
3. Volunteer Recruitment and Recognition	4	2	0	2	0
4. Coordination and Collaboration	6	3	1	2	1
<b>Total</b>	<b>22</b>	<b>8</b>	<b>9</b>	<b>5</b>	<b>3</b>

The following deliverable was completed during the reporting period.

Action	Comment
2.2 Develop a club profile template to feature clubs on Shire website and social media.	Connecting Clubs branding has been established and used on marketing materials e.g governance workshops, coaching workshops.
4.3 Implement an interactive fixtures calendar on the Connecting Clubs website page where clubs can update accordingly and is available for viewing by the entire community.	The updated calendar is now accessible on the Connecting Clubs website and is filtered to only display events in those categories.

Community Programs and Events Strategy 2024-2027

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

Action	Total	Completed	In progress	Not started	Overdue
1. Capacity Building	6	2	2	2	0
2. Participation	2	1	1	0	0
3. Volunteer Recruitment and Recognition	1	0	1	0	0
4. Coordination and Collaboration	4	2	2	0	0
<b>Total</b>	<b>13</b>	<b>5</b>	<b>6</b>	<b>2</b>	<b>0</b>

The following deliverables were completed during the reporting period.

<b>Deliverable</b>	<b>Comment</b>
2.2 Increased promotion of, and accessibility to, the 'What's On' online calendar as a reliable and combined source of information about scheduled Community Programs and Events. With function to filter by location.	The 'What's On' calendar is now rebranded as 'Events in your Town' incorporating categories which includes towns, categories, audience and ages. The calendar is promoted monthly for events and school holiday programs, as well as open to external stakeholders to submit their own event.
4.2 Run regular coordination meetings, similar to What's on Onslow, with community stakeholders to ensure a coordinated approach to Community Programs and Events in each town.	What's On meeting take place in Para, Tom Price and Onslow each month.
4.3 Collaborate with other Pilbara local government teams to create and maintain a calendar of Community Programs and Events held across the Pilbara Region.	Pilbara Local Government Calendar developed and shared between local governments with the Shire of Ashburton taking the lead on keeping it updated.

Reconciliation Action Plan 2024-2025

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

<b>Pillar</b>	<b>Total</b>	<b>Completed</b>	<b>In progress</b>	<b>Not started</b>	<b>Overdue</b>
Relationships	9	7	2	0	2
Respect	9	2	5	2	5
Opportunities	7	4	0	3	3
Governance	5	2	0	3	0
<b>Total</b>	<b>30</b>	<b>12</b>	<b>9</b>	<b>9</b>	<b>7</b>

The following action was completed during the reporting period.

<b>Action</b>	<b>Comment</b>
2.1 Identify and develop a list of Aboriginal and Torres Strait Islander communities, stakeholders and organisations within the Shire or our sphere of influence (including Aboriginal Corporations).	Stakeholders identified.
4.1 Communicate our commitment to reconciliation to all staff.	Takes place through AIMS.
7.2 Promote the Shire's 'Recognition of Aboriginal Culture and History Policy' internally and externally, including the purpose and significance behind Acknowledgement of Country and Welcome to Country protocols.	The policy was reviewed by Council on 15 July 2025 and is available on the Shire's website. Following adoption, the policy was circulated internally to all staff.

**Consultation**

Executive and Managers provided progress updates for their relevant areas.

**Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

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

**Council Policy**

Nil

**Financial Implications**

Current Financial Year

Nil

Future Financial Year(s)

Nil

**Legislative Implications**

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

**Risk Management**

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
<b>Reputation (social/community)</b>	Negative public perception if the Shire does not meet progress expectations.	Possible (3)	Minor (2)	Moderate (5-9)	Provide regular updates to Council and the community via Council agendas and provide commentary where actions are not progressing in line with expected timeframes.

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

**Voting Requirements**

Simple Majority

**Officer Recommendation**

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

### 13.5 Monthly Schedule of Accounts Paid - October 2025

<b>File Reference</b>	FM03
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	T Dayman, Manager Finance
<b>Authorising Officer</b>	D Kennedy, Director Corporate Services
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. Schedule of Accounts Paid - October 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 October 2025;
- Trust Fund Payments for October 2025; and
- Corporate Credit Card and Payment Card Reconciliations for October 2025.

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

#### Background

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

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

#### Comments

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

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

Description	Amount \$
<b><u>Municipal Fund</u></b>	
Electronic Funds Transfers	20,344,341.24
BPay/Credit Cards	828,242.10
Cheques	0
Payroll	1,143,187.41
Bank Fees and Charges	2,523.76
<b><u>Municipal Fund Total</u></b>	<b>22,318,310.51</b>
<b><u>Trust Fund</u></b>	
Electronic Funds Transfers	0.00
<b><u>Trust Fund Total</u></b>	<b>0.00</b>

**Payment Cards**

Credit Cards	79,175.65
Fuel Cards – Ampol	1,349.72
Fuel Cards – Viva / Shell	9,466.39
Fuel Cards – Wex Motorpass	0
Taxi Cards – Cabcharge	1,827.00
<b><u>Payment Cards Total</u></b>	<b>91,818.76</b>

The below table provides a summary of payment totals during 2025-2026.

Month	EFT Payment	Direct Debits	Credit Cards	Payroll	Bank Fees	Total Payment
	11,877,167	464,990	84,140	1,609,770	2,351	14,039,011
	13,059,809	153,819	84,816	1,059,073	2,337	14,359,856
	12,329,479	4,714	62,308	1,1125,90	2,709	13,524,800
	20,344,341	749,066	79,176	1,143,187	2,540	22,318,311
<b>Total YTD 25/26</b>	<b>57,611,391</b>	<b>1,372,590</b>	<b>310,440</b>	<b>4,937,620</b>	<b>9,937</b>	<b>22,318,311</b>
<b>Total 24/25</b>	<b>83,319,933</b>	<b>3,931,059</b>	<b>579,458</b>	<b>13,971,918</b>	<b>30,854</b>	<b>101,833,224</b>

**Consultation**

Executive Leadership Team  
Finance Team

**Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

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

**Council Policy**

Nil

**Financial Implications**

Current Financial Year

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

Future Financial Year(s)

Nil

**Legislative Implications**

*Local Government (Financial Management) Regulations 1996*

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

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

*Regulation 13A Payments by employees via purchasing cards*

If a local government has authorised an employee to use a credit, debtor or other purchasing card, a list of payments made using the card must be prepared each month is to be presented to Council.

**Risk Management**

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
<b>Compliance</b>	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 October 2025, inclusive of purchasing cards payments for October 2025, as included at Attachment 1.

### 13.6 Monthly Financial Statements - October 2025

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

#### Report Purpose

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

The purpose of this report is to present the Statement of Financial Activity for the month ended 31 October 2025.

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

#### Background

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

#### Comments

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

#### Consultation

Executive Leadership Team  
 Middle Management Group  
 Finance Team

#### Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

**Council Policy**

Nil

**Financial Implications**

Current Financial Year

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

Future Financial Year(s)

Nil

**Legislative Implications**

*Local Government Act 1995*

*Section 6.4 (Financial report)*

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

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

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

**Risk Management**

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
<b>Compliance</b>	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.
<b>Compliance</b>	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 October 2025, as included at Attachment 1.

### 13.7 Change in the Basis of Rating - Sunway Enterprises Freehold Land

<b>File Reference</b>	RV01
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	D Kennedy, Director Corporate Services
<b>Authorising Officer</b>	K Woodward, Chief Executive Officer
<b>Previous Meeting Reference</b>	Ordinary Council Meeting 15 October 2024 – Item 18.3 – 206/2024
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Lot 5 North West Coastal Highway - UV to GRV Basis of Rating</li> <li>2. Sunway Enterprises - Consultation Lot 5 North West Coastal Highway, Nanutarra</li> </ol>

#### Report Purpose

The purpose of this report is to present to Council details with respect to the rating of Lot 5 North West Coastal Highway, Nanutarra, being a freehold block of land acquired by Sunway Enterprises (Sunway) in July 2024. The block is adjacent to the Nanutarra Roadhouse and is proposed to be used for a commercial granite business.

Council is requested to approve an application to the Minister for Local Government to change the basis of valuation to apply to this property from Unimproved Value (UV) to Gross Rental Value (GRV).

#### Background

Sunway are part of the Stone Dimensions Group of companies and operate a marble quarry approximately 110 kilometres to the southeast of the Nanutarra Homestead.

Currently, raw product from the quarry is transported to Perth for refinement and sale into the domestic and international markets. Lot 5 was purchased 18 months ago with the aim of establishing a commercial factory and storage facility at Nanutarra.

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

#### Comments

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

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

- (i) Unimproved Value (UV) where the land is used predominately for rural purposes; or
- (ii) Gross Rental Value (GRV) where the land is used predominately for non-rural purposes.

The small 5.0781ha lot is not being used for a predominate rural purpose. The GRV basis should apply, and this requires an application to the Minister and a gazettal process to occur. Only then will the Valuer-General’s Office (VGO) provide the Shire with the correct valuation for rating purposes. The adjoining Nanutarra Roadhouse was converted to a GRV basis many years ago.

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

On 17 October 2025, the Managing Director of Sunway provided details with regards to the proposed use of the land and is fully supportive and appreciative of the Shire making an application to the Minister to correct the rating anomaly (refer to Attachment 2).

**Consultation**

Sunway Enterprises Pty Ltd – Chief Executive Officer

**Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

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

**Council Policy**

[Council Policies » Shire of Ashburton](#)

Nil

**Financial Implications**

Current Financial Year

The small cost of the gazettal process will be met from within the existing approved budget. Annual rates will reduce from approximately \$23,000 per annum to minimum rates of \$1,375 per year.

The reduced rates revenue from this assessment was anticipated when the 2025/26 rates modelling was completed.

Future Financial Year(s)

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

**Legislative Implications**

*Local Government Act 1995*

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

Section 6.47 Concessions

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

**Risk Management**

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
<b>Reputation (social/community)</b>	Adverse publicity from an inequitable application of rating policy.	Possible (3)	Moderate (3)	Moderate (5-9)	Anomaly outlined in the body of report is mitigated by making application to the Minister to change the basis of rating to be consistent with comparable freehold land within townsite boundaries.

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

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council:

1. Acknowledges that in accordance with section 6.28(2)(b) of the *Local Government Act 1995*, that Lot 5 North West Coastal Highway, Nanutarra, is predominately used for non-rural purposes and that the Gross Rental Value of land is the appropriate valuation basis.
2. Authorises the Chief Executive Officer to apply to the Minister for Local Government to change the basis of rating applicable to Lot 5, North West Coastal Highway, Nanutarra, from Unimproved Value to Gross Rental Value.

## **14 Infrastructure Services Reports**

Nil

## 15 Community Development Reports

### 15.1 Stage 2 - Onslow Streetscape Project

<b>File Reference</b>	CM 26.24
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	A Sheridan, Project Manager
<b>Authorising Officer</b>	C McGurk, Director Community Development
<b>Previous Meeting Reference</b>	Ordinary Council Meeting 14 November 2023 - Item 15.1 – 211/2023 Ordinary Council Meeting 10 December 2024 - Item 15.6 – 263/2024 Ordinary Council Meeting 10 December 2024 - Item 14.1 – 257/2024
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. Stage 2 Onslow Streetscape - Design Plan 2. Stage 2 Onslow Streetscape Phasing Plan

#### Report Purpose

The purpose of this report is to provide Council with relevant information regarding the Onslow Streetscape Project and related stormwater modelling and drainage projects in the town of Onslow.

Stage 1 of the Onslow Streetscape Project is already under construction, with completion of civil works expected by Christmas 2025. The balance of Stage 1 works, including landscape plantings, will be complete by March 2026.

Council is requested to consider the allocation of funding to commence Stage 2 of the Onslow Streetscape Project, which will include the First Street Drainage Project. The allocation of these funds in the current budget will allow for early planning, procurement, and commencement of works, ensuring that momentum from Stage 1 is maintained and that key infrastructure improvements are delivered in a timely manner.

#### Background

##### Onslow Streetscape Project - Background

The Onslow Streetscape Project aims to revitalise the town centre by improving amenity, safety, and accessibility. The design objectives include reinforcing tree-lined avenues, creating a pedestrian-friendly environment, providing shade and gathering spaces, enhancing parking, strengthening sense of place through landscaping and public art, encouraging private investment, and ensuring affordability and maintenance efficiency.

As per the November 2023 report to Council, cost estimates and staging of the Onslow Streetscape Project is summarised as follows:

- Stage 1: Simpson Street to Third Street - \$16.2m
- Stage 2: Simpson Street to new Ocean View Caravan Park - \$15.0m<sup>(#)</sup>
- Stage 3: Third Street to Cameron Avenue - \$6.7m.

*#Note that the November 2023 included a cost estimate is based on a 2023 concept. That concept has since been formulated in further detail and picks up on additional infrastructure which is required to connect the new caravan park and Anzac Memorial Park to the town.*

It should be noted that major stormwater upgrades are planned to coincide with each stage of the streetscape works. Constructing a new streetscape without first ensuring the adequacy of the existing stormwater drainage system would be ineffective, so all necessary upgrades will be implemented ahead of major works. Combining these projects not only improves cost efficiency but also streamlines delivery for maximum benefit to the community.

### Stage 1 Onslow Streetscape

Stage 1 of the project is currently under construction with the civil works due to be complete by Christmas 2025. The balance of Stage 1 works, including landscape plantings, will be complete by March 2026.

Stage 1 includes major civil and landscape works along Second Avenue between Third Street (Onslow Beach Resort) and Simpson Avenue (Beadon Bay Hotel). Stage 1 includes new roundabouts, parklets, gathering spaces, shade structures, public art, carparks, landscaping, new kerbing and footpaths, upgraded crossings and drainage (including a new ocean outfall via the Seniors Units access road).

2024/25 Budget Allocation:

Onslow Streetscape Development (PJ2): \$16,000,000\*

- Onslow Streetscape (X3588): \$1,080,324
- Onslow Third St Drainage (X3719): \$1,124,714

Total 2024/25: \$18,205,038

*\*Includes \$11.9m in funding from the Chevron Social Infrastructure Agreement.*

2025/26 Budget Allocation:

- Stage 1 Streetscape – \$1.08m
- Third Street Drainage – additional \$540,000

### Onslow Stormwater Upgrade Program

Since its inception in 1883, Onslow has experienced major cyclones in 1909, 1918, 1926, 1934, 1953, 1958, 1961, 1962, 1963, 1975, 1995 and 1999. The cyclones have occurred with such regularity that they have had profound effects on the town; including its forced relocation after the 1926 cyclone. In 1999, Onslow suffered considerably from the impact of Cyclone Vance. Cyclone Vance caused severe flash-flooding, knocking out power and communications, with the storm surge destroying the seawall and flooding the town.

The basis for recent investigations was the pending streetscape project which required an assessment of stormwater capacity to ascertain if pipe upgrades were necessary prior to constructing the streetscape. In addition, the detention basin system at the eastern end of town has to be full to overflowing before any ocean discharge occurs. Even then, that discharge is blocked by storm surge and elevated sea levels in extreme events.

Engineering consultants Stantec were engaged in 2023 to undertake detailed flood modelling and options analysis for the town of Onslow. Shire staff played a key role throughout the process, ensuring that local knowledge and experience were properly incorporated into the analysis. In December 2024, Council endorsed a comprehensive Stormwater Upgrade Program for Onslow and allocated \$3 million annually in the Long-Term Financial Plan (2024/25–2028/29) to support the staged delivery of this program.

That work identified significant limitations in the existing stormwater network, particularly the inability of the eastern detention basin system to effectively discharge stormwater to the ocean during significant storm events. The basin system is “inverted” and water must flow uphill for it to work – the Basin system cannot be lowered any further as it is already lower than average sea levels.

While extreme cyclone-induced flooding cannot be fully mitigated, the proposed works will significantly improve system performance during more frequent 5% AEP (1 in 20-year) and 20% AEP (1 in 5-year) storm events. The projects have been identified for implementation are shown on the sketch drawing below:



**Figure 1: Schematic Drawing of Proposed Stormwater Upgrade Projects**

**Comments**

Stage 2 Project Scope

The scope of works for Stage 2 Streetscape works includes the following:

- Major stormwater upgrades and new ocean discharge through the caravan park access road (First Street Drainage Project);
- Retention and reinforcement of the mature red river gums along Second Avenue;
- New roundabouts at the intersections of First Street and Second Avenue and at the entrance to the new caravan park;
- New road to access to the recently completed Ocean View Caravan Park;
- New carpark adjacent to the recently completed Anzac Place Park;
- Widening of existing median and landscape planting to match Stage 1 works;
- Installation of new garden beds and plantings within available spaces;
- 2.5m wide footpaths on either side of Second Avenue;
- Reconstruction and regrading of existing roads including new kerbs and AC overlay; and
- Sealing of the access and carpark/turn around area at Anzac Place.

The extent of works is as shown on the sketch drawing below.



**Figure 2: Extent of Stage 2 Works**

Extracts from the design drawings (Civil, Landscape and Drainage) are provided at Attachment 1.

The cost estimate for these works is as follows:

- Stage 2 Streetscape Works - \$15m
- First Street Drainage Project - \$3.4m (already funded in 2024/25 budget)
- Contingency Allowance \$1.5m (15% of the above)

Total Budget - \$21.2m

### Project Staging

The delivery of Stage 2 has a number of challenges which require a high level of detailed planning and coordination. For example:

- The existing Ocean View Caravan Park (Stage 1 & 2) will need to be closed for the installation of the ocean outfall. The works involve deep trenching - it is impossible to have caravans travelling near a deep excavation. In addition, work of this nature would not be very pleasant for a visitor staying in the caravan park.
- Stage 3 at Ocean View Caravan Park (new section) will need to be closed while certain works are underway in that area – namely temporary access roads and the new access road.
- The northern part of Second Avenue will need to be closed while that section of the street is reconstructed. Temporary access arrangements will be necessary.
- The section of Second Avenue between Simpson Street and First Street will need half lane closures which will require traffic diversions.
- It would be desirable to construct the new roundabout at First Street without traffic (as was the case for Stage 1). That will require traffic diversions and caravan park closures.
- Underground power, water and Telstra services will need to be relocated/lowered.
- The streetlight at the intersection of First Street/Second Avenue has already been relocated as part of the Stage 1 works.

In order to plan for the proposed Stage 2 works, the following has been actioned:

- Funding is already available from the current 2025/26 Annual Budget for works associated with the First Street Drainage Project.
- Additional funding will be required for the Stage 2 Streetscape Project for early works (March to May 2026).
- Detailed survey and services locating work is complete.
- Design drawings and specifications (landscape, civil and drainage) have been prepared for tendering.
- Draft tender documentation has been prepared and is able to be finalised with minimal additional time/effort.
- A series of staging diagrams (showing traffic diversions/temporary access arrangements) have been prepared to show how the works need to be staged and managed – refer to Attachment 2). These will be issued with the tender documentation.

- The drainage works will require relocation of underground services (Telstra, NBN, power and water). This is currently being negotiated with relevant service authorities.
- In consultation with the Director Community Development and the Ocean View Caravan Park Managers:
  - Stage 3 of Ocean View Caravan Park will not open until 1 June 2026. This will allow time for early works (including temporary and permanent access roads) to occur.
  - Stages 1 & 2 at Ocean View Caravan Park will need to close on 30 September 2026 to allow for the construction of the new ocean outfall. This work must be complete by Christmas to avoid the 2026 cyclone season. All bookings from 1 October 2026 will be in Stage 3 of the Ocean View Caravan Park.

**Consultation**

Consultation is ongoing with the following:

- Director Community Development
- Director Infrastructure Services
- Director Corporate Services
- Water Corporation
- Horizon Power
- Telstra / NBN

**Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	2. Place - We will provide sustainable, purposeful, and valued built and natural environment opportunities for the community.
Strategic Outcome	2.3 Attractive and sustainable townscapes offering opportunities for all communities
Strategy	1 Provide attractive, well-maintained streetscapes, verges, parks, and reserves.

**Council Policy**

[Council Policies » Shire of Ashburton](#)

Nil

**Financial Implications**

Current Financial Year

Funding is already available for the First Street Drainage Project - \$3.4m (Job Number X3823).

It is proposed that Council allocate \$3m in funding at the December Review to allow for early works associated with the Stage 2 Streetscape Project (early March to end of May 2026).

Future Financial Year(s)

It is proposed that Council endorse the inclusion of a \$14.8m budget allocation in the 2026/2027 Annual Budget for the balance of the Stage 2 Onslow Streetscape Project.

Note:

Given the complexity associated with this project, it would not be cost effective to break the project into smaller components.

There are very few contractors with the capability/desire to undertake this type of project in a relatively remote community.

Preliminary costs associated with this type of work is typically 30-40% of the total project budget. Paying for that more than once is not cost effective.

The only logical way to deliver the project in both a cost efficient and effective manner is to tender the works as a single project.

**Legislative Implications**

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

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

**Risk Management**

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
<b>Reputation (social/community)</b>	Substantiated public embarrassment. Moderate impact on community trust or moderate media profile.	Possible (3)	Moderate (3)	Moderate (5-9)	Detailed project planning and ongoing project management during delivery phase of the works. Allocate appropriately experienced staff to manage the project, including as a minimum: <ul style="list-style-type: none"> <li>• An experienced Project Manager with specialised skills in the delivery of streetscape projects.</li> </ul> An experienced Contract Administrator / relief Project Manager with skills in administration of complex projects.
<b>Financial impact</b>	100,001 to \$1,000,000	Possible (3)	Moderate (3)	Moderate (5-9)	Engagement of an independent Superintendent to assist with project administration. Engagement of a design consultant to assist with the delivery of the project during the construction phase of delivery.

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

**Voting Requirements**

Absolute Majority

**Officer Recommendation**

That Council:

1. Allocates \$3m from the December Budget Review for early works associated with the Stage 2 Onslow Streetscape Project.
2. Lists for consideration in the 2026/2027 Annual Budget, an allocation of \$14.8m for completion of the Stage 2 Onslow Streetscape Project.
3. Authorises the Chief Executive Officer or delegated officer to call tenders for the Stage 2 Onslow Streetscape Project (incorporating the First Street Drainage Project) and report back to Council at the February Council Meeting regarding the award of a contract.

## 15.2 Pannawonica Bike Park, Destination Playground and Sports Club Outdoor Decking Upgrade Variation

<b>File Reference</b>	CR18
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	T Taylor, Manager Communities
<b>Authorising Officer</b>	C McGurk, Director Community Development
<b>Previous Meeting Reference</b>	Ordinary Council Meeting August 2024 - Item 9.1 – 171/2024 Ordinary Council Meeting November 2024 - Item 9.1 – 237/2024
<b>Disclosure(s) of interest</b>	Author – Financial
	Authorising Officer – Financial
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Pannawonica Bike Park, Destination Playground and Sports Club Outdoor Decking Upgrade Variation</li> <li>2. Inspire Community Partnership Priority Project Pipeline</li> <li>3. TAT Approval &amp; Recommendation to SLT</li> <li>4. SLT Out of Session Approval</li> </ol>

### Report Purpose

The purpose of this report is to present Council with the variation (Attachment 1) to the Pannawonica Bike Park, Destination Playground, and Sports Club Outdoor Decking Upgrade Business Case.

Council is requested to endorse the variation to the Pannawonica Bike Park, Destination Playground, and Sports Club Outdoor Decking Upgrade Business Case.

### Background

The Inspire Community Partnership, established in 2023, succeeded the previous community partnership with Rio Tinto known as CISP. While the CISP agreement provided funding for both Paraburdoo and Tom Price, the Inspire Community Partnership allocates funding for Tom Price, Paraburdoo, and Pannawonica.

The Pannawonica Bike Park, Destination Playground, and Sports Club Outdoor Decking Upgrade Business Case is included in the Inspire Community Partnership Project Pipeline (Attachment 2) presented to Council in August 2024.

In November 2024, Council approved the business case for the Pannawonica Bike Park, Destination Playground, and Sports Club Outdoor Decking Upgrade.

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

This Tender did not include the Destination Playground and Sports Club Decking as community consultation were still to take place along with the final concept designs and costings.

In April 2025, as per delegated authority, the Shire's Chief Executive Officer (Temporary) awarded RFT 04.25 for the Design and Construction of the Pannawonica Bike Park, which was part of the original business case.

### Comments

The variation to the Pannawonica Bike Park, Destination Playground, and Sports Club Outdoor Decking Upgrade Business Case reflects the outcomes of ongoing community consultation, finalised concept designs, and updated costings for the Destination Playground and Sports Club Decking components. These elements were not included in the original tender scope 04.25 Design and Construction of Pannawonica Bike Park due to timing and engagement requirements.

As detailed in Attachment 1, the original business case was for a total project value of \$3.2 million. The proposed variation increased the total project value to \$4.8 million, representing a difference of \$1.6 million. Importantly, the entire project, including the variation, will be fully funded by the Inspire Community Partnership, ensuring there is no financial impact to the Shire's municipal budget.

The variation has been reviewed and endorsed through the Inspire Community Partnership Tactical Advisory Team (TAT) (Attachment 3), and the Inspire Community Partnership Senior Leadership Team (SLT) (Attachment 4) via out of session approval as per the governance framework of the agreement. This ensures alignment with strategic priorities and agreed projects as per the Inspire Community Partnership Project Pipeline (Attachment 2). An out of session approval from the Senior Leadership Team (SLT) was required due to the timing of the next SLT meeting scheduled for November 2025 and Council meeting date being October 2025.

The updated scope remains consistent with the original business case and continues to support the delivery of high-quality community infrastructure in Pannawonica. The variation does not impact the previously awarded Tender 04.25 for the Bike Park, which is progressing as planned.

Endorsement of the variation by Council will enable the Shire to proceed with a Request for Tender (RFT) for the Destination Playground and Sports Club Decking components, in accordance with the *Local Government Act 1995* and associated regulations.

Council's support for this variation will allow the Shire to deliver an integrated and impactful outcome for the Pannawonica community, consistent with the objectives of the Inspire Community Partnership and the Shire's strategic vision.

### Consultation

Inspire Community Partnership Tactical Advisory Team  
Inspire Community Partnership Senior Leadership Team  
Pannawonica Sports Club Committee  
Pannawonica Community Members

**Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	2. Place - We will provide sustainable, purposeful, and valued built and natural environment opportunities for the community.
Strategic Outcome	2.1 Coordinated delivery of natural and built environment services and projects for the community
Strategy	1 Develop and maintain key natural and built environment services partnerships, both internally and externally, to support Council’s vision.

**Council Policy**

[Council Policies » Shire of Ashburton](#)

Nil

**Financial Implications**

Current Financial Year

\$1.6 million from the Inspire Community Partnership Funds.

Future Financial Year(s)

Nil

**Legislative Implications**

*Local Government (Functions and General) Regulations 1996*

*Local Government (Functions and General) Regulations 1996*

**Risk Management**

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
<b>Reputation (social/community)</b>	Council do not endorse the variation and, the playground and sports club decking projects do not proceed. Risking potential negative community feedback and partnership relationship risk.	Possible (3)	Moderate (3)	Low (1-4)	Council endorses the variation.

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

**Voting Requirements**

Absolute Majority

**Officer Recommendation**

That Council:

1. Endorses the variation to the Pannawonica Bike Park, Destination Playground, and Sports Club Outdoor Decking Upgrade Business Case, as detailed in Attachment 1; and
2. Approves a budget variation as per the following table:

<b>Description</b>	<b>General Ledger/Account</b>	<b>Current Budget</b>	<b>Budget Amendment</b>	<b>Proposed Budget</b>
Inspire Rio Tinto Agreement Delivery	CQ24111	\$3,407,000	\$1,600,000	\$5,007,000
Inspire Rio Tinto Funding Pannawonica	CQ12011	(\$3,460,000)	(\$1,600,000)	(\$5,060,000)
			<b>NET</b>	<b>Nil</b>

3. Approves the progression to a Request for Tender for the Destination Playground and Sports Club Decking components, in accordance with the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996*.

### 15.3 Endorsement of the Draft Public Art Masterplan

<b>File Reference</b>	CS122
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	T Taylor, Manager Communities
<b>Authorising Officer</b>	C McGurk, Director Community Development
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. Draft Public Art Masterplan

#### Report Purpose

The purpose of this report is to present the draft Public Art Masterplan (the Plan), as detailed in Attachment 1, to Council for review.

Council is asked to review the draft Public Art Masterplan and formally endorse it as the official Public Art Masterplan.

#### Background

The development of a Public Art Masterplan (Attachment 1) is a key action item identified in the Shire of Ashburton Art Strategy 2024-2027. A Public Art Masterplan is used to provide a framework for the integration, commissioning, and implementation of public art across communities.

A Public Art Masterplan sets out a clear vision for public art within a community, aiming to create vibrant and enriching environments that reflect the unique identity, history, and values of a region or place. It outlines guiding principles and strategic priorities to ensure that public art projects are aligned with broader community, cultural and economic objectives.

The Plan was developed through the results of previous consultation, research on best practices, and consideration of relevant Shire policies and plans, such as the Strategic Community Plan 2022-2032, Long-Term Financial Plan 2024-2039, Community Lifestyle and Infrastructure Plan (CLIP), and Local Planning Policy 14 (LPP14) Percent for Public Art Policy. The Plan considers the characteristics of the Pilbara region, including its cultural heritage, local narratives, natural environment, and the distinctions among the Shire’s communities.

#### Comments

The Plan provides Council with a strategic and practical framework for the ongoing development and integration of public art across the Shire. Developed as a key action of the Shire’s Arts Strategy 2024-2027, the Plan is designed to ensure that public art continues to play a vital role in shaping vibrant, inclusive, and culturally rich communities.

The Plan outlines a clear vision and guiding principles for public art, emphasising the importance of celebrating the Shire’s unique identity, history, and natural environment. It identifies opportunities for public art to enhance community spaces, foster local pride, and support economic and tourism outcomes. The Plan also provides guidance on curational themes, site selection, and the integration of public art with planning and infrastructure projects.

Importantly, the Plan has been informed by previous community consultation and best practice research, ensuring that it reflects the aspirations and values of residents with four key themes being identified:

- **HISTORY** - We envision public art that honours and preserves the historical narratives of the Shire of Ashburton. By showcasing significant events, influential figures, and traditional practices, we aim to cultivate a deeper understanding and appreciation of our shared past. Public art will serve as a visual storyteller, connecting generations and reminding us of the journey that has shaped our community.
- **CULTURE** - Our public art will be a testament to the dynamic and diverse cultural fabric of Ashburton. It will celebrate the artistic expressions, customs, and traditions that define our region. We seek to create installations that resonate with all members of the community, encouraging cultural dialogues and fostering mutual respect and understanding.
- **PEOPLE** - The people of the Shire of Ashburton are at the heart of our vision. Public art will highlight the contributions, talents, and stories of our residents. By recognising the individuals who have shaped our community, we aim to inspire a sense of unity and belonging. Public art will serve as a platform for community engagement, bringing people together to share experiences and celebrate our collective identity.
- **FLORA and FAUNA** - Public art in the Shire of Ashburton will reflect the natural beauty and biodiversity of our region. We envision installations that draw inspiration from the local flora and fauna, promoting environmental awareness and conservation. By highlighting the intricate relationship between nature and our community, public art will enhance the aesthetic appeal of our public spaces, creating harmonious environments that resonate with both residents and visitors.

The Plan also highlights the importance of future collaboration and consultation with communities being a key focus when identifying large scale public art projects. This approach ensures that public art is not only visually impactful but also deeply connected to the identity and aspirations of the Shire's communities.

Endorsement of the Plan will enable the Shire to progress with a coordinated and transparent approach to commissioning and delivering public art. It will also provide a valuable resource for guiding future projects, partnerships, and community engagement in the arts.

### Consultation

A Public Art Masterplan Tactical Advisory Group (TAG) was formed which included the Director Community Development, Director Infrastructure Services, Manager Facilities, Manager Communities, Manager Business and Economic Development and Executive Manager Land, Property and Regulatory Services.

This TAG identified previous consultation regarding public artworks that have taken place across the Shire and aligned results with consultation from the My Pilbara Home suite of strategies, LPP14 Percent for Public Art Policy, Strategic Community Plan 2022-2032, Long Term Financial Plan 2024 – 2039, Community Lifestyle Infrastructure Plan (CLIP) and the *Planning and Development Act 2025*.

**Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	2. Place - We will provide sustainable, purposeful, and valued built and natural environment opportunities for the community.
Strategic Outcome	2.7 Quality, well-maintained, and purposeful community facilities
Strategy	3 Look beyond the facility itself ensuring spaces link with other land uses, both on-site and surrounding areas.

**Council Policy**

[Council Policies » Shire of Ashburton](#)

No Council policies are affected by the proposal presented. However, the proposal to endorse the Plan, aligns with the following high level and strategic documents:

- Local Planning Policy (LPP) 14 Percent for Public Art Policy
- Strategic Community Plan 2022-2032
- Long Term Financial Plan 2024-2039
- Community Lifestyle Infrastructure Plan
- Art Strategy 2024-2027

**Financial Implications**

Current Financial Year

Nil

Future Financial Year(s)

Nil

**Legislative Implications**

*Planning and Development Act 2005*

**Risk Management**

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
<b>Reputation (social/community)</b>	The community and key stakeholders may perceive the Shire and Council as lacking commitment to arts and culture.	Possible (3)	Moderate (3)	Moderate (5-9)	Endorsement of the Plan will demonstrate Council's commitment to supporting arts and culture and delivering on strategic objectives.

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 endorses the Public Art Masterplan as detailed in Attachment 1.

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

Nil

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

## 18 Confidential Matters

**Chief Executive Officer’s Recruitment and Performance Review Committee Meeting held on 18 November 2025**

### **CEO.1 Establishing Chief Executive Officer Performance Criteria**

<b>File Reference</b>	PE.01
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	A Heraty, Manager Organisational Development
<b>Authorising Officer</b>	K Woodward, Chief Executive Officer
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Impartiality
<b>Attachments</b>	1. CEO KPI Setting Confidential Report

#### ***Reason for Confidentiality***

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

#### **Report Purpose**

The purpose of this report is for Council to consider, formalise and endorse the Chief Executive Officer’s key performance criteria for the 2025/2026 financial year, in accordance with the Employment Contract and relevant legislative requirements.

## **19 Next Meeting**

The next Ordinary Council Meeting will be held at 1:00 PM on Tuesday 9 December 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 [enter time](#).