Agenda

Ordinary Council Meeting

Tuesday, 18 August 2026

Date:	Tuesday 18 August 2026
Time:	1:00pm
Location:	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow
Distribution Date:	Thursday 13 August 2026

Shire of Ashburton

Ordinary Council Meeting

Please be informed an Ordinary Council Meeting will be held at 1:00pm on Tuesday 18 August 2026 at Council Chambers, Onslow Shire Complex, Second Avenue, Onslow.

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. Artificial intelligence tools may have been used in the preparation of this Agenda.

Contents

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	Shire President
	Cr A Sullivan	Paraburdoo Ward
	Cr R de Pledge	Ashburton-Tablelands Ward
	Cr K White	Onslow Ward
	Cr T Fox	Pannawonica Ward (electronic)
	Cr L Rumble JP	Paraburdoo Ward
	Cr K Day	Tom Price Ward (electronic)
	Cr B Noone	Tom Price Ward (electronic)
	Cr C Rogers	Tom Price Ward
Employees:	K Woodward	Chief Executive Officer
	C McGurk	Director Community Development
	K Williams	Director Development and Regulatory Services
	D Kennedy	Director Corporate Services
	G Harris	Director Infrastructure Services
	A Johnston	Manager Media and Communications
	S Fernandes	Manager Governance
	J Rouse	Governance Officer

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

3.2 Apologies

To be informed at the meeting.

3.3 Approved Leave Of Absence

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 21 July 2026

Officer Recommendation

That the Minutes of the Ordinary Council Meeting held 21 July 2026 (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 28 July 2026

Officer Recommendation

That the Minutes of the Special Council Meeting held 28 July 2026 (Item 10.1.2 Attachment 1) be confirmed as a true and accurate record.

10.2 Receipt of Committee and other Minutes

Nil

11 Recommendations From Committee

Audit, Risk and Improvement Committee Meeting held on 11 August 2026

11/ARI.1 2025 Compliance Audit Return

File Reference	GV32
Applicant or Proponent(s)	Not Applicable
Author	R Marlborough, Senior Governance Officer
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. 2025 Compliance Audit Return

Report Purpose

The purpose of this report is to present the responses to the 2025 Compliance Audit Return (CAR) for the period 1 January to 31 December 2025, as provided and detailed at Attachment 1 for review by the Audit, Risk and Improvement Committee (Committee) and for subsequent Council endorsement.

The Committee is requested to support the recommendation presented to enable the completed CAR to be submitted to the Local Government Inspector by 30 September 2026.

Background

Historically the Department of Local Government, Industry Regulation and Safety (Department) released the annual Compliance Audit Return questionnaire in December each year, with the deadline for submissions to the Department, being 31 March in the following year.

With the introduction of the Local Government Inspectorate on 1 January 2026, the Local Government Inspector is now responsible for approving the form of the annual CAR and for receiving adopted submissions electronically through the CAR portal

Comments

The CAR is an annual self-assessment required under regulation 14 of the *Local Government (Audit) Regulations 1996*. Every Western Australian local government must complete a CAR for the period 1 January to 31 December each year.

The Local Government Inspectorate released the questions for the 2025 CAR (for the period 1 January 2025 – 31 December 2025) on 16 June 2026, with submissions being required to be lodged through the online CAR portal by 30 September 2026, unless extended by the Inspector.

It is a statutory function of the Audit, Risk and Improvement Committee (Committee) under the Regulations to receive, review reports, and recommend to the Council actions to be taken in relation to compliance and other audits and other statutory prescribed reviews.

The 2025 Compliance Audit Return contains a total of 96 questions, with 14 of these questions already being asked in other questions. Responsible officers have responded to the questions indicating either yes, no, not applicable, or where the questions are duplicates related to other questions already asked, no response required was inserted.

The following table summarises the Shire's performance in each of the categories specified;

Category	Answerable Questions	Compliance Rating
Local Government Act 1995	41#	97.6%
Local Government (Administration) Regulations 1996	10	100%
Local Government (Audit) Regulations 1996	2	100%
Local Government (Constitution) Regulations 1998	2	100%
Local Government (Elections) Regulations 1997	1	100%
Local Government (Financial Management) Regulations 1996	11	100%
Local Government (Functions and General) Regulations 1996	15	100%
Total	**82**	**98.78%**

Only one area of statutory non-compliance was identified during the 2025 CAR review. In the Local Government Act 1995 category (Question 31#) relates to section 5.76(1) of the *Local Government Act 1995 - Annual returns*, as follows:

> *"Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2025"*

One elected member's annual return was not lodged by the due date due to being overseas. The annual return was completed on return. This matter was reported to the DLGIRS and the Crime and Corruption Commission for investigation and no adverse findings were made.

The Shire continues to provide regular reminders to elected members and employees completing primary and annual returns.

It is recommended that the Committee accepts the findings outlined in the 2025 CAR and makes a recommendation to Council to endorse the 2025 CAR. If supported by Council, certification is required by the Chief Executive Officer and Shire President, before lodging the CAR electronically with the local government Inspector by 30 September 2026.

Consultation

Relevant Directors, Managers and officers provided responses to the questions in the CAR.

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 14 and 15 of the *Local Government (Audit) Regulations 1996*, the local government is to carry out a compliance audit for the period 1 January to 31 December each year and submit a of the return to the Inspector.

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	2025 CAR not submitted within the statutory reporting timeframe.	Unlikely (2)	Moderate (3)	Moderate (5-9)	Council endorsement of the completed 2025 CAR and submission to the local government Inspector as statutorily required.

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, Risk and Improvement Committee recommends that Council:

1. Endorse and accept the findings outlined in the 2025 Compliance Audit Return for the period 1 January 2025 to 31 December 2025, as detailed in Attachment 1; and

2. Authorises the Shire President and Chief Executive Officer to jointly certify the 2025 Compliance Audit Return for submission to the Local Government Inspector by 30 September

11/ARI.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 Risk and Improvement Committee 19 May 2026 - Item 6.2
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Internal Audit Log - Outstanding and Closed Action Report dated 10 July 2026

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, note two archived-in progress 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 as per local government legislative requirements.

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 from 15 April 2026 to 10 July 2026.

During this period, evidence against three audit items were verified as implemented.

Finding No	Audit Report	Agreed Management Action/ Actions Taken	Status
255	Regulation 17 - 2023	The "Onslow Airport – Airside Perimeter Security Risk Register" was provided in April and represents a positive improvement on the version submitted at the time of the Internal Audit conducted in 2023. The updated register provides more detailed identification of risks and controls, particularly in relation to physical perimeter and access security. Subsequently Onslow Airport – Airside Perimeter Security Risk Register was provided with Passenger Screening Risks.	Verified as Implemented To be closed after ARIC endorse.
276	Internal Audit over Corporate Credit Cards	Review and update the Organisational Practice – Corporate Credit Cards (Clause 21) to align with current secure systems (CBA Card Manager and Expense Me Pro) and remove requirements that conflict with PCI DSS and statutory obligations. Document how these systems meet governance requirements and ensure CEO approval for any amendments.	Verified as Implemented To be closed after ARIC endorse.
277	Internal Audit over Corporate Credit Cards	The CPCTC *(Policies/ Organisational Practice)* will be amended to say 'The cardholder must not accrue or personally retain any reward points, loyalty benefits, or incentives derived from the use of the Shire's corporate credit card'.	Verified as Implemented To be closed after ARIC endorse.

Furthermore, two material internal audit findings (#274 and #275) arising from the Financial Management Review -2024 have been scheduled for re-audit during the next Regulation 17 review. Accordingly, these two findings have been categorized as Archived – In Progress until the next Regulation 17 assessment is completed and the results have been finalized.

A summary of the progress on the implementation of internal audit recommendations is provided in the following table. There are nine audit findings that are open as of 10 July 2026 after considering the proposed closure of one finding.

The Internal Auditor is working with the Executive Leadership Team (ELT), managers, and relevant 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
	10 July 2026	15 April 2026	10 July 2026	15 April 2026	10 July 2026	15 April 2026	10 July 2026	15 April 2026	
Regulation 17-2023	0	1	4	4	25	24	4	5	29
Procurement [24]	0	0	2	2	5	5	2	2	7
FMR 2024	0	0	2	2	7	7	2	2	9
Internal Audit Over Corporate Credit Cards	0	3	1	0	3	1	1	3	4
Totals	0	04	09	08	40	37	09	12	49

Consultation

Below is the consultation framework endorsed by the then Audit, Risk and Improvement Committee (ARIC) for the internal audit department.

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

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

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

- Financial Management,
- Legislative compliance, and
- Risk Management.

The CEO is to report to the ARIC, 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)	Moderate (3)	Moderate (5-9)	Implement process improvements resulting from internal audits/external reviews and provide regular progress reporting to the Audit, Risk and Improvement Committee.

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

Voting Requirements

Simple Majority

Officer Recommendation

The Audit, Risk and Improvement Committee recommends that Council:

1. Endorses the closure of three validated internal audit action, number 255, 276 and 277 as detailed in Attachment 1;
2. Note that Internal Audit Findings 274 and 275 are classified as Archived – In Progress and will be re-tested as part of the next Regulation 17 review; and
3. Receives the updated Internal Audit Log – Outstanding and Closed Actions report dated 10 July 2026, also as provided at Attachment 1.

11/ARI.3 Internal Audit - Annual Independence Declaration 2025/2026

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

To provide the Audit, Risk and Improvement Committee (ARIC) with the Internal Auditor's annual declaration regarding the organisational independence of the Internal Audit activity and the Internal Auditor's objectivity for the period 1 July 2025 to 30 June 2026, in accordance with the Council-adopted Internal Audit Charter and the Institute of Internal Auditors Global Internal Audit Standards.

Background

The Council-adopted Internal Audit Charter (Council Decision 150-2023) requires the Internal Auditor to confirm to the Audit, Risk and Improvement Committee, at least annually, the organisational independence of the Internal Audit activity.

The Internal Audit Charter establishes that the Internal Auditor reports functionally to the Audit, Risk and Improvement Committee and administratively to the Chief Executive Officer. This is the recommended reporting arrangement per the DLGSC operational guide 09 (Currently called as DLGIRS). The Charter further requires the Internal Auditor to disclose any actual, potential or perceived impairments to organisational independence or individual objectivity, together with any interference in determining the scope of internal audit work, performing audit procedures or communicating results. The Charter also provide internal auditor with direct and unrestricted access to ARIC with or without management presence.

The Global Internal Audit Standards similarly require the Internal Auditor to communicate and confirm the Internal Audit activity's organisational independence and to disclose any conditions that may impair independence or objectivity.

Comments

For the period 1 July 2025 to 30 June 2026, the Internal Audit activity remained functionally accountable to the Audit, Risk and Improvement Committee and administratively accountable to the Chief Executive Officer in accordance with the Internal Audit Charter.

The Internal Auditor confirms that audit responsibilities were performed objectively and without any actual conflict of interest during the reporting period. No financial, personal or other interests existed that impaired individual objectivity.

During the reporting period, several matters arose that had the potential to create actual or perceived impairments to the organisational independence of the Internal Audit activity. Consistent with the requirements of the Internal Audit Charter and the Global Internal Audit Standards, these matters were disclosed through appropriate governance channels.

These matters included:

- **Annual Internal Audit Planning** – As documented in the draft Strategic Internal Audit Plan, internal auditor identified 31 auditable areas and proposed eight internal audit engagements for the 2025/26 financial year based on the risk assessment. Following discussions during the planning process up to the ELT meeting as of 10 June 2025, management supported only four engagements to inclusion in the 2025/2026 plan. The documented DRAFT Strategic Internal Audit Plan was submitted to the Chief Executive Officer on 25 September 2025. This represented a significant reduction in the proposed risk-based audit coverage and is disclosed as a matter relevant to organisational independence and the Internal Auditor's ability to deliver the risk-based assurance program.
- **Firebreak Management Internal Audit** – The Firebreak Management Internal Audit was approved by both the Audit, Risk and Improvement Committee (ARIC) and the Chief Executive Officer. Following commencement of the engagement, including planning discussions with process owners, completion of the engagement risk assessment and work program, and briefing of significant preliminary concerns to the Chief Executive Officer, the audit was paused pending further management consideration. This represented a potential impairment to the execution of an ARIC-approved engagement and is disclosed as a matter relevant to organisational independence.
- **External Review of Audit Methodology –** Following commencement of the Firebreak Management Internal Audit, progression of the engagement became contingent upon an external review of the Internal Auditor's proposed methodology. The Internal Audit Charter assigns responsibility for determining engagement methodology to the Internal Audit activity in accordance with the Global Internal Audit Standards and does not provide for an external party beyond the Audit Committee to be part of ARIC governance structure/ approve or validate the methodology before an ARIC approved engagement proceeds. Accordingly, this matter is disclosed as a potential organisational independence consideration.

These matters were communicated to the Chief Executive Officer and/or the Audit, Risk and Improvement Committee as appropriate. Where required, they were documented in audit reports, status reports or other governance communications to enable the Committee to exercise its oversight responsibilities.

Notwithstanding the matters disclosed above, the Internal Auditor confirms that Internal Audit responsibilities continued to be performed independently, objectively and in accordance with the Council-adopted Internal Audit Charter and the Global Internal Audit Standards.

Accordingly, the Internal Auditor confirms the organisational independence of the Internal Audit activity for the reporting period ended 30 June 2026.

Consultation

The CEO has been consulted on the internal audits. External auditors have been consulted identifying extent of their work to avoid possible duplication of assurance efforts.

Below is the ARIC endorsed consultation framework for the 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 appropriateness and effectiveness of a local government's systems and procedures in relation to:

- Financial Management,
- Legislative compliance; and
- Risk management.

The CEO is to report to the ARIC, 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	Failure to maintain an independent and objective internal audit function may reduce the effectiveness of assurance provided to Council and ARIC, resulting in reduced oversight of governance, risk management and internal controls.	Possible (3)	Major (4)	High (10-16)	Annual independence declaration provided to ARIC. Internal Audit Charter implemented. Functional reporting relationship maintained with ARIC. Actual or perceived impairments disclosed and managed through governance processes.

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 recommends that Council:

1. Receives the Internal Auditor's Annual Independence Declaration for the period 1 July 2025 to 30 June 2026;
2. Notes the matters disclosed in this report regarding potential or perceived threats to organisational independence that were communicated through established governance processes; and
3. Notes the Internal Auditor's confirmation that the organisational independence of the Internal Audit activity was maintained during the reporting period in accordance with the Internal Audit Charter and the Global Internal Audit Standards.

11/ARI.4 Internal Audit Schedule - August 2026 - November 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	Audit Risk and Improvement Committee 10 May 2026 - Item 6.2
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Report Purpose

A comprehensive Strategic Internal Audit Plan 2025–2029 has been drafted 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 of Strategic Internal Audit Plan, and align organisational resources, an interim internal audit schedule was endorsed from September 2025 to May 2026 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 2025-2026 financial year. Subsequently, a new draft Strategic Internal Audit Plan (2025–2029) was developed in consultation with the previous Chief Executive Officer (CEO) and the ELT. With the appointment of the current CEO, the updated plan has been resubmitted for further consultation and review in September 2025.

To maintain oversight of internal controls and ensure continuity of audit coverage during this transition period, the Audit, Risk and Improvement Committee (ARIC) endorsed below internal audits from September 2025 to May 2026:

1. Corporate Credit Cards
2. Contract Management.
3. Firebreaks
4. Local Emergency Management

Comments

The table below outlines the current status of the internal audits.

Audit Name	Status
Corporate Credit Cards	**Completed, Endorsed and Under Follow-up** The internal audit was completed and endorsed by the Audit, Risk and Improvement Committee (ARIC) in February 2026. Four agreed management actions were recorded in the internal audit action register for follow-up. Of these, three actions have been completed, while one action remains open and is being monitored through the follow-up process.
Contract Management	**Completed – To Be Presented to ARIC in August 2026** This internal audit has been completed and is scheduled to be presented to the Audit, Risk and Improvement Committee (ARIC) in August 2026. Upon presentation, the report and any associated management actions will be considered for endorsement and follow-up.
Fire Breaks	**Rescheduled to January–March 2027** Following discussions held on 22 July 2026, the CEO advised that the Internal Audit should proceed. Accordingly, the audit has been rescheduled and is now planned for completion during the period January – March 2027. **Background** High level scope was approved by ARIC to start the internal audit by 9 February 2026 The internal audit commenced initial consultations with the CEO, relevant process owners, and the development of the Planning Memorandum, Engagement Risk Assessment and Engagement Work Program in accordance with the Global Internal Audit Standards (IPPF). The Planning Memorandum was approved by the CEO on 25 February 2026. Access to required information was formally requested on 25 February 2026. During March 2026, the Internal Auditor engaged in discussions with the CEO regarding the status of the audit. The CEO subsequently directed that the internal audit be placed on hold, initially via verbal instruction during March 2026 and formally confirmed by email dated 31 March 2026. This matter was communicated to the Presiding Member of ARIC for guidance via email dated 15 April 2026.

Local Emergency Preparedness	**In Progress** The CEO approved the Planning Memorandum on 17 July 2026. Following this approval, the Internal Audit commenced and is currently in progress. The audit is being undertaken in accordance with the approved scope, objectives, and audit plan. **Background** High level scope was approved by ARIC to start the internal audit by 9 February 2026. This Internal Audit was temporarily paused as the same process owners were involved in the Firebreak Audit. This matter was communicated to the Presiding Member of ARIC for guidance via email dated 15 April 2026.

It is suggested that the following audit areas be progressed during the period August 2026 to November 2026.

S/N	Area	Possible Scope
1	Local Emergency Preparedness	To continue with same scope as endorsed previously by ARIC.
2	Regulation 17 – Legislative Compliance	To conduct an internal audit to support the CEO's review of the legislative compliance requirements under Regulation 17 of the *Local Government (Audit) Regulations 1996*. **Regulation 17 -CEO to review certain systems and procedures** (1) The CEO must review the appropriateness and effectiveness of the local government's systems and procedures in relation to the following matters — • financial management; • legislative compliance; • risk management. (2) Under sub regulation (1), the CEO may review any or all of the matters referred to in sub regulation (1)(a) to (c) at any time but must review each of those matters not less than once in every 4 financial years. A review of **<u>legislative compliance under Regulation 17</u>** at this point of time is particularly important, as the revised Regulations 14 and 15 place greater emphasis on strengthening the Compliance Audit Return (CAR) process through annual compliance audits and reporting requirements to both the Audit, Risk and Improvement Committee (ARIC) and the Local Government Inspector.

Consultation

The CEO has 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 ARIC endorsed consultation framework for the 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
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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
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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 appropriateness and effectiveness of a local government's systems and procedures in relation to:

- Financial Management,
- Legislative compliance; and
- Risk management.

The CEO is to report to the ARIC, 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.	Possible (3)	Major (4)	High (10-16)	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 *ISO31000.*

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, Risk and Improvement Committee recommends that Council:

1. Notes the progress of the three internal audits endorsed up to May 2026, being the Internal Audits of Corporate Credit Cards, Contract Management, and Local Emergency Preparedness;
2. Endorses the rescheduling of one internal audit to January 2027–March 2027, being the Internal Audit of Firebreak Management;
3. Endorses the continuation of one internal audit from August 2026, being the Internal Audit of Local Emergency Preparedness; and
4. Endorses the commencement of one internal audit from August 2026 to support part of the Regulation 17 Review, being the Legislative Compliance Review.

11/ARI.5 Internal Audit Report - Contract Management

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 Risk and Improvement Committee 18 May 2026 - Item 6.2
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Internal Audit Report - Contract Management July 2026

Report Purpose

The Internal Audit over Contract Management (IAOCM) was included in the approved Internal Audit schedule and undertaken to assess whether contract management arrangements provide appropriate governance, accountability and oversight across the contract lifecycle, including contract administration, variations, extensions, performance monitoring, recordkeeping and reporting.

Council is requested to receive the Internal Audit over Contract Management report (please refer 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 as per local government legislative requirements.

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 presents the findings of the Internal Audit over Contract Management for the period 1 January 2025 to 31 January 2026.

The audit identified that the Shire performs a noticeable level of contract administration activity and that management has commenced development of practices, procedures, registers and supporting tools to strengthen contract management governance. However, these arrangements had not been fully implemented at the time of audit fieldwork. The overall contract management control environment was assessed as **Partially Effective.**

Finding No	Finding	Control Effectiveness
1	Contract Management Framework Not Yet Fully Implemented	Partially Effective
2	Contract Information and Recordkeeping Requirements Are Not Consistently Applied	Partially Effective
3	Contract Risk Management Is Not Applied Consistently	Partially Effective
4	Contract Extensions Are Not Supported by Formal Value-for-Money Assessments	Partially Effective
5	Contractor Performance Information Is Not Consistently Leveraged	Partially Effective

Management has agreed to all recommendations and developed action plans to address the identified opportunities for improvement. Target completion dates range from 30 June 2027 to 31 March 2028.

Please refer to the attached report for full details of findings, implications, recommendations, management responses and agreed actions.

Consultation

Below is the consultation framework endorsed by the then Audit, Risk and Improvement Committee (ARIC) for the internal audit department.

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

Audit Engagements						
Planning Memorandum	2200	N/A	N/A	Consult / Approve	Consult	Develop / Approve
Draft Report	2400	N/A	N/A	N/A	Consult	Develop
Final Report	2400, 2440	Receive	Review / Recommend	Inform	Inform	Develop / Approve

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

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

- Financial management,
- Legislative compliance, and
- Risk management.

The CEO is to report to the ARIC, 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)	Moderate (3)	Moderate (5-9)	Implement process improvements as a result internal/external reviews and provide regular progress reporting to the Audit, Risk and Improvement Committee.

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

Voting Requirements

Simple Majority

Committee Recommendation

The Audit, Risk and Improvement Committee recommends that Council receives the Internal Audit over Contract Management report, as detailed in Attachment 1.

12 Office of the Chief Executive Officer Reports

Nil

13 Corporate Services Reports

13.1 Monthly Financial Statements - July 2026

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 July 2026

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 July 2026.

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 July 2026, as included at Attachment 1.

13.2 Monthly Schedule of Accounts Paid - July 2026

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. 1. Monthly Schedule of Accounts Paid - July 2026

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 July 2026; and
- Corporate Credit Card and Payment Card Reconciliations for July 2026.

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

Background

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

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

Comments

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

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

Description	Amount $
Municipal Fund	
Electronic Funds Transfers	8,963,974.67
Credit Cards / Direct Debit	789,314.35
Payroll	2,398,224.70
Bank Fees and Charges	2,380.51
Municipal Fund Total	**12,153,894.23**
Trust Fund	
Electronic Funds Transfers	0.00
Trust Fund Total	**0.00**
Payment Cards	
Credit Cards	73,635.54
Fuel Cards – Ampol *	4,013.04
Fuel Cards – Viva / Shell*	12,741.81
Taxi Cards – Cabcharge*	1,326.49
Payment Cards Total	**91,716.88**

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

Month	EFT Payment	Direct Debits	Credit Cards	Payroll	Bank Fees	Total Payment
July 26	8,963,975	715,679	73,635	2,398,225	2,380	12,153,894
August 26						
September 26						
October 26						
November 26						
December 26						
January 27						
February 27						
March 27						
April 27						
May 27						
June 27						
Total YTD	**8,963,975**	**715,679**	**73,635**	**2,398,225**	**2,380**	**12,153,894**
Total 25/26	**124,393,604**	**4,470,170**	**858,890**	**15,147,814**	**24,376**	**144,894,853**
Total 24/25	**83,319,933**	**3,931,059**	**579,458**	**13,971,918**	**30,854**	**101,833,224**

* Fuel Card & Taxi cards included in Direct Debit total

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
Property (plant, equipment, buildings)	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 July 2026, inclusive of purchasing cards payments for July 2026, as included at Attachment 1.

13.3 Proposed Changes of Scheduled Meetings - Community Grants Committee and Ordinary Council Meeting - 22 September 2026

File Reference	GV04
Applicant or Proponent(s)	Not Applicable
Author	J Rouse, Governance Officer
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Ordinary Council Meeting 18 November 2025 - Item 13.1 – (212/2025) and Ordinary Council Meeting – 17 March 2026 – Item 13.5 – (037/2026)
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Report Purpose

The purpose of this report is to seek Council approval to:

1. Change the location of the Community Grants Committee Meeting scheduled for Tuesday, 22 September 2026, while retaining the existing adopted commencement time of 8:30am; and

2. Change the commencement time and location of the Ordinary Council Meeting scheduled for Tuesday, 22 September 2026, from the Barry Lang Centre, Pannawonica, to the Onslow Administration Building, Onslow, with the meeting commencement time changed from 1:00pm to 9:00am.

Background

At its Ordinary Council Meeting held on 17 March 2026, (Council Decision 037/2026), Council resolved to amend the date of its September 2026 Ordinary Council Meeting and associated Community Grants Committee Meeting from their originally scheduled date of Tuesday, 15 September 2026 to Tuesday, 22 September 2026. The change was approved to avoid a scheduling conflict with the 2026 WALGA Convention in Perth.

Subsequent to Council's resolution, Chevron Australia (Chevron) has recently advised that this official opening of the Water Corporation’s Onslow Desalination Plant will take place on Tuesday, 22 September 2026 at 11:00am in Onslow. Advice received from Chevron is that all Shire of Ashburton elected members will be invited to attend this opening ceremony.

The event will be attended by the newly sworn-in Minister for Water, the Hon. Tony Pastorelli MLA, whose ministerial schedule only permits his attendance at the planned official opening on this date and time. In addition, the availability of this date is constrained by two Western Australian Parliamentary sitting weeks scheduled in September, making it the only suitable opportunity to secure the Minister's attendance and formally open the facility.

Given the significance of the project to the region and the attendance of State Government representatives and key stakeholders, it is considered appropriate that Elected Members have the opportunity to attend the event.

To facilitate attendance, it is proposed that the Community Grants Committee Meeting be relocated to Onslow while retaining its adopted commencement time of 8:30am and the Ordinary Council Meeting be brought forward from 1:00pm to 9:00am and relocated from Pannawonica to Onslow.

Comments

The proposed amendments will enable all elected members to participate in both the Council meeting process and the official opening of a significant piece of regional infrastructure without requiring further changes to the adopted meeting date.

The Onslow Desalination Plant represents an important investment in regional water security and sustainable community infrastructure. The official opening provides an opportunity for Council representatives to engage with the Minister, Chevron and other stakeholders regarding matters of significance to the Shire and the region.

Changing the location of both meetings to Onslow will minimise travel requirements on the day and allow for efficient scheduling around the official opening ceremony.

In considering alternative options, Shire officers explored the possibility of exchanging the scheduled Pannawonica meeting with another meeting planned later in the year. Enquiries were made through Sodexo regarding the availability of suitable accommodation and meeting room facilities to support such an arrangement, however, transit accommodation was not available on alternative dates.

Additionally, meetings scheduled later in the year coincide with the Pilbara wet season. Travel between communities can become increasingly difficult during this period due to heavy rainfall, flooding of road networks and associated safety risks. These factors significantly reduce the practicality of relocating a later meeting to Pannawonica and support the recommendation to proceed with the proposed meeting changes for 22 September 2026.

Should Council approve the proposed changes, public notice of the amended meeting details will be provided in accordance with the requirements of the *Local Government Act 1995* and Council's Meeting Procedures Local Law.

Consultation

Chevron

Councillor Tom Fox

Chief Executive Officer

Director Community Development

Sodexo

Consultation was undertaken with Cr Tom Fox, Pannawonica Ward Councillor seeking his views on the potential impact of relocating the meetings from Pannawonica to Onslow, particularly in relation to community access and engagement opportunities for Pannawonica residents. Cr Fox advised that he did not anticipate any significant adverse impact on the Pannawonica community arising from the proposed changes, noting that the amendments relate to a single meeting date and are being proposed to accommodate attendance by elected members at the official opening of the Onslow Desalination Plant.

As the proposed changes are administrative in nature and do not alter the business to be considered by either meeting, broader community consultation has not been undertaken.

Should Council approve the proposed changes, public notice of the revised meeting arrangements will be provided in accordance with the requirements of the *Local Government*

Act 1995 and the *Shire's Standing Orders Local Law 2012* to ensure the community is informed of the amended meeting locations and commencement times.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	3. Prosperity - We will advocate and drive opportunities for the community to be economically desirable, resilient, and prosperous.
Strategic Outcome	3.1 Coordinated delivery of economic services and projects for the community
Strategy	1 Develop and maintain key economic services partnerships, both internally and externally, to support Council's vision.

Council Policy

Council Policies » Shire of Ashburton

Council Policy – Communications and Media

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

Section 5.25(1)(g) of the *Local Government Act 1995* provides that a local government is to hold ordinary meetings of Council at such times and places as are determined by the local government.

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

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Failure to amend the meeting arrangements may limit the ability of Elected Members to attend the official opening of the Onslow Desalination Plant and participate in engagement opportunities with the Minister and other stakeholders.	Unlikely (2)	Minor (2)	Low (1-4)	Council approve the proposed change to the 2026 September Ordinary Council Meeting location and publish as statutorily required.

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

1. Approves the relocation of the Community Grants Committee Meeting scheduled for Tuesday, 22 September 2026 from the Barry Lang Centre, Pannawonica to Council Chambers, Onslow Administration Building, Onslow, with the adopted commencement time of 8.30am remaining unchanged.
2. Approves the relocation of the Ordinary Council Meeting scheduled for Tuesday, 22 September 2026 from the Barry Lang Centre, Pannawonica, to Council Chambers, Onslow Administration Building, Onslow.
3. Approves the change to the commencement time of the Ordinary Council Meeting scheduled for Tuesday, 22 September 2026 from 1:00pm to 9:00am.
4. Authorises the Chief Executive Officer to provide public notice of the amended meeting arrangements in accordance with the requirements of the Local Government Act 1995 and Shire of Ashburton's Standing Orders Local Law 2012.

14 Infrastructure Services Reports

14.1 Request To Dedicate Stages 4A and Part 4B of Manuwarra Red Dog Highway

File Reference	RV61
Applicant or Proponent(s)	Not Applicable
Author	R Wallin, Coordinator Planning and Lands
Authorising Officer	G Harris, Director Infrastructure Services
Previous Meeting Reference	Ordinary Council Meeting - Item – or Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Nanuwarra Red Dog Highway Project 2. Sections of road to be dedicated

Report Purpose

The purpose of this report is to request dedication of stages 4A and Part 4B of the Manuwarra Red Dog Highway.

The Manuwarra Red Dog Highway is a Main Roads Western Australia (MRWA) project that is to link Karratha to Tom Price. Sections of this road have been constructed with other sections being progressed (see Attachment 1 – Stages and status of project). It is necessary to formalise a dedicated road reserve for Stages 4A and 4B which will generally be 200m in width (see Attachment 2 – Sections of road to be dedicated).

Council is requested to resolve to support the dedication of the land, the subject of Main Roads drawings 2260-021-2, 2260-022-2, 2260-023-5, 2260-024-4, 2260-025-3 and 2260-026-3 (Attachment 2), or any minor variations, as a road pursuant to section 56 of the *Land Administration Act 1997.*

Background

MRWA has progressively been constructing and seeking approvals for the Manuwarra Red Dog Highway and is now progressing and constructing Stage 4. Stage 4A (see Attachment 1) commenced in 2025 with the first 10 kms (Stage 4A1) within the Millstream water reserve being constructed and due for completion in the third quarter (Q3) of 2026.

Development works, including required approvals, are progressing for the next 37kms of work (Stage 4A2), with construction expected to commence in late 2026.

Stages 4B and 4C, which make up the remaining 64km extending down to the intersection of the Nanutarra and Bingham Roads, are under development and subject to further approvals and construction funding.

Section 56 of the *Land Administration Act 1997* governs the process for dedicating land as a public road. This process is usually initiated by a request to the Minister for Lands by the Local Government. However, when undertaking major infrastructure projects, MRWA relies on this mechanism to formally convert private property, Unallocated Crown Land or private roads into public roads. The sections of road to be dedicated are detailed in Attachment 2.

Comments

Section 56 of the *Land Administration Act 1997* governs the process for dedicating land as a public road.

In this instance, MRWA requires a resolution from the Local Government to dedicate the sections of road shown in Attachment 2. The wider project, including construction, negotiation with landowners/leases and other interested parties, ongoing management and maintenance will be the responsibility of MRWA.

The alignment generally follows a "Railways" reservation alignment under both Local Planning Scheme 7 and draft Local Planning Scheme 8. It will be necessary to amend the scheme maps to "Primary Distributor Road" following completion of construction and dedication. This can be undertaken as a separate retrospective administrative process consistent with standard practices.

Consultation

MRWA is the lead agency on this project and is directly responsible for consultation and negotiation with all affected landowners or other interested parties such as native title/leaseholders. No consultation is required by the Local Government for this specific project.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	2. Place - We will provide sustainable, purposeful, and valued built and natural environment opportunities for the community.
Strategic Outcome	2.8 Safe and interconnected transport networks for the community
Strategy	3 Advocate for improvements to the region's State road network.

Council Policy

Nil

Financial Implications

<u>Current Financial Year</u>

Nil.

MRWA will cover all costs and claims that may arise from the land acquisition and road dedication process for the project.

<u>Future Financial Year(s)</u>

Nil

Legislative Implications

Section 56 of the Land Administration Act 1997 (the Act) governs the process for dedicating land as a public road. MRWA relies on Section 56 of the Act to progress its major projects.

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)	Delay of major road project that links Karratha to Tom Price	Possible (3)	Major (4)	High (10-16)	Recommending support to dedicate road.

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

Council support the dedication of the land, the subject of Main Roads drawings 2260-021-2, 2260-022-2, 2260-023-5, 2260-024-4, 2260-025-3 and 2260-026-3 (Attachment 2), or any minor variations, as a road pursuant to section 56 of the *Land Administration Act 1997*.

14.2 Proposed Local Planning Policies for Local Planning Scheme zones - LPP 2.1, 2.2, 2.3 and 2.4

File Reference	LP10.8.0
Applicant or Proponent(s)	Not Applicable
Author	R Wallin, Coordinator Planning and Lands
Authorising Officer	G Harris, Director Infrastructure Services
Previous Meeting Reference	Ordinary Council Meeting 16 June 2026 - Item 14.1 – 094/2026
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. LPP 2.1 - General Industry Zone 2. LPP 2.2 - Service Commercial Zone 3. LPP 2.3 - Tourism Zone 4. LPP 2.4 - Centre Zone 5. Submission received 6. Summary of submission and suggested modifications

Report Purpose

The purpose of this report is to adopt Local Planning Policies:

- LPP 2.1 – General Industry Zone (Attachment 1)
- LPP 2.2 – Service Commercial Zone (Attachment 2)
- LPP 2.3 – Tourism Zone (Attachment 3)
- LPP 2.4 – Centre Zone (Attachment 4)

Council is requested to:

1. Council is requested to Receive the submission (Attachment 5) and amends draft advertised Local Planning Polices in accordance with Attachment 6);
2. in accordance with the provisions of Schedule 2, Part 2, Clause 4 of the Planning and Development (Local Planning Schemes) Regulations 2015 Adopts:
    - LPP 2.1 – General Industry Zone as shown in Attachment 1;
    - LPP 2.2 – Service Commercial Zone as shown in Attachment 2;
    - LPP 2.3 – Tourism Zone as shown in Attachment 3;
    - LPP 2.4 – Centre Zone as shown in Attachment 4.
3. Publishes a public notice on the Shire’s website, notifying of the adoption of the local planning policy.

Background

Council at its Ordinary Council Meeting 16 June 2026 resolved to:

"*1. In accordance with the provisions of Schedule 2, Clause 4 of the Planning and Development (Local Planning Schemes) Regulations 2015, resolves to advertise the following draft Local Planning Policies:*

a) LPP 2.1 - General Industry Zone;

b) LPP 2.2 – Service Commercial Zone;

c) LPP 2.3 – Tourism Zone; and

d) LPP 2.4 – Centre Zone,

as detailed in Attachments 1, 2, 3 and 4 for public comment for a period of not less than twenty-one (21) days; and

2. Following completion of the public comment period, receive a further report detailing the outcomes of the advertising, including any submissions received, for consideration." Advertising has been undertaken between 18 June 2026 and 9 July 2026 for a period of greater than 21 days and one submission was received. Draft LPPs 2.1, 2,2, 2,3 and 2,4 are now presented for Council to consider for final adoption and includes changes to reflect comments received.

The draft LPPs have been advertised, with one submission being received. The draft LPPs are now being presented to Council for consideration for Final Approval.

Modifications are suggested to the draft advertised LPPs to reflect submission comments and further text changes to improve clarity or intent and purpose (see Attachment 6).

Comments

The draft LPPs have been prepared and include suggested modifications following the advertising process to assist in providing a clear and consistent approach to assessing applications within the General Industry, Service Commercial, Tourism and Centre zones (see Attachments 1 to 4).

The draft LPPs will provide additional criteria for development assessment not otherwise contained in a local planning scheme. In terms of a planning instrument, Local Planning Policies guide the exercise of discretion in decision making and are afforded "due regard". "Due regard" in a planning context means that the relevant matters be given:

- Active and positive consideration; or
- Proper, genuine and realistic consideration.

Consultation

The draft LPPs have been advertised for at least twenty-one (21) days in accordance with clauses 4(1) and 4(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Deemed Provisions). Notices were uploaded to the Shire's website.

The advertising period closed 9 July 2026, and one submission was received (refer Attachment 5).

A summary of the submission and suggested modifications are provided in Attachment 6. Shire officers have discussed the details of the submission with the submitter. The polies presented in Attachments 1 to 4 have been updated to reflect comments received and the changes presented have generally been agreed to by the submitter.

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

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

A LPP does not form part of a Local Planning Scheme and cannot bind the decision maker in respect of an application or planning matter, however, the decision maker is required to have due regard to the provisions and objectives of the policy in its decision making.

A Local Government can adopt LPP's relating to matters of local development under Part 2, Division 2 of the Regulations. This draft policy has been made pursuant to this legislation.

Furthermore, the provisions of Schedule 2, Clause 4 of the Regulations require advertising to occur, and a period for making submissions to be no less than a period of twenty-one days after the day on which the notice was first published.

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance		Possible (3)	Minor (2)	Moderate (5-9)	Approving the LPPs will provide a clear and consistent approach for assessment of development applications.

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

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

1. Receive the submission (Attachment 5) and amends draft advertised Local Planning Polices in accordance with Attachment 6);
2. in accordance with the provisions of Schedule 2, Part 2, Clause 4 of the Planning and Development (Local Planning Schemes) Regulations 2015 Adopts:
    - LPP 2.1 – General Industry Zone as shown in Attachment 1;
    - LPP 2.2 – Service Commercial Zone as shown in Attachment 2;
    - LPP 2.3 – Tourism Zone as shown in Attachment 3;
    - LPP 2.4 – Centre Zone as shown in Attachment 4.
3. Publishes a public notice on the Shire's website, notifying of the adoption of the local planning policy.

14.3 Proposed Local Planning Policies for Local Planning Scheme zones - LPP 9.5 and LPP 9.6

File Reference	LP10.8.0
Applicant or Proponent(s)	Not Applicable
Author	C Mitchell, Planning & Lands Officer
Authorising Officer	G Harris, Director Infrastructure Services
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. LPP 9.5 - Extractive Industries 2. LPP 9.6 - Urban Landscaping

Report Purpose

The purpose of this report is to consider two draft Local Planning Policies (LPP) for commencing community consultation. These draft LPPs are:

- LPP 9.5 – Extractive Industries (Attachment 1)
- LPP 9.6 – Urban Landscaping (Attachment 2)

Council is requested to

1. In accordance with the provisions of Schedule 2, Clause 4 of the Planning and Development (Local Planning Schemes) Regulations 2015, resolve to advertise the draft Local Planning Policies LPP 9.5 – Extractive Industries, and LPP 9.6 – Urban Landscaping as set out in Attachments 1 and 2 for public comment, for a period of no less than twenty-one (21) days; and
2. Following completion of the public comment period, receive a further report detailing the outcomes of the advertising, including any submissions received, for consideration

Background

The draft Local Planning Policies have been prepared to provide additional guidance for the assessment of development applications under Local Planning Scheme 8 (LPS8).

LPS8 establishes the statutory planning framework but intentionally contains limited detailed assessment criteria. These Local Planning Policies provide further guidance to assist the consistent exercise of discretion during development assessment while remaining consistent with the objectives of the Scheme. They are planning instruments to which the decision maker must give due regard but do not form part of the Scheme itself.

LPP 9.5 – Extractive Industries has been prepared to establish a clear planning framework for the assessment of extractive industry proposals across the Shire. The policy recognises the importance of basic raw materials to the region while ensuring that extraction activities occur in a manner that appropriately manages environmental, social and infrastructure impacts. It also replaces the planning guidance previously provided following the repeal of the Shire's Extractive Industries Local Law in 2023.

LPP 9.6 – Urban Landscaping has been developed to improve the quality, consistency and sustainability of landscaping associated with development throughout the Shire's townsites. The policy recognises the important contribution that landscaping makes to streetscape amenity, urban cooling, stormwater management and the overall character of the built environment. It establishes minimum application requirements and provides guidance to applicants in preparing appropriate landscape designs.

Comments

The purpose of Local Planning Policy 9.5 is to ensure that extractive industries are appropriately located, designed, operated and rehabilitated so that potential impacts on the environment, surrounding land uses and public infrastructure are appropriately managed. The policy establishes the minimum information required to accompany development applications and provides assessment criteria relating to environmental impacts, separation distances, traffic generation, road infrastructure, rehabilitation, future land use, visual amenity and ongoing site management. It also identifies the types of conditions that may be imposed where development approval is granted. Overall, the policy provides a transparent and consistent framework for assessing extractive industry proposals while balancing the economic importance of the industry with the protection of community amenity and environmental values.

Local Planning Policy 9.6 provides guidance for landscaping associated with commercial, industrial, multiple dwelling and larger grouped dwelling developments. The policy requires the submission of landscaping plans and planting schedules with applicable development applications and promotes the use of the Shire's Landscape Guidelines to achieve high quality landscape outcomes. It seeks to improve streetscape presentation, increase tree canopy, reduce the dominance of hardstand areas and encourage landscaping that is functional, sustainable and appropriate to the local environment. The policy also allows flexibility where applicants can demonstrate that alternative landscaping solutions achieve the same planning outcomes.

Together, these policies will provide greater certainty for applicants, the community and decision makers by establishing consistent assessment criteria that support the objectives of Local Planning Scheme No. 8 while recognising the unique environmental and operational characteristics of the Shire of Ashburton.

Consultation

A briefing on the draft policies was provided to Council during the July Council Meeting. Should Council resolve to advertise the draft Local Planning Policies, public consultation will be undertaken for a period of not less than twenty-one (21) days in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015. Following the completion of the advertising period, a further report will be presented to Council summarising the submissions received and recommending whether the policies should be adopted with or without amendment.

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

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

The draft Local Planning Policies have been prepared under the Planning and Development Act 2005 and the Planning and Development (Local Planning Schemes) Regulations 2015. Local Planning Policies do not form part of the Local Planning Scheme; however, they are planning instruments that must be given due regard during the assessment of development applications. Before adoption, the Regulations require that the policies be advertised for public comment for a period of not less than twenty-one (21) days.

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Failure to adopt draft Local Planning Policies will potentially lead to limited control of development and inconsistent assessment of proposals.	Possible (3)	Minor (2)	Moderate (5-9)	Approving the LPPs will provide a clear and consistent approach for the assessment of development applications within the respective zones.

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. In accordance with the provisions of Schedule 2, Clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, resolves to advertise the following draft Local Planning Policies:

    a) LPP 9.5 – Extractive Industries

    b) LPP 9.6 – Urban Landscaping

    as detailed in Attachments 1 and 2 for public comment for a period of not less than twenty-one (21) days; and

2. Following completion of the public comment period, receive a further report detailing the outcomes of the advertising, including any submissions received, for consideration.

15 Community Development Reports

15.1 Streets Alive Stream 2 Grant Support

File Reference	CD-01
Applicant or Proponent(s)	Not Applicable
Author	T Taylor, Manager Communities
Authorising Officer	C McGurk, Director Community Development
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Report Purpose

The purpose of this report is to seek council support for the submission of a grant application under the Streets Alive Stream 2 Grant Program to deliver a community led mural project on Central Road, Tom Price.

Background

Central Road is a key connection between the Tom Price Shopping Precinct, Community Hall, Library, Visitors Centre and Tom Price Primary School and is regularly used by pedestrians, cyclists and motorists.

The inserted map shows the area on Central Road, Tom Price that has long been subject to ongoing community concern, with residents frequently raising concerns relating to driver behaviour, vehicle speeds, pedestrian movements and the safety of people crossing or travelling through the area.

As a prominent thoroughfare connecting important community destinations, the area experiences regular interactions between vehicles and pedestrians. Community feedback has consistently identified opportunities to improve driver awareness, enhance pedestrian safety, and create a more welcoming and people focused environment that encourages greater respect between all road users.

The proposed project seeks to address these concerns through the implementation of a large-scale road mural and supporting place activation initiatives designed to improve visibility, increase driver attentiveness and reinforce the presence of pedestrians within the town centre environment.

Comments

The Streets Alive Stream 2 Grant program provides funding of up to $100,000 to local governments and community organisations for projects that improve local streets through physical interventions and behavioural change initiatives.

The proposed Central Road Public Art and Road Safety Project will:

- Improve the visual attractiveness of a highly visible gateway location in Tom Price.
- Increase driver awareness and encourage slower vehicle speeds through the installation of a vibrant road mural.
- Enhance connectivity between the shopping precinct, Visitor Centre, Library and Tom Price Primary School.
- Create a safer and more welcoming environment for pedestrians and visitors.
- Promote community pride and ownership through a collaborative design and delivery process involving community members and key stakeholders.
- Generate positive behavioural and perception changes regarding the use of public spaces.

The project will incorporate a community co-design process consistent with Streets Alive funding requirements and will include an evaluation framework measuring outcomes relating to safety, place activation, community perceptions and behavioural changes.

Examples of projects in other areas are shown below:

Outram Street, West Perth

Blair Street, Bunbury

The proposed project presents an opportunity to address a long-standing community concern regarding vehicle and pedestrian interactions along Central Road, Tom Price, while securing up to $100,000 in external funding. Through a combination of public art, placemaking and behavioural change principles, the project aims to create a safer, more visually appealing and pedestrian-friendly connection between the Tom Price Shopping Centre precinct and Visitor Centre. The initiative aligns strongly with the objectives of the Streets Alive Program and supports Council's commitment to creating safe, vibrant and connected communities.

Should funding be secured, works are anticipated to commence in 2027 following community engagement, design development and approval processes.

Consultation

Director Community Development

Director Infrastructure Services

Manager Communities

Manger Infrastructure Operations

If funding is secured, stakeholder engagement will include:

Community Members

Local Businesses

Relevant Road Authorities

Community Groups

Local Schools

Partner Organisations

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	1. People - We will support opportunities for the community to be safe, socially active, and connected.
Strategic Outcome	1.2 Communities connected with opportunities
Strategy	2 Drive community engagement to provide input to enhance opportunities aligned with community needs.

Council Policy

Council Policies » Shire of Ashburton

Council Policy – Authority to Apply for Grants

Financial Implications

Current Financial Year

NIL

Future Financial Year(s)

NIL

Legislative Implications

Nil

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
People	Continued unsafe driver and pedestrian behavious.	Likely (4)	Major (4)	Moderate (5-9)	

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 development and submission of an application to the Streets Alive Stream 2 Grant Program seeking up to $100,000 to undertake a community-led road safety, placemaking and public art project along Central Road Tom Price; and
2. Recognises the project as an opportunity to address a long-standing community concern by improving safety, amenity, connectivity and vibrancy; and
3. Authorises the Chief Executive Officer to execute all necessary funding agreements and associated documentation should the application be successful.

15.2 Paraburdoo Youth Centre - Refurbishment

File Reference	CD-01
Applicant or Proponent(s)	Not Applicable
Author	T Taylor, Manager Communities
Authorising Officer	C McGurk, Director Community Development
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Tactical Advisory Team Meeting Minutes 2. Senior Leadership Team - Out of cycle session Approval 3. Quotes

Report Purpose

The purpose of this report is to seek Council approval for a budget amendment of $50,000 to undertake priority refurbishment works at the Paraburdoo Youth Centre, funded from identified underspend within the 2025/2026 Inspire Community Partnership Program and Events budget.

Council is requested to note the endorsement of the proposed refurbishment works by the Inspire Community Partnership Senior Leadership Team and approve the proposed budget amendment to enable the works to be completed prior to the planned reopening of the facility.

Background

The Paraburdoo Youth Centre closed in May 2023 following the return of the service contract to the Department of Communities. Since that time the facility has remained vacant and without youth services while the Department undertook a process to secure a new service provider.

A new contract has now been executed between the Department of Communities and a service provider with the reopening of the centre planned to align with the October 2026 school holidays.

The facility is currently not in a fit-for-purpose operational condition and requires refurbishment works prior to reopening to ensure it is safe, functional, welcoming and suitable for youth programming.

To support the reopening of the facility, a number of priority refurbishment works have been identified to improve the presentation, functionality and overall amenity of the space. These works include internal painting, flooring improvements, cleaning of amenities and external areas, and broader site presentation activities, at an estimated cost of $50,000.

The proposed works will assist in creating an inviting and fit-for-purpose facility that supports participation and provides a positive environment for young people. Completing these works ahead of the planned reopening will enable the facility to become operational sooner, while retaining momentum for any future improvements that may be identified or require additional funding.

On 5 August 2026, the Inspire Community Partnership Tactical Advisory Team endorsed the use of underspend from the 2025/2026 Inspire Community Partnership Program and Events budget towards the required refurbishment works (Attachment 1). The Tactical Advisory Team further recommended the proposal be progressed to the Inspire Community Partnership Senior Leadership Team for endorsement by Out-of-session means (Attachment 2).

The Shire of Ashburton (Shire) and Rio Tinto are committed to working collaboratively with the new provider to ensure young people in Paraburdoo have access to appropriate services and a dedicated space for youth engagement, recreation and structured programming.

The proposed budget amendment will enable the identified refurbishment works to be delivered in a timely manner and support the centre’s planned reopening. This approach provides a practical and partnership-led response to an identified community need, while ensuring existing Inspire Community Partnership funds are directed towards a project that delivers clear and immediate benefit for young people and families in Paraburdoo.

Comments

The Paraburdoo Youth Centre represents an important community asset that supports the wellbeing, development and social connectedness of young people in Paraburdoo. The facility has remained closed since May 2023, resulting in a gap in dedicated youth spaces and limited opportunities for structured youth engagement, recreation and program delivery within the town.

The proposed refurbishment works are required to support the safe and effective reopening of the facility. Undertaking these works prior to reopening will help ensure the centre is presented as a clean, welcoming and fit-for-purpose environment from the commencement of service delivery. This is particularly important given the length of time the facility has been vacant and the need to rebuild community confidence in the space as an appropriate and positive setting for young people.

The preferred scope of works has been developed to address the immediate presentation and functionality requirements of the facility prior to reopening. The works include internal painting of the open spaces, kitchen and office areas, installation of approximately 155m² of hybrid flooring, cleaning of the kitchen, toilet facilities and external building, and yard tidy-up works. The total preferred scope is estimated at $48,414.50, comprising $21,494 for internal painting, $21,620.50 for flooring, $4,340 for cleaning works and $960 for yard tidy-up works (Attachment 3).

Reopening the Paraburdoo Youth Centre is expected to provide significant community benefit by enabling young people to access positive recreational, educational and social opportunities in a dedicated youth-focused facility. The centre will also support the implementation of the Shire’s youth development objectives, provide a local venue for programs and partnerships, and contribute to improved wellbeing, participation and social cohesion in Paraburdoo.

Utilising the underspend from the 2025/2026 Inspire Community Partnership Program and Events budget provides an opportunity to redirect existing partnership funds towards a project that delivers a tangible and immediate community outcome. The proposed investment aligns with the objectives of the Inspire Community Partnership by supporting infrastructure that strengthens community wellbeing and provides positive outcomes for young people.

The proposed works will also maximise the value of previous investment in the facility and assist in accelerating its return to community use. Progressing the refurbishment works at this time will ensure the Shire is well positioned to support the Department of Communities, the appointed service provider and Rio Tinto in re-establishing youth services in Paraburdoo.

Consultation

Inspire Community Partnership Tactical Advisory Team

Inspire Community Partnership Senior Leadership Team

Manager Facilities

Sodexo

Yinhawangka Aboriginal Foundation

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	1. People - We will support opportunities for the community to be safe, socially active, and connected.
Strategic Outcome	1.1 Coordinated delivery of social services and projects for the community
Strategy	1 Develop and maintain key social services partnerships, both internally and externally, to support Council’s vision.

Council Policy

Nil

Financial Implications

Current Financial Year

The proposed refurbishment works are estimated to cost $50,000. It is proposed that these works be funded through a budget amendment using underspend from the 2025/2026 Inspire Community Partnership Program and Events budget. The amendment will allocate existing partnership funds towards the refurbishment of the Paraburdoo Youth Centre and will not require additional municipal funding in the current financial year.

Future Financial Year(s)

There are no additional financial implications identified for future financial years as a direct result of this budget amendment. Any future operational, maintenance or capital improvement requirements associated with the Paraburdoo Youth Centre will be considered through normal budget processes, relevant partnership arrangements and future Council decision-making where required.

Legislative Implications

Nil

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	If the budget amendment is not approved, the refurbishment works may not proceed within the required timeframe, which may delay the reopening of the Paraburdoo Youth Centre and impact the delivery of youth services in Paraburdoo	Likely (4)	Moderate (3)	Moderate (5-9)	The risk is mitigated through the use of identified underspend within the 2025/2026 Inspire Community Partnership Program and Events budget, endorsement by the Inspire Community Partnership Tactical Advisory Team and Senior Leadership Team, and delivery of a defined refurbishment scope prior to the planned reopening of the facility.

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. Notes that the proposed refurbishment of the Paraburdoo Youth Centre has been endorsed by the Inspire Community Partnership's Tactical Advisory Team and Senior Leadership Team; and
2. Approves a budget amendment of $50,000 to be funded from the 2025/2026 Financial Year underspend within the Inspire Community Partnership Program and Events budget for the purpose of undertaking refurbishment works at the Paraburdoo Youth Centre.

16 Councillor Agenda Items / Notices of Motion

16.1 Notice of Motion - 087/2026 Shire of Ashburton 2026/2027 Small Business Grant Program

File Reference	GV04
Attachments	1. Pilbara Inland Chamber of Commerce and Industry Feedback on 2025/26 Grant Round 2. Onslow Chamber of Commerce and Industry Feedback on Council Decision 087/2026 3. Pilbara Inland Chamber of Commerce and Industry Feedback on Council Decision 087/2026

Notice of Motion – Councillor Noone

In accordance with Regulation 10 of the *Local Government (Administration) Regulations 1996* and part 16 of the *Shire of Ashburton Standing Orders Local Law 2012*, a Notice of Motion was received from Councillor Noone on 4 August 2026 to amend Council's resolution 087/2026, made at the Ordinary Council Meeting of 16 June 2026 related to the Shire of Ashburton 2026/2027 Small Business Grant program.

Support for the preparation of the Notice of Motion was provided in writing by Councillor Rogers and Councillor Day on 4 August 2026.

In accordance with Regulation 10 of the *Local Government (Administration) Regulations 1996,* this Notice of Motion was signed with email and verbal authorisation by the respective Councillors on 4 August 2026.

The Notice of Motion is that Council amends Council Decision 087/2026:

That Council endorses the Economic Tourism and Development Committee recommendation; and

1. Supports the delivery of the Shire of Ashburton 2026/2027 Small Business Grants program.
2. Adopt the Small Business Grants Policy as detailed in Attachment 1, and the Small Business Grants Guidelines detailed in Attachment 2 with changes to include two elected members as part of the grant assessment process and reduce the funding allocation to be no more than $5,000 per application per financial year.
3. Supports a budget allocation of $80,000 (excluding GST) in the 2026/2027 budget for the 2026/2027 Shire of Ashburton Small Business Grants program.

by removing the words from item 2:

"and reduce the funding allocation to be no more than $5,000 per application per financial year"

and replacing them with:

"with a maximum funding allocation of up to $10,000 per application per financial year, in accordance with the original Small Business Grants Policy and Small Business Grants Guidelines 2025-2026."

Rationale

Feedback provided by the Pilbara Inland Chamber of Commerce dated 3 June 2026 regarding the Shire's first Small Business Grant Program (refer attachment 1) was extremely positive highlighting the below points:

- Enabled them to undertake projects that would otherwise have been financially out of reach.
- Supported business growth, operational improvements, and increased local capability.
- Strengthened confidence in the Shire's commitment to small business development.
- Encouraged greater engagement with both the Chamber and the wider business community.

This Notice of Motion seeks to amend Council Resolution 087/2026 from Council's Ordinary Council Meeting held on 16 June 2026, by reinstating the original maximum grant allocation of up to $10,000 per application under the Small Business Grants Program.

The amendment does not seek any increase to the overall program budget of $80,000 but to restore the funding cap originally contained within the Small Business Grants Policy and Guidelines and provide greater flexibility for businesses undertaking projects of significant value and benefit to the Shire.

Following Council's decision to reduce the maximum grant allocation from $10,000 to $5,000, feedback was received from both the Pilbara Inland Chamber of Commerce and Industry (PICCI) and the Onslow Chamber of Commerce and Industry (OCCI). Both organisations expressed concern that the reduced cap may diminish the effectiveness of the program and limit the ability of local businesses to undertake projects that deliver meaningful economic outcomes. (Refer attachments 2 and 3).

Feedback provided by both Chambers highlights that:

- The inaugural Small Business Grants Program was highly valued by local businesses and delivered measurable benefits.
- Most successful projects funded under the previous round required grant support above $5,000.
- Regional and remote businesses continue to face increasing costs associated with equipment, freight, technology and operations.
- A funding cap of $10,000 provides greater opportunity for businesses to undertake transformative projects rather than smaller-scale initiatives.
- Retaining the original funding level would better support business growth, innovation, productivity and long-term sustainability.

The purpose of the Small Business Grants Program is not simply to distribute funds across a larger number of recipients, but to achieve meaningful economic development outcomes for the Shire.

Maintaining the option to award grants of up to $10,000 allows the assessment panel to support projects with the greatest demonstrated benefit, while still ensuring all applications are assessed on merit and within the overall approved budget.

This motion responds directly to feedback received from local business representative organisations and seeks to ensure that the Small Business Grants Program remains a practical, effective and impactful investment in the economic development of the Shire of Ashburton.

Voting Requirements

Simple Majority

Councillor Recommendation

That Council amends Council Decision 087/2026 as stated below:

That Council endorses the Economic Tourism and Development Committee recommendation and

1. Supports the delivery of the Shire of Ashburton 2026/2027 Small Business Grants program.
2. Adopt the Small Business Grants Policy as detailed in Attachment 1, and the Small Business Grants Guidelines detailed in Attachment 2 with changes to include two elected members as part of the grant assessment process and reduce the funding allocation to be no more than $5,000 per application per financial year.
3. Supports a budget allocation of $80,000 (excluding GST) in the 2026/2027 budget for *the 2026/2027 Shire of Ashburton Small Business Grants program.*

by removing the words from item 2:

"and reduce the funding allocation to be no more than $5,000 per application per financial year"

and replacing them with:

"with a maximum funding allocation of up to $10,000 per application per financial year, in accordance with the original Small Business Grants Policy and Small Business Grants Guidelines 2025-2026."

17 New Business Of An Urgent Nature Introduced By Council Decision

18 Confidential Matters

18.1 Rating Concession - Port of Ashburton Leases

File Reference	RV01
Applicant or Proponent(s)	Not Applicable
Author	M Wagstaff, Senior Finance Officer
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Ordinary Council Meeting 16 September 2025 - Item 18.2 – 176/2025
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Reason for Confidentiality

Section under the Act	*This matter is to be considered behind closed doors pursuant to s.5.23(2)(d) of the Local Government Act 1995 as the subject matter relates to:*
Sub-clause and Reason:	*“s.5.23(2)(d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.”*

Report Purpose

The purpose of this report is for Council to consider the continuation of the previously provided rating concession for two commercial leases within the Port of Ashburton, and under the control of the Pilbara Ports Authority (PPA).

Council is requested to approve the concession which is required to be resolved annually.

Voting Requirements

Simple Majority

Audit, Risk and Improvement Committee Meeting held on 11 August 2026

18/ARI.8 Wittenoom Claims Update

File Reference	LS34
Applicant or Proponent(s)	Not Applicable
Author	D Kennedy, Director Corporate Services
Authorising Officer	K Woodward, Chief Executive Officer
Previous Meeting Reference	Audit and Risk Committee Meeting – 10 February 2026 – Item 8.1
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Palermo Kings Counsel Advice July 2026 - Confidential

Reason for Confidentiality

Section under the Act	*This matter is to be considered behind closed doors pursuant to s.5.23(2)(b) of the Local Government Act 1995 as the subject matter relates to:*
Sub-clause and Reason:	*“s.5.23(2)(b) the personal affairs of any person.”*

Report Purpose

This item provides a summary of open, resolved, and new claims since the last Wittenoom claims update which was provided to the Audit , Risk and Improvement Committee (ARIC) on 10 February 2026.

The ARIC is requested to receive the Wittenoom claims update.

19 Next Meeting

The next Ordinary Council Meeting will be held at 1:00pm on Tuesday 22 September 2026 at Barry Lang Centre, Deepdale Drive, Pannawonica.

20 Closure Of Meeting

There being no further business, the Presiding Member closed the meeting at enter time.