



Agenda

Ordinary Council Meeting

Tuesday, 9 December 2025

Date:	Tuesday 9 December 2025
Time:	1:00pm
Location:	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow
Distribution Date:	Thursday 04 December 2025



**Shire of Ashburton
Ordinary Council Meeting**

Please be informed an Ordinary Council Meeting will be held at 1:00pm on Tuesday 9 December 2025 at Council Chambers, Onslow Shire Complex, Second Avenue, Onslow.

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 R de Pledge 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 Ashburton-Tablelands 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 R Marlborough 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 Senior Governance Officer Governance Officer Council Support Officer

Guests:	Enter names
Members of Public:	There were enter number members of the public in attendance at the commencement of the meeting.
Members of media:	There were enter number members of the media in attendance at the commencement of the meeting.

3.2 Apologies

To be informed at the meeting.

3.3 Approved Leave Of Absence

4 Question Time

4.1 Response To Previous Public Questions Taken On Notice

Nil

4.2 Public Question Time

To be informed at the meeting.

5 Declaration By Members

5.1 Due Consideration By Elected Members To The Agenda

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

5.2 Declaration Of Interest

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

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

The following declarations of interest are disclosed –

Nil

6 Announcements By The Presiding Member And Councillors Without Discussion

To be informed at the meeting.

7 Petitions / Deputations / Presentations

7.1 Petitions

Nil

7.2 Deputations

Nil

7.3 Presentations

Nil

8 Applications for Leave of Absence

Nil

9 En Bloc Council Resolutions

9.1 Agenda Items Adopted En Bloc

To be advised at the meeting

10 Confirmation Of Minutes

10.1 Confirmation of Council Minutes

10.1.1 Minutes Of The Ordinary Council Meeting Held On 18 November 2025

Officer Recommendation

That the Minutes of the Ordinary Council Meeting held 18 November 2025 (Item 10.1.1 Attachment 1) be confirmed as a true and accurate record.

10.1.2 Minutes Of The Special Council Meeting Held On 24 November 2025

Officer Recommendation

That the Minutes of the Special Council Meeting held 24 November 2025 (Item 10.1.2 Attachment 1) be confirmed as a true and accurate record.

10.2 Receipt of Committee and other Minutes

10.2.1 Minutes Of The Economic And Tourism Development Committee Meeting Held On 18 November 2025

Officer Recommendation

That the Minutes of the Economic And Tourism Development Committee Meeting held 18 November 2025 (Item 10.2.1 Attachment 1) be received.

10.2.2 Minutes Of The Audit, Risk and Improvement Committee Meeting Held On 24 November 2025

Officer Recommendation

That the Minutes of the Audit, Risk and Improvement Committee Meeting held 24 November 2025 (Item 10.2.2 Attachment 1) be received.

10.2.3 Minutes Of The Onslow Local Emergency Management Committee Meeting Held On 12 November 2025

Officer Recommendation

That the Minutes of the Onslow Local Emergency Management Committee Meeting held 12 November 2025 (Item 10.2.3 Attachment 1) be received.

10.2.4 Minutes Of The Pannawonica Local Emergency Management Committee Meeting Held On 13 November 2025

Officer Recommendation

That the Minutes of the Pannawonica Local Emergency Management Committee Meeting held 13 November 2025 (Item 10.2.4 Attachment 1) be received.

10.2.5 Minutes Of The Inland Local Emergency Management Committee Meeting Held On 27 November 2025

Officer Recommendation

That the Minutes of the Inland Local Emergency Management Committee Meeting held 27 November 2025 (Item 10.2.5 Attachment 1) be received.

10.2.6 Minutes Of The Senior Leadership Team Meeting Held On 26 November 2025

Officer Recommendation

That the Minutes of the Senior Leadership Team Meeting held 26 November 2025 (Item 10.2.6 Attachment 1) be received.

11 Recommendations From Committee

Audit, Risk and Improvement Committee Meeting held on 9 December 2025

ARM.1 Strategic Risk Report - December 2025

File Reference	CM05
Applicant or Proponent(s)	Not Applicable
Author	D Kennedy, Director Corporate Services
Authorising Officer	K Woodward, Chief Executive Officer
Previous Meeting Reference	Ordinary Council Meeting 18 February 2025 - Item 6.4 – 010/2025 Ordinary Council Meeting 19 August 2025 - Item 6.2 – 138/2025
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Strategic Risk Review Report - December 2025

Report Purpose

The purpose of this report is to present to the Audit, Risk and Improvement Committee (ARIC), the quarterly Strategic Risk update as required by the endorsed Strategic Risk Procedure.

The ARIC is requested to note the quarterly update.

Background

The Risk Management Procedure – Strategic Risks (Procedure) was endorsed by the ARIC on 18 February 2025. This Procedure sets out the monitoring process for strategic risks and requires a standing agenda item be presented to each Audit, Risk and Improvement Committee meeting to provide an update on any changes in the strategic environment that may impact on the level of the strategic risk.

Strategic risks relate specifically to those risks that may impact the Shire for which we have very little control in terms of whether they materialise.

Strategic risks relate to those events/incidents that are outside the control of the Shire that could impact the future strategic direction of Council. The consequences for strategic risks, therefore, are measured in relation to the amount of change required to the strategic direction as a result of the realisation of the risks.

Unlike enterprise risks, strategic risks have very few controls in place so the likelihood criteria used is also different and is more focused on whether there is any evidence that the risk is imminent.

The Strategic Risk Register was endorsed by Council on 19 August 2025.

Comments

One current Strategic Risk – SR9 – **Government reforms, legislative changes, and/or investment decisions impact Council’s ability to pursue strategies, service provision and/or sustainability** has had current risk level increased from Low to Extreme.

The Minister for Local Government introduced legislation without industry consultation, potentially affecting the Shire’s ability to maintain current rating revenue from temporary workforce accommodation facilities. While existing camps comply with current policy, confusion remains over the rating of “miscellaneous licences,” where most camps are located. A Council briefing will address the draft bill’s possible impacts and ongoing efforts for clarification before it becomes law. WALGA, the Shadow Minister, and the Minister’s Chief of Staff have been engaged and acknowledge that amendments to the bill are likely needed.

Full details of review and comments regarding other Strategic Risks can be found in Attachment 1.

Consultation

In accordance with the Procedure, the Director Corporate Services consulted with members of the Executive Leadership Team to ascertain if the level of strategic risk has changed.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

[Council Policies » Shire of Ashburton](#)

Council Policy – Risk Management

The policy provides information and guidance regarding the management of risk to support the achievement of Shire’s strategic and operational objectives, protect staff and assets, and ensure financial sustainability.

Financial Implications

Current Financial Year

Not applicable

Future Financial Year(s)

Rating of temporary workforce accommodation facilities currently has some uncertainty as a result of the current bill before parliament.

Legislative Implications

[Type here](#)

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Financial impact	Loss of rating revenue due to the amendment bill currently before parliament.	Possible (3)	Major (4)	High (10-16)	Advocacy ongoing with WALGA, Department and Ministers Office.

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

Voting Requirements

Simple Majority

Committee Recommendation

That the Audit, Risk and Improvement Committee;

1. Receive the December Quarter Strategic Risk Review Report at Attachment 1; and
2. Acknowledge the change in risk rating of Strategic Risk 9 from low to extreme for the reasons outlined in the body of the report.

ARM.2 Audit Log Status Update

File Reference	CM52
Applicant or Proponent(s)	Not Applicable
Author	D Weerasingha, Internal Auditor
Authorising Officer	K Woodward, Chief Executive Officer
Previous Meeting Reference	Audit and Risk Management Committee 20 May 2025 - Item 6.1
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Internal Audit Log - Outstanding and Closed - Nov 2025

Report Purpose

The purpose of this report is to provide the Audit, Risk and Improvement Committee (ARIC) oversight of the implementation of actions resulting from internal audits.

Endorses the closure of three validated internal audit actions and receive the updated Internal Audit Log – Outstanding and Closed Actions as provided in Attachment 1.

Background

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

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

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

Comments

This report covers the period 25 July 2025 to 14 November 2025.

During this period, evidence against three audit items were verified and closed.

Finding No	Audit Report	Action	Status
236	Reg 17-2023 Fuel consumption monitoring	Implementation of Smart Tags	Closed
237	Reg 17-2023 Fuel consumption monitoring	Fuel Reconciliation by SmartFill System for Tom Price and Onslow non moving tanks.	Closed
268	Procurement 2024 Training on identifying and recording contract variation	Increase training on contract management and recording variance (Combined with Procurement Training)	Closed

A summary of the progress on the implementation of internal audit recommendations is provided in the following table. There are **10** audit findings that are open as of 14 November 2025.

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

Open Audit Findings

Internal Audit Topic	Not Started		In Progress		Validated		Total Open		Total Items
	14 Nov	25 July	14 Nov	25 July	14 Nov	25 July	14 Nov	25 July	
Regulation 17-2023	1	1	5	7	23	21	6	8	29
Procurement [24]	0	1	2	2	5	4	2	3	7
FMR 2024	0	0	2	2	7	7	2	2	9
Totals	1	2	9	11	35	32	10	13	45

Consultation

Below is the consultation framework endorsed by ARMC for internal audit department.

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

Output	IIA Standard (2017 Version)	Council	Audit and Risk Management Committee	CEO / ELT	Audit Sponsor / Director	Internal Audit
Final Report	2400, 2440	Receive	Review / Recommend	Inform	Inform	Develop / Approve

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

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

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

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

Risk Management

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

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

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

Chief Executive Officer Comment

The Chief Executive Officer will provide separate confidential comment on this item.

Voting Requirements

Simple Majority

Committee Recommendation

The Audit, Risk and Improvement Committee recommends that Council:

1. Endorse the closure of three validated internal audit actions, numbers 236, 237 and 268, as detailed in Attachment 1; and
2. Receives the updated Internal Audit Log – Outstanding and Closed Actions report dated 14 November 2025, also as provided at Attachment 1.

ARM.3 Progress on Internal Audit Schedule September 2025 - March 2026

File Reference	CM53
Applicant or Proponent(s)	Not Applicable
Author	D Weerasingha, Internal Auditor
Authorising Officer	K Woodward, Chief Executive Officer
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Report Purpose

A comprehensive Strategic Internal Audit Plan 2025–2029 is currently being developed in consultation with the Executive Leadership Team (ELT) and other key stakeholders. The draft plan adopts a risk-based approach consistent with the International Professional Practices Framework (IPPF) and the requirements of Regulation 17 of the Local Government (Audit) Regulations 1996.

Given the time required to undertake final validation, obtain stakeholder endorsement, and align organisational resources, an interim internal audit schedule was endorsed in August 2025 to ensure continuity of assurance activities.

Background

An Internal Auditor commenced in March 2025. At that time, there was no current Strategic Internal Audit Plan in place to guide assurance activity for the 2025 financial year. Subsequently, a new draft Strategic Internal Audit Plan (2025–2029) was developed in consultation with the previous CEO and the ELT. With the appointment of the new CEO, the updated plan has been resubmitted for further consultation and review.

To maintain oversight of internal controls and ensure continuity of audit coverage during this transition period, the Audit and Risk Committee (ARIC) endorsed two interim internal audits in August 2025, as follows:

1. Corporate Credit Cards
2. Contract Management

Comments

Due to the transition associated with the appointment of the new CEO, approval of the Planning Memorandum for the Corporate Credit Card audit was finalised at the end of September.

The table below outlines the current progress of the two internal audits that are presently underway.

Audit Name	Status
Corporate Credit Cards	The draft report has been issued for the CEO's consultation. It is expected that the final report will be presented at the next ARIC meeting.
Contract Management	The Planning Memorandum has been initiated, and the report is expected to be presented at the next ARIC meeting.

Consultation

The ELT have been consulted on the internal audit schedule. External auditors have been consulted identifying extent of their work to avoid possible duplication of assurance efforts.

Below is the Audit and Risk Management Committee (ARMC) endorsed consultation framework for Internal Audit Department.

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

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

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

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

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

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Increased exposure to fraud, inadequate risk management, non-compliance with legislation, inefficient use of resources, limited accountability and transparency, reputational damage.	Almost Certain (5)	Catastrophic (5)	Extreme (17-25)	Establish an effective internal audit function in compliance with the International Professional Practice Framework and regulatory requirements. Adopt Internal Audit Charter and Strategic Internal Audit Plan and implement. Establish and operate an effective Risk Management Framework <i>ISO31000</i> .

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 Audit and Risk Improvement Committee notes the progress of the two internal audits endorsed in August 2025.

12 Office of the Chief Executive Officer Reports

12.1 Onslow Airport Runway Pavement Strengthening and Aircraft Capacity Works - Early Investigations and Project Delivery Approach

File Reference	TT06
Applicant or Proponent(s)	Not Applicable
Author	K Woodward, Chief Executive Officer
Authorising Officer	K Woodward, Chief Executive Officer
Previous Meeting Reference	Ordinary Council Meeting 19 August 2025 - Item 18.1 - (161/2025) Ordinary Council Meeting 20 February 2024 - Item 12.2 - (013/2024) Ordinary Council Meeting 12 September 2023 - Item 12.4 – (166/2023) Ordinary Council Meeting 14 March 2023 - Item 11.4 – (034/2023) Ordinary Council Meeting 14 February 2023 - Item 11.2 – (011/2023)
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Onslow Airport - Runway Pavement Strengthening and Aircraft Capacity Works Report - Confidential

Report Purpose

The purpose of this report is to seek Council approval to commence the geotechnical and survey investigations required to progress the Onslow Airport Runway Pavement Strengthening and Aircraft Capacity Works project.

The investigations and consultancy activities do not constitute physical construction works and remain consistent with Council’s previous direction that no construction or tender award is to occur until all funding agreements have been executed.

Background

Since 2022, several engineering reports have confirmed that the 1,900m by 30m runway at Onslow Airport is at the end of its serviceable life, that pavement strength has deteriorated and that strengthening is required to maintain safe operations and support the next generation of aircraft.

Council has previously considered and endorsed this technical advice through decisions made between 2023 and 2025. Council Decision 161/2025 (19 August 2025) established key principles for funding negotiations, confirmed that physical works cannot commence until funding deeds are executed, and supported the transition to interim aircraft operations until the runway overlay is complete.

The runway upgrade is a major civil engineering project and requires a structured project management and design process. To deliver the project to an auditable standard, two procurement processes are required:

- Engagement of a Superintendent's Representative / Project Manager to lead design development, regulatory engagement, tender preparation and evaluation.
- A Design and Construct (D&C) tender for the civil pavement strengthening, apron works, lighting upgrades and associated infrastructure.

Both processes require accurate survey and geotechnical data, which form the foundation for design, quantities, staging and risk allocation.

Relevant Council Resolution – Decision 161/2025 (19 August 2025)

Council resolved that the objective of the Shire is to work with Chevron Australia, Mineral Resources Limited, the Department of Transport and the community to upgrade the runway pavement through an equitable funding partnership.

Resolution 161/2025 states:

- The runway upgrade is essential for economic viability and operational continuity.
- The CEO is authorised to negotiate funding contributions.
- No tenders or physical works may proceed until funding deeds are signed by all parties.
- Interim E190-200 aircraft operations may occur from January 2026 under weight restrictions.

This agenda item complies with the resolution because survey, geotechnical and procurement-phase consultancy services are pre-construction activities that do not commit the Shire to the works.

“That the ultimate objective of the Council is to:

(a) work with the key stakeholders and users of the Onslow Airport being:

- *Chevron Australia;*
- *Mineral Resources Limited;*
- *Department of Transport;*

and the local community to upgrade the runway pavement to meet the needs of the funding contributors and value add to the Shire of Ashburton and Onslow community via an equitable funding partnership recognising the requirements of all parties; and.

(b) Noting that the:

- the runway upgrade is essential to maintaining the economic viability and operational continuity of key Onslow Community and businesses, particularly within the mining and energy sectors;*
- Onslow Airport must rehabilitate its runway pavement to maintain long-term safety, functionality, and capacity, as the existing surface is at the end of its serviceable life and the current pavement strength is unsuitable for the new generation of aircraft replacing the Fokker 100 (F100);*

- iii. Original investment by the Shire and other initial funders has already supported aircraft movements far exceeding the projected capacity of the runway's original design;*
- iv. Chief Executive Officer be authorised to progress funding option negotiations with the designated parties with the intent of achieving a funding agreement between the parties for approval of the Council;*
- v. negotiation process is expected to continue until approximately March 2026, and that during this period, the Airport will continue operations in compliance with all applicable Australian aviation safety standards to meet the needs of current users;*
- vi. once the Council has agreed the funding contributions with the relevant parties and each party has signed to the agreed funding commitment ;the Shire will need to progress the project initial phase of project planning detailed design and calling of tenders;*
- vii. other funding parties must commit to dates for transfer of tranches of funds aligned to the project plan funding before the Council will progress to decide on tenders or the Shire will commence the runway upgrade physical works; and*
- viii. Approves the interim operation of Embraer E190-200 aircraft at Onslow Airport from January 2026, replacing the retiring Fokker 100 fleet operated by Virgin Australia Regional Airlines (VARA), subject to Operational weights being limited."*

Comments

Across the Australian aviation sector, airlines are progressively retiring the ageing F100 fleet and transitioning to newer, more efficient aircraft types. The F100 has historically been the primary aircraft operating at Onslow Airport, and the Airport's runway, taxiway and apron infrastructure were originally designed around this aircraft type. As the national fleet evolves, it became necessary to undertake a detailed review of the Airport's runway pavement capacity, condition and regulatory compliance to ensure that the Airport remains capable of supporting current and future operations.

Since 2022, the Shire has commissioned several technical assessments to determine the structural condition of the pavement, future aircraft requirements and compliance with aviation safety standards. These studies have consistently confirmed that the runway pavement is nearing the end of its serviceable life and that its current strength is below the requirements for next-generation aircraft. Council has considered these findings in a series of agenda items from 2023 to 2025.

The engineering reports identified that the runway pavement has deteriorated to the point where strengthening is required to maintain safe operations, meet national aviation safety standards and continue to support the community's fly-in/fly-out (FIFO), commercial and emergency service needs. They also concluded that the Airport will require substantial pavement rehabilitation to avoid future operating restrictions.

Discussions have occurred with major airport users, including Chevron Australia and Mineral Resources Limited, who together account for the majority of passenger movements at the Airport. The Department of Transport has also participated in these discussions because of the Airport's essential role in regional connectivity.

Council Decision 161/2025 established the project’s strategic direction and authorised the Chief Executive Officer to negotiate funding contributions with key stakeholders through an equitable partnership model. The decision also confirmed that the strengthening project cannot proceed to construction until all funding agreements are executed.

To progress the project to a point where construction can be tendered, the Shire must undertake a structured series of design, engineering, regulatory and procurement activities. These include confirming the physical characteristics of the existing runway pavement, defining the technical requirements for pavement strengthening and engaging specialist aviation engineers to lead the design, regulatory engagement and procurement process.

This approach ensures that the Shire obtains accurate construction pricing, minimises the risk of variations and scope changes, and provides funding partners with confidence in the Shire’s planning and governance processes.

Project Scope of Works

The strengthening program includes the full rehabilitation of the 1,900 metre long and 30-metre-wide runway and associated aprons, taxiways and supporting assets. The key components are:

Scope of Works – Summary Table

Work Area	Description (Plain English)
<p>1. Runway Pavement Strengthening</p>	<ul style="list-style-type: none"> • Remove the top layer of the existing runway surface (20–60mm). • Lay a new, thicker high-strength asphalt surface (165–275mm) along the full 1,900m × 30m runway. • Strengthen the runway to meet required aircraft load standards. • Apply grooves and surface treatments to improve drainage, braking and safety.
<p>2. Aprons, Taxiways and Turning Areas</p>	<ul style="list-style-type: none"> • Strengthen aircraft parking areas and the main taxiway to match the upgraded runway strength. • Update aircraft parking lines and movement markings to suit larger modern aircraft. • Consider expanding the apron to allow a third aircraft parking bay.
<p>3. Airfield Lighting and Navigation Systems</p>	<ul style="list-style-type: none"> • Upgrade aircraft parking area lighting to meet modern brightness standards. • Recalibrate landing guidance lights to ensure aircraft approach safely. • Replace older fittings with safety-approved break-safe connections. • Adjust navigation equipment where required.

<p>4. Markings, Signage and Compliance</p>	<ul style="list-style-type: none"> • Repaint all runway, taxiway and apron markings after works. • Update holding point markings to modern aviation standards. • Review and address any older non-compliant airfield elements triggered by the upgrade.
<p>5. Obstacle Limitation Surfaces (Airspace Clearance)</p>	<ul style="list-style-type: none"> • Re-survey the airspace around the runway to ensure taller aircraft have safe clearance. • Update airspace design drawings for regulatory approval. • Manage temporary obstacles such as cranes during construction.
<p>6. Geotechnical and Materials Testing</p>	<ul style="list-style-type: none"> • Test the strength and characteristics of the soil under the runway. • Assess moisture, salt levels and groundwater conditions that affect pavement life. • Test asphalt binders and aggregates for quality and durability. • Carry out verification testing along the entire runway.
<p>7. Operational Planning, Approvals and Construction Method</p>	<ul style="list-style-type: none"> • Prepare detailed construction and safety work plans. • Notify airlines and pilots of temporary changes during works. • Plan whether construction occurs at night, between flights, or during short closure periods. • Ensure strict safety controls for contractors working on the airfield.

Chronological List of Key Technical Documents

1. 28 June 2022 – Feasibility Study – Larger Aircraft Introduction
2. 30 November 2022 – Engineering Assessment of Onslow Airport Pavement
3. 14 February 2023 – OCM Item 11.2 – Pavement Engineering
4. 14 February 2023 – Adoption of Option 2B (B737/A320 compatibility)
5. 14 March 2023 – OCM Item 11.4 – Airport Upgrades
6. 12 September 2023 – OCM Item 12.4 – Engineering Update
7. 20 February 2024 – OCM Item 12.2 – Runway Planning
8. 1 August 2025 – Preliminary Discussion Document
9. 19 August 2025 – Council Decision 161/2025

Need for Early Investigations

Survey and Geotechnical Requirements

The survey investigation (\$40,000) and geotechnical program (\$150,000) will:

- Determine existing pavement depths and structure.
- Identify subgrade moisture/salt conditions.
- Confirm apron and taxiway levels.
- Define the overlay thickness and staging approach.
- Support the preparation of construction safety plans and compliance with national aviation safety requirements.

Tender/contract consultancy services Requirements

Development of the tender documentation, support during the tender period, and assistance with tender evaluation and the recommendation report. (\$100,000)

This allocation funds only the procurement phases. A further request for Project Management and Superintendent's Representative support during construction would be presented later once a preferred contractor is selected and staging requirements are known.

Why these works must occur now

Deferring investigations until after funding deeds are signed would:

- Delay tender preparation.
- Push construction into the 2027 dry season.
- Increase deterioration and risk of aircraft restrictions.
- Increase costs due to inflation, mobilisation and extended staging.

Early investigations materially reduce risk.

Procurement/Tenders

There are two separate tender procurement processes required for this project. The first is the engagement of the Project Management and Superintendent's Representative services, which will support the Shire through design development, regulatory engagement, tender preparation and evaluation. This consultancy procurement is expected to fall within the Chief Executive Officer's purchasing delegation and subject to final pricing, can be approved administratively.

The second procurement is the Design and Construct tender for the runway pavement strengthening and associated works. This is a major civil construction contract that will exceed the CEO's delegated authority and will therefore require a formal Council resolution. The award of tender recommendation will be brought back to Council once tendered rates, funding agreements and staging requirements are confirmed.

Project Timeframes

Preferred Early Investigations Scenario (Updated Timeline: Dec 2025 – Nov 2026)

Cyclone Season

Project Phase	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sep 26	Oct 26	Nov 26
Survey investigations	■											
Geotechnical investigations	■	■										
Preliminary design		■										
Superintendent’s Representative procurement			■	■								
Design freeze				■	■							
Design and Construct tender					■	■	■					
Funding agreements				■	■	■	■	■				
Construction mobilisation								■				
Construction works									■	■	■	■

Delayed Investigations Scenario (Updated Timeline: Mar 2026 – Nov 2027)

This scenario shifts construction into mid-2027, resulting in nearly 12 months of delay.

Operational Constraints Affecting Cost and Timing

The Shire’s planning identifies several constraints that must be managed:

- Cyclone season (Dec–Apr) limits construction windows.
- Night-works delivery increases cost and safety risks.
- Works between airline movements require complex staging.
- Full or partial runway closures may be required depending on final design.

These factors materially influence contractor pricing and will be confirmed once tenders are received.

Major Upcoming Activities and What Council Can Expect

1. Engage survey and geotechnical contractors.
2. Engage tender/contract consultancy.
3. Begin preliminary design and technical definition.
4. Procure the Superintendent’s Representative / Project Manager.
5. Finalise D&C tender documentation.
6. Advertise and evaluate tenders.
7. Present tender award report to Council once funding deeds are ready for execution.
8. Mobilise contractor during the 2026 dry season.
9. Deliver runway, apron and lighting works.
10. Commissioning, testing and operational handover.

Consultation

Internal consultation has occurred with Airport Services, Infrastructure and Governance. Technical input has been obtained from aviation engineering specialists.

A briefing with elected members was held in May 2025.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	3. Prosperity - We will advocate and drive opportunities for the community to be economically desirable, resilient, and prosperous.
Strategic Outcome	3.2 Aviation transport opportunities for the community
Strategy	2 Focus on, and deliver, safe and enhanced services and facilities.

Council Policy

[Council Policies » Shire of Ashburton](#)

Procurement will be undertaken in accordance with:

- Council Policy – Purchasing and Procurement
- Council Policy – Risk Management
- Council Policy – Asset Management
- Record-keeping and document management requirements.

Financial Implications

Current Financial Year

Preliminary Costs:

- Survey and geotechnical investigations: \$190,000
- Preliminary Project Management consultancy: \$100,000
- Total early-stage allocation requested: \$290,000.

Subject to the outcomes of the survey and geotechnical investigations, the project would proceed to detailed design which may be as much as \$2 million.

Total preliminary expenditure of \$2.3 million will be funded from existing Airport Reserve funds and will form part of the Shire’s overall contribution to the project to be negotiated with funding partners mentioned below.

Overall project cost is currently estimated at \$30 million to \$40 million, subject to tendered rates with the Shire’s total contribution, including the above \$2.3 million, in the vicinity of \$5 million

Obtaining tendered pricing before signing funding agreements with Chevron, Mineral Resources and the Department of Transport allows:

- Verified construction costs
- Accurate funding contributions
- Avoidance of renegotiation
- Stronger financial governance
- Greater partner confidence.

Future Financial Year(s)

Overall project cost is currently estimated at \$30 million to \$40 million, subject to tendered rates.

Legislative Implications

Local Government Act 1995, Part 3 Division 3 section 3.57 Tenders for providing goods or services

Local Government (Functions and General) Regulations 1996, Part 4 Tenders

Civil Aviation Safety Regulations 1998, Part 139 - Aerodromes (Federal Register of Legislation)

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Project (cost)	Project costs exceed current estimates due to limited baseline data or market escalation.	Possible (3)	Major (4)	Moderate (5-9)	Proceeding with early investigations to refine design and tender pricing. Tendered rates obtained prior to signing funding deeds.
Interruption to service	Deterioration of the runway affects airline operations and access to Onslow.	Possible (3)	Moderate (3)	Moderate (5-9)	Early design and procurement to preserve the 2026 construction window.
Compliance	Airport fails to meet CASA Manual of Standards (MOS) Part 139 standards once works commence or grandfathered items are triggered.	Unlikely (2)	Moderate (3)	Moderate (5-9)	Geotechnical and survey investigations to enable compliant design. Superintendent's representative oversight.

Reputation (social/community)	Perception of poor project planning or delays affecting stakeholder confidence.	Unlikely (2)	Moderate (3)	Moderate (5-9)	Evidence-based planning supported by technical investigations. Accurate tender pricing prior to funding negotiations.
People	Construction undertaken during adverse weather or without adequate technical information.	Unlikely (2)	Minor (2)	Low (1-4)	Planning works for the dry season. Detailed Method of Working Plans (MOWP) as part of tendering.

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

The early geotechnical and survey investigations materially reduce the Shire’s financial, operational and compliance risks. Deferring investigations until after funding agreements are signed increases uncertainty, may delay construction into 2027 and raises the risk of service disruption and cost escalation. The recommended action supports sound governance and aligns with the Shire’s adopted risk framework.

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

1. Authorises the Chief Executive Officer to commence the geotechnical and survey investigations required to progress the Onslow Airport Runway Pavement Strengthening and Aircraft Capacity Works project;
2. Authorises the Chief Executive Officer to proceed to detailed design subject to the outcomes of the geotechnical and survey investigation; and
3. Notes that construction will not proceed and no construction tenders will be awarded until all funding agreements have been executed.

12.2 Shire of Ashburton Strategic Tourism Communications and Marketing Plan

File Reference	ED01
Applicant or Proponent(s)	Not Applicable
Author	S Allan, Manager Business & Economic Development
Authorising Officer	K Woodward, Chief Executive Officer
Previous Meeting Reference	Ordinary Council Meeting 10 December 2024 - Item 6.1 – 239/2024
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	<ol style="list-style-type: none"> 1. 2025-2030 Shire of Ashburton Strategic Tourism Communications and Marketing Plan 2. Strategic Alignment STMCP 3. Shire of Ashburton Strategic Tourism Communications and Marketing Plan - Consultant Report

Report Purpose

To request that Council endorses the 2025-2030 Shire of Ashburton Strategic Tourism Communications and Marketing Plan (STCMP).

Background

1. On the 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.*
 - *Work collaboratively with tourism sector providers, Australia’s North-West Tourism and Tourism WA to increase visitor spend, and length of stay, in the Shire.*
 - *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 the 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.*
 - *Leverage the Visit Ashburton Reef to Range tourism brand in the Shire of Ashburton Economic and Tourism Development Strategy.*

3. On the 16 July 2024, Council adopted the Economic Development Strategy (Council Decision 129/2024). Economic Development Vision:

- *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.*

Action items identified for regional promotion:

- *Lead regional tourism promotion through the continued growth of the shire of Ashburton brand.*
- *Develop and execute a tourism marketing strategy (including a digital media asset renewal program).*

4. On 10 December 2024 (Council Decision 239/2024) Council passed the following resolution to appoint a consultant to deliver a Shire of Ashburton 2025–2030 Destination Marketing, Communications, Strategy and Plan:

That with respect to the Appointment of Consultant - Shire of Ashburton 2025–2030 Destination Marketing, Communications, Strategy and Plan, the Economic and Tourism Development Committee recommends that Council:

1. *Supports the appointment of the preferred consultant Vanguard Media Group for an amount of \$75,000, (ex GST) to prepare the Shire of Ashburton 2025–2030 Destination Marketing, Communications, Strategy and Plan; and*
2. *Supports a business case being presented to the Chief Executive Officer to investigate opportunities to appoint a dedicated Tourism Marketing Officer to assist in the development and implementation of the 2025-2030 Destination Marketing, Communications, Strategy and Plan.*

Strategic Alignment

The 2025-2030 Shire of Ashburton Strategic Tourism Communications and Marketing Plan (Attachment 1) strongly supports the Shire's strategic framework and that of regional, State and Federal tourism strategic frameworks and objectives outlined in Attachment 2.

Comments

Approach

The STCMP's main objective is to inform and plan future tourism promotional campaigns and activities.

The methodology of the plan is typical to other successful Strategic Tourism plans implemented by other award-winning Local Government Authorities within Western Australia:

City of Fremantle:

- 2025 Western Australian Top Tourism Town Winner
- 2025 Australian Top Tourism Town winner.

[Destination Development Strategic Plan 2023-2027](#)**Visit Mandurah:**

- 2023 Western Australian Top Tourism Town Winner'
- 2023 Australian Top Tourism Town winner.

Follow the link to Visit Mandurah Strategic Tourism Plan: [About Us | Visit Mandurah And Mandurah Visitor Centre](#)

Shire of Murray – Dwellingup:

- 2021 and 2023 Western Australian Tiny Tourism Town Winner
- 2023 Australian Top Tiny Tourism Town Winner.

The Shire of Murray's Strategic Tourism Plan does not provide a public version of this document; however, the Shire of Ashburton's current Manager of Business and Economic Development was lead in developing and implementing this tourism strategy for the Shire of Murray over a 6-year period.

Investigation Process

With the development of the STCMP, as per Council Decision on 10 December 2024 consultants Vanguard and Associates were engaged due to their extensive combined experience in tourism brand and marketing, strategic vision, a proven track record with unique, innovative and creative ideas, have respected tourism industry connections and a high level of understanding of the tourism industry ecosystem. For further information on the consultants refer to Attachment 3, Appendix 9.

To achieve this directive and to develop a tourism focused strategic plan that meets both current and future needs, the project team went through a rigorous investigative process.

Agree scope, milestones, timelines, outcomes and outputs: in consultation with the Shire officers, Economic Development and Media teams.

Desktop research: Region's current tourism offering, marketing activities, brand positioning and strategic framework.

Regional familiarisation: An eight-day immersion to understand first-hand the region's current tourism offering, logistical challenges and future opportunities.

Consultation: Conducted remotely and in-person with operators, tourism partners and key stakeholders to understand the industry and its opportunities and challenges.

Workshops: With key stakeholders and tourism operations in Onslow and Tom Price to gain an understanding of the region's tourism aspirations.

Strategic plan development: Information gathered was assessed by the project team's combined knowledge and expertise in tourism development, marketing and branding to create a five-year Strategic Tourism Communications and Marketing Plan to guide growth and promotion of the region's tourism sector. The investigation process informed and directed the below five key marketing objectives.

Key Objectives of STCMP

1. Raise awareness

Whilst Ashburton is home to one of WA's best-known nature-based tourism experiences in Karijini National Park as well as the Mackerel Islands off the coast, the Shire itself has a low tourism profile.

A key objective of the Strategy is to raise awareness of the role the Shire plays in tourism, the unique experiences on offer for visitors and the role played by the towns of the identified 'hero products' Tom Price and Onslow, that can create an enhanced visitor experience.

Brand development and Brand Essence development is key to raising awareness for the region and the future success of the Strategy (refer to pages 41-46 of Attachment 1).

2. Inspire consideration

Once the audience is aware of the destination and its experiences, strategic work needs to be done to encourage them to make the decision to visit.

This can be achieved by providing information on how to access the destination, inspiring images, video and engaging storytelling. This phase includes the development of itineraries, packaging product and online booking to make it easy for the prospective guest to make the decision to commit to travel.

3. Facilitate conversion

Going beyond inspiration it is important that people can take the next step to book and experience the region - conversion. A high proportion of prospective visitors seek their inspiration browsing the internet and social media. For this reason, it is imperative that they convert easily, booking through the Visit Ashburton website or connected directly to businesses, this needs to be accompanied with a strong social media presence.

4. Encourage longer stays, higher spend and repeat visitation

The region's visitor experiences are centred around fragile natural environments. A key objective of the Strategy is to create a tourism sector that is sustainable economically, socially and environmentally.

To achieve this, the aim of the Strategy is to attract visitors that tread lightly on the region and make a more significant economic contribution by pursuing fewer high yield travellers as distinct from large numbers of low spend tourists (refer to pages 31-40 of Attachment 1).

5. Create ambassadors and word of mouth marketing

The ultimate goal of tourism marketing is to create visitors that love the destination as much as the locals do, creating ambassadors and advocates for Ashburton, recommending an Ashburton adventure to their friends and relatives who are also seeking an authentic Australian outback adventure experience.

Consultation

To ensure the STCMP is informed by diverse perspectives and aligned with best practice, the Project team has undertaken extensive consultation with key stakeholders across the tourism, government, industry, and community sectors. This collaborative approach ensures the strategy reflects current trends, leverages regional strengths, and supports sustainable growth.

Consultation activities have included workshops, online sessions, site visits, and direct engagement with the following stakeholders:

- Vanguard and Associates as the assigned Project team and tourism industry professionals.
- Australia's North West Regional Tourism Organisation (ANW RTO). Alignment with ANW strategic marketing plans and vision.
- Tourism WA (TWA), online and with Destination Development persons to assist in informing current and future trends. Alignment with TWA strategic marketing plans and vision.
- Tourism Australia (TA), use of national Helix Persona guidelines to inform target markets. Alignment with TA strategic marketing plans and vision.
- Pilbara Development Commission (PDC). Attendance at the Tom Price workshop and online sessions with the PDC and other Pilbara LGA's to inform a draft regional strategic plan and vision.
- Western Australian Indigenous Tourism Operators Council (WAITOC). To inform on current traditional owner tour and business operations. Current operations of Peedamulla Station Stay as part of the Camping with Custodians initiative and potential future opportunities.
- Department of Biodiversity Conservation and Attractions (DBCA). To obtain visitation data for the Karijini National Park, current trends and future potential opportunities and issues.
- Main Roads Western Australia, phone and email communication as to help inform the future requirements for a Tourism Regional Strategic Signage Project.
- Industry and Resource sectors (Mineral Resources, Rio Tinto and Chevron). Attendance at workshops and in person conversations with the Project team.
- WA Station Stays. Engagement with the committee investigating Western Australian Road Trip itineraries and other potential location opportunities within the Shire.
- Karijini Visitor Centre. Project team visit to the Visitor Centre and in person discussions with staff to inform the strategy.
- Economic Tourism and Development Committee. As part of briefings, updates and inclusion at the stakeholder workshops.
- Shire of Ashburton Staff and Council. Inclusion at workshops.
- Community workshops (Tom Price and Onslow).
- Tom Price Visitor Centre. Project team visit and discussions with staff, visitation data.
- Onslow Visitor Centre. Project team visit and discussions with staff, visitation data.
- Onslow Ocean View Caravan Park. Booking and visitation data.
- Ashburton tourism businesses and stakeholders. Phone, email and in person visits by Project 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	3.4 Sustainable commerce and tourism opportunities
Strategy	1 Support initiatives to add value to, and improve marketing of, local business.

Council Policy

[Council Policies » Shire of Ashburton](#)

Shire of Ashburton Tourism Promotion and Attraction (Resolution 100/2025)

- *The Shire will continue to work with State, regional and tourism industry stakeholders to promote and develop local tourism.*
- *Ensure a consistent and strategic approach to the promotion of marketing of the Shire to encourage an increase of visitors, supporting economic diversification and sustainability of the region.*
- *Facilitate the development of scenic drive routes and trails, locations of interest, and review direction, information, promotional and interpretative signage needed in strategically important tourist areas.*
- *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.*

Financial Implications

Current Financial Year

Shire of Ashburton Strategic Tourism Communications and Marketing Plan

There are no 2025/2026 Annual Budget implications upon the endorsement of the STCMP as there are available funds in the current financial year budget allocation code ED24081.

Budget Code	ED24081 – Tourism Initiatives
Total Budget 2025/26	\$287,850.00
Available Funds	\$130,597.00
Allocation towards the STCMP for Brand Development	\$30,000.00

Tourism Marketing and Administration Officer

On the 10 December 2024 Council resolution Item 6.1 – 239/2024 (item 2). A business case has been provided to the Chief Executive Officer for the appointment of a dedicated Tourism Marketing and Administration Officer.

Future Financial Year(s)

Future financial year implications, outlined below that need to be considered (refer to Attachment 3, pages 52-54 for further detail):

Financial Year	Current Allocated Council Budget	Strategy Budget Requirement	Additional funds required for future years consideration	Employment Costs	Total Amount
2025/26	\$ 287,850.00	\$ 30,000.00	Included in current budget	\$111,000 (\$60,000 pro rata)	\$ 90,000.00
2026/27	\$ 287,850.00	\$ 508,000.00	\$ 220,150.00	\$ 111,000.00	\$ 619,000.00
2027/28	\$ 287,850.00	\$ 570,000.00	\$ 282,150.00	\$ 112,000.00	\$ 682,000.00
2028/29	\$ 287,850.00	\$ 375,000.00	\$ 87,150.00	\$ 113,000.00	\$ 488,000.00
2029/30	\$ 287,850.00	\$ 430,000.00	\$ 142,150.00	\$ 114,000.00	\$ 544,000.00
2030/31	\$ 287,850.00	\$ 385,000.00	\$ 97,150.00	\$ 115,000.00	\$ 500,000.00
TOTAL	\$ 1,727,100.00	\$ 2,268,030.00	\$ 828,750.00	\$ 625,000.00	\$ 2,923,000.00

These budget estimates will inform the Annual Budget process and LTFP in the future.

Legislative Implications

Nil

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Project (time)	Delay in the endorsement of the Strategy will then require additional time and associated costs to rework the Strategy to Committee and/or Council requirements.	Possible (3)	Minor (2)	Low (1-4)	Committee endorsement to Council of the Strategy for commencement in December 2025 to meet the timeline of the proposed Strategy.

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 2025-2030 Shire of Ashburton Strategic Tourism Communications and Marketing Plan, as provided at Attachment 1.

12.3 Development Application DA25-43 - Paraburdoo Airport Extension - Lot 300 (Crown Reserve)

File Reference	LP10.8.0
Applicant or Proponent(s)	TBB Planning
Author	L Advisory, LK Advisory Pty Ltd
Authorising Officer	K Woodward, Chief Executive Officer
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	<ol style="list-style-type: none"> 1. Draft Development Approval Conditions 2. Application Plans 3. Landscaping Plans 4. Artistic Renders 5. Applicant's Planning Report 6. Paraburdoo Airport DA Assessment

Report Purpose

To inform Council of a development application proposing major upgrades to Paraburdoo Airport by Rio Tinto Iron Ore (RTIO) – the airport operator.

This report is for noting only and does not require a Council decision on the proposal as the application is intended to be determined by the Chief Executive Officer (CEO) under delegated authority once all external agency comments have been received.

It is proposed to approve the application under Council’s Delegation 08.01.02 Determination of Development Applications, generally in accordance with the draft development conditions listed in Attachment 1 once all agency referral responses have been received.

If the application is not determined under delegated authority, the next available meeting date for Council to make a decision on this proposal is 24 February 2026, which will exceed the statutory timeframe to determine the application.

While there is no formal requirement to present a report to Council regarding a development application to be determined under delegated authority, it is considered appropriate to do so in this instance given the profile and importance of this proposal to the Shire, the community, Rio Tinto and other key stakeholders.

Background

In October 2025, Perth urban design and planning consultants, TBB Planning, on behalf of Rio Tinto (RTIO), lodged a Development Application (DA) for significant upgrades to the Paraburdoo Airport apron, terminal and parking facilities.

RTIO operates the airport which is located on Lot 300 Tom Price–Paraburdoo Road, approximately 10 km northeast of the Paraburdoo townsite. Lot 300 is Crown land (State-owned) leased to RTIO.

Qantas operates approximately 16 weekly flights from Paraburdoo Airport using mainly Airbus aircraft which can carry up to 180 passengers. Smaller F100 aircraft are also used but will soon be retired from Qantas' fleet. Paraburdoo Airport was originally designed to accommodate the F100 aircraft, however the move to larger aircraft capable of carrying more passengers has necessitated the proposed airport upgrades.

The current size and age of the airport facilities are causing aircraft congestion, operational inefficiencies and passenger delays due to undersized and inefficient baggage handling facilities.

The proposed airport upgrades will expand the apron, improve aircraft manoeuvring, modernise the ageing terminal building, and enhance overall operational efficiency.

Comments

Proposal

It is proposed to construct a new terminal building with security screening, baggage handling, staff areas, a café, amenities, passenger facilities, waiting areas, and hire vehicle kiosks.

Minor apron extensions are also proposed, along with waste storage areas, sealed and marked parking for short- and long-term use, bus and public pick-up/drop-off zones, overflow parking, new emergency service facilities, and enhanced landscaping.

No changes are proposed to the main access point along Airport Access Road.

The terminal will be relocated to the western side of the airport, with associated bus pick-up/drop-off facilities and reconfigured public parking to align with the new terminal location. Public parking and passenger bays will primarily be located west of the terminal, reducing traffic on Airport Loop Road and minimising conflicts between private vehicles, buses, and fuel delivery trucks.

Key improvements to parking and traffic include:

- 405 formalised, sealed, and line-marked public parking bays, with 9 accessible bays clearly signposted.
- Approximately 330 existing bays for hire cars will be retained, along with 25 future heavy vehicle bays and 70 overflow bays. An additional 240 bays are proposed for future public parking expansion.
- Reconfiguring the public car parking areas to better align with the new terminal location.
- Passenger pick-up and drop-off bays and new waiting shelters will primarily be located to the west of the new terminal. This change will reduce traffic on the Airport Loop Road around the existing hire car facilities, helping to minimise conflicts between private vehicles, buses, and fuel delivery trucks.
- Dedicated freight and service delivery area, separated from general traffic to enhance safety and reduce disruption.
- Changing the flow direction around the hire car area, allowing fuel trucks to operate safely within normal circulation and eliminating escorted movements.
- 1 parking bay will be provided for the RFDS/Ambulance.

The DA plans, incorporating Application Plans, Landscaping Plans and Artistic Renders are provided as Attachments 2, 3 and 4, respectively.

The application does not propose any significant changes to the existing car rental parking area, which has a capacity of approximately 330 car bays and was approved by the Shire on 22 October 2021 (DA21-76). However, the application will result in a more legible and cohesive layout for rental car parking, limit the current overspill into public car parking areas, and assist in prioritising public parking across the site.

The proposed development will be staged to minimise disruption to airport operations. The staging details are provided in the applicant's Planning Report in Attachment 5 and are summarised in the table below.

Stage	Proposed Works
1	Construct new sealed parking west of Airport Access Road and establish construction laydown areas.
2	Construct new terminal, emergency services buildings, new car parking and pick-up/drop-off areas, and extend the western apron. Upgrade electrical and water infrastructure.
3	Demolish the existing terminal and redundant structures; relocate airport operations to new terminal.
4	Construct final apron expansions, complete sealed parking and finalise site-wide drainage.

Local Planning Scheme No. 7

Lot 300 is zoned "Community – Airport" under Local Planning Scheme No. 7 (LPS 7).

The proposed development is classified as an "Aerodrome" under the Scheme, which is a permitted ('P') use in the "Community – Airport" zone.

The proposal accords with the Shire's planning framework and satisfies all other relevant planning considerations, as outlined in the detailed planning assessment included as Attachment 6.

The detailed planning assessment has identified conditions to be imposed on the approval for this development, which include the following –

- Preparation of a Bushfire Emergency Plan (BEP) prior to occupation of the development.
- Lodgement of a detailed landscaping plan, including the provision of shade trees in parking and access areas to improve shade and amenity, and the appearance of the development.
- Requiring all landscaping to be planted and maintained to the Shire's satisfaction in accordance with the approved landscaping plan.
- Requiring the site to be kept neat and tidy and for the appearance of the development to remain at a high standard.
- Lodgement of a detailed stormwater and drainage management plan, prior to the submission of a building permit.
- Requiring stormwater from the development to be retained on site in accordance with the approved stormwater and drainage management plan.

- Lodgement of revised plans to show car bay dimensions and vehicle circulation aisle widths.
- Making a public art contribution in accordance with the Shire's 'percent for art' policy, to a minimum value of \$555,000.
- Lodgement of a signage and wayfinding strategy, prior to occupancy of the development.

Draft Local Planning Scheme No.8

Draft Local Planning Scheme No. 8 (LPS 8) has been advertised for public comment and will be reported to Council in February 2026 for final consideration before being referred to the Western Australian Planning Commission (WAPC) and Minister for Planning and Lands for approval.

LPS 8 identifies the Paraburdoo Airport as a "Strategic Infrastructure" Reserve, rather than the current "Community – Airport" zone under LPS 7. The objectives of this reserve are to set aside land required for port or airport facilities. Part 4 of draft LPS 8 requires development within the Scheme Area to provide sufficient onsite car parking to accommodate the proposed land use.

The application complies with the relevant provisions of draft LPS 8.

Local Planning Strategy

The application is consistent with the Shire's Local Planning Strategy (Strategy) which identifies the subject land as Community/Public Purpose and includes actions to support expansion and maintenance of air transport infrastructure.

State Planning Policy 2.7 Public Drinking Water Source

The development area is within the P1 Paraburdoo Water Reserve, with the entirety of the lot containing the airport being classified as a P3 protection area. Wellhead Protection Zone sites also apply to part of the site.

Priority 3 (P3) source protection areas are defined to manage the risk of pollution of the water source. P3 areas are declared over land where water supply sources need to co-exist with other land uses such as residential, commercial and light industrial developments, although there is some restriction on potentially high polluting land uses.

This proposal will not result in any changes to potentially contaminating land uses.

State Planning Policy 3.2 Aboriginal Settlements

The development is located within a previously surveyed Aboriginal Cultural Heritage (ACH) area and adjacent to ACH lodged sites. There are no registered ACH sites within the development area however, there are three registered ACH sites within proximity to the airport.

The proposed airport upgrades, and particularly the car park expansions, have been designed to avoid registered and lodged ACH sites.

State Planning Policy 3.7 Bushfire

A Bushfire Management Plan (BMP) has been prepared and identifies the airport as a vulnerable land use. The BMP demonstrates compliance with the Bushfire Protection Criteria, including Asset Protection Zones (APZs), firefighting water supply, construction standards, evacuation planning and firebreak maintenance.

Application Determination Requirements

Under Clause 75 of Schedule 2 in the *Planning and Development (Local Planning Schemes) Regulations 2015*, the Shire must determine the development application within 90 days of accepting the application. In the case of this proposal, a determination is required by 12 January 2025.

Additionally, under Clause 68(1A) of Schedule 2, where an application has been referred to an external authority, the Shire cannot determine the application until the referral period under Clause 66(3) has expired.

External agency responses for this application are due by 17 December 2024. Therefore, the application cannot be determined until after this date.

It is proposed to approve the application under Council's Delegation 08.01.02, generally in accordance with the draft development conditions listed in Attachment 1 once all agency referral responses have been received.

Consultation

Public consultation is not required for the development application under Clause 64 in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This is because the application is for a permitted 'P' use within the 'Airport' zone under LPS 7.

The application was referred to internal Shire departments, with their responses summarised below:

Building Department

- A demolition permit and/or a building approval for the proposed building and demolition works will be required.
- All building work must comply with the requirements of the National Construction Code 2022.
- Class 2-9 buildings must be lodged as certified building permit applications.

Environmental Health

- The new terminal includes a café and food handling areas. The operator must submit a Food Premises Notification-Registration Form prior to fit-out and operation. The kitchen design, fit-out, and equipment must comply with the Food Act 2008 (WA) and Food Standards Code.
- The Waste Management Plan is generally adequate. Waste volumes should be monitored after the café opens, with collection frequency and bin numbers reviewed as needed. The bin storage area must be vermin-proof and regularly cleaned.
- The applicant will be required to submit a wastewater disposal application prior to any construction where the suitability of the system can be assessed.
- Stormwater must be managed to prevent ponding, mosquito breeding, and runoff to sensitive areas. Drainage infrastructure must be maintained to avoid public health nuisances.
- It is recommended that a construction management plan be provided to address dust, noise, and other hazards for airport users during this period.

- The terminal must be registered as a public building under *Health (Public Buildings) Regulations 1992 (WA)*. An application is required to be submitted prior to occupation and use.
- All drinking water outlets must be connected to a potable water supply and be maintained to prevent contamination.

External Referrals

The application was referred to the following external statutory and public authorities for comment:

- Department of Planning, Lands and Heritage (DPLH)
- Department of Water and Environmental Regulation (DWER)
- Department of Biodiversity, Conservation and Attractions (DBCA)
- Department of Fire and Emergency Services (DFES)
- Department of Local Government, Industry Regulation and Safety (DLGIRS)
- Main Roads Western Australia (MRWA)
- Civil Aviation and Safety Authority (CASA)

The application only required a referral to DWER in response to a Memorial on the Certificate of Title with respect to the *Contaminated Sites Act*. The referrals to other agencies were undertaken at the discretion of the Shire of Ashburton.

Where deemed necessary by the CEO, relevant agency feedback on this proposal can be incorporated into the draft approval conditions included with this report.

Applicant’s Pre Lodgement Consultation

Pre-lodgement engagement and consultation was undertaken by the applicant with key stakeholders and community members from 25 July 2025 to 6 August 2025.

Engagement included pop-up stalls in Paraburdoo and Tom Price, meetings with Shire staff, on-ground interviews with local businesses and online digital surveys accessible to RTIO employees and the wider community as detailed in the Engagement Outcomes Report that forms part of the application.

Consultation with the Yinhawangka Aboriginal Corporation (Traditional Owners of Paraburdoo) was scheduled to occur in October/November 2025. The results of this engagement and any necessary updates to the plans will be forwarded to the Shire, although this is not strictly required to progress the development application.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

[Council Policies » Shire of Ashburton](#)

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Local Planning Scheme No. 7

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	Council is not informed or aware of the proposed redevelopment of Paraburdoo Airport. A decision on the development application is delayed until after the statutory decision-making period.	Unlikely (2)	Major (4)	Moderate (5-9)	Provide a report to Council including detailed information and planning assessment for determination of the application. Determine the application under delegated authority generally in line with the draft approval conditions included with this report.

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

Voting Requirements

Simple Majority

Officer Recommendation

That Council notes the Chief Executive Officer’s intention to approve development application DA25-43 for Paraburdoo Airport Terminal and Car Park Upgrades under Council Delegation 08.01.02 - Determination of Development Applications, following the close of the external agency referral period on 17 December 2025, subject to the draft conditions contained in Attachment 1 with any additions or modifications deemed necessary by the Chief Executive Officer to address agency comments.

12.4 Ngurrawaana Settlement Layout Plan

File Reference	LP10.8.0
Applicant or Proponent(s)	Not Applicable
Author	L Advisory, LK Advisory Pty Ltd
Authorising Officer	K Woodward, Chief Executive Officer
Previous Meeting Reference	Ordinary Council Meeting 10 April 2013 - Item 13.6 – Nil Ordinary Council Meeting 10 October 2023 - Item 12.2 – 182/2023
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	<ol style="list-style-type: none"> 1. Community Settlement Layout Plan 2. Bushfire Management Plan 3. Yindjibarndi Nation Limited - Ngurrawaana Flood Extents

Report Purpose

The purpose of this report is to present the Ngurrawaana Community Settlement Layout Plan (the Layout Plan) to Council for endorsement, and to outline the responsibilities of the local government with respect to consideration and endorsement of layout plans under State Planning Policy 3.2 – Aboriginal Settlements.

Layout Plans are to reflect the growth aspirations of the resident community and traditional owners based on sound planning principles with the intent to plan for the orderly and coordinated development of Aboriginal settlements.

Background

Ngurrawaana community is located on Crown Reserve land, being Reserve 40617 designated for the 'Use and Benefit of Aboriginal Inhabitants'. The land is vested to the Ngurrawaana Group Aboriginal Corporation (NGAC), with formal governance of the land and community being through NGAC. The community is situated within the Yindjibarndi Native Title Determination Area and sits within the Yindjibarndi Renewable Energy Project Indigenous Land Use Agreement. Crown Reserve 40617 has an area of 200.2201 hectares.

The Ngurrawaana settlement is a remote aboriginal community on the banks of Coordinator Creek, located approximately 75km north-east of the Pannawonica townsite, and 6.7km west of the Millstream Chichester National Park. The settlement has an existing population of 35 people. The settlement is accessed via a private gravel Water Corporation track, that provides access to the Red Dog Highway. The nearest road controlled by the Shire of Ashburton (Shire), is the Millstream-Pannawonica Road approximately 38km south of the community.

In 2013, Council considered a request via the Department of Regional Development and Lands (RDL), from the NGAC to freehold Reserve 40617. Council resolved to advise RDL that the Shire did not oppose Reserve 40617 being made freehold, subject to the freehold not to be undertaken where there is an expectation the Shire would resume responsibility for roads, rubbish, other infrastructure and community services beyond those that are currently provided.

The Layout Plan (Attachment 1) is the first settlement layout plan to be prepared for the Ngurrawaana community in accordance with State Planning Policy 3.6 – Aboriginal Settlements, and to be endorsed by the community and NGAC. The intent and key characteristics of the Layout Plan is to formalise existing land uses and infrastructure, and to identify the future expansion of the community including additional residential development, road, services and community facilities.

Section 5.5 of the Layout Plan (see Attachment 1) states that the NGAC is responsible for managing all community infrastructure and land use within the settlement. It noted that the community has previously sought a freehold title to strengthen long term governance and economic opportunities. Any future freehold title considerations do not form part of this Layout Plan assessment.

Planning Framework

Local Planning Scheme No. 7 and Local Planning Strategy

The settlement and surrounding land are currently reserved for Public Purposes – Water and Drainage under Local Planning Scheme No.7 (LPS7). The public purpose reservation relates to public drinking water catchment areas. The settlement is not however included as a public drinking water source area by the Department of Water and Environmental Regulation (DWER). The Local Planning Strategy (Strategy) similarly identifies the Ngurrawaana settlement as Community/Public Purpose (Water and Drainage), and as an existing Aboriginal Settlement. The Strategy also recognises the opportunity for the Shire to advocate for the preparation of a layout pan to coordinate services and infrastructure for the settlement.

Draft Local Planning Scheme No.8

Council adopted LPS8 on 10 October 2023 for the purpose of advertising (Items 12.2 and 12.3). Consistent with the Strategy, LPS8 includes the settlement within a ‘Settlement Zone’, with the objectives of the zone being to identify existing and proposed Aboriginal settlements and to collaboratively plan for orderly and proper development through the preparation and endorsement of a layout plan in accordance with State Planning Policy 3.2. Draft LPS8 requires that future development in the ‘Settlement Zone’ is carried out in accordance with a layout plan.

State Planning Policy 3.2 Aboriginal Settlements

State Planning Policy 3.2 Aboriginal Settlements (SPP 3.2) defines Aboriginal settlement as being:

“a discrete place that is not contiguous with a gazetted town, is inhabited or intended to be inhabited wholly or principally by persons of Aboriginal descent, as defined under the Aboriginal Affairs Planning Authority Act 1972, and which has no less than 5 domestic dwellings and/or is supported by essential services that are provided by one or more state agency(s).”

The objectives of SPP 3.2 are:

- To provide for the recognition of Aboriginal settlements through local planning schemes and strategies.
- To collaboratively plan for the orderly and coordinated development of Aboriginal settlements.

SPP 3.2 defines a layout plan as a land-use plan for Aboriginal settlement. SPP 3.2 and the associated Aboriginal Settlement Guidelines sets out the way a layout plan is to be prepared and endorsed including consultation requirements. SPP 3.2 also requires local government to classify land as a 'settlement zone' in a local planning scheme where a layout plan has been endorsed under SPP 3.2.

The Western Australian Planning Commission (WAPC) is the head of power to endorse any community layout plan. WAPC endorsement of a layout plan cannot be provided without the layout plan firstly being endorsed by the residential community, and the local government. This is the first layout plan for Ngurrawaana that is presented to Council for its endorsement under SPP 3.2.

State Planning Policy 3.7 Bushfire

The settlement is in a Bushfire Prone Area designated by Department of Fire and Emergency Services. The Layout Plan has been informed by a Bushfire Management Plan (BMP). The BMP (Attachment 2) introduces measures to protect the community for bushfires including provision of asset protection zones around all new and existing buildings, inclusion of a new exclusive use firefighting tank and nomination of a bushfire refuge location in the existing school building.

The BMP does not, however form part of the Layout Plan, and recommendations of the BMP including the location of a firefighting water tank and emergency refuge location, are not identified on the Master Plan or Layout Plan. It is recommended that Council take this into consideration when making a recommendation to endorse the Layout Plan.

Comments

Description of Proposal

The Layout Plan is proposed to formalise existing land uses, and to reflect the growth aspirations of the community based on sound planning principles including consideration of known cultural, environmental, and infrastructure constraints and opportunities. The Layout Plan identifies the following Development Priorities:

- Short term (2025-2026) priorities include upgrading existing housing, installing essential infrastructure for power and water reliability, improving road access for all-weather connectivity, and establishing a telehealth facility.
- Medium term (2027-2029) priorities include construction of new housing, construction a multipurpose community and cultural centre, expanding digital connectivity and internet access, and economic development initiatives.
- Long term (2030-2033) priorities include expansion of residential areas. Enhancing education facilities, establishing sustainable energy solutions such as solar power, and upgrading community facilities.

The Layout Plan has considered the protection of existing waterways, drainage flow and flood hazards (Attachment 3) and recommends future infrastructure is located away from the mapped flood extents. The Layout Plan has located new infrastructure and residential expansion areas outside of the flood extents.

The Layout Plan relates solely to the proposed layout and management of the Ngurrawaana settlement. It is not an application for development approval and does not include any broader considerations relevant to residents outside the Ngurrawaana community or to infrastructure and services located beyond the settlement.

Servicing and Environmental Health

Future development will need to be adequately serviced, including the provision of suitable effluent disposal systems. The Shire’s Environmental Health Department recommends the following for future wastewater disposal:

- Minimum 1.2m separation from the highest known groundwater level.
- Minimum 30m setback from drinking water sources, including bores, watercourses, and dams.
- Location outside areas subject to 1:10-year flood or inundation events.
- Site and soil capability assessment may be required.
- Use of individual systems poses a contamination risk during flood or inundation events.

Environmental Health also advises that the proposed expansion of the rubbish tip will require licensing with DWER and must comply with environmental protection requirements.

The proposed tourist camping area will require separate registration under the *Caravan Parks and Camping Grounds Act 1995* and must meet the minimum health and safety standards set out in the *Caravan Parks and Camping Grounds Regulations 1997*.

Servicing and environmental health matters are not required to be included in the Layout Plan and will be addressed as part of future development applications.

Consultation

Public consultation is not required for the Layout Plan, which applies solely to Crown land and has no broader implications for the wider community.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

[Council Policies » Shire of Ashburton](#)

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

Planning and Development Act 2005

Part 3, provides the Western Australian Planning Commission to prepare State Planning Policies

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	Council may be seen to not be advocating for the preparation of a layout plan to coordinate services and infrastructure for the settlement, as endorsed under the Local Planning Strategy.	Likely (4)	Minor (2)	Low (1-4)	Accept the officer's recommendation.

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

Voting Requirements

Simple Majority

Officer Recommendation

That Council endorse the Ngurrawaana Settlement Layout Plan, as detailed in Attachment 1, subject to including the recommendations of the Bushfire Management Plan and the location of the firefighting water tank and emergency refuge location.

13 Corporate Services Reports

13.1 Strategic Briefings

File Reference	GV04
Applicant or Proponent(s)	Not Applicable
Author	J Bray, Manager Governance
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Report Purpose

The purpose of this report is to seek Council’s support for the scheduling of ongoing strategic briefings to be held a week prior to each Ordinary Council Meeting, commencing in February 2026.

Council is requested to endorse this approach to enhance informed decision-making and governance.

Background

Currently, briefings are scheduled on the morning of the Ordinary Council Meeting day and ad hoc as required.

The Ordinary Council Meeting day briefing schedule is often full, requiring some items to be deferred to the following month. This results in delays to progressing important projects and limits Council’s ability to address matters in a timely manner.

Comments

To improve Council’s ability to consider matters in depth and ensure all elected members are fully informed, it is proposed to commence holding regular briefings in 2026.

Regular briefings will provide elected members with the opportunity to discuss agenda items, seek clarification, and receive updates on strategic matters in a collaborative environment. This approach aligns with best practice in local government and supports effective governance.

Strategic briefings are proposed to be held on the Monday evening, a week prior to the Ordinary Council Meeting, following the issue of the draft agenda, except where the Monday falls on a public holiday. In this case, the strategic briefing will be scheduled on the Tuesday. The strategic briefings will not be open to the public and are to be attended by all elected members and relevant officers (In-person or online). External presenters may attend for specific sessions, as required.

Decisions or agreement must not be made in respect to any matter raised during the strategic briefings which will require a future Council resolution.

All principles of the *Local Government Act 1995* and Council’s Code of Conduct apply. Discussions should be open and honest to foster a team approach and ensure members are fully informed.

This proposal is intended to support performance excellence and visionary community leadership, as outlined in the Shire of Ashburton Strategic Community Plan 2022–2032.

Consultation

The Chief Executive Officer, elected members and the Governance team have been consulted on the introduction of strategic briefings.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

[Council Policies » Shire of Ashburton](#)

Council Policy – Elected Member Briefing Forums will apply to the proposed strategic briefings.

The format of the strategic briefings is expected to evolve over the first six months (introductory period) as such, no policy amendments are proposed at this stage. Policy amendments will be considered following the introductory period.

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

The *Local Government Act 1995* and Council’s Code of Conduct for Council Members, Committee Members and Candidates apply to all briefing forums.

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Insufficient briefing of elected members leading to uninformed decision-making.	Possible (3)	Moderate (3)	Moderate (5-9)	Schedule regular briefings, ensure all members are invited and provided with relevant materials in advance.

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

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

1. Supports the scheduling of strategic briefings to be held on the Monday evening, a week prior to each Ordinary Council Meeting, commencing in February 2026.
2. Notes that where the Monday is a public holiday, the strategic briefing will be scheduled for the Tuesday.

13.2 Periodic Review - Elected Member Policies

File Reference	GV20
Applicant or Proponent(s)	Not Applicable
Author	R Marlborough, Senior Governance Officer
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Ordinary Council Meeting 14 March 2023 - Item 12.5 – 039/2023 Ordinary Council Meeting 12 December 2023 – Item 13.5 –231/2023
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	<ol style="list-style-type: none"> 1. Elected Member Continuing Professional Development 2. Elected Member and Chief Executive Officer Attendance at Events 3. Elected Member Photographs 4. Elected Member Information Requests 5. Elected Member Entitlements 6. Elected Member Recordkeeping 7. Elected Member Recognition of Service and Legal Representation

Report Purpose

The purpose of this report is to present to Council for consideration –

- the statutory review of Council Policy – Elected Member Continuing Professional Development, which is required after each ordinary local government election; and
- the outcome of a general review of all directly related elected member, Council policies.

Council is requested to consider the reviewed policies as detailed in this report and as provided in the respective attachments.

Background

It is a requirement of the *Local Government Act 1995* (the Act) that Council Policy – Elected Member Continuing Professional Development be reviewed after each local government election to ensure compliance with the Act.

This policy was first adopted by Council in July 2022. The policy was last formally reviewed in December 2023, following the 2023 Ordinary Election.

Elected member related Council policies have also been historically reviewed after each ordinary election to ensure improved awareness, good governance and effective clear operable policy positions.

The other policies presented as part of the review have a significant value to Council as a whole.

Comments

Periodic Council Policy reviews, whether statutorily required or otherwise ensure policy positions are fit for purpose and functional.

The following table details the amendments proposed to the detailed Council policies. For Council’s information the suggested amendments are provided as attachments, with all proposed amendments and updates tracked.

Policy Title	Summary of Proposed Amendments
<p>Elected Member Continuing Professional Development (Attachment 1)</p>	<p>Statutory review required following an Ordinary Local Government Election.</p> <ol style="list-style-type: none"> 1. Clause 2. Updated to add a reference to the statutory requirements of the <i>Local Government Act 1995</i> (the Act) relating to the course titled, Council Member Essentials. Penalty for non-compliance updated to align with the Act. 2. Clause 3.4. Added text to require elected members to submit a training evaluation form within 1 month of returning from professional development training. 3. A new clause 3.5 has been inserted to: <ul style="list-style-type: none"> • demonstrate that where elected member continuing professional development training is approved and the elected member fails to attend or complete the training/course (unless exceptional circumstances apply to the satisfaction of the Chief Executive Officer (CEO)) the elected member shall reimburse the Shire the training and any other directly related costs; and • Where an elected member is dissatisfied with a request by the CEO to refund professional development expenditure, Council shall determine the matter. 4. Links to relevant policies/documents corrected and updated to improve accessibility.
<p>Elected Member and Chief Executive Officer Attendance at Events (Attachment 2)</p>	<ol style="list-style-type: none"> 1. Minor grammatical change to the pre-approved events clause to insert (eg.) before the named hosted event entities. 2. Updated the approval process for invitations received to attend non approved events. Removed reference to the Deputy Shire President and replaced with Council. 3. Minor change to the dispute resolution clause to change Councillors to elected members. Deleted the second sentence in the dispute resolution clause, as Council determine the Shire President’s attendance at non pre-approved events, and this content is not required given the updated approval process clause. 4. To improve clarity content added to the formal duties clause clarifying that expense reimbursements are only applicable where an elected member is undertaking formal duties at an event attended. 5. Links to relevant policies/documents and the elected member teams channel updated to improve accessibility.
<p>Elected Member Photographs (Attachment 3)</p>	<p>Links to relevant policies/documents corrected and updated to improve accessibility, otherwise this policy is working effectively. No other change proposed.</p>

<p>Elected Member Information Requests (Attachment 4)</p>	<p>Links to relevant policies/documents corrected and updated to improve accessibility. Given the pending introduction of communications agreements as part of ongoing local government reforms. No other changes are proposed.</p>
<p>Elected Member Entitlements (Attachment 5)</p>	<p>Subclause 1.1. Title added to clearly distinguish elected members from the independent appointed committee members of the Audit, Risk and Improvement Committee.</p> <ul style="list-style-type: none"> • Acronym inserted for Information and Communications Technology (ICT). <p>New subclause 1.2 added to provide context about the payment of meeting attendance fees to the presiding member of the Audit, Risk and Improvement Committee.</p> <p>New subclause 1.3 added to provide information on the provision of superannuation to elected members.</p> <p>New subclause 1.4 added to provide reference regarding the liability for taxation on fees payable.</p> <p>Clause 2 heading updated – Added “elected members”</p> <p>Clause 2.1 - Reviewed and updated. Content added to:</p> <ol style="list-style-type: none"> a) reference the rate for approved travel reimbursement is the per kilometre rate specified in the Local Government Officers’ (Western Australia) Award 2021. b) clearly identify that vehicle travel reimbursements will be payable for attendance at Shire convened or supported external meetings, approved professional development, presentations, functions, events or ceremonies where the Shire is being represented and formal duties are being performed. <p>Clause 2.1.1 – Updated to reflect:</p> <ol style="list-style-type: none"> a) other reasonable expenses and incidentals can be claimed by reimbursement when attending Shire convened or supported external meetings, approved professional development, or presentations, functions, events or ceremonies where the Shire is being represented and formal duties are being performed. b) simplified the content regarding ineligible expense claims. c) claims for eligible travel or meals reimbursement must be submitted in writing with all necessary supporting evidence, not more than 1 month after attending Shire convened or supported external meetings, approved professional development, presentations, functions, events or ceremonies. <p>Reimbursement claims submitted late will be determined by Council.</p> <p>Timely reimbursement requests support good financial management.</p> <p>Clause 2.3.2 amended to remove the provision of two tie pins with Shire crest.</p> <p>New clause 3 added to clarify the framework for travel, accommodation and ancillary entitlements payable to the independent presiding member of the Audit Risk and Improvement Committee.</p> <p>Original clause 3 “Dispute Resolution” renumbered to clause 4.</p> <p>Links to relevant policies/documents corrected and updated to improve accessibility.</p>

<p>Elected Member Recordkeeping (Attachment 6)</p>	<p>1. Minor grammatical correction confirming that elected member records can be hand delivered at any Ordinary Council Meeting, 2. Links to relevant policies/documents updated to improve accessibility.</p>
<p>Elected Member Recognition of Service (Attachment 7)</p>	<p>No change proposed.</p>
<p>Legal Representation for Elected Members and Employees (Attachment 7)</p>	<p>No change proposed.</p>

The Council Policy - Elected Member Briefing Forums is not presented as part of this review as a separate report on strategic briefings is being presented to Council to consider. If strategic briefings are supported, this existing Council policy will continue to apply and any necessary policy amendments will be presented to Council for consideration, at a later date.

The Council Policy - Council and Committee Meeting - Order of Business is also not presented as part of this review, given the pending introduction of statewide meeting procedures as part of ongoing local government reforms, which will likely define the order of business provisions at meetings.

Council is requested to support the reviews completed and the recommendations presented. Following adoption of the review outcome, the mentioned policies will be updated on the elected members teams’ channel and the Shire’s website.

Consultation

The policy review could not be workshopped at the briefing session on the November 2025 Ordinary Council Meeting Day, as time was not available. The policy review information was first circulated to elected members and the Executive Leadership Team by email on 14 November 2025, with reminders following. Feedback was requested by close of business on 28 November 2025. The Shire President provided feedback, which was taken into consideration during the review.

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

This report relates to the review of nine Council Policies, as presented.

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

Local Government Act 1995 (the Act)

In accordance with section 2.7 of the Act, Council is responsible for determining the local government’s policies.

Section 5.128(5)(a) of the Act requires Council to review its policy relating to elected member continuing professional development after each ordinary election. This policy may be reviewed at any other time. In either case, an absolute majority decision is required.

Section 5.98 of the Act provides for the reimbursement for expenses under a policy adopted pursuant to section 5.129. Section 5.129 of the Act provides that a policy may be prepared and adopted (by absolute majority) for:

- the payment of a fee to a council member, or for the reimbursement of an expense incurred by a council member participating in a course of training required under section 5.126.
- the payment of a fee to a council member, or for the reimbursement of an expense incurred by a council member participating in continuing professional development under section 5.128.

The current Local Government Chief Executive Officers and Elected Council Members Determination set the maximum fee payable to an independent committee member at \$450 per meeting attended. Council adopted this fee under section 5.100(2)(b) of the Act for an independent committee member attendance at the Shire’s Audit, Risk and Improvement Committee, as a presiding or deputy presiding member. Travel and associated costs are also reimbursable.

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Policy positions not being statutorily or operationally functional or compliant.	Possible (3)	Minor (2)	Moderate (5-9)	Review policies periodically or in line with statutory obligations.

<p>Reputation (social/community)</p>	<p>Policy positions not being acceptable to the community.</p>	<p>Possible (3)</p>	<p>Minor (2)</p>	<p>Moderate (5-9)</p>	<p>Ensure policies support broad community expectations by ensuring equitability and transparency.</p>
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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 amendments to the following Council Policies, as presented:
 - (a) Elected Member Continuing Professional Development (Attachment 1);
 - (b) Elected Member and Chief Executive Officer Attendance at Events (Attachment 2);
 - (c) Elected Member Photographs (Attachment 3);
 - (d) Elected Member Information Requests (Attachment 4);
 - (e) Elected Member Entitlements (Attachment 5); and
 - (f) Elected Member Recordkeeping (Attachment 6).
2. Endorses the review of following policies without change:
 - (a) Elected Member Recognition of Service; and
 - (b) Legal Representation for Elected Members and Employees, as provided and detailed in Attachment 7.

13.3 Biennial Review - Code of Conduct for Council Members, Committee Members and Candidates

File Reference	GV20
Applicant or Proponent(s)	Not Applicable
Author	R Marlborough, Senior Governance Officer
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Ordinary Council Meeting 20 April 2021 – Item 12.4 – 54/2021 Ordinary Council Meeting 12 December 2023 – Item 13.6 – 232/2023
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Code of Conduct for Council Members, Committee Members and Candidates - Review

Report Purpose

The purpose of this report is to present the reviewed Code of Conduct for Council Members, Committee Members and Candidates (Code) to Council for consideration.

Council is requested to endorse the review of the Code as provided and detailed at Attachment 1.

Background

In 2021 a legislative requirement to adopt a Code was introduced to provide a clear framework to guide behaviour and the working effectiveness of council members, committee members and candidates, and to apply a framework for managing 'Rules of Conduct' breaches.

Council first adopted this Code at the April 2021 Ordinary Council Meeting (Council Decision 54/202). The last review was presented to Council in December 2023 (Council Decision 232/2023) where a contemporary format was introduced based on the Shire's Corporate Style Guide to improve presentation and readability and a breach reporting form was incorporate to ensure statutory compliance.

Separate to this Code, an Employee Code of Conduct endorsed by the Chief Executive Officer is in effect to guide employee - behaviours, manage gifts, the disclosure of interests, and for the management and reporting of misconduct.

Comments

There is no formal statutory requirement to review the Code however, it is considered good governance and best practice to undertake periodic reviews to ensure broad awareness and compliance with any legislative changes, if required.

The Code as per the relevant legislation sets out the general principles to guide behaviour, requirements relating to behaviour, references the rules of conduct and how complaints can be made and dealt with.

The review undertaken did not identify a statutory need to amend the existing operational text of the Code.

However an introduction is proposed to be inserted to provide preamble on the statutory framework that applies, the Code’s broad intent and to clearly demonstrate that elected members and committee members should be committed to working together effectively, to support effective decision making in the best interests of the community.

Two minor subclause reference errors were found in clauses 10 and 12(7). The last paragraph in clause 10 has been updated to subclause (f) and the last paragraph in clause 12(7) has been updated to (b).

The adoption references in the breach complaint reporting form are proposed to be removed as these references are not necessary.

The reviewed Code for Council’s consideration is provided at Attachment 1.

Consultation

The reviewed Code was circulated to elected members and the Executive Leadership Team for consideration on 18 November 2025. Feedback was requested by 28 November 2025, with reminders following. The Shire President provided feedback, which was taken into consideration during the review.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

Local Government Act 1995 (the Act)

Section 5.103 – (Model code of conduct for council members, committee members and candidates)

This section of the Act deals with the content of the Regulations for the model code of conduct for council members, committee members and candidates.

Section 5.104 (Adoption of model code of conduct)

Deals with the adoption of a Code, by absolute majority and the publication of the adopted Code on the Shire’s website by the Chief Executive Officer.

Local Government (Model Code of Conduct) Regulations 2021

Regulation 11(2)(a) prescribes that the local government must approve the form for a person to make a complaint for an alleged breach of the Code.

Schedule 1 prescribes the specific statutory content of the Code.

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 Code not being statutorily compliant, fit for purposes or effective.	Unlikely (2)	Moderate (3)	Low (1-4)	Periodic reviews ensure statutory compliance, improve organisational awareness and that guiding documents are fit for purpose and effective.

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 accepts the review of the Code of Conduct for Council Members, Committee Members and Candidates and endorses the amendments as detailed in Attachment 1.

13.4 Elected Members Professional Development - Training Request - Cr A Sullivan

File Reference	GV42
Applicant or Proponent(s)	Not Applicable
Author	J Bray, Manager Governance
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Report Purpose

The purpose of this report is to present a professional development (training) request from Cr Sullivan who is seeking to participate in the Australian Institute of Company Directors (AICD) Company Directors Course, by the in-person training method.

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

Background

In November 2025, the Shire received a written request from Cr Sullivan 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 Sullivan seeks to enrol in the Australian Institute of Company Directors (AICD), Company Directors Course, with the preferred training method being by the in-person interactive facilitated option. The units covered by this course are:

- Governance and the Practice of Directorship;
- The Legal Environment;
- Financial Literacy and Performance;
- Achieving Board Effectiveness; and
- Risk and Strategy.

The non-member cost of this training by the in-person interactive facilitated method is \$13,100. The training cost for a AICD member is \$9,700. AICD membership is valued at \$970 per person. Membership is person specific and only for a term of 12 months.

Other training methods and options are available. However, Cr Sullivan’s preference is for the in-person interactive training method, in one training block (over 5 full days). Training dates are available throughout the year on a regular basis.

In addition to enrolment costs, further cost would be payable for flights, accommodation, meals, travel to and from the training venue and the airport. These additional costs are estimated to be \$4,130.

The most advantageous and cost-effective option, should Council support the training requested, would be to approve a 12-month AICD membership for Cr Sullivan, for the amount of \$970. Being a member would reduce the course enrolment cost and realise a saving of \$2,340. The total cost to Council for the training requested would be \$14,800 inclusive of all travel and related expenses.

Notwithstanding the cost implications, the training requested supports 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.

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 General Ledger (GL) account EM24036 Council Training and Development for continuing professional development.

The total cost of the AICD Company Directors Course, as requested is \$14,800 inclusive of enrolment, a one off AICD 12-month membership for Cr Sullivan, and costs related to travel, accommodation, transport and meals.

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 elected members 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
Reputation (social/community)	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 Sullivan’s enrolment in the Australian Industry Company Directors Course, inclusive of a specific one-off 12-month membership for the amount of \$10,670.
2. Notes that there are sufficient funds to cover the costs associated with enrolment and other directly related cost in the existing professional development training allocation for elected members.

13.5 Monthly Schedule of Accounts Paid - November 2025

File Reference	FM03
Applicant or Proponent(s)	Not Applicable
Author	T Dayman, Manager Finance
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Schedule of Accounts Paid - November 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 November 2025;
- Trust Fund Payments for November 2025; and
- Corporate Credit Card and Payment Card Reconciliations for November 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 \$
<u>Municipal Fund</u>	
Electronic Funds Transfers	13,085,271.03
BPay/Credit Cards	387,119.32
Cheques	0
Payroll	1,202,170.96
Bank Fees and Charges	3,001.62
<u>Municipal Fund Total</u>	14,677,562.93
<u>Trust Fund</u>	
Electronic Funds Transfers	0.00
<u>Trust Fund Total</u>	0.00

Payment Cards

Credit Cards	67,782.69
Fuel Cards – Ampol	1,017.29
Fuel Cards – Viva / Shell	9,237.70
Fuel Cards – Wex Motorpass	0
Taxi Cards – Cabcharge	1,260.25
<u>Payment Cards Total</u>	79,297.93

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

Month	EFT	Direct	Credit	Payroll	Bank	Total
July 25	11,877,167	464,990	84,140	1,609,770	2,351	14,039,011
August 25	13,059,809	153,819	84,816	1,059,073	2,337	14,359,856
September 25	12,329,479	4,714	62,308	1,1125,90	2,709	13,524,800
October 25	20,344,341	749,066	79,176	1,143,187	2,540	22,318,311
November 25	13,085,271	387,119	67,783	1,202,171	3,002	14,745,346
Total YTD	70,696,662	1,759,709	378,223	6,139,791	12,939	78,987,324
Total 24/25	83,319,933	3,931,059	579,458	13,971,918	30,854	101,833,224

Consultation

Executive Leadership Team
 Finance Team

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Nil

Financial Implications

Current Financial Year

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

Future Financial Year(s)

Nil

Legislative Implications

Local Government (Financial Management) Regulations 1996

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

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

Regulation 13A Payments by employees via purchasing cards

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

Risk Management

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

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

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

Voting Requirements

Simple Majority

Officer Recommendation

That Council, in accordance with regulation 13 and 13A of the *Local Government (Financial Management) Regulations 1996*, confirms the Monthly Schedule of Accounts Paid for October 2025, inclusive of purchasing cards payments for November 2025, as included at Attachment 1.

13.6 Monthly Financial Statements - November 2025

File Reference	FM03
Applicant or Proponent(s)	Not Applicable
Author	T Dayman, Manager Finance
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Monthly Financial Report - November 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
Compliance	Material misstatement or significant error in the financial statements.	Unlikely (2)	Moderate (3)	Moderate (5-9)	Review of financial position information to be undertaken regularly and by multiple Shire officers.
Compliance	Council does not accept the officer recommendation.	Unlikely (2)	Minor (2)	Low (1-4)	Provide Council with sufficient information for decision making.

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

Voting Requirements

Simple Majority

Officer Recommendation

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

13.7 December Finance Review - Budget Amendments

File Reference	FM03
Applicant or Proponent(s)	Not Applicable
Author	R McDermott, Chief Financial Officer
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Ordinary Council Meeting 19 August 2025 - Item 13.8 – 156/2025
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. December Finance Review - Budget Amendments

Report Purpose

Council and the Chief Executive Officer are required to put in place measures to oversee the sound financial management of the Shire of Ashburton (Shire).

The purpose of this report is to present to Council a number of budget amendments following a review of the year-to-date budget position at the end of October 2025.

Council is requested to approve the recommended budget amendments as detailed.

Background

Budget responsible officers and the Chief Financial Officer met during November 2025 to consider significant changes in forecast project delivery, additional projects requiring budget consideration and any omissions from the budget for 2025/26.

The review, although not a statutory obligation, is considered best practice towards achieving sound oversight of Council's financial position and has a strong management accounting focus.

The major adjustment/s to the 2025/26 Annual Budget centre on:

- Onslow Airport – Onslow Airport Runway pavement strengthening project initiation \$2.33m to be funded from Onslow Aerodrome Reserve (30/6 balance \$12.39m)
- Pilbara Regional Waste Management Facility (PRWMF) – Bomag Waste Compactor \$1.5m to be funded from the PRWMF Reserve (30/6 balance \$7.87m)
- Onslow Streetscape Stage 2 commencement \$3m to be funded from Municipal funds facilitated by a corresponding reduction in the transfer to the Housing Reserve
- Opening position adjustment – increased surplus (\$2.41m)
- Transfer of surplus funds to Future Project Reserve \$770k

At this early stage of the budget year, budget amendments have been kept to a minimum.

In accordance with legislative requirements, a further detailed budget review will be presented to Council at the March 2026 Ordinary Meeting of Council.

Comments

A list of proposed budget amendments and reasons for the amendment is shown at Attachment 1. The main amendments can be summarised as follows:

Rates: (-\$208k)

The provision of hardship consideration to pastoralists and partial write offs for Unimproved Value (UV) freehold land rating.

Onslow Airport: (Nil)

To fund preliminary works and detailed design for the Onslow Airport runway pavement strengthening project (reserve funded).

Onslow Streetscape Project Stage 2: (Nil)

In Council Decision 219/2025, at the November 2025 Ordinary Meeting of Council, part 1, Council resolved to allocate \$3m in the December Budget Review associated with the Stage 2 Onslow Streetscape Project. The commencement of Stage 2 will be funded via Municipal funds facilitated by a reduction to the budgeted transfer to the Housing Reserve.

Facilities Maintenance/Renewal/New: (net - \$524k)

- Sun Chalets: Implement program of works for maintenance of chalets \$200k.
- New Water Fountains & Seating - Paraburdoo: various locations \$80k
- Christmas decoration installation – contract works
- Aquatic Facility – Tom Price – pool blankets, rollers and winch \$67k
- Aquatic Facility – Onslow – pool blankets, bench with rollers and winch \$74k

Property Adjustments: (net -\$341k)

- Remove and replace flooring - 14B Payne Way, Onslow: \$150k transfer of funds from \$2m Housing Capital Renewal allocation
- Demolition – 516 Lockyer Avenue, Paraburdoo: \$300k transfer of funds from \$2m Housing Renewal allocation
- Refurbishment – 397 Acalypha Street, Tom Price: \$200k transfer of funds from \$2m Housing Renewal allocation
- Fencing repairs – various properties: \$100k transfer of funds from \$2m Housing Renewal allocation
- Rental Properties – funding requirements for existing residential property leases \$341k

Plant Replacement Program: (Nil)

Bomag waste compactor \$1.5m reserve funded. As an interim measure a second-hand compactor is being assessed as a temporary measure pending the lead time for supply of the new compactor.

Summary

The net result of the proposed budget amendments is that the budget remains balanced with \$770K transferred to the Future Project Reserve to ensure sufficient funds are available to fund the redevelopment of the Tjiluna Oval Softball Clubhouse, which is the subject of a separate agenda item at this meeting.

Consultation

Executive Leadership Team
 Budget Responsible Officers
 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	3 Plan effectively for financial sustainability.

Council Policy

Nil

Financial Implications

Current Financial Year

The net result of all the proposed amendments to the Annual Budget is that a balanced budget position for 2025/26 is retained.

Future Financial Year(s)

Additional funding or reprioritisation of projects will need to be identified to fund the full estimated expenditure for the Tom Price Administration Building and Onslow Streetscape Stage 2 projects. Alternatively, Council has the option of short-term borrowings.

Legislative Implications

Local Government Act 1995

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

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

Local Government (Financial Management) Regulations 1996

Regulation 33A – Review of budget

A local government is to review the Annual Budget at least once every financial year. A review, as legislated, is to occur within a specified timeframe, and incorporate several considerations to ascertain the performance of the local government operations against the adopted and/or amended budget.

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Interruption to service	Potential delay in project delivery, reduction in the quality of assets provided and services delivered if the budget amendments are not adopted.	Possible (3)	Major (4)	High (10-16)	Provide Council with sufficient information for informed decision making.

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, with respect to the December Finance Review and in accordance with section 6.8 of the *Local Government Act 1995*, approves the budget amendments contained within Attachment 1 for inclusion in the 2025/26 Annual Budget.

14 Infrastructure Services Reports

Nil

15 Community Development Reports

15.1 Request to the Minister for Planning and Lands - Change the Purpose of Reserve 40798

File Reference	R40798
Applicant or Proponent(s)	Not Applicable
Author	L Advisory, LK Advisory Pty Ltd
Authorising Officer	K Woodward, Chief Executive Officer
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Report Purpose

The purpose of this report is to consider making a request to the Minister for Planning and Lands to change the purpose and management order relating to Reserve No. 40798 (Lot 501 Canberra Drive, Tom Price) from “Club and Club Premises” to “Shire Workforce Accommodation”, so that the site can be developed to provide temporary accommodation for Shire contractors and staff in future.

Background

Temporary worker accommodation is needed for Shire of Ashburton (Shire) staff and contractors in Tom Price, particularly to house the workforce needed to deliver key construction projects.

Shire staff have conducted a comprehensive review of land in Tom Price to identify sites that are suitable for accommodating a temporary workforce accommodation development.

This review identified the preferred site as Lot 501 Canberra Drive, Tom Price (Lot 501) (see **Figure 1** over page), which is a Crown Reserve (Reserve No. 40798) vested in the Shire of Ashburton under a Management Order for the purpose of “Club and Club Premises”. The Shire’s Management Order was registered on 14 October 2015 and allows the Reserve to be used for its designated purpose with a power for the Shire to lease part or all of the Reserve for up to 21 years.

The current purpose of Reserve No. 40798 is a legacy of the previous use of the site by the “Crushers Sporting Club” (now Crushers Cricket Club) which relocated to Clem Thompson Pavilion around 2016 when the previous dilapidated structures on Lot 501 were demolished following a Council resolution on 16 September 2015.

Since that time, Lot 501 has remained vacant and cleared, with only scattered vegetation.

Lot 501 is 4,341m² in size and is in the western portion of Tom Price’s ‘Area W’ residential neighbourhood.

At this stage and subject to further approvals, the Shire is proposing to construct a 24-bed temporary accommodation facility on Lot 501, providing the reserve purpose and management are amended to facilitate the development. The facility could then be repurposed and/or removed from site in the next 5-10 years, depending on Council and community needs at the time.

Planning Framework

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

Lot 501 is currently reserved for ‘Parks, Recreation, and Drainage’ under the Shire’s LPS 7 (see **Figure 1**).

A key action of the Shire’s current Local Planning Strategy (Strategy) is to ‘*encourage workforce accommodation being located within Onslow, Tom Price and Paraburdoo wherever possible, to avoid workforce in camps that have limited access to services and are remote*’. This supports the requested change to the reserve purpose to facilitate workforce accommodation in Tom Price.



Figure 1: Extract of Local Planning Scheme No. 7 Map

Under LPS 7, Council has discretion to approve development on land reserved for ‘Parks, Recreation and Drainage’, if in Council’s opinion the development is generally compatible with the purpose of the reserve. Residential development is not considered to fit the ‘Parks, Recreation and Drainage’ reserve.

Any development of Lot 501 for workforce accommodation would be subject of a separate decision-making process in future.

Draft Local Planning Scheme No. 8 (LPS 8)

Lot 501 is rezoned ‘Urban Development’ under the Shire’s Draft LPS 8 (see **Figure 2**), which is now regarded as a “seriously entertained planning proposal” given that public advertising has concluded and Council is due to consider final adoption of the Scheme in November 2025. It is anticipated LPS 8 will come into effect in early 2026.



Figure 2: Extract of draft Local Planning Scheme No. 8 Map

Although LPS 8 will facilitate the required workforce accommodation development, the current reserve purpose and management order only allow the land to be used for the purpose of “Club and Club Premises”.

Land Administration Act 1997

For the Shire to develop workforce accommodation on Lot 501 in future, the purpose of Reserve No. 40798 must be changed from “Club and Club Premises” to “Shire Workforce Accommodation” or similar.

Under Section 51 of the *Land Administration Act 1997* (LAA) the Minister for Planning and Lands may (among other things) cancel or change the purpose of a reserve.

Cancelling the reserve would result in the Management Order being revoked and Lot 501 becoming Unallocated Crown Land (UCL) which could then be leased to the Shire for any purpose.

However, changing the purpose of the reserve and the associated Management Order will allow the Shire to still use and develop Lot 501, without needing to enter into a lease on UCL from the State.

Several precedent examples exist, where the purpose of the reserve specifically facilitates the development of housing.

These include:

- 2 Watson Drive, Onslow (Reserve 42094) – Reserved for “Staff Housing”
- 48, 52, 54 Third Avenue, Onslow (Reserve 41970) – Reserved for “Staff Accommodation”
- 3 First Street, Onslow (Reserve 42626) – Reserved for “Staff Housing”
- 4A, 4 Hicks Street, Esperance (Reserve 26980) – Reserved for “Shire Workforce Accommodation”
- 301 Newman Drive, Newman (Reserve 48190) – Reserved for “Transient Workforce Accommodation”.

Comments

To provide optimal flexibility for the Shire’s future use of Lot 501, it is recommended the purpose of Reserve No. 40798 is changed from “Club and Club Premises” to “Shire Workforce Accommodation”, and the Management Order amended accordingly with a power for the Shire to lease the reserve for up to 21 years. This will provide the Shire with an entitlement to lease any accommodation unit(s) placed on the reserve for the purpose of workforce accommodation.

Consultation

Nil.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

[Council Policies » Shire of Ashburton](#)

If a development application is required for the Shire’s future use of Lot 501 - Local Planning Policy (LPP) 13 Transient Workforce Accommodation will apply.

Financial Implications

Current Financial Year

There are no financial implications associated with making a request to the Minister for Lands to change the purpose and Management Order for Reserve No. 40798.

Future Financial Year(s)

Nil.

Legislative Implications

Land Administration Act 1997 – Sections 46 (relating to Management Orders) and 51 (relating to Reserves).

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	If the reserve purpose and management order are changed as recommended, then Lot 501 will only be useable for workforce accommodation.	Unlikely (2)	Insignificant (1)	Low (1-4)	Adopting the Officer recommendation.

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

Voting Requirements

Simple Majority

Officer Recommendation

That Council, in respect of Reserve No. 40798 Canberra Drive, Tom Price comprising the whole of Lot 501 on Deposited Plan 406730 (Certificate of Title Volume LR3165 Folio 771), requests the Minister for Planning and Lands to:

1. Pursuant to section 51 of the *Land Administration Act 1997* change the purpose of the Reserve from “Club and Club Premises” to “Shire Workforce Accommodation”; and
2. Pursuant to section 46 of the *Land Administration Act 1997* change the Reserves Management Order to the Shire of Ashburton (Document No. N148093 registered on 14 October 2015) to allow use of the reserve for the purpose of “Shire Workforce Accommodation” with a power to lease for up to 21 years.

15.2 Request for Tender 18.25 Design and Construct Tjiluna Oval Softball Clubhouse Redevelopment

File Reference	CM18.25
Applicant or Proponent(s)	Not Applicable
Author	C McGurk, Director Community Development
Authorising Officer	K Woodward, Chief Executive Officer
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Evaluation Report - Confidential

Report Purpose

The purpose of this report is to provide Council with the Tender Evaluation and Recommendation Report for Request for Tender (RFT) 18.25 – Design and Construct Tjiluna Oval Softball Clubhouse Redevelopment, as detailed in Confidential Attachment 1.

Council is requested to award the project as detailed in RFT 18.25 Design and Construct Tjiluna Oval Softball Clubhouse Redevelopment to Tenderer 1 based on the tender evaluation panel's assessment of the tender submissions received.

Background

The Tjiluna Oval Softball Clubhouse sustained extensive damage rendering it unusable following a freak storm on 28 November 2024. Whilst insured for full replacement value of over \$2 million at the time, only \$385,367 was received for repairs. This was due to an engineering structural assessment determining that the 2008 refurbishment to the lean-to-canopy roof not being designed to withstand the worst-case wind loads as prescribed by the design standards at the time.

As a result, during 2025/26 budget deliberations Council endorsed a preliminary budget for the rebuild of \$2.4 million being the insurance settlement and a \$2m municipal contribution from the Future Project Reserve.

The Shire of Ashburton subsequently undertook a Request for Tender (RFT) pursuant to section.3.57 of the *Local Government Act 1995* inviting suitably registered, qualified and experienced contractors to submit bids for the scope of works contained in RFT 18.25 Design and Construct Tjiluna Oval Softball Clubhouse Redevelopment, in accordance with the tender brief.

The redevelopment includes partial demolition, refurbishment and expansion of the existing facility with a new single-storey structure. The development will include new clubhouse facilities with a kitchen, bar and servery area, new storerooms public toilets and other associated works. External work involves a new water connection, diversion of existing underground services, new playground fencing and damaged turf replacement.

The Shire required a cost competitive tender submission on a Design & Construct (D&C) basis. Tenderers were to utilise the provided Reference Design Documentation to develop their tender offer whilst using their experience and expertise in providing the most cost competitive submission.

Tenderers were invited to submit pricing based on the reference drawings and documents attached to the RFT documentation to provide a compliant and operational outcome.

Tenderers were to engage all necessary suitably qualified specialist consultants to produce a contract documentation pack, including but not limited to fully detailed working drawings, specification and schedules, for a pre-certified building permit application and construction purposes.

Tenderers were also to allow for provision of accurate as-constructed drawings and manuals on the completion of the works.

The successful Tenderer is to provide all necessary services, including design documents, materials, products, labour, plant and equipment, for its design, management, construction and completion of the whole of the work under the Contract in compliance with the Building Code of Australia (BCA) 2019 National Construction Code (NCC) Volume 1 Amendment 1, National Quality Framework and all relevant Australian Standards, Codes of Practice, Western Australia and Commonwealth legislation, statutes, ordinances, rules and regulations bearing on the provision of such services, and conduct of the work under the Contract.

A non-mandatory site inspection was held on Wednesday, 29 October 2025 at 10:00am to inspect the existing facilities located at Tjiluna Oval, Lot 293 Willow Road, Tom Price Western Australia.

Comments

The Shire of Ashburton released RFT 18.25 Design and Construction of Tjiluna Oval Softball Clubhouse Redevelopment via the Shire’s e-tendering portal known as Tenderlink on 18 October 2025 and closed on 18 November 2025 at 2:00pm WST. The Tender was also advertised via statewide public notice in The West Australian Newspaper from 20 October 2025.

The RFT advertisement specified the requirements of the Shire and invited suitably registered, qualified and experienced contractors to submit bids to enter a Contract for the works contained in RFT 18.25, as detailed in the tender brief.

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

Criteria	Weighting
Relevant Experience and Past Company Performance	20%
Key Personnel	15%
Resources/Plant/Equipment	10%
Methodology/Program/Quality & WHS Systems/ Risk Management	5%

The tender price was given the following weighting

Criteria	Weighting
Price	50%

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

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

The evaluation panel recommendation report, inclusive of the overall evaluation scores, rankings and the evaluation panel’s recommendation regarding the preferred tenderer, is included as Confidential Attachment 1.

The preferred tenderer was assessed as providing the most advantageous offer and best value for money to undertake the project works contained in RFT 18.25.

The offer submitted is for a lump sum price and includes all preliminaries, materials, labour and deliverables. The lump sum price is subject to satisfactory contract negotiations and any resultant amendments. Given the comprehensive nature of the tender response provided by the preferred tenderer, these negotiations are not expected to create any issues.

Consultation

- Procurement Department
- Tender Assessment Panel
- Independent Probity Auditor
- Director Community Development
- Director Infrastructure Services
- Director Corporate Services

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	2. Place - We will provide sustainable, purposeful, and valued built and natural environment opportunities for the community.
Strategic Outcome	2.7 Quality, well-maintained, and purposeful community facilities
Strategy	1 Provide high-standard sport and recreation facilities across the Shire.

Council Policy

[Council Policies » Shire of Ashburton](#)

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

Financial Implications

Current Financial Year

Current allocation for the project is \$2,400,000.00 (inc. of insurance settlement).

Tenderer 1, and the only submission received as detailed in Confidential Attachment 1, submitted a complaint submission with a total contract price of \$3,990,074.91, excluding GST. \$1,590,074.91 over the budget allocation.

The lump sum price includes all preliminaries, materials, labour, delivery and deliverables.

The project budget allocation requires an additional amount of \$1,800,000 to provide a 5% contingency of \$200,000 and a total budget of \$1,800,000. The additional funds are primarily because of the proactive extension to the facility following extensive user group consultation during the concept design phase.

This is recommended to be funded as follows:

Source	Amount
Future Project Reserve	\$2,400,000
Reallocation of Staff Housing budgeted reserve transfer	\$1,800,000
Total	\$4,200,000

Note: The 2025/2026 Annual Budget contained an allocation of \$5 million in total to the Staff Housing Reserve in accordance with Councils strategic priority. It is proposed that budget savings identified during the mid-year budget review and any year end municipal budget surplus funds will be first applied to reinstating this reserve transfer amount to the Staff Housing Reserve, before considering discretionary reserve transfers.

Future Financial Year(s)

The project is expected to commence in March 2026 with practical completion in October 2026. This will result in a portion of the project being a carryover project at the commencement of the 2026/2027 financial year.

Operating and renewal costs will be accommodated within the operational budget and renewal costs included in the Buildings asset management plan.

Legislative Implications

Local Government Act 1995

Section 1.8 – Statewide public notice

Section 3.57 – Tenders for providing goods or services.

Local Government (Functions and General) Regulations 1996

Regulation 11 – When tenders must be publicly invited.

Regulation 18 – Rejecting and accepting tenders.

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile.	Possible (3)	Moderate (3)	Moderate (5-9)	Adopt officer’s recommendation.

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

Voting Requirements

Absolute Majority

Officer Recommendation

That Council:

1. Accepts the Evaluation Panel’s recommendation, as provided in Confidential Attachment 1, and approves the award of a contract to Tenderer 1 for the tendered works under Request for Tender 18.25 – Design and Construct Tjiluna Oval Softball Clubhouse Redevelopment for the total contract price of \$3,990,074.91 (excluding GST) and inclusive of all preliminaries, materials, labour, delivery and deliverables;
2. Approves a budget amendment as per the following table:

Description	General Ledger/Account	Current Budget	Budget Amendment	Proposed Budget
Tjiluna Oval Softball Clubhouse Redevelopment	New Job	0	\$4,200,000	\$4,200,000
Future Reserve Transfer In	RF431100	(\$14,205,206)	(\$16,205,206)	(\$2,400,000)
Housing Reserve Transfer	RF53011	\$2,135,097	\$335,097	(\$1,800,000)
			NET	Nil

3. Authorises the Chief Executive Officer to negotiate and enter a formal contract with Tenderer 1 for the tendered works under Request for Tender 18.25 – Design and Construct Tjiluna Oval Softball Clubhouse Redevelopment.

16 Councillor Agenda Items / Notices of Motion

Nil

17 New Business Of An Urgent Nature Introduced By Council Decision

18 Confidential Matters

18.1 Expired Exploration Mining Tenement - A51783

File Reference	RV12
Applicant or Proponent(s)	Not Applicable
Author	M Wagstaff, Senior Finance Officer
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Legal Recommendation - A51783 - Confidential

Reason for Confidentiality

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

Report Purpose

Council is required to consider the debt outstanding on Assessment A51783.

The purpose of this report is to provide sufficient information to allow Council to make an informed decision.

Voting Requirements

Simple Majority

19 Next Meeting

The next Ordinary Council Meeting will be held at 1:00pm on Tuesday 17 February 2026 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](#).