

# Ordinary Meeting of Council

Tom Price



## Public Attachments

24 October 2017

Tom Price Community  
Hall, Tamarind Street  
Tom Price  
1.00pm



The Shire of Ashburton 10 year Strategic Community Plan (2017-2027) provides focus, direction and represents the hopes and aspirations of the Shire.

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# Our Vision

*We will embrace our unique Pilbara environment and lifestyle through the development of vibrant, connected and active communities that have access to quality services, exceptional amenities and economic vitality.*



## STRATEGIC DIRECTIONS

1. Vibrant and Active Communities
2. Economic Prosperity
3. Unique Heritage and Environment
4. Quality Services and Infrastructure
5. Inspiring Governance



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

# Shire of Ashburton Council Resolutions - Status

Date of Meeting	Meeting Type	Decision Number	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Estimated Start Date	Estimated Due Date	% Complete
15/08/12	OCM	11261	Mine Road Tom Price – Dedication of Road.	That Council:  1.That Council resolves to make a request to the Minister under section 56(1)(a) of the Land Administration Act 1997 to dedicate Lot 356 of DP 216348 as a road 2.Council resolves to advise Department of Regional Development and Lands that it would also be prepared to accept a road reserve to continue to the entry to the Tom Price LIA.	Still in progress Rio has placed project on hold since 2015. A status update has been requested.  (September 2017)  Status as above - project placed on hold. Department of Lands have informed that Rio Tinto may consider relooking at this project over the next few months.  (October 2017)	Infrastructure Services	15/08/12	29/12/17	25%
17/10/12	OCM	11336	Tom Price Royal Flying Doctor Air Strip.	1.Council supports, without bias, that it is the desire of the residents of Tom Price to have their own Royal Flying Doctor Air Strip, for which to service their needs. 2.Council authorises the Chief Executive Office to source the required capital funding for the Royal Flying Doctor Air Strip and investigate means to offset maintenance costs. 3.On the basis of 2. above and should capital funds be located, then Council agree in principle to accept ownership responsibility of the airstrip. 4.A Business Plan is to be brought back to Council for approval.	Progressing Business Case has been finalised. The Shire and HQ Management discussed with Rio Tinto to confirm the use of the preferred site, the provision of site information and Rio Tinto's position on forming a partnership for the project. Department of Lands has been consulted and a land tenure proposal is with Perth RTIO management to determine their position. RTIO has requested documented evidence of all site assessments undertaken that target their site as the preferred/only option for a Tom Price RFDS strip.  (June 2016)  No further update (October 2016) On Hold Following joint Shire/RTIO PGC Meeting discussions, now awaiting confirmation of a Shire or RTIO budget allocation before progressing the matter further. (December 2016) No update (January 2017)  Progressing  Discussions held with Department of Transport (DoT) regarding WA Labor election promise to provide \$2.5m funding towards an RFDS strip in Tom Price. Awaiting correspondence from the Transport Minister to confirm funding.  (April 2017)  Sending correspondence to Transport Minister; congratulating on election success, thanking for election promise and requesting details on the funding.  (June 2017)  Correspondence received from WA Premier regarding the election promise of \$2.5M which has been programmed for 2020/21. Agenda item to be considered at the August 2017 OMC to clarify Council's position on the Project.  (August 2017)  Report being presented to October 2017 OCM  (October 2017)	Infrastructure Services	17/10/12	30/10/17	35%



Date of Meeting	Meeting Type	Decision Number	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Estimated Start Date	Estimated Due Date	% Complete
18/06/14	OCM	11817	Road Closure - Road No 1644 From Mount Florence Homestead To Hamersley Homestead.	That Council:  1.In accordance with Section 58 of the Land Administration Act 1997 publishes the public notice of intention to close in entirety Road Number 1644 as defined in the Government Gazette notice of April 1904 for amalgamation into adjoining properties, in a newspaper circulating in its district, and invite representations on the proposed closure within a period of 35 days from the publication; and 2.Delegate to the Chief Executive Officer the power to resolve to make a request to the Minister to close the road, should no objections be received.	Progressing  The Shire has contacted the Department of Lands and asked for this to be closed off as soon as possible.  Rio Tinto has now issued the Shire with a letter titled 'Discontinuation of the proposed closure for ROAD 1644 from Mount Florence Homestead to Hamersley Homestead' which now needs to be assessed. Shire is currently reviewing all original documentation and correspondence due to staff changes in RTIO contact. (March 2016) No further updates. (January 2017)  Progressing  Timeline of relevant records has been created and reviewed. Request for follow up from Department of Lands and Rio Tinto to confirm whether Road Closure is still required as per previous correspondence requesting discontinuation of closure. Awaiting response.  (July 2017)  Department of Lands confirmed Rio Tinto withdrew the request for Discontinuation. No further action required.  (October 2017)	Infrastructure Services	18/06/14	29/12/17	20%
17/09/14	OCM	11859	Proposed Memorandum of Understanding for Pilbara Regional Council to undertake conservation works at Old Onslow.	That Council:  1.Endorse the proposal by the Pilbara Regional Council to undertake conservation works at the Old Onslow Townsite in accordance with its proposal and \$1 million budget provided in the Onslow Social Infrastructure Fund; and	Interpretive signage and conservation work to the completed (undertaken by PRC). Estimated \$400,000 remaining in project budget for further conservation/stabilisation/tourism opportunities at the site - proposal to undertake conservation works at cemetery, barrier to track near buildings and App development to be presented to PRC. (October 2017)	Strategic & Community Development	17/09/14	24/12/17	60%
19/11/14	OCM	11874	Request to Excise a Portion of Reserve 19291 to Create a New Reserve Vested in the Shire of Ashburton for the Proposed Onslow Waste Transfer Station.	That Council:  1.Request the Minister for Lands excise from Reserve 19291 that portion of land depicted as 'Waste Transfer Site' in ATTACHMENT 15.3; and 2.Reserve the excised portion for the purpose of 'Waste Transfer Station' with a Management Order to the Shire of Ashburton.	Progressing Department of Lands have issued survey instructions to update the reserve boundaries.  (October 2016)  Ongoing (February 2017)	Infrastructure Services	19/11/14	30/11/17	20%
10/12/14	OCM	11889	Youth Engagement Strategy	That Council:  1.Endorse the development of a Youth Engagement Strategy to replace Policy REC11 (Youth Advisory Council) for Council's future consideration; and Require, the Youth Engagement Strategy to be referred back to Council for its consideration.	Executive Summary for acquittal, YTV workshop report from Marian Hearne, and Income and Expenditure Report have been approved and submitted to Department of Communities. However, Lynnette O'Reilly in her role as Director Community Development requested a further extension to expend the remaining funds (\$1982.05) to utilise a facilitator to finalise the strategy. The project extension date of 31 October was approved and a revised acquittal date of 30 November 2017. A/Club & Capacity Manager is in the process of sourcing a facilitator to complete the Youth Engagement Strategy project. (October 2017)	Strategic & Community Development	11/12/14	30/11/17	90%
18/02/15	OCM	14.2	Proposed change of purpose for reserve 42467 from 'Recreation – Model Aircraft' to 'Cultural Purposes' to allow for the use of the land for Aboriginal Arts and Cultural Tours	That Council:  1.Request the Minister for Lands to; a)Amend the purpose of Reserve 42467 from 'Recreation to 'Cultural purposes'; b)Issue a Management Order to the Shire of Ashburton with power to lease Reserve 42467; and  2.Authorise the CEO to negotiate the terms of and execute a lease agreement between the Shire of Ashburton and Mr. Stevens or his nominated corporate identity for use of Reserve 42467.	On Hold  Ongoing liaison with Minister for Lands regarding request to modify reserve.  Proponent negotiating with Native Title holders.  (November 2015)  Access issues across other Crown reserves / UCL needs to be addressed. SoA working with proponent to try and resolve but ultimately any approval sits with Department of Lands.  (June 2017)	Development & Regulatory Services	19/02/15	29/12/17	10%



Date of Meeting	Meeting Type	Decision Number	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Estimated Start Date	Estimated Due Date	% Complete
17/06/15	OCM	11972	Karratha / Tom Price - Lobbying Proposal for Funding.	<p>That Council:</p> <p>1.Note that there are multiple economic and social benefits to sealing the Karratha-Tom Price route, that this project sits comfortably with the original aims and objectives of RfR and that it also delivers on all six policy objectives of the RfR Program;</p> <p>2.Note that any contribution from the private sector and the Shire should be "gifted" to the State Government for the specific purpose of constructing the road and on this basis would attract a higher (dollar for dollar) matched funding from the Commonwealth;</p> <p>3.Proceed to discuss with stakeholders their support for the Shire to submit an application to the RfR Program for staged funding to complete the Karratha-Tom Price route and authorise the President and CEO to promote the grant application at both state and federal political levels as required (conditional though, that within the eventual grant approval process, the Shire's two policies applicable to Asset Management (ENG09) and Financial Sustainability(ELM10), and its Long Term Financial Plan, must suitably accommodate the road construction schedule and its long term road maintenance program.</p>	<p>Progressing</p> <p>Application for funding for the Karratha-Tom Price Rd was submitted for Rounds 2 (and 3) of the Commonwealth Stronger Regions Fund, but were unsuccessful.</p> <p>A Lobbying Plan has been developed. Copies of the Plan have been provided to PDC who has already indicated support for the project. PDC has allocated \$50,000 to expand on the Shire's existing study. Ongoing lobbying will be undertaken in conjunction with PRD and other stakeholders. Plan has been provided to Main Roads WA, who will liaise with PDC.</p> <p>PDC study progressing with the Shire of Ashburton and the City of Karratha also contributing (\$25,000 and \$10,000 respectively) to provide the necessary funds \$85,000 for the study).</p> <p>Ongoing (January 2017)</p> <p>MRWA have agreed to take on the KTP3 project being funded with the \$50m State election promise.</p> <p>(June 2017)</p> <p>Survey and Design work proceeding.</p> <p>(October 2017)</p>	Infrastructure Services	18/06/15	30/11/18	30%
15/07/15	OCM	4.2.1	Public Question Time: Shane Roulstone (Tom Price)	<p>Q1. Has Council considered implementing 5 minute parking zones between 7am and 4pm on school days for the 170m stretch of Tamarind St - outside the Tom Price Primary School? This would allow parents to safely drop off and pick their children, which is not possible when the parking area outside the school is taken up by other vehicles, which causes parents to double park or park on the other side of the street, which significantly increases the risk of a child being hurt on the road at drop off and pick up times. The "P5min - Drop off &amp; Pick up only during school days" is widely used by many councils to help keep children safe.</p> <p>Response: There may be some merit in introducing restricted parking in front of the school on Tamarind Street however the matter needs some prior investigation. As such, it is suggested that the Shire engage in consultation with the school and any other relevant parties, to facilitate an investigation of the cause and severity of the parking problems in this location, and the best way of addressing the concerns raised regarding congestion and safety.</p>	<p>Ranger Services and Infrastructure Services have now completed physical inspections of all Shire parking areas. These now need to be mapped and a procedure established for ensuring on-going compliance with Australian Standards and cooperation between relevant business units. Some compliance issues at the Tamarind Street car park have been identified. IS &amp; DRS and working on the best way to address.</p> <p>(February 2017)</p> <p>Parking Strategy needs to be drafted to ratify Shire 'parking stations' in accordance with Local Law as soon as mapping complete.</p> <p>(March 2017)</p> <p>Draft strategy being prepared. Aim to workshop with Council at the June OMC.</p> <p>(May 2017)</p> <p>Will workshop draft strategy at July OMC given busy schedule for June OMC.</p> <p>(June 2017)</p> <p>Rangers Services to discuss short-term parking signs with school. Delegations to be updated to allow CEO ability to address parking under Local Law. Mapping of Shire parking to be completed.</p> <p>(August 2017)</p> <p>Advice received from WALGA that the designation of new parking restrictions cannot be delegated to the CEO under the Local Law. Council must determine new restrictions by resolution. Mapping commenced. Ranger Services have arranged a meeting with TP Central School to discuss what they may like to see to address parking concerns on Tamarind Street. Hope to present parking plan for Onslow Airport and Tamarind Street to Council at the November OMC.</p> <p>(October 2017)</p>	Development & Regulatory Services	16/07/15	31/10/17	75%

	Date of Meeting	Meeting Type	Decision Number	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Estimated Start Date	Estimated Due Date	% Complete
18	15/10/15	OCM	11868	Request for the Excise and Dedication of a Portion of Reserve 19291 Onslow for the Creation of an Access Road to the Proposed Waste Transfer Station.	That Council: 1.Request the Minister for Lands to excise from Reserve 19291 that portion of land depicted as 'Road' on ATTACHMENT 15.1B; 2.Request that the Minister of Lands dedicate the land depicted as 'Road' on ATTACHMENT 15.1B as a public road in accordance with Section 56 of the Land Administration Act 1997; and 3.In accordance with Section 56 (4) of the Land Administration Act indemnifies the Minister against all costs reasonably incurred in granting this request.	Progressing Department of Lands have issued survey instructions to update the reserve boundaries. (October 2016)  Ongoing (February 2017)  No further update (May 2017)	Infrastructure Services	16/10/15	29/12/17	20%
19	21/10/15	OCM	12022	Request for Creation of Reserve with Management by Shire of Ashburton – Unallocated Crown Land being Lot 330 on Deposited Plan 66635 and Portions of unallocated Crown Land between Lots 330 and 414 for the Purpose of 'Recreation', Onslow.	That Council: 1.Request the Minister for Lands to: a.Reserve Lot 330 and portions of Unallocated Crown Land from Lot 330 to Lot 414 as described on Plan Onslow Boardwalk - 01 and dated April 2015 for the purpose "Recreation"; and b.Issue a Management Order to the Shire of Ashburton. 2.Advise Department of Lands in writing of the Shire's commitment to indemnify the Minister against any claim for compensation.	Council's decision and letter of indemnification forwarded to Department of Lands to commence NOITT actions. DPLH investigating an appropriate process for creation of a reserve tenure that attracts the non-extinguishment principle. (October 2017)	Strategic & Community Development	22/10/15	06/06/18	20%
20	18/11/15	OCM	12032	Relinquishment of Lot 46 South Road, Tom Price by Hamersley Iron for Acquisition by the Shire of Ashburton.	That Council: 1.Endorses the acquisition of Lot 46 South Road, Tom Price; and 2.Approves affixing the Common Seal in the presence of the Shire President and the Chief Executive Officer to the transfer of land documents for lodgment to Landgate.	Transfer approved by Rio Tinto Executives. Final legal sign off being acquired by Rio Tinto. Contract of sale being prepared; not yet received by SoA's settlement agent. (October 2017)	Strategic & Community Development	19/11/15	22/12/17	60%
22	09/12/15	OCM	12034	Review of Shire of Ashburton Planning Scheme NO.7 as required for the 'Planning Health Check' per Planning and Development (Local Planning Schemes) Regulations 2015	That Council: 1.Note the contents of the attached 'health check' report as per ATTACHMENT 14.1. 2.Pursuant to Regulation 66(3) of the Planning and Development (Local Planning Schemes) Regulations 2015 recommend to the Western Australian Planning Commission that: a.the Shire of Ashburton Town Planning Scheme No. 7 be amended to comply with the Planning and Development (Local Planning Schemes) Regulations 2015, and that this amendment be undertaken within six months; and b.that following the preparation and endorsement of a Local Planning Strategy by the Western Australian Planning Commission the Shire commence the preparation of a new Local Planning Scheme to replace the Shire of Ashburton Town Planning Scheme No. 7.	Progressing  Planning staff updating Scheme text and maps with anticipated presentation to Council early 2017. Meeting with DoP to discuss progress 12 April 2017. (April 2017)  Department of Planning have advised that draft amendment is suitable to progress. Will workshop with Council at June OMC for general overview and aim to present agenda item to July OMC to initiate amendment. (June 2017)  Will present this agenda item to October OMC for initiation as still working through minor issues with mapping for zoning. (July 2017)  Unable to finalise report for October OMC. Will aim to present to November OMC for initiation. (October 2017)	Development & Regulatory Services	10/12/15	29/12/17	20%
26	21/06/16	OCM	12107	Lease Agreement between Shire of Ashburton and Hamersley Iron Pty Ltd for Lot 492 Coolibah Street (SES Premises), Tom Price and Lot 2003 Boonderoo Road (BFB Premises), Tom Price.	That Council Delegate Authority to the Chief Executive Officer to arrange preparation and execution of the lease agreements between the Shire of Ashburton and Hamersley Iron Pty Ltd for Lot 492 Coolibah Street and Lot 2003 Boonderoo Road, Tom Price for a term of five years commencing 10 November 2015 and expiring on 9 November 2020 for \$0 rental per annum.	SOA executed. Forwarded to Lessor (Hamersley Iron Pty Ltd) for execution. RTIO seeking power of attorney to execute the Agreement in the absence of one of the signing parties. (October 2017)	Strategic & Community Development	22/06/16	30/11/17	50%
27	19/08/16	OCM	17.2	Notice of Motion in regards to a review of the Transient Worker Accommodation Policy	CEO to initiate a review of LPP13 transient worker accommodation policies and any other related planning in light of other related Councilors opposition to double bunking. Councilors have expressed concerns as Chevron's intentions to double bunk at their Wheatstone Project.	Draft policy being revised. (April 2017)  Existing policy to be reviewed as part of full review of Local Planning Policies. Aim to have this completed by end of 2017. (June 2017)	Development & Regulatory Services	20/08/16	29/12/17	5%
31	27/09/16	OCM	41	Rates Write-Off – SGMC Pty Ltd	That Council accepts the offer of \$24,000 (approximately) after deduction of costs of sale and liquidator's remuneration for Assessment A34153, A34162 and A6231 and to write off the balance of the rates arrears, and other relevant charges/expenses which have accrued on Assessment A34153, A34162 and A6231 to the value of \$457,832.11 (assuming 2016/17 levied rates and ESL charges will be payable).	Progressing  Agenda item to go to a future Ordinary Meeting of Council. (April 2017)	Corporate Services	28/09/16	30/11/17	20%

Date of Meeting	Meeting Type	Decision Number	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Estimated Start Date	Estimated Due Date	% Complete
27/09/16	OCM	28	Notice of Motion – Proposal for RV Friendly Town Status	That Council continue to pursue the achievable essential criteria of being an RV Friendly district, as budget funding permits.	Progressing  PRC unable to progress with joint marketing and promotion of RV Friendly status of the region until substantial progress is achieved in one or more of the four towns of the Shire. Staff reviewing where best is invest Council's budgeted funds in 2016/17. Examples include: (\$25,000 in 2016/17 which can be allocated to potable water taps for Pannawonica and Paraburdoo. 2017/18 could consider Dump Points at same locations if that is considered warranted.)  (March 2017)	Office of the CEO	30/09/16	29/06/18	20%
27/09/16	OCM	39	Notice of Motion – Request a report on the formulation of a policy on Greening Ashburton.	That Council:  1. Approve the development of a whole of district integrated Landscaping Plan, and 2. At its 2016/17 Annual Budget Review, consider the potential of providing additional funds to progress district landscaping as outlined in the Plan.	1. Progressing  Work progressing on this plan. 2. Progressing  Awaiting Budget Review to consider.  (January 2017)  Ongoing  A Capital Request form has been submitted for the 17/18 budget for \$60K that will allow for 60 trees to be planted across the Shire. The LTFP includes ongoing provision each year.  (May 2017)  Awaiting outcome of Budget deliberations by Council. Advice has been received from Councillors as to locations for additional tree plantings.  (June 2017)  Awaiting approval of 17/18 budget. RFQ for Horticulture/Landscaping Consultant being drafted.  (July 2017)  Awaiting approval of 17/18 budget. RFQ for preparation of Integrated Landscaping Plan has been prepared.  (August 2017)  An RFQ has been released for consultants to price. The closing date of the RFQ is 13 September.  (September 2017)  Submissions have been received and are being evaluated. It is anticipated that evaluation will be completed by end of October.  (October 2017)	Infrastructure Services	28/09/16	27/10/17	13%



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25/10/16	OCM	59	Project Update – Proposed Onslow Waste Management Facility.	That Council:  1.Note the Revised Feasibility Report (ATTACHMENT 15.2A) and Onslow Waste Disposal Strategy (ATTACHMENT 15.2B); 2.Authorise the Chief Executive Officer to proceed with the necessary site investigation, planning, approval, consultation and design works required to progress the Onslow Waste Management Facility at the Preferred Site ('Site10') in Onslow to a Class IV standard; and 3.Request that the Chief Executive Officer report back for further Council consideration, the results of (2), including a proposed design and business delivery model for a new Onslow Waste Management Facility.	Progressing  Building Better Regions Fund application submitted (grant application result will be known mid year 2017). (February 2017)  Progressing  Flood modelling being undertaken prior to further site investigations. (May 2017)  No further work to be undertaken until outcome of BBRF grant is known. (August 2017)  BBRF Grant successful. Staff liaising with AusIndustry to prepare Grant Agreement documentation. (September 2017)  Grant agreement has been signed. Documents being prepared to go to market to engage a Consultant to assist with the project. (October 2017).	Infrastructure Services	26/10/16	30/11/17	20%
22/11/16	OCM	66	Ashburton Community and Business Directory	That Council:  1.Task Shire Officers with the task of coordinating the production of an electronic version of an Ashburton Community & Business Directory (2017-2019); and update/administration of the digital Ashburton Community & Business Directory Website; 2.Note that Shire Officers will arrange separately, for a few printed copies to be kept at each Town shire office and visitor centres for distribution (people interested to pick up).	Progressing  Directory is being progressed for publication mid-2017. (February 2017)  Quotes are currently being sought with likely outputs (online & hard copy) being workshopped with elected members via EMACCESS in April / May. (March 2017)  Working on online portal and 1000 copies for Directory for publication / launch end of Nov 2017 following election on 21 Oct. (Sept 2017)  Online version on web is live and will be promoted by end of September with iterations informing the printed version following the Oct election.	Office of the CEO	30/11/16	30/11/17	75%

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22/11/16	OCM	72	Final Adoption of scheme amendment 27 to rezone portions of Lots 271 and 277 Killawarra Drive, Tom Price from 'Parks Recreation and Drainage' reserve to 'Residential' zone with applied density code of R20.	That Council:  1. Pursuant to section 75 of the Planning and Development Act 2005, resolves to amend the above Local Planning Scheme by:  i.Rezoning the following land parcels from 'Parks, Recreation and Drainage' reserve to 'Residential R20' as depicted on the amendment map: a.Portion Lot 277 Killawarra Drive and Amaroo Place, Tom Price b.Portion Lot 271 Killawarra Drive and Jabbarup Place, Tom Price c.Portion Lot 277 Killawarra Drive and Ceron Street, Tom Price;  ii.Amending the Shire of Ashburton Town Planning Scheme No. 7 Scheme Map accordingly; and  iii.Endorses the Schedule of Submissions prepared in response to the consultation for Amendment 27;  2. Considers the amendment is 'standard' under the provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reason(s):  i.The Amendment will have minimal impact on land in the scheme area that is not the subject of the amendment; and ii.The Amendment does not result in any significant environmental, social, economic or governance impacts on land in the Scheme area.	Progressing  Amendment documents submitted to WAPC for final approval.  (December 2016)  DoP have advised a Bushfire Assessment is required prior to determination. Applicant (DoH) advised and are undertaking assessment.  (April 2017)  Bushfire study has been prepared and is under review. Awaiting subsequent Ministerial approval.  (June 2017)	Development & Regulatory Services	23/11/16	27/10/17	90%
16/12/16	OCM	88	Pilbara Underground Power Project, Onslow.	That Council:  1.Endorses the delivery of the 'Pilbara Underground Power Project' in Onslow by Horizon Power and the Shire's total contribution of \$2,102,258 toward the cost; 2.Delegates the CEO authority to finalise the terms of the Pilbara Underground Power Program Funding Agreement with Horizon Power, and the signing by the Shire President and CEO (including affixing of the common seal) to facilitate its execution; 3.Approves the contribution of \$900,000 toward the Shire's cost by Chevron's Community Development Fund and authorises the CEO to finalise the terms of this agreement; 4.Approves the proposed funding model for the Shire of Ashburton to pay \$400,000 and landowners to pay the remaining estimated \$800,000 for the balance of the 25% contribution; 5.Endorse the raising of a Service Charge on landowners in Onslow for the provision of Underground Power in future Annual Budgets; 6.Approve the funding of the land owners portion of the project costs (up to \$850,000) from a self-supporting loan, being repaid as funds are collected from property owners over four years; 7.In accordance with Section 6.38(2)(b) of the Local Government Act 1995, approve the establishment of an Underground Power Reserve Fund commencing in the 2017/18 financial year (with the purpose of the Underground Power Reserve Fund being for 'the installation of underground power in Onslow').	Funding agreement with Horizon Power executed. PIP for Chevron funding finalised and payment due May, second invoice now received from HP.  Construction works going well, about 3 months ahead of overall project schedule. If progress continues at this rate the project may be completed by end Oct/November 2017 (rather than March/April 2018). (October 2017)	Strategic & Community Development	17/12/16	31/03/18	80%
14/02/17	OCM	110	Establishment of a commercial licence for portion of Reserve 40065, Paraburdoo.	That Council:  1.Approve the proposal to enter into a licence agreement for portion of Reserve 40065 being Lot 67 Mine Road, Paraburdoo with Sarah Gorman t/a The Bedford Paraburdoo; and 2.Authorise the Chief Executive Officer to negotiate and execute a licence in accordance with the terms outlined in this report.	Landgate preparing a plan of the area prior to Department of Lands approving the draft Licence.  (October 2017)	Strategic & Community Development	15/02/17	31/10/17	20%
14/03/17	OCM	119	Tender RFT 20/16 Ian Blair Memorial Boardwalk - Report to be provided under separate cover	That Council:  1.Award RFT 20/16 Supply and Installation of Composite Decking to the Ian Blair Boardwalk, Onslow WA to: C Munro Contracting for \$675,620; 2.Delegates authority to the Chief Executive Officer to negotiate the final terms and execute the Contract documentation subject to all required authorisations being obtained from the Department of Lands; and 3.Delegates authority to the Chief Executive Officer to manage the Contract, including variations to the design specifications and contract value, providing this does not exceed the project budget or reduce the overall scope.	1. Completed 2. Completed 3. Progressing - waiting for contractor to program works, expected start end of October (October 2017)	Strategic & Community Development	15/03/17	31/12/17	40%

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14/03/17	OCM	125	Request for resolution not to proceed with Scheme Amendment No. 23 to the Shire of Ashburton Town Planning Scheme No. 7 relating to introduction of building heights in Onslow 'Commercial and Civic' zone	That Council resolve that, in pursuance of Section 75 of the Planning and Development Act 2005 (as amended), does not proceed with Scheme Amendment 23 to the Shire of Ashburton Town Planning Scheme No. 7 by:  1. Advising the Western Australian Planning Commission and Minister for Planning of its decision not to proceed with the Amendment; and 2. Removes Scheme Amendment No. 23 from the Shire's list of active Scheme Amendments. 3. Commences an immediate review of Local Planning Policy 26 'Onslow Interim Town Centre Design Guidelines' with a view to ensuring that building height guidelines are relevant to current expectations regarding appropriate development.	Progressing Minister advised of Council's decision  Local planning policy being drafted.  (May 2017)  Will aim to workshop draft policy at August OMC when Principal Planner back from leave. If general principles acceptable to Council, will bring to September OMC in order to commence formal review process and send out for public advertising.  (June 2017)  Advice received from Department of Planning acknowledging that Amendment 23 is now officially closed with no further action required from the Commission or the Shire. Will work on policy as per advice in June.  (July 2017)  Will address policy review as part of broader LPP review by end of year. Impact of delay limited given no new DA's for major development in Onslow town centre.  (October 2017)	Development & Regulatory Services	15/03/17	29/12/17	25%
26/04/17	OCM	140/17	Halfway Bridge Rest Stop, Tom Price - Paraburdoo Road	That in respect to the Halfway Bridge Rest Stop, Tom Price - Paraburdoo Road Council: 1. Decommission and remove the ablation and RV dump point from Halfway Bridge, for storage at the Paraburdoo or Tom Price depot until funds are allocated in future budgets and final location is determined by Council. Retain all remaining items at Halfway Bridge Rest Stop.	In progress Works commence on the removal of ablation and RV Dump point beginning 17 Oct 2017 (October 2017)	Strategic & Community Development	27/04/17	31/10/17	20%
26/04/17	OCM	150/17	Naming of Geographical Location in Honour Of Former Councillor Peter Foote	That with respect to recognising the passing of former Councillor Peter Foote with an appropriate and in perpetuity recognition facility, Council:  1. Acknowledge That The Mountain Range In ATTACHMENT 13.2 Is Already Named "Wendall" And; 2. Name A Garden Which Is Being Developed As Part Of The Paraburdoo Tourist Information Bay In Peter Foote's Honour; And 3. Request The Geographic Names Committee Approval To Name The Foothill At The Base Of The Wendall Mountain Range As The "Peter Foote" Foothill.	Progressing  Correspondence was sent to the Yinhawangka Organisation to clarify if the Foothill at the base of the Wendall Mountain Range has already been named.  (June 2017)	Corporate Services	27/04/17	31/10/17	10%
26/04/17	OCM	147/17	Onslow Town Centre Masterplan Street Lighting Upgrade.	That Council approve project expenditure of \$584,000.00 for the 'Onslow Town Centre Street Light Upgrade Works' to be reimbursed from the agreed \$3 Million State Development Agreement funds allocated to the Onslow "Town Master Plan and Improvements" Project and amend the Budget as follows: 1. Create capital expenditure budget line 'NEW', entitled 'Onslow Town Master Plan Improvements' with a value of \$584,000 and; 2. Increase Income Budget Line 11301000 - Contributions & Reimbursements GEN from \$900,000 to \$1,484,000 and; 3. Noting this results in nil change in net current assets as at 30 June 2017 which in turn, retains the forecast surplus at year end 30 June 2017 of \$49,056.	LED's upgrades to streetlights being replaced as part of PUPP underway. Other upgrades (replacing LED's throughout the rest of town where streetlights are already underground, and upgrading all infrastructure to town centre) have now been approved and Horizon Power is coordinating procurement/contractors - expected to commence November (October 2017)	Strategic & Community Development	27/04/17	13/12/17	50%
26/04/17	OCM	148/17	That Council adopts and authorises the Chief Executive Officer recruitment process as proposed in Figure 1 and associated commentary of this report.	That Council adopts and authorises the Chief Executive Officer recruitment process as proposed in Figure 1 and associated commentary of this report.	Progressing  Request for Quotes from Agencies currently open in Tenderlink.  (May 2017)  J Phillips Consulting appointed and advert closes 12/7/17.	Office of the CEO	27/04/17	31/10/17	75%



	Date of Meeting	Meeting Type	Decision Number	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Estimated Start Date	Estimated Due Date	% Complete
86	23/05/17	OCM	167/17	Proposed Permanent Closure of Pedestrian Access Way between Carob Street and Poinciana Street Tom Price	That with respect to the proposed permanent closure of pedestrian access way between Carob Street and Poinciana Street, Tom Price, Council:  1.Advertise the proposed closure of the pedestrian access way (PAW) located at the western end of Poinciana and Carob Streets, Tom Price as described in the attached plan 170307 – CP - 01 and; 2.Should there be no objection to the PAW closure, authorise the Acting Chief Executive Officer to forward a request the Minister for Lands to close the PAW.	Will be advertised to affected parties. Awaiting responses.  (July 2017)  One response received to advertising. Council agenda item will be prepared to address further.  (September 2017)  Item to be presented to Council at October OMC to formalise closure request.  (October 2017)	Development & Regulatory Services	29/05/17	27/10/17	50%
90	23/05/17	OCM	172/17	Confidential Item - Lot 9500 Onslow Road, Onslow. Request for Authorisation to Advertise Expression of Interest	That with respect to Lot 9500 Onslow Road, Onslow – Proposal to Seek Expressions of Interest, Council authorises the Chief Executive Officer to prepare and execute a marketing campaign seeking public Expressions of Interest for the englobo or smaller lot sizes as desired, with the outcomes of the process to be presented to Council for further consideration.	EOI marketing campaign completed. Submission to be presented to Council in November.  (October 2017)	Strategic & Community Development	03/07/17	31/10/17	80%
91	23/05/17	OCM	174/17	Roebourne - Wittenoom Road (Karratha - Tom Price Road) Sealing	That with respect to the Karratha - Tom Price Rd Labor election commitment Project, Council;  1.Congratulate Labor on its election commitment and; 2.Authorise the Shire President and Acting Chief Executive Officer to continue to advocate strongly for completion of the seal all the way to Tom Price and acceptance of this road as a State Road, consistent with the election commitment and; 3.Contribute up to one third and a maximum of \$267,000 towards technical planning studies for the road and route 4A and; 4.Authorise the Acting Chief Executive Officer to work with Main Roads WA, the Department of Transport, City of Karratha, and other potential funding partners to leverage the Council's proposed contribution and; 5.Authorise Main Roads WA to utilise any studies undertaken by or through the Shire of Ashburton for the works, prior to it being accepted as a State Road and; 6.Approve a Budget amendment as follows; a)Decrease Ledger entitled 'Asset Renewal 11244600 Job C211 Roebourne-Wittenoom Rd Resheet' by \$267,000 from \$2,280,430 to \$2,013,430 and; b)Increase Ledger entitled 'Asset Expansion/Upgrade 11244500 Job C211 Roebourne-Wittenoom Rd Sealing' by \$267,000 from \$0 to \$267,000 and; c)Note that this results in a nil change in the forecast net current asset position as at 30 June 2017 which, in turn, retains the forecast surplus at year end 30 June 2017 of \$21,639.	1 & 2 & 3 & 4 & 5. Letter written to Premier, cc Ministers for Transport and Regional Development and seeking a meeting. CoK, PRC and MRWA Regional Manager advised.  6. Director Corporate Services updating Budget in Synergy.  (May 2017) SP and CEO met with Minister for Transport advocating for road. Matter now subject to State Budget Sept 2017.	Office of the CEO	22/05/17	31/01/18	50%
107	18/07/17	OCM	195/2017	Tender RFT 11/17 - Refurbishment Works - Staff Housing Tom Price and Paraburdoo, WA	That with respect to Tender RFT 11/17 – Refurbishment Works – Staff Housing in Tom Price and Paraburdoo, WA, Council: 1. Include in the 2017 / 2018 Annual Budget the sum of \$454,227.93 for the RFT 11/17; and 2. Award Separable Portion 1 of the tender to Byblos Constructions Pty Ltd for \$60,477.00 excluding GST; and 3. Award Separable Portion 2 of the tender to Byblos Constructions Pty Ltd for \$106,503.00 excluding GST; and 4. Award Separable Portion 3 of the tender to Byblos Constructions Pty Ltd for \$25,463.00 excluding GST; and 5. Award Separable Portion 4 of the tender to Benngo Group for \$127,140.34 excluding GST; and 6. Award Separable Portion 5 of the tender to Benngo Group for \$134,644.59 excluding GST; and 7. Authorise the Acting Chief Executive Officer to enter into a contract with the appointed Contractors; and 8. Authorise the Acting Chief Executive Officer to manage the contracts, including variations to the design specifications and contract value, providing this does not exceed the project budget or reduce the overall scope.	Tenders issued 8/817. Expected duration of contracts end of November 2017.	Office of the CEO	01/08/17	30/11/17	50%

	Date of Meeting	Meeting Type	Decision Number	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Estimated Start Date	Estimated Due Date	% Complete
117	18/07/17	OCM	205/2017	Tender RFT 10/17 - Design and Construction of Paraburdoo Visitor Information Bay, WA	That with respect to Tender RFT 10/17 – Design and Construction of Paraburdoo Visitor Information Bay, WA; Council: 1.Award the tender to Byblos Constructions Pty Ltd for \$356,030.00 excluding GST; and 2.Authorise the Chief Executive Officer to enter into a contract with the appointed Contractor; and 3.Authorise the Chief Executive Officer to manage the Contract, including variations to the design specifications and contract value, providing this does not exceed the project budget or reduce the overall scope.	Contract documents issued to Contractor for signing. Start up meeting on 4 August with Contractor.  (August 2017)  Design works proceeding.  (September 2017)  Design Works proceeding. construction likely to start late mid October. Landscaping works have been awarded to another Contractor and these works will be undertaken concurrently with civil construction.  (October 2017)	Infrastructure Services	18/07/17	22/12/17	5%
138	21/09/17	OCM	225/2017	Community Support Grants - Round 1, 2017/18 Annual Financial Year	That agenda item 12.1 Community Support Grants – Round 1, 2017/18 Annual Financial Year and the resultant motion lay on the table until the next Ordinary Meeting of Council to be held in October 2017 to enable a further EMACCESS Workshop prior.	Held over to October Council Meeting (October 2017)	Strategic & Community Development	21/09/17	24/10/17	50%
139	21/09/17	OCM	226/2017	Paraburdoo Community Hub (CHUB) Committee Meeting for the month of September 2017	That with respect to the Paraburdoo Community Hub (CHUB) Council: 1.Appoint Pindan Contracting as the preferred Tender for RFT 17/17 Construction of Paraburdoo Community Hub; and 2.Authorise the Acting Chief Executive Officer or that officer's nominee to negotiate, execute and manage the Contract, including any minor variations, to a maximum value of \$100,000 plus GST per approval and if cumulated variations and/or individual variation requests exceed \$500,000 plus GST, to only utilise that approval and discretion by complying with the provisions of Delegation DA02-4 including reference to all elected members via EMACCESS and subject to at all times the total of the project, inclusive of all variations being within the overall Council approved Budget; and 3.Issue a public notice to the Paraburdoo Community advising that the pool will be open as much as possible during construction, however due to the likelihood and need for occasional unplanned interruptions, the entry as previously approved by the Council will be free for the season; and 4.Approve that Fees and Charges for leases or licenses will not be charged for 2017/2018 as the facilities will not be available for use to the following community groups: •Paraburdoo Amateur Swimming Club and Paraburdoo Netball Association 50% usage Room in Sports Pavilion - \$500 plus GST shared •Sunshine Playgroup Store Room in Sports Pavilion - \$100 plus GST •Paraburdoo Toy Library - \$500 plus GST •Paraburdoo Squash Racquets Club - \$500 plus GST	Complete - contracts executed by Pindan early October (October 2017)	Strategic & Community Development	21/09/17	15/10/17	90%
141	21/09/17	OCM	229/2017	Audit & Risk Committee- Adoption of Recommendations	That with respect to the Review of Risk Management, Legislative Compliance and Internal Controls, Council: 1.Note the updated Acting CEO's Report (as per ATTACHMENT 13.2A) which describes how the suggested improvements/opportunities will be implemented, including actions completed, progressing items, and those requiring further consideration along with any relevant items viewed; and 2.Adopt the new Policy ADM09 Complaints Management (as per ATTACHMENT 13.2B), with the amendment of the wording of 11b - "members" to "elected members".	New Policy to be rolled out	Office of the CEO	26/09/17	31/10/17	20%

Date of Meeting	Meeting Type	Decision Number	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Estimated Start Date	Estimated Due Date	% Complete
21/09/17	OCM	230/2017	Weed Management within the Shire	That with respect to weed management within the Shire, Council: 1. Assist the Department of Primary Industries and Regional Development and the Pilbara Mesquite Management Committee with the development of a management plan and associated on ground activity that will address non-compliances under the Biosecurity and Agriculture Management Act 2007 from the presence of declared weeds on land under the management of the Shire of Ashburton; and 2. Develop in consultation with the CSIRO Land & Water Division, the Department of Biodiversity, Conservation and Attractions and the Department of Primary Industries and Regional Development, a management and community education/engagement plan for addressing control measures around priority and emerging environmental weeds such as Leucaena, Stinking Passion Fruit Bush, Ruby Dock and Kapok Bush; and 3. Ensure that Leucaena in particular and other environmental weeds on Council managed land is removed as part of ongoing awareness and monitoring programs.	1. EH will liaise with relevant stakeholders to develop a management plan for declared weeds on Shire land. Will aim to have in place in first quarter 2018. 2. EH will liaise with relevant stakeholders to develop education plan around environmental weeds. Will aim to have in place in first quarter 2018. 3. EH to work with IS (TMO's) to ensure appropriate knowledge around Leucaena and other environmental weeds and on-going removal from Shire land.	Development & Regulatory Services	22/09/17	30/03/18	5%



Monthly Report of Use of the Common Seal and Actions Performed under Delegated Authority as required by Council Policy ELM13 (Affixing of the Common Seal) and Delegations DA08-1 and DA02-4.

Date Seal Applied / Approval Date	Delegation Number	Common Seal No.	Parties Involved / Applicant	Document Details / Description / Decision	Directorate Responsibility	Assigned to
20/09/17	DA08-1		Paterson Group Architects	Development Application No 17-33 Consulting Rooms (Transportable Consulting Rooms) at Lot 642 McRae Avenue, Onslow 6710	Development & Regulatory Services	brooke.beswick@ashburton.wa.gov.au
21/09/17	DA08-1		Byblos Construction	Development Application No 17-44 Industry - Noxious (Battery Storage Shed) Lot 35 Beasley Rd, Paraburdoo WA 6754	Development & Regulatory Services	brooke.beswick@ashburton.wa.gov.au
26/09/17	DA08-1		Sophine Pfuhl	Development Application No 17-9 EMERGENCY SERVICES (ST JOHN AMBULANCE SUB CENTRE) at Lot 932 Second Road, Onslow WA 6710	Development & Regulatory Services	brooke.beswick@ashburton.wa.gov.au
29/09/17	DA08-1		Matthew Parker	Development Application No 17-46 Outbuilding (R-Code variation) - LOT 927 NGARDI STREET, TOM PRICE 6751	Development & Regulatory Services	brooke.beswick@ashburton.wa.gov.au

RFT #	RFT Title	Opening	Closing	Awarded To	Method of Award	Council Meeting	Consideration
01.17	Panel of Suppliers - Legal Services CANCELLED	25/01/2017	22/02/2017	CANCELLED			
02.17	Roebourne - Wittenoom Road Works	11/02/2017	27/02/2017	Young's Earthmoving	OCM	14/03/2017	\$1,980,715.90 + GST
03.17	Concrete Works Program for Tom Price, Paraburdoo and Onslow	25/02/2017	14/03/2017	Dowsing Group Pty Ltd	OCM	26/04/2017	\$307,285.98 + GST
04.17	Design, Fabricate and Install a Weighbridge at the Tom Price Waste Disposal Site	25/02/2017	15/03/2017	AccuWeigh	OCM	26/04/2017	\$233,160.90 + GST
05.17	Project Management Consultancy	18/07/2017	2/08/2017	TBA			
06.17	Drainage Infrastructure Improvements - Stadium Road, Tom Price	18/03/2017	6/04/2017	Formstruct	OCM	26/04/2017	\$978,401.36 + GST
07.17	Design and Construct Paraburdoo Visitor Information Bay, WA	29/03/2017	19/04/2017	Not Awarded			N/A
09.17	Refurbishment of Shire of Ashburton Administration Building, Tom Price	1/04/2017	26/04/2017	Byblos Constructions Pty Ltd	OCM	23/05/2017	\$273,821.31 + GST
10.17	Design and Construction of Paraburdoo Visitor Information Bay, WA	12/05/2017	9/06/2017	Byblos Constructions Pty Ltd	OCM	18/07/2017	\$356,030.00 + GST
11.17	Refurbishment Works - Shire Staff Housing Tom Price and Paraburdoo WA	9/05/2017	24/05/2017	Byblos Constructions Pty Ltd (Portions 1,2,3) + Bennco Group (Portions 4,5)	OCM	18/07/2017	Byblos - \$192,443.00 + GST .... Bennco - \$261,784.93 + GST
12.17	2017 Passion of the Pilbara Festival - Event Management Services	20/05/2017	6/06/2017	Wrapped Creations Pty Ltd	CEO Delegation		\$220,000.00 + GST
13.17	Panel of Suppliers - Waste Consultancy Services	17/06/2017	6/07/2017	5 Consultants. See below	OCM	21/09/2017	Schedule of Rates
14.17	Onslow Airport - Runway Embankment Remediation Works	17/06/2017	12/07/2017	Drilline Pty Ltd	OCM	28/07/2017	\$634,902.57 + GST
15.17	Tom Price Landfill - Cell Excavation	24/06/2017	19/07/2017	Norwest	CEO Delegation		\$494,178.91
16.17	Project Management Consultancy WANDRRA	15/07/2017	1/08/2017	Greenfield Technical Services	OCM	21/09/2017	\$670,000 exc GST
17.17	Construction of the Paraburdoo Community Hub	27/07/2017	25/08/2017	Pindan Contracting	OCM	21/09/2017	\$12,212,225.00

18.17	Design and Construction of Ablution Facility at Tom Price Truck Parking Bay, Nameless Valley Road	5/08/2017	30/08/2017	Byblos Constructions	OCM	21/09/2017	\$235,961.00 inc GST
19.17	Tom Price Stormwater Drainage Renewal	5/08/2017	31/08/2017	J & K Civil	OCM	21/09/2017	\$1,510,747.77
20.17	Cricket Pitch Resurfacing in Tom Price, Paraburdoo and Onslow	12/08/2017	1/09/2017	TBA			
21.17	Design and Construction of Onslow Bowling Green	6/09/2017	21/09/2017				
22.17	Paraburdoo outdoor sports facility refurbishments	23/09/2017	25/10/2017				
23.17	Onslow Town Master Plan Design Development Consultant Services	23/09/2017	11/10/2017				



## MINUTES - ORDINARY MEETING OF COUNCIL 21 OCTOBER 2015

### 11.3 APPOINTMENT OF COUNCILLORS AND STAFF TO COMMITTEES

MINUTE: 12010

FILE REFERENCE:	GV02
AUTHOR'S NAME AND POSITION:	Janyce Smith Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	9 October 2015
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial interest in the proposal.
PREVIOUS MEETING REFERENCE:	Not Applicable

#### Summary

Following the Election on the 17 October 2015 Council must appoint Councillors and staff members to various committees on which it is represented.

#### Background

Being the first Ordinary Meeting of Council following the General Local Government Elections on the 19 October 2015, Council is required to give consideration to appointing Councillors and staff members to various committees on which it is represented.

#### Comment

Attached to this Agenda is a list of the appointments made at the Special Meeting of Council held on 29 October 2013.

#### ATTACHMENT 11.3A

Staff have reviewed these Committees, Working Groups and External Committees in an effort to ensure they are up to date and the various groups are detailed in the recommendation.

In respect to Deputies, it is suggested that Council appoint the Councillors who are not members to the Committee as Deputies so they are able to attend and participate in Committee meetings to ensure quorums.

Committees (eg Land Conservation Committees or Development Assessment Panels) where an appointment is for a particular term have been included as the representative's term is current.

It is proposed that the Ocean View Caravan Park Committee (which had the purpose of 'To oversee and workshop the master plans for the Ocean View Caravan Park, Onslow and report back to Council with recommendations.' has completed its task and need not be continued (albeit it can be re-established at any time Council decides). Stage One of the

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upgrade is currently being facilitated, and Stage Two of the upgrade will be facilitated through the 2016/17 budget and the Council meeting system as tenders are awarded.

The Old Onslow Advisory Group was designed to give direction and advise Council on the management of Old Onslow. Its role was to help set priorities in regards to the conservation and maintenance of the ruins. Council has (in May 2012) endorsed the "Old Onslow Townsite Conservation Plan" (prepared by Gaye Nayton and funded by Chevron) and we subsequently have agreed with the Pilbara Regional Council to coordinate the \$1m "Old Onslow Conservation Works" project. With the Conservation Plan in place, there would seem to be no contemporary need for the Old Onslow Advisory Group to continue, but Council may consider re-establishing the group at some future point in time.

The Occupational Safety & Health Committee is not a Committee of Council but an operational group, therefore no Councillor representation is required.

It has been confirmed by Fortescue Metals Group that its Fortescue Community Working Group is defunct.

### **Consultation**

Chief Executive Officer  
Executive Managers

### **Statutory Environment**

Local Government Act 1995, Part 5 Subdivision 2, Sections 5.8 to 5.18

Local Government (Administration) Regulations 1996 – Regulation 4.

A local government may establish (by an absolute majority) committees of three or more persons to assist the Council and to exercise the powers and discharge the duties of the Council. Council may also appoint Councillors to represent it on external committees such as those established by the State Government (e.g., Land Conservation District Committees).

A committee is to have as its members persons appointed (absolute majority) by the local government to be members of the committee. At any given time each Councillor is entitled to be a member of at least one committee and if a Councillor nominates himself or herself to be a member of such a committee or committees, the local government is to include that Councillor in the persons appointed to at least one of those committees as the local government decides (section 5.10 Local Government Act 1995).

If at a meeting of the Council a local government is to make an appointment to a committee that has or will have a Councillor as a member and the President informs the local government of his or her wish to be a member of the committee, the local government is to appoint the President to be a member of the committee.

Where a person is appointed as a member of a committee the person's membership of the committee continues until:

- The person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;
- The person resigns from membership of the committee;
- The committee is disbanded; or
- The next ordinary election day, whichever happens first.

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A committee member may resign from membership of the committee by giving the CEO or the committee's presiding member written notice of the resignation.

### Financial Implications

There are no financial implications relevant to this appointment process, but expenses will be incurred to facilitate attendance at some of the listed meetings (e.g. airfares/accommodation to attend Pilbara Regional Council Meetings).

### Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2012-2022

Goal 05 – Inspiring Governance

Objective 03 – Council Leadership

### Risk Management

This item has been evaluated against the Shire of Ashburton's Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be "Low" risk and can be managed by routine procedures, and is unlikely to need specific application of resources.

### Policy Implications

Council Policy ELM01- Council and other Meetings.

### Voting Requirement

Absolute Majority Required

### Council Decision

**MOVER: Cr Dellar**

**SECONDER: Cr Dias**

**That Council in regard to the appointment to item 4.1 (Pilbara Regional Council Delegates) only, appoints the Shire President, Cr White, as one of the two Shire of Ashburton delegates.**

**CARRIED by Absolute Majority 9/0**  
**Crs White, Rumble, Dias, Gallanagh, Dellar, Thomas, Bloem, Fernandez and Foster**  
**voted for the motion.**

**MOVED: Cr P Foster**

**SECONDED: Cr C Fernandez**

**That Council:**

**1. Confirm that all previous appointments of Councillors and Staff to Shire of Ashburton Committees have expired.**

**2. Make the following appointment to Committees of Council:**

**2.1 Audit Committee**

**Members: Crs White, Dias, Foster and Dellar**

**Deputies: All other Councillors**

**Membership: 4 Councillors**

**Quorum: 3 Councillors**

**Purpose: Under the Local Government Act 1995, Local**

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Governments are required to appoint an Audit Committee (section 7.1A of the Local Government Act 1995).

An Audit Committee is to provide guidance and assistance to the Local Government – as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act and as to the development of a process to be used to select and appoint a person to be an auditor and may provide guidance and assistance to the Local Government as to – matters to be audited, the scope of audits, its functions under Part 6 of the Act and the carrying out of its functions relating to other audits and other matters related to financial management. (clause 16 Local Government (Audit) Regulations 1996).

**Meeting cycle:** At least once annually to recommend the adoption of the Annual Report.

### 2.2 Committee on Ageing

**Members:** Crs Fernandez, Foster, Thomas, White and Executive Manager Community Development

**Deputies:** All other Councillors

**Membership:** 4 Councillors

**Quorum:** 3 Councillors

**Purpose:** To recommend to Council actions regarding the provision of services for the Aged that can be considered for inclusion in the Shire's future Corporate Business Plan.

**Meeting cycle:** As required.

### 3. Make the following appointment to Working Groups of Council:

#### 3.1 CEO Performance Review Panel

**Members:** Crs White and Rumble

**Deputies:** Crs Fernandez and Dias

**Purpose:** Review the CEO's Performance.

**Meeting Cycle:** Anniversay of the CEO's contract and then biannually or as required.

#### 3.2 Aboriginal Community Working Group

**Members:** Crs Fernandeaz, Thomas and Foster

**Purpose:** To develop a proposal for Council's later consideration, including the suggested role and purpose, membership, meeting frequency and locations, and likely resourcing costs of operating an *Aboriginal Community Committee* and any possible long term budget expectations.

**Meeting cycle:** As required.

#### 3.3 Bush Fire Advisory Committee

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**Crs Dias and Dellar, Executive Manager, Development & Regulatory Services, Emergency Management Co-ordinator and Fire Control Officers.**

**Purpose:** To enable the communication and coordination of Bush Fire related matters within the Shire as per the Bush Fires Act 1954.

**Meeting Cycle:** As required

### **3.4 Onslow Local Emergency Management Committee**

**Delegates:** Crs White and Dellar and Executive Manager, Development & Regulatory Services.

**Deputies:** All other Councillors

**Membership:** Shire of Ashburton Emergency Management Co-ordinator (Chairman)

Other representation as per the Emergency Management Act 2006.

**Meeting Cycle:** As required

### **3.5 Onslow Local Recovery Committee**

**Delegates:** Crs White and Dellar and Executive Manager, Development & Regulatory Services.

**Deputies:** All other Councillors

**Membership:** Shire of Ashburton Emergency Management Co-ordinator (Chairman)

Other representation as per the Emergency Management Act 2006.

**Meeting Cycle:** As required

### **3.6 Shire of Ashburton Inland Local Emergency Management Committee**

**Delegates:** Crs Dias and Foster, Executive Manager, Development & Regulatory Services and Emergency Management Co-ordinator.

**Deputies:** All other Councillors

**Membership:** Shire of Ashburton Emergency Management Co-ordinator (Chairman)

Other representation as per the Emergency Management Act 2006.

### **3.7 Shire of Ashburton Inland Local Recovery Committee**

**Delegates:** Crs Dias and Foster, Executive Manager, Development & Regulatory Services and Emergency Management Co-ordinator.

**Deputies:** All other Councillors

**Membership:** Shire of Ashburton - Emergency Management Co-ordinator (Chairman).

Other representation as per the Emergency Management Act 2006.



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### **3.8 Pannawonica Local Emergency Management Committee**

**Delegates:** Cr Gallanagh and Executive Manager, Development & Regulatory Services.

**Deputies:** All other Councillors

**Membership:** Shire of Ashburton – Emergency Management Co-ordinator (Chairman)

Other representation as per the Emergency Management Act 2006.

### **3.9 Pannawonica Local Recovery Committee**

**Delegates:** Cr Gallanagh and Executive Manager, Development & Regulatory Services.

**Deputies:** All other Councillors

**Membership:** Shire of Ashburton / Rio Tinto (Chairman)

Other representation as per the Emergency Management Act 2006.

### **3.10 Pilbara District Emergency Management Committee**

**Delegates:** Emergency Management and Executive Manager, Development & Regulatory Services.

**Deputy:** Cr White

## **4. Make the following appointments to External Groups:**

### **4.1 Pilbara Regional Council**

**Delegates:** Crs White and Dellar

**Deputies:** Crs Thomas and Foster

In the absence of the above Councillors all other Councillors.

**Meeting Cycle:** As required

### **4.2 Regional Road Group**

**Delegates:** Crs White and Dellar and Executive Manager, Infrastructure Services.

**Deputies:** Crs Thomas and Foster

In the absence of the above Councillors all other Councillors

### **4.3 Western Australian Local Government Association Pilbara Country Zone**

**Delegate:** Cr Foster

Cr Rumble

**Deputies:** Cr Dias

Cr Dellar

Cr Gallanagh

In the absence of the above Councillors all other Councillors.

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**Meeting Cycle:** As required.

**NOTE:** as this meeting occurs with the Pilbara Regional Council meeting it's preferable the Delegates and Deputies are the same.

### **4.4 Development Assessment Panels**

**Delegate:** Cr Dias (expiring 26 April 2017)  
Cr White (expiring 26 April 2017)  
**Deputies:** Cr Foster  
Cr Rumble (expiring 26 April 2017)

### **4.5 Onslow Tourism and Progress Association**

**Delegate:** Cr White  
**Deputy:** Executive Manager, Community Development  
In the absence of the above Councillors all other Councillors

### **4.6 Ashburton Land Conservation District Committees (LCDC)**

**Delegate:** Cr Dias expires 30 June 2017. (endorsed by Council to renominate for a further term post 30 June 2017)

### **4.7 Roebourne/Port Hedland Land Conservation District Committee (LCDC)**

**Delegate:** Cr Thomas expires 31 January 2018.

### **4.8 Lyndon Land Conservation District Committee (LCDC)**

**Delegate:** Kimberly De Pledge (Yanrey Station) expires 31 March 2017.  
(endorsed by Council to renominate for a further term post 31 March 2017)

### **4.9 Onslow Chamber of Commerce & Industry - Committee Member**

**Delegate:** No delegate to be appointed until Council decides otherwise.  
**Membership:** Can be either a Councillor or Staff Member.  
2 year term from AGM (27 October 2015) expires October 2017.  
**Meeting Cycle:** Every 2 months and other events as required.

### **4.10 Onslow Economic Leaders Group - (Onslow Chamber of Commerce & Industry)**

**Delegate:** No delegate to be appointed until Council decides otherwise.  
**Delegate:** No delegate to be appointed until Council decides otherwise.  
**Membership:** Can be either a Councillor or Staff Member.  
Membership is a 2 year renewable period as an organisation.  
Expires April 2017.  
**Meeting Cycle:** Face to face at a time to be determined by the Chair (but not less than two times per year). Interim meetings may be conducted on an as needs basis via teleconference (at the discretion of the Chair or as determined by the representatives).

### **4.11 Onslow Community Garden Management Committee**

**Delegate:** Cr White  
**Delegate:** Dee Walkington  
**Delegate:** Lee Reddell

## MINUTES - ORDINARY MEETING OF COUNCIL 21 OCTOBER 2015

### Department of Education Representatives:

To Be Advised

**Membership:** Three Shire / Community Representatives.  
Appointment of representatives will be for a two year period.

**Meeting Cycle:** To meet at least every three months (or more frequently if required).

### 5. Make the following nominations to External Groups:

#### 5.1 Pilbara Development Commission Board

**Nominee:** Cr Foster

**Nominee:** Cr Fernandez

**Membership:** Appointment of successful candidates will be for a term of up to three years from date of appointment (with any member not being permitted to serve more than a maximum of six years (two terms)).

**Meeting Cycle:** Every two months.

ATTACHMENT 11.3B

CARRIED BY ABSOLUTE MAJORITY 9/0

Crs White, Rumble, Dias, Gallanagh, Deller, Thomas, Bloem, Fernandez and Foster  
voted for the motion.

### 2.22pm - Council Decision

**MOVED:** Cr P Foster

**SECONDED:** Cr Cr Gallanagh

That Council adjourn the meeting for a short rest break.

CARRIED 9/0

Crs White, Rumble, Dias, Gallanagh, Dellar, Thomas, Bloem, Fernandez and Foster  
voted for the motion.

### 2.40pm - Council Decision

**MOVED:** Cr L Rumble

**SECONDED:** Cr A Bloem

That Council reconvene from the rest break.

CARRIED 9/0

Crs White, Rumble, Dias, Gallanagh, Dellar, Thomas, Bloem, Fernandez and Foster  
voted for the motion.

## MINUTES - ORDINARY MEETING OF COUNCIL 25 OCTOBER 2016

### 13.2 APPOINTMENT OF COUNCILLORS TO VACANT COMMITTEE AND WORKING GROUP POSITIONS

MINUTE: 56

FILE REFERENCE:	GV02
AUTHOR'S NAME AND POSITION:	Jasmin Forward Corporate Services Support Coordinator
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	29 August 2016
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial interest in the proposal.
PREVIOUS MEETING REFERENCE:	Not Applicable

#### Summary

Following the Extraordinary Election held on 20 October 2016, Council should appoint Councillors to any vacant positions on the various committees / working groups on which it is represented.

The purpose of this report is to fill vacant positions on committees / working groups that are the result of the resignation of former Councillors, Mr Tony Bloem and Mrs Cecilia Fernandez.

#### Background

Former Councillor, Mr Tony Bloem, was not a Council representative to any committee / working group and as such no further appointments are necessary.

Former Councillor, Mrs Cecilia Fernandez left four positions vacant on various committee's and working groups when her resignation became effective on 23 August 2016.

Being the first Ordinary Meeting of Council following the Local Government Extraordinary Election on 20 October 2016, Council is required to give consideration to appointing Councillors to the four vacant committee / working group positions.

#### Comment

At the Ordinary Meeting of Council held on 21 October 2015 Mrs Fernandez was appointed to the Committee of Aging and CEO Performance Review Panel.

Two further committees were formed after the 21 October 2015. Mrs Fernandez was appointed to the Aboriginal Reference Committee and the Ordinary Meeting of Council 19 January 2016 and to the Ashburton Tourism Development Committee at the Ordinary Meeting of Council 26 April 2016.

Therefore four committee / working group positions are vacant, namely:

## MINUTES - ORDINARY MEETING OF COUNCIL 25 OCTOBER 2016

1. Committee of Ageing - Member
2. CEO Performance Review Panel - Deputy Member
3. Aboriginal Reference Committee - Member
4. Ashburton Tourism Development Committee - Member

### Consultation

Chief Executive Officer  
Executive Managers

### Statutory Environment

Local Government Act 1995, Part 5 Subdivision 2, Sections 5.8 to 5.18  
Local Government (Administration) Regulations 1996 – Regulation 4.

A local government may establish (by an absolute majority) committees of three or more persons to assist the Council and to exercise the powers and discharge the duties of the Council. Council may also appoint Councillors to represent it on external committees such as those established by the State Government (e.g. Land Conservation District Committees).

A committee is to have as its members, persons appointed (absolute majority) by the local government to be members of the committee. At any given time each Councillor is entitled to be a member of at least one committee and if a Councillor nominates himself or herself to be a member of such a committee or committees, the local government is to include that Councillor in the persons appointed to at least one of those committees as the local government decides (section 5.10 Local Government Act 1995).

If at a meeting of the Council a local government is to make an appointment to a committee that has or will have a Councillor as a member and the President informs the local government of his or her wish to be a member of the committee, the local government is to appoint the President to be a member of the committee.

Where a person is appointed as a member of a committee the person's membership of the committee continues until:

- The person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;
- The person resigns from membership of the committee;
- The committee is disbanded; or
- The next ordinary election day, whichever happens first.

A committee member may resign from membership of the committee by giving the CEO or the committee's presiding member written notice of the resignation.

### Financial Implications

There are no financial implications relevant to this appointment process, but expenses will be incurred to facilitate attendance at some of the listed meetings.

### Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2012-2022  
Goal 05 – Inspiring Governance  
Objective 03 – Council Leadership



## MINUTES - ORDINARY MEETING OF COUNCIL 25 OCTOBER 2016

### Risk Management

This item has been evaluated against the Shire of Ashburton's Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be "Low" risk and can be managed by routine procedures, and is unlikely to need specific application of resources.

### Policy Implications

Council Policy ELM01- Council and other Meetings.

### Voting Requirement

Absolute Majority Required

### Council Decision

**MOVED:** Cr Rumble

**SECONDED:** Cr Foster

**That Council:**

**1. Make the following appointment to Committees of Council -**

**a. Committee on Ageing**

**Members:** Cr Diver, (in addition to existing members Foster, Thomas, White and Executive Manager Community Development)

**Deputies:** All other Councillors

**Membership:** 4 Councillors

**Purpose:** To recommend to Council actions regarding the provision of services for the Aged that can be considered for inclusion in the Shire's future Corporate Business Plan.

**Meeting cycle:** As required.

**b. Aboriginal Reference Committee**

**Members:** Cr Rumble, (in addition to existing members Thomas and Foster)

**Membership:** 3 Councillors

**Purpose:** To be a conduit and provide a forum for Aboriginal people and their communities living within the Shire of Ashburton to raise issues with the Shire on the Shire of Ashburton's business and affairs that relate to them.

To advise Council/Councillors on suggested actions the Council should consider to address relevant issues raised with and by the Committee.

To liaise with Aboriginal people and communities located within the Shire of Ashburton to identify Local Government issues (i.e. issues within the parameters of the Shire of Ashburton's authority and responsibilities) that may affect local Aboriginal people, and to collaborate with them on the development of strategies to address those identified needs, issues and interests.

To advise and recommend to Council/Councillors on the above identified needs, issues and interests of local Aboriginal people and the most appropriate strategies to address them.

Meeting cycle: As required.

**c. Ashburton Tourism Development Committee**

**Members:** Cr Diver, (in addition to existing members White, Rumble, Dellar, Gallanagh and Thomas)

**Membership:** 6 Councillors

**Purpose:** To identify and develop strategies to promote tourism so there is a positive impact at a regional level.

To advise Council/Councillors on suggested actions the Council should consider to address relevant issues raised with and by the Committee.

With consistency to the REC07 Tourism Policy, advise and recommend to Council/Councillors on the above identified needs, issues and interests of tourism and the most appropriate strategies to address them.

Meeting cycle: As required.

**2. Make the following appointment to Working Groups of Council –**

**a. CEO Performance Review Panel**

**Members:** Crs White and Rumble

**Membership:** 2 Councillors

**Deputies:** (2 Councillors) Crs Foster and Dias

**Purpose:** Review the CEO's Performance.

**Meeting Cycle:** Anniversary of the CEO's contract and then biannually or as required.

**CARRIED BY ABSOLUTE MAJORITY 7/0**  
Cr White, Rumble, Dias, Gallanagh, Foster, Diver and Lynch voted for the motion

## AGREEMENT TO PARTICIPATE AS A KEY STAKEHOLDER

In the

## STAND UP! Against Bullying Campaign

\_\_\_\_\_ agrees to join the Tom Price  
(Organisation Name)

Youth Support Association's STAND UP! Campaign and will erect a sign visible to  
youth and community members on our premises.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Position)

\_\_\_\_\_  
(Date)

## **STAND UP! Against Bullying Campaign**

### **MEMORANDUM OF UNDERSTANDING BETWEEN**

### **THE TOM PRICE YOUTH SUPPORT ASSOCIATION INC &**

XXXXXXXXXXXXXX

#### **1. Purpose**

The purpose of this MOU is to outline the agreement between XXXXXXXXXXXXXXXX and the Tom Price Youth Support Association Inc (TPYSA) who are working in partnership on the STAND UP AGAINST BULLYING CAMPAIGN.

#### **2. Project**

**A KEY STAKEHOLDER COOPERATIVE** against bullying which demonstrates:

- Community leadership in addressing bullying and other negative behaviours and achieve safe and connected environments for young people.
- Change attitudes about bullying and related issues, and increase awareness of the harm it causes to individuals and our community
- Build the capacity, knowledge and skill base of a range of sectors to enable them to address the issues of bullying and wellbeing together

#### **3. Goals and Objectives – Phase 1**

Support the Stand Up Against Bullying Campaign and an effort to make anti-bullying highly visible via the use of signs located across the community in youth focused spaces, which will:-

- Raise the issue and focus on the current prevalence of bullying
- De-stigmatise the behaviour
- Create community awareness
- Promote the anti-bullying message and be a constant subliminal reminder in many of the identified hotspots where bullying presently occurs – youth being bullied will gain an increased feeling of wellbeing due to the issue being raised and evident rather than dealt with alone and in silence
- Create a community wave against bullying that is consistent and repetitive in places where youth gather.

#### **4. Costs and In Kind Support**

Costs for the project will be absorbed by the TPYSA, but other key stakeholders agree to support the project through ongoing commitment and/or in-kind contribution.

**5. Parties to the MOU**

- 5.1 The lead agency for the program is the TPYSA.
- 5.2 The Memorandum of Understanding is between the following entities:

Ms Marian Hearne, CEO TPYSA

XXXXXXXXXXXXXXXXXXXXXXX

**6. Duration**

Phase 1 of the Project is time managed and once signs are erected in agreed spaces, this part of the project is complete. Further negotiations will occur with relevant key stakeholders for Phase 2 of the project.

**6. Signatories**

For XXXXXXXXXXXXX

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For Tom Price Youth Support Association Inc**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

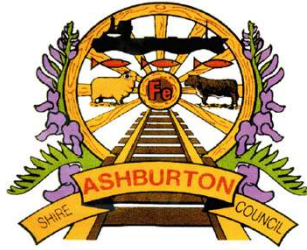
Date: \_\_\_\_\_



# STAND UP! Against Bullying

## Signage Examples





**SHIRE OF ASHBURTON**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2017**

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**SHIRE OF ASHBURTON  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2017**

	September 2017 Actual \$	September 2017 Y-T-D Budget \$	2017/18 Current Budget \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
<b><u>Operating</u></b>						
<b>Revenues/Sources</b>						
Governance	54,920	168,408	673,908	(113,488)	(67.39%)	▼
General Purpose Funding	306,502	294,978	3,099,174	11,524	3.91%	
Law, Order, Public Safety	18,386	31,793	127,207	(13,407)	(42.17%)	
Health	53,250	68,018	214,678	(14,768)	(21.71%)	
Education and Welfare	153,992	59,709	238,939	94,283	157.90%	▲
Housing	80,217	103,041	412,320	(22,824)	(22.15%)	▼
Community Amenities	1,887,854	3,708,368	14,837,670	(1,820,514)	(49.09%)	▼
Recreation and Culture	260,123	3,227,167	12,913,093	(2,967,044)	(91.94%)	▼
Transport	1,748,072	5,892,027	23,487,451	(4,143,955)	(70.33%)	▼
Economic Services	768,254	1,380,805	7,479,133	(612,551)	(44.36%)	▼
Other Property and Services	95,030	60,708	242,941	34,322	56.54%	▲
	<u>5,426,600</u>	<u>14,995,022</u>	<u>63,726,513</u>	<u>(9,568,422)</u>	<u>(63.81%)</u>	
<b>(Expenses)/(Applications)</b>						
Governance	(1,452,014)	(1,974,304)	(7,559,122)	522,290	26.45%	▼
General Purpose Funding	(18,407)	(50,055)	(200,300)	31,648	63.23%	▼
Law, Order, Public Safety	(177,030)	(232,128)	(902,945)	55,098	23.74%	▼
Health	(152,746)	(189,599)	(744,987)	36,853	19.44%	▼
Education and Welfare	(55,527)	(109,997)	(421,673)	54,470	49.52%	▼
Housing	(159,957)	(240,069)	(970,607)	80,112	0.00%	
Community Amenities	(1,651,124)	(2,200,683)	(8,795,494)	549,559	24.97%	▼
Recreation & Culture	(1,972,477)	(3,219,764)	(11,714,096)	1,247,287	38.74%	▼
Transport	(1,088,832)	(4,016,251)	(15,901,165)	2,927,419	72.89%	▼
Economic Services	(476,495)	(696,083)	(2,747,124)	219,588	31.55%	▼
Other Property and Services	(762,387)	(874,957)	(3,194,906)	112,570	12.87%	▼
	<u>(7,966,996)</u>	<u>(13,803,891)</u>	<u>(53,152,418)</u>	<u>5,836,895</u>	<u>(42.28%)</u>	
<b>Net Operating Result Excluding Rates</b>	<b>(2,540,396)</b>	<b>1,191,131</b>	<b>10,574,095</b>	<b>(3,731,527)</b>	<b>(313.28%)</b>	
<b><u>Adjustments for Non-Cash (Revenue) and Expenditure</u></b>						
(Profit)/Loss on Asset Disposals	0	32,580	(1,869,681)	(32,580)	100.00%	▼
Movement in Leave Reserve (Added Back)	0	0	0	0	0.00%	
Movement in Deferred Pensioner Rates/ESL (non-current)	0	0	0	0	0.00%	
Movement in Employee Benefit Provisions	0	0	0	0	0.00%	
Adjustment for Rounding	0	0	0	0	0.00%	
Depreciation on Assets	0	3,741,894	14,973,551	(3,741,894)	100.00%	▼
<b><u>Capital Revenue and (Expenditure)</u></b>						
Purchase Land Held for Resale	(10,670)	(366,900)	(375,000)	356,230	97.09%	▼
Purchase Land and Buildings	(693,471)	(2,248,740)	(20,865,255)	1,555,269	0.00%	
Purchase Furniture and Equipment	(53,850)	(221,601)	(416,470)	167,751	75.70%	▼
Purchase Plant and Equipment	1,000	(408,978)	(1,540,500)	409,978	100.24%	▼
Purchase Infrastructure Assets - Roads	(802,649)	(3,078,311)	(17,739,251)	2,275,662	0.00%	
Purchase Infrastructure Assets - Footpaths	0	0	(149,990)	0	0.00%	
Purchase Infrastructure Assets - Drainage	(800)	(232,190)	(1,724,184)	231,390	99.66%	▼
Purchase Infrastructure Assets - Airports	(338,834)	(1,202,816)	(5,195,647)	863,982	71.83%	▼
Purchase Infrastructure Assets - Parks & Recreation	(45,228)	(958,967)	(2,566,258)	913,739	0.00%	
Purchase Infrastructure Assets - Town	(927,481)	(1,796,233)	(5,718,128)	868,752	0.00%	
Purchase Infrastructure Assets - Waste	(229,611)	(3,497,381)	(14,127,716)	3,267,770	93.43%	▼
Proceeds from Disposal of Assets	0	0	2,539,000	0	0.00%	
Repayment of Debentures	(712)	0	(719,190)	(712)	0.00%	
Proceeds from New Debentures	0	524,790	2,100,000	(524,790)	100.00%	▲
Advances to Community Groups	0	0	0	0	0.00%	
Self-Supporting Loan Principal Income	0	0	0	0	0.00%	
Transfers to Restricted Assets (Reserves)	(14,507)	(4,507,350)	(18,036,606)	4,492,843	99.68%	▼
Transfers from Restricted Asset (Reserves)	0	4,052,046	16,214,684	(4,052,046)	100.00%	▲
<b>ADD Net Current Assets July 1 B/Fwd</b>	<b>12,546,002</b>	<b>12,546,002</b>	<b>12,546,002</b>	<b>0</b>	<b>0.00%</b>	
<b>LESS Net Current Assets Year to Date</b>	<b>41,295,006</b>	<b>37,959,480</b>	<b>2,240,013</b>	<b>3,335,526</b>	<b>8.79%</b>	
<b>Amount Raised from General Rates</b>	<b><u>(34,406,213)</u></b>	<b><u>(34,390,505)</u></b>	<b><u>(34,336,557)</u></b>	<b><u>(15,708)</u></b>	<b><u>0.05%</u></b>	

**SHIRE OF ASHBURTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2017**

	2016/17 B/Fwd Per 2017/18 Budget \$	2016/17 B/Fwd Per Financial Report \$	September 2017 Actual \$
<b>NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	8,681,151	8,650,663	13,015,025
Cash - Restricted Unspent Grants	30,488	30,488	30,488
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	36,847,812	35,747,812	35,762,319
Rates - Current	912,829	912,829	27,249,836
Sundry Debtors	6,538,216	6,538,216	3,323,342
Accrued Income	1,183,247	1,183,247	1,117,318
Payments in Advance	0	0	0
GST Receivable	439,690	442,113	725,757
Provision For Doubtful Debts	(1,032,791)	(1,032,792)	(1,032,792)
Inventories	142,227	142,227	123,219
	<u>53,742,869</u>	<u>52,614,803</u>	<u>80,314,512</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(2,317,333)	(2,343,567)	(936,754)
Accrued Expenditure	(1,383,300)	(1,127,566)	(1,129,919)
PAYG Payable	0	0	(262,595)
Payroll Creditors	0	0	(7,074)
Withholding Tax Payable	0	0	0
GST Payable	(593,524)	(593,524)	(190,435)
Other Payables	0	283	(473,579)
Unearned Income	(1,100,000)	0	0
Accrued Interest on Debentures	0	0	0
Accrued Salaries and Wages	(250,000)	(256,594)	(256,594)
Current Employee Benefits Provision	(1,269,649)	(1,348,326)	(1,348,326)
Current Loan Liability	(719,190)	(719,190)	(718,478)
	<u>(7,632,996)</u>	<u>(6,388,484)</u>	<u>(5,323,754)</u>
<b>NET CURRENT ASSET POSITION</b>	46,109,873	46,226,319	74,990,758
Less: Cash - Reserves - Restricted	(36,847,812)	(35,747,812)	(35,762,319)
Less: Cash - Unspent Grants - Restricted	0	0	0
Adjustment for Trust Transactions Within Muni	0	(21)	(237)
Add Back : Component of Leave Liability not Required to be Funded	1,269,649	1,348,326	1,348,326
Add Back : Current Loan Liability	719,190	719,190	718,478
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u>11,250,900</u>	<u>12,546,002</u>	<u>41,295,006</u>

**SHIRE OF ASHBURTON**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2017**  
**Report on Significant Variances Greater than 10% and \$20,000**

**Actual      Y-T-D Budget      Variances**

The purpose of the Monthly Variance Report is to highlight circumstances where there is a major variance from the YTD Monthly Budget and YTD Actual figures. These variances can occur because of a change in timing of the activity, circumstances change (e.g. a grants were budgeted for but was not received) or changes to the

**The Materiality variances adopted by Council are:**

Actual Variance to YTD Budget up to 5% - Not Reported

Actual Variance up to 10% of YTD Budget - Use Management Discretion

Actual Variance exceeding 10% of YTD Budget and a value greater than \$20,000 - Must Report

**REPORTABLE OPERATING REVENUE VARIATIONS**

<b>Governance - Variance below budget expectations</b>	<b>54,920</b>	<b>168,408</b>	<b>(113,488)</b>
The Variance is mainly comprised of \$137,946 from Rio Tinto Partnership Funding not yet received for the Town Revitalisation Projects in the East. This is expected to be received in November 2017.			
<b>Education &amp; Welfare - Variance above budget expectations</b>	<b>153,992</b>	<b>59,709</b>	<b>94,283</b>
1st and 2nd Quarter Contributions of \$48,122 from Department of Child Protection and Services were received against \$22,260 initially budgeted for the same period. \$35,000 of the \$45,000 Annual contribution from BHP for Onslow Skate Park Activation, was received in the 1st Quarter against \$11,244 cumulative Quarter Budget. Kids Kitchen Garden Annual Funding of \$61,000 was received as a lumpsum in July against an annual equally distributed expected Income.			
<b>Housing - Variance below budget expectations</b>	<b>80,217</b>	<b>103,041</b>	<b>(22,824)</b>
Income from Shire rented properties was 16% lower than projected, and Income from the Staff Transit House, Willow Road, was \$13,836 below the Cumulative Budget.			
<b>Community Amenities - Variance Below budget expectations</b>	<b>1,887,854</b>	<b>3,708,368</b>	<b>(1,820,514)</b>
Variance mainly attributed to the following: The Department of State Development's "Building Better Region Fund" for the construction of the Pilbara Waste Management Facility in Onslow, of \$9,082,620 budgeted at \$756,582 per month has not yet been received, as the Agreement is still being finalised. Chevron's contribution of \$1,831,581 budgeted at \$152,571 per month, not yet in the Shire's books. Annual Sanitation Levy for Domestic Refuse Collection, \$1,052,399, was fully received in September 2017, while budgeted equally over the 12 months.			
<b>Recreation and Culture - Variance below budget expectations</b>	<b>260,123</b>	<b>3,227,167</b>	<b>(2,967,044)</b>
Funding has not yet occurred as follows; \$1,249,500 (of the Annual \$5,000,000) from Rio Tinto for the Paraburdoo CHUBB Construction; Rio Tinto Income for Community Development and Support pending Agreement finalisation. \$159,703 grant from the Department of Jobs, Science and Innovation was received ahead of schedule (50% of Annual funding) in September 2017.			
<b>Transport - Variance below budget expectations.</b>	<b>1,748,072</b>	<b>5,892,027</b>	<b>(4,143,955)</b>
Only 15% of the Grant from Roads to Recovery expected for the period under Reporting has been received. The timing of the balance is dependent on the completion of Quarterly Report by the Shire. Main Roads WA Grants of \$159,599 were fully received in August 2017 while budgeted equally over 12 months. 40% of Annual funding for Regional Road Group for the roads maintainance are in progress. Landing Fees for the Chevron/Bechtel Services have not fully materialised as projected i.e. (only 50% received thus far). A delay in Passenger Tax Revenue collection is a timing issue, as billing to the Airlines for the past month is done in mid-way in the following month, hence 20% is still uncollected. Tom Price Royal Flying Doctors Airstrip funds from WA Labour have not yet been received. \$24,650 from Chevron was received for Flight Instrument Way Procedures in reimbursement of Reserve drawing.			
<b>Economic Services - Variance below budget expectations.</b>	<b>768,254</b>	<b>1,380,805</b>	<b>(612,551)</b>
Chevron Town Centre Planning funds, miscellaneous funds among others have not been fully received as a timing factor. Funds for Onslow PUP Service Charges (\$224,540) were received as a lumpsum amount in September. There were other cumulative under collections as a timing factor.			
<b>Other Property and Services - Variance below budget expectations</b>	<b>95,030</b>	<b>60,708</b>	<b>34,322</b>
Budget timing issues highlighted by a full payment received for workers compensation in July and September, while the budget was equally allocated through out the year.			

**SHIRE OF ASHBURTON**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2017**  
**Report on Significant Variances Greater than 10% and \$20,000**

	Actual	Y-T-D Budget	Variances
<b>REPORTABLE OPERATING EXPENSE VARIATIONS</b>			
<b>Governance - Variance below budget expectations</b>	<b>(1,452,014)</b>	<b>(1,974,304)</b>	<b>522,290</b>
Cumulative underspends in Legal Expenses by 53% & Training (51%), among others offset by an overspend in Salaries and Superannuation, due to a \$159K back pay Superannuation payment.			
<b>General Purpose Funding - Variance below budget expectations</b>	<b>(18,407)</b>	<b>(50,055)</b>	<b>31,648</b>
Variance due to lower Land Gate Valuation fees paid during the period.			
<b>Law, Order &amp; Public Safety - Variance below budget expectations</b>	<b>(177,030)</b>	<b>(232,128)</b>	<b>55,098</b>
Fluctuating Salaries and Superannuation below Budget in August and September 2017; there has been no expenditure incurred in Works Programs since July 2017.			
<b>Health - Variance below budget expectations</b>	<b>(152,746)</b>	<b>(189,599)</b>	<b>36,853</b>
Spending timing differences especially in the Preventive Services like Mosquito Control Program.			
<b>Education and Welfare - Variance below budget expectations</b>	<b>(55,527)</b>	<b>(109,997)</b>	<b>54,470</b>
Spending timing differences e.g.undisbursed Sponsorship and Grants for the Youth Services in the Eastern Sector and cumulative underspends in the Youth Western Sector, e.g. General Programs, consultancy costs etc.			
<b>Community Amenities - Variance below budget expectations</b>	<b>(1,651,124)</b>	<b>(2,200,683)</b>	<b>549,559</b>
Cumulative underspends in Sanitation General Refuse and Refuse Site in Paraburdoo by 23%.			
<b>Recreation &amp; Culture - Variance below budget expectations</b>	<b>(1,972,477)</b>	<b>(3,219,764)</b>	<b>1,247,287</b>
Donation to Community Groups registered an overspend as a payment of of \$133,986 to McMahon Services Australia for waste removal in the Onslow Rodeo Grounds was all paid in August 2017 against an equal monthly budget allocation. The Budget Variation included in September 2017 Council Agenda to augment the budget. WTO funded activities are spread through out the course of the Financial Year.			
<b>Transport - Variance below budget expectations</b>	<b>(1,088,832)</b>	<b>(4,016,251)</b>	<b>2,927,419</b>
70% of the total Variance is attributed to Depreciation of Footpaths, Drainage, Roads and the Airport. Timing of activities and funding affects Maintainance of Roads and Bridges			
<b>Economic Services - Variance below budget expectations</b>	<b>(476,495)</b>	<b>(696,083)</b>	<b>219,588</b>
Variance due to non-expenditure in the Economic Development Sub-Program for Salaries and Superannuation. Insignificant expenditure occurred in Tourism and Area Promotion for Consultancy.			
<b>Other Property and Services - Variance below budget expectations</b>	<b>(762,387)</b>	<b>(874,957)</b>	<b>112,570</b>
Significant underspend occurred in Consultancy and Design under Technical Services; Salaries and Superannuation in the Public Works Overheads were 31% under budget. As with other sub-programs.			
	Actual	Y-T-D Budget	Variances
<b>REPORTABLE CAPITAL EXPENSE VARIATIONS</b>			
<b>Purchase of Land Held for Resale - Variance below budget expectations.</b>	<b>(10,670)</b>	<b>(366,900)</b>	<b>356,230</b>
Sub-division Surveying & Plans did not occur in September 2017 as the contract of sale for Lot 46 is still being prepared by Rio Tinto prior to the subdivision. Further intersection investigations is required with Rio Tinto due to proximity of the Railway Bridge prior to Advertising the Request for Quotes for Transport for Transport Impact Assessment. Services installation for Onslow Mixed Business Land has not yet occurred as the EOI submission is still being prepared by proponent prior to presentation to Council. This is expected in November 2017 followed by the subdivision.			
<b>Purchase of Furniture &amp; Equipment - Variance below budget expectations.</b>	<b>(53,850)</b>	<b>(221,601)</b>	<b>167,751</b>
Delay in acquisition of PA systems in Paraburdoo and Tom Price as the Request For Tender has just been put through. Further, priority was placed on acquittals of Grants and Contributions causing the delay. The PA System in Onslow has now been acquired with ample funds remaining. Final Quotes for the purchase of Laptops and Desktops are currently being sourced. Telstra is being engaged in regards to Cloud Options in conjunction to the Video Conferencing and Internet Firewall projects that have not yet been implemented.			
<b>Purchase of Plant &amp; Equipment - Variance below budget expectations.</b>	<b>1,000</b>	<b>(408,978)</b>	<b>409,978</b>
Significant variance as a result of no Plant and Equipment acquisition so far in 17/18, while the budget was spread evenly. The Project Officer is working on submitting new time line for Plant and Equipment acquisition and possible budget re-phasing.			

**SHIRE OF ASHBURTON**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2017**  
**Report on Significant Variances Greater than 10% and \$20,000**

	Actual	Y-T-D Budget	Variances
<b><i>Purchases of Drainage - Variance below budget expectations.</i></b>	(800)	(232,190)	231,390
The Contract for the Drainage works, was awarded at last month's council meeting. Main works will commence at the end of October 2017, and spending should occur evenly until completion at end of March 2018.			
<b><i>Purchase of Aerodromes - Variance below budget expectations.</i></b>	(338,834)	(1,202,816)	863,982
\$1.0 Million of the \$1.5 Million expenditure towards the Airport Hanger has been spent in the first Quarter. Air Craft Fix Tie Downs and Expansion to Solar Farm will only be done in March 2018, while Pac Unit Shelter is scheduled for October 2017. There was an underspend in Runway Instrument Procedures as only 28% was spent by the end of September 2017.			
<b><i>Purchases of Waste Infrastructure - Variance below budget expectations.</i></b>	(229,611)	(3,497,381)	3,267,770
87% the total variance is attributed to the construction of the New Pilbara Regional Waste Management Facility in Onslow which is still at a Preliminary consultation level.			
<b>REPORTABLE CAPITAL INCOME VARIATIONS</b>			
<b><i>Proceeds from New Debentures - Variance below expectations.</i></b>	-	524,790	(524,790)
Budget timing differences.			
<b><i>Transfers to Restricted Assets (Reserves) - Variance below budgeted expectations.</i></b>	(14,507)	(4,507,350)	4,492,843
Transfer to Airport Reserve to occur at end of financial year.			
<b><i>Transfers from Restricted Assets (Reserves) - Variance below budgeted expectation</i></b>	-	4,052,046	(4,052,046)
Transfers from reserves to occur at end of financial year depending on commencement and progress of capital projects.			

SHIRE OF ASHBURTON  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2017

**Acquisitions of Assets: Capital Expenditure**

			Current Budget	Budget YTD	Actual YTD
<b>GOVERNANCE &amp; EXECUTIVE SERVICES</b>					
<b><u>Office of CEO</u></b>					
092271		Projects to be Identified	310,000.00	77,469.00	0.00
			<b>310,000.00</b>	<b>77,469.00</b>	<b>0.00</b>
<b><u>Staff Housing</u></b>					
097803	BC099	BUDGET ONLY Staff Housing - Security Improvements - All Houses	1,551,284.00	387,666.00	0.00
097803	BC169	CAP - 172 Hardy Ave Paraburdoo	0.00	0.00	79,028.80
097800	BN144	New Staff Housing Onslow	166,463.00	41,598.00	5,026.31
097800	BN145	New Staff Housing Tom Price	282,363.00	70,563.00	261,245.19
097800	BN146	New Staff Housing General	1,000,000.00	249,900.00	0.00
			<b>3,000,110.00</b>	<b>749,727.00</b>	<b>345,300.30</b>
<b><u>Tourism &amp; Area Promotion Eastern Sector</u></b>					
134854	15150	Paraburdoo - Upgrade Visitor Info Bay Camp Rd	400,000.00	400,000.00	5,554.55
134854	15151	Upgrade Tourist Info Bay Signage	480,000.00	0.00	0.00
			<b>880,000.00</b>	<b>400,000.00</b>	<b>5,554.55</b>
<b><u>Museums</u></b>					
114619	BC410	CAP - Building Prog Onslow Museum	138,000.00	138,000.00	0.00
			<b>138,000.00</b>	<b>138,000.00</b>	<b>0.00</b>
<b>Total</b>			<b>4,328,110.00</b>	<b>1,365,196.00</b>	<b>350,854.85</b>
<b>COMMUNITY DEVELOPMENT</b>					
<b><u>Public Halls - Civic Centre, Pavillion</u></b>					
117323	18034	Tom Price Community Services Office	75,000.00	18,744.00	0.00
117323	18039	Tom Price Resurface Bowling Rink and Shade Sails/Roof Construction	500,000.00	124,950.00	0.00
117327	18036	Paraburdoo -Town Centre Building - (Commercial Lease Lot 811 Ashburton Av)	25,000.00	25,000.00	0.00
			<b>600,000.00</b>	<b>168,694.00</b>	<b>0.00</b>
<b><u>Swimming Pool - Tom Price</u></b>					
112734	17002	Retiling of Raised Beams Vic Hayton Swimming Pool	22,241.00	5,559.00	0.00
113308	18050	Tom Price Vic Hayton Swimming Pool new lane ropes and storage rollers	12,500.00	12,500.00	0.00
113309	C1607	Tom Price - Vic Hayton Swimming Pool Area- Lightning Protection works	37,111.00	9,273.00	13,416.00
			<b>71,852.00</b>	<b>27,332.00</b>	<b>13,416.00</b>
<b><u>Foreshore Areas - Onslow</u></b>					
112862		Works Prog/Foreshore Onslow (Capital)	506,567.00	126,591.00	5,316.00
			<b>506,567</b>	<b>126,591</b>	<b>5,316</b>
<b><u>Swimming Pool - Paraburdoo</u></b>					
112735	17022	Paraburdoo Quentin Broad Swimming Pool- Wet Deck repairs	25,330	6,330	0
			<b>25,330</b>	<b>6,330</b>	<b>0</b>
<b><u>Onslow MPC</u></b>					
110364	17030	Onslow MPC (Emergency Evacuation Centre)- Upgrade	47,230	11,802	0
110364	18005	Onslow MPC Completion of Rockwall	40,550	40,550	0
			<b>87,780</b>	<b>52,352</b>	<b>0</b>
<b><u>Other Recreation &amp; Sport</u></b>					
112760	17050	Tom Price Basketball/Netball Courts	37,000	9,246	0
112760	18001	Onslow Bowling Club Green Replacement	320,000	0	1,836
112760	18002	Paraburdoo Irrigation Renewal	250,000	250,000	0
112760	18016	Paraburdoo Tennis Court Fencing	100,000	0	0
112763	18025	Tom Price Netball and Basketball Court Repairs / Resurface	30,000	30,000	0
112763	18030	Paraburdoo Resurfacing Outdoor Netball and Basketball Courts	300,000	0	0
113230	18049	Tom Price Squash re-surfacing	80,000	80,000	0
113234	18035	Tom Price Mens Shed	150,000	37,485	0
113235	17013	Water Chiller - Paraburdoo Oval	30,000	30,000	0
117343	18047	Tom Price Diamond Club Air Conditioner	42,000	42,000	0
			<b>1,339,000</b>	<b>478,731</b>	<b>1,836</b>
<b><u>Public Toilets</u></b>					
100090		Tom Price Halfway Bridge rest stop infrastructure relocation	40,000	40,000	157
			<b>40,000</b>	<b>40,000</b>	<b>157</b>
<b><u>Malls</u></b>					
100103	C304	Paraburdoo Mall- Notice Board Replacement	1,776	444	1,776
			<b>1,776</b>	<b>444</b>	<b>1,776</b>
<b><u>Other Community Amenities</u></b>					
100030	18017	Town Centre Commercial Christmas Light Displays	40,000	10,000	0
100030	18021	Paraburdoo PA System Replacement	17,500	17,500	0
100030	18033	Tom Price PA System Replacement	17,500	17,500	0
100030	C069	Onslow Wireless Portable PA System	40,000	40,000	200
			<b>115,000</b>	<b>85,000</b>	<b>200</b>
<b><u>Swimming Pool - Onslow</u></b>					
117651	15024	Onslow Swimming Pool Construction	50,000	12,495	0
			<b>50,000</b>	<b>12,495</b>	<b>0</b>

SHIRE OF ASHBURTON  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2017

**Acquisitions of Assets: Capital Expenditure**

			Current Budget	Budget YTD	Actual YTD
<b>COMMUNITY DEVELOPMENT (Continued)</b>					
<b><u>Paraburdoo Chub</u></b>					
113236	BN379	Professional Fees	653,348	163,272	34,694
113236	BN381	Outdoor Sports Court	295,000	73,722	157
113236	BN382	Softball diamond net	90,000	22,491	0
113236	BN383	Clubrooms/storage conversion	83,250	20,805	0
113236	BN384	Lesser hall	40,000	9,996	0
113236	BN385	Swimming Pool Amenities	160,332	40,068	0
113236	BN388	Contingency	1,091,989	272,889	0
113236	BN389	Client Direct FFE	250,000	62,475	0
113236	BN390	RFT 17/17 Construction of Paraburdoo Community Hub	12,710,000	0	0
			<b>15,373,919</b>	<b>665,718</b>	<b>34,851</b>
<b><u>Parks</u></b>					
112746	17042	Panna Infra - Library - Gazebo - Furniture	55,000	13,746	23,841
112746	17046	Pannawonica BMX Facility	75,000	18,744	0
112746	18014	Paraburdoo Disc Golf	14,500	14,500	0
112746	18015	Tom Price Disc Golf	15,000	0	0
112746	18020	Pannawonica Furniture for Community Garden	25,000	6,246	0
112749	15230	Onslow Playground @ Oval	313,000	313,000	0
112749	17021	Onslow Solar Lights	14,250	3,561	0
112749	18041	Onslow CCTV Upgrade and Expansion	25,000	25,000	0
112761	18018	Onslow Community Garden Shade Sail Replacement	40,000	0	0
			<b>576,750</b>	<b>394,797</b>	<b>23,841</b>
<b><u>Ovals</u></b>					
112748	17020	Paraburdoo top oval - Replace fencing	31,000	7,746	0
112748	18010	Cricket Pitch replacements- Peter Sutherland Oval	50,000	16,667	819
112748	18011	Cricket pitch replacements- Onslow Oval	50,000	16,667	0
112748	18012	Cricket Pitch Replacements- Minha Oval	50,000	16,667	0
112748	18013	Paraburdoo BBQ Replacement Federation Park	20,000	20,000	0
112748	C1613	Replace Existing Playground (Tjiluna Oval)	120,000	29,988	0
			<b>321,000</b>	<b>107,735</b>	<b>819</b>
<b><u>Library - Tom Price</u></b>					
115165	18048	Tom Price Library Kitchen Refurb	15,500	15,500	0
			<b>15,500</b>	<b>15,500</b>	<b>0</b>
<b><u>Library - Paraburdoo</u></b>					
113838	BC400	CAP - Paraburdoo Library/Shire Admin Building	108,500	0	157
			<b>108,500</b>	<b>0</b>	<b>157</b>
<b><u>Library - Pannawonica</u></b>					
114369		Pannawonica Admin Building New Air Conditioner	15,000	0	0
			<b>15,000</b>	<b>0</b>	<b>0</b>
<b><u>Other Housing</u></b>					
092268	BC299	Renovations - Senior Citizens Units	100,000	24,990	206
			<b>100,000</b>	<b>24,990</b>	<b>206</b>
<b>Total</b>			<b>19,347,974</b>	<b>2,206,709</b>	<b>82,575</b>

**CORPORATE SERVICES**

**Administration General - Tom Price & Paraburdoo**

045968		Renovations - Tom Price Office	273,821	68,427	286,331
			<b>273,821</b>	<b>68,427</b>	<b>286,331</b>
<b><u>Information Technology</u></b>					
040466	17029	ICT AIMS (Sharepoint) Upgrade	100,000	24,990	0
042464	18051	ICT Hardware -Laptops and Desk Tops replacement	25,000	20,000	0
042464	18052	ICT Internet Firewall	50,000	30,000	0
042464	18053	ICT Video Conferencing	45,000	45,000	0
042464	18054	Event Management Software for Community Development- C/F	15,000	0	0
			<b>235,000</b>	<b>119,990</b>	<b>0</b>
<b>Total</b>			<b>508,821</b>	<b>188,417</b>	<b>286,331</b>



SHIRE OF ASHBURTON  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2017

**Acquisitions of Assets: Capital Expenditure**

			Current Budget	Budget YTD	Actual YTD
<b>DEVELOPMENT &amp; REGULATORY SERVICES</b>					
<b><u>Fire Brigades</u></b>					
051727	BN022	Dome Shelter for Bush Fire Brigade Vehicles	40,000	40,000	0
			<b>40,000</b>	<b>40,000</b>	<b>0</b>
<b><u>Ranger Services</u></b>					
051755		Upgrade - Onslow Dog Pound	7,584	7,584	6,139
			<b>7,584</b>	<b>7,584</b>	<b>6,139</b>
<b>Total</b>			<b>47,584</b>	<b>47,584</b>	<b>6,139</b>

**STRATEGIC & ECONOMIC DEVELOPMENT**

<b><u>Ocean View Caravan Park</u></b>					
134255	18043	Onslow Ocean View Caravan Park Old Ablutions & Linen Upgrade	177,000	0	0
134255	BE438	Ocean View Caravan Park Upgrade- Gravel around Cabins	10,000	2,499	8,646
134258		Pannawonica Caravan Park	25,000	6,246	0
			<b>212,000</b>	<b>8,745</b>	<b>8,646</b>
<b><u>Tom Price Industrial Land Development</u></b>					
140154	15190	Tom Price Industrial Land - Planning	135,000	126,900	0
140741		Tom Price Emergency Services Land y	20,000	20,000	0
			<b>155,000</b>	<b>146,900</b>	<b>0</b>
<b><u>Tom Price Residential Land Development</u></b>					
140054	18022	Tom Price Residential Land Development Subdivision and Survey	20,000	20,000	0
			<b>20,000</b>	<b>20,000</b>	<b>0</b>
<b><u>Onslow Mixed Business Development</u></b>					
147315		Design & Plan Expenses	0	0	10,670
147318		Services Installation - Onslow Mixed Business Land	200,000	200,000	0
			<b>200,000</b>	<b>200,000</b>	<b>10,670</b>
<b><u>Economic Development - General</u></b>					
134270		Onslow Waterwise per accreditation	25,000	5,000	0
			<b>25,000</b>	<b>5,000</b>	<b>0</b>
<b><u>Major Projects</u></b>					
130001		Pilbara Underground Power Project (PUPP) - Onslow	1,775,000	585,750	525,564
130024		Onslow Town Street Light Upgrade	521,352	130,287	394,272
131000		Onslow Town Centre	2,480,000	619,752	157
			<b>4,776,352</b>	<b>1,335,789</b>	<b>919,993</b>
<b>Total</b>			<b>5,388,352</b>	<b>1,716,434</b>	<b>939,309</b>

**INFRASTRUCTURE SERVICES**

<b><u>Depots</u></b>					
127383	18046	Paraburdoo Chook and Dog Yard Upgrades	14,800	0	0
127383	BC417	CAP - Depot Buildings Onslow	85,000	0	0
127383	C005	Tom Price Depot Wash Down Bay	106,000	26,490	11,685
127387	18045	Onslow Depot Fencing Renewal	43,000	0	0
			<b>248,800</b>	<b>26,490</b>	<b>11,685</b>
<b><u>Road Plant Purchases</u></b>					
124954		Plant & Equipment Capital Expenditure	1,468,500	366,978	0
124964		Motor Vehicle	7,000	7,000	(1,000)
			<b>1,475,500</b>	<b>373,978</b>	<b>(1,000)</b>
<b><u>Onslow Airport</u></b>					
120014	C410	Landside Facilities - PIP 3B	150,319	37,566	0
120016	17047	Runway Embankment Remediation	2,500,000	624,750	2,088
120016	17048	Onslow Airport Sewer System	96,395	24,090	60,730
120016	18006	Onslow Airport Aircraft Fixed Tie Downs	20,000	0	0
120016	18007	Onslow Airport Expansion to Solar Farm 150kW	320,000	0	0
120016	18008	Onslow Airport PAC units shelters	40,000	0	0
120016	18009	Onslow Airport Retaining Wall for Landside garden bed	60,000	0	0
120016	18027	Onslow Airport Runway Instrument Procedures	50,000	50,000	14,650
120017	17051	Hanger Construction	1,530,274	382,416	265,607
120017	17052	Apron Modifications	50,000	12,495	2,387
120017	17053	Briefing Room	6,111	1,527	(6,627)
120019		Tom Price RFDS Airstrip	200,000	49,980	0
120055		Runway 12/30 Upgrade	92,548	0	0
124084		Plant & Equipment Capital Expenditure	10,000	0	0
124085		Onslow Airport ADD Ground Handling Equipment	80,000	19,992	0
			<b>5,205,647</b>	<b>1,202,816</b>	<b>338,834</b>
<b><u>Urban Stormwater Drainage</u></b>					
124470	17027	CAPEX Drainage Renewal Program LTFP	1,724,184	232,190	800
			<b>1,724,184</b>	<b>232,190</b>	<b>800</b>

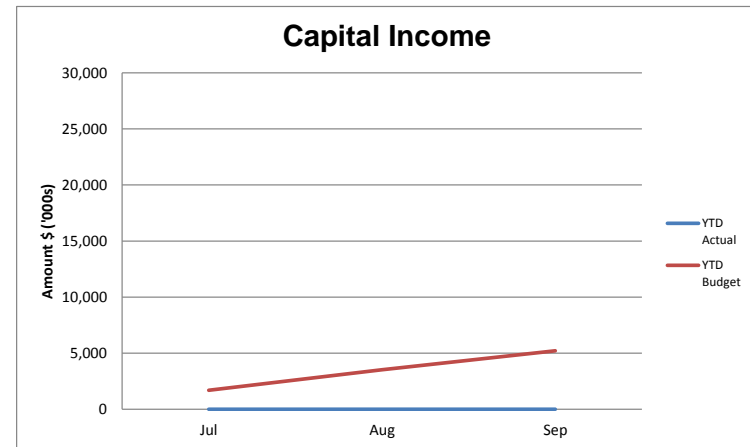
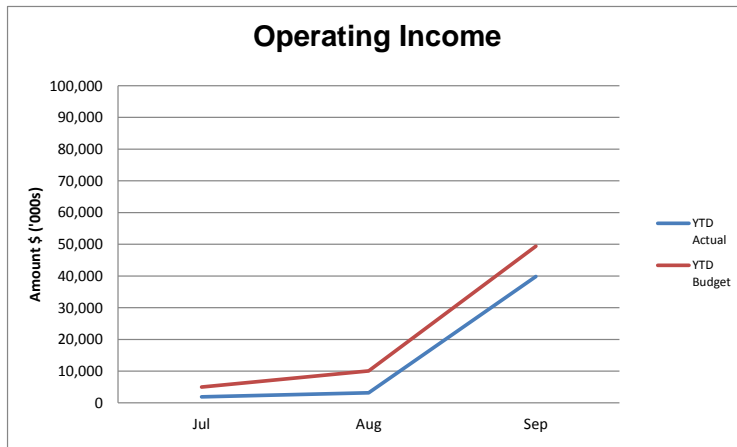
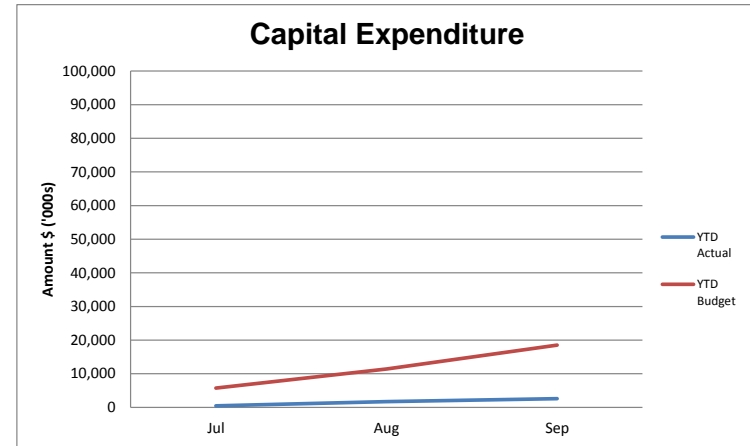
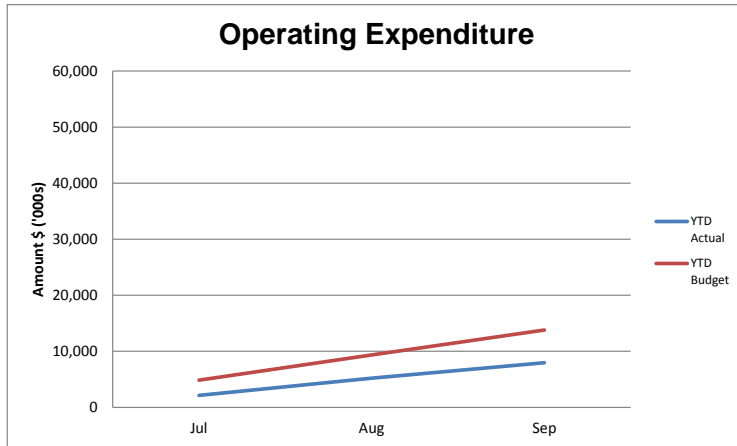
**SHIRE OF ASHBURTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2017**

**Acquisitions of Assets: Capital Expenditure**

			<b>Current Budget</b>	<b>Budget YTD</b>	<b>Actual YTD</b>
<b>INFRASTRUCTURE SERVICES (Continued)</b>					
<b><u>Construction Streets, Roads, Bridges, Depots</u></b>					
124441	18042	Installation of Electronic Variable Message Signs- Ashburton Downs	85,000	21,240	157
124441	C225	Construction of Cattle Grids	0	0	4,404
124450	17006	Parraburdoo Shopping Mall Carpark- Additional Shade Structure	120,000	29,988	94,256
124450	C1611	Stadium Road Upgrade - Tom Price	756,124	188,955	695,994
124450	C233	Nameless Valley Rd Truck Rest Stop Upgrade Parking Bay	299,096	74,745	488
124451		RRG - Roebourne -Witternoom Road & Pannawonica Millstream Rd	3,221,261	0	0
124460	17005	Tom Price Admin Carpark & Depot Carpark - Reseal	16,654	4,161	0
124460	17007	Kerb Replacement/Renewal Program	250,000	0	0
124460	18037	Onslow Truck Stop Carpark Renewals	150,000	75,000	0
124460	C200	Works Prog Floodway Stablisations (Capital)	250,000	0	0
124460	C208	Reseals	450,000	0	0
124460	C211	Roebourne - Witternoom Rd Resheet	0	0	7,350
124460	C222	Minderoo Bridge Works.	0	0	0
124461	15204	BUDGET ONLY- Unsealed Rural Roads Re-sheeting Program	1,500,000	0	0
124540	FD101	Ashburton Downs Meekatharra Road (Wandrra 743)	2,179,013	544,536	0
124540	FD102	Ashburton Downs Road (Wandrra 743)	968,859	242,118	0
124540	FD103	Cane River Access (Wandrra 743)	8,550	2,136	0
124540	FD104	Dawson Creek Road (Wandrra 743)	185,041	46,242	0
124540	FD105	Glenflorrie Road (Wandrra 743)	373,475	93,330	0
124540	FD106	Hamersley Road (Wandrra 743)	180,229	45,039	0
124540	FD107	Hamersley Mount Bruce Road (Wandrra 743)	813,499	203,292	0
124540	FD108	Hooly Road (Wandrra 743)	120,720	30,168	0
124540	FD109	Juna Downs Road (Wandrra 743)	288,013	71,973	0
124540	FD110	Moroonah Road (Wandrra 743)	1,242,409	310,479	0
124540	FD111	Moroonah South Road (Wandrra 743)	53,685	13,416	0
124540	FD112	Mt Bruce Road (Wandrra 743)	35,947	8,982	0
124540	FD113	Mt Florance Road (Wandrra 743)	50,807	12,696	0
124540	FD114	Mt Minnie Station Road (Wandrra 743)	34,883	8,718	0
124540	FD115	Mulga Downs Road (Wandrra 743)	42,724	10,677	0
124540	FD116	Nyang Road (Wandrra 743)	548,823	137,151	0
124540	FD117	Old Onslow Road (Wandrra 743)	236,514	59,106	0
124540	FD118	Onslow Peedamulla Road (Wandrra 743)	505,188	126,246	0
124540	FD119	Packsaddle Road (Wandrra 743)	27,937	6,981	0
124540	FD120	Pannawonica Millstream Road (Wandrra 743)	337,172	84,258	0
124540	FD121	Red Hill Road (Wandrra 743)	874,573	218,556	0
124540	FD122	Twitchen Road (Wandrra 743)	896,913	224,139	0
124540	FD123	Uaroo-Glenflorrie Road (Wandrra 743)	245,473	61,344	0
124540	FD124	Yanrey Road (Wandrra 743)	240,669	60,144	0
			<b>17,589,251</b>	<b>3,015,816</b>	<b>802,649</b>
<b><u>Maintenance Streets, Roads, Bridges, Depots</u></b>					
124662	18004	Greening Ashburton	60,000	60,000	157
124664		Linemarking - Roads and Carparks	100,000	50,000	0
124665	18040	Road Signage/Traffic Control Devices-PDC	50,000	12,495	0
			<b>210,000</b>	<b>122,495</b>	<b>157</b>
<b><u>Sanitation - General Refuse</u></b>					
100038	C1608	Waste Management Accounting System	66,470	16,611	53,650
100039	17038	Storage Shed (Onslow & Paraburdoo)	7,830	1,956	0
100039	18003	Paraburdoo Tip Fencing	149,540	0	0
100039	C004	Onslow New Waste Management Facility	0	0	70,466
100039	W226	Tom Price Landfill Cells Renewal/Construction	499,372	124,794	197
100041	C006	Tom Price Waste Disposal Refuse Weighbridge	170,313	42,561	158,792
100063	18028	Tom Price Waste Disposal Site Battery Storage Shed	78,000	0	157
100063	18029	Tom Price Waste Disposal Site Construct a Bore Hole	30,000	30,000	0
100063	C065	Onslow Tip Closure	937,723	234,336	0
100082		Pilbara Regional Waste Management Facility (Onslow) -Preliminary	1,135,000	283,750	0
100083		Pilbara Regional Waste Management Facility (Onslow) - Construction	11,119,938	2,779,985	0
			<b>14,194,186</b>	<b>3,513,992</b>	<b>283,261</b>
<b><u>Footpaths</u></b>					
124681		Asset Renewal Footpaths INFRASTRUCTURE ASSETS - FOOTPATHS	149,990	0	0
			<b>149,990</b>	<b>0</b>	<b>0</b>
<b>Total</b>			<b>40,797,558</b>	<b>8,487,777</b>	<b>1,436,385</b>
<b>Total YTD Capital Expenditure at 30 September 2017</b>			<b>70,418,399</b>	<b>14,012,117</b>	<b>3,101,593</b>

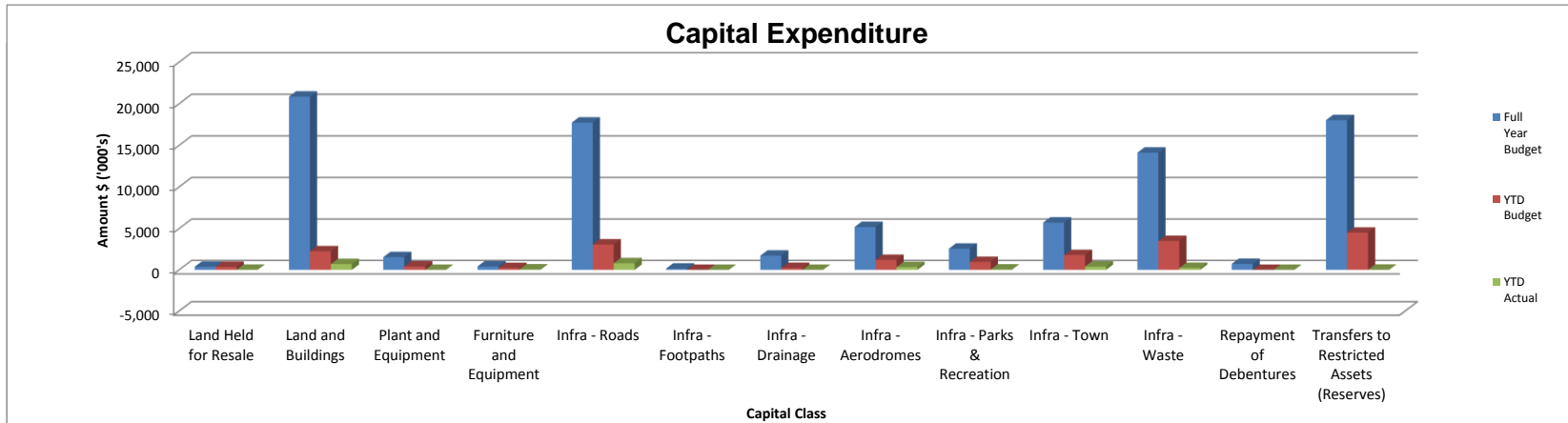
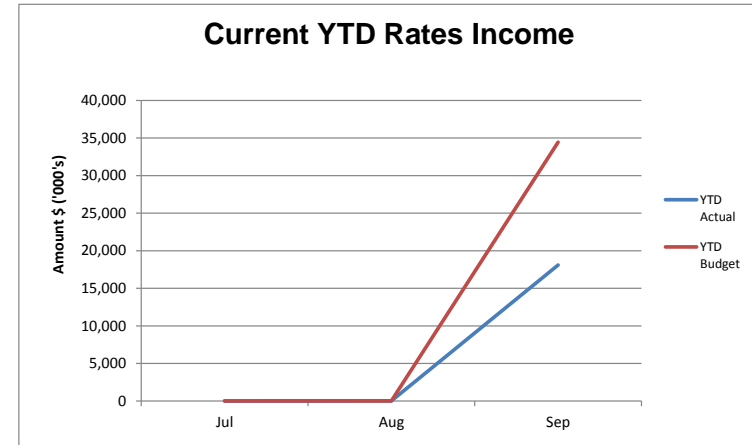
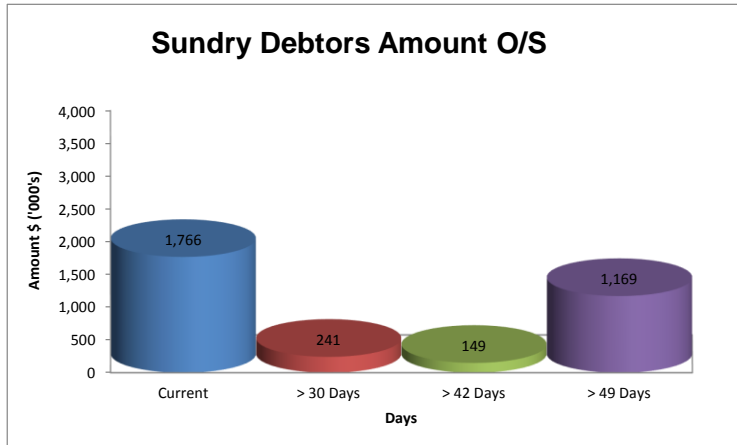
SHIRE OF ASHBURTON  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2017

**Income and Expenditure Graphs**



SHIRE OF ASHBURTON  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2017

Other Graphs



**SHIRE OF ASHBURTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2017**

**Reserve Movements as at: 30/09/2017**

<b>CASH BACK RESERVES</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>YTD ACTUAL</b>	<b>Budget</b>	<b>YTD ACTUAL</b>	<b>Budget</b>	<b>YTD ACTUAL</b>	<b>Budget</b>	<b>YTD ACTUAL</b>	<b>Budget</b>
	Opening Balance	(\$)	Interest Earned		Amount Set Aside / Transfer To Reserve		Amount Used / Transfer from Reserve		Ending balance (\$)	
<b>Employee Entitlement Reserve</b>	330,264	330,264	0	7,798	0	747,741	0	0	330,264	1,085,803
<b>Financial Risk Reserve</b>	0	0	0	0	0	6,500,000	0	0	0	6,500,000
<b>Future Projects Reserve</b>	3,390,969	3,668,620	0	80,060	0	84,030	0	-1,777,448	3,390,969	2,055,262
<b>Housing Reserve</b>	910,789	910,789	0	21,504	0	360,256	0	-900,000	910,789	392,549
<b>Infrastructure Reserve</b>	5,010,868	5,010,869	0	118,306	0	114,774	0	-937,723	5,010,868	4,306,226
<b>Joint Venture Housing Reserve</b>	0	0	0	0	0	100,000	0	0	0	100,000
<b>Onslow Aerodrome Reserve</b>	12,513,148	12,513,148	0	295,433	0	3,608,349	0	-5,021,749	12,513,148	11,395,181
<b>Onslow Community Infrastructure Reserve</b>	186,980	186,980	0	4,415	0	2,004,283	0	0	186,980	2,195,678
<b>Plant Replacement Reserve</b>	26,345	26,345	0	622	0	2,191,904	0	-995,432	26,345	1,223,439
<b>Property Development Reserve</b>	2,647,269	2,647,269	0	62,502	0	60,636	0	-457,563	2,647,269	2,312,844
<b>RIO Tinto Partnership Reserve</b>	4,954,225	5,176,963	0	116,968	0	118,578	0	-4,954,225	4,954,225	458,284
<b>Tom Price Admin. Bldg. Reserve</b>	0	0	0	0	0	1,000,000	0	0	0	1,000,000
<b>Unspent Grants &amp; Contributions Reserve</b>	5,776,955	5,276,565	14,507	136,392	0	146,055	0	-1,170,544	5,791,462	4,388,468
<b>Waste Services Reserve</b>	0	0	0	0	0	1,000,000	0	0	0	1,000,000
<b>TOTAL</b>	<b>35,747,812</b>	<b>35,747,812</b>	<b>14,507</b>	<b>844,000</b>	<b>0</b>	<b>18,036,606</b>	<b>0</b>	<b>-16,214,684</b>	<b>35,762,319</b>	<b>38,413,734</b>

**SHIRE OF ASHBURTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2017**

**CASH AND INVESTMENTS**

**Cash Deposits**

Municipal Bank Account  
Commonwealth Bank Account  
Municipal Investment Account  
Reserve Investments

**Term Deposits**

Westpac 9mths - (On Notice)  
Bendigo 9mths - (On Notice)  
ANZ 12mths - (On Notice)  
Funds invested in OCDF with WA Treasury

Interest Rate	Total Amount \$	Institution	Maturity Date
0.10%	9,605,784	Westpac	On Call
0.00%	4,573	CBA	On Call
0.60%	3,440,009	Westpac	On Call
0.60%	3,984,215	Westpac	On Call
2.51%	10,000,000	Westpac	29/05/2018
2.55%	3,500,000	Bendigo	29/05/2018
2.70%	14,299,125	ANZ	31/08/2018
1.45%	3,978,980	WATC	On Hold
<b>Total</b>	<b>48,812,686</b>		

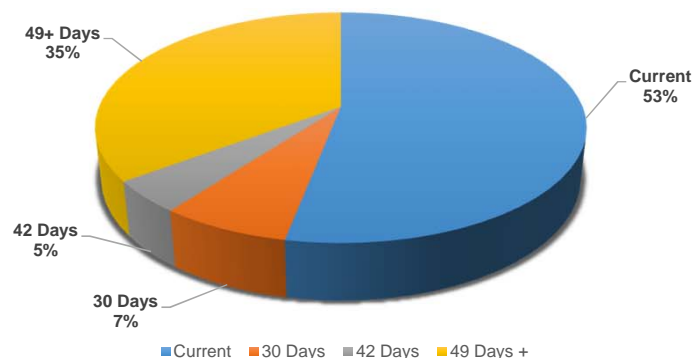
**Comments/Notes - Investments**

- \* On Call - Funds available to access overnight.
- \* On Hold - Funds not available until 31 days notice given and maturity date set.
- \* On Notice - Funds available at maturity date.

**SHIRE OF ASHBURTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2017**

## **Sundry Debtors**

Debtor Code	Top Ten Debtors	Current \$	30 Days \$	42 Days \$	49+ Days \$	Total \$
280	1	-	-	-	191,199	191,199
735	2	90	128	1,063	9,009	10,290
161	3	2,601	21,756	-	3,843	28,199
1190	4	-	-	-	949,018	949,018
78	5	3,337	4,562	3,402	3,891	15,191
2319	6	3,036	2,184	840	2,080	8,139
1032	7	4,948	4,173	3,209	2,184	14,514
609	8	5,802	10,962	24,816	-	41,580
318	9	39,027	-	13,449	-	52,476
249	10	19	39	-	2,133	2,191
Subtotal		58,859	43,802	46,779	1,163,358	1,312,798
Others		1,702,937	197,371	101,999	5,842	2,008,149
<b>Total</b>		<b>1,761,796</b>	<b>241,173</b>	<b>148,778</b>	<b>1,169,200</b>	<b>3,320,947</b>



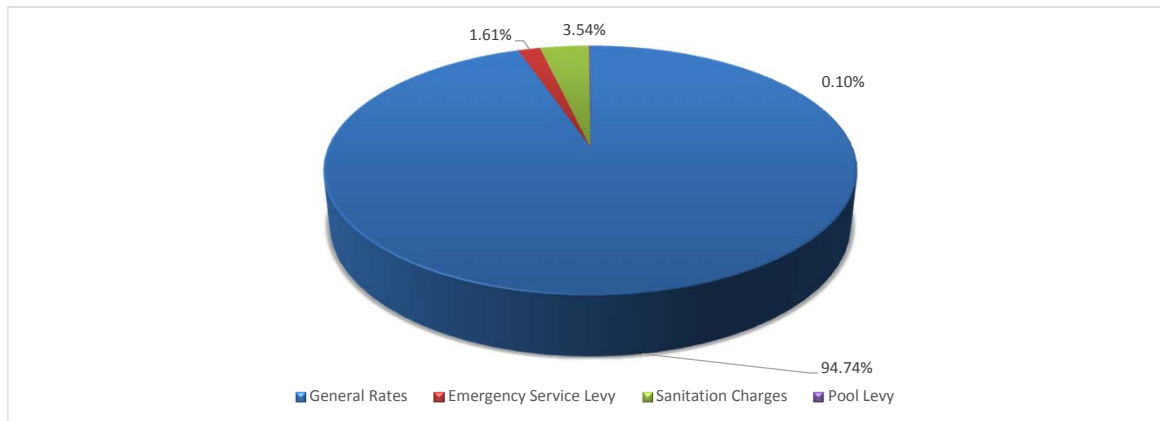
Debtor Code	Top Ten Debtors	Category	Progress for the recovery of Funds comment
280	1	Refuse Site Charges	Debtor went into liquidation on 19th March. On 11th July the liquidators advised a dividend may be available to the Shire. As per liquidators confirmation on 6th October, no dividend amount can be ascertained.
735	2	Refuse Site Charges	Legal judgement awarded to the Shire on 18th September. Payments of \$9,400 were made before judgement was awarded. No specific payment date was given for the remainder of account. Legal advice for Debtor will be in contact tomorrow with payment date.
161	3	Electricity Charges	Electricity dispute between two Debtors that has now been resolved. Debtor made payment of \$10,000 on 3rd October promise to pay another payment next fortnight.
1190	4	Milestone payment	Accounts Receivable spoke with Debtor on 3rd October. They are gathering all final documentation for sign off of payment and the Shire should receive funds by end of month.
78	5	Oval Hire and Light Charges	Organisation has informed the Shire that he will be making a payment of \$5,000 by 13th October.
2319	6	Refuse Site Charges	Organisation is interstate and takes considerably longer than usual for invoices to be paid. This has caused paperwork to go missing. Currently in the process of clearing up old invoices.
1032	7	Refuse Site Charges	Organisation is interstate and takes considerably longer than usual for invoices to be paid. This has caused paperwork to go missing. Currently in the process of clearing up old invoices.
609	8	Refuse Site Charges	Received payment of \$8,695 on 29th September with next payment of \$25,000 to be made by 14th October. NB: Account no longer in arrears as of 9th October.
318	9	Workers Compensation	There is a delay with the processing of paperwork.
249	10	Lease charges	Debtor has agreed to pay invoice. The Shire received remittance of payment on 5th October. Account no longer in arrears as of 6th October.



**SHIRE OF ASHBURTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2017**

**Rate Debtors**

Type of Debtor	Total Levied 17/18	Collected YTD	Outstanding Amount Including Arrears	Total Outstanding by Percentage
General Rates	34,132,626	8,316,355	25,816,270	94.74%
Emergency Service Levy	473,862	34,269	439,593	1.61%
Sanitation Charges	1,056,659	90,952	965,707	3.54%
Pool Levy	28,438	172	28,265	0.10%
<b>Totals</b>	<b>35,691,584</b>	<b>8,441,748</b>	<b>27,249,836</b>	<b>100.00%</b>



Top Five Rate Debtors	TOP 5 Outstanding Rates Debtors	Total Owing	Status
1	A34153, A34162, A6231	590,246	In negotiation with Liquidator
2	A7420, A7433, A6627	70,904	With Debt collector
3	A505108	54,382	With Debt Collector
4	A21746, A51409, A51410, A51411, A51412, A51413, A51414, A51415, A51416, A51417, A51418, A51419, A514	49,606	With debt collector
5	A51577, A51556	97,812	Overdue on new mines

**SHIRE OF ASHBURTON**  
**2017/18 CAPITAL EXPENDITURE PROGRAM**  
**As of 30 September 2017**

Project Progress		
Complete		4
On Track		3
Off Track		2
At Risk		1

■ Planning Stage  
■ Both  
■ Implementation Stage

[illegible]

**SHIRE OF ASHBURTON**  
**2017/18 CAPITAL EXPENDITURE PROGRAM**  
**As of 30 September 2017**

Project Progress		
Complete		4
On Track		3
Off Track		2
In Trouble		1

Planning Stage  
 Both  
 Implementation Stage

GL Code	Job Code	Project Title	Responsible Directorate	Project Manager	Original Budget	YTD Actual	PO Balance	YTD Actual, PLUS PO Balance	Planning Start Date	Planning End Date	Work Start Date	Work Finish Date	Prog Code	Code	Comments	Jul	Aug	Sept	Oct	Nov	Dec		Jan	Feb	Mar	Apr	May	Jun		
124540	FD107	Hamersley Mount Bruce Road (Wandrra 743)	Troy Davis	Nathan Benson	813,499	0	0	0	30/06/2017	30/1/2017	1/01/2018	30/12/2018	3.00		4/10/17 - Estimate for flood damage provided to MRWA May 2017. Approval to proceed not received until 15 September. Contract awarded for contract management to Greenfields Tech Services. Greenfields have commenced work on drafting contract docs for main works															
124540	FD108	Hooly Road (Wandrra 743)	Troy Davis	Nathan Benson	120,720	0	0	0	30/06/2017	30/1/2017	1/01/2018	30/12/2018	3.00		4/10/17 - Estimate for flood damage provided to MRWA May 2017. Approval to proceed not received until 15 September. Contract awarded for contract management to Greenfields Tech Services. Greenfields have commenced work on drafting contract docs for main works															
124540	FD109	Juna Downs Road (Wandrra 743)	Troy Davis	Nathan Benson	288,013	0	0	0	30/06/2017	30/1/2017	1/01/2018	30/12/2018	3.00		4/10/17 - Estimate for flood damage provided to MRWA May 2017. Approval to proceed not received until 15 September. Contract awarded for contract management to Greenfields Tech Services. Greenfields have commenced work on drafting contract docs for main works															
124540	FD110	Moroonah Road (Wandrra 743)	Troy Davis	Nathan Benson	1,242,409	0	0	0	30/06/2017	30/1/2017	1/01/2018	30/12/2018	3.00		4/10/17 - Estimate for flood damage provided to MRWA May 2017. Approval to proceed not received until 15 September. Contract awarded for contract management to Greenfields Tech Services. Greenfields have commenced work on drafting contract docs for main works															
124540	FD111	Moroonah South Road (Wandrra 743)	Troy Davis	Nathan Benson	53,685	0	0	0	30/06/2017	30/1/2017	1/01/2018	30/12/2018	3.00		4/10/17 - Estimate for flood damage provided to MRWA May 2017. Approval to proceed not received until 15 September. Contract awarded for contract management to Greenfields Tech Services. Greenfields have commenced work on drafting contract docs for main works															
124540	FD112	Mt Bruce Road (Wandrra 743)	Troy Davis	Nathan Benson	35,947	0	0	0	30/06/2017	30/1/2017	1/01/2018	30/12/2018	3.00		4/10/17 - Estimate for flood damage provided to MRWA May 2017. Approval to proceed not received until 15 September. Contract awarded for contract management to Greenfields Tech Services. Greenfields have commenced work on drafting contract docs for main works															
124540	FD113	Mt Florence Road (Wandrra 743)	Troy Davis	Nathan Benson	50,807	0	0	0	30/06/2017	30/1/2017	1/01/2018	30/12/2018	3.00		4/10/17 - Estimate for flood damage provided to MRWA May 2017. Approval to proceed not received until 15 September. Contract awarded for contract management to Greenfields Tech Services. Greenfields have commenced work on drafting contract docs for main works															
124540	FD114	Mt Minnie Station Road (Wandrra 743)	Troy Davis	Nathan Benson	34,883	0	0	0	30/06/2017	30/1/2017	1/01/2018	30/12/2018	3.00		4/10/17 - Estimate for flood damage provided to MRWA May 2017. Approval to proceed not received until 15 September. Contract awarded for contract management to Greenfields Tech Services. Greenfields have commenced work on drafting contract docs for main works															
124540	FD115	Mulga Downs Road (Wandrra 743)	Troy Davis	Nathan Benson	42,724	0	0	0	30/06/2017	30/1/2017	1/01/2018	30/12/2018	3.00		4/10/17 - Estimate for flood damage provided to MRWA May 2017. Approval to proceed not received until 15 September. Contract awarded for contract management to Greenfields Tech Services. Greenfields have commenced work on drafting contract docs for main works															
124540	FD116	Nyang Road (Wandrra 743)	Troy Davis	Nathan Benson	548,823	0	0	0	30/06/2017	30/1/2017	1/01/2018	30/12/2018	3.00		4/10/17 - Estimate for flood damage provided to MRWA May 2017. Approval to proceed not received until 15 September. Contract awarded for contract management to Greenfields Tech Services. Greenfields have commenced work on drafting contract docs for main works															
124540	FD117	Old Onslow Road (Wandrra 743)	Troy Davis	Nathan Benson	236,514	0	0	0	30/06/2017	30/1/2017	1/01/2018	30/12/2018	3.00		4/10/17 - Estimate for flood damage provided to MRWA May 2017. Approval to proceed not received until 15 September. Contract awarded for contract management to Greenfields Tech Services. Greenfields have commenced work on drafting contract docs for main works															
124540	FD118	Onslow Peedamulla Road (Wandrra 743)	Troy Davis	Nathan Benson	505,188	0	0	0	30/06/2017	30/1/2017	1/01/2018	30/12/2018	3.00		4/10/17 - Estimate for flood damage provided to MRWA May 2017. Approval to proceed not received until 15 September. Contract awarded for contract management to Greenfields Tech Services. Greenfields have commenced work on drafting contract docs for main works															
124540	FD119	Packsaddle Road (Wandrra 743)	Troy Davis	Nathan Benson	27,937	0	0	0	30/06/2017	30/1/2017	1/01/2018	30/12/2018	3.00		4/10/17 - Estimate for flood damage provided to MRWA May 2017. Approval to proceed not received until 15 September. Contract awarded for contract management to Greenfields Tech Services. Greenfields have commenced work on drafting contract docs for main works															
124540	FD120	Pannawonica Millstream Road (Wandrra 743)	Troy Davis	Nathan Benson	337,172	0	0	0	30/06/2017	30/1/2017	1/01/2018	30/12/2018	3.00		4/10/17 - Estimate for flood damage provided to MRWA May 2017. Approval to proceed not received until 15 September. Contract awarded for contract management to Greenfields Tech Services. Greenfields have commenced work on drafting contract docs for main works															
124540	FD121	Red Hill Road (Wandrra 743)	Troy Davis	Nathan Benson	874,573	0	0	0	30/06/2017	30/1/2017	1/01/2018	30/12/2018	3.00		4/10/17 - Estimate for flood damage provided to MRWA May 2017. Approval to proceed not received until 15 September. Contract awarded for contract management to Greenfields Tech Services. Greenfields have commenced work on drafting contract docs for main works															
124540	FD122	Twilchen Road (Wandrra 743)	Troy Davis	Nathan Benson	896,913	0	0	0	30/06/2017	30/1/2017	1/01/2018	30/12/2018	3.00		4/10/17 - Estimate for flood damage provided to MRWA May 2017. Approval to proceed not received until 15 September. Contract awarded for contract management to Greenfields Tech Services. Greenfields have commenced work on drafting contract docs for main works															
124540	FD123	Uaroo-Glenforrie Road (Wandrra 743)	Troy Davis	Nathan Benson	245,473	0	0	0	30/06/2017	30/1/2017	1/01/2018	30/12/2018	3.00		4/10/17 - Estimate for flood damage provided to MRWA May 2017. Approval to proceed not received until 15 September. Contract awarded for contract management to Greenfields Tech Services. Greenfields have commenced work on drafting contract docs for main works															
124540	FD124	Yanrey Road (Wandrra 743)	Troy Davis	Nathan Benson	240,669	0	0	0	30/06/2017	30/1/2017	1/01/2018	30/12/2018	3.00		4/10/17 - Estimate for flood damage provided to MRWA May 2017. Approval to proceed not received until 15 September. Contract awarded for contract management to Greenfields Tech Services. Greenfields have commenced work on drafting contract docs for main works															
124665	18040	Road Signage/Traffic Control Devices-PDC	Troy Davis	Alex Richardson	50,000	0	4,602	4,602	1/07/2017	1/09/2017	1/11/2017	20/12/2017	3.00		Quotes obtained 4/10/17 - signs have arrived and their installation is being programmed. Funding will be used to traffic projects on Rocklea Ave, Paraburdoo and Paraburdoo shop near car park.															
131000		Onslow Town Centre various projects	Troy Davis	Sophia Anak Henry	2,480,000	157	0	616					3.00		Budget is for 2 RPs's Current Report is on the expenditure of \$500k for RPH. RPH \$2.15m will be rolled over into the 18/19 FY Budget															

Project Progress			
Complete		4	
On Track		3	
Off Track		2	
In Trouble		1	

Planning Stage	
Both	
Implementation Stage	

GL Code	Job Code	Project Title	Responsible Directorate	Project Manager	Original Budget	YTD Actual	PO Balance	YTD Actual, PLUS PO Balance	Planning Start Date	Planning End Date	Work Start Date	Work Finish Date	Prog Code	Code	Comments	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
134270		Onslow Waterwise per accreditation	Anika Serer	Sophia Anak Henry	25,000	0	7,248	7,248	1/10/2017	30/06/2018	31/08/2018	30/06/2019	3.00	●	Project is inclusive of various sub-tasks: 1. Showersheads replacement on all Shire housings and sub-meters installation in Onslow State Park, Onslow MPC and Onslow Shire Complex. Quotes have been obtained and awaiting budget approval to proceed with works. 2. School and Early Learning Centre Waterwise Educational Term Programs. 3. Public Events (Onslow Living, Passion of Fibre, etc) activities budget.													
112746	17042	Pannawonica Library Sign, Bike Racks and Gazebo	Anika Serer		55,000	23,841	0	23,841					3.00	●	Roller from 2016/17, items almost complete. Cr Gallanagh requesting additional items with underspend needs to go to Council.													
134854	15151	Tom Price Town Tourist Bay Upgrade	Troy Davis	Brenton Hall	480,000	0	0	0	1/09/2017	31/12/2017	1/02/2018	30/05/2018	3.00	●	4/10/17 - The RFT for this project will be released in January 2018 after the work at the Paraburdo Visitor Information Bay is complete. Work may be brought forward if the design drawings are available sooner from the Contractor constructing the Paraburdo Visitor Information Bay.													
127383	C005	Tom Price Depot Washdown Bay	Troy Davis	Shane Godfrey	106,000	11,685	0	11,685		29/09/2017	16/10/2017	8/12/2017	3.00	●	4/10/17 - Design complete and agreed with various stakeholders. Tenders for construction close 16/10/17.													
124085		Onslow Airport ADD Ground Handling Equipment	Troy Davis	Megan Walsh	80,000	0	0	0	1/01/2018				3.00	●	More clarity on current ground handling arrangements in early 2018. On hold till then. 4.10.17 - No changes from above, planning will commence however no items will be evaluated.													
120016	18006	Onslow Airport Aircraft Fixed Tie Downs	Troy Davis	Megan Walsh	20,000	0	0	0	01/10/17	1/11/2012	15/11/2017	30/11/2017	3.00	●	Need to research options available 4.10.17 - Research and planning commenced													
120016	18007	Onslow Airport Expansion to Solar Farm 150KW	Troy Davis	Megan Walsh	320,000	0	0	0	15/09/2017	31/01/2018	1/04/2017	31/06/17	2.00	●	RFT process required works to be scheduled for after cyclone season 4.10.17 Listing with Horizon Power for possible funding opportunities and buy back scheme.													
120016	18008	Onslow Airport PAC units shelters	Troy Davis	Megan Walsh	40,000	0	0	0	15/09/2017	30/10/2017	01/12/17/2017	14/12/2017	3.00	●	RFP Process required. 4.10.17 - As above. Currently scoping out specifications and drafting RFT													
120016	18009	Onslow Airport Retaining Wall for Landside garden bed	Troy Davis	Megan Walsh	60,000	0	0	0	15/09/2017	31/10/2017	25/11/2017	20/12/2017	3.00	●	RFP process required. Aim to have work completed before cyclone season 4.10.17 working through regulatory compliance and requirements													
120016	18027	Onslow Airport Runway Instrument Procedures	Troy Davis	Megan Walsh	50,000	14,650	0	14,650					4.00	●	Completed													
120055		Onslow Airport Runway Linemarking	Troy Davis	Megan Walsh	92,548	0	0	0					2.00	●	Project on hold. Researching internal line marker equipment to see if works can be done internally 4.10.17 no changes from above													
120019		Tom Price RFDS Airstrip	Troy Davis	Troy Davis	200,000	0	0	0	1/11/2017	30/06/2018			3.00	●	State Government Funding (2.5M) not available until 2021. Any preliminary works will all be planning. 4/10/17 - report being presented at October OCM													
112748	18010	Cricket Pitch Replacements - Onslow Oval	Troy Davis	Nathan Benson	50,000	819	0	819	30/06/2017	30/11/2017	1/03/2018	30/04/2018	3.00	●	4.10.17 - Tenders for all three wickets closed. Two widely varied prices received. Both prices indicate that full replacement including concrete will be able to be completed. Works expected to take place during break between cricket and footy.													
112748	18011	Cricket Pitch Replacements - Peter Sutherland Oval	Troy Davis	Nathan Benson	50,000	0	0	0	30/06/2017	30/09/2017	15/10/2017	17/11/2017	3.00	●	4.10.17 - Tenders for all three wickets closed. Two widely varied prices received. Both prices indicate that full replacement including concrete will be able to be completed. Works expected to take place during break between cricket and footy.													
112748	18012	Cricket Pitch Replacements -Minha Oval	Troy Davis	Nathan Benson	50,000	0	0	0	30/06/2017	30/09/2017	15/10/2017	17/11/2017	3.00	●	4.10.17 - Tenders for all three wickets closed. Two widely varied prices received. Both prices indicate that full replacement including concrete will be able to be completed. Works expected to take place during break between cricket and footy.													
124662	18004	Greening Ashburton	Troy Davis	Brenton Hall	60,000	157	0	157	1/09/2017	30/11/2017			3.00	●	Initially this project will be about developing a plan 4/10/17 - Submissions have been received in response to the RFP. The submissions are currently being evaluated.													
112761	18018	Onslow Community Garden Shade Sail Replacement	Anika Serer	Chantelle Bryce	40,000	0	0	0	1/09/2017	20/09/2017	20/01/2017	27/10/2017	3.00	●														
112746	18020	Pannawonica Furniture for Community Garden	Anika Serer		25,000	0	0	0							There is need to get more detail on this one as this is Cr. Gallanagh's request, hence no need to get a scope. Time line not available.													
112748	18013	Paraburdo BBQ Replacement Federation Park	Anika Serer		20,000	0	0	0			1/07/2017		2.00	●														
112746	18014	Paraburdo Disc Golf	Anika Serer	Chantelle Bryce	14,500	0	0	0	1/02/2018	28/02/2018			3.00	●														
112760	18002	Paraburdo Irrigation Renewal	Troy Davis	Nathan Benson	250,000	0	0	0	15/08/2017	15/12/2017	1/02/2018	30/04/2018	3.00	●	4/10/17 - Mapping of Locations completed. RFT documents being drafted. Site works expected to commence Feb 2017.													
112760	18016	Paraburdo Tennis Court Fencing	Anika Serer	Chantelle Bryce	100,000	0	0	0			1/11/2017	31/12/2017	3.00	●	To be updated after CHUB meeting													
112746	18015	Tom Price Disc Golf	Anika Serer	Chantelle Bryce	15,000	0	0	0	1/02/2017	28/02/2018			3.00	●														
112763	18025	Tom Price Netball and Basketball Court Repairs / Resurface	Anika Serer	Nathan Benson	30,000	0	0	0					2.00	●	4/10/17 - Inspection has revealed that full resurfacing is required and \$20K will not cover this cost. Cost of full repairs currently being investigated.													
113308	18050	Tom Price Vic Hayton Swimming Pool new lane ropes and storage rollers	Anika Serer	Jon Tapper	12,500	0	9,475	9,475	17/09/2017	30/10/2017	14/09/2017	30/10/2017	3.00	●	Time line not provided													
100039	18003	Paraburdo Tip Fencing	Troy Davis	Shane Godfrey	149,540	0	0	0	1/01/2018	1/02/2018	15/02/2018	15/03/2018	3.00	●	4/10/17 - Preliminary planning and identification of scope underway. Works to be undertaken in 2018.													

**SHIRE OF ASHBURTON  
2017/18 CAPITAL EXPENDITURE PROGRAM  
As of 30 September 2017**

Project Progress		
Complete		4
On Track		3
Off Track		2
In Trouble		1

■ Planning Stage  
■ Both  
■ Implementation Stage

[illegible]

Project Progress			
Complete	●	4	
On Track	●	3	
Off Track	●	2	
In Trouble	●	1	

Planning Stage	■
Both	■
Implementation Stage	■

|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

**SHIRE OF ASHBURTON**  
**2017/18 CAPITAL EXPENDITURE PROGRAM**  
**As of 30 September 2017**

Project Progress		
Complete		4
On Track		3
Off Track		2
At Risk		1

■ Planning Stage  
■ Both  
■ Implementation Stage

[illegible]



**SHIRE OF ASHBURTON**  
**2017/18 CAPITAL EXPENDITURE PROGRAM**  
**As of 30 September 2017**

Project Progress		
Complete		4
On Track		3
Off Track		2
In Trouble		4

■ Planning Stage  
■ Both  
■ Implementation Stage

[illegible]

SHIRE OF ASHBURTON  
17/18 BUDGET AMENDMENTS REGISTER  
AS AT 30 SEPTEMBER 2017

Date of Council Meeting	Minute #	General Ledger Description	Original Budget	Variation Amount Increase/Decrease	Revised Budget Figure	Net Current Assets
		17/18 Budget Surplus				-\$1,500,000
21/09/2017	228/2017	Consultant/Project Costs Gen	\$25,000	-\$5,000	\$20,000	-\$1,505,000
		Pannawonica Special Projects/Regional Events	\$0	\$5,000	\$5,000	-\$1,500,000
		Town Planning Application Refunds	\$0	\$9,000	\$9,000	-\$1,491,000
		Town Planning Assessment Fees	-\$28,939	-\$9,000	-\$37,939	-\$1,500,000

# Shire of Ashburton

## CEO's Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulation 1996

### List of Payments - Payment Detail for Month of September 2017

Pursuant to the regulation:

If the local government has delegated to the CEO its power to make payment from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing each account paid since the last such list was prepared -

- (a) the payee's name; and
- (b) the amount of the payment; and
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

Description	Amount
<u>Municipal Fund</u>	
EFT	\$ 2,758,679.36
Payroll (DD)	\$ 155,515.87
Superannuation (DD)	\$ 177,467.77
Cheque	\$ 144,953.34
Trust	\$ 61,023.87
Credit Cards	\$ 46,515.14
Bank Fees and Charges	\$ 1,260.52
<b>Grand Total</b>	<b>\$ 3,345,415.87</b>

## LIST OF PAYMENTS FOR SEPTEMBER 2017

Chq/EFT/DD	Date	Name	Description	Amount
<b>Municipal Payments</b>				
EFT40551	7/09/2017	ADVANCE PRESS	Design of Paraburdoo Community Dundowner Event Poster	264.00
EFT40552	7/09/2017	AIT SPECIALISTS PTY LTD	Monthly Fuel Rebate Calculations July 2017	788.70
EFT40553	7/09/2017	AJB SUPERANNUATION FUND	Superannuation Contribution	715.82
EFT40554	7/09/2017	ALL INTERACTIVE DISTRIBUTION	New DVD stock for the Tom Price Library	333.07
EFT40555	7/09/2017	AMAR AUTO ELECTRICS	Remove sweeper attachment controller & wiring as required	214.50
EFT40556	7/09/2017	AMP SUPERANNUATION SAVINGS TRUST	Superannuation Contribution	2,926.44
EFT40557	7/09/2017	AQUATIC SERVICES WA PTY LTD	Prominent pH Probe	396.00
EFT40558	7/09/2017	AUSTRALIAN SUPER	Superannuation Contribution	25,104.36
EFT40559	7/09/2017	BENNCO GROUP	Works for weighbridge at the TP Tip Office	10,881.75
EFT40560	7/09/2017	BLACKWOODS PTY LTD	Supply 50 x 20kg bags of Asphalt	2,919.84
EFT40561	7/09/2017	BOB WADDELL & ASSOCIATES PTY LTD	Assistance with asset training/mentoring and balancing	74.25
EFT40562	7/09/2017	BOC GASES	CO2 Food Fresh VT Size 10kg	32.70
EFT40563	7/09/2017	BRIDGETOWN DESIGN AND PRINTING	WTO 2017-2019, Xtreme Kites Adults Bubble Soccer Poster. 14 July 2017	44.00
EFT40564	7/09/2017	BT BUSINESS SUPER	Superannuation Contribution	58.51
EFT40565	7/09/2017	BT BUSINESS SUPER	Superannuation Contribution	1,021.02
EFT40566	7/09/2017	BT FINANCIAL GROUP SUPER	Superannuation Contribution	1,284.93
EFT40568	7/09/2017	BT FINANCIAL GROUP SUPER	Superannuation Contribution	955.05
EFT40569	7/09/2017	BT SUPER FOR LIFE	Superannuation Contribution	479.50
EFT40570	7/09/2017	BT SUPER FOR LIFE	Superannuation Contribution	1,315.84
EFT40571	7/09/2017	BT SUPER FOR LIFE	Superannuation Contribution	298.65
EFT40572	7/09/2017	BUDGET CAR AND TRUCK RENTAL	Car hire for M.Jones training in Perth 08/08 - 12/08	247.24
EFT40573	7/09/2017	BUSH CHOOKS BASKETBALL TEAM	Small Assistance Donation towards cost of uniforms	500.00
EFT40574	7/09/2017	BUSS (QUEENSLAND) PTY LTD	Superannuation Contribution	3,062.74
EFT40575	7/09/2017	BYBLOS CONSTRUCTIONS-TOM PRICE	Repairs and Maintenance throughout Tom Price September 17'	5,030.30
EFT40576	7/09/2017	CHEF MASTER AUSTRALIA	1 x Pallet Blue 240L Bin Liners Onslow	7,213.50
EFT40577	7/09/2017	CHILD SUPPORT AGENCY	Payroll deductions	417.14
EFT40578	7/09/2017	COATES HIRE - ONSLOW	3.5T excavator & trench compactor hire - floodlight cable & insulation repair	865.63
EFT40579	7/09/2017	COVS PARTS PTY LTD	Equipment and Supplies for Maintenance Work Tom Price September 17'	2,459.98
EFT40580	7/09/2017	CARE SUPER PTY LTD	Superannuation Contribution	3,353.88
EFT40581	7/09/2017	CBUS SUPER	Superannuation Contribution	8,400.61
EFT40582	7/09/2017	DEPARTMENT OF PARKS AND WILDLIFE	Park Passes	4,851.00
EFT40583	7/09/2017	DINGO PROMOTIONS	Staff uniforms	209.00
EFT40584	7/09/2017	DIRECT TRADES SUPPLY PTY LTD	Supply Poly Pipe DM 50mm PN12.5 x 150m.	385.00
EFT40585	7/09/2017	EMPLUS	Superannuation Contribution	476.62
EFT40586	7/09/2017	FUEL TANK HIRE AND SALES	Diesel Fuel cell 100 litre gen set refilling	549.00
EFT40587	7/09/2017	GHD PTY LTD	Environmental Consultancy Services for Roebourne-Wittenoom Asbestos Plan	5,720.00
EFT40588	7/09/2017	HESTA SUPER FUND	Superannuation Contribution	2,721.02
EFT40589	7/09/2017	ING CUSTODIANS PTY LTD	Superannuation Contribution	1,301.37
EFT40590	7/09/2017	ING ONE ANSWER PERSONAL SUPER	Superannuation Contribution	408.92
EFT40591	7/09/2017	KHB MOBILE MECHANICAL PTY LTD	Replaced both batteries + call out	1,005.95
EFT40592	7/09/2017	LANDMARK ENGINEERING AND DESIGN T/AS	Hudson 12 Table Setting, bike rack as per quote EXTQ7283-A	5,266.80

## LIST OF PAYMENTS FOR SEPTEMBER 2017

Chq/EFT/DD	Date	Name	Description	Amount
EFT40593	7/09/2017	LINTON RUMBLE	L. Rumble Council Meeting Onslow travel expenses 708km @ 70.6c per km	570.00
EFT40594	7/09/2017	LO-GO APPOINTMENTS	Casual Finance Officer, Florinda Paddon w/e 28/07/2017	5,253.60
EFT40595	7/09/2017	MAXXIA PTY LTD	Payroll deductions	1,266.24
EFT40596	7/09/2017	MOORE STEPHENS	Acquittal for the Paraburdoo Childcare Centre	3,080.00
EFT40597	7/09/2017	MTAA SUPERANNUATION FUND	Superannuation Contribution	2,662.59
EFT40598	7/09/2017	MUZZYS HARDWARE - RED DAWN ENTERPRISES	Equipment and Supplies for Maintenance Work Tom Price September 17'	587.49
EFT40599	7/09/2017	NORTHERN EDGE CONSULTANTS PTY LTD	Departmental planning workshops for the Community Development Directors	9,015.87
EFT40600	7/09/2017	NORWEST REFRIGERATION SERVICES	Repair a/c on grader accommodation trailer	663.96
EFT40601	7/09/2017	NATIONWIDE SUPERANNUATION FUND	Superannuation Contribution	1,999.23
EFT40602	7/09/2017	ONSLow LAUNDRY SERVICE	Laundering costs August 2017	1,086.36
EFT40603	7/09/2017	ONSLow TYRE SERVICE	Buggy Tyre puncture repair	55.00
EFT40604	7/09/2017	ONSLow VISITORS CENTRE	Full page ad for the CHRMAP in the Onslow Pipeline Newspaper Aug 2017	120.00
EFT40605	7/09/2017	PARA CLEANING AND MAINTENANCE	Halfway Bridge rest stop cleaning for August 2017	3,750.45
EFT40606	7/09/2017	PARABURDOO IGA	Large Black bin liners	13.62
EFT40607	7/09/2017	PARABURDOO MENS SHED	Small Assistance Donation towards cost of Para Colour Fun Run 20.10	500.00
EFT40608	7/09/2017	PETER FOSTER	Travel expenses and daycare Onslow	1,000.11
EFT40609	7/09/2017	PILBARA FOOD SERVICES	Water for Community Development Office	160.00
EFT40610	7/09/2017	PILBARA MOTOR GROUP	Various oil filters, air & fuel & elements	1,688.48
EFT40611	7/09/2017	PLAYFIX WA	Supply & install flooring to Office, first aid room & entry Vic Hayton Swimming Pool	14,757.60
EFT40612	7/09/2017	POINCIANA NURSERY AND LANDSCAPING	Indoor plants for terminal	234.00
EFT40613	7/09/2017	PRESSURE MASTERS	Kohler pump & o ring	261.97
EFT40614	7/09/2017	PRIME SUPER	Superannuation Contribution	6,623.53
EFT40615	7/09/2017	RIO TINTO - PILBARA IRON COMPANY SERVICES	Electricity and Water Rates	6,232.79
EFT40616	7/09/2017	REST SUPERANNUATION	Superannuation Contribution	14,466.02
EFT40617	7/09/2017	SAS LOCKSMITHS	1 x lever door handle coded D3	474.19
EFT40618	7/09/2017	SHANE GODFREY	Diploma of Project Management - 25% reimbursement on completion	375.00
EFT40619	7/09/2017	SODEXO REMOTE SITES AUSTRALIA PTY LTD -	Rent for period 01.09 - 30.09	39,476.54
EFT40620	7/09/2017	SUNNY SIGN COMPANY PTY LTD	3 X Mall signs	57.75
EFT40621	7/09/2017	STATEWIDE SUPERANNUATION	Superannuation Contribution	1,113.33
EFT40622	7/09/2017	SUNSUPER	Superannuation Contribution	12,959.72
EFT40623	7/09/2017	T-QUIP	Parts & Filters for Community Services Trailer	813.85
EFT40624	7/09/2017	TECHNOLOGY ONE LTD	IntraMaps software subscription and maintenance plan	10,384.00
EFT40625	7/09/2017	THALANYJI SERVICE STATIONS	Fuel	982.14
EFT40626	7/09/2017	THE TRADIES BASKETBALL TEAM	Small Assistance Donation towards cost of uniforms	500.00
EFT40627	7/09/2017	THE WORKWEAR GROUP - NEAT AND TRIM	Uniforms for two employees	1,130.16
EFT40628	7/09/2017	TNT EXPRESS	Freight	84.95
EFT40629	7/09/2017	TOLL IPEC PTY LTD	Freight	1,388.97
EFT40630	7/09/2017	TOM PRICE DISC GOLF	Small Assistance Donation towards new equipment	500.00
EFT40631	7/09/2017	TOP MACHINE SERVICES	Slushie supplies	507.00
EFT40632	7/09/2017	Vision Super	Superannuation Contribution	341.84
EFT40634	7/09/2017	WA LOCAL GOVERNMENT SUPER PLAN	Superannuation Contribution	181,028.04
EFT40635	7/09/2017	WATER CORPORATION	Water Usage	5,026.31

## LIST OF PAYMENTS FOR SEPTEMBER 2017

Chq/EFT/DD	Date	Name	Description	Amount
EFT40636	7/09/2017	WATER INFRASTRUCTURE SCIENCE &	Consultancy services for technical advice on Onslow Airport	1,628.00
EFT40637	7/09/2017	WATERCHOICE (AUST) PTY LTD	Annual rental reverse osmosis hot/cold filtration system at Pannawonica	780.00
EFT40638	7/09/2017	WESTRAC PTY LTD	TDTO50 20L	208.41
EFT40639	7/09/2017	WEALTH PERSONAL SUPERANNUATION AND	Superannuation Contribution	2,330.75
EFT40640	7/09/2017	WINC AUSTRALIA PTY LIMITED (PREVIOUSLY	Black Laser Drum Cartridge (fax)	272.34
EFT40641	8/09/2017	ELMO LEARNING SERVICES PTY LTD	Annual license fees ELMO On boarding, LMS, MS, eLearning, Recruitment	43,025.07
EFT40642	8/09/2017	VENTOURAS ADVERTISING PTY LTD	Balance due Basketball Carnival Uniforms	2,928.17
EFT40643	14/09/2017	ABCO PRODUCTS	Cleaning products for Onslow for September 17'	4,860.06
EFT40644	14/09/2017	ADVANCE PRESS	Design & produce Stage Wings for 2017 Passion of the Pilbara Festival	676.50
EFT40645	14/09/2017	AMAR AUTO ELECTRICS	Parts & labour to replace battery and repair anderson plug	1,128.60
EFT40646	14/09/2017	ASHBURTON TRANSIT PTY LTD	Bus hire for councillors to tour Onslow after council meeting 15.08	250.00
EFT40647	14/09/2017	ASHBURTON TYRE'S & AUTOMOTIVE	Kubota Tyre Repairs - Multiple punctures	286.00
EFT40648	14/09/2017	ASHBURTON WELDING & FABRICATION	Locking System for Onslow Water Standpipe	392.49
EFT40649	14/09/2017	AUSTRALIAN TAXATION OFFICE- PAYG	Monthly PAYG Withholding	299,546.88
EFT40650	14/09/2017	AV TRUCK SERVICES PTY LTD	Prime mover hubcaps	83.03
EFT40651	14/09/2017	BENNCO GROUP	Maintenance and repairs for Tom Price September 17'	3,385.91
EFT40652	14/09/2017	BLACKWOODS PTY LTD	Safety Boots 55-332 lace up wheat 085	203.48
EFT40653	14/09/2017	BLUE FORCE PTY LTD	Quarterly alarm monitoring Onslow MPC 01.09 - 30.11	284.70
EFT40654	14/09/2017	BUCHER MUNICIPAL	Filters, main air filter element, rubber curtain, gear oil	1,133.88
EFT40655	14/09/2017	BYBLOS CONSTRUCTIONS-TOM PRICE	Maintenance and repairs for Tom Price September 17'	13,676.30
EFT40656	14/09/2017	CALTEX AUSTRALIA PETROLEUM PTY LTD	Fuel usage August 2017	8,353.08
EFT40657	14/09/2017	CENTURION TRANSPORT CO PTY LTD	Freight	891.77
EFT40658	14/09/2017	CITY OF KARRATHA	Monthly Consultation Fees - City of Karratha Building Services - July 2017	2,820.12
EFT40659	14/09/2017	COATES HIRE OPERATIONS PTY LTD (TP)	Scissor Lift Hire	76.87
EFT40660	14/09/2017	COLIN MUNRO - RENT ONLY ACCOUNT	Rent Lot 579/6B Hedditch St 01.09 - 28.09	3,400.00
EFT40661	14/09/2017	DEPARTMENT OF HOUSING	Rent 27 Pilbara Ave Paraburdoo to vacate date of 16/12/2016	4,195.72
EFT40662	14/09/2017	DIRECT TRADES SUPPLY PTY LTD	Supply and deliver 1x m12 fuel brushless impact driver kit with batteries	330.00
EFT40663	14/09/2017	DORMAKABA	Door controller & PE Eyes	1,792.89
EFT40664	14/09/2017	E & MJ ROSHER PTY LTD	Smooth Carefree Tyres	364.30
EFT40665	14/09/2017	ESPLANADE HOTEL FREMANTLE	Accommodation for 4 individuals to attend Women's Forum Conference	2,470.00
EFT40666	14/09/2017	FUJI XEROX AUSTRALIA PTY LTD	SES Printer Lease/rental charge period 22.09 - 21.10	133.10
EFT40667	14/09/2017	HITACHI LTD	AT387536 Filter	179.03
EFT40668	14/09/2017	HOYLAKE NOMINEES T/AS MCMAHON BURNETT	Freight	52.67
EFT40669	14/09/2017	HQ MANAGEMENT	Project Management Consultancy for Visitor Information Bays	9,587.56
EFT40670	14/09/2017	IDS AUSTRALASIA PTY LIMITED	Consultancy services to amend Onslow Airport flight procedures	16,115.00
EFT40671	14/09/2017	INITIAL HYGIENE / PINK HYGIENE SOLUTIONS	Hygiene services for period 28/09/2017 - 27/10/2017	2,935.76
EFT40672	14/09/2017	INSTITUTE OF PUBLIC WORKS ENGINEERING	NAMS Plus Subscription Fee 01/07/2017 - 30/06/2018	792.00
EFT40673	14/09/2017	INTEGRAL DEVELOPMENT	Final Balance - Consultancy Fees for Strategic Planning Destiny Onslow	12,598.18
EFT40674	14/09/2017	JAPANESE TRUCK & BUS SPARES	Canvas seat covers	390.50
EFT40675	14/09/2017	JR & A HERSEY PTY LTD	Supplies and Uniforms for Tom Price for September 17	1,206.45
EFT40676	14/09/2017	KLEENHEAT GAS	LPG Delivery Ocean View Caravan Park Onslow	1,033.93
EFT40677	14/09/2017	LANDMARK ENGINEERING AND DESIGN T/AS	Engineering and installation drawings for seaside shelters	638.00

## LIST OF PAYMENTS FOR SEPTEMBER 2017

Chq/EFT/DD	Date	Name	Description	Amount
EFT40678	14/09/2017	MICHAEL DUNNE - MOWER MAN	Monthly garden contract for the Pannawonica grounds for AUGUST 2017	294.00
EFT40679	14/09/2017	MUZZYS HARDWARE - RED DAWN ENTERPRISES	Equipment and Supplies for Maintenance Work Tom Price Sept 17	697.93
EFT40680	14/09/2017	NER FINANCE	Printer Expenses for August and September 17	5,359.20
EFT40681	14/09/2017	NORWEST REFRIGERATION SERVICES	Inspect and repair fridge	543.40
EFT40682	14/09/2017	ONSLow BEACH RESORT	Accommodation and Catering for August 17	4,560.50
EFT40683	14/09/2017	ONSLow GENERAL STORE	Consumables for Onslow August 2017	3,950.89
EFT40684	14/09/2017	ONSLow SUN CHALETS	Accommodation for Russel Barnes 22nd May 2017	175.00
EFT40685	14/09/2017	PARABURDOO MOTORCYCLE CLUB INC	Flyer drop Paraburdoo - Sep/Oct School Holiday program & Citizen of the year	200.00
EFT40686	14/09/2017	PETER BEACHAM	Assemble and Install gate	1,036.75
EFT40687	14/09/2017	PILBARA FOOD SERVICES	Poultry mix supplies for the month of August	562.00
EFT40688	14/09/2017	PILBARA TREE SERVICES	Tree services 90 Pilbara Avenue Paraburdoo	3,932.50
EFT40689	14/09/2017	RAY WHITE EXMOUTH	Rent for September 17	8,564.32
EFT40690	14/09/2017	RED WEST PTY LTD T/A REDDOG TOOLS	Cross head for puller	80.00
EFT40691	14/09/2017	RIO TINTO - PILBARA IRON COMPANY SERVICES	Water Rates, Water Consumption, Electricity, Electricity Consumption	2,854.10
EFT40692	14/09/2017	SAS LOCKSMITHS	8 x 25mm Padlocks coded for Waste. quote No. 29800	2,861.27
EFT40693	14/09/2017	ST JOHN AMBULANCE - ONSLOW	St John Ambulance Event Stand-by	1,111.00
EFT40694	14/09/2017	STATE EMERGENCY SERVICES -TOM PRICE	Welfare Pack Items	219.60
EFT40695	14/09/2017	STEWART & HEATON CLOTHING CO P/L	T243 Cargo Navy, Silver Reflective tape - NOMEX: 107s	302.26
EFT40696	14/09/2017	STRATAGREEN	One pallet of TerraCottem Universal	19,470.00
EFT40697	14/09/2017	STRIKE GROUP	Broomstick Antenna With Removable Whip and Metal Base Cover	1,185.80
EFT40698	14/09/2017	SUITCASE CIRCUS	Tom Price, Paraburdoo, Pannawonica - School Holiday Program Workshops	2,007.00
EFT40699	14/09/2017	SUNNY SIGN COMPANY PTY LTD	Ground socket for 60mm sign post plus wedge as per quote No. 313391	29.23
EFT40700	14/09/2017	TALIS CONSULTANTS PTY LTD	Groundwater sampling for monitoring bores at Tom Price Waste Disposal Site	401.72
EFT40701	14/09/2017	TELSTRA	Monthly Telephone charges	129.89
EFT40702	14/09/2017	TENDERLINK.COM	Tender for Landscaping at Paraburdoo Visitor Information Bay	172.70
EFT40703	14/09/2017	THALANYJI SERVICE STATIONS	Fuel	1,000.20
EFT40704	14/09/2017	THE AUSTRALIAN LOCAL GOVERNMENT JOB	Mini ad - print and online - for JA104O Pool Duty Manger Onslow	319.00
EFT40705	14/09/2017	TOLL TRANSPORT PTY LTD / TOLL EXPRESS	Freight	231.98
EFT40706	14/09/2017	EVERGROUP PTY LTD	Strip, Fit and Puncture repair	685.75
EFT40707	14/09/2017	VIJAY KRISHNAN	Reimbursement of postage for return of IT Laptop bag	90.65
EFT40708	14/09/2017	WALGA - WA LOCAL GOV. ASSOC.	WALGA convention registration for 2017	48,499.41
EFT40709	14/09/2017	WINC AUSTRALIA PTY LIMITED (PREVIOUSLY	Archive boxes and various stationary items - admin building	307.33
EFT40710	18/09/2017	AUSTRALIAN SUPER	Superannuation Contribution	1,482.78
EFT40711	18/09/2017	BT SUPER FOR LIFE	Superannuation Contribution	1,146.53
EFT40712	18/09/2017	REST SUPERANNUATION	Superannuation Contribution	689.01
EFT40713	18/09/2017	WA LOCAL GOVERNMENT SUPER PLAN	Superannuation Contribution	15,837.18
EFT40714	21/09/2017	AERODROME MANAGEMENT SERVICES PTY LTD	Aviation Security Screening Services 31/08/2017 - 27/09/2017	62,899.10
EFT40715	21/09/2017	AIT SPECIALISTS PTY LTD	Monthly Fuel Rebate Calculations August 2017	594.44
EFT40716	21/09/2017	AMBER STEVENSON	Non-alcoholic beverages & cups for POP staff thank you evening	21.22
EFT40717	21/09/2017	ANITTEL PTY LTD	IPAD WI-FI 32GB S/N SGCTV63L9HLF9	466.46
EFT40718	21/09/2017	ARTIQUE DESIGNS	Souvenirs	716.21
EFT40719	21/09/2017	AUSCOINSWEST	Souvenir Coins & Albums	1,412.40



## LIST OF PAYMENTS FOR SEPTEMBER 2017

Chq/EFT/DD	Date	Name	Description	Amount
EFT40720	21/09/2017	BENCO GROUP	Install GPO, light & switch Tom Price depot	520.86
EFT40721	21/09/2017	BJK PUBLISHING & PHOTOGRAPHY	Books and Postcards	1,834.00
EFT40722	21/09/2017	BLACKWOODS PTY LTD	Supplies and Uniforms for Tom Price for September 17	2,946.14
EFT40723	21/09/2017	BUTLERS BAKEHOUSE	Cupcakes for R U OK Day Onslow	90.00
EFT40724	21/09/2017	BYBLOS CONSTRUCTIONS-TOM PRICE	Internal Refurbishment Works at 172 Hardy Street, Paraburdoo	88,061.05
EFT40725	21/09/2017	CABCHARGE AUSTRALIA	Cabcharge July 2017	522.85
EFT40726	21/09/2017	CENTURION TRANSPORT CO PTY LTD	Freight	559.47
EFT40727	21/09/2017	CHILD SUPPORT AGENCY	Payroll deductions	417.14
EFT40728	21/09/2017	CIVIC LEGAL	Professional Fee's for 8 cases	48,683.25
EFT40729	21/09/2017	COUNTRY COMFORT INTER CITY MOTEL - PERTH	Accommodation for Kerry Fisher's site visit 17/08 & 18/08	308.00
EFT40730	21/09/2017	CROWN RELOCATIONS	Crown Relocations packing boxes - 40 large, 30 small - Refurb program	363.00
EFT40731	21/09/2017	CS LEGAL	Professional fee - Shire of Ashburton v Boral Resources	457.60
EFT40732	21/09/2017	DARYL FISHWICK	Umpire Fee for Onslow Basketball Carnival	600.00
EFT40733	21/09/2017	DEPARTMENT OF PARKS AND WILDLIFE	Books for Visitor Centre	968.55
EFT40734	21/09/2017	E & MJ ROSHER PTY LTD	Oil Cooler	1,164.95
EFT40735	21/09/2017	EVERGROUP PTY LTD	Maintenance and supplies for Tom Price September 17'	4,041.25
EFT40736	21/09/2017	FORENSIS ACCOUNTING	Professional Fee - CSR Limited & Micalco Pty Ltd & ORS at Gordon Eric Singleton	2,170.30
EFT40737	21/09/2017	FORMSTRUCT	Drainage Infrastructure Improvements Stadium Road, landscaping works	179,892.48
EFT40738	21/09/2017	HEDLAND PROPERTY SHOP	26 Maunsell Cnr - Rent 24/07-23/09 & water usage charge	8,052.95
EFT40739	21/09/2017	HITACHI LTD	Fuel & oil filters & element	460.05
EFT40740	21/09/2017	J BLACKWOOD & SON PTY LTD	Cold mix asphalt	156.47
EFT40741	21/09/2017	JAPANESE TRUCK & BUS SPARES	PTR28 Fluid, sump plug & filters	403.75
EFT40742	21/09/2017	JOHN BARNES & CO (QLD) PTY LTD	Supply of cylinders keyed to Y" & postage"	176.51
EFT40743	21/09/2017	JR & A HERSEY PTY LTD	Supplies and Uniforms for Tom Price for September 17	734.61
EFT40744	21/09/2017	JULIE BYRNE	Umpire Fee for Onslow Basketball Carnival	600.00
EFT40745	21/09/2017	KOMATSU AUSTRALIA PTY LTD	Fuel & aircon filters, elements & cartridges	698.95
EFT40746	21/09/2017	KONE ELEVATORS PTY LTD	Service fee period 01/10/2017 - 31/12/2017	972.84
EFT40747	21/09/2017	LANDMARK ENGINEERING AND DESIGN T/AS	Cantilever car park shade structure Paraburdoo.	103,681.60
EFT40748	21/09/2017	LASERCORPS	Deposit 50% for Mobile Laser Combat Adventure 1st - 6th October	4,635.26
EFT40749	21/09/2017	LEARNING DISCOVERY	Books for Onslow library	780.00
EFT40750	21/09/2017	LESTOK TOURS PTY LTD	Paraburdoo airport transfers August 2017	682.00
EFT40751	21/09/2017	MAXXIA PTY LTD	Payroll deductions	1,266.24
EFT40752	21/09/2017	MERCURE PERTH	Accommodation Director Infrastructure, Meetings in Perth	180.00
EFT40753	21/09/2017	MICHAEL DUNNE - MOWER MAN	Chicken bleeds July 2017	400.00
EFT40754	21/09/2017	MUZZYS HARDWARE - RED DAWN ENTERPRISES	Equipment and Supplies for Maintenance Work Tom Price September 17	1,085.55
EFT40755	21/09/2017	ONSLow BEACH RESORT	Breakfast & Accommodation for OBC Umpires 25/08/2017 - 27/08/2017	2,578.50
EFT40756	21/09/2017	ONSLow PHARMACY	Sports tape for Onslow Basketball Carnival 26 - 27 August 2017	590.00
EFT40757	21/09/2017	PARABURDOO IGA	Consumables for Tom Price for September 17	537.65
EFT40758	21/09/2017	PILBARA FOOD SERVICES	White vinegar	61.20
EFT40759	21/09/2017	PILBARA MOTOR GROUP	Repairs and Maintenance throughout Tom Price September 17'	761.18
EFT40760	21/09/2017	PORTER CONSULTING ENGINEERS	Tom Price Works Depot - Design of upgrades to vehicle wash down bay facilities	3,300.00
EFT40761	21/09/2017	RAY WHITE EXMOUTH	Rent for the period 24.09-23.10	8,601.20

## LIST OF PAYMENTS FOR SEPTEMBER 2017

Chq/EFT/DD	Date	Name	Description	Amount
EFT40762	21/09/2017	RECHARGE PETROLEUM	Monthly Equipment Hire 30,000L	2,498.10
EFT40763	21/09/2017	RIO TINTO - PILBARA IRON COMPANY SERVICES	Water Rates, Water Consumption, Electricity, Electricity Consumption	19,143.59
EFT40764	21/09/2017	SAMSON SOFT SERVE	Ice- creams for Onslow basketball carnival	577.00
EFT40765	21/09/2017	SAS LOCKSMITHS	HR office keys for JA226 & JA77A	156.63
EFT40766	21/09/2017	SEEK LIMITED	Classic 10 Ad Pack - online advertising	2,365.00
EFT40767	21/09/2017	SHOP FITTINGS STORE PTY LTD	Freight	138.39
EFT40768	21/09/2017	SIGMA CHEMICALS	Dry Acid 25kg	3,344.15
EFT40769	21/09/2017	SKIPPER TRANSPORT PARTS	Slack Adjusters	182.33
EFT40770	21/09/2017	SUNNY SIGN COMPANY PTY LTD	Signs for airport	203.50
EFT40771	21/09/2017	T-QUIP	Filters Parts as per quote 4792#5 for Road Sweeper	293.25
EFT40772	21/09/2017	TALIS CONSULTANTS PTY LTD	Tom Price Site Development Plan (SWMS) RFT 24/14	1,181.84
EFT40773	21/09/2017	TELSTRA	Monthly Telephone charges	79,485.09
EFT40774	21/09/2017	TENDERLINK.COM	Development of an Integrated Landscaping Plan for the Shire of Ashburton	172.70
EFT40775	21/09/2017	THALANYJI SERVICE STATIONS	300.57 Litres of fuel	556.38
EFT40776	21/09/2017	TOLL IPEC PTY LTD	Freight	883.02
EFT40777	21/09/2017	TOYO TYRE & RUBBER AUSTRALIA LTD	M120 Z - 255/70.R22.5 Tyres	3,748.03
EFT40778	21/09/2017	VIVA ENERGY AUSTRALIA LTD	7311.92 Litres of fuel	12,526.65
EFT40779	21/09/2017	WA RETICULATION SUPPLIES	To supply Sprinklers	1,595.50
EFT40780	21/09/2017	WATER CORPORATION	Water Rates	1,306.22
EFT40781	21/09/2017	WORKHOUSE ADVERTISING PTY LTD	Write & Design required assets for 'realcommercial.com.au listing'	1,089.00
EFT40782	21/09/2017	WURTH AUSTRALIA	Workshop Supplies	471.65
EFT40783	21/09/2017	ZIRCADATA PTY LTD	Permanent archive storage for the Shire of Ashburton	217.32
EFT40784	28/09/2017	ACCUWEIGH PTY LTD	Weighbridge at the Tom Price Waste Disposal Site 35% payable before installation	89,766.99
EFT40785	28/09/2017	ADVANCE PRESS	Banners for Passion of the Pilbara, Community Hub, October School Holiday Program	4,301.00
EFT40786	28/09/2017	ALLIED PICKFORDS WA	Relocation for Brendon Woodbrook	7,203.90
EFT40787	28/09/2017	AQUASOL PTY LTD	Claim 2 - RFQ33.17 Sewage Treatment Plant	32,587.50
EFT40788	28/09/2017	ASHBURTON LITTLE ATHLETICS CENTRE	Flyer drop Tom Price - Inside Ashburton	500.00
EFT40789	28/09/2017	ASHBURTON TYRE'S & AUTOMOTIVE	Supply & fit battery	549.00
EFT40790	28/09/2017	ASHBURTON WELDING & FABRICATION	Repairs to the shade sails at the Ocean View Caravan Park	912.71
EFT40791	28/09/2017	ASSETIVITY PTY LTD	Consultation hours - for Development of Asset Management Plans	17,710.00
EFT40792	28/09/2017	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	Brutus Construction P/L Collection charges	463.10
EFT40793	28/09/2017	AUSTRALIA POST	Postal Charges period ending 31/08/2017	1,117.50
EFT40794	28/09/2017	BENNCO GROUP	Tom Price Tip - install water level pipe	319.06
EFT40795	28/09/2017	BLACKWOODS PTY LTD	Supplies and Uniforms for Tom Price for September 17	693.80
EFT40796	28/09/2017	BOC GASES	Gas Container Service 29/07/2017 - 28/08/2017	436.33
EFT40797	28/09/2017	BRIDGETOWN DESIGN AND PRINTING	Design & print Asset Management Strategy 2017	2,252.25
EFT40798	28/09/2017	BUDGET CAR AND TRUCK RENTAL	Hire of Toyota Prado for Tom Price SES Sept 4-8	630.14
EFT40799	28/09/2017	BYBLOS CONSTRUCTIONS-TOM PRICE	Supplies and Repairs for the month of Sept 17	7,283.25
EFT40800	28/09/2017	CABCHARGE AUSTRALIA	Cab Charge August 2017	911.35
EFT40801	28/09/2017	CCR HOSE & FITTINGS (Zoskar P/L)	Parts & labour	703.69
EFT40802	28/09/2017	CLEVERPATCH PTY LTD	Items for Paraburdoo Library	594.76
EFT40803	28/09/2017	COATES HIRE - ONSLOW	Excavator hire 02/09/2017 - 03/09/2017	1,342.26

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Chq/EFT/DD	Date	Name	Description	Amount
EFT40804	28/09/2017	COATES HIRE OPERATIONS PTY LTD (TP)	Generator hire 14/08/2017 - 31/08/2017 (still on hire)	1,071.97
EFT40805	28/09/2017	COVS PARTS PTY LTD	Parts for Maintenance work for the month of Sept 17	2,417.96
EFT40806	28/09/2017	CS LEGAL	Professional fees period ended 08/09/2017	657.85
EFT40807	28/09/2017	CUTTING EDGES EQUIPMENT PARTS	Grader blade	1,815.00
EFT40808	28/09/2017	DATA#3 LIMITED	Data & cleaning cartridges, headset, custom labels	2,858.81
EFT40809	28/09/2017	DENVER TECHNOLOGY	Denver Monthly Expenses - August 2017	2,935.90
EFT40810	28/09/2017	DEPENDABLE LAUNDRY SOLUTIONS	Front Loader Washers	6,182.00
EFT40811	28/09/2017	DICE SOLUTIONS	Maintenance and repairs for Tom Price September 17'	7,868.06
EFT40812	28/09/2017	DINGO DE CONSTRUCTION	Plant Operator Paraburdoo 18/7/17 to 12/8/17	17,820.00
EFT40813	28/09/2017	E & MJ ROSHER PTY LTD	Supplies and Parts for maintenance work in Tom Price 17	1,852.45
EFT40814	28/09/2017	FREESTYLE NOW	Prize Packs for Kids Passport Challenge at Passion of the Pilbara	1,100.00
EFT40815	28/09/2017	GHD PTY LTD	Progress fee claim RFQ 46.16 cost benefit & social impact assessment	4,734.40
EFT40816	28/09/2017	HITACHI LTD	Labour to repair ride control fault	519.75
EFT40817	28/09/2017	HORIZON POWER	Instalment 2 - Contribution to Pilbara underground Power Project (PUPP) Onslow	578,120.40
EFT40818	28/09/2017	HOYLAKE NOMINEES T/AS MCMAHON BURNETT	Freight 18/08/2017 - 29/08/2017	587.34
EFT40819	28/09/2017	IT VISION AUSTRALIA PTY LTD	Financial Reporting Suite Implementation Service & Subscription	12,100.00
EFT40820	28/09/2017	J BLACKWOOD & SON PTY LTD	Supplies for Maintenance work in Tom Price 17	274.45
EFT40821	28/09/2017	JASON SIGNMAKERS	A3 Sign for rear carpark Administration Building. 'Shire Authorised Vehicles only'	79.97
EFT40822	28/09/2017	JR & A HERSEY PTY LTD	Silvan pump and nozzle attachment	1,247.99
EFT40823	28/09/2017	KARRATHA SMASH REPAIRS	Insurance Excess Claim PUT49 - Claim number 633566769	831.00
EFT40824	28/09/2017	KEY2CREATIVE	New Business/Promotional cards for Tom Price Visitors Centre	951.50
EFT40825	28/09/2017	KOMATSU AUSTRALIA PTY LTD	Cartridges & oil	249.55
EFT40826	28/09/2017	LESTOK TOURS PTY LTD	Paraburdoo airport transfers July 2017	444.00
EFT40827	28/09/2017	LOCAL GOVERNMENT PROFESSIONALS	2017 - 2018 Membership LG Professionals WA	521.00
EFT40828	28/09/2017	MARKETFORCE PRODUCTIONS	Advertisement and Promotion for the month of Aug 17	11,174.26
EFT40829	28/09/2017	MCMULLEN NOLAN GROUP	Full feature Survey in Onslow, WA	19,195.00
EFT40830	28/09/2017	MODERN TEACHING AIDS PTY LTD	Items for Tom Price Library	758.51
EFT40831	28/09/2017	MORLEY MOWER CENTRE	Stihl Parts as per Quote No: 1- 5709	936.15
EFT40832	28/09/2017	MUZZYS HARDWARE - RED DAWN ENTERPRISES	Equipment and Supplies for Maintenance Work Tom Price September 17'	395.65
EFT40833	28/09/2017	NEWCASTLE WEIGHING SERVICES PTY LTD	Clearway Administrator Licence, Touch Tablet & Thermal Rolls	4,259.20
EFT40834	28/09/2017	NTC CONTRACTING	Locate power service & pot hole conduits	217.80
EFT40835	28/09/2017	ONSITE RENTAL GROUP OPERATIONS (WA)	Hire of excavator 22/08/2017 - 31/08/2017	6,212.76
EFT40836	28/09/2017	ONSLOW SUN CHALETS	Chalet 20/09/2017 - 22/09/2017	480.00
EFT40837	28/09/2017	PANNAWONICA JUNIOR SPORTS	Flyer drop Pannawonica - Inside Ashburton	300.00
EFT40838	28/09/2017	PARABURDOO GOLF CLUB	Flyer drop Paraburdoo - Community Sundowner Event	200.00
EFT40839	28/09/2017	PARABURDOO IGA	Water for staff Tom Price Library	43.32
EFT40840	28/09/2017	PARABURDOO MOTORCYCLE CLUB INC	Flyer drop Paraburdoo - Inside Ashburton	300.00
EFT40841	28/09/2017	PARABURDOO'S TABLE (Paraburdoo Milk Bar)	Catering for PGC Meeting held in Paraburdoo on 12/09/2017	229.00
EFT40842	28/09/2017	PFD FOOD SERVICES PTY LTD	Frozen goods to be sold at Kiosk	2,761.85
EFT40843	28/09/2017	PILBARA CLEANING	Cleaning and Gardening for the month of Sept 17	3,476.00
EFT40844	28/09/2017	PILBARA FOOD SERVICES	Kiosk Supplies	2,242.05
EFT40845	28/09/2017	PILBARA TREE SERVICES	Prune trees, cut, spray & removal of large dead tree @ 498 Sirius St	6,985.00

## LIST OF PAYMENTS FOR SEPTEMBER 2017

Chq/EFT/DD	Date	Name	Description	Amount
EFT40846	28/09/2017	RIO TINTO - PILBARA IRON COMPANY SERVICES	Water Rate	266.12
EFT40847	28/09/2017	ROYAL HAUL PTY LTD	Delivery of 4 boxes tiles from Karratha to Onslow	71.50
EFT40848	28/09/2017	ROYAL LIFE SAVING SOCIETY - WA	Lifeguard Requalification in Port Hedland for Jon Tapper	140.00
EFT40849	28/09/2017	SIGMA CHEMICALS	Cleaning products for water quality testing at Onslow Aquatic Centre	384.25
EFT40850	28/09/2017	SLIMLINE WAREHOUSE	ASHMA6 - Free standing smoking station - high capacity including freight	519.28
EFT40851	28/09/2017	SODEXO REMOTE SITES AUSTRALIA PTY LTD	Supermarket GST free Purchases	653.04
EFT40852	28/09/2017	STRIKE GROUP	Strike Lifeproof Case Cradle and Case for Apple iPhone	218.90
EFT40853	28/09/2017	SURVEY GROUP	Survey of Tom Price Visitor Information Bay	4,642.00
EFT40854	28/09/2017	TALIS CONSULTANTS PTY LTD	Onslow Waste Management Facility - Flood Modelling as per Quote TW16060	98,412.83
EFT40855	28/09/2017	TENDERLINK.COM	Tender for Halfway Bridge Rest Stop Removal and Relocation Works	690.80
EFT40856	28/09/2017	THALANYJI SERVICE STATIONS	Fuel (766.96L)	2,006.83
EFT40857	28/09/2017	THE WORKWEAR GROUP - NEAT AND TRIM	Shire polo shirts for staff working the Onslow Passion of the Pilbara festival	298.39
EFT40858	28/09/2017	THOMSON REUTERS	12mth BRS Licensing Fees - 15th September 2017 - 14th September 2018	9,816.97
EFT40859	28/09/2017	TOLL IPEC PTY LTD	Freight	458.22
EFT40860	28/09/2017	TOM PRICE BETTA HOME LIVING	Delonghi Nespresso Citiz & Milk Coffee Machine including freight.	369.00
EFT40861	28/09/2017	TOM PRICE TYREPRO (EVERGROUP PTY LTD T/A)	Monthly vehicle repairs and maintenance for August 2017	2,685.20
EFT40862	28/09/2017	TOM PRICE TYRES	Vehicle repairs and maintenance for August 2017	180.00
EFT40863	28/09/2017	TOXFREE AUSTRALIA PTY LTD	Transport Onslow to Tom Price - Waste	67,421.10
EFT40864	28/09/2017	VORGE PTY LTD	Swim equipment items goggles, swim seats, float bands, ear and hair protection	1,015.08
EFT40865	28/09/2017	WA RETICULATION SUPPLIES	Sprinklers for oval and Lions Park - Tom Price	1,035.16
EFT40866	28/09/2017	WATER CORPORATION	Water rates payment for account 9008513258-AUG17	27.08
EFT40867	28/09/2017	ZIRCODATA PTY LTD	Permanent archive storage for the Shire of Ashburton	262.84
<b>TOTAL</b>				<b>2,758,679.36</b>

## LIST OF PAYMENTS FOR SEPTEMBER 2017

Chq/EFT/DD	Date	Name	Description	Amount
<b>Payroll Deductions</b>				
DD11981.1	3/09/2017	WA LOCAL GOVERNMENT SUPER PLAN	Payroll deductions	54,695.82
DD11981.2	3/09/2017	REI SUPER	Payroll deductions	2,286.14
DD11981.5	3/09/2017	HOSTPLUS SUPERANNUATION FUND	Payroll deductions	1,761.48
DD11981.6	3/09/2017	IOOF SUPERANNUATION	Payroll deductions	1,143.83
DD11981.7	3/09/2017	SUNSUPER	Payroll deductions	4,207.58
DD11981.9	3/09/2017	SUPERANNUATION FUND	Payroll deductions	454.23
DD12041.1	17/09/2017	WA LOCAL GOVERNMENT SUPER PLAN	Payroll deductions	39,272.68
DD12041.2	17/09/2017	REI SUPER	Payroll deductions	2,921.77
DD12041.5	17/09/2017	HOSTPLUS SUPERANNUATION FUND	Payroll deductions	1,787.06
DD12041.6	17/09/2017	IOOF SUPERANNUATION	Payroll deductions	1,143.83
DD12041.7	17/09/2017	SUNSUPER	Payroll deductions	4,230.35
DD12041.9	17/09/2017	SUPERANNUATION FUND	Payroll deductions	454.23
DD11981.10	3/09/2017	HESTA SUPER FUND	Payroll deductions	1,235.64
DD11981.11	3/09/2017	MLC SUPERFUND	Payroll deductions	1,114.48
DD11981.13	3/09/2017	ONEPATH MASTERFUND	Payroll deductions	1,238.98
DD11981.16	3/09/2017	KINETIC SUPERANNUATION LTD	Payroll deductions	2,265.34
DD11981.17	3/09/2017	MELVILLE SUPERANNUATION FUND	Payroll deductions	1,050.69
DD11981.19	3/09/2017	AMP SUPER DIRECTIONS FUND	Payroll deductions	760.27
DD11981.20	3/09/2017	FIRST STATE SUPERANNUATION SCHEME	Payroll deductions	870.61
DD11981.22	3/09/2017	STATEWIDE SUPERANNUATION	Payroll deductions	1,470.63
DD11981.23	3/09/2017	AMP SUPERANNUATION SAVINGS TRUST	Payroll deductions	1,969.38
DD11981.24	3/09/2017	LOCAL GOVERNMENT SUPER SCHEME	Payroll deductions	757.95
DD11981.25	3/09/2017	LOCAL GOVERNMENT SUPER SCHEME QLD	Payroll deductions	2,463.28
DD11981.28	3/09/2017	ANZ AUSTRALIAN STAFF SUPER SCHEME	Payroll deductions	237.37
DD11981.30	3/09/2017	BT SUPER FOR LIFE	Payroll deductions	366.31
DD11981.31	3/09/2017	FTW SUPER FUND	Payroll deductions	656.67
DD11981.37	3/09/2017	REST SUPERANNUATION	Payroll deductions	5,693.80
DD12041.10	17/09/2017	HESTA SUPER FUND	Payroll deductions	1,235.64
DD12041.11	17/09/2017	MLC SUPERFUND	Payroll deductions	663.54
DD12041.13	17/09/2017	ONEPATH MASTERFUND	Payroll deductions	1,167.77
DD12041.16	17/09/2017	KINETIC SUPERANNUATION LTD	Payroll deductions	1,656.38
DD12041.17	17/09/2017	MELVILLE SUPERANNUATION FUND	Payroll deductions	1,050.69
DD12041.19	17/09/2017	FIRST STATE SUPERANNUATION SCHEME	Payroll deductions	870.61
DD12041.21	17/09/2017	STATEWIDE SUPERANNUATION	Payroll deductions	1,453.59
DD12041.22	17/09/2017	LOCAL GOVERNMENT SUPERANNUATION SCHEME	Payroll deductions	757.95
DD12041.23	17/09/2017	AMP SUPERANNUATION SAVINGS TRUST	Payroll deductions	1,891.93
DD12041.24	17/09/2017	LOCAL GOVERNMENT SUPER SCHEME QLD	Payroll deductions	2,412.18
DD12041.27	17/09/2017	ANZ AUSTRALIAN STAFF SUPER SCHEME	Payroll deductions	278.40
DD12041.29	17/09/2017	BT SUPER FOR LIFE	Payroll deductions	183.15
DD12041.30	17/09/2017	FTW SUPER FUND	Payroll deductions	579.81

## LIST OF PAYMENTS FOR SEPTEMBER 2017

Chq/EFT/DD	Date	Name	Description	Amount
DD12041.36	17/09/2017	REST SUPERANNUATION	Payroll deductions	4,803.83
			<b>Total</b>	<b>155,515.87</b>
<b>Superannuation Payments</b>				
DD11981.3	3/09/2017	TELSTRA SUPER PTY LTD	Superannuation contributions	277.48
DD11981.4	3/09/2017	TASPLAN SUPER	Superannuation contributions	208.26
DD11981.8	3/09/2017	BT SUPER FOR LIFE	Superannuation contributions	191.99
DD11983.1	3/09/2017	REST SUPERANNUATION	Superannuation contributions	- 247.49
DD11996.1	8/09/2017	WA LOCAL GOVERNMENT SUPER PLAN	Superannuation contributions	85,590.13
DD11996.2	8/09/2017	TELSTRA SUPER PTY LTD	Superannuation contributions	3,274.33
DD11996.3	8/09/2017	HOSTPLUS SUPERANNUATION FUND	Superannuation contributions	3,410.15
DD11996.4	8/09/2017	IOOF SUPERANNUATION	Superannuation contributions	2,071.92
DD11996.5	8/09/2017	SUNSUPER	Superannuation contributions	2,199.33
DD11996.6	8/09/2017	ASGARD SUPERANNUATION	Superannuation contributions	1,404.60
DD11996.7	8/09/2017	BT SUPER FOR LIFE	Superannuation contributions	915.90
DD11996.8	8/09/2017	SUPERANNUATION FUND	Superannuation contributions	755.45
DD11996.9	8/09/2017	HESTA SUPER FUND	Superannuation contributions	772.50
DD12041.3	17/09/2017	TELSTRA SUPER PTY LTD	Superannuation contributions	277.48
DD12041.4	17/09/2017	TASPLAN SUPER	Superannuation contributions	104.13
DD12041.8	17/09/2017	BT SUPER FOR LIFE	Superannuation contributions	191.99
DD11981.12	3/09/2017	BT PERSONAL SUPER PLAN	Superannuation contributions	103.59
DD11981.14	3/09/2017	BT SUPER FOR LIFE	Superannuation contributions	247.49
DD11981.15	3/09/2017	BT SUPER FOR LIFE	Superannuation contributions	213.74
DD11981.18	3/09/2017	BT SUPER FOR LIFE	Superannuation contributions	269.98
DD11981.21	3/09/2017	WEALTH PERSONAL SUPER AND PENSION FUND	Superannuation contributions	277.49
DD11981.26	3/09/2017	VISION SUPER	Superannuation contributions	331.29
DD11981.27	3/09/2017	CBUS SUPER	Superannuation contributions	207.18
DD11981.29	3/09/2017	COLONIAL FIRST STATES FIRSTCHOICE SUPER	Superannuation contributions	120.00
DD11981.32	3/09/2017	MLC Super	Superannuation contributions	169.86
DD11981.33	3/09/2017	MTAA SUPERANNUATION FUND	Superannuation contributions	470.05
DD11981.34	3/09/2017	AUSTRALIAN SUPER	Superannuation contributions	10,351.67
DD11981.35	3/09/2017	Q SUPER	Superannuation contributions	646.53
DD11981.36	3/09/2017	ASGARD SUPERANNUATION	Superannuation contributions	946.47
DD11981.38	3/09/2017	SUPERFUND	Superannuation contributions	285.92
DD11996.10	8/09/2017	MLC SUPERFUND	Superannuation contributions	313.50
DD11996.11	8/09/2017	ONEPATH SUPERFUND	Superannuation contributions	313.50
DD11996.12	8/09/2017	BT PERSONAL SUPER FUND	Superannuation contributions	2,236.88
DD11996.13	8/09/2017	BT SUPER FOR LIFE	Superannuation contributions	309.18
DD11996.14	8/09/2017	BT SUPER FOR LIFE	Superannuation contributions	313.50
DD11996.15	8/09/2017	CBUS SUPER	Superannuation contributions	4,136.73
DD11996.16	8/09/2017	AMP SUPERANNUATION SAVINGS TRUST	Superannuation contributions	8,920.82

LIST OF PAYMENTS FOR SEPTEMBER 2017

Chq/EFT/DD	Date	Name	Description	Amount
DD11996.17	8/09/2017	MTAA SUPERANNUATION FUND	Superannuation contributions	3,193.70
DD11996.18	8/09/2017	REST SUPERANNUATION	Superannuation contributions	7,435.55
DD11996.19	8/09/2017	AUSTRALIAN SUPER	Superannuation contributions	9,520.31
DD11996.20	8/09/2017	Q SUPER	Superannuation contributions	3,541.69
DD11996.21	8/09/2017	SUPERFUND	Superannuation contributions	3,541.69
DD11996.22	8/09/2017	REI SUPER	Superannuation contributions	2,981.70
DD12041.12	17/09/2017	BT PERSONAL SUPER FUND	Superannuation contributions	103.59
DD12041.14	17/09/2017	BT SUPER FOR LIFE	Superannuation contributions	247.49
DD12041.15	17/09/2017	BT SUPER FOR LIFE	Superannuation contributions	213.74
DD12041.18	17/09/2017	BT SUPER FOR LIFE	Superannuation contributions	280.80
DD12041.20	17/09/2017	WEALTH PERSONAL SUPER AND PENSION FUND	Superannuation contributions	277.49
DD12041.25	17/09/2017	VISION SUPER	Superannuation contributions	331.29
DD12041.26	17/09/2017	CBUS SUPER	Superannuation contributions	207.18
DD12041.28	17/09/2017	COLONIAL FIRST STATES FIRSTCHOICE SUPER	Superannuation contributions	120.00
DD12041.31	17/09/2017	MLC SUPER	Superannuation contributions	191.13
DD12041.32	17/09/2017	MTAA SUPERANNUATION FUND	Superannuation contributions	466.05
DD12041.33	17/09/2017	AUSTRALIAN SUPER	Superannuation contributions	10,319.87
DD12041.34	17/09/2017	Q SUPER	Superannuation contributions	646.53
DD12041.35	17/09/2017	ASGARD SUPERANNUATION	Superannuation contributions	978.53
DD12041.37	17/09/2017	SUPERFUND	Superannuation contributions	285.92
<b>Total</b>				<b>177,467.77</b>

**Municipal Cheques**

28586	7/09/2017	ASGARD SUPERANNUATION	Superannuation contributions	867.62
28587	7/09/2017	AXA AUSTRALIAN SUPER	Superannuation contributions	1,911.29
28588	7/09/2017	BT PORTFOLIO SERICE LTD - SUPER WRAP	Superannuation contributions	2,123.71
28589	7/09/2017	BT SUPER FOR LIFE	Superannuation contributions	1,426.83
28590	7/09/2017	C MUNRO CONTRACTORS	Tiling of men's toilets at Onslow Airport	5,082.86
28591	7/09/2017	COLONIAL FIRST STATE FIRST CHOICE SUPER	Superannuation contributions	10,829.49
28592	7/09/2017	COMMONWEALTH PERSONAL SUPERANNUATION	Superannuation contributions	3,410.15
28593	7/09/2017	HOSTPLUS SUPERANNUATION FUND	Superannuation contributions	10,942.35
28594	7/09/2017	IOOF SUPERANNUATION	Superannuation contributions	6,808.35
28595	7/09/2017	MLC SUPER	Superannuation contributions	5,616.10
28596	7/09/2017	PFS NOMINEES PTY	Superannuation contributions	639.06
28598	7/09/2017	SHIRE OF ASHBURTON ( PAYROLL DEDUCTIONS)	Payroll deductions	400.00
28599	7/09/2017	SUNCORP SUPERANNUATION	Superannuation contributions	1,048.07
28600	7/09/2017	TASPLAN SUPER	Superannuation contributions	4,520.49
28601	7/09/2017	UNISUPER	Superannuation contributions	2,258.00
28602	7/09/2017	SHIRE OF ASHBURTON	Replacement Eco Decking Ian Blair Memorial Boardwalk	4,216.00
28607	14/09/2017	BT FINANCIAL GROUP	Superannuation contributions	3,313.65
28608	14/09/2017	CHEVRON AUSTRALIA PTY LTD	Refund Planning App. Fee 17-18 Beach Bedrock Mod. Barrow Island	9,015.00
28609	14/09/2017	HORIZON POWER	Electricity charges for period 01.08-31.08	3,922.42

## LIST OF PAYMENTS FOR SEPTEMBER 2017

Chq/EFT/DD	Date	Name	Description	Amount
28610	14/09/2017	SHIRE OF ASHBURTON (PETTY CASH)	Petty Cash Tom Price	622.20
28611	18/09/2017	ASGARD SUPERANNUATION	Superannuation contributions	1,309.42
28612	21/09/2017	HORIZON POWER	Electricity charges for period 07.07-06.09	61,942.81
28613	21/09/2017	SHIRE OF ASHBURTON ( PAYROLL DEDUCTIONS)	Payroll deductions	800.00
28614	28/09/2017	BT SUPER FOR LIFE	Superannuation contributions	1,146.53
28615	28/09/2017	POSTIES GENERAL STORE	Stationery & Newspaper deliveries August 2017	143.65
28616	28/09/2017	SHIRE OF ASHBURTON	Building permit fee Onslow Sports Club Shade Shelters	637.29
<b>Total</b>				<b>144,953.34</b>
<b>Trust Payments</b>				
202891	6/09/2017	BUILDING COMMISSION	BRB LEVY FOR THE MONTH OF AUGUST 2017	4,294.23
202892	6/09/2017	CONSTRUCTION TRAINING FUND	CITF LEVY FOR THE MONTH OF AUGUST 2017	5,438.94
202893	6/09/2017	SHIRE OF ASHBURTON	RIO & COACH COMMISSION JULY 17	816.53
EFT40542	6/09/2017	AGILITY PROJECT LOGISTICS	MPC CONSULT ROOM BOND REFUND	500.00
EFT40543	6/09/2017	BJK PUBLISHING & PHOTOGRAPHY	TOTAL SALES FOR JULY 2017	49.00
EFT40544	6/09/2017	BRETT JACKSON	MPC BOND & KEYBOND REFUND	600.00
EFT40545	6/09/2017	FRANK RICHARDSON	SALES FOR JULY 2017	219.20
EFT40546	6/09/2017	L.E'S PHOTOGRAPHY - PILBARA COLOURS BY LE	TOTAL SALES FOR JULY 17	272.00
EFT40547	6/09/2017	LESTOK TOURS PTY LTD	MINE TOURS FOR JULY 2017	48,294.32
EFT40548	6/09/2017	PARABURDOO JUNIOR FOOTBALL	RETURN OF KEY BOND	100.00
EFT40549	6/09/2017	RED WOLF	TOTAL SALES FOR JULY 17	30.60
EFT40550	6/09/2017	THE FLYING SANDGROPER TOURS	SALES FOR JULY 2017	409.05
<b>Total</b>				<b>61,023.87</b>



## LIST OF PAYMENTS FOR o-hu-U " - k 2017

### Credit Card Payments

<u>Trans No.</u>	<u>Date</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
<b>DIRECTOR OF STRATEGIC &amp; ECONOMIC DEVELOPMENT</b>				
<b>\$5000</b>				
AS-AUG-17-01	21/08/2017	JIM KIDD SPORTS	100 Basketballs for Onslow Basketball Carnival 26.08	950.00
AS-AUG-17-02	21/08/2017	LESTOK TOURS PTY LTD	Paraburdoo Airport Bus Service 28.08-30.08 for Paraburdoo-Perth flight	62.00
AS-AUG-17-03	21/08/2017	QANTAS	Flight to attend New Pilbara Conference (Paraburdoo - Perth, return) 28.08-30.08	683.80
AS-AUG-17-04	22/08/2017	VIRGIN AUSTRALIA	Flight for umpires for Onslow Basketball Carnival (Perth - Paraburdoo, return) August 2017	1,196.00
AS-AUG-17-05	21/08/2017	SODEXO REMOTE SITES AUSTRALIA PTY LTD	Catering order for PMG Meeting 23.08 for 4 people	44.00
AS-AUG-17-06	30/08/2017	HYATT REGENCY PERTH	Accommodation for Elizabeth Diver 28.08-30.08	447.39
AS-AUG-17-07	1/09/2017	RMS	Online Fees for Ocean View Caravan Park 01.08-31.08	50.05

### DIRECTOR OF INFRASTRUCTURE

<b>\$10.000</b>				
TD-AUG-17-01	3/08/2017	THE BLUE POD COFFEE CO. P/L	Lavazza Blue Cafe Crema Coffee Pods	400.00
TD-AUG-17-02	4/08/2017	QANTAS	FIFO Flight (Perth - Paraburdoo, return) for Nicole Mazzucchelli 10.09-17.09	715.20
TD-AUG-17-03	4/08/2017	QANTAS	FIFO Flight (Perth - Paraburdoo, return) for Nicole Mazzucchelli 22.10-27.10	630.09
TD-AUG-17-04	4/08/2017	QANTAS	FIFO Flight (Perth - Paraburdoo, return) for Nicole Mazzucchelli 17.08-24.08	652.40
TD-AUG-17-05	4/08/2017	QANTAS	FIFO Flight (Perth - Paraburdoo, return) for Nicole Mazzucchelli 01.10-06.10	715.20
TD-AUG-17-06	7/08/2017	QANTAS	FIFO Flight (Perth - Paraburdoo, return) for Greg West 01.10-08.10	683.80
TD-AUG-17-07	7/08/2017	QANTAS	Flight (Perth - Paraburdoo, return) to attend meetings in Perth; (Talis/Waste, Chevron/DSD) 21.08-23.08	683.80
TD-AUG-17-08	15/08/2017	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	Amendment to DWER Licence - Onslow Refuse Disposal Site	81.60
TD-AUG-17-09	16/08/2017	ONSLow BEACH RESORT	Council Meeting Dinner 15.08	1,950.80
TD-AUG-17-10	21/08/2017	SWAN TAXIS	Cab charge to attend meetings in Perth (Talis/Waste and Chevron/Airport) from airport to hotel	36.65
TD-AUG-17-11	21/08/2017	SWAN TAXIS	Cab charge to attend meeting (Talis/Waster) from the hotel to Leederville	17.43
TD-AUG-17-12	21/08/2017	SWAN TAXIS	Cab charge returning from meeting (Talis/Waste) from Leederville to hotel	17.01
TD-AUG-17-13	22/08/2017	SWAN TAXIS	Cab charge to attend several meetings (Talis/Waste, DSD, Chevron/Airport, Aus Industry/OWMF) from the hotel to the meeting	11.76
TD-AUG-17-14	22/08/2017	THE BLUE POD COFFEE CO. P/L	Lavazza Blue Cafe Crema Coffee Pods, Chocolate Vending Powder, Milk Vending Powder	589.00
TD-AUG-17-15	22/08/2017	SWAN TAXIS	Cab charge to attend several meetings (Talis/Waste, DSD, Chevron/Airport, Aus Industry/OWMF) meetings to hotel	31.82
TD-AUG-17-16	23/08/2017	LIVE TAXI EBAY (WA)	Cab charge to attend several meetings (Talis/Waste, DSD, Chevron/Airport, Aus Industry/OWMF) hotel to airport	31.97
TD-AUG-17-17	23/08/2017	DEPARTMENT OF TRANSPORT	Licence renewal for PTL20 Insurance	54.55
TD-AUG-17-18	28/08/2017	ROSS EVANS GARDEN CENTRE	Terrazzo Square Saucer Pots Black for Airport	183.60
TD-AUG-17-19	30/08/2017	QANTAS	Flight (Perth - Paraburdoo, return) to attend meetings in Perth (Talis/Waste and Chevron/Airport) 04.09-05.09	683.80
TD-AUG-17-20	31/08/2017	NESPRESSO CLUB	Coffee Pods for Infrastructure Office	251.50

### MANAGER OF ORGANISATIONAL DEVELOPMENT

<b>\$15.000</b>				
KP-AUG-17-01	2/08/2017	QANTAS	Flight (Perth - Paraburdoo, return) to attend conference 16.09	326.20
KP-AUG-17-02	7/08/2017	PITTSWORTH MEDICAL CENTRE	Pre-employment medical for M. Lee (medical exam, drug screening, spirometry, audiometry and ECG tracing)	384.00
KP-AUG-17-03	8/08/2017	QANTAS	Flight change for Kim Parks due to swing change at CEO's request	129.00
KP-AUG-17-04	11/08/2017	QANTAS	Flights (Perth - Paraburdoo, return) for Finance Manager site visit 18.08.17	715.20
KP-AUG-17-05	10/08/2017	QANTAS	FIFO Flight (Perth - Paraburdoo, return) for Vijay Krishnan 20.08.17-25.08.17	972.99
KP-AUG-17-06	16/08/2017	SONIC HEALTHPLUS	Pre employment medical for E&A O (audiometry, drug and alcohol screening, prelims for medical assessment and spirometry)	520.30
KP-AUG-17-07	16/08/2017	QANTAS	Flight change fee to extend swing 25.08.17	99.00
KP-AUG-17-08	16/08/2017	QANTAS	Relocation flights (Brisbane - Paraburdoo, one way) for Tech Officer 15.09.17	643.05
KP-AUG-17-09	16/08/2017	ESPLANADE HOTEL FREMANTLE	Misc meal charge for Andrew Price #1551 for stay in Perth for LIWA training	29.34
KP-AUG-17-10	16/08/2017	ESPLANADE HOTEL FREMANTLE	Misc charge on hotel room for J. Beard for LIWA training in Perth	4.00
KP-AUG-17-11	18/08/2017	MUSTANG THREE PTY LTD	6 Month Licensing fee for Online Induction	396.00
KP-AUG-17-12	20/08/2017	PARMELIA HILTON PERTH	Accommodation for Helen Meville #1402 in Perth as layover waiting for flight to Sydney	184.30
KP-AUG-17-13	21/08/2017	COLES SUPERMARKETS - TOM PRICE	Purchase of supplies for Tom Price Transit House including Coffee, Tea, Sugar, Salt, Clothes hangers	40.25
KP-AUG-17-14	22/08/2017	SONIC HEALTHPLUS	Drug and alcohol screening for E&A Officer (medical assesment, prelims for med assesment, drug and alcohol screening, spirometry, audiometry)	462.00
KP-AUG-17-15	24/08/2017	RADISSON HOTEL & SUITES SYDNEY	Accommodation for Helen Melville #1402 for AHRI conference in Sydney 20.08.17-24.08.17	918.00
KP-AUG-17-16	25/08/2017	SONIC HEALTHPLUS	Confirmatroy DNA screening for S.M. E&AO Candidate	115.50

<b>Total</b>	<b>5,939.13</b>
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# LIST OF PAYMENTS FOR o-hu-U " -k 2017

<u>Trans No.</u>	<u>Date</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
<b>DIRECTOR OF COMMUNITY DEVELOPMENT</b>				
<b>\$8,000</b>				
LO-AUG-17-01	7/08/2017	VIRGIN AUSTRALIA	Flight (Paraburdoo - Perth, one way) for Sept/Oct school holiday program Nami Ogishima & Jim Bolton	684.00
LO-AUG-17-02	7/08/2017	VIRGIN AUSTRALIA	Qantas extra baggage for Paraburdoo-Perth flight 01.10	35.00
LO-AUG-17-03	24/08/2017	VIRGIN AUSTRALIA	Credit card surcharge for flights to facilitate September/October school program	8.89
LO-AUG-17-04	23/08/2017	QANTAS	Flights (Perth - Paraburdoo, one way) to facilitate the September/October School Holiday Program 01.10	750.20
LO-AUG-17-05	22/08/2017	GOBOTECH PTY LTD	Passion of the Pilbara main stage promotion	602.80
LO-AUG-17-06	15/08/2017	WOOLWORTHS KARRATHA	Supplies and water for Onslow Basketball Carnival	273.28
LO-AUG-17-07	3/08/2017	ONSWLOW BEACH RESORT	Team dinner CD Planning Workshop held in Onslow 02.08-04.08	165.50
LO-AUG-17-08	7/08/2017	VIRGIN AUSTRALIA	Flight (Perth - Onslow, return) for Onslow Basketball Carnival for 5 individuals	2,990.00
<b>Total</b>				<b>5,509.67</b>
<b>DIRECTOR OF DEVELOPMENT &amp; REGULATORY SERVICES</b>				
<b>\$5,000</b>				
LR-AUG-17-01	2/08/2017	VIRGIN AUSTRALIA	Credit Card Fee for Flight (Perth - Onslow, return) for Principal Town Planner 21.08-25.08	7.77
LR-AUG-17-02	2/08/2017	VIRGIN AUSTRALIA	Flight (Perth - Onslow, return) for Principal Town Planner 21.08-25.08	598.00
LR-AUG-17-03	17/08/2017	QANTAS	Flight (Paraburoo - Perth, one way) for Principal Town Planner 22.09	357.60
LR-AUG-17-04	17/08/2017	VIRGIN AUSTRALIA	Flight (Perth - Onslow, one way) for Principal Town Planner 18.09	299.00
LR-AUG-17-05	17/08/2017	VIRGIN AUSTRALIA	Credit Card Fee for Flight (Perth - Onslow, one way) for Principal Town Planner 18.09	3.89
LR-AUG-17-06	22/08/2017	VIRGIN AUSTRALIA	Credit Card Fee for Flight (Onslow - Perth, return) for Director to attend LPS meeting Perth 29.08-02.09	0.57
LR-AUG-17-07	22/08/2017	VIRGIN AUSTRALIA	Change in flight charge for DRS Director to attend LPS Meeting in Perth 29.08-02.09	43.99
LR-AUG-17-08	29/08/2017	LIVE TAXI EBAY (WA)	Cab Charge for DRS Director to attend LPS Meeting in Perth	54.48
<b>Total</b>				<b>1,365.30</b>
<b>(ACTING) CEO</b>				
<b>\$10,000</b>				
DS-AUG-17-01	2/08/2017	CAFFE ITALIA PERTH	Meal for WALGA Week 2017	551.40
DS-AUG-17-02	3/08/2017	GROSVENOR HOTEL	Meal for Acting CEO and Councillors for WALGA Week 2017	338.00
DS-AUG-17-03	8/08/2017	TRAVELODGE PERTH	Accommodation for Cr Douglas (Ivan) Dias to attend WALGA Week in Perth 01.08.17-05.08.17	568.74
DS-AUG-17-04	8/08/2017	TRAVELODGE PERTH	Accommodation for Cr Matthew Lynch to attend WALGA Week in Perth 01.08.17-05.08.17	641.00
DS-AUG-17-05	7/08/2017	TRAVELODGE PERTH	Accommodation for Cr Lorraine Thomas to attend WALGA Week in Perth 01.08.17-05.08.17	641.00
DS-AUG-17-06	5/08/2017	TRAVELODGE PERTH	Accommodation for Cr Kerry White to attend WALGA Week in Perth 01.08.17-05.08.17	672.95
DS-AUG-17-07	6/08/2017	TRAVELODGE PERTH	Accommodation for Cr Linton Rumble to attend WALGA Week in Perth 01.08.17-05.08.17	646.00
DS-AUG-17-08	7/08/2017	QANTAS	Flight (Paraburdoo - Perth, return) for Acting CEO Dale Stewart 18.08.17-21.08.17	715.20
DS-AUG-17-09	8/08/2017	QANTAS	Flight (Paraburoo - Perth, return) for Acting CEO Dale Stewart 28.08.17-05.09.17	969.00
DS-AUG-17-10	8/08/2017	QANTAS	Flight (Paraburdoo - Perth, return) for Dale Stewart to attend meetings in Perth 14.09.17-18.09.17	683.80
DS-AUG-17-11	8/08/2017	VIRGIN AUSTRALIA	Credit Card Surcharge Flight Fee 28.08.17-09.09.17	7.77
DS-AUG-17-12	8/08/2017	VIRGIN AUSTRALIA	Flight (Onslow - Perth, return) for Shire President Cr Kerry White to attend meeting in Perth 28.08.17-09.09.17	598.00
DS-AUG-17-13	11/08/2017	VIRGIN AUSTRALIA	Change of Flight Fee for Cr Kerry White, Perth to Onslow 07.09.17	50.00
DS-AUG-17-14	14/08/2017	BEADON BAY RESORT	Refreshment Councillors and Staff - Council Meeting 15.08.17	98.00
DS-AUG-17-15	21/08/2017	QANTAS	Flights (Paraburdoo - Perth, return) for Linton Rumble for the CEO Interviews 04.09.17-06.09.17	683.80
DS-AUG-17-16	21/08/2017	KARRATHA & DISRICTS CHAMBERS OF COMMENCE AND INDUSTRY	Registration for Cr Dellar to attend The New Pilbara 2017 conference	198.00
DS-AUG-17-17	22/08/2017	QANTAS	Flights (Paraburdoo - Perth, return) for Dale Stewart 28.08.17-06.09.17	448.89
DS-AUG-17-18	23/08/2017	TRAVELODGE HOTEL PERTH	Hire of meeting room for special meeting of Council 30.08.17	75.00
DS-AUG-17-19	23/08/2017	TRAVELODGE HOTEL PERTH	Hire of meeting room for CEO Interviews 05.09.17	578.00
DS-AUG-17-20	28/08/2017	TRAVELODGE HOTEL PERTH	Accommodation for Dale Stewart 28.08-31.08 New Pilbara Conference, Meetings with Department of Lands, Landcorp, Thalanyji & One Tree	805.55
<b>Total</b>				<b>9,970.10</b>

LIST OF PAYMENTS FOR o-hu-U " - k 2017

<u>Trans No.</u>	<u>Date</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
<b>DIRECTOR OF CORPORATE SERVICES</b>				
<b>\$10,000</b>				
JB-AUG-17-01	11/08/2017	LANDGATE	Invoice 331444, 331745, 331670 emergency payment to ensure no late fees are charged	7,555.55
JB-AUG-17-02	14/08/2017	BEADON BAY RESORT	Dinner for Staff and Councillors 14.08	317.50
JB-AUG-17-03	15/08/2017	ONSLow BEACH RESORT	Coffee for Onslow Council Meeting 15.08	81.00
JB-AUG-17-04	1/08/2017	PIVOTEL	Spot tracker Emergency Beacons for staff travel within the Shire of Ashburton, August 2017	744.61
JB-AUG-17-05	18/08/2017	RED BREEZE - LEADKINTO CATERING	Lunch for site visit meeting with Finance Manager Candidate	65.67
JB-AUG-17-06	18/08/2017	THE PICKLED BEAN	Coffees for site visit meeting Finance Manager Candidate	10.00
JB-AUG-17-07	16/08/2017	PAESSLER AG, GERMANY	Network and Server Monitoring System PRTG 1000 - 36 maintenance months	2,142.77
<b>Total</b>				<b>10,917.10</b>
<b>MANAGER OF COMMUNITY SERVICES</b>				
<b>\$1,000</b>				
AS-AUG-17-01	10/08/2017	COLES SUPERMARKETS - TOM PRICE	Nameless Festival - Water for Stall	31.50
AS-AUG-17-02	18/08/2017	DISPLAY ME	Two large table top raffle barrel for events	767.77
AS-AUG-17-03	23/08/2017	SHIRE OF ASHBURTON	Building Permit Application for marquees at Passion of the Pilbara Festival	159.35
<b>Total</b>				<b>958.62</b>
<b>Total Credit Cards</b>				<b>46,515.14</b>

## BusinessChoice Everyday VISA Card Statement

MISS ANIKA JAYNE SERER  
SHIRE OF ASHBURTON  
SHIRE OF ASHBURTON  
PO BOX 567  
TOM PRICE WA 6751

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency show the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme. Any applicable Westpac Foreign Transaction Fee (described below as "Foreign Transaction Fee") charged is shown as a separate entry.

### Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Miss Anika Jayne Serer		5,000	5,000.00
Statement From	Statement To	Facility Number	
03 AUG 2017	03 SEP 2017	00028553	

### Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	3,433.24	0.00	0.00	3,433.24 -	0.00	0.00	0.00

S000656 / 656 / 245 / CN1VPOP2

**Important notice regarding Autopay Direct Debit Arrangement- Direct Debit**

\* If you have set up a direct debit arrangement for making automatic repayments to your BusinessChoice credit card account, and there have been two failed direct debit transactions (that is, we cannot withdraw the nominated amount from your nominated account) in consecutive months due to insufficient funds in the nominated account, we may, at our sole discretion:

1. Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
2. Impose a fee or charge (No change- We currently charge a \$9 missed payment fee when payment is not received by statement due date)
3. Charge interest on any unpaid purchases outstanding (No change)

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment.

Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

**Please remember** any payments made into the Billing account that places the Billing Account into credit or results in a zero balance at the payment due date, your direct debit will still continue to take place. This also applies if you make an additional payment into the Billing Account that is only a partial payment and still leaves a debit balance on the Billing Account, your direct debit arrangement for the month will remain unchanged and continue to take place.

**BusinessChoice Everyday VISA Card**

Date of Transaction	Description	Debits/Credits	Cardholder Comments
21 AUG	<b>Purchases</b> JIM KIDD SPORTS WANGARA AU	950.00	
21 AUG	SPORTING GOODS STORES LESTOK TOURS PTY LTD TOM PRICE AU	62.00	
22 AUG	MOTOR FREIGHT CARRIERS, TRUC QANTAS AIRWAYS LTD MASCOT AU	683.80	
23 AUG	QANTAS VIRGIN AUSTRALIA AIRLINBOWEN HILLS AU	1,196.00	
28 AUG	AIRLINES, AIR CARRIERS SODEXO REMOTE SITES BALCATTA AU	44.00	
30 AUG	CATERERS Hyatt Regency Perth Perth AU	447.39	
01 SEP	HYATT HOTELS INTERNATIONAL RMS- Commercial 0383999462 AU	50.05	
	HOTELS, MOTELS, RESORTS - LO		
	<b>Sub Total:</b>	<b>3,433.24</b>	
03 SEP	<b>Miscellaneous Transactions</b> TRANSFER CLOSING BALANCE TO BILLING ACCT	3,433.24 -	
	<b>Sub Total:</b>	<b>3,433.24 -</b>	
	<b>Grand Total:</b>	<b>0.00</b>	

S000656 / M000656 / 245 / CN1VPCP2

I have checked the above details and verify that they are correct.

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Transactions examined and approved.

Manager/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Effective 1 October 2017, the issuer of your Commercial Cards Insurance will be changing from QBE Insurance (Australia) Limited ("QBE") to Allianz Australia Insurance Limited ("Allianz") ABN 15 000 122 850, AFSL 234708.

Whilst your policy wording has been updated, your level of cover will remain the same with Allianz as it is with QBE.

The policy wording updates have been made to reflect Allianz's standard policy wording.

The key clauses that have been updated are Privacy, Complaints and dispute resolution process, and Emergency and medical services whilst overseas.

For details of this change and to view the new Commercial Cards Insurance Policy, please visit [westpac.com.au/ccinsurance](http://westpac.com.au/ccinsurance).

## BusinessChoice Everyday VISA Card Statement

MR TROY ROBERT DAVIS  
SHIRE OF ASHBURTON  
SHIRE OF ASHBURTON  
PO BOX 567  
TOM PRICE WA 6751

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency show the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme. Any applicable Westpac Foreign Transaction Fee (described below as "Foreign Transaction Fee") charged is shown as a separate entry.

### Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Mr Troy Robert Davis		10,000	10,000.00
Statement From	Statement To	Facility Number	
03 AUG 2017	03 SEP 2017	00028553	

### Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	8,421.98	0.00	0.00	8,421.98 -	0.00	0.00	0.00

S000652 / 652 / 245 / CN1 VPCP2



**Important notice regarding Autopay Direct Debit Arrangement- Direct Debit**

\* If you have set up a direct debit arrangement for making automatic repayments to your BusinessChoice credit card account, and there have been two failed direct debit transactions (that is, we cannot withdraw the nominated amount from your nominated account) in consecutive months due to insufficient funds in the nominated account, we may, at our sole discretion:

1. Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
2. Impose a fee or charge (No change- We currently charge a \$9 missed payment fee when payment is not received by statement due date)
3. Charge interest on any unpaid purchases outstanding (No change)

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment.

Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

**Please remember** any payments made into the Billing account that places the Billing Account into credit or results in a zero balance at the payment due date, your direct debit will still continue to take place. This also applies if you make an additional payment into the Billing Account that is only a partial payment and still leaves a debit balance on the Billing Account, your direct debit arrangement for the month will remain unchanged and continue to take place.

**BusinessChoice Everyday VISA Card**

Date of Transaction	Description	Debits/Credits	Cardholder Comments
	<b>Purchases</b>		
03 AUG	BLUE POD COFFEE MULGRAVE AU	400.00	
05 AUG	EQUIPMENT RENTAL & LEASING S QANTAS AIRWAYS LTD MASCOT AU	715.20	
05 AUG	QANTAS QANTAS AIRWAYS LTD MASCOT AU	630.09	
05 AUG	QANTAS QANTAS AIRWAYS LTD MASCOT AU	652.40	
05 AUG	QANTAS QANTAS AIRWAYS LTD MASCOT AU	715.20	
08 AUG	QANTAS QANTAS AIRWAYS LTD MASCOT AU	683.80	
08 AUG	QANTAS QANTAS AIRWAYS LTD MASCOT AU	683.80	
16 AUG	DWER - WATER PERTH AU	81.60	
16 AUG	GOVERNMENT SERVICES NOT ELSE ONSLOW BEACH RESORT ONSLOW AU	1,950.80	
21 AUG	DRINKING PLACES (ALCOHOLIC B SWAN TAXIS 13 13 30 VICTORIA PARK AU	36.65	
21 AUG	TAXICABS/LIMOUSINES SWAN TAXIS 13 13 30 VICTORIA PARK AU	17.43	
21 AUG	TAXICABS/LIMOUSINES SWAN TAXIS 13 13 30 VICTORIA PARK AU	17.01	
22 AUG	TAXICABS/LIMOUSINES SWAN TAXIS 13 13 30 VICTORIA PARK AU	11.76	
22 AUG	TAXICABS/LIMOUSINES BLUE POD COFFEE MULGRAVE AU	589.00	
22 AUG	EQUIPMENT RENTAL & LEASING S SWAN TAXIS 13 13 30 VICTORIA PARK AU	31.82	
	TAXICABS/LIMOUSINES		

S000652 / M000652 / 245 / CN1VPCP2



BusinessChoice Everyday VISA Card			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
23 AUG	TAXI EPAY AUSTRALIA WEST MELBOURN AU	31.97	
23 AUG	TAXICABS/LIMOUSINES		
23 AUG	DOT - LICENSING TOM PRICE AU	54.55	
28 AUG	GOVERNMENT SERVICES NOT ELSE		
28 AUG	EVANDALE ENTERPRISES COOMBABAH AU	183.60	
31 AUG	NURSERIES, LAWN & GARDEN SUP		
31 AUG	QANTAS AIRWAYS LTD MASCOT AU	683.80	
31 AUG	QANTAS		
31 AUG	NESPRESSO AUSTRALIA NORTH SYDNEY AU	251.50	
	MISCELLANEOUS FOOD STORES -		
	<b>Sub Total:</b>	<b>8,421.98</b>	
03 SEP	<b>Miscellaneous Transactions</b>		
	TRANSFER CLOSING BALANCE TO BILLING ACCT	8,421.98 -	
	<b>Sub Total:</b>	<b>8,421.98 -</b>	
	<b>Grand Total:</b>	<b>0.00</b>	

I have checked the above details and verify that they are correct.

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Transactions examined and approved.

Manager/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Effective 1 October 2017, the issuer of your Commercial Cards Insurance will be changing from QBE Insurance (Australia) Limited ("QBE") to Allianz Australia Insurance Limited ("Allianz") ABN 15 000 122 850, AFSL 234708.

Whilst your policy wording has been updated, your level of cover will remain the same with Allianz as it is with QBE.

The policy wording updates have been made to reflect Allianz's standard policy wording.

The key clauses that have been updated are Privacy, Complaints and dispute resolution process, and Emergency and medical services whilst overseas.

For details of this change and to view the new Commercial Cards Insurance Policy, please visit [westpac.com.au/coinsurance](http://westpac.com.au/coinsurance).

## BusinessChoice Everyday VISA Card Statement

MR KIMBERLEY CHARLES PARKS  
SHIRE OF ASHBURTON  
SHIRE OF ASHBURTON  
PO BOX 567  
TOM PRICE WA 6751

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency show the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme. Any applicable Westpac Foreign Transaction Fee (described below as "Foreign Transaction Fee") charged is shown as a separate entry.

### Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Mr Kimberley Charles Parks		15,000	15,000.00
Statement From	Statement To	Facility Number	
03 AUG 2017	03 SEP 2017	00028553	

### Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	5,939.13	0.00	0.00	5,939.13 -	0.00	0.00	0.00

S000658 / 1 358 / 245 / CN1VPCP2

**Important notice regarding Autopay Direct Debit Arrangement- Direct Debit**

\* If you have set up a direct debit arrangement for making automatic repayments to your BusinessChoice credit card account, and there have been two failed direct debit transactions (that is, we cannot withdraw the nominated amount from your nominated account) in consecutive months due to insufficient funds in the nominated account, we may, at our sole discretion:

1. Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
2. Impose a fee or charge (No change- We currently charge a \$9 missed payment fee when payment is not received by statement due date)
3. Charge interest on any unpaid purchases outstanding (No change)

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment.

Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

**Please remember** any payments made into the Billing account that places the Billing Account into credit or results in a zero balance at the payment due date, your direct debit will still continue to take place. This also applies if you make an additional payment into the Billing Account that is only a partial payment and still leaves a debit balance on the Billing Account, your direct debit arrangement for the month will remain unchanged and continue to take place.

**BusinessChoice Everyday VISA Card**

Date of Transaction	Description	Debits/Credits	Cardholder Comments
03 AUG	<b>Purchases</b> QANTAS AIRWAYS LTD MASCOT AU	326.20	
07 AUG	QANTAS PITTSWORTH MDCL CNT PITTSWORTH AU	384.00	
08 AUG	DOCTORS NOT ELSEWHERE CLASSI QANTAS AIRWAYS LTD MASCOT AU	129.00	
11 AUG	QANTAS QANTAS AIRWAYS LTD MASCOT AU	715.20	
11 AUG	QANTAS QANTAS AIRWAYS LTD MASCOT AU	972.99	
16 AUG	SONIC HEALTH PLUS PL KARRATHA AU	520.30	
16 AUG	MEDICAL SERVICES NOT ELSEWHE QANTAS AIRWAYS LTD MASCOT AU	99.00	
16 AUG	QANTAS QANTAS AIRWAYS LTD MASCOT AU	643.05	
12 AUG	ESPLANADE HOTEL FREMAN FREMANTLE AU	29.34	
16 AUG	HOTELS, MOTELS, RESORTS - LO ESPLANADE HOTEL FREMAN FREMANTLE AU	4.00	
18 AUG	HOTELS, MOTELS, RESORTS - LO MUSTANG THREE PTY LT LEEDERVILLE AU	396.00	
20 AUG	COMMERICAL PHOTOGRAPHY, ART Hilton Parmelia Perth Perth AU	184.30	
21 AUG	HILTON HOTELS COLES 0328 TOM PRICE AU	40.25	
22 AUG	GROCERY STORES, SUPERMARKETS SONIC HEALTH PLUS PL KARRATHA AU	462.00	
24 AUG	MEDICAL SERVICES NOT ELSEWHE RADISSON HOTEL SYD SYDNEY AU	918.00	
	RADISSON HOTELS		

BusinessChoice Everyday VISA Card			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
25 AUG	SONIC HEALTH PLUS PL KARRATHA AU MEDICAL SERVICES NOT ELSEWHE	115.50	
	<b>Sub Total:</b>	<b>5,939.13</b>	
03 SEP	<b>Miscellaneous Transactions</b> TRANSFER CLOSING BALANCE TO BILLING ACCT	5,939.13 -	
	<b>Sub Total:</b>	<b>5,939.13 -</b>	
	<b>Grand Total:</b>	<b>0.00</b>	

I have checked the above details and verify that they are correct.

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Transactions examined and approved.

Manager/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Effective 1 October 2017, the issuer of your Commercial Cards Insurance will be changing from QBE Insurance (Australia) Limited ("QBE") to Allianz Australia Insurance Limited ("Allianz") ABN 15 000 122 850, AFSL 234708.

Whilst your policy wording has been updated, your level of cover will remain the same with Allianz as it is with QBE.

The policy wording updates have been made to reflect Allianz's standard policy wording.

The key clauses that have been updated are Privacy, Complaints and dispute resolution process, and Emergency and medical services whilst overseas.

For details of this change and to view the new Commercial Cards Insurance Policy, please visit [westpac.com.au/ccinsurance](http://westpac.com.au/ccinsurance).



## BusinessChoice Everyday VISA Card Statement

MS LYNNETTE MARY O'REILLY  
SHIRE OF ASHBURTON  
SHIRE OF ASHBURTON  
PO BOX 567  
TOM PRICE WA 6751

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency show the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme. Any applicable Westpac Foreign Transaction Fee (described below as "Foreign Transaction Fee") charged is shown as a separate entry.

### Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Ms Lynnette Mary O'Reilly		8,000	8,000.00
Statement From	Statement To	Facility Number	
03 AUG 2017	03 SEP 2017	00028553	

### Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	5,509.67 -	5,509.67	0.00	0.00	0.00	0.00	0.00	0.00

S000666 / 666 / 245 / CN1VPCP2

**Important notice regarding Autopay Direct Debit Arrangement- Direct Debit**

\* If you have set up a direct debit arrangement for making automatic repayments to your BusinessChoice credit card account, and there have been two failed direct debit transactions (that is, we cannot withdraw the nominated amount from your nominated account) in consecutive months due to insufficient funds in the nominated account, we may, at our sole discretion:

1. Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
2. Impose a fee or charge (No change- We currently charge a \$9 missed payment fee when payment is not received by statement due date)
3. Charge interest on any unpaid purchases outstanding (No change)

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment.

Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

**Please remember** any payments made into the Billing account that places the Billing Account into credit or results in a zero balance at the payment due date, your direct debit will still continue to take place. This also applies if you make an additional payment into the Billing Account that is only a partial payment and still leaves a debit balance on the Billing Account, your direct debit arrangement for the month will remain unchanged and continue to take place.

**BusinessChoice Everyday VISA Card**

Date of Transaction	Description	Debits/Credits	Cardholder Comments
25 AUG	<b>Payments</b> PAYMENT-BPAY-THANK YOU	4,031.58 -	
29 AUG	FINANCIAL INSTITUTIONS - MAN PAYMENT-BPAY-THANK YOU FINANCIAL INSTITUTIONS - MAN	1,478.09 -	
	<b>Sub Total:</b>	<b>5,509.67 -</b>	
03 AUG	<b>Purchases</b> ONSLow BEACH RESORT ONSLOW AU	165.50	
05 AUG	DRINKING PLACES (ALCOHOLIC B VIRGIN AUSTRALIA AIRLINBOWEN HILLS AU	2,990.00	
15 AUG	AIRLINES, AIR CARRIERS Woolworths Online AU	273.28	
22 AUG	GROCERY STORES, SUPERMARKETS GOBOTECH UPPER COOMERA AU	602.80	
24 AUG	PROFESSIONAL SERVICES NOT EL QANTAS AIRWAYS LTD MASCOT AU	750.20	
24 AUG	QANTAS VIRGIN AUSTRALIA AIRLINSPRING HILL AU	8.89	
24 AUG	AIRLINES, AIR CARRIERS VIRGIN AUSTRALIA AIRLINSPRING HILL AU	35.00	
24 AUG	AIRLINES, AIR CARRIERS VIRGIN AUSTRALIA AIRLINSPRING HILL AU	684.00	
	<b>Sub Total:</b>	<b>5,509.67</b>	
	<b>Grand Total:</b>	<b>0.00</b>	

5000666 / M000666 / 245 / CN1VPCP2

I have checked the above details and verify that they are correct.

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Transactions examined and approved.

Manager/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Effective 1 October 2017, the issuer of your Commercial Cards Insurance will be changing from QBE Insurance (Australia) Limited ("QBE") to Allianz Australia Insurance Limited ("Allianz") ABN 15 000 122 850, AFSL 234708.

Whilst your policy wording has been updated, your level of cover will remain the same with Allianz as it is with QBE.

The policy wording updates have been made to reflect Allianz's standard policy wording.

The key clauses that have been updated are Privacy, Complaints and dispute resolution process, and Emergency and medical services whilst overseas.

For details of this change and to view the new Commercial Cards Insurance Policy, please visit [westpac.com.au/ccinsurance](http://westpac.com.au/ccinsurance).

## BusinessChoice Everyday VISA Card Statement

MS LEE FIONA REDDELL  
SHIRE OF ASHBURTON  
SHIRE OF ASHBURTON  
PO BOX 567  
TOM PRICE WA 6751

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency show the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme. Any applicable Westpac Foreign Transaction Fee (described below as "Foreign Transaction Fee") charged is shown as a separate entry.

### Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Ms Lee Fiona Reddell		5,000	5,000.00
Statement From	Statement To	Facility Number	
03 AUG 2017	03 SEP 2017	00028553	

### Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	1,365.30	0.00	0.00	1,365.30 -	0.00	0.00	0.00

S000654 / 654 / 245 / CN1VPCP2



**Important notice regarding Autopay Direct Debit Arrangement- Direct Debit**

\* If you have set up a direct debit arrangement for making automatic repayments to your BusinessChoice credit card account, and there have been two failed direct debit transactions (that is, we cannot withdraw the nominated amount from your nominated account) in consecutive months due to insufficient funds in the nominated account, we may, at our sole discretion:

1. Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
2. Impose a fee or charge (No change- We currently charge a \$9 missed payment fee when payment is not received by statement due date)
3. Charge interest on any unpaid purchases outstanding (No change)

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment.

Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

**Please remember** any payments made into the Billing account that places the Billing Account into credit or results in a zero balance at the payment due date, your direct debit will still continue to take place. This also applies if you make an additional payment into the Billing Account that is only a partial payment and still leaves a debit balance on the Billing Account, your direct debit arrangement for the month will remain unchanged and continue to take place.

**BusinessChoice Everyday VISA Card**

Date of Transaction	Description	Debits/Credits	Cardholder Comments
	<b>Purchases</b>		
03 AUG	VIRGIN AUSTRALIA AIRLINSRING HILL AU AIRLINES, AIR CARRIERS	7.77	
03 AUG	VIRGIN AUSTRALIA AIRLINSRING HILL AU AIRLINES, AIR CARRIERS	598.00	
18 AUG	QANTAS AIRWAYS LTD MASCOT AU QANTAS	357.60	
18 AUG	VIRGIN AUSTRALIA AIRLINSRING HILL AU AIRLINES, AIR CARRIERS	299.00	
18 AUG	VIRGIN AUSTRALIA AIRLINSRING HILL AU AIRLINES, AIR CARRIERS	3.89	
22 AUG	VIRGIN AUSTRALIA AIRLINSRING HILL AU AIRLINES, AIR CARRIERS	0.57	
22 AUG	VIRGIN AUSTRALIA AIRLINSRING HILL AU AIRLINES, AIR CARRIERS	43.99	
29 AUG	TAXI EPAY AUSTRALIA WEST MELBOURN AU TAXICABS/LIMOUSINES	54.48	
	<b>Sub Total:</b>	<b>1,365.30</b>	
	<b>Miscellaneous Transactions</b>		
03 SEP	TRANSFER CLOSING BALANCE TO BILLING ACCT	1,365.30 -	
	<b>Sub Total:</b>	<b>1,365.30 -</b>	
	<b>Grand Total:</b>	<b>0.00</b>	

S000654 / M000654 / 245 / CN1VPCP2

I have checked the above details and verify that they are correct.

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Transactions examined and approved.

Manager/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Effective 1 October 2017, the issuer of your Commercial Cards Insurance will be changing from QBE Insurance (Australia) Limited ("QBE") to Allianz Australia Insurance Limited ("Allianz") ABN 15 000 122 850, AFSL 234708.

Whilst your policy wording has been updated, your level of cover will remain the same with Allianz as it is with QBE.

The policy wording updates have been made to reflect Allianz's standard policy wording.

The key clauses that have been updated are Privacy, Complaints and dispute resolution process, and Emergency and medical services whilst overseas.

For details of this change and to view the new Commercial Cards Insurance Policy, please visit [westpac.com.au/ccinsurance](http://westpac.com.au/ccinsurance).

## BusinessChoice Everyday VISA Card Statement

MR DALE ROBIN STEWART  
SHIRE OF ASHBURTON  
SHIRE OF ASHBURTON  
PO BOX 567  
TOM PRICE WA 6751

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency show the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme. Any applicable Westpac Foreign Transaction Fee (described below as "Foreign Transaction Fee") charged is shown as a separate entry.

### Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Mr Dale Robin Stewart		10,000	10,000.00
Statement From	Statement To	Facility Number	
03 AUG 2017	03 SEP 2017	00028553	

### Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	7,180.86 -	9,970.10	0.00	0.00	2,789.24 -	0.00	0.00	0.00

S000662 / 662 / 245 / CN1VPCP2

**Important notice regarding Autopay Direct Debit Arrangement- Direct Debit**

\* If you have set up a direct debit arrangement for making automatic repayments to your BusinessChoice credit card account, and there have been two failed direct debit transactions (that is, we cannot withdraw the nominated amount from your nominated account) in consecutive months due to insufficient funds in the nominated account, we may, at our sole discretion:

1. Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
2. Impose a fee or charge (No change- We currently charge a \$9 missed payment fee when payment is not received by statement due date)
3. Charge interest on any unpaid purchases outstanding (No change)

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment.

Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

**Please remember** any payments made into the Billing account that places the Billing Account into credit or results in a zero balance at the payment due date, your direct debit will still continue to take place. This also applies if you make an additional payment into the Billing Account that is only a partial payment and still leaves a debit balance on the Billing Account, your direct debit arrangement for the month will remain unchanged and continue to take place.

**BusinessChoice Everyday VISA Card**

Date of Transaction	Description	Debits/Credits	Cardholder Comments
16 AUG	<b>Payments</b> PAYMENT-BPAY-THANK YOU FINANCIAL INSTITUTIONS - MAN  <b>Sub Total:</b>	 7,180.86 -  7,180.86 -	
02 AUG	<b>Purchases</b> PERTH CAFFE ITALIA EAST PERTH AU	551.40	
04 AUG	EATING PLACES, RESTAURANTS GROSVENOR HOTEL EAST PERTH AU	338.00	
05 AUG	HOTELS, MOTELS, RESORTS - LO TRAVELODGE PERTH HAY PERTH AU	568.74	
05 AUG	TRAVELODGE MOTELS TRAVELODGE PERTH HAY PERTH AU	641.00	
05 AUG	TRAVELODGE MOTELS TRAVELODGE PERTH HAY PERTH AU	641.00	
05 AUG	TRAVELODGE PERTH HAY PERTH AU	672.95	
06 AUG	TRAVELODGE MOTELS TRAVELODGE PERTH HAY PERTH AU	646.00	
08 AUG	QANTAS AIRWAYS LTD MASCOT AU	715.20	
09 AUG	QANTAS QANTAS AIRWAYS LTD MASCOT AU	969.00	
09 AUG	QANTAS QANTAS AIRWAYS LTD MASCOT AU	683.80	
09 AUG	QANTAS VIRGIN AUSTRALIA AIRLINS HILL AIRLINES, AIR CARRIERS AU	7.77	
09 AUG	VIRGIN AUSTRALIA AIRLINS HILL AIRLINES, AIR CARRIERS AU	598.00	



BusinessChoice Everyday VISA Card					
Date of Transaction	Description			Debits/Credits	Cardholder Comments
12 AUG	VIRGIN AUSTRALIA AIRLINS			50.00	
	SPRING HILL AU AIRLINES, AIR CARRIERS				
14 AUG	BEADON BAY RESORT ONSLOW AU			98.00	
	EATING PLACES, RESTAURANTS				
22 AUG	QANTAS AIRWAYS LTD MASCOT AU			683.80	
	QANTAS				
21 AUG	MARKET CREATIONS PTY GERALDTON AU			198.00	
	DIRECT MARKETERS NOT ELSEWHE				
23 AUG	QANTAS AIRWAYS LTD MASCOT AU			448.89	
	QANTAS				
23 AUG	TRAVELODGE PERTH HAY PERTH AU			75.00	
	TRAVELODGE MOTELS				
23 AUG	TRAVELODGE PERTH HAY PERTH AU			578.00	
	TRAVELODGE MOTELS				
28 AUG	TRAVELODGE PERTH HAY PERTH AU			805.55	
	TRAVELODGE MOTELS				
	Sub Total:			9,970.10	
	Miscellaneous Transactions				
03 SEP	TRANSFER CLOSING BALANCE TO BILLING ACCT			2,789.24 -	
	Sub Total:			2,789.24 -	
	Grand Total:			0.00	

I have checked the above details and verify that they are correct.

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Transactions examined and approved.

Manager/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Effective 1 October 2017, the issuer of your Commercial Cards Insurance will be changing from QBE Insurance (Australia) Limited ("QBE") to Allianz Australia Insurance Limited ("Allianz") ABN 15 000 122 850, AFSL 234708.

Whilst your policy wording has been updated, your level of cover will remain the same with Allianz as it is with QBE.

The policy wording updates have been made to reflect Allianz's standard policy wording.

The key clauses that have been updated are Privacy, Complaints and dispute resolution process, and Emergency and medical services whilst overseas.

For details of this change and to view the new Commercial Cards Insurance Policy, please visit [westpac.com.au/ccinsurance](http://westpac.com.au/ccinsurance).

## BusinessChoice Everyday VISA Card Statement

JOHN BINGHAM  
SHIRE OF ASHBURTON  
SHIRE OF ASHBURTON  
PO BOX 567  
TOM PRICE WA 6751

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency show the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme. Any applicable Westpac Foreign Transaction Fee (described below as "Foreign Transaction Fee") charged is shown as a separate entry.

### Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
John Bingham		10,000	10,000.00
Statement From	Statement To	Facility Number	
03 AUG 2017	03 SEP 2017	00028553	

### Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	8,698.66 -	10,917.10	0.00	0.00	2,218.44 -	0.00	0.00	0.00

S000664 / 664 / 245 / CN1VPCP2

**Important notice regarding Autopay Direct Debit Arrangement- Direct Debit**

\* If you have set up a direct debit arrangement for making automatic repayments to your BusinessChoice credit card account, and there have been two failed direct debit transactions (that is, we cannot withdraw the nominated amount from your nominated account) in consecutive months due to insufficient funds in the nominated account, we may, at our sole discretion:

1. Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
2. Impose a fee or charge (No change- We currently charge a \$9 missed payment fee when payment is not received by statement due date)
3. Charge interest on any unpaid purchases outstanding (No change)

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment.

Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

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**BusinessChoice Everyday VISA Card**

Date of Transaction	Description	Debits/Credits	Cardholder Comments
21 AUG	<b>Payments</b> PAYMENT-BPAY-THANK YOU FINANCIAL INSTITUTIONS - MAN  <b>Sub Total:</b>	 8,698.66 -  <b>8,698.66 -</b>	
11 AUG	<b>Purchases</b> LANDGATE MIDLAND AU	7,555.55	
14 AUG	GOVERNMENT SERVICES NOT ELSE BEADON BAY RESORT ONSLOW AU	317.50	
15 AUG	EATING PLACES, RESTAURANTS ONSLOW BEACH RESORT ONSLOW AU	81.00	
18 AUG	DRINKING PLACES (ALCOHOLIC B PIVOTEL SATELLITE WAHROONGA AU	744.61	
18 AUG	TELECOMMUNICATIONS EQUIPMENT RED BREEZE TOM PRICE AU	65.67	
18 AUG	EATING PLACES, RESTAURANTS THE PICKLED BEAN TOM PRICE AU	10.00	
23 AUG	EATING PLACES, RESTAURANTS WWW.PAESSLER.COM NUERNBERG DE	2,142.77	
	U. S. DOLLAR 1635.19 INC FX FEE AUD \$62.41 COMPUTER SOFTWARE  <b>Sub Total:</b>	     <b>10,917.10</b>	
03 SEP	<b>Miscellaneous Transactions</b> TRANSFER CLOSING BALANCE TO BILLING ACCT  <b>Sub Total:</b>	 2,218.44 -  <b>2,218.44 -</b>	
	<b>Grand Total:</b>	<b>0.00</b>	

S000664 / M000664 / 245 / CN1VPCP2

I have checked the above details and verify that they are correct.

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Transactions examined and approved.

Manager/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Effective 1 October 2017, the issuer of your Commercial Cards Insurance will be changing from QBE Insurance (Australia) Limited ("QBE") to Allianz Australia Insurance Limited ("Allianz") ABN 15 000 122 850, AFSL 234708.

Whilst your policy wording has been updated, your level of cover will remain the same with Allianz as it is with QBE.

The policy wording updates have been made to reflect Allianz's standard policy wording.

The key clauses that have been updated are Privacy, Complaints and dispute resolution process, and Emergency and medical services whilst overseas.

For details of this change and to view the new Commercial Cards Insurance Policy, please visit [westpac.com.au/ccinsurance](http://westpac.com.au/ccinsurance).



## BusinessChoice Everyday VISA Card Statement

MS AMBER LEIGH STEVENSON  
SHIRE OF ASHBURTON  
SHIRE OF ASHBURTON  
PO BOX 567  
TOM PRICE WA 6751

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency show the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme. Any applicable Westpac Foreign Transaction Fee (described below as "Foreign Transaction Fee") charged is shown as a separate entry.

### Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Ms Amber Leigh Stevenson		1,000	1,000.00
Statement From	Statement To	Facility Number	
03 AUG 2017	03 SEP 2017	00028553	

### Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	958.62	0.00	0.00	958.62 -	0.00	0.00	0.00

S000660 / 660 / 245 / CN1VPCP2

**Important notice regarding Autopay Direct Debit Arrangement- Direct Debit**

\* If you have set up a direct debit arrangement for making automatic repayments to your BusinessChoice credit card account, and there have been two failed direct debit transactions (that is, we cannot withdraw the nominated amount from your nominated account) in consecutive months due to insufficient funds in the nominated account, we may, at our sole discretion:

1. Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
2. Impose a fee or charge (No change- We currently charge a \$9 missed payment fee when payment is not received by statement due date)
3. Charge interest on any unpaid purchases outstanding (No change)

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment.

Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

**Please remember** any payments made into the Billing account that places the Billing Account into credit or results in a zero balance at the payment due date, your direct debit will still continue to take place. This also applies if you make an additional payment into the Billing Account that is only a partial payment and still leaves a debit balance on the Billing Account, your direct debit arrangement for the month will remain unchanged and continue to take place.

**BusinessChoice Everyday VISA Card**

Date of Transaction	Description	Debits/Credits	Cardholder Comments
10 AUG	<b>Purchases</b> COLES 0328 TOM PRICE AU	31.50	
18 AUG	GROCERY STORES, SUPERMARKETS DISPLAY ME MATRAVILLE AU	767.77	
23 AUG	MISCELLANEOUS & SPECIALTY RE SOA TOM PRICE TOM PRICE AU	159.35	
	GOVERNMENT SERVICES NOT ELSE <b>Sub Total:</b>	<b>958.62</b>	
03 SEP	<b>Miscellaneous Transactions</b> TRANSFER CLOSING BALANCE TO BILLING ACCT	958.62 -	
	<b>Sub Total:</b>	<b>958.62 -</b>	
	<b>Grand Total:</b>	<b>0.00</b>	

**I have checked the above details and verify that they are correct.**

**Cardholder Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Transactions examined and approved.**

**Manager/Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Effective 1 October 2017, the issuer of your Commercial Cards Insurance will be changing from QBE Insurance (Australia) Limited ("QBE") to Allianz Australia Insurance Limited ("Allianz") ABN 15 000 122 850, AFSL 234708.

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**Shire of Ashburton**  
**Monthly Reconciliation Summary**  
**As at 30 September 2017**

**Bank Accounts**

<b>Account</b>	<b>Balance as per Bank Statement</b>	<b>Balance as per General Ledger</b>	<b>Prepared By</b>	<b>Reviewed By</b>	<b>Date</b>
<b>Municipal Fund**</b> Westpac (83-0308) CBA (10169454) Westpac (17-5737)	\$13,050,365.63	\$12,831,634.93	Felicity Scott	Kerry Fisher	10/10/17
<b>Trust Fund**</b> Westpac (830412)	\$330,794.90	\$413,414.68	Felicity Scott	Kerry Fisher	10/10/17
<b>Reserve Account</b> Westpac (11-6454) WA Treasury Royalties for Regions ODCF	\$35,762,318.83	\$35,762,318.83	Felicity Scott	Kerry Fisher	10/10/17

\*\*Difference between bank statement and general ledger is due to reconciling items.

**Financials**

<b>Account</b>	<b>Balance per Trial Balance</b>	<b>Balance per General Ledger</b>	<b>Prepared By</b>	<b>Reviewed By</b>	<b>Date</b>
<b>Creditors</b> G/L: 620000	\$540,800.14	\$540,800.14	Fiona Butler	Felicity Scott	05/10/2017
<b>Sundry Debtors</b> G/L:1600300	\$3,320,947.08	\$3,320,947.08	Stephanie Smith	Felicity Scott	05/10/2017
<b>Rates</b>	\$27,252,231.03	\$27,252,231.03	Saul Gordon	Andy Grant	10/10/2017

<b>Shire of Ashburton</b> <b>Municipal Fund Bank Reconciliation</b> As at 30 September 2017
---

**Balances as per Westpac bank statement**

Muni Working: a/c 83-0308	\$9,605,783.88
Muni Investment: a/c 17-5737	\$3,440,008.95

**Balance as per CBA bank statement (10169454)**

	\$4,572.80
	\$13,050,365.63

**PLUS**

Outstanding Deposits at GL not at Bank	\$14,866.41
Payments in Bank not posted to GL	\$326,633.57

**LESS**

Unpresented Cheques	(\$73,438.83)
Unpresented EFT's - Super	(\$333,231.13)
Deposits at Bank not at GL	(\$70,116.65)

**Adjustments required**

Muni to Trust transfer	(\$83,450.87)
Reserves to Muni transfer	\$0.00

	\$12,831,628.13
--	-----------------

**Balance as per General Ledger**

Account 600000 (MUNI)	\$12,831,628.13
	\$12,831,628.13

Prepared By: Felicity Scott

\$0.00  
IMBALANCE

Prepared Date: 10/10/17

Reviewed By: Kerry Fisher

Reviewed Date: 10/10/2017

<p style="text-align: center;"><b>Shire of Ashburton</b> <b>Trust Fund Bank Reconciliation</b> As at 30 September 2017</p>
--

<b>Balance as per bank statement</b>	\$330,794.90
--------------------------------------	--------------

**Plus**

Outstanding Deposits	\$18.00
----------------------	---------

**Less**

Unpresented Cheques	(\$76.50)
---------------------	-----------

Receipts/(Payments) in Bank not posted to GL	(\$698.79)
--	------------

**Adjustments required**

Banking Adjustment - Muni to Trust	\$83,450.87
------------------------------------	-------------

Banking Adjustment - Trust to Muni	\$0.00
------------------------------------	--------

<b>\$413,488.48</b>
---------------------

**Balance per General Ledger**

Account 600020

<b>\$413,488.48</b>
---------------------

Prepared By: Felicity Scott

\$0.00  
IMBALANCE

Prepared Date: 10/10/2017

Reviewed By: Kerry Fisher

Reviewed Date: 10/10/2017

<p style="text-align: center;"><b>Shire of Ashburton</b>  <b>Reserve Account Reconciliation</b>  As at 30 September 2017</p>
--

<b>Balance as per Investment Accounts</b>		<b>\$35,762,318.83</b>
Westpac Reserves Term Invest: a/c 21-0379	\$0.00	
Westpac Reserves Investment: a/c 11-6454	\$3,984,215.00	
<u>Invested Funds-Term Deposits</u>		
Bendigo Bank	\$3,500,000.00	
ANZ	\$14,299,125.00	
Westpac Term Deposit	\$10,000,000.00	
<u>WA Treasury Corporation:</u>		
Royalties for Region Funds in ODCF	\$3,978,979.62	
Rounding	(\$0.79)	
<b>Plus</b>		
Other Adjustments		
Transfer from Municipal		\$0.00
<b>Less</b>		
Other Adjustments		
Transfer to Municipal		\$0.00
		\$0.00
		<b><u>\$35,762,318.83</u></b>

**Balance per General Ledger Accounts**

Account 600200	<b><u>\$35,762,318.83</u></b>
	<b><u>\$35,762,318.83</u></b>

**Balance per Statement of Financial Position (EQUITY)**

Employee Entitlement Reserve	\$330,264.49
Plant Replacement Reserve	\$26,345.09
Infrastructure Reserve	\$5,010,868.47
Housing Reserve	\$910,788.89
Onslow Community Infrastructure Reserve	\$186,979.95
Property Development Reserve	\$2,647,268.93
Onslow Aerodrome Reserve	\$12,513,147.76
RTIO Partnership Reserve	\$4,954,224.97
Onslow Administration Building Reserve	\$0.00
Future Projects Reserve	\$3,390,968.52
Unspent Grants & Contributions Reserve	\$5,791,461.76
	<b>\$35,762,318.83</b>

Prepared By: Felicity Scott	\$0.00
	IMBALANCE

Prepared Date: 10/10/2017

Reviewed By: Kerry Fisher

Reviewed Date: 10/10/2017

SHIRE OF ASHBURTON  
CREDITORS/DEBTORS RECONCILIATION  
AS AT 30 SEPTEMBER 2017

**Sundry Creditors**

**Reconciliation / Review**

**Period Ending Date** 30.09.17

**Reconciliation**

General Ledger Account 620000 Balance \$ 540,800.14

Sundry Creditors Balance \$ 540,800.14

Imbalance (If Applicable) \$ -

**Sundry Debtors**

**Reconciliation / Review**

**Period Ending Date** 30/09/2017

**Reconciliation**

General Ledger Account 600300 Balance \$ 3,320,947.08

Sundry Debtors Balance \$ 3,320,947.08

Imbalance (If Applicable) \$ -

**Outstanding Review**

Have Outstanding Debtors been reviewed (Y/N) Y

Explanation See Debt Recovery spreadsheet



# Council Policy



Number	FIN20	Principles/ Framework	Community Strategic Plan 2017-2027 Goal 5 Inspiring Governance Objective 3 Council Leadership
Name	Related Party Disclosures		
File No	GV20		
Aim	The purpose of this policy is to ensure that the Shire of Ashburton's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties in line with the requirements of AASB 124 – Related Party Disclosures.	Approval Date	
		Monitor & Review	Director Corporate Services
		Last Review	2017
		Next Review	2019
Application:	Elected Members, Chief Executive and Designated Senior Employees	Review Period	Every 2 years
Statutory Environment	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Australian Accounting Standard – AASB 124 Related Party Disclosure		

This policy is to remain in force until otherwise determined by the Council or superseded.

### Identification of Related Parties

AASB 124 provides that the Shire of Ashburton will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties includes a person who has significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

KMP are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

For the purposes of determining the application of the standard, the Shire of Ashburton has identified the following persons as meeting the definition of *Related Party*:

- An Elected Member
- Key management personnel being a person employed under section 5.36 of the Local Government Act 1995 in the capacity of Chief Executive Officer or a designated senior employee appointed under section 5.37 of that Act as a Director
- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner
- Entities that are controlled or jointly controlled by an Elected Member, KMP or their close family members. Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.

The Shire of Ashburton will therefore be required to assess all transactions made with these persons or entities.

### Identification of related party transactions

A related party transaction is a transfer of resources, services or obligations between the Shire of Ashburton (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criteria:

- Paying rates
- Fines
- Use of Shire of Ashburton owned facilities such as [Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not)]
- Attending council functions that are open to the public
- Employee compensation whether it is for KMP or close family members of KMP
- Application fees paid to the Shire of Ashburton for licences, approvals or permits
- Lease agreements for housing rental (whether for a Shire of Ashburton owned property or property sub-leased by the Shire of Ashburton through a Real Estate Agent)
- Lease agreements for commercial properties
- Monetary and non-monetary transactions between the Shire of Ashburton and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the

Shire of Ashburton (trading arrangement)

- Sale or purchase of any motor vehicles, buildings or land owned by the Shire of Ashburton, to a person identified above
- Sale or purchase of any motor vehicles, buildings or land owned by a person identified above, to the Shire of Ashburton
- Loan Arrangements
- Contracts and agreements for construction, consultancy or services

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with Council and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire of Ashburton can determine that an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

### **Disclosure Requirements**

For the purposes of determining relevant transactions, Elected Members and key management personnel as identified above, will be required to complete a Related Party Disclosures - Declaration form for submission to financial services.

#### ***Ordinary Citizen Transactions (OCTs)***

This Policy serves to confirm that in the opinion of Management and the Council, based on the facts and circumstances, the following OCT's that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council's financial statements make. As such no disclosure in the Related Party Disclosures - Declaration form will be required.

- Paying rates
- Fines
- Use of Shire of Ashburton owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces
- Attending council functions that are open to the public
- Application fees paid to the Shire of Ashburton for licences, approvals or permits

Where these services were not provided at arm's length and under the same terms and conditions applying to the general public, Elected Members and KMP will be required to make a declaration in the *Related Party Disclosures - Declaration* form about the nature of any discount or special terms received.

Signature  
(Signed)

(Print Name)  
CEO

#### ***All other transactions***

For all other transactions, Elected Members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form.

***Frequency of disclosures***

Elected Council members and KMP will be required to complete a Related Party Disclosures - Declaration form annually or when they leave the Shire of Ashburton as an elected member or on cessation of employment, whichever comes earlier.

***Confidentiality***

All information contained in a disclosure return, will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and the materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

***Materiality***

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.

In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

This policy is to remain in force until otherwise determined by the Council or superseded.



053

01 August 2017

SHIRE OF ASHBURTON  
PO BOX 567  
TOM PRICE WA 6751

Dear Merchant,

**Re: Issue with 'Average Cost of Accepting Card Payments' tables in your June Annual Statement.**

We have recently identified that your June statement for **Chain Number 01 00083748** contained incorrect 'Average cost of accepting card payments' information.

This issue has now been rectified and the correct information is in the table below. If you surcharge customers who pay by card you can use this information to determine your surcharge rate. We recommend you retain this with your June 2017 statement.

#### AVERAGE ANNUAL COST OF ACCEPTING CARD PAYMENTS

Any surcharge you apply to card payments cannot exceed your average annual cost of acceptance. Your rates below, for year 2017 can be used for determining this cost and ensuring your surcharges are not excessive. Visit [westpac.com.au/surcharging](http://westpac.com.au/surcharging) for more information.

	Mastercard Credit	Visa Credit	Mastercard Debit	Visa Debit	eftpos	UnionPay International
Net Sales	\$342,805.64	\$542,550.38	\$137,449.05	\$126,624.15	\$363,756.27	\$0.00
Fees Charged	\$2,898.07	\$3,921.69	\$1,116.67	\$711.18	\$2,658.65	\$0.00
Average Cost	0.85%	0.72%	0.81%	0.56%	0.73%	0.00%

#### AVERAGE MONTHLY COST OF ACCEPTING CARD PAYMENTS

Below are your average payment costs for the month of June, based on the definitions in the Reserve bank's Surcharging Standard.

	Mastercard Credit	Visa Credit	Mastercard Debit	Visa Debit	eftpos	UnionPay International
Net Sales	\$32,537.75	\$78,928.71	\$17,751.88	\$15,687.36	\$40,143.25	\$0.00
Fees Charged	\$247.71	\$488.58	\$65.43	\$92.22	\$209.84	\$0.00
Average Cost	0.76%	0.62%	0.37%	0.59%	0.52%	0.00%

**Things you should know:** The cost displayed above takes into account all permitted costs as charged by Westpac, less rebates, as displayed on this particular statement. The fees charged and average cost displayed above are GST (Goods and Services Tax) exclusive.

We apologise for any inconvenience this issue may have caused.

Please contact the Merchant Helpdesk on 1300 650 102 or your Relationship Manager if you have any questions or would like a copy of your June statement reissued.

Yours sincerely,

Westpac Merchant Acquiring Team



**Chain Number:** 01 00083748  
**Date of Issue:** 01/08/2017  
**For Month of:** JULY 2017

**Merchant Details**

Merchant Number	City	No. of Transactions	Billed on Sales	Total MSF
21606058	Paraburdoo	17	1,179.40	17.71
23743842	Tom Price	17	553.41	18.45
24219735	Onslow	16	1,103.50	20.52
24519761	Onslow	713	103,565.50	202.61
24969669	Tom Price	53	9,405.00	12.51
25013129	Tom Price	2	30.00	21.91
25013145	Onslow	1	54.00	21.90
25013152	Paraburdoo	3	94.00	21.90
25058462	Tom Price	0	0.00	22.00
25067182	Tom Price	937	55,818.65	160.30
25200155	Pannawonica	12	988.00	19.98
25427931	Onslow	0	0.00	22.00

**AVERAGE MONTHLY COST OF ACCEPTING CARD PAYMENTS**

Below are your average payment costs for the month of July, based on the definitions in the Reserve Bank's Surcharging Standard. Visit [westpac.com.au/surcharging](http://westpac.com.au/surcharging) for more information.

	Mastercard Credit *	Visa Credit *	Mastercard Debit	Visa Debit	eftpos	UnionPay International
Net Sales	\$41,153.75	\$53,091.21	\$12,229.70	\$15,750.05	\$50,566.75	\$0.00
Fees Charged	\$372.90	\$353.30	\$63.38	\$62.52	\$355.54	\$0.00
Average Cost	0.91%	0.67%	0.52%	0.40%	0.70%	0.00%

**Things you should know:** The cost displayed above takes into account all permitted costs as charged by Westpac, less rebates, as displayed on this particular statement. The fees charged and average cost displayed above are GST (Goods and Services Tax) exclusive. \*This item has not taken into account dynamic currency conversion fees or related commissions - this will not affect your annual card payment costs summary.



**Chain Number:** 01 00083748  
**Date of Issue:** 01/09/2017  
**For Month of:** AUGUST 2017

**Merchant Details**

Merchant Number	City	No. of Transactions	Billed on Sales	Total MSF
21606058	Paraburdoo	27	1,051.00	20.43
23743842	Tom Price	0	0.00	22.00
24219735	Onslow	37	9,511.90	12.60
24519761	Onslow	789	88,905.40	203.23
24969669	Tom Price	68	23,979.00	26.74
25013129	Tom Price	0	0.00	22.00
25013145	Onslow	2	87.00	21.16
25013152	Paraburdoo	2	47.00	22.00
25058462	Tom Price	0	0.00	22.00
25067182	Tom Price	885	55,312.00	148.43
25200155	Pannawonica	13	930.20	18.39
25427931	Onslow	0	0.00	22.00

**AVERAGE MONTHLY COST OF ACCEPTING CARD PAYMENTS**

Below are your average payment costs for the month of August, based on the definitions in the Reserve Bank's Surcharging Standard. Visit [westpac.com.au/surcharging](http://westpac.com.au/surcharging) for more information.

	Mastercard Credit *	Visa Credit *	Mastercard Debit	Visa Debit	eftpos	UnionPay International
Net Sales	\$35,841.90	\$69,642.75	\$13,549.20	\$16,432.25	\$44,357.40	\$0.00
Fees Charged	\$289.22	\$521.23	\$51.06	\$51.52	\$322.24	\$0.00
Average Cost	0.81%	0.75%	0.38%	0.31%	0.73%	0.00%

**Things you should know:** The cost displayed above takes into account all permitted costs as charged by Westpac, less rebates, as displayed on this particular statement. The fees charged and average cost displayed above are GST (Goods and Services Tax) exclusive. \*This item has not taken into account dynamic currency conversion fees or related commissions - this will not affect your annual card payment costs summary.

**Important changes to pre-authorisation standards:**

If you process pre-authorisations, be advised that Mastercard® and Visa have mandated new standards for processing these types of transactions. Please review your current operating procedures in light of the new standards and ensure you and your staff are familiar with the changes.

Learn more: [westpac.com.au/preauthorisation](http://westpac.com.au/preauthorisation)

Chain Number: 01 00083748  
 Date of Issue: 01/10/2017  
 For Month of: SEPTEMBER 2017

**Merchant Details**

Merchant Number	City	No. of Transactions	Billed on Sales	Total MSF
21606058	Paraburdoo	41	4,139.60	14.60
23743842	Tom Price	3	11,186.76	12.19
24519761	Onslow	496	51,891.50	139.39
25013129	Tom Price	2	48.00	21.88
25013145	Onslow	0	0.00	22.00
25013152	Paraburdoo	2	77.00	21.89
25058462	Tom Price	35	5,490.40	11.18
25067182	Tom Price	469	30,373.00	81.92
25200155	Pannawonica	21	910.00	17.78
25427931	Onslow	29	1,490.70	19.23
24969669	Tom Price	100	36,036.45	40.13
24219735	Onslow	41	3,566.75	12.13

**AVERAGE MONTHLY COST OF ACCEPTING CARD PAYMENTS**

Below are your average payment costs for the month of September, based on the definitions in the Reserve Bank's Surcharging Standard. Visit [westpac.com.au/surcharging](http://westpac.com.au/surcharging) for more information.

	Mastercard Credit	Visa Credit	Mastercard Debit	Visa Debit	eftpos	UnionPay International
Net Sales	\$39,760.86	\$45,331.63	\$12,458.87	\$12,037.90	\$35,620.90	\$0.00
Fees Charged	\$355.09	\$340.25	\$74.71	\$68.90	\$276.74	\$0.00
Average Cost	0.89%	0.75%	0.60%	0.57%	0.78%	0.00%

**Things you should know:** The cost displayed above takes into account all permitted costs as charged by Westpac, less rebates, as displayed on this particular statement. The fees charged and average cost displayed above are GST (Goods and Services Tax) exclusive.



# Coastal Hazard Risk Management & Adaption Plan

CHRMAP For the Onslow Coast

59916801



Prepared for  
Shire of Ashburton

13 October 2017

#### Contact Information

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#### Document Information

Prepared for Shire of Ashburton  
Project Name CHRMAP For the Onslow  
Coast

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Date 13 October 2017

Version Number VD

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Date Approved: 13/10/2017

## Document History

Version	Effective Date	Description of Revision	Prepared by:	Reviewed by:
V1	4/12/2015	DRAFT	JGW	
VA	2/12/2016	Preliminary DRAFT	JRB	DvS
VB	24/02/2017	Revised Draft	JB	DvS
VC	21/07/2017	Final Draft	DvS	CH
VD	13/10/2017	Final Draft	FP	DvS

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# Executive Summary

Like a number of coastal communities in the north west, the town of Onslow is preparing for the threats of climate change and sea level rise to property, infrastructure, the environment and ultimately the viability of the town itself. Historically Onslow was established to service agricultural activities, primarily sheep and cattle grazing within the hinterland, then supported fishing and salt production and more recently mining and oil and gas activities. The town was originally sited in 1885 near the mouth of the Ashburton River, about 20 km southwest of its current location. Following cyclone damage to the critical jetty infrastructure in the early 1920's it was decided to relocate the town to its current location near the mouth of Beadon Creek. This Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) has been prepared to provide a long term view of the possible strategies to adapt to the changing future conditions that will impact the current town.

A key aspect for the future of the town is the threat of steadily rising sea levels, combined with storm events - ocean storm surge, local rainfall-induced flooding and rising water tables – that will affect the viability of low lying areas of the town. In addition, coastal erosion is likely to threaten some infrastructure in the lee of the present Town Beach, including the Bindi Bindi community area. Strategies that might be adopted to respond to these threats at significant future turning points are articulated in this plan.

Development of the Onslow CHRMAP has followed the requirements of WA State Planning Policy 2.6: Coastal Policy (SPP2.6) and supporting guideline documents. A series of 37 recommendations for implementation is tabulated in Chapter 7 Conclusions and Recommendations of this Plan. The key strategies and actions to plan for future adaptation in the immediate (< 5 years) and short term (5-10 years) may be summarised as:

## *Avoid*

Implement changes to the land zonings that are currently covering undeveloped land within the designated 2110 coastal erosion hazard zones.

Update Special Control Area (SCA)

## *Retreat*

Immediate action - Develop an integrated coastal and water management plan to guide stormwater management strategies and planned retreat from the town's flood-prone areas.

Short term - Monitor sea level, coastal vegetation boundaries and storm erosion movements and review the hazard line estimates and strategies for retreat of public and private assets (including the Onslow Salt infrastructure) in the current foreshore zone. Review the foreshore land zone boundaries and adjust, where appropriate, to facilitate retreat of assets within the future foreshore zones.

## *Accommodate*

Immediate action – Establish database of assets in the 2110 flood-prone area including present day value and projected end of life cycle. Identify options for mitigating the impacts of increased flooding, undertake a detailed cost benefit analysis and communicate with the community and stakeholders to agree on preferred options and communicate the significance of residual risks.

Review and adjust local government Planning Controls to ensure proposed developments in the flood prone areas accommodate the future threats and minimise liabilities.

Incorporate coastal erosion and flooding risks into emergency response plans.

Short term – monitor flood levels and extents and review boundaries and water level implications for the Hazard Control Area and planning controls

## *Protect*

Immediate action – Collect data on the geology of the Front Beach hinterland (including the possible sea wall extension to the northeast of the existing seawall) to assess whether the current hazard line estimates can be revised. Liaise with the stakeholders to assess future protect or retreat options at the end of life of houses in the housing estate.

Short term – monitor beach profiles at Front Beach to assist considerations of future beach nourishment options.

## Abbreviations and Acronyms

Abbreviation	Description
<b>AEP</b>	Annual Exceedance Probability
<b>ARI</b>	Average Recurrence Interval
<b>ANSIA</b>	Ashburton North Strategic Industrial Area
<b>AS</b>	Australian Standard
<b>CHRMAP</b>	Coastal Hazard Risk Mitigation and Adaption Plan
<b>FFL</b>	Finished Floor Level
<b>HSD</b>	Horizontal Shoreline Datum
<b>MCA</b>	Multi-criteria analysis
<b>GIS</b>	Geographical information Systems
<b>MS</b>	Microsoft
<b>SCA</b>	Special Control Area
<b>SPP2.6</b>	State Planning Policy No 2.6
<b>the Shire</b>	Shire of Ashburton
<b>WAPC</b>	Western Australian Planning Commission

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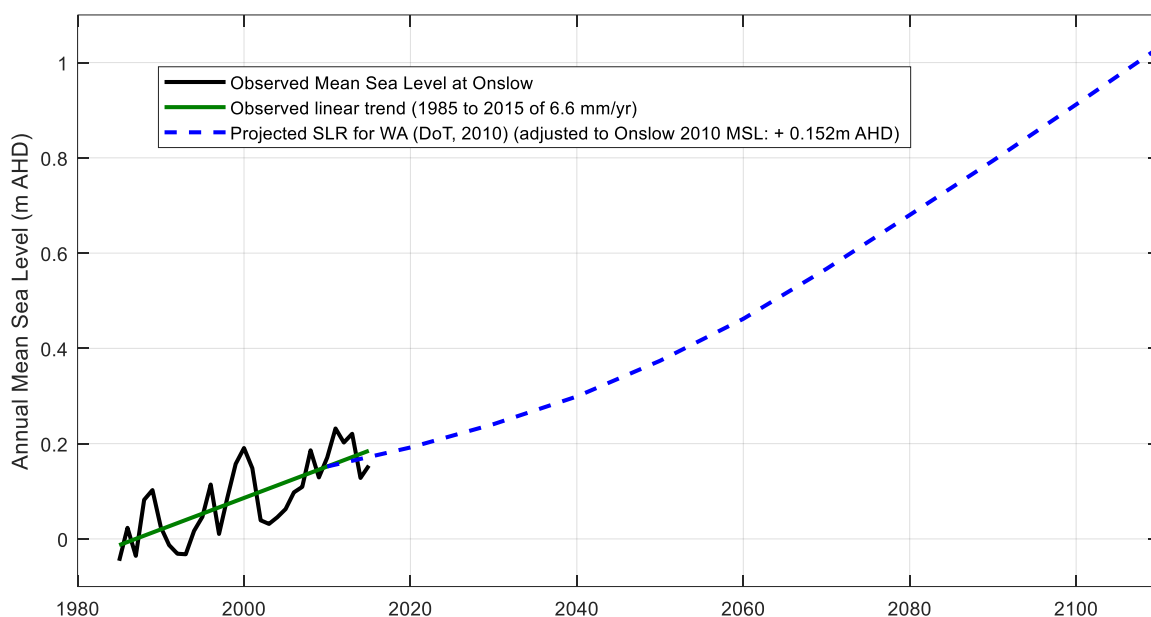
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# 1 INTRODUCTION

## 1.1 Purpose/ Objectives

Climate change, including sea-level rise, is expected to bring changes to the West Australian coastline over coming decades. To plan for this, all levels of government are putting in place planning processes to ensure that communities understand the risks to values and assets on the coast, and plan to adapt over time.

To demonstrate the change in mean sea level at Onslow water level data collected at Beadon Point tide gauge is shown in **Figure 1-1** along with the projected sea level rise for WA as adopted by the State (DoT, 2010).



**Figure 1-1 Graph showing annual mean sea level at Onslow over the past 3 decades (1985 to 2015), its annual trend and projected sea level increase to 2110 (DoT 2010)**

This Coastal Hazard Risk Management and Adaption Plan (CHRMAP) has been undertaken by Cardno on behalf of the Shire of Ashburton (hereafter called 'the Shire') to identify risks and plan responses to climate change impacts for the Onslow coastline.

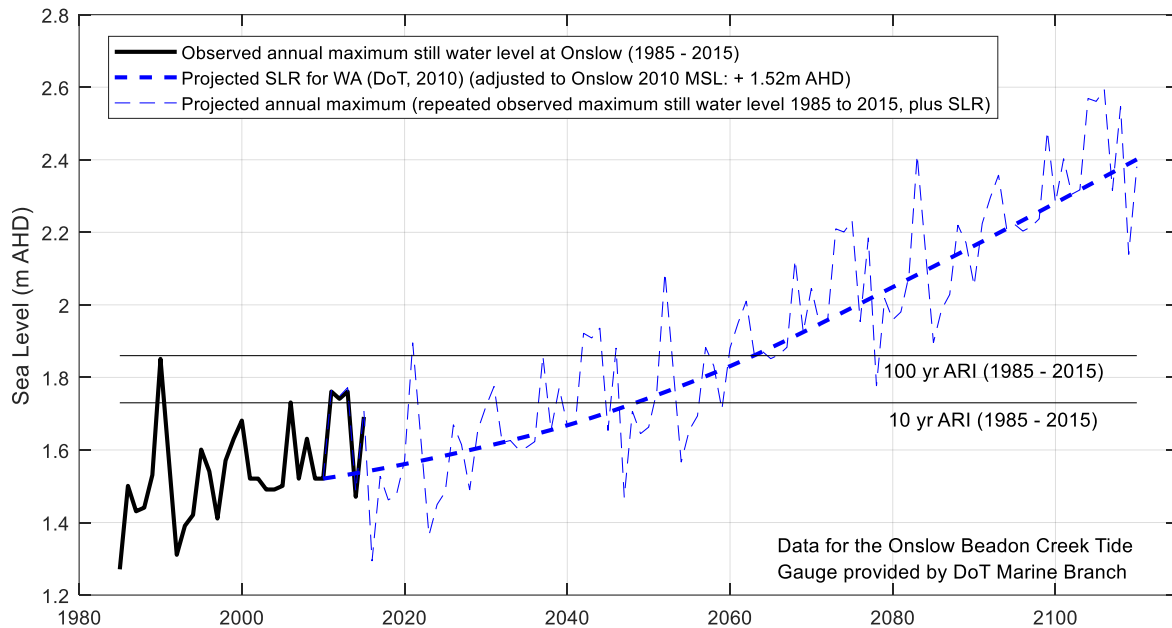
The purpose of the CHRMAP is to:

- > Ensure that development and the location of coastal facilities takes into account coastal processes, landform stability, coastal hazards, climate change and biophysical criteria;
- > ensure the identification of appropriate areas for the sustainable use of the coast for housing, tourism, recreation, ocean access, maritime industry, commercial and other activities;
- > provide for public coastal foreshore reserves and access to them on the coast; and
- > protect, conserve and enhance coastal zone values, particularly in areas of landscape, biodiversity and ecosystem integrity, indigenous and cultural significance.

An example of the possible scenario of future maximum annual still water levels is provided below in **Figure 1-2**. Rising sea levels at Onslow will affect:

- > the town stormwater drainage efficiency;
- > increase the frequency of flooding of current low lying flood-prone areas;
- > rate of erosion of the shoreline;
- > overtopping of sea defence structures; and
- > increase the groundwater table leading to longer ponding times in the town drainage basins and low lying swales.





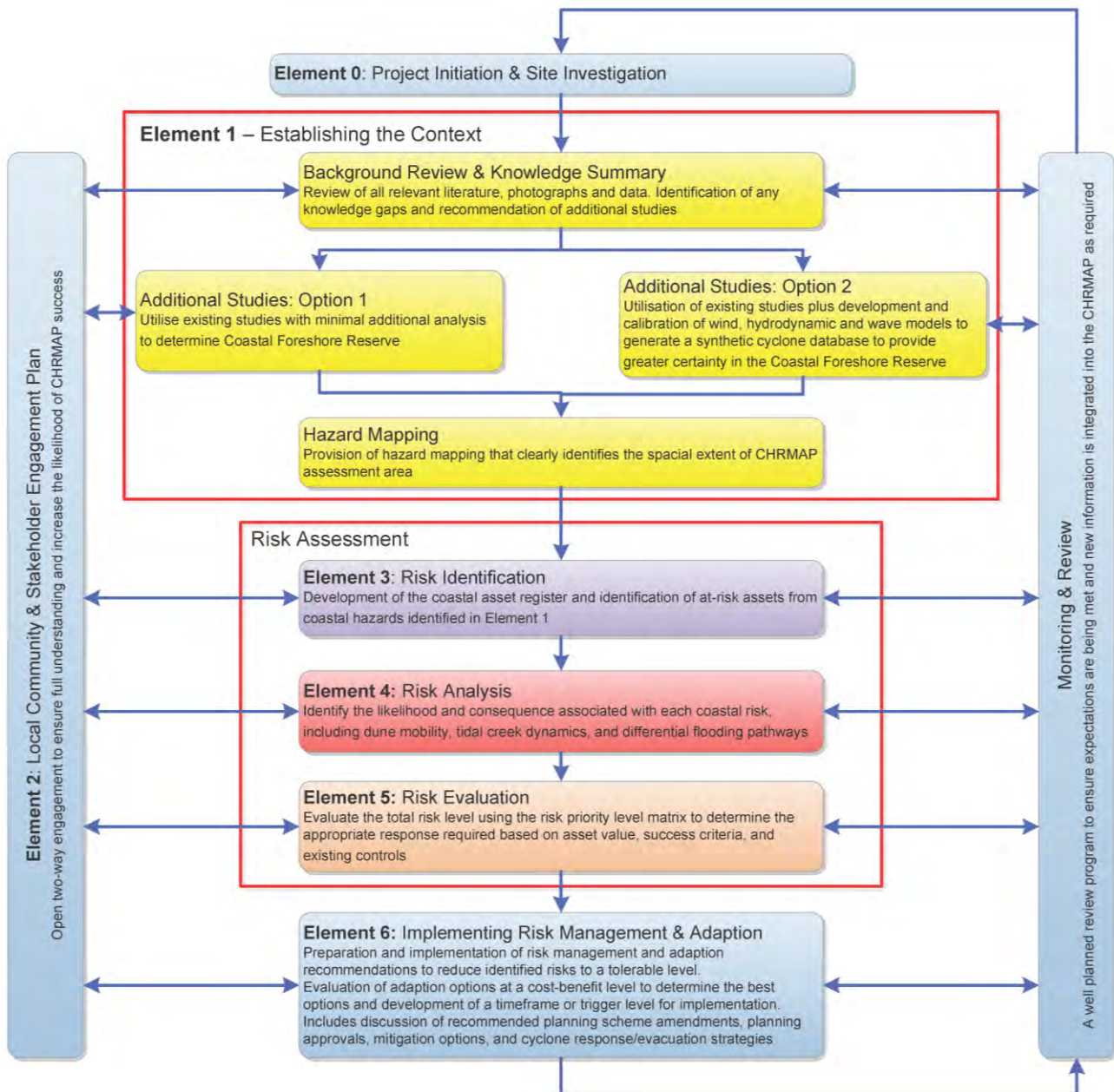
**Figure 1-2 Observed maximum annual water level from 1985 to 2015. The observed sequence (1985-2015) has been projected into the future to highlight a possible scenario of future events.**

## 1.2 Overview of CHRMAP Process

The key policy governing coastal planning in Western Australia is the State Planning Policy 2.6: Coastal Planning (2006, herein referred to as 'SPP2.6'), which recommends that management authorities develop a CHRMAP using a risk mitigation approach to planning that identifies the hazards associated with existing and future development in the coastal zone. SPP2.6 (WAPC 2013a) and the SPP2.6 Guidelines (WAPC 2013b) contain prescriptive details, for example in relation to scales of assessment, storm event types and sea-level rise allowances.

The Western Australian Planning Commission (WAPC) has also developed CHRMAP Guidelines which are less prescriptive, but are aimed to ensure that planning is carried out using a risk based approach with due regard for stakeholder engagement, community consultation and education, and that a full range of adaptation options is considered. An overview of the CHRMAP process is shown in **Figure 1-3**.

Coastal planning in accordance with SPP2.6 also needs to take into consideration the requirements of other planning policies, including State Planning Policy No. 2 Environment and Natural Resources Policy and State Planning Policy No. 3 Urban Growth and Settlement. State Planning Policy 2.9 Water Resources also require consideration in relation to the implementation of total water cycle management planning for urban growth and settlement.



**Figure 1-3 CHRMAP methodology flow chart (adapted from WAPC CHRMAP Guidelines)**

## 1.3 Guiding Principles and Concepts

Underlying the CHRMAP process are a number of guiding principles and concepts which are fundamental to understanding the purpose and outcomes of the process.

### 1.3.1 Equity

Equity is a concept that is central to the purpose of the CHRMAP process. Australia's coastline is highly valued by the community as a public asset, and stakeholders range from individual property owners adjacent to the coast, to all levels of government, and users both within and outside jurisdictional boundaries.

Responsibility for coastal planning lies with both State and Local Government, and in making decisions these authorities need to consider equity of access, equity of enjoyment and equity of public good in terms of budget allocation for coastal protection over and above other community needs.

Equity is also relevant to considerations about how a protection structure (for example a Groyne) might impact on coastal processes. Protection structures may exacerbate erosion immediately adjacent to the structure,

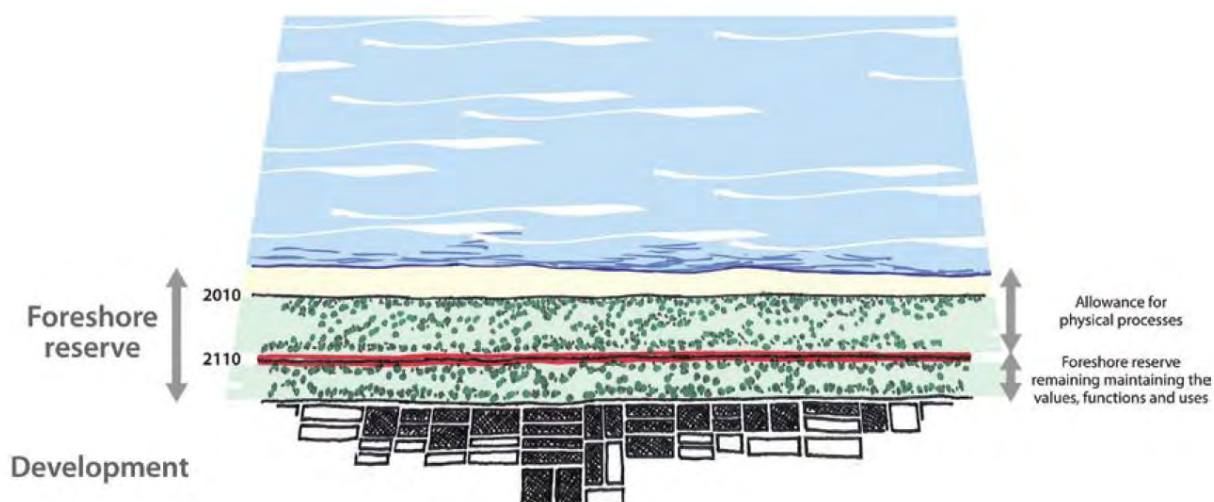
and limit sediment availability for maintaining beaches and community values some distance from the protected area. Coastal protection creates beneficiaries (those who are protected from hazards) and potentially creates disadvantage to others who may be considered to be injured parties. In this regard coastal management has similarities to the management of water rights, if one user takes all the water upstream and leaves none for downstream users then this is clearly not fair and equitable. In a future of eroding coastlines due to sea-level rise, sand for maintaining beaches and former protection buffers for coastal assets is likely to become a valuable commodity. Under the user pays principle it is expected that the beneficiaries of coastal works will bare the costs of such works, both capital and ongoing maintenance. Determining the key beneficiaries and apportioning costs in an equitable and appropriate manner will require further investigation. The challenge is to ensure that planning and management is as transparent and equitable as possible.

### 1.3.2 Coastal Foreshore Reserve

The coastal foreshore provides beach access, recreation and conservation, is a tourist attraction and provides habitat for native flora and fauna. Importantly, it also provides a buffer to mitigate risks to high value assets such as buildings and infrastructure.

SPP2.6 provides guidance for calculating the component of the coastal foreshore reserve required to allow for coastal processes, based on the 100-year hazard line determined in accordance with SPP2.6, to be contained in an appropriate coastal foreshore reserve (determined in accordance with clause 5.9 of SPP2.6) of greater width to ensure that at the end of the planning timeframe a coastal foreshore reserve is provided which is not exposed to the adverse impacts of coastal erosion and inundation. Development is able to be considered behind this point. In addition to the allowance for physical processes such as erosion, the coastal foreshore reserve includes land allocation for maintaining the values, functions and equitable use of the coast over the 100 year planning horizon (WAPC 2013b). SPP2.6 (clause 7), however, outlines specific instances where certain types of developments may be considered appropriate to locate within a coastal foreshore reserve regardless of the allowance for coastal physical processes.

Permanent and easy public access to the beach and coastal recreation (foreshore) reserves is a fundamental coastal planning objective. The coast and coastal recreation reserves are a public asset which should not, now or in the future, become the de facto exclusive domain of private landowners by virtue of the erosion of coastal reserves or other coastal processes. Coastal reserves should be wide enough that they can still perform recreation and/or conservation functions (according to the reasons for their initial designation) even if they are affected by coastal erosion or diminution due to sea level rise.



**Figure 1-4 Coastal foreshore reserve – sandy coast example (WAPC 2013b)**

### 1.3.3 Rights and Responsibilities

There is no law requiring the government (at any level) to provide protection of private property from natural hazards nor compensation when land is lost to the sea. There are, however, several laws which allow the intervention of governments to enforce eviction if private property becomes uninhabitable or removal of

property if it constitutes a public risk. In the event of coastal erosion causing a property to “fall into the sea”, and the land to disappear below the high water mark, the loss is to be borne by the property owner.

Nonetheless, it is the aim of all levels of government to protect the interests of all Australians, and the CHRMAP process ultimately intends to minimise risks and maximize beneficial use of the coast from an economic, social and environmental perspective. In reality, mechanisms for managed retreat are likely to be aided by public monies, and in some instances where public good can also be demonstrated, protection may also be funded. Where the benefits of a particular coastal protection measure is limited to private beneficiaries, there is an expectation that the cost will be borne by those beneficiaries under the “user pays” principle. Again, identifying the key beneficiaries of any coastal works required for future hazard mitigation and apportioning costs in an equitable manner will require further investigation.

#### **1.3.4 Hazards**

Sea-level rise is predicted to result in both erosion and inundation of the Onslow area due to seawater encroaching on the land. In this report inundation due to seawater ingress is called “coastal inundation”. Erosion and coastal inundation hazards are modelled using oceanographic models.

In Onslow, a secondary hazard exists from freshwater inundation during high rainfall events (such as cyclones). This is related to the issue of sea-level rise due to constraints on drainage at high tide and higher groundwater table levels due to increased sea-level. In this report, inundation from rainfall has been modelled in addition to the modelling of coastal processes, and is called “pluvial inundation”.

Details of the hazard assessment are provided in the Coastal Hazard Assessment Report (Cardno 2016a), and key outcomes are summarised in **Section 2.7.1**.

#### **1.3.5 Assets**

An asset is defined a useful or valuable thing. As defined by AS 5334-2013, value can be tangible or intangible, financial or non-financial; examples of assets include financial assets, human resource assets, physical assets, and organization reputation. Value includes consideration of risks and liabilities, and can be positive or negative at different stages of the asset’s life.

In the current CHRMAP, assets include:

- > Natural features such as beaches and native vegetation;
- > Buildings and other structures (sheds, shade structures);
- > Infrastructure such as fences, lighting, water and sewerage;
- > Roads, paths and walkways; and
- > Existing protection structures, such as the seawall.

#### **1.3.6 Risk**

Risk is defined as a hazardous event or circumstance and the consequences that may flow from it. Risk is measured in terms of a combination of the likelihood of a hazard occurring and the consequence of that hazard occurring. (likelihood and consequence).

#### **1.3.7 Adaptive Capacity**

Adaptation is defined by SPP2.6 as:

*“an adjustment in natural or human systems in response to actual or expected stimuli or their effects, which moderates harm or exploits beneficial opportunities. Adaptation is the means for maximising the gains and minimising the losses associated with coastal hazards over the planning timeframe.”*

WAPC (2014) further defines adaptive capacity as reflecting the ability of an asset to change in a way that makes it better equipped to deal with external influences (e.g. coastal climate change impacts).

In this report, adaptive capacity has been assessed in relation to the ability of an asset to be modified to reduce risk (for example raising the height of the seawall) or relocated (for example moving a wooden walkway inland).

### 1.3.8 Vulnerability

Vulnerability has a specific meaning in the context of risk based approaches to climate change adaptations, in accordance with Australian Standards (AS 5334-2013) and SPP2.6, which defines vulnerability as:

*“the means the degree to which a system is susceptible to, or unable to cope with, adverse effects of climate change, including climate variability and extremes. Vulnerability is a function of the character, magnitude, and rate of climate change and variation to which a system is exposed, its sensitivity, and its adaptive capacity. Systems that are highly exposed, sensitive and less able to adapt are vulnerable”*

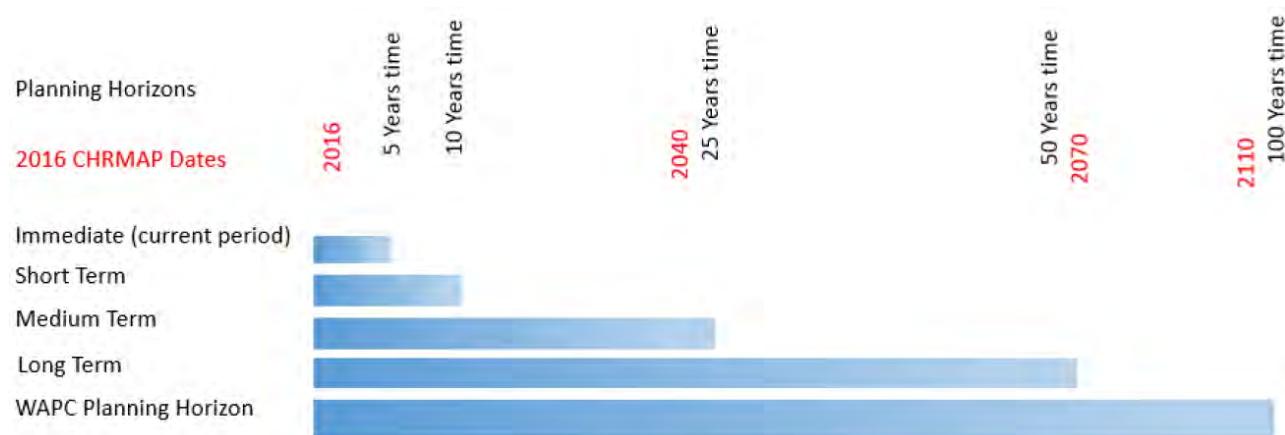
This report uses vulnerability as the final outcome of the risk assessment process, combining likelihood and consequence of hazards with the adaptive capacity of assets in a stepwise process as summarised in **Section 3.1** and fully described in the risk assessment report (Cardno 2016b).

### 1.3.9 Temporal scales

Coastal hazard assessment and planning needs consider a number of different timeframes (**Figure 1-5**). SPP2.6 specifies the need for identifying risks and extending planning considerations out to a one hundred year planning horizon, whereas practical planning from the Shire's point of view needs to consider the current planning period (5 year horizon), short (5 - 10 years) and medium term (10 - 25 years). Planning for more than 25 years into the future is considered to be long term.

The need for identifying potential long term risks is important for ensuring these risks are taken into consideration in Onslow's asset management strategy and statutory planning framework. The long term perspective is also important for management of community expectations and gives potentially impacted stakeholders ample time to appropriately manage assets potentially at risk.

This CHRMAP includes predictions of current to long-term risks associated with climate change and predicted “planning pathways” to guide management approaches for vulnerable assets. The planning pathways result from the risk and adaptation options assessment, taking into account the timing of likely impacts, the lifecycle of the asset and any other relevant timing constraints and opportunities.



**Figure 1-5 Coastal planning timeframes used in this report**

### 1.3.10 Spatial scales

The CHRMAP process also considers a range of spatial scales, from the individual asset scale to groups of assets that belong to the same functional coastal management unit. SPP2.6 requires that hazard assessment is carried out at the “coastal compartment” scale, to reflect the reality that modifying one part of a coastline will have impacts beyond the immediate area of the works.

The prescribed methods for predicting future shoreline position (or hazard lines) incorporate a number of assumptions that need to be tested in time to review the predicted hazard lines. Interpretation of hazard lines needs to be approached carefully, since the underlying assumptions used to predict erosion allowances (see **Section 2.7.1.1**), leads to hazard line estimates with considerable variability in scale.

### 1.3.11 Reactive Management

Reactive (or adaptive) management is the term given to a structured, iterative process of robust decision making in the face of uncertainty (Allan & Stankey 2009). In the CHRMAP context it allows for predictions of



potential impacts and long term planning pathways to mitigate against risks, while at the same time acknowledging that things will change over time. It is certain there will be changes in context (for example population pressures), risk profile (for example occurrence of storm events) and implementation of controls (for example extension of the seawall) that will require adjustments to the type and timing of management response.

The CHRMAP therefore also includes directions for the monitoring and review process and defines triggers for implementation of management actions to manage risk and achieve adaptation objectives in the event of “things not going according to plan”.

#### **1.4 CHRMAP Format**

This document has been designed to inform the community and provide direction to the Shire for planning for climate change risks facing the Town of Onslow. The structure of the document also allow for the planning context of individual assets or groups of assets to be separated from the main document with Appendices formatted as separate sheets provided for each of the coastal assets.

## 2 ESTABLISHING THE CONTEXT

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### 2.1 Overview of CHRMAP Area

Onslow is located on the Shire's coastline in the Pilbara Region of northwest WA, approximately 100 km east-northeast of Exmouth and 200 km southwest of Karratha. The Ashburton North Strategic Industrial Area (ANSIA) is located around 13 km to the west of the town; together these areas are two of the Shire's important coastal developments (refer inset in Figure 2-1 for study area and locality plan). The tertiary coastal cell boundaries indicate areas of similar coastal geomorphology. The focus of this study is the town and foreshore defined by the four coastal units (sections 1 to 4 in Figure 2-1) that delineate particular shoreline characteristics.

### 2.2 Relevant Socio-economic Aspects

Onslow has traditionally been a small town supporting fishing, pastoral and tourism industries as well as a significant salt production facility. Due to the development of the ANSIA and Chevron's Wheatstone Project, the town is expecting significant population growth; LandCorp have recently developed and released a 220 lot subdivision as a first step towards accommodating this growth.

Primarily a service town, the prosperity of Onslow is highly dependent on the commodities market, and the population has a large proportion of transient residents.

It is significant in the context of coastal planning that the Onslow town site was moved in 1923. Old Onslow was situated 18 kilometres to the south-west of the current site. The decision to move the town was made due to repeated cyclone damage and the silting up of the river caused increasing problems with the loading and unloading of visiting ships. The new town-site was gazetted on 10 January 1924, and the residents of Old Onslow moved across in 1925. The new location for Onslow's jetty was better protected from storm damage with the townsite more conveniently located on the coast (<http://www.ashburton.wa.gov.au/visit-ashburton/onslow/history>).

To adequately plan for the future, and accommodate the increased pressure on the coastal zone from increased development, the Shire has investigated and redefined the 'Onslow Coastal Hazard Area – Special Control Area' which covers a significant portion of the town site, including low-lying coastal areas deemed at risk by previous studies. A key outcome of this CHRMAP is to investigate the extent of this coastal hazard area so that sustainable development of the coastline can occur for the long term and the Shire can maximise its use of the coastal foreshore area.

The area has a long and rich aboriginal heritage of the Thalanyji people and the coastal area was accessed by a number of tribes who inhabited the hinterland areas of the West Pilbara. Native title of lands surrounding the town site is vested in the Buurabalayji Thalanyji Aboriginal Corporation who administer a number of services and local businesses in Onslow. A number of culturally significant sites are located around the Beadon Bay foreshores.

### 2.3 Relevant Environmental Aspects

The study area coastline is a diverse and, at times, challenging environment that experiences seasonal cyclones with potentially dangerous storm surges. The tidal range at Onslow is approximately 3 m but the extreme meteorological and oceanographic conditions generated in a cyclone have the potential to raise the sea level several metres higher than normal, as was the case during Tropical Cyclone Vance in 1999 (BoM, 2000), and a number of other cyclones (**Figure 2-2**). Flooding is relatively common and the coastal zone can be hazardous, and extreme events such as TC Vance can result in significant ocean inundation and coastal erosion. In addition to ocean storm surge cyclones also dump torrential rains leading to local catchment flooding of the local drainage infrastructure, also known as pluvial inundation.





Figure 2-1 The CHRMAP study area extents shown in yellow (detailed model extent) and red (regional assessment extent); tertiary sediment cell boundaries indicated by the red crosses.



a)



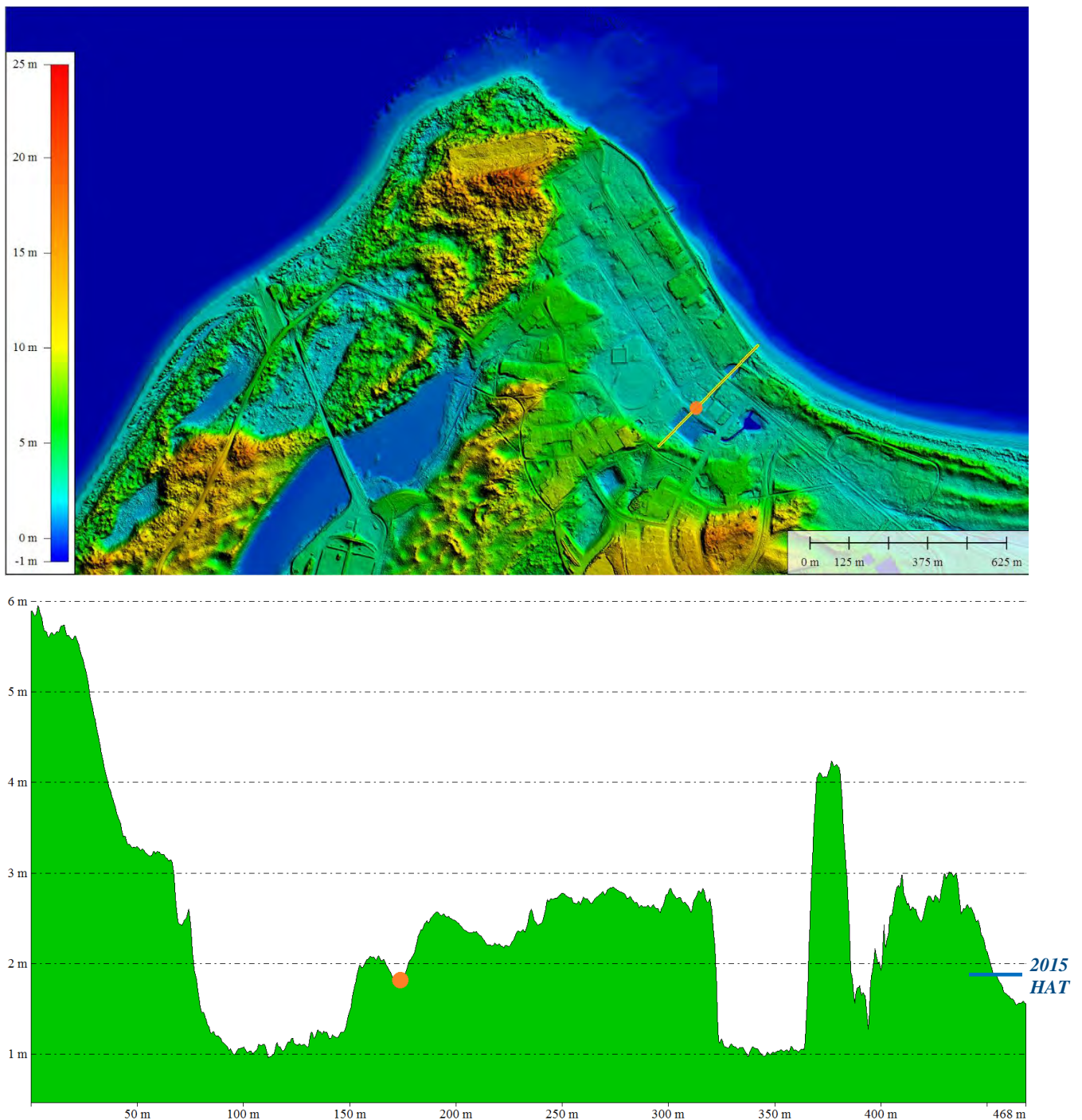
b)

**Figure 2-2 Photographs of historical of Onslow town site flooding in a) 1963 and b) 2015**

The Shire of Ashburton have been undertaking modifications to roads and stormwater drainage infrastructure to mitigate flooding impacts associated with the threats of the 1 in 10 year Average Recurrence Interval rainfall events. These works are also attempting to keep pace with the effects of rising sea level that is gradually increasing the frequency of flooding in low lying areas. For example, the 1 in 10 year flood event in 2010 is likely to occur more frequently, say 1 in 5 years, in 2030 due to the increase in the sea level that inhibits stormwater drainage. Rising sea level is also gradually increasing the annual mean level of the water table that can influence flooding characteristics and the type of vegetation.

Surface levels at the northwest end of Onslow derived from LIDAR data collected in 2012 and a land surface cross section adjacent Simpson St are shown in **Figure 2-3**. The cross section highlights the low lying area at Third Ave that forms the main drainage conduit for the northwest end of the town.





**Figure 2-3 LIDAR Surface levels in north west Onslow and a land surface cross section along the section A-B adjacent Simpson St (Vertical Datum is AHD)**

Erosion of the beaches and damage to coastal infrastructure is also driven by extreme ocean water levels and wave events that typically occur under tropical low pressure and cyclone weather systems. Examples of the impact of coastal erosion are presented in **Figure 2-4** that shows the loss of beach sands and the erosion escarpment produced by the combined effects of storm surge inundation and large waves associated with Tropical Cyclone Vance in March 1999. With rising sea levels these effects will effectively move the coastline landward threatening coastal habitats and infrastructure.



**Figure 2-4** Image showing the erosion escarpment at beach west of Onslow after TC Vance in March, 1999.

## 2.4 Planning Context and Existing Controls

The key statutory planning document is the Shire of Ashburton Town Planning Scheme No. 7 (TPS 7). This applies zones and reserves to land within the Shire, and outlines the permissibility of land uses, the requirements for development, and the processes for seeking approval for proposed development. Of particular significance to the CHRMAP is the delineation on the Scheme Map of a Special Control Area (SCA); the Onslow Coastal Hazard Area SCA (Onslow SCA). TPS 7 was gazetted in 2004. Amendment 24 to TPS 7 was gazetted on 1 August 2014 with relevant text around the SCA reprinted here:

Under the Shire of Ashburton Local Planning Scheme No. 7 ('Scheme'), much of the land within the Onslow townsite is included with the *Onslow Coastal Hazard Area – Scheme Control Area (SCA)*.

The SCA applies to all land up to 4m Australian Height Datum (AHD) in the coastal zone and 5m AHD in the frontal dune areas of the townsite, between Four Mile Creek in the south-west and Beadon Creek in the north-east.

The Shire is aware that some modification to the minimum AHD is likely due to a review undertaken by LandCorp and other State Agencies. This review is still to be finalised however the Shire is becoming increasingly aware of numerous proposals looming with the SCA.

In areas outside this SCA (Figure 2-5), if the Shire considers that a proposed development could potentially be incompatible with TPS 7 and prone to flood and storm surge events it may still have regard to information about these events when determining applications for planning approval. A considerable part of the Onslow townsite is affected by the Onslow SCA, including all of the town centre, Bindi Bindi Aboriginal Community, much of the older residential part of town on both sides of Third Avenue, both caravan parks, the primary school, hospital site, and most of the oval.

These existing statutory planning and physical controls (discussed below) form the key tools available to mitigate the risks of the identified future hazards. The potential social and economic consequences associated with implementing such changes will require additional analyses to optimise proposed options. The risk analysis considers these tools when assigning risk levels, vulnerability scales and the subsequent mitigation options. For the development of the future strategy options (Appendix B and C) the proposed introduction of planning controls that can minimise exposure to future liability are deemed preferred to physical or structural controls that may currently exist. The future pathway options identified and discussed in Appendix C are then subject to reanalysis of the risk assuming that the option is implemented in the future. This process then leads to an estimate of the residual risk that may remain after implementation of the particular option. Note that each option aims to reduce the risk to some degree that then needs to be assessed in terms of the acceptability of the residual risk. This process includes a number of steps that all include a level of uncertainty that will require refinement in future reviews and investigations. This CHRMAP (2017) documents the first attempt to articulate each component of the risk assessment and proposed mitigation options process to assist Council and the community understand the potential costs of the threat of rising sea level and the complexities of managing these future risks in a viable and equitable manner.

The adaptation process involves an integrated plan to monitor, investigate, implement and review the consequences of particular options as the threat intensifies in the future. The ongoing process then repeats these steps nominally each 5 years to revise the plan and optimise future responses. This approach is therefore a continuous process of adapting to the changing conditions in a measured and proactive way that ultimately aims to reduce the liability of today's decisions.

## **2.5 Existing Structural Controls**

The key existing structural controls protecting the Onslow coastline are the seawall and the Beadon Creek Groyne. In addition to being an existing structural control for protection of the town site against coastal hazards, the seawall is also considered in this assessment as an asset.

The seawall extends from the western end of the town beach to the main drain discharge point near the end of Cameron Ave. The main flood storage basins in the town ultimately discharge through this drain. During extreme rainfall and potentially storm surge events in future, the drain is critical to the stormwater drainage from the western end of the town. Most of the time it is used as a beach access route across the beach berm. To the east of the drain it appears there is some rock buried beneath the beach berm. It is not clear how far this material extends and its integrity as a protection structure could not be confirmed. Hence, hazard line estimates east of the seawall assumed this area is sand and subject to future erosion. The seawall is a rubble mound structure and as sea level rises may be subject to larger wave attack and failure modes such as slumping of the wall due to undercutting by extreme waves. As these events occur in the future it is likely the seawall will require more frequent repairs and maintenance.

The actual design specifications for the seawall (presumably reported prior to the commencement of the seawall construction in 2002, completed in 2003) were not available at the time of preparing this report. The following typical specifications have been assumed. The seawall design life is assumed to be 50 years and hence the future adaptation pathway will need to address the end of life of the asset in 2053. In addition, the design crest level (assumed to be 3.5 m) was based on wave conditions most likely derived from pre-2000 data sets. The rising sea level will effectively mean that the present day seawall is under-designed for the future conditions and hence more frequent maintenance and refurbishment is likely to be required. This is also likely to require consideration of beach amenity and mechanisms to facilitate retention of beaches for future community such as sand nourishment to maintain an accessible beach.





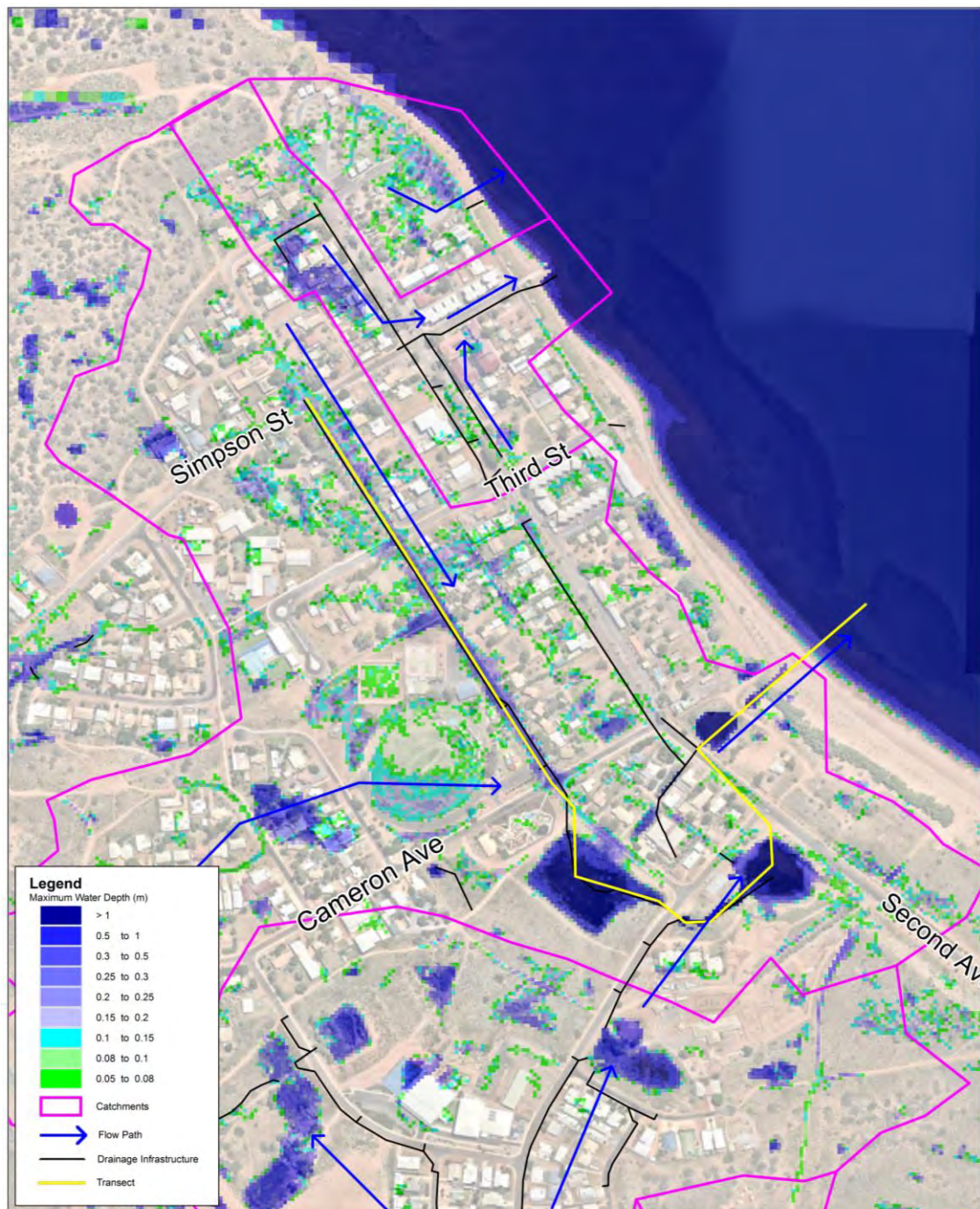
**Figure 2-5 Onslow Coastal Hazard Area Special Control Area**



## 2.6 Existing Hydrology and Stormwater Management

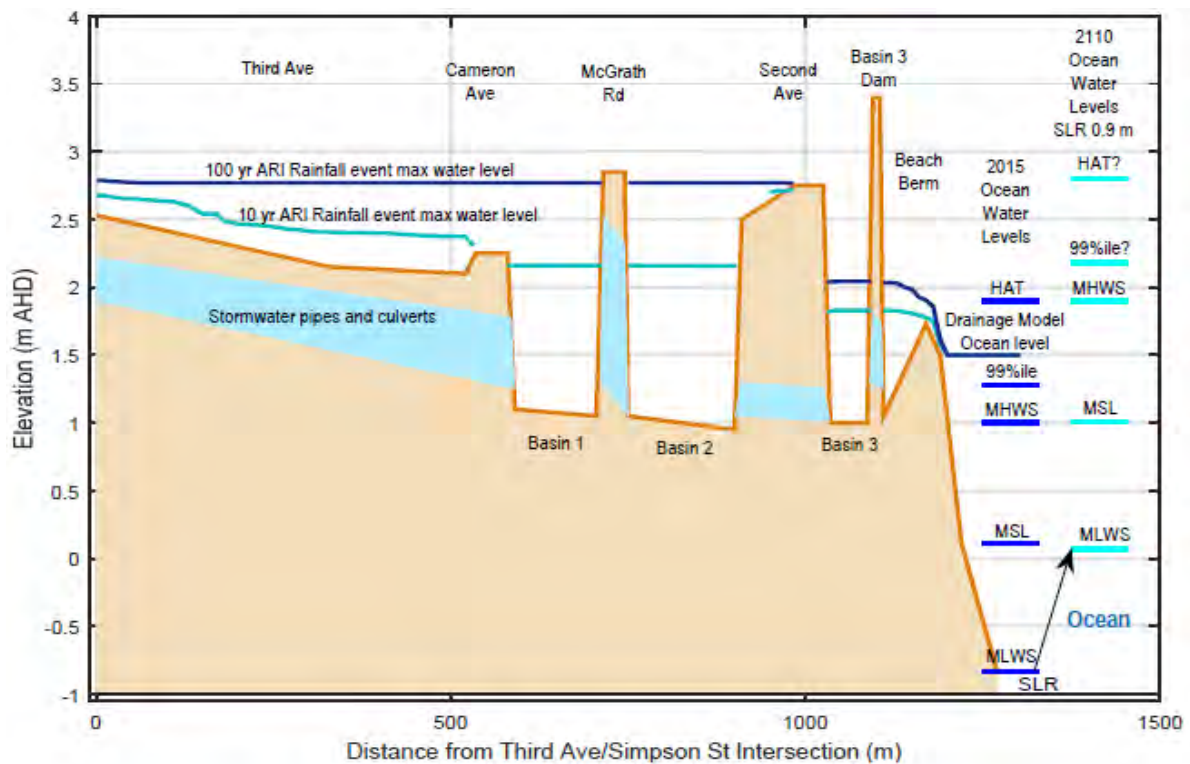
The township of Onslow is situated on a peninsula, with a ridge running north-south on the western edge of the town. The town does not have any significant creek or river systems running through it. Drainage in the township is through a stormwater network consisting of drainage pits and pipes, some open channels and a number of detention basins (**Figure 2-6**). The western end of the town drains through 3 detention basins and ultimately to the town beach through the drain at the end of Cameron Ave.

The release of water from the retarding basins via the drainage network to the ocean is impacted once tide levels rise above approximately 1 m Australian Height Datum (AHD). Typical one-way flap valves (**Figure 2-7**) are installed on pipes discharging to the ocean to prevent ocean waters flowing into the town during times of storm surge sea level.



**Figure 2-6** Key drainage catchments and drainage paths in Onslow. The existing 10 year ARI pluvial flood extent is shown





c)

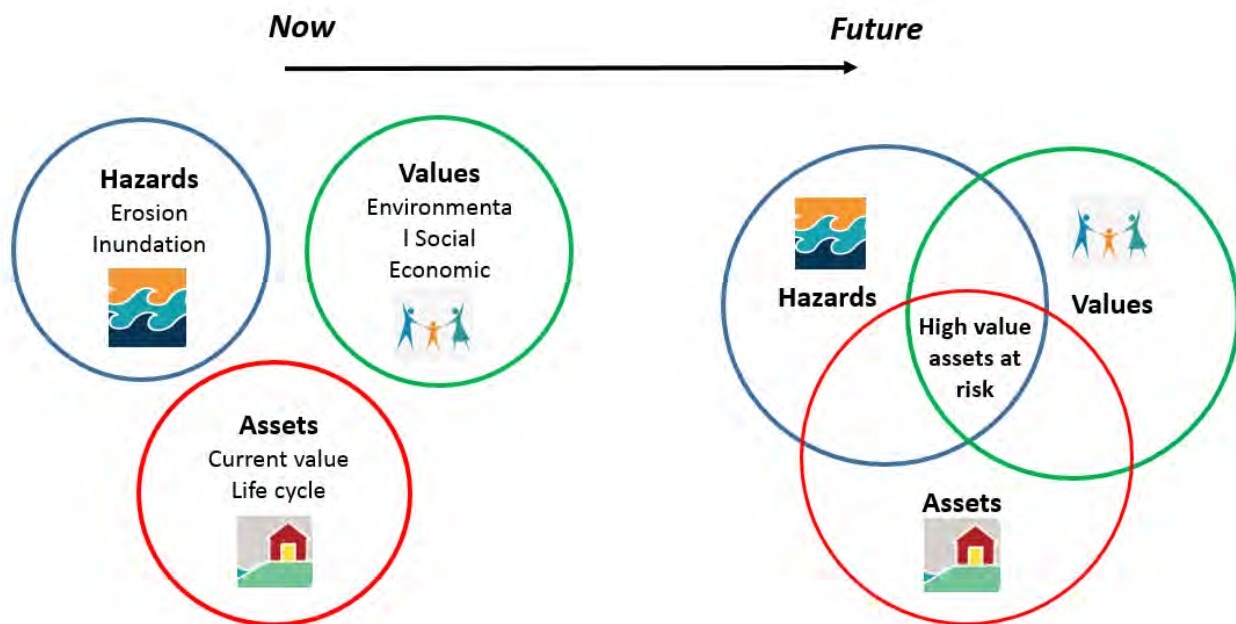
**Figure 2-7 Key stormwater management features a) map of detention basin system and ocean discharge, b) photograph of stormwater discharge pipe on Front Beach and c) schematic representation of drainage network**

## 2.7 Key CHRMAP Inputs

To effectively assess the risks and plan for the future management of the coastal zone, information is needed on:

- > present and future erosion and inundation hazards;
- > current assets, current worth and lifecycles; and
- > community and stakeholder values.

As illustrated in **Figure 2-8**, over time it is the interrelationship between these which defines the priorities for adaptation planning.



**Figure 2-8** Conceptual relationship between key inputs to the coastal risk assessment process

### 2.7.1 Hazards

#### 2.7.1.1 Erosion and Coastal Inundation

The study area was grouped into four sections by location and morphology as part of the shoreline stability assessment discussed in Cardno (2016a) (**Figure 2-9**). A horizontal shoreline datum (HSD) was defined on the basis of the type of coastline being assessed to define the active limit of the shoreline under storm activity. Based on the levels calculated in the Storm Surge Inundation Assessment (Cardno 2016a), the HSD corresponds to 2.71 m AHD. This value represents the 100-year Average Recurrence Interval (ARI) water level plus an allowance for wave setup.

The hazard maps for the storm surge inundation assessment and the shoreline stability assessment are presented in the Coastal Hazard Assessment Report (Cardno 2016a). They provide the predicted extents for inundation and erosion under present day conditions, as well as the 2040, 2070 and 2110 planning horizons. The erosion allowances are presented in **Table 2-1** for each section of the coastline.





Figure 2-9 Shoreline stability assessment study sections (1 to 4) (aerial image source: NearMap)

Table 2-1 Coastal processes erosion allowance for present day and predicted conditions

Section	Total Erosion Allowance (m)			
	Present-day (2016)	2040	2070	2110
1	19	49	79	119
2	7	41	75	120
3	10	13	16	20
4	25	55	85	125

#### 2.7.1.2 Pluvial Inundation

Pluvial assessment has adopted a direct rainfall approach for assessing the catchment inflows. This approach was selected due to the contained nature of the catchments that drain through Onslow and that the pluvial inundation assessment is for the township areas only as discussed in Cardno (2016a). The results of storm surge inundation assessment indicate that for the township of Onslow:

- > Township flooding is primarily from pluvial sources up to 2110. The increasing sea levels and rainfall intensity as a result of climate change will exacerbate the existing flooding that occurs in low-lying areas of the township.
- > In the 2110 0.2% Annual Exceedance Probability (AEP) event, the township is significantly impacted by coastal inundation. Dunes and protection structures are overtopped and the township area floods to a level equivalent to the tidal level (approximately 4.55 m AHD).
- > In the 2110 1% AEP event, although some overtopping of the dune occurs, it does not significantly impact the township, although access along Onslow Road is cut as a result of the storm surge water level.

For a full suite of inundation maps at a range of scales, see Cardno (2016a).

### 2.7.2 **Assets**

Key assets were identified using a variety of methods, including community and stakeholder consultation, examination of the Shire's asset register and a detailed asset survey. For details of the community consultation and asset survey methods and outcomes see the Key Issues Paper (Cardno 2016c).

Assets at risk from inundation were categorised as commercial, public, tourism related and residential to assist in the assessment of values and consequences, and further categorised for management planning purposes as:

- > Houses, buildings and property;
- > Parks and recreation grounds;
- > Public Infrastructure;
- > Car parks;
- > Roads and footpaths; and
- > Sheds.

**Table 2-2** presents the property and infrastructure that are predicted to be affected within the coastal foreshore reserve allowance for coastal processes, and **Table 2-3** presents the total count of assets affected by inundation hazards under 100 and 500 year ARI scenarios.

Additional information for each asset or asset type is provided in **Appendix A**.

**Table 2-2 Assets at risk from coastal process hazards**

Timeframe	Assets At Risk
Present Day	<ul style="list-style-type: none"> <li>On-ground infrastructure at Onslow Salt Jetty</li> <li>Onslow Back Beach picnic area (low risk)</li> <li>Front Beach / Sunrise Beach</li> <li>Town Seawall will need to be maintained for full planning timeframe to limit the risks to assets. Coastal erosion hazard extents allowed for in this section mainly consist of the uncertainty factor required as per SPP2.6. Present day: 1 bench is at risk</li> </ul>
2040	<ul style="list-style-type: none"> <li>Seaview Drive near 12 Mile Creek / 4 Mile Beach</li> <li>Assets adjacent to crest of seawall (bins, shade structures, benches)</li> <li>Shire of Ashburton Offices (Business House) at the intersection of Second Ave and McGrath Rd (still Shire-owned)</li> <li>Aboriginal community on Second Ave</li> <li>Second Ave</li> </ul>
2070	<ul style="list-style-type: none"> <li>Western half of Ian Donald Blair Memorial Walkway</li> </ul>
2110	<ul style="list-style-type: none"> <li>Intersection of Seaview Drive and Back Beach Road</li> <li>Eastern end of Ian Donald Blair Memorial Walkway</li> <li>Lot 381 (top of hill at Beadon Point). Noting presence of underlying rock within Beadon Point hill may limit this erosion. In addition, elevation is not considered when applying methodology of SPP2.6. Hill crest is 10 to 15 m AHD. This additional volume of sediment means the 2110 hazard line is conservative</li> </ul>

**Table 2-3 Assets at risk from pluvial inundation hazards**

ARI Event	Affected Assets	Assets Not Affected	Total Assets	Percentage Affected
Present Day 100 Year	259	277	536	48%
Present Day 500 Year	327	208	536	61%
2040 100 Year	282	254	536	53%
2040 500 Year	352	182	536	66%
2070 100 Year	286	250	536	53%
2070 500 Year	395	117	536	74%
2110 100 Year	373	163	536	70%
2110 500 Year	447	84	536	83%

### 2.7.3 Values

Community and stakeholder engagement was undertaken to establish the spatial, social, and economic context of the CHRMAP, and develop the success criteria for the CHRMAP. Details of consultation methods and outcomes are provided in the Key Issues Paper (Cardno 2016c).

The stakeholder values were mapped according to the following categories:

- > Recreational;
- > Commercial;
- > Environmental;
- > Historic / heritage;
- > Physical infrastructure;
- > Aboriginal.

An example of recreational values identified is provided in **Figure 2-10**.

Success criteria were developed with the stakeholders and prioritised according to importance:

- > Maintenance of the foreshore;
- > Protection and enhancement of the local economy;
- > Well maintained community structures;
- > Year round accessibility to Onslow via Onslow Ring Road;
- > Realistic and sustainable strategies;
- > Sustaining and enhancing natural environmental values;
- > Strategy not reliant on building heights;
- > Not prohibitive of future development; and
- > Year round accessibility of the foreshore (as was historically the case).

Whilst all of these success criteria will be considered during the CHRMAP process, it should be noted that not all may be realistically achievable.





Figure 2-100 Example of values mapping showing recreational values for the study area



## 3 RISK ASSESSMENT

### 3.1 Risk Assessment Framework

To provide a transparent and logical basis for determining adaptation planning priorities, a risk assessment was undertaken based on AS5334-2013, and the CHRMAP guidelines (WAPC 2014). As illustrated by **Figure 3-1**, risk was assessed in relation to likelihood, consequence and adaptive capacity. Likelihood was assigned using the results of the hazard assessment and consequence ratings were informed by public consultation. Risk is considered to be the combination of likelihood and consequence with consideration of adaptive capacity determining an assets overall vulnerability to climate change (as defined in **Section 1.3.6**).

The Risk Assessment Report (Cardno 2016b) provides a full description of the risk assessment process. A summary of the assigned likelihood, consequence and adaptive capacity for each asset is provided in **Appendix A**, and the resultant risk and vulnerability profile over time for each asset is provided in **Appendix B**.



**Figure 3-1** Conceptual relationship between risk assessment elements

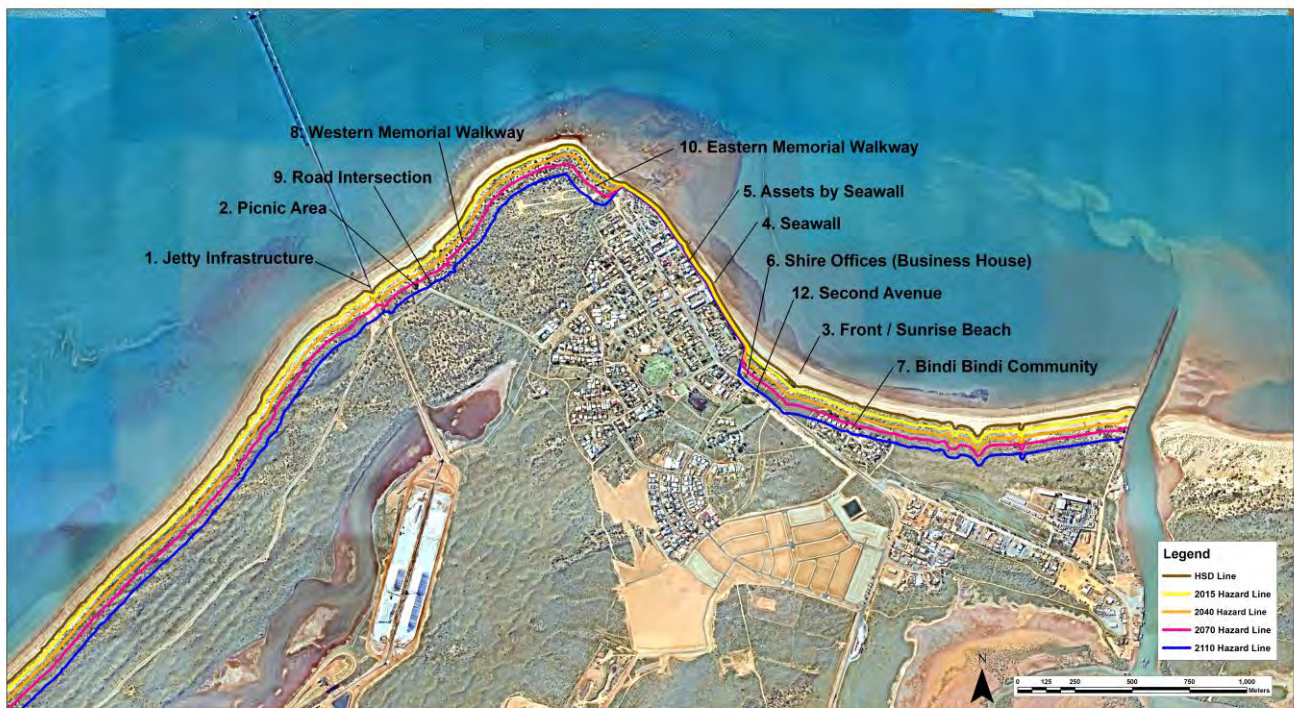
### 3.2 Assets at Risk from Erosion and Coastal Inundation

Assets identified as being at risk of erosion and coastal inundation are shown in **Figure 3-2**. A brief description of the assessed risk and vulnerability profile for each of the assets is summarised below.

#### 3.2.1 On-ground Infrastructure at Onslow Salt Jetty

The current hazard line is immediately adjacent to the seaward edge of on ground infrastructure at Onslow Salt jetty. These assets are therefore at risk of erosion before 2040, with likelihood increasing over time, and impacts considered to be almost certain by 2070 (**Appendix A**).

The current economic value of the assets and role of Onslow Salt as a significant local employer lead to a consequence rating of major being assigned to this group of assets. (**Appendix A**) However, since the assets include a number of relatively adaptable and relocatable elements, the adaptive capacity was deemed moderate and overall vulnerability was assessed as being high in 2070 and very high from 2110 (**Appendix B**).



**Figure 3-2 Map of assets at risk from coastal hazards**

### **3.2.2 On-ground Infrastructure at Onslow Salt Jetty**

The current hazard line is immediately adjacent to the seaward edge of on ground infrastructure at Onslow Back Beach Picnic Area

The picnic area assets are predicted to be at risk of erosion between 2070 and 2110. While having considerable value in terms of public recreational amenity, the economic value was estimated to be between \$100 - \$1M and therefore only a moderate consequence of loss (**Appendix A**). Furthermore the assets are considered to be relocatable so the adaptive capacity was deemed high and overall vulnerability was assessed as being low up to 2110 after which time it rises to medium vulnerability (**Appendix B**).

### **3.2.3 Front / Sunrise Beach**

The front beach is highly valued by the community for recreation purposes, it has environmental value (including turtle nesting) aboriginal significance as a fishing area and commercial value in relation to tourism. The hazard assessment indicates that the beach will erode over time, intersecting with the Bindi Bindi community by 2040 and Second Avenue by 2070. Despite having being of high value, due to the inherently mobile nature of beaches - the consequences of the erosion are considered to be low initially, increasing over time as the space available reduces and there is conflict with other assets (**Appendix A**).

The results of the risk assessment show that the beach has a high vulnerability rating from 2070 and is considered very highly vulnerable from 2110 (**Appendix B**).

### **3.2.4 Existing Seawall**

The risk assessment for the seawall is confounded by the fact that the seawall itself is a previously installed risk mitigation option. Firstly, the hazard lines show erosion landward of the wall, which is an artefact of the method prescribed in SPP2.6 that requires an allowance for sea-level rise even behind physical infrastructure. Secondly, the risk assessment was based on the assumption that the wall was not maintained and thirdly, in the CHRMAP context, its primary role is as a structural control influencing coastal processes. Nonetheless, in terms of public infrastructure and the Shire's operations it is a key asset and was assessed as such. The risk assessment was completed as if there were no mitigating factors (the seawall) and the likelihood, consequence and existing risk were assessed on this basis. The adaptive capacity and existing controls are then factored in to determine the vulnerability. The design life and future presence and functionality of the seawall need to be considered in long-term planning around both the seawall itself and adjacent assets which it presently protects.

It was considered possible that erosion will occur in the present day timeframe, consequences were considered to be moderate (assuming that the portion of wall that may be damaged has a value of \$0.1M - \$2M), but it is considered to have a high adaptive capacity (**Appendix A**).

The results of the risk assessment show that the seawall has a medium vulnerability at present up to 2070 at which time it has a high vulnerability rating through to the end of the planning horizon (**Appendix B**).

### **3.2.5      Assets adjacent to Seawall**

As for the assets adjacent to the seawall, the erosion hazard lines landward of the seawall are an artefact of the way in which SPP2.6 requires that allowances are made for sea-level rise, and in reality if the seawall is maintained appropriately then these should not be at risk of erosion. Nonetheless the hazard assessment shows the assets adjacent to the seawall as possibly being impacted by 2070, with minor consequences increasing to moderate in 2110 (**Appendix A**). These assets are considered to have a moderate adaptive capacity because, although they are relocatable, the options for where to put them become limited if the reserve is eroded. Therefore the assets are considered to have a medium level of vulnerability by 2070 (**Appendix B**).

### **3.2.6      Shire of Ashburton Offices (Business House)**

The Shire offices (Business House) are predicted to be impacted by erosion between 2040 and 2070, with major consequences (based on the assumed economic value of the property) (**Appendix A**). This assigned consequence rating along with a low adaptive capacity, results in the asset being assessed as having medium vulnerability by 2040 and increasing to high throughout the rest of the planning horizon.

The results of the risk assessment show that the Shire of Ashburton Offices (Business House) have a low vulnerability at present up to 2040, at which time it has a high vulnerability rating which increases again to very high in 2070 (**Appendix B**).

### **3.2.7      Bindi Bindi Community**

The Bindi Bindi community has high cultural value and has the same risk and vulnerability profile as the shire offices (Business House) located approximately 300 m northwest (**Appendix A, Appendix B**). These two assets are ranked as having the highest priority for adaptation planning.

### **3.2.8      Western half of Ian Donald Blair Memorial Walkway**

A portion of the Ian Donald Blair Memorial Walkway is predicted to be possibly impacted by erosion between 2040 and 2070, with a larger area becoming likely to be impacted between 2070 and 2110 (**Appendix A**). Although impact is almost certain by 2110, the consequence of this is thought to be minor due to the limited extent of the potential impact, and the highly adaptable nature of this asset results in a medium vulnerability rating by 2070 (**Appendix B**).

### **3.2.9      Intersection of Seaview Dr & Back Beach Rd**

The road intersection is predicted to be at risk of erosion between 2070 and 2110 (**Appendix A**). Although it has considerable value providing beach access, consequence of erosion is thought to be minor. Furthermore, the asset is considered to be resilient so the adaptive capacity was deemed as high. The vulnerability was assessed as being low throughout the planning horizon (**Appendix B**).

### **3.2.10     Eastern half of Ian Donald Blair Memorial Walkway**

The eastern portion of the Ian Donald Blair Memorial Walkway is located closer to the coast and therefore predicted to be at risk of erosion by 2040 (**Appendix A**). Similar to the western portion, impact is almost certain by 2110. However, due to minor consequences and the high adaptability of the walkway, the vulnerability rating is low until 2070 when it increases to medium (**Appendix B**).

### **3.2.11     Seaview Drive near 12 Mile Creek**

The portion of Seaview Drive located near 12 Mile Creek is predicted to be at risk of erosion between 2040 and 2070 (**Appendix A**). Consequence of erosion to the road was considered to be minor. Due to its high adaptive capacity, vulnerability of the asset was assessed as being low until 2110 when it rises to medium (**Appendix B**).

### 3.2.12 Second Avenue

Second Avenue is considered to be a highly valuable asset, being one of the main roads in the Onslow Township. The road is considered to be at risk of erosion between 2070 and 2110 (**Appendix A**). Being of high value, any damages caused by erosion is thought to have moderate consequences. Combined with its moderate adaptive capacity, the road was assessed as having low vulnerability until 2070, when it increases to a medium level of vulnerability (**Appendix B**).

## 3.3 **Assets at Risk from Pluvial Inundation**

### 3.3.1 Housing, Buildings and Property

The asset survey identified approximately 530 houses and buildings. These included both privately and publically owned buildings and ranged considerably in economic value and ability to withstand flooding impacts (**Figure 3-3**). Additional information on this asset group is provided in **Appendix A**.

During the 100 year storm event, these assets are currently at risk of inundation, with likelihood increasing over time and impacts considered almost certain by 2110. Despite the variability in the state of each asset, all assets in this category were assessed as having moderate consequences to inundation, increasing to major in 2070. Due to the low adaptive capacity of these assets, overall vulnerability was assessed as being medium at present, increasing to high in 2070 and to very high in 2110 (**Appendix B**).



**Figure 3-3** Examples of houses and buildings of varying value and existing ability to accommodate inundation risk

### 3.3.2 Parks & Recreation Grounds

Parks and recreation grounds include assets such as public open spaces and the public pool.

The risk of inundation for this set of assets was found to be low until 2070, where it increases to medium through to the end of the planning horizon. Consequence of erosion was considered as insignificant to minor by 2070. Due to the high adaptive capacity of assets in this category, vulnerability was only deemed to be medium from 2070 (**Appendix B**).

### 3.3.3 Public Infrastructure

Public infrastructure refers to amenities, such as gazebos, bins, light poles, water tanks. Overall, there are approximately 530 public assets identified by the asset survey. A more comprehensive list of items included in this category is provided in **Appendix A**.

The likelihood profiles for the public infrastructure follow that of the previous two categories. Many of the assets within this category do not have high economic value and are considered to be easily replaceable or relocatable. Hence, they were considered to have a moderate adaptive capacity throughout the planning horizon (**Appendix B**). These assets were determined to have minor consequences until 2070, where it increases to moderate.

The results of the assessment show that assets in the public infrastructure category have low vulnerability to pluvial inundation, increasing to medium by 2040, then again to high by 2110.



### 3.3.4 Car parks

Car parks were identified as privately owned and public parking. Any garages that are not connected to the house or are not buildings with utility services connected are categorised as car parks (**Appendix A**).

Car parks were found to be at risk of inundation before 2040, with likelihood increasing over time, and impacts considered to be almost certain by 2070 (**Appendix A**). The combination of having minor consequences and moderate adaptive capacity resulted in the assets having medium vulnerability from 2070 (**Appendix B**).

### 3.3.5 Roads and Footpaths

Roads and footpaths were found to have medium risk by 2040, with likelihood increasing over time, and impacts considered to be almost certain by 2070 (**Appendix A**). These assets were considered to have moderate adaptive capacity, considered to be resilient to flooding. The assessment found the assets as having medium vulnerability from 2040 and increasing to high in 2110 (**Appendix B**).

### 3.3.6 Sheds

Sheds include privately and commercially owned storage facilities. Any sea containers used for storage purposes were categorised as a shed. Sheds were found to have the same risk and vulnerability profile as public infrastructure (**Appendix B**).

## 3.4 **Prioritisation of Assets based on Risk Assessment**

Base on the outcomes of the risk assessment, the assets were given the priority rankings shown in **Table 3-1** and **Table 3-2**.

**Table 3-1 Prioritisation Rankings for Onslow Assets at Risk of Coastal Erosion**

Asset Code	Asset	Prioritisation Ranking
1	On-ground infrastructure at Onslow Salt Jetty	2
2	Onslow Back Beach picnic area	3
3	Front Beach / Sunrise Beach	2
4	Seawall	1
5	Assets adjacent to crest of seawall (bins, shade structures, benches)	3
6	Shire of Ashburton Offices (Business House) at the intersection of Second Ave and McGrath Rd	1
7	Aboriginal community on Second Ave	1
8	Western half of Ian Donald Blair Memorial Walkway	3
9	Intersection of Seaview Drive and Back Beach Road	4
10	Eastern end of Ian Donald Blair Memorial Walkway	3
11	Seaview Drive near 12 Mile Creek / 4 Mile Beach	3
12	Second Ave	3

**Table 3-2 Prioritisation Rankings for Onslow Assets at Risk of Pluvial Inundation**

Asset Code	Asset	Prioritisation Ranking
1	Housing, Buildings & Property	1
2	Parks & Recreation Grounds	3
3	Public Infrastructure (fencing, light poles, playgrounds etc)	2
4	Car parks	3
5	Roads/footpaths	2
6	Sheds	2



## 4 ADAPTATION OPTION ASSESSMENT

### 4.1 Overview

Planning for risk adaptation or risk treatment involves the identification and evaluation of several suitable adaptation options to mitigate, reduce or eliminate risk and potentially change the consequences or at least the severity of the consequences.

Potential options were identified under the risk management categories of avoid, managed retreat, accommodate and protect in accordance with SPP2.6 and the CHRMAP guidelines (WAPC 2014). These guidelines stipulate a coastal hazard risk management and adaptation planning hierarchy on a sequential and preferential basis (**Figure 4-1**) in which protection is only to be considered where:

*“sufficient justification can be provided for not avoiding the use or development of land that is at risk from coastal hazards and accommodation measures alone cannot adequately address the risks from coastal hazards, then coastal Protection works may be proposed for areas where there is a need to preserve the foreshore reserve, public access and public safety, property and infrastructure that is not expendable.”*

Information gained from the stakeholder and community engagement was also considered in the development of the options.



**Figure 4-1** Conceptual representation of adaptation option categories from Coastal Adapt (2016) modified to reflect the WAPC preferred planning hierarchy (WAPC 2014)

## 4.2 Option Assessment Framework

### 4.2.1 Potential Adaption Options

The suite of adaptation options considered were as per the CHRMAP guidelines. Adaption Options – Coastal Erosion Mitigation (**Table 4-1**).

**Table 4-1 Adaptation options (WAPC 2014)**

Option Category	Option Name		Description
	Avoid	AV1	Locating assets outside of hazard zone
	Re-zoning	AV2	Adjust town zoning/planning where hazard zone overlaps undeveloped parts of current zones/boundaries
	Accept and repair losses	MR1	Assets are left unprotected and loss is accepted following hazard event. Repairs may be implemented for public safety, and asset is retreated outside hazard zone, or in the case of beaches/vegetation, as natural recession occurs.
	Relocate outside of hazard zone	MR2	Assets located in the hazard zone are relocated or destroyed. Applied to assets of low value where it is impractical to re-design to withstand hazard impacts.
	Prohibit further development	MR3	Allows continued use of the current infrastructure until such time that impacts arise, but prohibits the development of further infrastructure as the area/asset is known to be vulnerable
	Notification on title	AC1	Indicates to current and future landholders that an asset is likely to be affected by coastal hazards over the planning timeframe. Helps owners to make informed decisions about level of risk they are/may be willing to accept and that risk management and adaptation is likely to be required at some stage.
	Emergency plans and controls	AC2	Implement plans for asset that are at risk of coastal erosion due to severe weather. Have procedures in place for before, during and after the events for safety. E.g. signage barrier to prevent access.
	Re-design to withstand impact	AC3	Where avoiding or relocating are not an option, re-design to withstand impacts.
	Dune care program	PR1	Development of a long term program for revegetation and rehabilitation of the dune system.
	Beach Nourishment or Replenishment	PR2	Replacement of sand on upper beach face and dunes to re-establish the sandy beach and provide a sediment supply. Generally utilised in conjunction with other methods for sand retention.
	Seawall	PR3	Construct small seawall in front of asset or along length of coastline to protect it from coastal hazards. This may need to be accompanied by beach replenishment/renourishment.
	Groyne	PR4	Construct shore normal groynes along the beach to capture sediment and protect the shoreline and assets behind.
Do Nothing	No prohibitions or development regulations	DN	No limitations on development or controls on adaptation planning. Assumes all risks are accepted at their present level.

### 4.2.2 Stakeholder Preferred Options

A stakeholder workshop was held on the 15<sup>th</sup> August 2016 to present and seek feedback on possible adaptation options to the attendees. Maps were presented to the stakeholders to locate the assets at risk and the table of Adaptation Options presented for reference. Stakeholders then nominated their preferred option for each assets using a worksheet (see Umwelt Outcomes Report, 2016 for details). The majority preferred option for each asset is presented in **Table 4-2**. This information is incorporated in the Multi-Criteria Analysis through 'Community Acceptability' (**Table 4-3**).

**Table 4-2 Stakeholder Preferred Adaptation Option (from Umwelt, 2016)**

Asset Code	Asset at Risk	First Preferred Adaptation Option	Second Preferred Adaptation Option
1	On-ground infrastructure at Onslow Salt Jetty	MR3 (Prohibit Further Development)	AC2 (Emergency Plans & Controls)
2	Onslow Back Beach picnic area	MR1 (Accept Losses & Repair)	PR1 (Dune Care Program)
3	Front Beach / Sunrise Beach	MR1 (Accept Losses & Repair)	PR2 (Beach Renourishment etc)
4	Seawall (if not maintained)	AC3 (Redesign to Withstand Impact)	-
5	Assets adjacent to crest of seawall (bins, shade structures, benches)	PR1 (Dune Care Program)	PR2 (Beach Renourishment etc)
6	Shire of Ashburton Offices (Business House) at the intersection of Second Ave and McGrath Rd	AC1 (Notification on Title)	MR3 (Prohibit Further Development)
7	Bindi Bindi Aboriginal Community on Second Ave	AC1 (Notification on Title)	MR3 (Prohibit Further Development)
8	Western half of Ian Donald Blair Memorial Walkway	PR1 (Dune Care Program)	MR2 (Relocate Outside of Hazard Zone)
9	Intersection of Seaview Drive and Back Beach Road	MR3 (Prohibit Further Development)	AC2 (Emergency Plans & Controls)
10	Eastern end of Ian Donald Blair Memorial Walkway	MR1 (Accept Losses & Repair)	PR1 (Dune Care Program)
11	Seaview Drive near 12 Mile Creek / 4 Mile Beach	PR1 (Dune Care Program)	MR2 (Relocate Outside of Hazard Zone)
12	Second Ave	AC3 (Redesign to Withstand Impact)	PR1 (Dune Care Program)

#### 4.2.3 Multi-criteria and Cost Benefit Analysis

The CHRMAP employed an overview evaluation system to identify practical adaption options for each identified risk. This evaluation method incorporates a qualitative multi-criteria analysis and a preliminary cost benefit analysis. It is designed to provide an overall indication of an option's suitability. Options are colour coded according to a traffic light method, displayed in **Table 4-3**. Red lights are not always intended to completely disregard the option, but more to provide an indication of when reassessment may be required.

### 4.3 **Assessment Results**

The results of the options assessment for each asset are provided in **Appendix B**. This presentation summarises the risk and vulnerability profile for each asset and provides a preliminary assessment of the acceptability of the options in accordance with the MCA criteria (**Table 4-3**).

A summary of recommendations arising from the assessment is provided in **Table 4-4 and 4-5**. Options are either recommended, not recommended or it is suggested that they be investigated further. Where options are rated as "recommended" or "further investigation, these are discussed in greater detail in **Section 6**.

**Table 4-3 Multi-criteria assessment and qualitative cost benefit input ratings and assessment outcome categories**

	Preliminary Feasibility			Preliminary Acceptability		Preliminary Financial Implication			Outcome
	Effectiveness	Legal / Approval Risk	Reversibility / Adaptability	Environmental / Social Impact	Community Acceptability	Financial Gain / Avoidance of Cost	Capital Cost	Ongoing Cost	Recommendation
<b>Unlikely to be acceptable</b>	Likely to be ineffective	Not likely to be approved / likely to result in legal risk	Not likely to be reversible. Limits future options once implemented	Likely to have unacceptable negative impacts	Unlikely to meet most success criteria	No financial gain or avoidance of loss	Very expensive	Very expensive	Not Recommended
<b>May be acceptable</b>	May be effective	May not be approved / may present legal risk	Likely to be reversible / adaptable at high costs	Some impacts that can be managed to an acceptable level	Mixed response, may meet some success criteria but not others	Some financial gain / small number of benefactors	Moderately expensive	Moderately expensive	Investigate / detailed option assessment
<b>"No regrets"</b>	Likely to be effective	Likely to be approved / minimal legal risk	Easily reversible or adaptable for the future, no negative impacts in the future	Not likely to have negative impact, may have positive impacts	Likely to meet most acceptability criteria	Large financial gain / public benefit	Low cost	Low cost	Recommended
<b>Not Applicable</b>									

**Table 4-4 Summary of outcomes from the preliminary MCA/CBA of adaptation options for coastal erosion . Recommended (R ) options are in green, not recommended (NR) options in red and adaptation planning options which are further investigated (I) in yellow. Option descriptions are provided in Table 4-1.**

Description	Avoid		Managed Retreat			Accommodate			Protect				Do Nothing	Preliminary long term pathway
	AV1	AV2	MR1	MR2	MR3	AC1	AC2	AC3	PR1	PR2	PR3	PR4	DN	
1: On-ground Infrastructure at Onslow Jetty	R	R	NR	R	R	R	R	R	R	NR	NR	NR	NR	Avoidance of additional development. Managed retreat with low-level protection (dune care program).
2: Onslow Back Beach Picnic Area	R	N/A	NR	R	R	N/A	R	I	NR	NR	NR	NR	NR	Avoidance of additional development.
3: Front Beach / Sunrise Beach	R	N/A	NR	N/A	R	N/A	R	N/A	I	I	I	I	NR	Avoidance of additional development. Managed retreat with possible protection.
4: Seawall (if not maintained)	N/A	N/A	NR	N/A	N/A	N/A	R	R	N/A	I	N/A	I	NR	Protection of asset.
5: Assets adjacent to crest of seawall (bins, shade structures, benches)	R	N/A	NR	N/A	R	N/A	R	R	N/A	I	I	I	NR	Avoidance of additional development. Managed retreat with possible protection.
6: Shire of Ashburton Offices at the intersection of Second Ave and McGrath Rd	R	R	NR	I	R	R	R	I	R	I	I	I	NR	Avoidance of additional development. Managed retreat with low-level protection (dune care program); possible construction of protection structures.
7: Bindi Bindi Aboriginal Community on Second Ave	R	R	NR	I	R	R	R	I	I	I	I	I	NR	Avoidance of additional development. Managed retreat with possible protection.
8: Western half of Ian Donald Blair Memorial Walkway	R	N/A	I	R	R	N/A	R	I	R	NR	NR	NR	I	Avoidance of additional development. Managed retreat with low-level protection (dune care program).
9: Intersection of Seaview Drive and Back Beach Road	R	N/A	R	R	R	N/A	R	I	R	NR	NR	NR	NR	Avoidance of additional development. Managed retreat with low-level protection (dune care program).
10: Eastern end of Ian Donald Blair Memorial Walkway	R	N/A	I	R	R	N/A	R	I	R	I	I	I	I	Avoidance of additional development. Managed retreat with low-level protection (dune care program); possible construction of protection structures.
11: Seaview Drive near 12 Mile Creek / 4 Mile Beach	R	N/A	R	R	R	N/A	R	I	R	I	I	I	NR	Avoidance of additional development. Managed retreat with low-level protection (dune care program); possible construction of protection structures.
12: Second Ave	R	N/A	NR	I	R	N/A	R	NR	R	I	I	I	NR	Avoidance of additional development. Managed retreat with low-level protection (dune care program); possible construction of protection structures.

AV1: Avoid  
AV2: Re-zoning  
MR1: Accept and repair losses  
MR2: Relocate outside of hazard zone  
MR3: Prohibit further development/ redevelopment  
AC1: Notification on title  
AC2: Emergency plans and controls  
AC3: Re-design to withstand impact

PR1: Dune care program  
PR2: Beach nourishment or replenishment  
PR3: Seawall  
PR4: Groyne  
DN: No prohibitions or development regulations

**Table 4-5 Summary of outcomes from the preliminary MCA/CBA of adaptation options for inundation. Recommended (R ) options are in green, not recommended (NR) options in red and adaptation planning options which are further investigated (I) in yellow. Option descriptions are provided in Table 4-1.**

Description	Avoid		Managed Retreat			Accommodate			Protect		Do Nothing	Preliminary long term pathway
	AV1	AV2	MR1	MR2	MR3	AC1	AC2	AC3	PR1	PR2	DN	
Housing, Buildings, Property	R	R	R	I	R	R	R	I	NR	NR	NR	Avoidance of additional development. Managed retreat.
Parks and Recreation Grounds	I	N/A	R	I	R	N/A	R	R	NR	NR	NR	Avoidance of additional development.
Public Infrastructure	R	N/A	R	R	R	N/A	R	R	NR	NR	I	Avoidance of additional development. Managed retreat.
Car Parks	R	R	R	I	R	R	R	I	NR	NR	NR	Avoidance of additional development. Managed retreat.
Roads / Footpaths	R	R	R	R	R	R	R	R	I	I	NR	Avoidance of additional development. Managed retreat with possible protection.
Sheds	R	R	R	R	R	R	R	I	NR	NR	NR	Avoidance of additional development. Managed retreat.

AV1: Avoid

AV2: Re-zoning

MR1: Accept and repair losses

MR2: Relocate outside of hazard zone

MR3: Prohibit further development/ redevelopment

AC1: Notification on title

AC2: Emergency plans and controls

AC3: Re-design to withstand impact

PR1: Levee

PR2: Levees and pump systems

DN: No prohibitions or development regulations



## 5 ADAPTATION MANAGEMENT PLAN

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### 5.1 Predicted Planning Pathways

For each asset a predicted planning pathway has been developed based on the risk and vulnerability profile over time and the results of the options assessment (**Appendix C**). In general the pathway follows the hierarchy of avoid and accommodate where possible, with managed retreat and protect only being presented as alternative options in the planning pathway for some assets.

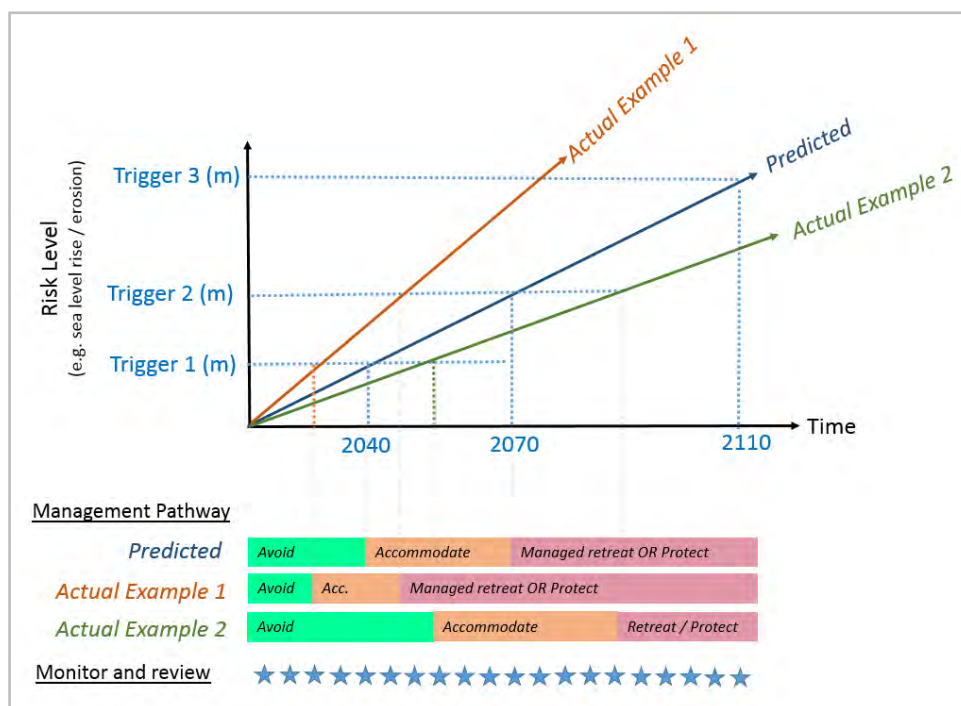
The planning time frames used incorporate the Shire's immediate and short term planning horizons as well as the longer term planning horizons required by the WAPC. The predicted planning pathway is the culmination best estimates of climate change (in particular sea level rise), community and stakeholder consultation, risk assessment results and the adaptation options assessment. The predicted pathway provides the current thinking in regard to how individual assets will be managed, thereby allowing stakeholders and community to prepare for these future threats.

One of the mechanisms assumed to be available to is prohibit further development within designated hazard areas. The actual planning or development control mechanism implemented to achieve a prohibition requires careful consideration of the legal status of the Planning instruments to ensure no unintended consequences, such as a triggering of injurious affection under the Act are to be dealt with. The recommendations below are framed around options for reducing the risks of coastal erosion and pluvial inundation. It will be imperative to successful and realistic implementation of such recommendations for not only the risk, but possible cost and sources of funds to pay such costs being investigated prior to being implemented. For the purpose of the discussion in the following chapters it is assumed that development can be prohibited but the actual mechanism by which this is achieved will require further investigation.

### 5.2 Reactive Management Framework

As introduced in **Section 1.3.11**, planning also needs to be responsive to changes in the risk profile over time. The predicted planning pathway will need to be updated following regular monitoring (for example monitoring of erosion or inundation levels) and review of other factors as per existing planning review requirements. If risks are increasing faster than expected, then management response needs to also be moved forwards, and conversely if risks are less than anticipated, then risks may remain tolerable for longer and management actions may be delayed. This approach is called a reactive management framework and is illustrated in **Figure 5-1**.

In addition to triggers associated with risks, other triggers may include the life cycle of an asset, and altered circumstances (for instance social pressures or economic climate).



**Figure 5-1 Representation of reactive management framework showing example of how triggers relate to the predicted and actual asset management pathways.**

### 5.2.1 Existing Controls and Future Residual Risk Management

The residual risk identified in Appendix C is a direct outcome of inclusion of existing controls and the impact this has on the risk scale. The use of the existing controls and mechanisms that can be used to reduce the risk and the sequence of introducing controls or implementing strategies effectively means that future Adaptation options will be managed according to the residual risk levels. This is the assumption used Appendix C following the assumed implementation of a control at future time horizon. Note, however, that the CHRMAP review at each nominal 5 years will lead to a reassessment of the risk levels as new and more robust options are identified and assessed. For this 2017 CHRMAP the existing controls are assumed to continue into the future and hence have been incorporated into the risk levels for each asset as discussed the following sections 5.3 and 5.5. This approach flows on to the management and adaptation actions and recommendations.

## 5.3 Adaptation Management of Assets at Risk from Erosion

### 5.3.1 On-ground Infrastructure at Onslow Jetty

The vulnerability of the on-ground infrastructure at Onslow Jetty was assessed as being low until 2040, after which time it continually increases from medium to very high in 2110 (**Appendix B**). For the immediate term (5 years), adaptation management planning focuses on avoiding further development; and implementation of the “no regret” options: Emergency Plans and Dune Care Program (**Appendix C**).

In the short term (5-10 years), management aims to continue the existing management options, while at the same time commencing to plan for managed retreat or protection actions. During this period it is anticipated that some assets may be designed to withstand impacts and if damages do occur then short term repairs may enable continued functioning of the assets in their current location.

In the medium term (10-25 years) it is predicted that substantial re-design would be required to maintain functionality and relocation of assets is likely to be required. If the decision had been made to protect the assets in their current location, then this would need to be implemented.

Triggers for reactive management are based on the rate of erosion, occurrence of events causing damage to assets, asset lifecycle and potential for cessation of industry (**Appendix C**). Responsibility for management

of the salt export assets lies with Onslow Salt. If protection options are considered appropriate then as beneficiaries of the protection works, it is expected the company would contribute to the costs of protection and also show that any potential shifts in erosion hazards will not disadvantage other neighbouring stakeholders.

### **5.3.2      Back Beach Picnic Area**

The picnic area assets were assessed as having low vulnerability until 2110 at which time they a medium vulnerability (**Appendix B**). For the immediate to short term (5-10 years), adaptation management planning focuses on avoiding and prohibiting further development; and implementation of Dune Care Program and Emergency Plans (**Appendix C**).

In the medium term (10-25 years), existing management options will remain, whilst commencing to plan for managed retreat actions. During this period it is anticipated that re-design of assets and potential protection options be investigated. Any damage to assets are to be repaired so that continued function in their current location can occur. Consideration should be given to any changes in zoning that may be required for creation of an alternative picnic area in the vicinity of Back Beach.

In the long term (50 -100 years) relocation of assets may be required. If the decision is made to protect the assets in their current location, then this would need to be implemented.

Triggers for reactive management are based on the rate of erosion, occurrence of events causing damage to assets and asset lifecycle. Responsibility for management of the assets lies with the Shire of Ashburton.

### **5.3.3      Front / Sunrise Beach**

The results of the risk assessment show that the beach has a high level of vulnerability in 2070, increasing to very high by 2110 (**Appendix B**). For the immediate term (5 years), implementation of Emergency Plans and a Dune Care Program is recommended, as well as investigations into protection options (**Appendix C**).

In the short term (5-10 years), existing management options and investigations into protection options would continue. By the medium term (10-25 years) any protection options selected would need to be implemented.

The beach itself is not treated as an economic asset in this analysis, and it is deemed to have reasonable adaptive capacity in the medium term. However, if the decision is made to implement protective measures such as the extension of the seawall (**Section 6.4.2**), then earlier intervention will maintain more of the functionality of the beach and retain the natural dune buffers.

The main trigger for reactive management is based on the rate of erosion of the beach (**Appendix C**). Responsibility for management of the assets lies with the Shire of Ashburton.

### **5.3.4      Existing Seawall**

The seawall has a medium vulnerability at present up to 2070 at which time it has a high vulnerability rating through to the end of the planning horizon (**Appendix B**). For the immediate to short term (5-10 years), implementation of Emergency Plans is necessary, while investigation into protection options should commence (**Appendix C**). Any damages to the seawall in any event are to be repaired to withstand future impacts.

In the medium term (10-25 years) continual improvements to the seawall would be required to maintain the integrity of the structure. During this time, any protection options selected would need to be implemented.

Triggers for reactive management (**Appendix C**) are based on the rate of erosion, occurrence of events causing damage to the seawall and adjacent properties. Responsibility for management of the assets lies with the Shire of Ashburton.

### **5.3.5      Assets adjacent to seawall**

The assets adjacent to the crest of the seawall are considered to have low vulnerability to coastal erosion until 2110, when it increase to medium (**Appendix B**). For the immediate to short term (5-10 years), implementation of Emergency Plans is necessary and any further development in the area is to be prohibited (**Appendix C**).

In the medium term (10-25 years), management aims to continue the existing management options, while at the same time commencing to plan for managed retreat or protection actions in association with protection of the seawall described above. During this period it is anticipated that some assets may be designed to

withstand impacts and if they do occur then short term repairs may enable continued functioning of the assets in their current location.

In the long term (50-100 years) it is predicted relocation of assets is likely to be required unless maintenance of the seawall is sufficient to mitigate the erosion risk. If the decision is made to protect the assets in their current location, then this would need to be implemented.

Triggers for reactive management (**Appendix C**) are based on the occurrence of overtopping, erosion impacts to the seawall and events causing damage to property. Responsibility for management of the assets lies with the Shire of Ashburton.

### **5.3.6      Shire of Ashburton Offices**

The Shire offices (Business House) become highly vulnerable in 2040 (**Appendix B**) and require immediate (5 years) implementation of “No regret” options: Emergency Plans and Dune Care Program (**Appendix C**). Further development is to be avoided until plans to implement managed retreat options are to be developed and agreed.

In the short term (5-10 years), re-design would be required to maintain functionality. If the decision had been made to protect the assets in their current location, then this would need to be implemented. In the medium term (10-25 years), relocation of assets is likely to be required and further development in the area be prohibited.

The risk profile of this asset is linked to other assets including the Front Beach, Bindi-Bindi Community and Second Avenue. Any protection measures implemented in this area will alter the hazard lines and therefore likelihood and consequences of erosion. If protection options are considered, investigations would need to commence in the immediate term.

Triggers for reactive management (**Appendix C**) are based on the rate of erosion, occurrence of events causing damage to property and asset lifecycle. Responsibility for management of the assets lies with the Shire of Ashburton.

### **5.3.7      Bindi Bindi Community**

Similar to the adjacent Shire of Ashburton Offices (Business House), the results of the risk assessment show that the Bindi Bindi Community becomes highly vulnerable in 2040 (**Appendix B**) and require immediate (5 years) implementation of “No regret” options: Emergency Plans and Dune Care Program (**Appendix C**). Future development in its current location is to be avoided.

In the short term (5-10 years), re-design would be required to maintain functionality of assets. If the decision had been made to protect the assets in their current location, then this would need to be implemented. In the medium term (10-25 years), relocation of assets is likely to be required and further development in the area be prohibited.

The risk profile of this asset is linked to other assets including the Front Beach, Shire of Ashburton Offices (Business House) and Second Avenue. Any protection measures implemented in this area will alter the hazard lines and therefore likelihood and consequences of erosion. If protection options are considered for the collection of assets then investigations would need to commence in the immediate term.

Triggers for reactive management are based on the rate of erosion, occurrence of events causing damage to property and asset lifecycle (**Appendix C**). Responsibility for management of the assets lies with the community itself and the relevant state government authorities.

### **5.3.8      Western half of Ian Donald Blair Memorial Walkway**

The western portion of the Ian Donald Blair Memorial Walkway was assessed as having medium vulnerability from 2070 (**Appendix B**). For the immediate to short term (5-10 years), implementation of Emergency Plans and Dune Care Program is recommended and any further development is to be prohibited (**Appendix C**).

In the medium term (10-25 years) it is anticipated that the walkway may be designed to withstand impacts and if damages do occur then short term repairs may enable continued functioning of the walkway in its current location.

In the long term (25-50 years) it is predicted that substantial re-design would be required to maintain functionality and relocation of the walkway is likely to be required.

Triggers for reactive management are based on the rate of erosion, occurrence of events causing damage to assets and asset lifecycle (**Appendix C**). Responsibility for management of the assets lies with the Shire of Ashburton.

#### **5.3.9 Intersection of Seaview Dr & Back Beach Rd**

The results of the risk assessment show that the intersection of Seaview Drive and Back Beach Road has a low level of vulnerability to coastal erosion throughout the planning horizon (**Appendix B**). Emergency Plans and Dune Care programs would be required in the immediate term (5 years) and further development is to be prohibited.

In the long term (25-50 years), any damages to the asset are to be repaired so that functionality is maintained. It is anticipated that re-design may be required withstand future impacts.

In the long term (50-100 years), relocation of the asset is likely to be required

Triggers for reactive management are based on the rate of erosion, occurrence of events causing damage to assets and asset lifecycle (**Appendix C**). Responsibility for management of the assets lies with the Shire of Ashburton.

#### **5.3.10 Eastern half of Ian Donald Blair Memorial Walkway**

The eastern portion of the Ian Donald Blair Memorial Walkway was assessed as having medium vulnerability from 2070 (**Appendix B**). For the immediate to short term (5-10 years), implementation of Emergency Plans and Dune Care Program is necessary and any further development is to be prohibited (**Appendix C**).

In the medium term (10-25 years), if damages occur then short term repairs may enable continued functioning of the walkway in its current location. However, investigation into re-design options would be required.

In the long term (25-50 years) it is predicted that re-design would be required to maintain functionality and relocation of the walkway is likely to be required.

Triggers for reactive management are based on the rate of erosion, occurrence of events causing damage to assets and asset lifecycle. Responsibility for management of the assets lies with the Shire of Ashburton.

#### **5.3.11 Seaview Drive near 12 Mile Creek**

The section of Seaview Drive near 12 Mile Creek was considered as having medium vulnerability by 2110 (**Appendix B**). Emergency Plans and Dune Care programs would be required in the immediate term (5 years) and further development is to be prohibited.

In the medium term (10-25 years), the road is anticipated to require a re-design to withstand impact. Any damages sustained could be repaired in the short term which will enable continued function in its current location.

In the long term (50-100 years) to maintain the road's function, substantial re-design and/or relocation may be required.

Triggers for reactive management are based on the rate of erosion and occurrence of events causing damage to assets (**Appendix C**). Responsibility for management of the assets lies with the Shire of Ashburton.

#### **5.3.12 Second Avenue**

The vulnerability of Second Avenue was assessed as having low vulnerability until 2070 when it increases to medium for the rest of the planning horizon (**Appendix B**). For the immediate term (5 years), implementation of Emergency Plans and Dune Care Program is necessary (**Appendix C**). Further developments in the area would need to be prohibited.

In the short term (5-10 years), existing management options will continually be implemented, while at the same time commencing to investigate protection actions. During this period it is anticipated that the road may be designed to withstand impacts and if damages do occur then short term repairs may enable continued functioning of the road in its current location.

In the long term (25-50 years) it is predicted that substantial re-design would be required to maintain functionality and relocation is likely to be required. If the decision had been made to protect the road in its current location, then this would need to be implemented.

Triggers for reactive management are based on the rate of erosion and occurrence of events causing damage to property. Responsibility for management of Second Avenue lies with the Shire of Ashburton.

The risk profile of this asset is linked to other assets including the Front Beach, Shire of Ashburton Offices (Business House) and the Bindi Bindi Community. Any protection measures implemented in this area will alter the hazard lines and therefore likelihood and consequences of erosion. Potential protection options for this group of assets is discussed in **Section 6.4.2**.

## **5.4 Adaptation Management Plan of Assets at Risk from Inundation**

### **5.4.1 Housing, Buildings and Property**

The vulnerability of housing, buildings and properties to inundation was assessed as being high in the present day, increasing to extreme from 2040 for the rest of the planning horizon (**Appendix B**). For the immediate term (5 years), a range of adaptation options are indicated, including avoid, accommodate and protect actions (**Appendix C**). Adaptive management focuses on prohibiting of further development, zoning of land for acceptable use, design to withstand flooding, putting emergency plans in place, and undertaking further investigations to better understand and develop strategies to address drainage/ water management issues. Protective actions including maintenance (and possible extension of the seawall) and upgrade of drainage controls are recommended. Investigation of a levee system may be required as an alternative to managed retreat in the medium (10 years) to long term (25 – 50 years).

Due to the high level of current vulnerability of housing, buildings and property, the implementation plan focuses largely on the issue of risk of inundation to these assets and recommends a number of mitigation measures (Section 6).

Triggers for reactive management are based on the rate of occurrence of flood events causing damage to property. Responsibility for management of this asset group lies with asset owners and the Shire of Ashburton.

### **5.4.2 Parks & Recreation Grounds**

Despite having a similar likelihood, consequences of inundation are considered to be lower and adaptive capacity higher for this asset group than for housing, buildings and properties (**Appendix A**). Therefore risk vulnerability are also considered to be lower (**Appendix B**). However, by 2070 vulnerability was assessed as having increased to a rating of medium, and recommended adaptation options are recommended which focus on accommodation (design to withstand impact) for the immediate to long term (<5 to 50 years) and managed retreat in the long term (50 – 100 years). Prohibiting further development is recommended. Protective actions and recommended investigations discussed above and detailed in **Section 6** will also result in mitigation of risks to this asset group.

Triggers for reactive management are based on the rate of occurrence of flood events causing damage to property. Responsibility for management of drainage lies with the Shire of Ashburton and adaptation planning aims to minimise risk, however ultimately responsibility for housing, buildings and property ultimately rests with asset owners.

### **5.4.3 Public Infrastructure**

Vulnerability of public infrastructure to inundation is considered to be higher than for parks and recreation grounds but lower than for housing, buildings and properties (**Appendix B**). Present day vulnerability is considered medium and by 2070 these assets are predicted to be highly vulnerable. In the immediate to short term (<10 years) adaptation focuses on avoidance actions and accommodation by way of design to withstand inundation where possible. From 10 years on, managed retreat is recommended.

Protective actions and recommended investigations discussed above and detailed in **Section 6** will also result in mitigation of risks to this asset group.



Triggers for reactive management are based on the rate of occurrence of flood events causing damage to the assets. Responsibility for management of public infrastructure lies with the Shire of Ashburton and relevant State Government departments.

#### **5.4.4      Car parks**

The risk and vulnerability profile for car parks was assessed as being the same as for parks and recreation grounds (**Appendix B**). Functionality can largely be maintained despite inundation and this form of asset is considered to have a high adaptive capacity. However, by 2070 vulnerability was assessed as having increased to a rating of medium, and recommended adaptation options are recommended which focus on accommodation (design to withstand impact) for the immediate to long term (<5 to 50 years) and managed retreat in the long term (50 – 100 years). Prohibiting further development is recommended. Protective actions and recommended investigations discussed above and detailed in **Section 6** will also result in mitigation of risks to this asset group.

Triggers for reactive management are based on the rate of occurrence of flood events causing damage to property. Responsibility for management of this asset group lies with both the asset owners and the Shire of Ashburton.

#### **5.4.5      Roads and footpaths**

Vulnerability of roads and footpaths to inundation is considered similar to that of other types of public infrastructure (**Appendix B**). Present day vulnerability is considered medium and by 2070 these assets are predicted to be highly vulnerable. In the immediate to short term (<10 years) adaptation focuses on avoidance actions and accommodation by way of design to withstand inundation where possible. From 10 years on, managed retreat is recommended.

Protective actions and recommended investigations discussed above and detailed in **Section 6** will also result in mitigation of risks to this asset group.

Triggers for reactive management are based on the rate of occurrence of flood events causing damage to the assets. Responsibility for management of public infrastructure lies with the Shire of Ashburton and relevant State Government departments.

#### **5.4.6      Sheds**

Sheds are a type of property, but due to the nature of their construction and use they are considered to be less vulnerable to inundation (**Appendix B**). Present day vulnerability is considered medium and by 2070 these assets are predicted to be highly vulnerable. In the immediate to short term (<10 years) adaptation focuses on avoidance actions and accommodation by way of design to withstand inundation where possible. From 10 years on, managed retreat is recommended.

Protective actions and recommended investigations discussed above and detailed in **Section 6** will also result in mitigation of risks to this asset group.

Triggers for reactive management are based on the rate of occurrence of flood events causing damage to the assets. Responsibility for management of this asset group lies with both the asset owners and the Shire of Ashburton.

### **5.5      Residual Risk**

A residual risk assessment for each asset group and time frame was undertaken based on the following assumptions:

- > No protection measures are undertaken for coastal assets other than those behind front beach that may be implemented in the short term;
- > The seawall is maintained and extended eastwards to at least beyond the Bindi Bindi community, and that the risk of erosion in this area becomes similar to that of the land currently behind the seawall;
- > Houses and properties are protected by the presence and extension of the seawall;
- > Accommodation actions reduce the consequences of inundation for all asset types;

- > Managed retreat reduces the risk from both coastal erosion and inundation as it is assumed that the asset is no longer located in a hazard zone.

The results of the residual risk assessment are presented in **Appendix C** for each asset along with the assumed adaptation pathway.

## 6 IMPLEMENTATION PLAN

### 6.1 Overview

The information collated through the various stages of the CHRMAP process including outcomes of the risk assessment and subsequent analyses summarised in the preceding sections have been used to define priority actions for implementation by the Shire and other stakeholders. The proposed implementation actions are intended to reduce the risk posed by coastal hazards in the immediate to short term, with consideration of the 100 year planning horizon.

The implementation plan has been structured to group actions in accordance with the WAPC (2014) adaptation hierarchy. In addition, adaptation responses can be defined as being related to either, planning and development or to engineering as discussed by the Planning Institute of Australia's (PIA) National Land Use Planning Guidelines for Disaster Resilient Communities (2015) and show schematically in the **Table 6-1**.

**Table 6-1 Effectiveness of land use planning and building responses in treating specific natural hazard risks relevant to coastal planning**

Hazard	Detailed Action		
	Land use (spatial, zoning)	Built form (building form, lot layout)	Building (design, structural)
Flood	Strong	Strong	Strong
Storm Tide	Strong	Strong	Strong
Coastal Erosion	Strong	Strong	Strong
Sea Level Rise	Strong	Strong	Strong
Cyclonic Wind	Limited	Moderate	Strong
Storm (incl. hail)	Limited	Limited	Moderate

Table source: National Land Use Planning Guidelines for Disaster Resilient Communities (PIA 2015) p.31

#### 6.1.1 Planning and Development Responses

Land use planning and development control responses may not always be appropriate to treat the risk borne by a particular hazard. Effective management for coastal hazards does not necessarily mean there can be no development in designated high risk areas. Part of the purpose of this CHRMAP is to help articulate the possible consequences of development in these areas so that the Onslow community may consider what risk it is prepared to accept in those areas – now, and in the future.

Land use planning and building regulations apply only to new properties and developments or significant modification to existing properties. They may have little or no influence in the short-term but a very significant long-term effect. It is, therefore, extremely important to make good decisions now, as the consequences of poor decisions may last for decades.

Spatial controls, like zoning, set limits on the type and extent of development that can happen in particular areas (or zones). The SCA is a form of spatial control, but the zones underlying the SCA are also important as these may still permit land uses that would be vulnerable to hazard impacts within the overall planning timeframe (100 years).

It is important to identify land uses that are strategically compatible with the risk, and to zone the land accordingly. Therefore, a review of current zoning and land use permissibility within these zones should be undertaken in light of the outcomes of the risk identification and assessment. Appropriate zoning is important to provide clarity for both the community and developers. Any ambiguity due to potential coastal hazards may stifle development and consideration of such hazards should not be left until the development assessment stage.

Once appropriate development has been confirmed, building controls may be helpful to address risks for that type of development. The links between planning and building processes must be clearly articulated, so that

building controls are appropriately applied in the right areas – planning and building are covered by different legislation and are (usually) managed by different personnel.

Responsive building design requirements may be introduced in planning controls – as is the case already in Appendix 12 of TPS 7, that don't exist in the building regulation. For example, planning provisions and policies may relate to the form and density of buildings, including lot size and layout, or to the design of buildings such as prescribed minimum FFL, elevation above anticipated flood levels, etc.

'Overlays' such as special control areas or precincts can articulate specific building siting requirements, densities, or other requirements that address and seek to reduce the impact of coastal hazards.

As a general rule, privatisation of coastal land at risk of erosion or long term inundation through freehold or long term leasehold subdivision should be avoided. Permanent structures including buildings should not be permitted on land at risk of erosion or long term inundation. Redevelopment of land at risk of erosion or long term inundation with permanent structures should not be permitted within the at-risk parts of the site.

*R1. A detailed review of current zoning and land use permissibility within zones should be undertaken in light of the results of the risk assessment outcomes.*

*R2. Appendix 12 SCA in LPS 7 should be reviewed to reflect the outcomes of the CHRMAP process and, where relevant, include specific clauses to, for example, ensure that actions are enforceable*

### **6.1.2 Engineering Responses**

Engineering responses included in the implementation plan focus on:

- > generalised adaptation engineering responses and design standards,
- > specific concept designs for protective structures mitigating the risk of coastal erosion; and
- > identifying drainage engineering issues and investigations required to reduce risks from pluvial inundation now and in the future.

### **6.1.3 Beneficiary pays principle and Equity Considerations**

The beneficiary pays principle has been adopted policy of Australian governments for some time although its implementation and the identification of project beneficiaries and apportionment of costs has been a vexing issue in the coastal zone. SPP 2.6 aims to reduce the liability for future protection of privately owned coastal assets at risk of erosion or inundation by changing climate and sea level rise. Coastal projects (eg. protection and sand nourishment works) requiring significant capital and ongoing maintenance funding will be subject to an assessment of the beneficiary pays principle and a mechanism for equitable apportionment of costs to identified beneficiaries will be required. This mechanism will require further investigation to determine a fair and equitable process to mitigate the future threats to the coastal zone.

## **6.2 Avoid / Retreat Actions**

### **6.2.1 Zoning**

It is recommended that the existing Conservation, Recreation & Nature zoning is maintained / extended along coastline, seaward of 2110 hazard line. Where current zoning permits development that is incompatible with identified risk, rezoning may be required to prevent further inappropriate development. Two examples identified in this assessment are:

- > Bring Strategic Industry zone near jetty inland of 2110 hazard line
- > Prior to development of Lot 381 consider adjusting north east boundary to be inland of 2110 hazard line (or move the whole block to the south-west).

- R3. The existing Conservation, Recreation & Nature zoning should be maintained / extended along the coastline, seaward of 2110 hazard line*
- R4. Move the Strategic Industry zone near jetty inland of 2110 hazard line*
- R5. Prior to development of Lot 381 consider adjusting north east boundary to be inland of 2110 hazard line.*

#### **6.2.2 Coastal Reserve Planning**

The coastal foreshore reserve serves a number of functions and, as identified during preparation of this CHRMAP, it holds value in a variety of aspects. The coastal foreshore provides beach access, recreation and conservation, is a tourist attraction and provides habitat for native flora and fauna. Importantly, it also provides a buffer to mitigate risks to high value assets such as buildings and infrastructure.

An assessment has been made of the current function(s), use and assets present within the coastal foreshore reserve. The hazard mapping indicates that in some locations the existing coastal foreshore reserve could completely disappear, including in front of the existing sea wall (**Figure 6-1**). If the loss of the foreshore reserve in any particular location would be unacceptable, consideration should be given to amending the scheme to extend the local scheme reserve for the foreshore area beyond the coastal hazard line a sufficient distance to accommodate relocation of foreshore assets. The exact distance would have to be calculated according to the amount of land likely to be required to accommodate those assets (eg: beach access paths, public toilets, picnic facilities, car parking, boat ramps, ecosystem conservation, etc).

Extending the reservation in the scheme may only be necessary in the longer term to accommodate loss of the existing foreshore past an acceptable limit, however no new high value or permanent assets should be permitted inside the forecast 100 year hazard line.

Where extending the reserve or preventing new development or significant redevelopment would impact zoned private land there could be implications such as claims for injurious affection. However, this will have to be balanced with the potential public costs of funding asset protection measures for future development on private land, and the loss of public access to the foreshore.

- R6. Consideration should be given to amending the scheme to extend the local scheme reserve for the foreshore area beyond the 2110 coastal hazard line a sufficient distance to accommodate relocation of foreshore assets. Where this may impact on private land, consideration should include risk of claims arising.*

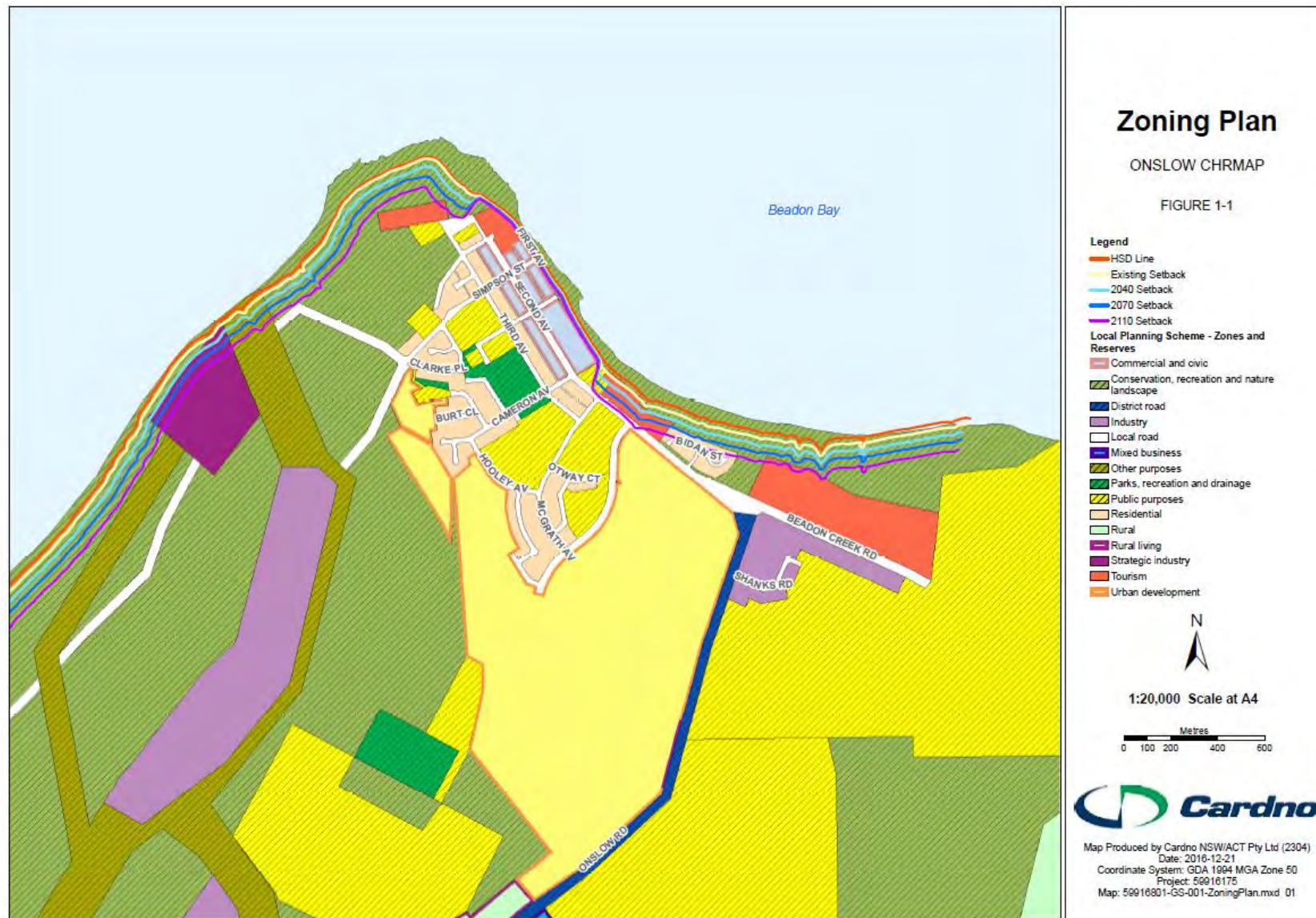


Figure 6-1 Coastal hazard lines in relation to town planning scheme zones



### 6.2.3 Special Control Area

The SCA currently applies to all land up to the 4m AHD contour in the coastal zone, and 5m AHD contour in frontal dune areas (Shire of Ashburton 2016) (see also **Section 2.4** of this report). The SCA also extends some way along the coast adjacent to Sunset Beach.

On the basis of the coastal hazard assessment, it is recommended that the SCA be extended inland to the 2110 coastal hazard line along the length of coastline, from the southern extent of the study area to Four Mile Creek.

In addition to coastal hazard allowances due to coastal erosion, SPP 2.6 could be interpreted such that it is appropriate for the extent of the SCA to reflect the modelling undertaken by the current study for the 1:500 year coastal inundation event. As described in **Section 2.7.2**, flooding in Onslow is dominated by pluvial (rainfall) inundation for all events except for the 1:500 year event in the year 2110. In this scenario, sea-level rise coupled with storm event metocean conditions results in the overtopping of the seawall, and extensive breaching of coastal dunes to the north and land to the east of the township towards Beadon Creek.

As presented in **Section 2.7.2**, the peak sea level for the 1:500 year event is approximately 4.55 m. Flood modelling is not as simple as assuming this level across the entire area as there are variations in peak water levels across the flooded footprint boundary, however, for the purposes of this study it is suggested that a level of 4.5 m AHD better represents the requirements of SPP2.6, and that this level is justified as the SCA for the current 100 year planning horizon. The coastal hazard assessment report (Cardno 2016a) provides additional technical detail about how the modelling was carried out and the results obtained. Figure 6-2 shows the 4.5 m contour in relation to the SCA extent (as provided to Cardno – See **Figure 2-5**).

Every five years, when the local planning scheme is reviewed (as required by the *Local Government (Local Planning Schemes) Regulations*), the appropriateness of the SCA extent in the light of any studies undertaken by proponents in compliance with the provisions of Appendix 12 of the scheme can also be considered, and further adjustments made if appropriate. To aid this review, data relating to localised and general flooding in Onslow (not just the SCA) should be recorded in sufficient detail to identify trends over time, including any changes that may result from development that has taken place.

A Special Control Area is a mechanism that can be specifically used to assist facilitation of planned or managed retreat and is an adaptation option recommended for a number of areas of the Onslow Town site. In this instance the SCA classification can mandate that all development requires approval where ordinarily, development (e.g. single residential development) may otherwise be exempt from development control. The goal is to ensure any further development can only occur if the Shire considers it acceptable in light of the policy of planned or managed retreat. The existing Appendix 12 wording should be reviewed to ensure that it requires ALL development to obtain approval. This is not clear in the current wording as it only states that application for approval need to comply. Other issues should also be investigated for potential in facilitating planned or managed retreat through the SCA. Approval can be granted on a temporary basis (e.g. for 10 years) to permit the use for a limited time. This does not preclude a person from seeking further approval at the end of that timeframe. This permits or facilitates land to continue to be used in the immediate future whilst taking into account foreshadowed risks associated with rapid environmental changes in the medium to long term. This should be investigated further and included in the management and adaptation and implementation where relevant with regard to the planned or managed retreat recommendations.

CHRMAP guidelines also stipulate regular review of the CHRMAP. When this is done, the extent and level of the SCA should be reviewed in the light of monitoring results and updated hazard and risk assessments.

Updated survey data may be required if site works are carried out which change the ground level (for example the Berrada Estate) the fact that the SCA boundary will change over time, in response to changes in the risk profile due to uncertainty surrounding the prediction of future hazards, implementation of protective actions and adaptive responses such as raising the land level, as has been done at Berrada.

It would be appropriate to identify areas within the SCA and study area where avoidance of development altogether is the most advisable strategy. In these areas changes to zoning should be considered in order to prevent any inappropriate development. To assist in the Shire's planning in this regard, it is recommended that in addition to the updated SCA boundary, the 4.5 m contour, 1:10, 1:100 and 1:500 (for current, 2040, 2070 and 2110) flooding data layers be added to the Shires GIS to allow for cross referencing with other spatial data and enabling provision of advice and response to applications.

In accordance with existing policy, in areas not within the SCA, if the Shire considers that a proposed development could potentially be incompatible with and prone to flood and storm surge events, it may still have regard to information about these events when determining applications for planning approval.

It is recommended that intensification of development at the Bindi Bindi community should not be permitted. Renewal of existing infrastructure might be considered with flood-resistant building, such as houses raised on stilts (discussed in **Section 6.3.4**).

- R7. The SCA should be extended inland to the 2110 coastal hazard line along the length of coastline, from the southern extent of the study area to 4 Mile Creek.*
- R8. For the current 100 year planning horizon the SCA extent should be defined by the 4.5 m AHD contour*
- R9. The SCA extent and provisions of Appendix 12 of the local planning scheme should be included in the five yearly local planning scheme review*
- R10. Review of the CHRMAP every five years is to include a review of the SCA extent and relevant provisions including Appendix 12 of TPS 7*
- R11. Data relating to localised and general flooding in Onslow (not just the SCA) should be recorded in sufficient detail to identify trends over time, including any changes that may result from development that has taken place*
- R12. Identify areas within the SCA and study area where avoidance of development altogether is the most advisable strategy*
- R13. Update of Shires GIS to include contours and flooding data from this study*
- R14. Intensification of development at the Bindi Bindi community should not be permitted. Renewal of existing infrastructure should only be considered with appropriate flood-resistant design*

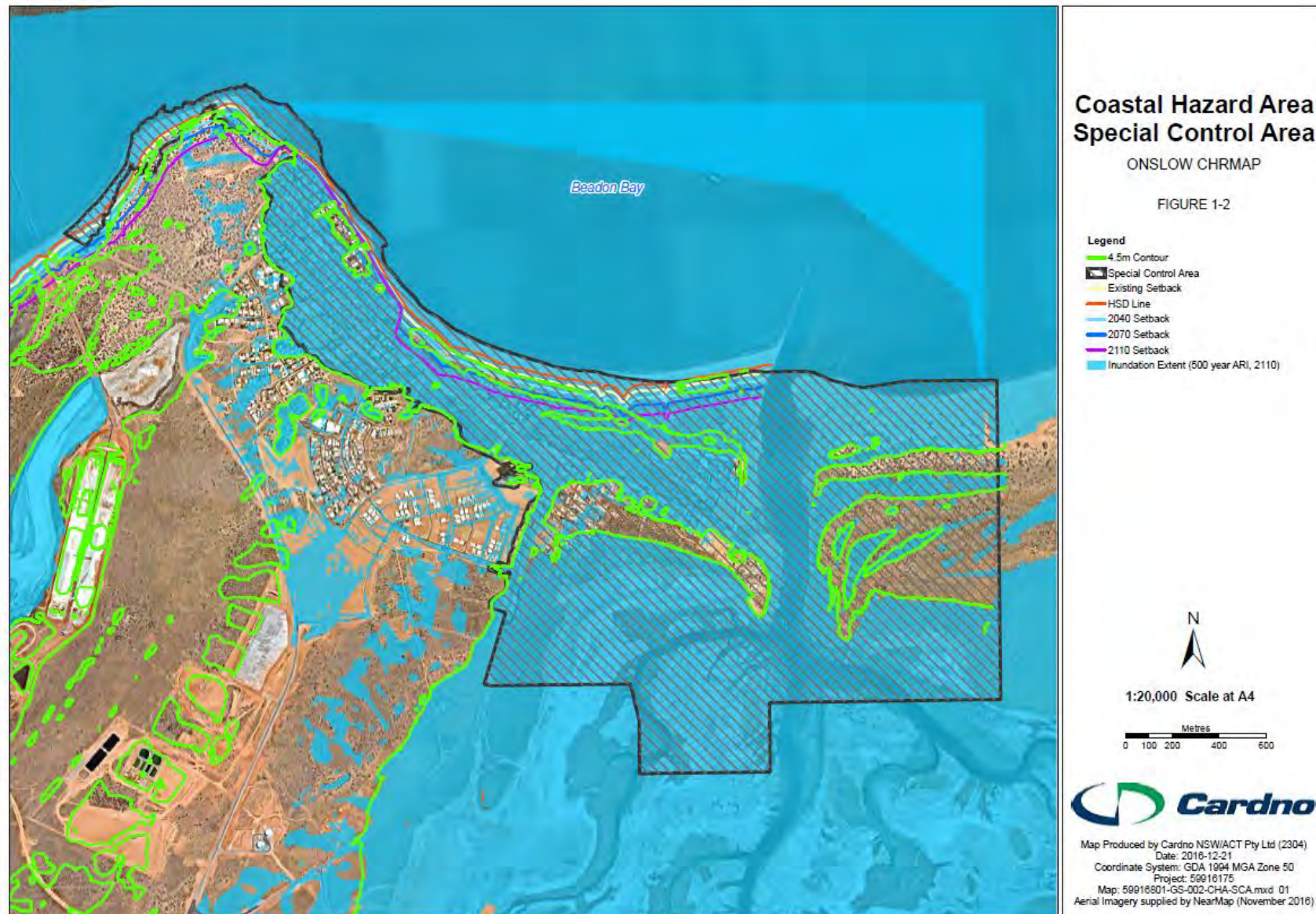


Figure 6-2 2004 Gazetted SCA overlaying current Onslow township zoning

#### 6.2.4 Site Selection for Future Assets

Avoiding new development in hazard-prone areas and managed retreat requires the identification of alternative suitable sites for development. Where the risks of erosion or frequent inundation are high, new development should be avoided and strategies for retreat put in place as hazard event triggers that impact existing land uses are reached.

The predicted lifespan of the proposed development and its potential impact on other land during that lifetime, should be considerations for any application in areas identified as being at risk from coastal processes. Temporary land uses that can be removed before or when a nominated trigger is reached might be considered (for example, if the recurrence of flooding becomes unacceptably frequent and repair costs begin to exceed the retreat option costs). Appendix 12 to TPS 7 already contains provisions relating to temporary or transient development, requiring its removal by 31 December 2040.

No new development should be contemplated within the defined 2110 hazard line other than low impact, (relatively) low value and/or removable structures (such as beach shelters, access paths, fences, caravans, etc). No further subdivision of land within the 2110 hazard line should be contemplated, nor further intensification of existing development.

It has already been noted that the town of Onslow was completely relocated in the 1920's from its original location at the mouth of the Ashburton River, some 18 kilometres south-west of the current location. Whilst such a dramatic move is unlikely to be necessary again, it is nevertheless advisable to plan for the evolution of the town to achieve a gradual retreat of development in vulnerable areas to 'higher ground' (**Figure 6-3**). This recommendation should not cause alarm – dramatic and sudden changes should not be required if planning takes place early enough. All settlements evolve; this recommendation simply requires that improving the resilience of Onslow and its community to coastal erosion and inundation over time is a conscious inclusion in plan making.

A structure planning approach may be the best way of testing scenarios and producing a strategy that articulates a community vision for adapting Onslow iteratively over the long term to achieve an urban form that responds to storm tide and sea level rise risks. It would allow the establishment of a schedule or (more likely) milestones against which planning and development activity can be measured.

The endorsed structure plan for the expansion of the Onslow townsite already provides a direction for future development. Much of the plan is intended to cater for residential development. Structure plans are not statutory and some flexibility remains to identify sites suitable for the long term relocation of some land uses into the structure plan area if necessary. Thought could be given to keeping development on some sites relatively temporary to retain flexibility for the long term.

This CHRMAP looks 100 years ahead but also requires regular review to take into account new information and changing circumstances. A local planning strategy generally has a planning horizon of around 15 to 20 years, whereas a local planning scheme is reviewed every five years. Changes to planning controls, including the extent of the SCA and the development requirements that apply, are likely to be modest and incremental. As discussed in the previous section, 6.2.3, a SCA provides a mechanism to facilitate the implementation goal but a more detailed review needs to be undertaken to reduce the risks of unintended consequences of any proposed amendments.

*R15. No new development should be contemplated within the defined 2110 hazard line other than low impact, (relatively) low value and/or removable structures*

*R16. Applications in areas identified as being at risk from coastal processes should consider the predicted lifespan of the proposed development and its potential impact on other land during that lifetime. Temporary land uses that can be removed before or when a nominated trigger is reached might be considered.*

*R17. No further subdivision of land within the 2110 hazard line should be contemplated, nor further intensification of existing development*

*R18. Planning should guide the evolution of the town to less hazardous areas, from a flooding and coastal erosion perspective*



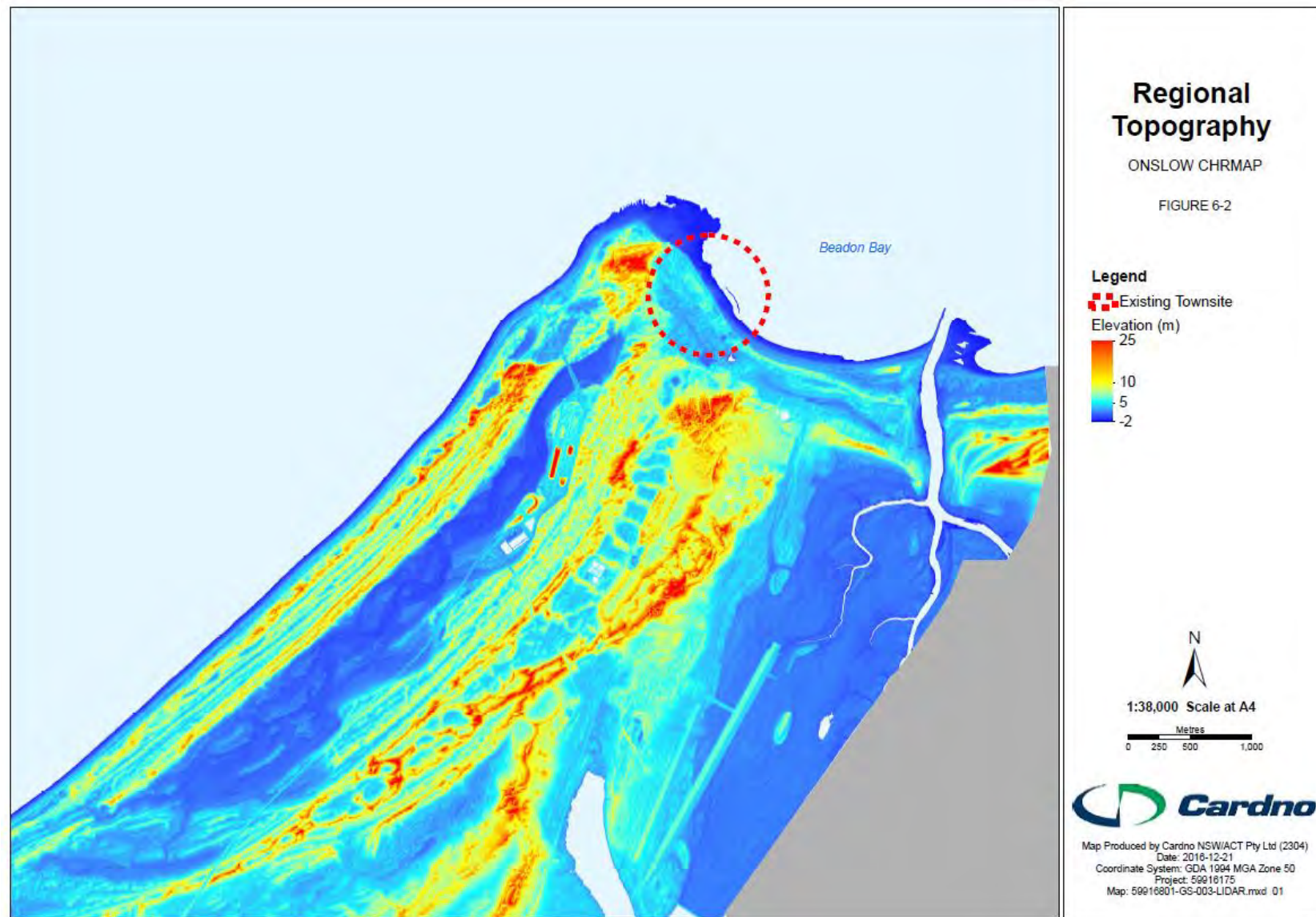


Figure 6-3 Topography of Onslow Region

### 6.2.5 Asset Relocation

This study has identified a number of public assets vulnerable to erosion for which the medium to long term pathway for adaptation is “managed retreat” (**Section 5.3**), including:

- > Onslow salt infrastructure;
- > Onslow Back Beach picnic area;
- > Portions of the Ian Donald Blair Memorial Walkway; and
- > Portions of Seaview Drive, Back Beach Road and Second Ave.

Ideally, the long-term preferred pathway for all assets in the SCA (i.e. at risk of inundation) is managed retreat, with some potential for accommodation in the form of changed land use and design to withstand impacts.

It is recommended that the Shire adopt a policy for relocation of public and Shire-owned assets from within the SCA at end of their lifecycle wherever possible. For some assets such as parks and recreations grounds and car parks these may be considered to be acceptable land uses and infrastructure should be designed to accommodate the risk as described in **Section 1.3**. It is recommended that the Shire’s Asset Management Plan be updated to reflect the relocation policy.

Relocation of privately owned residential and commercial assets is a complex issue. As introduced in **Section 6.1**, it is important to identify land uses that are strategically compatible with the risk and zone the land accordingly, and a review of current zoning and land use permissibility with zones is recommended. Informing potential buyers of the long term risk is an important component as discussed in the following Section. Additional proactive strategies could include land buy back and land swap schemes (**Figure 6-4**).

Onslow salt infrastructure is vulnerable prior to 2040, and although there is scope for accommodation in the short term, the medium term adaptation pathway is for managed retreat (**Section 5.3.1**). It is recommended that the Shire convey the outcomes of this CHRMAP report and the expectation for long-term managed retreat to Onslow Salt management.

Consideration should also be given to the long term possibility of relocating the Bindi Bindi community to higher ground. This would obviously be something to be canvassed with the Bindi Bindi community given the tenure of the land and the cultural connections with the site, which was established as a ‘native reserve’ to house the many tribes forced off their country by the encroaching spread of pastoralism.

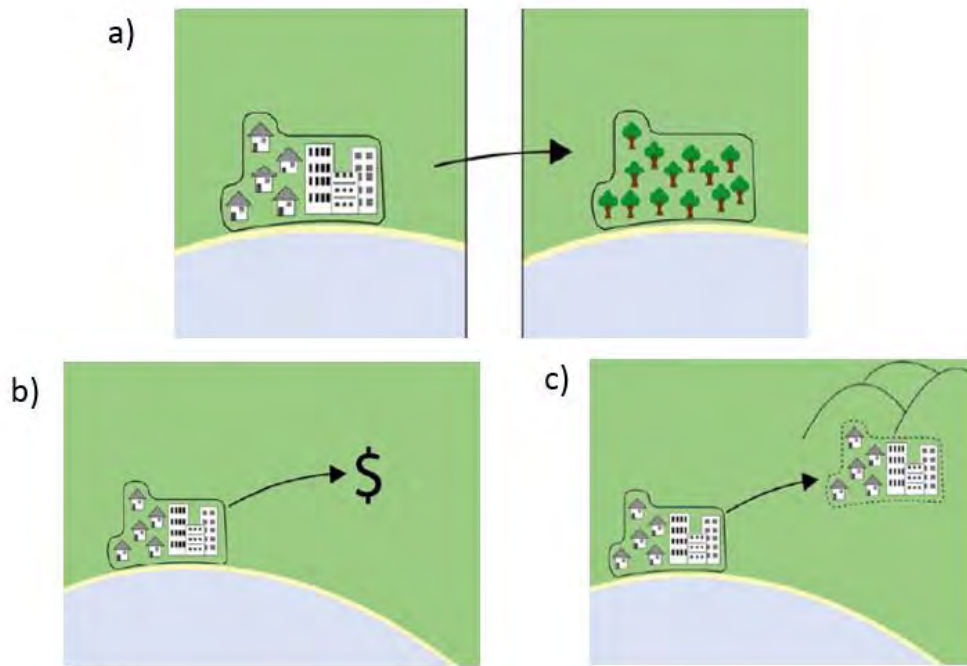
Alternative locations for all relocated assets would need to be identified as recommended in **Section 6.2.4** above.

*R19. It is recommended that the Shire adopt a policy for relocation of public and Shire-owned assets from within the SCA at the end of their lifecycle wherever possible, and that the Shire’s Asset Management Plan be updated to reflect the relocation policy*

*R20. The outcomes of this CHRMAP report and the expectation for long term management retreat should be conveyed to Onslow Salt management.*

*R21. Consideration should also be given to the long term possibility of relocating the Bindi Bindi community to higher ground.*





**Figure 6-4 Relocation concepts a) changed land use within high risk coastal areas and strategies of b) land buy back and c) land swap (adapted from Griffith University Centre for Coastal Management, 2012)**

#### **6.2.6 Flood-prone Areas - Information for land buyers**

Informing potential purchasers of land within the SCA and other flood prone land of the risk of flooding is important to allow people to make informed decisions about land they may look to purchase and develop. The Shire already has one mechanism for doing this, in some circumstances.

The provisions of Appendix 12 of TPS 7 include the requirement that any planning approval issued for development within the Onslow SCA shall include a condition requiring that a notification be placed on the certificate of title stating: “*VULNERABLE COASTAL AREA - This lot is located in an area likely to be subject to coastal erosion and/or inundation over the next 100 years.*” This provision should remain.

Such a notification would take the form of a Notification under section 70A of the *Transfer of Land Act 1893*. A Section 70A Notice, as it is commonly known, advises prospective purchasers of a potential hazard or factor that might impact the enjoyment of the property. Typically it is only acceptable to place such a notice on a certificate of title if the factor is relatively permanent and would not be evident at all or would not necessarily be obvious on inspection of the land. Potential flooding is one such factor.

Except when the notification is required as a condition of development or subdivision approval, the land owner’s acceptance is required before application to place a notice on a title can be lodged with the Registrar of Titles. Therefore whilst it is possible to apply to have a section 70A notice placed on the Title in other circumstances, it can only be with the agreement of the owner. Also, a fee is payable which might make the task cost prohibitive depending on the number of titles involved. Nevertheless it is something to consider and possibly negotiate with the State Government to remove the associated fees, in the public interest.

Information should also be given to prospective purchasers of flood-prone premises about the potential for inundation. This advice should be provided by the Shire in conjunction with the issue of zoning certificates and/or property enquiries. If it doesn’t already, the information should be stored in the Shire’s property data base where it can be accessed by Shire personnel responsible for responding to such enquiries. A GIS data base could also record incidences of flooding as they occur (along with a range of other site specific information), helping to build up a comprehensive picture that will aid future planning and investment decisions.

*R22. Provision 6 of Appendix 12 of TPS 7 (requiring a notification be placed on the certificate of title) should remain*

*R23. Information on inundation risk should also be given to prospective purchasers of flood-prone premises by the Shire in conjunction with the issue of zoning certificates and/or property enquiries*

### **6.3 Accommodate Actions**

#### **6.3.1 Sea Wall Maintenance**

The seawall forms a protective structure not only in relation to coastal erosion, but also in the protection of the township from inundation. The maintenance of the seawall is assumed in the predicted risk profile of the assets protected by it (for example buildings in the township). For the assumed protective capacity of the seawall to be realised into the future, it must be adequately maintained. It is thus highly recommended that the seawall be maintained and current and future maintenance specifications should be developed. It is also recommended that consideration is given to extending the seawall as presented below (**Section 6.4.2**).

*R24. It is highly recommended that the seawall be maintained, that detailed current and future maintenance specifications be developed and that beneficiaries and equitable apportionment of costs be investigated.*

*R25. Consideration should be given to extending the seawall to the east. This consideration should be informed by a Benefit Cost Analysis including options to equitably apportion costs to beneficiaries.*

#### **6.3.2 Land Use within the SCA**

As introduced in **Section 6.1**, management for coastal hazards does not necessarily mean there can be no development in high risk areas. The SCA is a form of spatial control, but the zones underlying the SCA are also important as these may still permit land uses that would be vulnerable to hazard impacts within the planning timeframe (100 years). Zoning sets limits on the type and extent of development that can happen in particular areas. It is important to identify land uses that are strategically compatible with the risk and to zone the land accordingly. A review of current zoning and land use permissibility with zones is recommended.

Land use within the SCA is considered in Appendix 12 of TPS 7 with specific reference to land use types: Health and Welfare and Community Services (Strategic and Non-strategic), Commercial (Strategic and Non-strategic), Residential, Temporary and or Transient; and Entertainment, Recreation and Culture (Appendix D).

In the context of adaptation planning, however it is recommended that land uses within the SCA be examined in greater details and consideration given to the formulation of guidelines on the preferred land use within the SCA. In general, preference should be given to land uses which are by nature temporary or transient (for example caravan parks), and are readily relocatable in response to changes in the risk profile, or otherwise make the risk of erosion and inundation more tolerable. Extension of the conservation reserve may also be appropriate in some areas

*R26. A detailed review of current zoning within the SCA and land use permissibility within zones is recommended.*

*R27. Consideration should be given to the formulation of guidelines on preferred land uses within the SCA. These guidelines may be incorporated into the update to the TPS.*

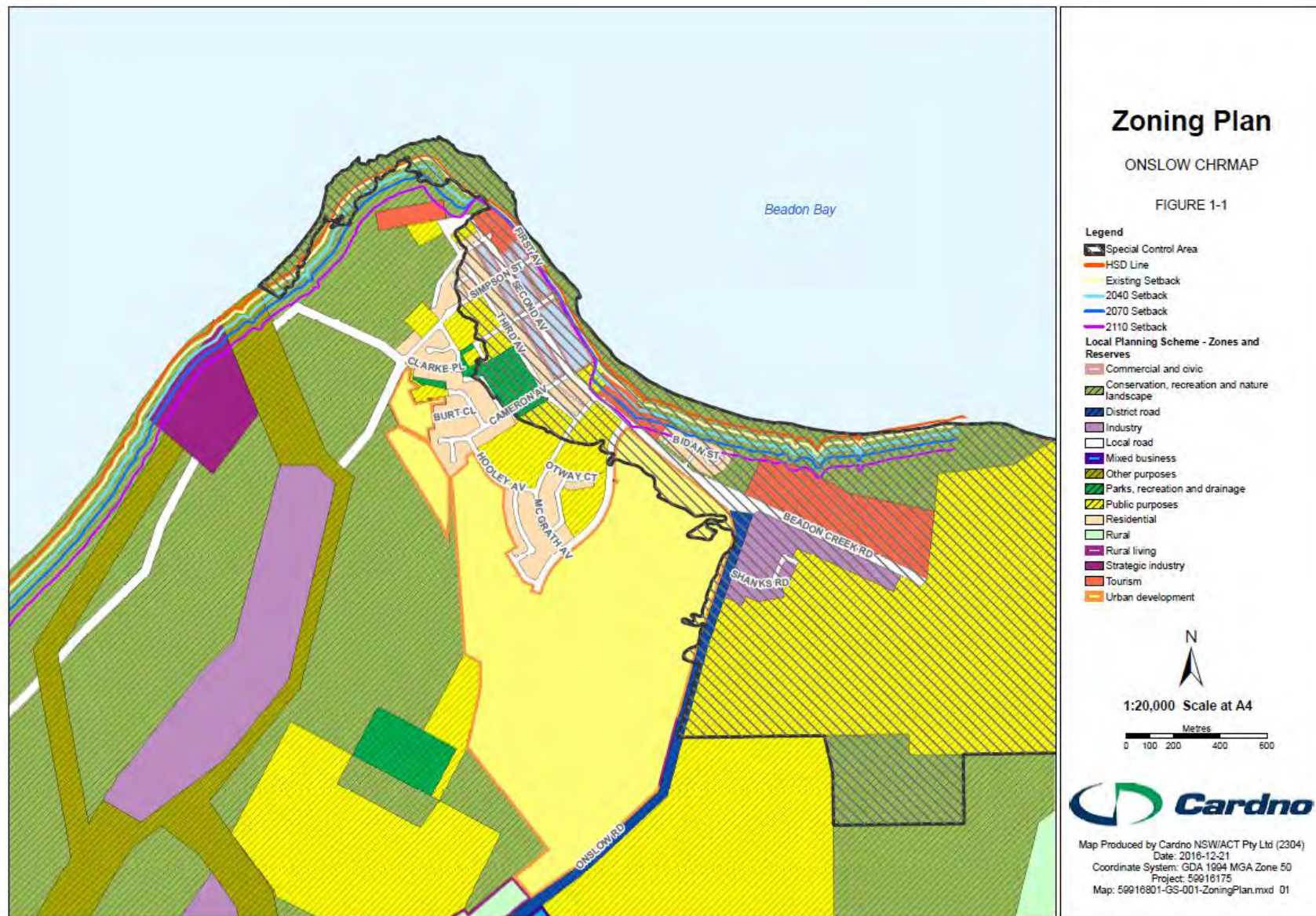


Figure 6-5 2004 Gazetted SCA overlaying current Onslow township zoning

### 6.3.3 Ground and Floor Levels

Inundation risks can also be managed through the application of planning and building controls, requiring elevated floor levels to reduce the impact of the expected flooding, especially under future conditions. This is usually implemented as a requirement to have a certain freeboard above a design flood level.

It is necessary to differentiate between finished ground level and finished floor level. All land that is the subject of a planning approval within the Onslow Coastal Hazard Area shall have minimum finished ground level of 2.5m AHD. However, fill to achieve a finished ground level of higher than 2.5m AHD is generally not supported, because increasing ground levels in one area can impact on other areas.

TPS 7 Appendix 12 currently specifies the minimum FFL for any building within the SCA as 2.5m AHD, with entertainment, cultural and recreation uses being permitted at this level. This minimum is specified to ensure that roads are less vulnerable to flooding. Other types of uses must have minimum floor levels of between 4m AHD and 6.4m AHD (Table 6-2), depending on their perceived vulnerability (refer to **Appendix D** of this document for the full text of Appendix 12 including a break-down of specific land uses included within each category).

On the basis of the results from coastal hazard assessment (Cardno 2016a), an appropriate level might be the 500-year ARI 2110 flood level of 4.5 m AHD with a 300mm or 600mm freeboard (i.e 4.8 -5.1 m AHD). This is in general agreement with the current FFLs (except for Temporary and/or Transient use and development). However, it is recommended that the Shire undertake a full review of FFL provided in Appendix 12 in relation to the flood levels provided in this document and existing precedents for land-use dependent freeboard allowances.

It is further recommended that this is reviewed again following review of the town drainage system as discussed in **Section 0**.

**Table 6-2 TPS 7 Appendix 12 minimum Finished Floor Levels (FFL)**

Land Use and Development	Minimum FFL (M AHD)
Health, Welfare and Community Services—Strategic use and development	6.4
Commercial—Strategic use and development	5.9
Residential use and development	5.9
Industry use and development shall be at a minimum finished floor level of	4.9
Commercial—non Strategic use and development	4.9
Health, Welfare and Community Services—non Strategic use and development	4.9
Temporary and/or Transient use and development*	4.0
Entertainment, Recreation and Culture use and development	2.5

\* Where planning approval is issued, the use and development shall not remain beyond 31 December 2040.

*R28. It is recommended that the Shire undertake a full review of FFL provided in TPS Appendix 12 in relation to the flood levels provided in this document*

*R29. FFL provided in TPS Appendix 12 should be reviewed again following review of the town drainage system*

### 6.3.4 Design Guidelines

There are a range of adaptation approaches to inundation risk for property and building design as illustrated in **Figure 6-6**.

The Landcorp (2012) published document, *Pilbara Vernacular Handbook* already identifies a range of design considerations for building in the Pilbara, and includes a section on Onslow (Part 5). It describes elements of

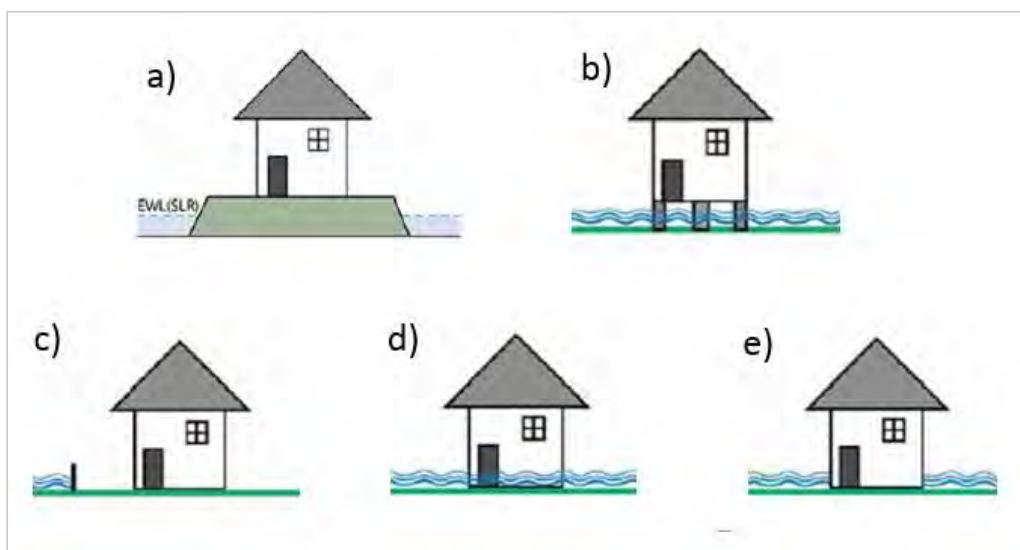


the design vernacular typical of Onslow. This includes local typologies and use of materials and design elements to accommodate the climate, including heat, cyclones and inundation.

In terms of accommodating inundation, the most appropriate design element may be raising buildings on stumps or stilts so that water can flow beneath them (**Figure 6-6**). The height required in some locations may not make this a feasible response for retail and commercial buildings but it is a technique that has been employed for many years. Design guidelines might address the use of undercrofts, with habitable rooms raised above expected flood levels and other rooms and car parking permitted with lower FFLs.

Design guidelines are typically not statutory as writing specific design requirements into the planning scheme can limit innovative design responses. Only those design elements, such as FFL for habitable rooms, that are considered essential should be in the planning scheme. Beyond that, making design guidelines a local planning policy under the planning will provide them with sufficient status to require them to be given due regard, whilst maintaining flexibility to allow variations in specific circumstances.

It is recommended that design guidelines be developed to compliment those published by Landcorp to more specifically address measures for protection from inundation.



**Figure 6-6 Property and building design adaptation responses a) raised ground levels, b) elevated buildings c) localised levees d) “wet” flood proofing and e) “dry” flood proofing (adapted from Griffith University Centre for Coastal Management, 2012)**

*R30. It is recommended that design guidelines be developed to specifically address measures for protection from inundation.*

### 6.3.5 Drainage Design

Much of the town is relatively low and flat and the town’s drainage relies on conveying runoff to stormwater detention basins prior to its discharge to the sea (see **Section 2.6**). This is particularly apparent for the drainage basins at the western end of the town. Over the 100 year planning horizon, the efficiency of the town drainage system is likely to be reduced (due to rising sea levels and the rising water table reducing the flood storage capacity of the drainage basins) leading to more frequent and prolonged flooding of low lying areas. Following significant future flood events the cost of repairs to any damaged infrastructure is likely to continue rising.

*R31. It is recommended that prior to the next review of the CHRMAP the town drainage system be investigated and a strategy that meets the requirements of SPP2.6 and the CHRMAP Guidelines, the Water Management Plans, and other related State guidelines be developed.*

### 6.3.6 Emergency Planning

It is recommended that the risks associated with emergency management and planning be considered through the implementation of cyclone and flood emergency response plans or similar. These plans map out the response to flood and coastal erosion emergencies prior to their occurrence and include the consideration of warnings, evacuation routes, trigger levels for response actions and the community recovery, post disaster.

*R32. It is recommended that during the next phase of review Emergency Management plans incorporate the risks identified in this CHRMAP.*

## 6.4 **Protect Actions**

### 6.4.1 Dune Care

On sandy shorelines, coastal dunes represent the last line of defence against erosion by providing a reservoir of sand for waves to utilise during storms (NSW Department of Land and Water Conservation 2001). In Onslow the dune system is low lying and generally sparsely vegetated (**Figure 6-7**). The current threats include uncontrolled vehicle and pedestrian access. These human impacts can also lead to excessive wind-blown erosion, above that expected naturally.



**Figure 6-7** Track through the dunes near the Onslow Jetty

It is recommended that the Shire initiate a dune care program that considers the following elements:

- > Analysis of historical aerial photography to understand the impacts of 4WD on vegetation loss and the development of mobile substrate to guide an effective dune care program;
- > Restriction of vehicle and pedestrian access;
- > Dune stabilisation works where required; and
- > Planting of native species.

NSW Department of Land and Water Conservation (2001), Coastal Dune Management: A Manual of Coastal Dune Management and Rehabilitation Techniques is a recommended resource for developing this program.

*R33. It is recommended that the Shire initiate a dune care program.*



#### **6.4.2 Seawall Extension**

An option that may be considered to protect the town from coastal erosion and inundation if the dunes to the eastern end of the town beach are eroded would be to extend the existing seawall towards the east. This option would provide a number of benefits to protect assets into the future but ultimately in the long-term the seawall is likely to be outflanked and/or overtopped.

The seawall could be extended to various distances and it may be appropriate to use a staged approach. These distances/stages might include:

1. Approximately 300 m extension, consistent with the span of the remnant seawall to protect infrastructure directly behind;
2. Approximately 700 m total extension (additional 400 m) to the eastern end of the Bindi Bindi community;
3. Approximately 1700 m total extension (additional 1 km) to the Beadon Creek groyne.

The cost for construction of such an extension is difficult to estimate due the variable nature of availability of construction plant and equipment, its mobilisation to Onslow, the source of appropriately sized rocks for the armour units and range of other factors. For comparison, a recent similar height and width seawall in the South west of WA, with a reasonably close source of armour rock, was estimated to cost about \$500k per 100m length of seawall. Allowing an additional 50% for mobilising to Onslow and assuming a similar source of rock is reasonably close then the extension is likely to cost around \$750k per 100 m length or approximately \$5M for the 700m extension and approximately \$7.5M for the 1000m extension. The total length of seawall is estimated to cost around \$12.5M.

*R34. It is recommended that the Shire initiate investigations into the availability of rock materials and undertake a more detailed costing of carrying out seawall extension using a staged approach. This consideration should be informed by a Benefit Cost Analysis including options to equitably apportion costs to beneficiaries.*

#### **6.4.3 Drainage Infrastructure**

As discussed in **Section 0** the design of the stormwater drainage system will require consideration of a number of issues to remain effective into the future. Stormwater drainage infrastructure is critical to the functions of the town. In the absence of any changes to the system the flooding of low lying areas will continue to worsen into the medium term. The present program of maintaining the system to mitigate flood impacts at the 10 year ARI rainfall event and undertaking reactive works to improve elements of the system. The drainage maintenance and development strategy needs to be reviewed in the short term in the context of the medium to longer term sea level rise effects. Investigations of options to assist develop a more detailed Benefit Cost Analysis of the whole system asset base may be considered in the immediate term.

*R35. It is recommended that the Shire initiate investigations of the drainage system and its performance/requirements in the longer term. The review to incorporate more detailed Benefit Cost Analyses to inform future decisions on adaptation of the stormwater drainage system.*

### **6.5 Economic Aspects**

#### **6.5.1 Coastal Erosion**

A strategic economic assessment was undertaken to assess the economic implications of the risk of coastal erosion and pluvial inundation (**Appendix E**). The costs over the 100 yr planning timeframe was assessed to be \$0.6 to \$3.7 million (present value, \$2016) associated with coastal erosion. The assessment concluded that, based on the existing information, there are not enough costs associated with inaction to justify immediate

relocation of assets to reduce risk. It is recommended to wait as long as possible before incurring replacement costs. A more detailed evaluation of costs and benefits of erosion specific management options is recommended.

In the medium term the costs associated with the seawall extension option (see **Section 6.4.2**) is likely to be less than the value of the assets that would be afforded protection from coastal erosion and inundation up to the 100 yr ARI ocean storm surge event. Ultimately in the long term the seawall would be outflanked and therefore a retreat strategy is recommended. These confounding factors require more detailed assessment and consideration of the longer term benefits to inform decisions on the future of these assets and at what time protect or retreat strategy may be implemented.

**R36. A more detailed evaluation of costs, benefits and equitable apportionment of costs for erosion specific management options is recommended.**

### 6.5.2 Pluvial Inundation

The strategic economic assessment also considered the damage repair costs of the 10 and 100 year ARI pluvial flooding events occurring at the present time and at the 2110 horizon. The method and assumptions used to produce relative costs are outlined in the Appendix E. Based on the number of buildings impacted and the damage cost per asset, the damage cost estimates for any one event is presented **Table 6-3**.

**Table 6-3 Pluvial inundation damage cost per single event in 2016**

Scenario	Damage Cost per Event
10 Year ARI (current)	\$6.7M
100 Year ARI (current)	\$9.9M
10 Year ARI (2110)	\$9.9M
100 Year ARI (2110)	\$14.5M

**Table 6-4** presents the expected present value costs (expected value = probability x cost of damage / repair) of each scenario given their likelihood of occurrence over the 100 year period. The 10 Year ARI event is less intense but more frequent and as such is more costly than the 100 Year ARI event. The current value of the assets impacted by a 100 year event (should it occur today) is estimated at \$110M.

**Table 6-4 Pluvial inundation damage cost over 100 years**

Scenario	Expected value of damage cost over 100 years	Present expected value of damage cost over 100 year assessment period
10 Year ARI	\$78.6M	\$10.8M
100 Year ARI	\$11.6M	\$1.6M

As for erosion, the inundation economic assessment concluded that, based on the existing information, there are not enough costs associated with inaction to justify immediate relocation of assets to reduce risk. It is recommended to wait as long as possible before incurring replacement costs. A more detailed evaluation of costs and benefits of inundation specific management options is recommended.

**R37. A more detailed evaluation of costs, benefits and equitable apportionment of costs for inundation specific management options is recommended.**

## **6.6 Performance, monitoring and reporting**

A well planned monitoring and review program is essential to the success of the CHRMAP process. The guidelines suggest that the CHRMAP be reviewed and updated each 5 years to reflect the improved knowledge base and contribute to more effective planning. Regular monitoring, evaluation, review, and where necessary, amendment of adaption plans are part of the continual improvement process. Triggers for actions and review may include time frames, new site specific information, new general coastal process information, updated climate change predictions, damage assessment and improved asset condition and life cycle information.

As part of the CHRMAP, Cardno will develop a basic monitoring and review program that identifies specific triggers and helps the Shire identify other events that may be a trigger. Adaption itself can induce secondary risks and the monitoring plan will assist in the early identification of unexpected consequences, so that the triggering of a review process can occur prior to intolerable risk.

Time and cost related parameters assessed in the adaption planning stage will also be re-assessed during the monitoring and review process. This is important as these factors may change over time, such as when risks increase in likelihood and become more frequent. The priority of risks will change over time, and so will the cost/benefits and other factors, including the Shire's budget.

### **6.6.1 Coastal Monitoring**

Wave information – Council to seek access to NWS wave monitoring data information and wave transformation modelling to assess wave characteristics at the Onslow coast during significant storms/cyclones. This information may be updated or seek advice from the BoM on incorporating annual event reports into Councils reporting system.

- > S1 opportunistic shoreline surveys through aerial survey of the beach and dunes annually and immediately after significant events (10 year ARI wave event)
- > S2 Shoreline surveys and sediment surveys
- > S3 historic shoreline movement. Obtain aerial photography each 5 years to assess shoreline movement
- > Sea Level Rise – Utilise analysis of Beadon Creek water levels to determine the actual sea level rise each 2-5 years.

The effects of broader scale coastal sediment transport processes within the secondary sediment cell (that includes the recently completed Wheatstone harbour development) should be monitored and analysed to assess potential effects on the future hazard line estimates.

If rapid erosion of Sunset Beach and the dunes is observed over next 10 years then undertake geophysical survey of dunes to assess the erodibility of soils and substrate and review of the hazard line estimates.

### **6.6.2 Inundation monitoring**

Supplement BoM weather and rainfall monitoring with water table monitoring near the drainage basins to assess the influence of groundwater on the basin capacity during events.

Undertake flood debris level monitoring immediately after significant floods to assist assess the flood characteristics.

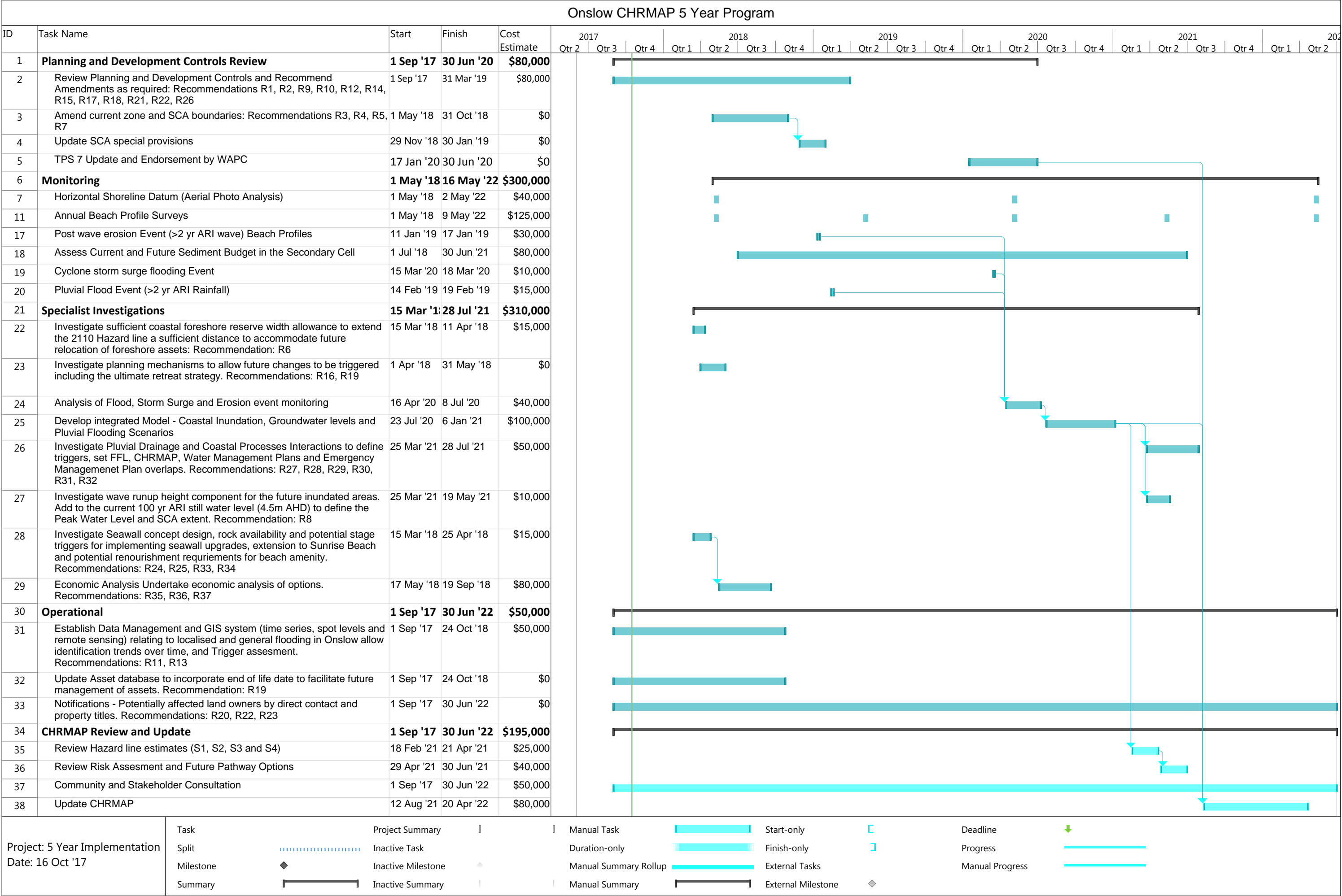
Utilise existing models to further assess the monitoring data and flood characteristics

### **6.6.3 Assets and Damage Assessment Reports**

Develop asset database and tracking of post event asset damage to aid economic assessments.

## **6.7 Immediate Term Program Summary**

A program of works for the immediate term 2017-2022, up to the next CHRMAP review is outlined in the Gantt Chart presented in Figure 6-8. The program summarises activities associated with each of the recommendations the monitoring discussed above and also highlights the linkages between the key activities.



## 7 CONCLUSIONS AND RECOMMENDATIONS

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Climate change, including sea-level rise, is expected to bring changes to the West Australian coastline over coming decades. As a predominantly services oriented town Onslow has historically gone through periods of changing fortunes having been relocated in the early 1920's and ups and downs of various economic cycles centred around the agriculture, fishing, salt production, mining and oil and gas industries that support the area. The town's continued existence bears testament to its resilience and the impending threats of climate change and sea level rise are likely to present new challenges for the community. The threats of sea level rise and inundation events to property, infrastructure and the environment may ultimately again test the viability of the location of the town itself. This Coastal Hazard Mitigation and Adaption Plan (CHRMAP) has been prepared to provide a long term view of the possible strategies to adapt to the changing future conditions.

Development of the Onslow CHRMAP has followed the requirements of WA State Planning Policy 2.6: Coastal Policy (SPP2.6) and supporting guideline documents. An analysis of the coastal processes and predictions of erosion and inundation at future horizons was carried out in Part 1 of this study. The results informed the identification of vulnerable assets and a subsequent risk assesment. Based on the outcomes of the risk assessment a number of adaptation options and possible future pathways for mitigation has been considered.

A key aspect for the future of the town is the threat of steadily rising sea levels, combined with storm events - ocean storm surge, local rainfall-induced flooding and rising water tables – that will affect the viability of low lying areas of the town. In addition, coastal erosion is likely to threaten some infrastructure in the lee of the present Town Beach, including the Bindi Bindi community area. Strategies that might be adopted to respond to these threats at significant future turning points are articulated in this plan. A series of 37 recommendations for implementation in the immediate, short and long term were derived in Chapter 6 and are listed below.

In conclusion this plan outlines a series strategies that will need to be considered, revised and updated in future with the benefit of new information. Adopting the adaptive management approach will assist the community and Shire of Ashburton identify optimal solutions to the threats of climate change and sea level rise.

- R1. A detailed review of current zoning and land use permissibility within zones should be undertaken in light of the results of the risk assessment outcomes.
- R2. Appendix 12 SCA in LPS 7 should be reviewed to reflect the outcomes of the CHRMAP process and, where relevant, include specific clauses for example, to ensure that actions are enforceable
- R3. The existing Conservation, Recreation & Nature zoning should be maintained / extended along the coastline, seaward of 2110 hazard line
- R4. Move the Strategic Industry zone near jetty inland of 2110 hazard line
- R5. Prior to development of Lot 381 consider adjusting north east boundary to be inland of 2110 hazard line.
- R6. Consideration should be given to amending the scheme to extend the local scheme reserve for the foreshore area beyond the 2110 coastal hazard line a sufficient distance to accommodate relocation of foreshore assets. Where this may impact on private land, consideration should include risk of claims arising.
- R7. The SCA should be extended inland to the 2110 coastal hazard line along the length of coastline, from the southern extent of the study area to 4 Mile Creek.
- R8. For the current 100 year planning horizon the SCA extent should be defined by the 4.5 m AHD contour
- R9. The SCA extent and provisions of Appendix 12 of the local planning scheme should be included in the five yearly local planning scheme review
- R10. Review of the CHRMAP every five years is to include a review of the SCA extent and relevant provisions including Appendix 12 of TPS 7

- R11. Data relating to localised and general flooding in Onslow (not just the SCA) should be recorded in sufficient detail to identify trends over time, including any changes that may result from development that has taken place
- R12. Identify areas within the SCA and study area where avoidance of development altogether is the most advisable strategy
- R13. Update of Shires GIS to include contours and flooding data from this study
- R14. Intensification of development at the Bindi Bindi community should not be permitted. Renewal of existing infrastructure should only be considered with appropriate flood-resistant design
- R15. No new development should be contemplated within the defined 2110 hazard line other than low impact, (relatively) low value and/or removable structures
- R16. Applications in areas identified as being at risk from coastal processes should consider the predicted lifespan of the proposed development and its potential impact on other land during that lifetime. Temporary land uses that can be removed before or when a nominated trigger is reached might be considered.
- R17. No further subdivision of land within the 2110 hazard line should be contemplated, nor further intensification of existing development
- R18. Planning should guide the evolution of the town to less hazardous areas, from a flooding and coastal erosion perspective
- R19. It is recommended that the Shire adopt a policy for relocation of public and Shire-owned assets from within the SCA at end of their lifecycle wherever possible, and that the Shire's Asset Management Plan be updated to reflect the relocation policy
- R20. The outcomes of this CHRMAP report and the expectation for long term management retreat should be conveyed to Onslow Salt management.
- R21. Consideration should also be given to the long term possibility of relocating the Bindi Bindi community to higher ground.
- R22. Provision 6 of Appendix 12 of TPS 7 (requiring a notification be placed on the certificate of title) should remain
- R23. Information on inundation risk should also be given to prospective purchasers of flood-prone by the Shire in conjunction with the issue of zoning certificates and/or property enquiries
- R24. It is highly recommended that the seawall be maintained and detailed current and future maintenance specifications should be developed.
- R25. Consideration should be given to extending the seawall to the east.
- R26. A detailed review of current zoning within the SCA and land use permissibility within zones is recommended.
- R27. Consideration should be given to the formulation of guidelines on preferred landuses within the SCA. These guidelines may be incorporated into the update to the TPS.
- R28. It is recommended that the Shire undertake a full review of FFL provided in TPS Appendix 12 in relation to the flood levels provided in this document
- R29. FFL provided in TPS Appendix 12 should be reviewed again following review of the town drainage system
- R30. It is recommended that design guidelines be developed to specifically address measures for protection from inundation.
- R31. It is recommended that prior to the next review of the CHRMAP the town drainage system be investigated and a strategy that meets the requirements of SPP2.6 and the CHRMAP Guidelines, the Water Management Plans, and other related State guidelines be developed.



- R32. It is recommended that during the next phase of review Emergency Management plans incorporate the risks identified in this CHRMAP.
- R33. It is recommended that the Shire initiate a dune care program.
- R34. It is recommended that the Shire initiate investigations into the availability of rock materials and undertake a more detailed costing of carrying out seawall extension using a staged approach.
- R35. It is recommended that the Shire initiate investigations of the drainage system and its performance/requirements in the longer term. The review to incorporate more detailed Benefit Cost Analyses to inform future decisions on adaptation of the stormwater drainage system.
- R36. A more detailed evaluation of costs and benefits of erosion specific management options is recommended.
- R37. A more detailed evaluation of costs and benefits of inundation specific management options is recommended.

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### **Avoid / Retreat Actions**

R1. A detailed review of current zoning and land use permissibility within zones should be undertaken in light of the results of the risk assessment outcomes.

Zoning and land use will be considered through the Local Planning Strategy, with recommendations filtered through and implemented in the Local Planning Scheme review. While all zones and permitted land uses will be considered, in Onslow, particular attention will be made to flooding and inundation risks.

Where areas are identified as being threatened by flooding or storm surge, restrictions will be placed on further development.

R2. Appendix 12 SCA in LPS 7 should be reviewed to reflect the outcomes of the CHRMAP process and, where relevant, include specific clauses for example, to ensure that actions are enforceable

Appendix 12 sets out the requirements for development within the Onslow Coastal Hazard Area: setting minimum finished floor and ground levels; requiring the notification on certificates of title; and controlling subdivision. This appendix has already been identified as requiring review and will be addressed either the Scheme review, or as a separate Scheme Amendment.

R3. The existing Conservation, Recreation & Nature zoning should be maintained / extended along the coastline, seaward of 2110 set back line.

This recommendation will be considered through the Local Planning Strategy and implemented with the Scheme review. The coastal processes study proposed as a joint project with Curtin University will provide critical details in establishing this setback line.

R4. Move the Strategic Industry zone near jetty inland of 2110 set back line

This strategic industry zone comprises a portion of Reserve 19291 (Common), unallocated Crown land, Reserve 51690 (Port Authority communications), and Seaview Drive. Given the amount of Strategic Industry zoned land in the ANSIA, the lack of development on the Seaview Drive site, the close proximity to the Onslow townsite, and the site's physical constraints, it is unlikely that the zoning will be retained in the new Local Planning Scheme.

R5. Prior to development of Lot 381 consider adjusting north east boundary to be inland on 2110 setback line.

The coastal erosion risk exposure to Lot 381 requires further investigation prior to modifying this boundary. The proposed coastal processes study joint project with Curtin University will provide additional guidance in determining the appropriate development envelope for Lot 381.

R6. Consideration should be given to amending the scheme to extend the local scheme reserve for the foreshore area beyond the 2110 coastal hazard line a sufficient distance to accommodate relocation of foreshore assets. Where this may impact on private land, consideration should include risk of claims arising.

At this stage, it is considered unlikely that freehold land will be acquired for the relocation of foreshore assets - a more appropriate scenario would be to identify other undeveloped Crown reserves that would suit such development. Purchasing or compulsorily acquiring freehold land is most likely an unnecessarily expensive means of providing public facilities adjacent to coastal areas.

Prior to amending the Scheme to reserve land that is currently zoned and in private ownership, the Shire will determine any financial liabilities that could be incurred.

R7. The SCA should be extended inland to the 2110 coastal set back line along the length of coastline, from the southern extent of the study area to 4 Mile Creek.

The Special Control Area will be reviewed following more detailed investigation of coastal processes, with the area and Scheme provisions that regulate development updated accordingly.

R8. The for the current 100 year planning horizon the SCA extent should be should be defined by the 4.5 m AHD contour.

The existing SCA is defined by the 4 m contour, so this recommendation will bring more land into the Scheme provisions controlling development in this area and this recommendation will be implemented through the Scheme review, or a separate amendment process.

R9. The SCA extent and provisions of Appendix 12 of the local planning scheme should be included in the five yearly local planning scheme review.

While there is an intent to review the CHRMAP and Local Planning Scheme every five years, this will also be impacted by the assessed need to undertake such a review, that is, the rate of change in coastal processes, storm frequency, major earthworks etc may require more frequent updates, and alternatively, ongoing monitoring may provide evidence for longer review intervals.

R10. Review of the CHRMAP every five years is to include a review of the SCA extent and relevant provisions including Appendix 12 of TPS 7

It is intended to review the Scheme and the CHRMAP every five years, however ongoing use of the Plan and Scheme provisions relating to the SCA may indicate that longer or shorter review intervals are required.

R11. Data relating to localised and general flooding in Onslow (not just the SCA) should be recorded in sufficient detail to identify trends over time, including any changes that may result from development that has taken place.

This will require discussion with infrastructure Services to establish monitoring locations and protocols, and recording methods to ensure data collection is consistent.

R12. Identify areas within the SCA and study area where avoidance of development altogether is the most advisable strategy.

This recommendation will be best implemented following more detailed study of coastal processes to ensure threatened and unthreatened land is correctly identified.

R13. Update of Shires GIS to include contours and flooding data from this study.

This recommendation to be implemented in coordination with Infrastructure Services.

R14. Intensification of development at the Bindi Bindi community should not be permitted. Renewal of existing infrastructure should only be considered with appropriate flood flood-resistant design.

The Shire is in ongoing discussion with the Bindi Bindi Community and the Department of Housing regarding its long-term use and development.

R15. No new development should be contemplated within the defined 2110 setback other than low impact, (relatively) low value and/or removable structures.

This recommendation will be implemented as a Scheme provision following the coastal processes study and as part of the SCA review. In the meantime, any application for planning approval will consider coastal threats. This land is predominantly in Crown ownership (UCL and managed reserve).

R16. Applications in areas identified as being at risk from coastal processes should consider the predicted lifespan of the proposed development and its potential impact on other land during that lifetime. Temporary land uses that can be removed before or when a nominated trigger is reached might be considered.

This recommendation to be implemented through the review of the SCA Scheme provisions. Greater understanding of coastal processes and resulting threats will allow for more accurate predictions of when land will be under significant threat, and accordingly when development should be removed or modified accordingly.

R17. No further subdivision of land within the 2110 setback should be contemplated, nor further intensification of existing development.

Subdivision can be supported where it will not result in inappropriate development (e.g. amalgamation of lots into a Crown foreshore reserve would be permitted). This recommendation should be incorporated into Scheme provisions at the next opportunity, most likely the Scheme review.

R18. Planning should guide the evolution or migration of the town to less hazardous areas, from a flooding and coastal erosion perspective.

This is a long-term process of which the CHRMAP is the first step. While there is no immediate need to relocate the townsite, the Local Planning Strategy can begin to preempt this process, although it will most likely not be realised within the timeframe of the next two or three Strategies.

R19. It is recommended that the Shire adopt a policy for relocation of public and Shire owned assets from within the SCA at end of their lifecycle wherever possible, and that the Shire's Asset Management Plan be updated to reflect the relocation policy.

This recommendation is for Infrastructure Services to implement through the Asset Management Plan, and will constantly evolve as new and more accurate data becomes available.

R20. The outcomes of this CHRMAP report and the expectation for long term management retreat should be conveyed to Onslow Salt management.

Onslow Salt have been consulted throughout the CHRMAP preparation and the Shire will continue to engage with this industry throughout this and other coastal investigations.

R21. Consideration should also be given to the long term possibility of relocating the Bindi Bindi community to higher ground.

As noted in R14, the Shire will continue to liaise with Bindi Bindi and the Department of Housing to ensure the community is provided with all available information regarding threats to its ongoing use and development.

R22. Provision 6 of Appendix 12 of TPS 7 (requiring a notification be placed on the certificate of title) should remain.

Noted.

R23. Information on inundation risk should also be given to prospective purchasers of flood-prone premises by the Shire in conjunction with the issue of zoning certificates and/or property enquiries.

When adopted, the CHRMAP will be made publicly available, and any inquiries from prospective purchasers of land identified as threatened by coastal processes will be notified in accordance with established processes.

### **Accommodate Actions**

R24. It is highly recommended that the seawall be maintained.

This recommendation to be implemented by Infrastructure Services and require budget allocation from Council.



R25. Consideration should be given to extending the seawall to the east.

As per R24.

R26. A detailed review of current zoning within the SCA and land use permissibility within zones is recommended.

This recommendation to be implemented through the Local Planning Strategy and Scheme review, based on all available coastal impacts information.

R27. Consideration should be given to the formulation of guidelines on preferred landuses within the SCA. These guidelines may be incorporated into the update to the TPS.

Following adoption of a new Local Planning Scheme, any policy statements supporting new Scheme provisions will be prepare accordingly.

R28. It is recommended that the Shire undertake a full review of FFL provided in TPS Appendix 12 in relation to the flood levels provided in this document

This recommendation to be considered and implemented through the Local Planning Strategy and Scheme reviews. Updated information regarding coastal processes and predictions of responses to sea level rise will inform the review of minimum finished floor levels.

R29. FFL provided in TPS Appendix 12 should be reviewed again following review of the town drainage system.

As per R28.

R30. It is recommended that design guidelines be developed to specifically address measures for protection from inundation.

Design guidelines or local planning policies will be considered following implementation of any new statutory requirements enforced through the Scheme.

R31. It is recommended that prior to the next review of the CHRMAP the town drainage system be investigated and a strategy that meets the requirements of SPP2.6 and the CHRMAP Guidelines, the Water Management Plans, and other related State guidelines be developed.

This recommendation to be implemented by Infrastructure Services through their ongoing maintenance and operation of the stormwater system based on the CHRMAP and other technical information.

R32. It is recommended that during the next phase of review Emergency Management plans incorporate the risks identified in this CHRMAP.

This recommendation to be implemented as part of the ongoing EMP preparation and review process.

R33. It is recommended that the Shire initiate a dune care program.

The Shire has recently been approached by the Department of Parks and Wildlife to apply for a DoP funding grant to jointly undertake a Coastal Management Plan for the Shire of Ashburton coast. This program would fulfill the recommendation and will be subject to further investigation and budget allocation towards the end of 2017.

R34. It is recommended that the Shire initiate investigations into the availability of rock materials and undertake a more detailed costing of carrying out seawall extension using a staged approach.

Infrastructure Services to investigate this recommendation.

R35. It is recommended that the Shire initiate investigations of the drainage system and its performance/requirements in the longer term. The review to incorporate more detailed Benefit Cost Analyses to inform future decisions on adaptation of the stormwater drainage system.

See R31.

R36. A more detailed evaluation of costs and benefits of erosion specific management options is recommended.

The Shire has lodged an application to fund this investigation as a joint project with Curtin University.

R37. A more detailed evaluation of costs and benefits of inundation specific management options is recommended.

This recommendation will be a matter of ongoing consideration by relevant Shire departments with expenditure to be considered and approved by Council in accordance with normal budgetary processes.

<b>Policy Name:</b>	<b>ENG08 BUSH FIRE POLICY</b> <u>ENG08 BUSH FIRE POLICY</u>
<b>File No:</b>	GV20
<b>Policy Purpose:</b>	It shall be the Policy of the Council of the Shire of Ashburton to establish and maintain a Bush Fire organisation in accordance with Part V of the Bush Fires Acts, 1954 as amended, in order to provide adequate fire protection for those areas within the municipality and to carry out any identified hazard reduction having due regard at all times for the preservation of the natural environment.
<b>Principles / Framework:</b>	10 Year Community Strategic Plan 2012-2022 Goal 04 – Distinctive and Well Serviced Places Object 02 – Accessible and Safe Towns
<b>Application:</b>	The Shire of Ashburton
<b>Statutory Environment:</b>	Local Government Act 1995 - 2.7 (2) (b)
<b>Approval Date:</b>	Adopted at the Ordinary Meeting of Council 11 February 2003 Ordinary Meeting of Council 15 July 2003 Ordinary Meeting of Council 15 December 2006 except for 'Section 3.6 Wittenoom' Ordinary Meeting of Council 19 November 2014 Ordinary Meeting of Council 9 December 2015 Ordinary Meeting of Council 26 April 2016

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## **1. BUSH FIRE ADVISORY COMMITTEE MEETINGS**

### **1.1 INTRODUCTION**

The Shire of Ashburton Bush Fire Service comprises one Brigade whose members are all trained volunteers. Council seeks input from these members and other key stakeholders on matters relating to relating to bush fire prevention and control through the Shire of Ashburton Bush Fire Advisory Committee.

This Policy specifies when Bush Fire Advisory Committee Meetings are to be held, and the minimum issues Council seeks the Advisory committee to address.

### **1.2 OBJECTIVE**

1. To specify a minimum number of Bush Fire Advisory Committee Meetings to be held in any year.
2. To specify what items are required to be considered at these meetings, except general agenda items.
3. To specify the membership of the Bushfire Advisory Committee and the numbers of members required to constitute a quorum.

### **1.3 POLICY STATEMENT**

The Bush Fire Advisory Committee shall meet a minimum of two times per year with the meetings being ~~held prior~~~~held prior to~~~~to~~ and after the fire (April & September) season. The Chairperson shall be the Shire of Ashburton President or their nominated delegate. In their absence the Chief Bushfire Control Officer will act as the Chairperson.

The following items shall be considered at the post fire (~~april~~~~April~~) season meeting of the Bush Fire Advisory Committee each year:

1. The report from the Brigade Captain on the fire season activities and other Brigade related issues.
2. ~~Busf~~~~Bush~~ Fire Brigade budget requests for items that fall ~~ourt-side~~~~outside~~ of the Local ~~Government~~~~Government~~ Grants Scheme (ESL) eligibility
3. Nominations for the National Medal.

The following items shall be considered at the pre fire (September) season meeting of the Bush Fire Advisory Committee each year:

- a) Appointment of Fire Control Officers
- b) the draft Section 33 Notice in regards to Fire Breaks
- c) Capital items for the forthcoming Local Government Grants Scheme (ESL) due in ~~January~~~~January~~ each year

**Membership of the Bush Fire Advisory Committee shall comprise of:**

**Membership:**

Shire of Ashburton President  
Two Shire of Ashburton Council Representatives  
Chief Bush Fire Control Officer  
Deputy Chief Bush Fire Control Officers  
Bush Fire Control Officers  
Chief Executive Officer  
Pastoralists Representative or Delegate  
~~Director~~ ~~Executive Manager~~ Development & Regulatory Services  
Shire of Ashburton Senior Ranger  
Captain or Delegate Tom Price Volunteer Bushfire Brigade  
Captain of the Tom Price PVFRS or Delegate  
Captain of the Paraburdoo PVFRS or Delegate  
Captain of the Pannawonica PVFRS or Delegate  
Rio Tinto Representatives  
(EMA Tom Price, Greater Paraburdoo, Greater Brockman)  
FMG Solomon Emergency ~~Mangement~~Management Supervisor

**Ex Officio**

CBFCO City of Karratha (FCO)  
CBFCO Shire Town of Port Headland (FCO)  
CBFCO Shire of Exmouth (FCO)  
DFES ~~Representatives~~Representatives  
DPaW Representatives

All of whom (except Ex Officio representatives) shall have equal voting rights except in the case of a tied vote; here the Chairperson shall also exercise a casting vote in addition to a deliberative vote.

Minutes and recommendations from the Advisory Committee will be presented to for discussion and referral to Council as soon as practicable after each meeting.

Quorum shall be ~~50%~~8 presiding members

**Terms of Office**

- a. Each committee member will be nominated annually at the post fire (April) season ~~meeting~~ by meeting by the committee for Council's ratification.
- b. The Council may accept the resignation in writing of, or remove any member of the committee.

**Appointment of Committee Members**

- a. The Council shall endorse the appointment of new Committee members or when a vacancy occurs in the office of a member of the Committee.

**District Committees**

The Chief Bush Fire Control Officer his/her delegate is to represent Council, in relation to their Bush Fire obligations, at Local Emergency Management Committee (LEMC) meetings and District Operations Advisory Committee (DOAC) meetings or other district meetings as required

## **2. MEETINGS OF THE BUSH FIRE BRIGADE**

### **2.1 INTRODUCTION**

Bush Fire Brigades are established by the Shire of Ashburton under powers conferred upon the Council by the Bush Fires Act 1954. The Shire of Ashburton Bush Fire Service comprises of one Bush Fire Brigade whose members are all trained volunteers. The Bush Fire Brigade may hold meetings on such days and at such times the Bush Fire Brigade thinks fit.

This Policy specifies when and what type of meetings the Bush Fire Brigade are to be held, the quorum required and voting rights of Brigade members

### **2.2 OBJECTIVE**

1. To specify a minimum number of Ordinary Meetings the Bush Fire Brigade is to conduct in any year.

2. To specify what items are required to be considered at these meetings, except general agenda items.

3. To specify what type of meetings the Bush Fire Brigade can conduct

### **2.3 POLICY STATEMENT**

#### **ORDINARY MEETINGS**

The Bush Fire Brigade shall conduct a minimum of 4 Ordinary Meetings times per year with at least 1 meeting being held prior to and 1 meeting after the fire (April & September) season. The Chairperson shall be the Captain or their nominated delegate. The Chief Bushfire Control Officer will act as the Secretary and minute the meeting. A copy of the meeting minutes is to be forwarded to the BFAC

The following items shall be considered at the post fire (April) season meeting of the Bush Fire Brigade each year:

1. The report from the Brigade Captain on the fire season activities and other Brigade related issues.

2. Bush Fire Brigade budget requests for items that fall outside of the Local Government Grants Scheme (ESL) eligibility

3. Nominations for Service Medals Medal.

The following items shall be considered at the pre fire (September) season meeting of the Bush Fire Advisory Committee each year:

a) Capital items for the forthcoming Local Government Grants Scheme (ESL) due in January each year

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## ANNUAL GENERAL MEETINGS

The Bush Fire Brigade shall hold an Annual General Meeting prior to the end of August each year.

At the AGM the Brigade is to

1 Elect the Bush Fire Brigade Officers from amongst the Brigade members

Voting will occur for positions in the following order:

- Brigade Captain; Term 2 year.
- Brigade Lieutenants; Term 2 year (up to 4 Lieutenants).
- Brigade Equipment Officer; Term 2 year.
- Secretary; By Brigade Resolution, the Shire of Ashburton CBFCO.

Elections will be conducted by secret ballot.

2 Deal with any general business that is outstanding.

## SPECIAL MEETING

The CBFCO or the Bush Fire Brigade Captain may convene a special meeting of the Bush Fire Brigade if requested by an Active Brigade Member or when required due to a vacancy in the Officer Group.

## OFFICERS GROUP MEETING

The Bush Fire Brigade Officers Group may hold meetings on such days and at such times it thinks fit to streamline line Brigade management and facilitate Brigade communication with key stakeholders. A report in the form of an email or discussion at the next Ordinary Meeting must be provided to all Bush Fire Brigade members.

## 2.6 QUORUM

The quorum for a meeting of a Brigade is at least 20% of the number of voting members of that Brigade. No business is to be transacted at a meeting of the Bush Fire Brigade unless a quorum of Brigade members is present in person or by authorised proxy.

## 2.7 VOTING

Each member is allowed one vote at a meeting of the Bush Fire Brigade. If a voting member is unable to attend a meeting they may lodge an absentee vote or a nominate another member as their proxy.

If the meeting Chair is willing to accept electronic lodgement, an absentee vote may be emailed to the meeting Chair. The absentee voter must be aware of the reduced confidentiality of this method.

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## 2.3. STANDARD OPERATING PROCEDURES

### 32.1 INTRODUCTION

DFES has a set of Standard Operating Procedures relevant to the everyday operation of Bush Fire Brigades. The Standard Operating Procedures have been widely accepted and adopted by most local governments in Western Australia.

### 23.2 OBJECTIVE

The objective of this Policy is to adopt DFES Standard Operating Procedures as Council's Bush Fire Brigades Standard Operating Procedures.

### 32.3 POLICY STATEMENT

That the Shire of Ashburton adopts the Standard Operating Procedures relating to Brigades and Local Authorities as outlined in the DFES Standard Operating Procedures applicable to Bush Fire Fighting and Incident Control as Council's Bush Fire Brigades Standard Operating Procedures.

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### **3.4. BUSH FIRE CONTROL OFFICER APPOINTMENTS**

#### **43.1 INTRODUCTION**

Within the Bushfire Brigades, there are various officers appointed by Council to undertake various roles and responsibilities. The persons occupying these positions, although volunteers, are nonetheless officers of the Council and are appointed by the Council (under section 38 of the Bush Fires Act 1954) upon their nomination by the Brigade and endorsement by the Bush Fire Advisory Committee.

This policy provides the eligibility criteria for a person to be appointed as a Bush Fire Control Officer.

#### **3.24.2 OBJECTIVE**

1. To ensure that a person has the relevant qualifications necessary to hold the position of Fire Control Officer.
2. To ensure that these qualifications are maintained by the appointed Bush Fire Control Officer.

#### **4.3.3 POLICY STATEMENT**

1. To be eligible for appointment as a Bush Fire Control Officer a person must have completed the Bush Fire Control Officer Training Program.
2. Notwithstanding Item 1 above, a person will be eligible for appointment as a Bush Fire Control Officer if they complete the Bush Fire Control Officer Training Program within 12 months of appointment.
3. For a person to continue as a Bush Fire Control Officer they must complete the Bush Fire Control Officers Course or a Refresher Course at intervals of no more than every 2 years.
4. Yearly notification is made to Council of Brigade Officers to be appointed as Fire Control Officers.
5. A Fire Control Officer shall not issue a Permit to Burn without consultation from the Chief or Deputy Chief Bush Fire Control Officer.

#### **4.5. AUTHORITY OF CHIEF & DEPUTY CHIEF BUSH FIRE CONTROL OFFICERS**

##### **54.1 INTRODUCTION**

Within the Shire of Ashburton Fire Services, a formal hierarchy exists in accordance with the Bush Fires Act 1954 to provide a chain of command at multi brigade incidents. The 2 most senior positions are those of Chief and Deputy Chief Bush Fire Control Officer.

This Policy recognises the need for the Chief and Deputy Chief Bush Fire Control Officer to act quickly in an emergency wild fire situation where that wild fire is beyond the resources of the Shire of Ashburton Fire Services.

##### **54.2 OBJECTIVE**

1. To specify which persons may incur expenses on behalf of Council;
2. To specify the extent of the authority to expend Council funds.

##### **54.3 POLICY STATEMENT**

1. The Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and Captain plus First, ~~Second and Third~~ Second, Third and Fourth Lieutenants of the Tom Price Volunteer Bush Fire Brigade are authorised to engage contractors or incur expenses of up to \$5,000 on behalf of Council;
2. Item 1 of the Policy above only applies to incidents where the Shire of Ashburton is the Controlling agency and the incident is beyond the resources of the Shire of Ashburton; and
3. Expenditure of an amount likely to exceed \$5,000 requires the approval of one of the following Council Employees:
  - a. Chief Executive Officer
  - b. Executive Manager Development & Regulatory Services

## **5.6. FIREBREAK ORDER – EXEMPTIONS**

### **65.1 INTRODUCTION**

In accordance with the provisions of Section 33 of the Bush Fires Act 1954, the Shire of Ashburton adopts an annual Firebreak Notice specifying the minimum standards of fire prevention measures to be undertaken by land owners.

For varying reasons of terrain, natural water courses, stands of significant vegetation or other reasons, it may not be possible or desirable for the land owner to meet Councils requirements.

In order to avoid receiving an infringement notice for failing to comply with the requirements of the Firebreak Order, the land owner, in accordance with the Order, needs to obtain the approval of the Shire for an exemption from, the requirements of the Order.

This Policy is intended to provide a procedure to deal with applications for firebreak exemptions to the annual Firebreak Order.

### **65.2 OBJECTIVE**

To specify which persons are authorised to approve applications for firebreak exemptions and variations to the annual Firebreak Order.

### **65.3 POLICY STATEMENT**

1. The Chief Executive Officer or Chief Bush Fire Control Officer are authorised to approve or refuse applications made for Firebreak Order exemptions.
2. Exemptions so granted shall be issued in writing by the Shire of Ashburton for a period of no more than 3 years

## 6.7. PERSONAL PROTECTIVE EQUIPMENT

### 6.7.1 INTRODUCTION

Bush Fire brigades are created by Council pursuant to Section 41 of the Bush Fires Act 1954. As Brigades are under the control of the Shire of Ashburton, the Shire has a duty of care to Brigade members to ensure that they are suitably equipped and protected to carry out their roles as fire fighters.

This Policy provides for the issue of personal protective equipment to brigade members.

### 6.7.2 OBJECTIVE

1. To specify what personal protective equipment will be supplied by the Shire of Ashburton.
2. To specify when brigade members can wear the personal protective equipment.
3. To specify that a register of personal protective equipment issued to brigade members must be kept by the relevant Chief Bush Fires Control Officer.

### 6.7.3 POLICY STATEMENT

1. The Shire of Ashburton shall issue all volunteers with DFES approved Level 1 Personal Protective Equipment consisting of

a) a

• Level 1 Tunic  
Level 1 Trousers  
Level 1 Helmet  
Level 1 Gloves  
Bush Fire Boots  
Goggles  
P2 facemasks

The PPE kit remains the property of the Shire of Ashburton at all times. Upon termination or resignation from the Brigade, all kit must be returned to the Brigade for re-issue to other active members. Failure to return the kit to the Brigade will result in the issue of an invoice for the replacement cost of a new PPE kit.

Failure to pay or return the issued gear will result in legal action being undertaken by the Shire of Ashburton to recover the items or replacement costs.

1. All members are responsible for the care and maintenance of all PPE issued to them.

2. Chief Bush Fire Control Officer or Captain shall require that a brigade member completes the attached form acknowledging that they have received the personal protective equipment and that they undertake to return the equipment if they cease to be an active member of the Brigade. Allocation of PPE is also to be entered on to the Station Software Program that the Brigade use.

Personal Protective Equipment shall only be worn at fire incidents and bona fide Brigade activities.

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## 8. FIRE APPLIANCES – REPAIRS, SERVICING & MODIFICATIONS

### 78.1 INTRODUCTION

Bush Fire brigades are created by Council pursuant to Section 41 of the Bush Fires Act 1954. As Brigades are under the control of the Shire of Ashburton, the Shire has a duty of care to Brigade members to ensure that all equipment provided for Brigade use is maintained to the correct standard and that any modifications do not compromise the operational safety of the equipment.

This policy seeks to specify the procedures to be followed when Council owned fire appliance require repairs, servicing or modifications.

### 78.2 OBJECTIVE

1. To provide an interpretation for the following terms:
  - a. minor repair
  - b. major repair
  - c. minor modification
  - d. major modification.
2. To specify the procedure to be followed when fire appliances require repairs or modifications.
3. To specify the frequency of routine scheduled servicing of fire appliances.

### 78.3 POLICY STATEMENT

In this policy:

“**minor repair**” means to restore to good condition, renovate, mend, remedy or set right again any part of a fire appliance as approved.

~~“**major repair**” means to restore to good condition, renovate, mend, remedy or set right again any part of a fire appliance, where the repair work as approved.~~

“**minor modification**” means to change or alter a component of a fire appliance where the modification will not affect the specifications of the fire appliance and where the modification work as approved.

“**major modification**” means to change or alter a component of a fire appliance where the modification will affect the specifications of the fire appliance and the modification work as approved.

1. A Purchase Order for all repairs and modification shall be obtained from the Chief Executive Officer or Chief Bush Fire Control Officer prior to the work being undertaken.
2. Minor and major modifications shall be authorised by the Chief Executive Officer and/or Chief Bush Fire Control Officer after consultation with DFES Operations Command Pilbara

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3. All Council owned fire appliances are to be serviced by an appropriately qualified company as required.

## **9. DUTIES OF RANGERS AT FIRES**

### **89.1 INTRODUCTION**

Pursuant to Section 38(1) of the Bush Fires Act 1954 Shire of Ashburton Rangers may be appointed as authorised Fire Control Officers.

It is the function of Volunteer Bush Fire brigades to suppress wild fires within the Shire of Ashburton. However, in performing this function, the Officer in control of the fire may enlist other services or agencies as required.

This policy seeks to specify when the Shire Rangers are requested by the Incident Controller or Chief Executive Officer or delegate to attend fire emergencies and the role of that officer at same.

### **89.2 OBJECTIVE**

1. To specify when the Shire Ranger is to attend fire services incidents.
2. To specify the Shire Ranger's role at fire services incidents.

### **89.3 POLICY STATEMENT**

1. The Shire Ranger shall attend fire emergencies only at the request of the Incident Controller or Chief Executive Officer or delegate.
2. At fire emergencies the role of the Shire Ranger is to:
  - a) assist the Incident Controller in establishing a forward control point.
  - b) provide essential communications assistance.
  - c) provide forward reconnaissance.
  - d) provide the Incident Controller with logistical support.

## **10. HAZARD REDUCTION WITHIN THE GAZETTED SHIRE OF ASHBURTON TOWNSITES**

### **10.1 INTRODUCTION**

The Shire of Ashburton is responsible for the reduction of fire hazards on land under its control. This land includes road and drainage reserves as well as public open space. This Policy provides for the burning of road and drainage reserves within the Shire of Ashburton for fire hazard reduction and maintenance purposes.

### **910.2 OBJECTIVE**

1. To specify who can conduct burning on road and drainage reserves under the care, control and maintenance of the Shire of Ashburton.
2. To ensure that persons involved in burning are trained to do so, in a safe manner.
3. To ensure that adequate appliances and/or machinery are available to facilitate the safe burning of road and drainage reserves.

### **910.3 POLICY STATEMENT**

1. All hazard reduction burns identified within the Shire of Ashburton Townsites are to be carried out in consultation with the Chief Bush Fire Control Officer and the Captain of the Private Fire and Rescue Service Brigades in Tom Price, Paraburdoo and Pannawonica and the Onslow Volunteer Emergency Services Unit.
2. Officers so authorised by Council shall issue permits to burn verge/drainage reserves to the following organisations only:
  - a. Private Fire and Rescue Service Brigades in Tom Price, Paraburdoo and Pannawonica and the Onslow Volunteer Emergency Services Unit.
  - b. Council's Bush Fire Brigades;
3. A Fire Control Officer shall not issue a Permit to Burn without consultation from the Chief or Deputy Chief Bush Fire Control Officer.
4. The Chief Bush Fire Control Officer shall be notified of a burn under this Policy.

## **11. FIRES OUTSIDE THE SHIRE OF ASHBURTON**

### **4011.1 INTRODUCTION**

Bush Fire brigades across the region operate in an environment of "mutual support", where Brigades in areas not under immediate threat from wild fire will assist at incidents which are beyond the capacity of the controlling agency.

This Policy recognises the need for the Shire of Ashburton to be able to assist other local authorities and emergency services where they request our assistance with an incident that is outside of the local government area of the Shire of Ashburton.

### **4011.2 OBJECTIVE**

1. To specify that the Shire of Ashburton is available to assist at incidents outside of the Shire of Ashburton.
2. To specify which officers are delegated to approve the response of Shire of Ashburton to incidents outside of the Shire of Ashburton.

### **4011.3 POLICY STATEMENT**

1. The Shire of Ashburton shall be available to attend incidents outside the Shire of Ashburton where their assistance is requested by the controlling agency for that incident.
2. A Bush Fire Brigade shall not attend an incident outside of the Shire of Ashburton unless their response is authorised by the Chief or Deputy Chief Bush Fire Control Officer and Chief Executive Officer.
3. The Chief Bush Fire Control Officer shall be notified as soon as a fire appliance is dispatched to an out of district fire.

## 12. USE OF COUNCIL PLANT – FIRE EMERGENCIES

### 12.1 INTRODUCTION

It is the function of Volunteer Bush Fire brigades to suppress wild fires within the Shire of Ashburton. However, in performing this function, the Officer in control of the fire may enlist other services or agencies as required

This Policy provides that Council plant may be used to assist at an incident and specifies which officers can approve the use of the plant.

### 12.2 OBJECTIVE

1. To specify when plant may be used at a fire emergency.
2. To specify which employees can authorize the use of Council Plant at fire emergencies.
3. To specify that plant operators have a minimum level of training before attending fire service incidents/civil emergencies.
4. To specify who will be responsible for costs associated with the use of Council plant at fire emergencies.

### 12.3 POLICY STATEMENT

The Shire of Ashburton, where practicable, shall make its plant available for use at fire emergencies.

Council Employees authorised to permit the use of Council plant at fire services incidents/civil emergencies are:

- a. Chief Executive Officer
- b. Chief/Deputy Chief Bush Fire Officer
- c. ~~Director Executive Manager of~~ Infrastructure Services
- d. ~~Director Executive Manager of~~ Development & Regulatory Services
- e. Brigade Officers

Council employees operating the plant shall have completed introduction to Bush Fire Fighting.

Where Council plant is utilised in accordance with clause 1 above, expenses are to be met by Council unless the expenses can be recovered by insurance procedures or Bush Fire Financial Assistance (DFES SAP 3.1.A) as approved by DFES Operations Command Pilbara

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## 13. TRAINING ARRANGEMENTS

### ~~13.2~~ 13.1 INTRODUCTION

Bush Fire brigades are created by Council pursuant to Section 41 of the Bush Fires Act 1954. As Brigades are under the control of the Shire of Ashburton, the Shire has a duty of care to Brigade members to ensure that they are suitably equipped and trained for their task.

This Policy is to ensure that volunteer fire fighters are properly trained by making available suitable venues, catering and by encouraging fire fighters to attend courses.

### ~~12.2~~ 13.2 OBJECTIVE

1. Chief Bush Fire Control Officer coordinates all training requirements.
2. To make available suitable venues for training; and
3. To specify when catering will be organised for course participants.

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### ~~12.3~~ 13.3 POLICY STATEMENT

1. The Shire of Ashburton shall make available, any suitable venue for the training of fire fighters.
2. It shall be the responsibility of the Chief Bush Fire Control to arrange for the booking of such venues;
3. The Shire of Ashburton shall pay via Emergency Services Levy and or annual budget allocation for catering at courses that are organized by the Chief Bush Fire Control;
4. The Chief Bush Fire Control shall make available to all Brigades within the Shire of Ashburton notices of upcoming training courses and they shall encourage suitable candidates to attend these courses;

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## **14. FIRE FIGHTERS MEALS – FIRE SERVICES INCIDENTS**

### **134.1 INTRODUCTION**

At incidents of major fires, the welfare, including sustenance, of fire fighters must be considered and planned for.

This policy seeks to specify where and when meals will be provided to personnel present at fire services incidents.

### **134.2 OBJECTIVE**

1. To make available suitable meals and catering for persons attending fire services incidents;
2. To provide guidelines as to when meals will be made available; and
3. To specify who is authorised to incur expenditure in this regard.

### **13.3 14.3 POLICY STATEMENT**

Implementation of meals and refreshments will be done in consultation between the Chief Bush Fire Control and the Incident Controller.

The Shire of Ashburton will supply meals to personnel attending fire services incidents if:

- a. The personnel are attending a fire a fire emergency within the local government area of the Shire of Ashburton.
- b. The Shire of Ashburton is the controlling agency for that particular incident.

Where personnel have been called to an incident at least two hours prior to a meal period (i.e. breakfast, lunch or tea) and it has been established that they will be required at the incident for at least two hours after that meal period, Council will supply the required meal and drinks not including alcoholic beverages. For continuation of firefighting duties after this period, refreshments will be supplied at the various meal periods (with hydration being available at all times).

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## **15. USE OF FUEL CARDS BY BUSH FIRE BRIGADES**

### **145.1 INTRODUCTION**

Bush Fire Brigade appliances are provided and maintained by the Shire of Ashburton. As part of the maintenance of these appliances, Fuel Cards are issued to bush fire brigades for:

- Purchase of fuel and oil appropriate to the fire appliance

### **154.2 OBJECTIVE**

To ensure the secure and proper use of fuel cards by bush fire brigade personnel.

### **145.3 POLICY STATEMENT**

The Shire of Ashburton shall issue a fuel card for each Bush Fire Brigade appliance provided by the Shire of Ashburton, for use in the following manner:

1. Fuel cards are specific to each fire appliance and as such are to be kept on the relevant fire appliance in a secure place at all times;
2. The fuel card must be presented to the cashier when a purchase is made. It is incumbent on the person signing the receipt to ensure that details of the purchase are correct;
3. Volunteer Fire Services personal must sign the receipt.
4. If at any time a fuel card is found to be missing or stolen, it must immediately be reported to the Chief Bush Fire Control or Captain so that the fuel card can be cancelled. In this instance it would be helpful if an approximate date of the loss/theft of the fuel card could be reported.
5. If a purchase is attempted that is not a valid type of expenditure for that card the purchase will be rejected. Misuse of the fuel cards will render the offender liable to disciplinary and/or legal action.

## 16. MINIMUM DRIVER TRAINING SHIRE OF ASHBURTON FIRE APPLIANCES

### 156.1 INTRODUCTION

Bush Fire brigades are created by Council pursuant to Section 41 of the Bush Fires Act 1954. As Brigades are under the control of the Shire of Ashburton, the Shire has a duty of care to Brigade members to ensure that they are suitably trained to carry out their roles as fire fighters.

This Policy has been developed to recognise potential duty of care issues in relation to the training standards of persons who are required to operate Shire of Ashburton Fire Appliances

### 156.2 OBJECTIVE

The driver of any Council fire Fighting appliances will hold a current driver's license appropriate for the appliance being driven and be either:

1. A Shire employee
2. A registered member of a Volunteer Fire Brigade
3. Any person instructed by the Bush Fire Brigade Captain or Chief Bush Fire Control Officer or any other authorized person

The objective of this Policy is to specify a minimum training standard for all drivers of Shire of Ashburton Fire Appliances.

### 156.3 DEFINITIONS

In this Policy, unless the contrary appears:

**"approved driving course"** means Drive Vehicles Under Operational Conditions DFES Introduction to Driving or equivalent.

**"authorised training"** means driver training on appliances that is conducted and supervised by a brigade officer or training officer, who has completed an approved driving course.

**"learner driver"** means a driver who is issued with a learners permit under Section 48C of the Road Traffic Act 1974.

**"probationary driver"** means a diver who is issued with a probationary license under Section 45 of the Road Traffic Act 1974.

**"volunteer firefighter"** means a registered member of a bush fire brigade formed under the Bush Fires Act 1954 and includes any bush fire control officer, officer, office bearer, firefighter, probationary firefighter, probationary firefighter and auxiliary member of a brigade.

### 16.4 POLICY STATEMENT

1. A volunteer firefighter shall not drive any fire appliance owned by the Shire of Ashburton in an emergency situation unless they have completed an approved driving course;
2. Other Brigade members may drive appliances in non-emergency situations subject to their holding the necessary motor vehicle ~~drivers~~driver's license

## 17. USE OF BRIGADE APPLIANCES

### 167.1 INTRODUCTION

Council provides appliances to Volunteer Bush Fire Brigades for the protection of property and the community in the event of fire. The immediate availability of these appliances, subject to maintenance down time, for the purpose for which they are provided, is essential for Brigades to carry out their commitment to the community

### 167.2 OBJECTIVE

To stipulate the use which may be made of Council owned fire appliances thus ensuring the appliance is available for the purpose for which it was provided.

### 167.3 POLICY STATEMENT

1. To ensure that Bush Fire Brigade appliances provided by Council are readily available, the following uses only will be permitted:
  - a. Attending call outs to wild fires;
  - b. Carrying out hazard reduction burning;
  - c. Brigade training activities;
  - d. Travel associated with approved training outside the Shire of Ashburton
  - e. Travel associated directly with refuelling or vehicle maintenance;
  - f. A 30 minute maintenance run, twice a month, during the off fire season.
2. Any use of a Brigade Appliance for a purpose other than that described in 1. above shall only occur if approved by the Brigade Captain or Chief Bush Fire ~~Control Officer~~Control Officer or any other authorised persons.

## **18. PURCHASE OF EQUIPMENT FOR BUSH FIRE BRIGADES**

### **178.1 INTRODUCTION**

Bush Fire Brigades are established by the Shire of Ashburton under powers conferred upon the Council by the Bush Fires Act 1954. As the Brigades are creatures of the Council, it is the responsibility of the Shire to ensure the Brigades are provided with the level of equipment necessary to, and suitable for, the performance of their roles.

### **178.2 OBJECTIVE**

To ensure that any equipment/appliances purchased:

1. Is suited to the task for which it is intended,
2. Has the endorsement of the Shire of Ashburton Bush Fire Advisory Committee and
3. Is in the best interests of the Shire of Ashburton Emergency Services as a whole.

### **178.2 POLICY STATEMENT**

For the purposes of this policy, grant funds also includes corporate sponsorship.

1. Individual Brigades, or members thereof, shall not apply for funding or purchase firefighting equipment or appliances;
2. In order that grant funds may be pursued for the best overall strategic benefit of the Shire of Ashburton Bush Fire Brigades and grant funds will only be applied for by the Shire;
3. Any equipment/appliances required by Bush Fire brigades will only be purchased on behalf of the Brigade by the Shire of Ashburton;
4. Equipment will not be purchased, other than to replace an existing item, unless the Bush Fire Advisory Committee has determined:
  - a. the need to purchase the item
  - b. the item meets all current DFES and Shire of Ashburton standards
  - c. provision for the insurance/maintenance of the item can be made within the existing operating budgets.

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## 19. MEMBERSHIP

### 19.1 INTRODUCTION

Bush Fire brigades are created by Council pursuant to Section 41 of the Bush Fires Act 1954. As Brigades are under the control of the Shire of Ashburton, the Shire and the Bush Fire Brigade has a duty of care to Brigade members and prospective members to ensure that they are suitable to the for role of a Volunteer Bush Fire Fighter

### 19.2 OBJECTIVE

The intent of this policy is to mutually determine the prospective volunteers or the Bush Fire Brigades suitability for an ongoing relationship and define the minimum requirments for members to retain their membership with the Bush Fire Brigade

### 19.3 APPLICATIONS FOR MEMBERSHIP

A person applying to join a Bush Fire Brigade must attend a minimum of 3 meetings of that Bush Fire Brigade. The applicant must then obtain a Criminal History Check in accordance with Policy 20. The applicant will then be eligible for basic training

The Officer Group may vary the required number of meetings a prospective member is required to attend at their discretion

### 19.4 CONDITIONS OF MEMBERSHIP

• The requirement to serve a probationary period and determine its length, being not more than 12 months.

• Any additional procedures that may be employed by the Brigade prior to approval of an application for membership. Such procedures will include, but are not limited to, a Criminal History Check

• The Brigade is to act within the parameters of this policy in determining applications for membership.

### 19.5 AGE LIMITS

The minimum age for any member, is 16 years. There is no maximum age limit; however the Chief Bush Fire Control Officer may require any member to obtain a medical clearance if he or she has genuine concerns about the member's general fitness for duty.

### 19.6 MEMBERSHIP REGISTRATION

A registration form must be completed for every new member, change of member information or termination of member, with a copy provided to DFES and the Shire of Ashburton within 14 days of a decision.

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### 19.7 SUSPENSION OF MEMBERSHIP

Membership of a Brigade may be suspended at any time if, in the opinion of the Brigade Officers, the CBFCO or the Shire of Ashburton, circumstances warrant suspending the member.

The period of suspension shall be at the discretion of the Brigade Officers, the CBFCO or the Shire of Ashburton

The suspension may be from all or part of the member's responsibilities.

Upon expiry of the period of suspension the Brigade Officers, the CBFCO or the Shire of Ashburton may:

- Extend the period of suspension;
- Terminate the membership; or
- Reinstate the member.

### 19.8 TERMINATION OF MEMBERSHIP

Membership of a Brigade terminates if the member:

- Gives written notice of resignation to the Brigade;
- Is, on medical advice, permanently incapacitated by mental or physical ill health, to such a degree that they cannot perform their duties;
- Is dismissed by the Brigade;
- Fails to meet commitments subject to this Policy
- Is deceased.

All Brigade property is to be returned to the Brigade within two weeks of termination or an invoice may be sent to the terminated member to recover cost for all equipment issued.

The Brigade Officers, the CBFCO or the Shire of Ashburton may terminate a person's membership if that member has been found to have committed

- A serious breach of Brigade discipline or policy;
- Theft of Brigade materials or equipment;
- Any action with intent to harm the Brigade; or
- Any action that has harmed the public standing and good name of the Brigade or the Shire of Ashburton

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## 19.9 MEMBER HAS RIGHT OF DEFENCE

▲ A Brigade member is not to be dismissed without being given the opportunity to meet with the Brigade Officers, the CBCFCO, or the Shire of Ashburton and answer any allegations which might give grounds for dismissal.

▲ The member has the right to be accompanied or represented by a support person of their choice

## 19.10 OBJECTION RIGHTS

▲ A person whose application for membership is refused, membership is terminated or membership is suspended has the right of objection to the Council, which may dispose of the objection by:

▲ • Dismissing the objection;

▲ • Varying the decision objected to;

▲ • Revoking the decision objected to, with or without substituting for it another decision; or

▲ • Referring the matter, with or without directions, for another decision by the Brigade.

## 19.11 GRIEVANCE PROCESS

▲ Brigades should refer to the local government's current grievance procedure to ensure fairness and equity in any grievance, dispute, or discrimination resolution process. Any Brigade member who has a grievance will have recourse to this process

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## 20 BRIGADE MEMBERS – TRAINING & COMMITMENT

### 20.1 INTRODUCTION

Bush Fire brigades are created by Council pursuant to Section 41 of the Bush Fires Act 1954. As Brigades are under the control of the Shire of Ashburton, the Shire has a duty of care to Brigade members to ensure that they are suitably equipped and trained for their task.

This Policy seeks to ensure that volunteer fire fighters have attained the necessary level of competence prior to their attendance on the fire ground in a wildfire situation and maintain those competencies by attending Briage Training.

### 20.2 OBJECTIVE

The intent of this policy is to stipulate the level of training required to be undertaken by volunteer Bush Fire brigade members before they can be considered by the Council to be competent to be present on the fire ground and to maintain and improve on ths competencies

### 20.3 POLICY STATEMENT

1. A volunteer member of a Shire of Ashburton Bush Fire brigade shall not be permitted on to the fire ground until they have demonstrated their competence in this regard; and
2. The minimum attainment of competence shall be demonstrated by the member having completed the following modules of the DFES Bush Fire Fighters Course:
  - a. Induction to Fire Fighting
  - b. Introduction to Fire Fighting
  - c. Bush Fire Fighting

#### 3. Skills Maintenance

To remain an active member, Brigade members must maintain proficiency and currency of skills relevant to their role

#### 4. Brigade Training

Brigade members shall participate in ongoing training as specified by the Bush Fire Brigade Officer Group

#### 5. Brigade Commitments

Brigade members are required to maintain currency in brigade activities and training these include but are not limited

- Emergency Response
- Hazard Reduction

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- Public Education & School Visits
- Brigade Maintenance
- Public Service

All of these activities are important parts of the functioning of the Brigade, as such all Brigade members are expected to participate.

#### **20.4 FAILURE TO MEET COMMITMENTS**

Should an Active Member of a Brigade fail to comply with this policy, correspondence will be forwarded to the Active Member requesting contact be made with the Brigade to indicate the intentions of the Active Member's status.

The Brigade member may:

- Respond to the correspondence providing a reasonable explanation and request for alternative arrangements to be made for training or meeting obligations;
- Request leave of absence from Brigade commitments due to personal circumstances; or
- Terminate their membership.

If a Brigade member fails to respond to the correspondence within 14 days a subsequent letter will be forwarded from the Brigade putting the Brigade member on final notice. Should a Brigade member fail to acknowledge the final notice within 14 days, the membership shall be terminated, to take effect from the date of the final notice.

#### **20.5 LEAVE OF ABSENCE**

A Brigade member may apply in writing to their Brigade for a leave of absence for a maximum period of 12 months.

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## 21 CRIMINAL HISTORY CHECKS (CHC)

### 21.1 INTRODUCTION

The Shire of Ashburton on behalf of the Tom Price Volunteer Bush Fire Brigade (TPVBFB) will undertake Criminal History Checks (CHC) of all Tom Price Volunteer Bush Fire Brigade personnel to ensure their identity and integrity.

### 21.2 OBJECTIVE

Tom Price Volunteer Bush Fire Brigade personnel regularly engage with the community through the services they provide and may have unsupervised access to private property. They are trusted with the care and use of valuable community assets and work with the public, often during times when individuals are most vulnerable. Additionally, TPVBFB personnel are entitled to expect that their colleagues are of good character and do not pose a risk to their safety.

CHC are a contemporary workplace practice which improve both the Shire's and the TPVBFB's commitment to the wellbeing and safety of its personnel and the community. This policy outlines the process for undertaking CHC for existing and prospective TPVBFB personnel.

This policy aims to:

- comply with the Shire's and the TPVBFB's legal and moral responsibility to create a safe and protective workplace and community environment
- minimise any risk to the community by ensuring the good character of TPVBFB personnel
- ensure the rules of procedural fairness are applied to TPVBFB personnel who commit a criminal offence(s).

The policy includes a number of mandatory requirements to ensure CHC are properly conducted and applied. An adverse criminal record will not necessarily preclude employment or being a volunteer with the VBFB

**Note:** The CHC referred to in this document is separate to the Working with Children Check, which relates specifically to people who carry out "child related work".

### 21.3 MANDATORY REQUIREMENTS

#### a) APPLICATION

All prospective TPVBFB personnel are required to undertake a CHC and provide a satisfactory National Police Certificate (NPC) prior to commencing as a volunteer with the TPVBFB.

#### b) PERSONS UNDER 18 YEARS OF AGE

Prospective members under 18 years of age applying to be a senior or active BGU member are required to undertake a CHC. A parent or guardian must consent to a CHC for a person under 18 years. Convictions for any of the offences set out in Schedules 1 and 2 of the *Young Offenders Act 1994* will appear on a NPC for an applicant under 18 years of age.

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#### 21.4 EXISTING TPVBFB VOLUNTEERS

Existing TPVBFB volunteers who have not previously provided a satisfactory NPC must undertake a CHC on transfer from the TPVBFB to another Brigade or Unit

#### 21.5 PROSPECTIVE PERSONNEL WITH AN EXISTING NPC

The Shire will accept an existing satisfactory NPC from prospective personnel providing it is not more than 3 months old. The person must provide a statutory declaration to certify the NPC is true and correct and they have not been charged with or convicted of an offence (excluding minor traffic offences such as speeding) since the NPC was issued.

#### 21.6 TPVBFB PERSONNEL CHARGED WITH AND/OR CONVICTED OF AN OFFENCE

TPVBFB personnel must report if they are charged and subsequently convicted of an offence. They must report to the TPVBFB Captain or direct to the CBFCO at the Shire within 14 days of being charged or convicted of an offence.

#### 21.7 SPENT CONVICTIONS ACT 1988

Under the provisions of the Spent Convictions Act 1988, a person can apply to have certain convictions removed from their criminal record after 10 years plus any term of imprisonment. The Shire or the TPVBFB must not ask personnel or an applicant to disclose any spent convictions. The Shire or the TPVBFB cannot discriminate against persons with spent convictions.

#### 21.8 SOA & DFES WELFARE SUPPORT

The CHC process may cause distress to some persons. Both the Shire and DFES offers welfare support to TPVBFB personnel through its employee assistance program, peer support program and the DFES chaplaincy

#### 21.9 EXEMPTIONS FROM CHC

A prospective TPVBFB volunteer or short term contactor appointed or engaged for less than 20 working days may be exempt from providing a NPC.

#### 21.10 ACCURACY OF CRIMINAL HISTORY INFORMATION

Current or prospective TPVBFB personnel must dispute any inaccurate information in a NPC with the service provider, and not with the Shire or the TPVBFB.

#### 21.11 CONFIDENTIALITY

Strict confidentiality must be maintained regarding any CHC and related documentation. Information on a persons CHC must only be accessed and distributed as required for decision making purposes.

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21.12RECORD RETENTION

Documentation relating to the CHC process will be retained in the region or business area according to Shire's Record Keeping Directive ADM04 and the State Records Act 2000 (WA). The NPC must not be kept on file after a decision is made, only the supporting documentation.

21.13COSTS

- b) A prospective volunteer must pay to obtain their NPC. Upon clearance and acceptance into TPVBFB, the cost can be reimbursed from the Shire.
- c) The Shire Shire will cover the costs of a NPC, where an existing volunteer is required to produce a NPC.

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## 19. 22. USE OF WARNING LAMPS AND AUDIBLE WARNING SYSTEMS

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### 22.1 INTRODUCTION

The Road Traffic Code 2000 permits the use of Warning Lamps and Electric Siren Warning Systems for vehicles providing active response to an emergency.

To guard against incorrect use and to avoid possible detracting from the significance of flashing warning lamps and sirens, their use is limited to particular vehicles and particular circumstances.

The following extracts are taken from the publication "**Warning Lamps – A guide for installation and operation**" issued by the Western Australian Department of Planning and Infrastructure.

#### Definitions:

##### Priority Degree of Urgency Level of Risk

1. Most urgent Life and/or Serious Property threat
2. Urgent - High Risk Personal or Property Risk

##### Priority One

Emergency Service role is of the highest priority usually involving life threat, serious injury or significant property damage. Also the service is in constant alert and may be required at any time with minimal notice.

Vehicles used in this category will usually provide active response that may involve high speed and continual contravention of the normal road rules (at times at increased risk) under special emergency exemption provisions during the period of operation.

##### Priority Two

Usually attends dangerous situations, which are generally not first response or do not require a very high level of urgency. Public are not exposed to the same danger as for Priority One although there may on occasions be the risk of life and serious property damage.

Vehicles used in this category will usually provide active response that may involve some speed and regular contravention of the normal road rules under special emergency exemption provisions during the period of operation.

All Priority 1 and 2 operators require fully accredited training. Correct legal use and Duty of Care issues must be addressed before operators are permitted to operate the relevant vehicle.

##### Responsibilities of Service Providers

The organisation owning or operating the vehicle shall keep a register of all vehicles fitted with flashing warning lamps. They shall also maintain details of each training course, those operators that are accredited and any other information that is necessary to support use of a certain priority lamp on a vehicle. All of this information shall be readily available for inspection, by a third party, in particular for instances such as crash investigation or law enforcement.

## Training

Operators of vehicles fitted with flashing warning lamps must be trained in the correct usage of these lamps. Any organisation operating the vehicle shall be responsible for ensuring that all operators have been provided with the appropriate training. As mentioned previously details of all operators should be readily available for inspection.

## Priority one and two categories

As vehicles in these categories are normally rapid response emergency vehicles their drivers are generally exempt from the normal requirements of the Road Traffic Code provided that it is safe and reasonable in the circumstances to proceed contrary to the regulations. Organisations operating these vehicles must ensure that their personnel have passed an appropriate driving course that is relevant to the operation of the particularly vehicle in emergency situations.

### ~~19.2~~ 22.2 OBJECTIVE

1. To specify the circumstances, and by whom flashing warning lamps and sirens may be activated.
2. To guard against incorrect use and to avoid possible detraction from the significance of flashing warning lamps.

### ~~19.3~~ 22.3 POLICY STATEMENT

1. All Shire of Ashburton Bush Fire Service Vehicles responding to wildfire emergencies will use their emergency beacons when:
  - Responding to incident
  - During incident
  - Whilst obeying all road rules at all times
2. Sirens shall only be used when responding to a Priority 1 emergency or if prevailing traffic conditions warrant their use.
3. Lights and sirens shall not be used when the vehicle is operating under normal road conditions.
4. Only persons who are trained in accordance with Council Policy 15 Minimum Driver Training – Shire of Ashburton Fire Appliances are permitted to operate a vehicle using warning devices.
5. Notwithstanding Policy statement 2 above, the use of lights for reasons of Occupational Health and Safety, if appliances are being refilled on the side of the road or that mopping up/blackout operations are also being conducted from the roadside, is permitted.

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## **20. 23. BRIGADE OFFICER QUALIFICATIONS**

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### **20.23.1 INTRODUCTION**

Bush Fire brigades are created by Council pursuant to Section 41 of the Bush Fires Act 1954. As Brigades are under the control of the Shire of Ashburton, the Shire has a duty of care to Brigade members to ensure that they are suitably equipped and trained for their task.

This duty of care extends to the qualifications of Brigade Officers to ensure they have the necessary combination of formal qualification and experience to perform their roles and provide for the safety of those whose activities they direct.

The Policy also seeks to provide a pathway for members to follow should they aspire to fill more senior roles within the Brigade and Ashburton Shire Bush Fire Services.

### **20.2 23.2 OBJECTIVE**

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The intent of this policy is to stipulate the level of training and experience to be attained by persons seeking to become officers within volunteer bush fire brigades within the Shire of Ashburton.

### **20.323.3 POLICY**

In addition to the qualifications required under Policy 19.24 - Brigade Members – Competence at Fire Grounds, Council requires that all persons seeking to hold the position of officer of a brigade within the Shire of Ashburton Bush Fire service shall attain, as a minimum, the following combination of qualifications and experience:

#### **Captain**

1. Be a competent fire fighter with operational experience at this level and,
2. Have completed the following courses as a minimum standard:
  - a. Fire and Incident Operations
  - b. Sector Commander
  - c. Machine Supervision.
  - d. Australasian Inter-Service Incident Management System (AIIMS) Awareness

#### **Lieutenant**

1. Be a competent fire fighter with operational experience; and
2. Have completed the following courses as a minimum standard:
  - a. AIIMS Awareness
  - b. Crew Leader

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### **Brigade Equipment Officer**

The Brigade Equipment Officer is elected by the Brigade and is responsible to the Brigade Captain for the proper management and maintenance of all Brigade property and equipment. The Brigade Equipment Officer has the following specific functions:

- Arrange and carry out monthly checks and maintenance on all Council's fire fighting equipment vested in their respective Brigade.
- Report any missing or faulty equipment as required by Brigade policy.
- Maintain and keep the equipment storage area neat and tidy.
- Undertake any other function assigned by the Brigade Captain or Chief Bush Fire Control Officer.

### **Fire Control Officer**

1. Be a competent Fire Fighter with operational experience at this level;
2. To be eligible for appointment as a Bush Fire Control Officer a person must have completed the Bush Fire Control Officer Training;
3. Notwithstanding Item 2 above, a person will be eligible for appointment as a Bush Fire Control Officer if they complete the Bush Fire Control Officer Training Program when next available.
4. For a person to continue as a Bush Fire Control Officer they must complete the Bush Fire Control Officers Course or a Refresher Course at intervals of no more than every two years.

### **Chief/Deputy Chief Bush Fire Control Officer**

1. Demonstrated competence as a Fire Control Officer; and
2. Experience as a Fire Control Officer.

#### *Implementation*

*This policy shall have effect for all appointments as a brigade officer made after  
9 December 2015*

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\_\_\_\_\_  
(Signature)

**Signed**

**Monitor and Review:**

**Last Review Date**

**Next Review Date**

**Review Period:**

Kerry White

\_\_\_\_\_  
(Print Name)

**Shire President**

Bush Fire Control Officer

9 December 2015

2016

Annually

**This policy is to remain in force until otherwise determined by the Council or superseded.**



## **BUSH FIRE ADVISORY COMMITTEE**

**Held at the TOM PRICE VOLUNTEER BUSH FIRE BRIGADE,  
Boonderoo Rd Tom Price WA**

### **MINUTES**

**September 13<sup>th</sup> 2017**

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## 1.0 DECLARATION OF OPENING

Morgwn Jones, Emergency Management Coordinator declared meeting opened at 11:00am.

## 2.0 ANNOUNCEMENT OF VISITORS

## 3.0 ATTENDANCE

Cr Ivan Dias	Council Representative
Dale Stewart	Acting CEO
Morgwn Jones	CBFCO
Darryl Hannah	FCO Lt TP VBFB
Craig Mackrell	FCO Lt TP VBFB
Matt Campbell	FCO West
Craig Goodhill	DFES DO Pilbara Operations
Evan Donovan	DBCA – P & W
Eilish McNulty	RTIO Robe Valley – Pannawonica PVFRS
Daryl West	Pannawonica PVFRS
Lee Reddell	Executive Manager Development & Regulatory Services
Sheree Selten	Executive Assistant Development & Regulatory Services

## 3.1 APOLOGIES

Cr Kerry White	SoA President
Chris O’Connell	DCBFCO Tom Price PVFRS
Jamie Richardson	Mt Florence Station
Leanne Corker	Red Hill Station
Kyle Cameron	Senior Ranger
Leon Peacock	FCO Lt TP VBFB
Cr Glen Dellar	Council Representative
Kim Parsons	Coolawanyah Station
Wayne Stephenson	RTIO Paraburdoo – Paraburdoo PVFRS

## 4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### 4.1 Previous Minutes

#### Decision

**Moved:** Lee Reddell                      **Seconded:** Morgwn Jones                      **Carried:** 11/0

**That the minutes of the Bushfire Advisory Committee Meeting held on October 14 2016 be confirmed as a true and accurate record.**

## 5.1 Review of BFAC Committee Structure

LG Act requirements minimum of half the membership at every meeting  
Bushfire Act requirements to suit operational needs

**Moved:** Morgwn Jones      **Seconded:** Darryl Hannah      **Carried:** 11/0

**Recommend to Council to reduce minimum numbers of Officers present at Meetings.**

Fire Brigade reviewed SOA Bush Fire Policy, has recommended some changes/inclusions:

- Specified Levels of PPC
- Criminal History Checks (performed by SOA Organisational Development Department)
- Inclusion of an Equipment Officer to the Officer Group of a Volunteer Bush Fire Brigade
- Minimum requirements and commitment to training for prospective members

Morgwn to submit Agenda Item to Council

- Peter Wilden is no longer employed with the Town of Pt Hedland and as such needs to have his FCO appointment revoked.
- David Mutton will be leaving Tom Price to take up a position at Marandoo with RTIO. He too will need to have his appointment revoked. David has served as a lieutenant for the VBFB and as a FCO for the Shire for the past 6 years so we thank David for his service.
- Matt Campbell has recently left RTIO Robe Valley Operations in Pannawonica and now works in the Greater Brockman area. Matt's authorisation was only for the Western Area (Pannawonica) of the Shire. It is proposed to keep Matt as a FCO for the Greater Brockman Area.
- Robyn Street was recently elected to the position of Lieutenant at the Tom Price VBFB and as such requires to be authorised as a FCO for the Shire of Ashburton
- Andrew Neil is the new CBFCO at the ToPH and must be authorised as a FCO for the Shire of Ashburton for those fires that cross Local Government Boundaries between the Shire of Ashburton and the Town of Port Hedland

- SoA Rangers David Morley and Tanya Jones have completed their FCO training. It has been discussed that they both be authorised as FCO's enabling them to have the Authority to Act in regards to non-compliance with the Section 33 notice
- With the City of Karratha signing the MOU DFES DO Mark Casotti is now the CBFCO. Do wish to change the FCO appointment or leave it with Darrell Hutchens who is the current DCBFCO
- With recent movements at the SoEx we have not had a FCO to operate on our shared boundaries for over 12 months. DFES AO Steve Longo through the MOU is now the CBFCO.

Morgwn to submit Agenda Item to Council

#### **5.4 DFES – Pilbara Shires MOU Update (MC DFES)**

BFB MOU not closed, it is opened if other Shires within the Pilbara wish to join

#### **5.5 Winter Burning Reports (ED DBCA – P&W)**

DPAW Prescribed burn off presentation 2017, 375,000 hectares completed, achieve 30% including Karijini National Park, Cane River & UCL – Morgwn thanked DPAW for the additional areas completed.

Tom Price 210 hectares burnt to align with 2014 town fire scar, (largest burn off ever completed)

Firebreaks completed for smaller prescribed burns

The Pilbara District Operational Advisory Committee have applied to PRC for funding for training to access to the Bushfire Risk Management System – Bushfire Management Plan review on hold. No response from PRC. OBRM happy to come up and train, however will not fund the cost.

State Government focusing on Fire Prevention instead of Response

#### **5.6 LGGS Allocation 17-18 (MJ SoA)**

\$32,000 LGGS Allocation, already spent \$3-4,000 from 2 Fires, vehicle servicing ensuring operability for the coming summer and the Brigade has had to replace the emergency beacons on the 2.4 appliance

SOA has agreed to budget the funding of a Dome Shelter for the Brigade vehicles currently exposed to the elements of the Pilbara weather. This is greatly appreciated by the Brigades

#### **5.7 AVL Update**

Auto trackers with distress buttons have been fitted to all vehicles including SES, Fire & Rescue (Tom Price & Paraburdoo), Morgwn's CBFCO Vehicle will be fitted with AVL on Thursday

## **5.8 Tom Price Volunteer Bush Fire Brigade Update**

Darryl Hannah informed that the Brigade have already had a couple of fires, issues on the weekend when Main Roads traffic controllers were not sent to the incident, so general public were directing traffic.

Some experienced firefighters unfortunately have left town.

Lockers have been installed in Fire Shed. Rio Tinto have offered Level 1 unused PPE to the VBFB.

Training courses: FCO Course & Advanced Firefighting.

Morgwn mentioned the use of E-Academy is becoming user friendly the more often you access it.

Dale Stewart informed that SOA and Rio have signed part of the 5 year Partnership Agreement. Co-location facility is not priority within the 1<sup>st</sup> year and will require further discussions with Land Tenure and individual Emergency Services Organisations.

## **5.9 Proposed Summer Burns**

Permits will be issued to Pastoralist for 2017 (3 month permit)

Pannawonica – there will be a trail of a new Ultra High Pressure hose reel system on the 25<sup>th</sup> and 26<sup>th</sup> in Pannawonica, Land to be identified and a permit to be issued. BFB Officers are invited to come and be part of the trail

## **5.10 Authorised Local Government**

Due to pastoral representatives not being in attendance this will be carried over.

Morgwn to follow up with SOA Pastoralists

No applications were submitted last year to burn of on Catastrophic Days.

## **5.11 Seasonal Outlook**

Craig informed the spinifex still needs more curing however will be a good fire season.

DPAW a lot of mitigation burn planned

Craig has full complement of staff available to help out this year. Happy to help out with training in the future

## **5.12 OBRM LG Permit Review**

Morgwn has approached OBRM to help facilitate a Forum to include Pastoralist, referenced the Kimberley District have had success with a Forum.

Morgwn has requested OBRM produce a fact sheet on obtaining and the issuing of permits to be produced as hand out information. OBRM interested in proceeding with fact sheet.

WALGA and OBRM looking at introducing Electronic System for the issuing of fire permits. Early stages of introduction, no other information available.

### **5.13 Around the Table**

Cr Dias questioned the use of PPE Equipment donated by Rio Tinto. Was informed that it is unused and still in original packaging, Excess stock that meets the DFES Level 1 requirement.

Craig mentioned that PPE gear should be dry-cleaned after each use if possible as reports have shown that there is a greater concentration of Carcinogenic materials if left uncleaned.

Morgwn informed that not possible as volunteers only have one set of PPE equipment at any time and closest Dry Cleaner available is Karratha. Have washing machine at the FRS Station

Cr Dias attended the DFES Conference in Perth and mentioned the use of drones to save time and costs, when classified as a bushfire does not fall under the CASA regulations. Morgwn informed that Darryl Hannah took his personal drone out to the latest fire. Morgwn informed good for locating spot fires. Darryl Hannah also informed excellent for GPS locations as well. Saved time as opposed to using vehicle to locate any active areas and helped with fatigue management.

Lee Reddell suggested the BFB could apply for the Community/Support Grants Funding or can look at allocating money from the budget to purchase a Drone for future use. Additional equipment needed to run i.e Tablet

Morgwn raised the issue that different organisations use drones for emergency purpose however other organisations do not. Need to look at legality side of it as well.

Rio have purchased 3 drones for use with the EMT. Trialling at the moment.

### **6.0 SCHOOL VISITS (Grandfather Tom)**

Morgwn informed that Onslow Primary School had requested the Grandfather Tom Education program to be run in Onslow. Have been unable to attend to date, looking at rescheduling in the near future.

### **6.1 SoA COMMUNITY EVENT (BFB)**

SOA holding a Gala Event at Kings Lake Tom Price – 21<sup>st</sup> October 2017. Volunteer services will be promoting their services, hopefully also recruit new volunteers.

### **7.0 NEXT MEETING**

Next meeting is to be held April – May 2017

### **7.1 CLOSURE OF MEETING**

The meeting was closed at 12:00pm

# Council Policy



Number	ENG08	Statutory Environment	Bush Fires Act 1954
Name	Bush Fire Policy	Approval Date	***
File No	GV20	Monitor & Review	Emergency Management
Aim	To establish and maintain a Bush Fire Brigade in accordance with Part V of the Bush Fires Acts 1954, as amended, in order to provide adequate fire protection for those areas within the municipality and to carry out any identified hazard reduction having due regard at all times for the preservation of the natural environment.	Last Review	26 April 2016
		Next Review	2018
		Review Period	Annual
Minute Number	***		

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## **1. BUSH FIRE ADVISORY COMMITTEE MEETINGS**

### **1.1 INTRODUCTION**

The Shire of Ashburton Bush Fire Service comprises one Brigade whose members are all trained volunteers. Council seeks input from these members and other key stakeholders on matters relating to bush fire prevention and control through the Shire of Ashburton Bush Fire Advisory Committee.

This Policy specifies when Bush Fire Advisory Committee Meetings are to be held, and the minimum issues Council seeks the Advisory committee to address.

### **1.2 OBJECTIVE**

1. To specify a minimum number of Bush Fire Advisory Committee Meetings to be held in any year;
2. To specify what items are required to be considered at these meetings, except general agenda items;
3. To specify the membership of the Bushfire Advisory Committee and the numbers of members required to constitute a quorum.

### **1.3 POLICY STATEMENT**

The Bush Fire Advisory Committee shall meet a minimum of two times per year with the meetings being held prior to and after the fire (April & September) season. The Chairperson shall be the Shire of Ashburton President or their nominated delegate. In their absence the Chief Bushfire Control Officer will act as the Chairperson.

The following items shall be considered at the post fire (April) season meeting of the Bush Fire Advisory Committee each year:

1. The report from the Brigade Captain on the fire season activities and other Brigade related issues;
2. Bush Fire Brigade budget requests for items that fall outside of the Local Government Grants Scheme (ESL) eligibility;
3. Nominations for the National Medal.

The following items shall be considered at the pre fire (September) season meeting of the Bush Fire Advisory Committee each year:

- a) Appointment of Fire Control Officers;
- b) the draft Section 33 Notice in regards to Fire Breaks;
- c) Capital items for the forthcoming Local Government Grants Scheme (ESL) due in January each year.

## **Membership of the Bush Fire Advisory Committee shall comprise of:**

### **Membership:**

Shire of Ashburton President  
Two Shire of Ashburton Council Representatives  
Chief Bush Fire Control Officer  
Deputy Chief Bush Fire Control Officers  
Bush Fire Control Officers  
Chief Executive Officer  
Pastoralists Representative or Delegate  
Director Development & Regulatory Services  
Shire of Ashburton Senior Ranger  
Captain or Delegate Tom Price Volunteer Bushfire Brigade  
Captain of the Tom Price PVFRS or Delegate  
Captain of the Paraburdoo PVFRS or Delegate  
Captain of the Pannawonica PVFRS or Delegate  
Rio Tinto Representatives  
(EMA Tom Price, Greater Paraburdoo, Greater Brockman)  
FMG Solomon Emergency Management Supervisor

### **Ex Officio**

CBFCO City of Karratha (FCO)  
CBFCO Shire Town of Port Headland (FCO)  
CBFCO Shire of Exmouth (FCO)  
DFES Representatives  
DPaW Representatives

All of whom (except Ex Officio representatives) shall have equal voting rights except in the case of a tied vote; here the Chairperson shall also exercise a casting vote in addition to a deliberative vote.

Minutes and recommendations from the Advisory Committee will be presented to for discussion and referral to Council as soon as practicable after each meeting.

Quorum shall be eight presiding members.

### **Terms of Office**

- a. Each committee member will be nominated annually at the post fire (April) season meeting by the committee for Council's ratification;
- b. The Council may accept the resignation in writing of, or remove any member of the committee.

### **Appointment of Committee Members**

- a. The Council shall endorse the appointment of new Committee members or when a vacancy occurs in the office of a member of the Committee.

## **District Committees**

The Chief Bush Fire Control Officer or his/her delegate is to represent Council, in relation to their Bush Fire obligations, at Local Emergency Management Committee (LEMC) meetings and District Operations Advisory Committee (DOAC) meetings or other meetings as required

## **2. MEETINGS OF THE BUSH FIRE BRIGADE**

### **2.1 INTRODUCTION**

Bush Fire Brigades are established by the Shire of Ashburton under powers conferred upon the Council by the Bush Fires Act 1954. The Shire of Ashburton Bush Fire Service comprises of one Bush Fire Brigade whose members are all trained volunteers. The Bush Fire Brigade may hold meetings on such days and at such times the Bush Fire Brigade thinks fit.

This Policy specifies when and what type of meetings the Bush Fire Brigade are to be held, the quorum required and voting rights of Brigade members

### **2.2 OBJECTIVE**

1. To specify a minimum number of Ordinary Meetings the Bush Fire Brigade is to conduct in any year;
2. To specify what items are required to be considered at these meetings, except general agenda items;
3. To specify what type of meetings the Bush Fire Brigade can conduct.

### **2.3 POLICY STATEMENT**

#### **ORDINARY MEETINGS**

The Bush Fire Brigade shall conduct a minimum of four Ordinary Meetings per year with at least one meeting being held prior to and one meeting after the fire (April & September) season. The Chairperson shall be the Captain or their nominated delegate. The Chief Bushfire Control Officer will act as the Secretary and minute the meeting. A copy of the meeting minutes is to be forwarded to the BFAC.

The following items shall be considered at the post fire (April) season meeting of the Bush Fire Brigade each year:

1. The report from the Brigade Captain on the fire season activities and other Brigade related issues;
2. Bush Fire Brigade budget requests for items that fall outside of the Local Government Grants Scheme (ESL) eligibility;
3. Nominations for Service Medals Medal.

The following items shall be considered at the pre fire (September) season meeting of the Bush Fire Advisory Committee each year:

1. Capital items for the forthcoming Local Government Grants Scheme (ESL) due in January each year.

## **ANNUAL GENERAL MEETINGS**

The Bush Fire Brigade shall hold an Annual General Meeting prior to the end of August each year.

At the AGM the Brigade is to:

1. Elect the Bush Fire Brigade Officers from amongst the Brigade members.

Voting will occur for positions in the following order:

- Brigade Captain; Term 2 year.
- Brigade Lieutenants; Term 2 year (up to 4 Lieutenants).
- Brigade Equipment Officer; Term 2 year.
- Secretary; By Brigade Resolution, the Shire of Ashburton CBFCO.

Elections will be conducted by secret ballot.

2. Deal with any general business that is outstanding.

## **SPECIAL MEETING**

The CBFCO or the Bush Fire Brigade Captain may convene a special meeting of the Bush Fire Brigade if requested by an Active Brigade Member or when required due to a vacancy in the Officer Group.

## **OFFICERS GROUP MEETING**

The Bush Fire Brigade Officers Group may hold meetings on such days and at such times it thinks fit to streamline line Brigade management and facilitate Brigade communication with key stakeholders. A report in the form of an email or discussion at the next Ordinary Meeting must be provided to all Bush Fire Brigade members.

## **2.6 QUORUM**

The quorum for a meeting of a Brigade is at least 20% of the number of voting members of that Brigade. No business is to be transacted at a meeting of the Bush Fire Brigade unless a quorum of Brigade members is present in person or by authorised proxy.

## **2.7 VOTING**

Each member is allowed one vote at a meeting of the Bush Fire Brigade. If a voting member is unable to attend a meeting they may lodge an absentee vote or nominate another member as their proxy.

If the meeting Chair is willing to accept electronic lodgement, an absentee vote may be emailed to the meeting Chair. The absentee voter must be aware of the reduced confidentiality of this method.

### **3. STANDARD OPERATING PROCEDURES**

#### **3.1 INTRODUCTION**

DFES has a set of Standard Operating Procedures relevant to the everyday operation of Bush Fire Brigades. The Standard Operating Procedures have been widely accepted and adopted by most local governments in Western Australia.

#### **3.2 OBJECTIVE**

The objective of this Policy is to adopt DFES Standard Operating Procedures as Council's Bush Fire Brigades Standard Operating Procedures.

#### **3.3 POLICY STATEMENT**

That the Shire of Ashburton adopts the Standard Operating Procedures relating to Brigades and Local Authorities as outlined in the DFES Standard Operating Procedures applicable to Bush Fire Fighting and Incident Control as Council's Bush Fire Brigades Standard Operating Procedures.

### **4. BUSH FIRE CONTROL OFFICER APPOINTMENTS**

#### **4.1 INTRODUCTION**

Within the Bushfire Brigades, there are various officers appointed by Council to undertake various roles and responsibilities. The persons occupying these positions, although volunteers, are nonetheless officers of the Council and are appointed by the Council (under section 38 of the Bush Fires Act 1954) upon their nomination by the Brigade and endorsement by the Bush Fire Advisory Committee.

This policy provides the eligibility criteria for a person to be appointed as a Bush Fire Control Officer.

#### **4.2 OBJECTIVE**

1. To ensure that a person has the relevant qualifications necessary to hold the position of Fire Control Officer;
2. To ensure that these qualifications are maintained by the appointed Bush Fire Control Officer.

#### **4.3 POLICY STATEMENT**

1. To be eligible for appointment as a Bush Fire Control Officer a person must have completed the Bush Fire Control Officer Training Program;
2. Notwithstanding Item 1 above, a person will be eligible for appointment as a Bush Fire Control Officer if they complete the Bush Fire Control Officer Training Program within 12 months of

- appointment;
3. For a person to continue as a Bush Fire Control Officer they must complete the Bush Fire Control Officers Course or a Refresher Course at intervals of no more than every 2 years;
  4. Yearly notification is made to Council of Brigade Officers to be appointed as Fire Control Officers;
  5. A Fire Control Officer shall not issue a Permit to Burn without consultation from the Chief or Deputy Chief Bush Fire Control Officer.

## **5. AUTHORITY OF CHIEF & DEPUTY BUSH FIRE CONTROL OFFICERS**

### **5.1 INTRODUCTION**

Within the Shire of Ashburton Fire Services, a formal hierarchy exists in accordance with the Bush Fires Act 1954 to provide a chain of command at multi brigade incidents. The two most senior positions are those of Chief and Deputy Chief Bush Fire Control Officer.

This Policy recognises the need for the Chief and Deputy Chief Bush Fire Control Officer to act quickly in an emergency wild fire situation where that wild fire is beyond the resources of the Shire of Ashburton Fire Services.

### **5.2 OBJECTIVE**

1. To specify which persons may incur expenses on behalf of Council;
2. To specify the extent of the authority to expend Council funds.

### **5.3 POLICY STATEMENT**

1. The Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and Captain plus First, Second, Third and Fourth Lieutenants of the Tom Price Volunteer Bush Fire Brigade are authorised to engage contractors or incur expenses of up to \$5,000 on behalf of Council;
2. Item 1 of the Policy above only applies to incidents where the Shire of Ashburton is the Controlling agency and the incident is beyond the resources of the Shire of Ashburton; and
3. Expenditure of an amount likely to exceed \$5,000 requires the approval of one of the following Council Employees:
  - a. Chief Executive Officer;
  - b. Director Development & Regulatory Services.

## **6. FIREBREAK ORDER – EXEMPTIONS**

### **6.1 INTRODUCTION**

In accordance with the provisions of Section 33 of the Bush Fires Act 1954, the Shire of Ashburton adopts an annual Firebreak Notice specifying the minimum standards of fire prevention measures to be undertaken by land owners.

For varying reasons of terrain, natural water courses, stands of significant vegetation or other reasons, it may not be possible or desirable for the land owner to meet Councils requirements.

In order to avoid receiving an infringement notice for failing to comply with the requirements of the Firebreak Order, the land owner, in accordance with the Order, needs to obtain the approval of the Shire for an exemption from, the requirements of the Order.

This Policy is intended to provide a procedure to deal with applications for firebreak exemptions to the annual Firebreak Order.

## **6.2 OBJECTIVE**

To specify which persons are authorised to approve applications for firebreak exemptions and variations to the annual Firebreak Order.

## **6.3 POLICY STATEMENT**

1. The Chief Executive Officer or Chief Bush Fire Control Officer are authorised to approve or refuse applications made for Firebreak Order exemptions;
2. Exemptions so granted shall be issued in writing by the Shire of Ashburton for a period of no more than 3 years.

# **7. PERSONAL PROTECTIVE EQUIPMENT**

## **7.1 INTRODUCTION**

Bush Fire brigades are created by Council pursuant to Section 41 of the Bush Fires Act 1954. As Brigades are under the control of the Shire of Ashburton, the Shire has a duty of care to Brigade members to ensure that they are suitably equipped and protected to carry out their roles as fire fighters.

This Policy provides for the issue of personal protective equipment to brigade members.

## **7.2 OBJECTIVE**

1. To specify what personal protective equipment will be supplied by the Shire of Ashburton;
2. To specify when brigade members can wear the personal protective equipment;
3. To specify that a register of personal protective equipment issued to brigade members must be kept by the relevant Chief Bush Fires Control Officer.



### **7.3 POLICY STATEMENT**

1. The Shire of Ashburton shall issue all volunteers with DFES approved Level 1 Personal Protective Equipment consisting of:
  - a. Level 1 Tunic;
  - b. Level 1 Trousers;
  - c. Level 1 Helmet;
  - d. Level 1 Gloves;
  - e. Bush Fire Boots;
  - f. Goggles;
  - g. P2 facemasks.

The PPE kit remains the property of the Shire of Ashburton at all times. Upon termination or resignation from the Brigade, all kit must be returned to the Brigade for re-issue to other active members. Failure to return the kit to the Brigade will result in the issue of an invoice for the replacement cost of a new PPE kit.

Failure to pay or return the issued gear will result in legal action being undertaken by the Shire of Ashburton to recover the items or replacement costs. All members are responsible for the care and maintenance of all PPE issued to them.

2. Chief Bush Fire Control Officer or Captain shall require that a brigade member completes the attached form acknowledging that they have received the personal protective equipment and that they undertake to return the equipment if they cease to be an active member of the Brigade. Allocation of PPE is also to be entered on to the Station Software Program that the Brigade use. Personal Protective Equipment shall only be worn at fire incidents and bona fide Brigade activities

## **8. FIRE APPLIANCES – REPAIRS, SERVICING & MODIFICATIONS**

### **8.1 INTRODUCTION**

Bush Fire brigades are created by Council pursuant to Section 41 of the Bush Fires Act 1954. As Brigades are under the control of the Shire of Ashburton, the Shire has a duty of care to Brigade members to ensure that all equipment provided for Brigade use is maintained to the correct standard and that any modifications do not compromise the operational safety of the equipment.

This policy seeks to specify the procedures to be followed when Council owned fire appliance require repairs, servicing or modifications.

### **8.2 OBJECTIVE**

1. To provide an interpretation for the following terms:
  - a. minor repair;
  - b. minor modification;

- c. major modification.
2. To specify the procedure to be followed when fire appliances require repairs or modifications;
3. To specify the frequency of routine scheduled servicing of fire appliances.

### 8.3 POLICY STATEMENT

In this policy:

**“repairs”** means to restore to good condition, renovate, mend, remedy or set right again any part of a fire appliance as approved.

**“minor modification”** means to change or alter a component of a fire appliance where the modification will not affect the specifications of the fire appliance and where the modification work as approved.

**“major modification”** means to change or alter a component of a fire appliance where the modification will affect the specifications of the fire appliance and the modification work as approved.

1. A Purchase Order for all repairs and modification shall be obtained from the Chief Executive Officer or Chief Bush Fire Control Officer prior to the work being undertaken;
2. Minor and major modifications shall be authorised by the Chief Executive Officer and/or Chief Bush Fire Control Officer after consultation with DFES Operations Command Pilbara;
3. All Council owned fire appliances are to be serviced by an appropriately qualified company as required.

## 9. DUTIES OF RANGERS AT FIRES

### 9.1 INTRODUCTION

Pursuant to Section 38(1) of the Bush Fires Act 1954 Shire of Ashburton Rangers may be appointed as authorised Fire Control Officers.

It is the function of Volunteer Bush Fire brigades to suppress wild fires within the Shire of Ashburton. However, in performing this function, the Officer in control of the fire may enlist other services or agencies as required.

This policy seeks to specify when the Shire Rangers are requested by the Incident Controller or Chief Executive Officer or delegate to attend fire emergencies and the role of that officer at same.

### 9.2 OBJECTIVE

1. To specify when the Shire Ranger is to attend fire services incidents;
2. To specify the Shire Ranger's role at fire services incidents.

### **9.3 POLICY STATEMENT**

1. The Shire Ranger shall attend fire emergencies only at the request of the Incident Controller or Chief Executive Officer or delegate;
2. At fire emergencies the role of the Shire Ranger is to:
  - a) assist the Incident Controller in establishing a forward control point;
  - b) provide essential communications assistance;
  - c) provide forward reconnaissance;
  - d) provide the Incident Controller with logistical support.

## **10. HAZARD REDUCTION WITHIN THE GAZETTED TOWNSITES**

### **10.1 INTRODUCTION**

The Shire of Ashburton is responsible for the reduction of fire hazards on land under its control. This land includes road and drainage reserves as well as public open space. This Policy provides for the burning of road and drainage reserves within the Shire of Ashburton for fire hazard reduction and maintenance purposes.

### **10.2 OBJECTIVE**

1. To specify who can conduct burning on road and drainage reserves under the care, control and maintenance of the Shire of Ashburton;
2. To ensure that persons involved in burning are trained to do so, in a safe manner;
3. To ensure that adequate appliances and/or machinery are available to facilitate the safe burning of road and drainage reserves.

### **10.3 POLICY STATEMENT**

1. All hazard reduction burns identified within the Shire of Ashburton Townsites are to be carried out in consultation with the Chief Bush Fire Control Officer and the Captain of the Private Fire and Rescue Service Brigades in Tom Price, Paraburdoo and Pannawonica and the Onslow Volunteer Emergency Services Unit;
2. Officers so authorised by Council shall issue permits to burn verge/drainage reserves to the following organisations only:
  - a. Private Fire and Rescue Service Brigades in Tom Price, Paraburdoo and Pannawonica and the Onslow Volunteer Emergency Services Unit.
  - b. Council's Bush Fire Brigades;
3. A Fire Control Officer shall not issue a Permit to Burn without consultation from the Chief or Deputy Chief Bush Fire Control Officer;
4. The Chief Bush Fire Control Officer shall be notified of a burn under this Policy.

## **11. FIRES OUTSIDE THE SHIRE OF ASHBURTON**

### **11.1 INTRODUCTION**

Bush Fire brigades across the region operate in an environment of “mutual support”, where Brigades in areas not under immediate threat from wild fire will assist at incidents which are beyond the capacity of the controlling agency.

This Policy recognises the need for the Shire of Ashburton to be able to assist other local authorities and emergency services where they request our assistance with an incident that is outside of the local government area of the Shire of Ashburton.

### **11.2 OBJECTIVE**

1. To specify that the Shire of Ashburton is available to assist at incidents outside of the Shire of Ashburton;
2. To specify which officers are delegated to approve the response of Shire of Ashburton to incidents outside of the Shire of Ashburton.

### **11.3 POLICY STATEMENT**

1. The Shire of Ashburton shall be available to attend incidents outside the Shire of Ashburton where their assistance is requested by the controlling agency for that incident;
2. A Bush Fire Brigade shall not attend an incident outside of the Shire of Ashburton unless their response is authorised by the Chief or Deputy Chief Bush Fire Control Officer and Chief Executive Officer;
3. The Chief Bush Fire Control Officer shall be notified as soon as a fire appliance is dispatched to an out of district fire.

## **12. USE OF COUNCIL PLANT – FIRE EMERGENCIES**

### **12.1 INTRODUCTION**

It is the function of Volunteer Bush Fire brigades to suppress wild fires within the Shire of Ashburton. However, in performing this function, the Officer in control of the fire may enlist other services or agencies as required

This Policy provides that Council plant may be used to assist at an incident and specifies which officers can approve the use of the plant.

### **12.2 OBJECTIVE**

1. To specify when plant may be used at a fire emergency;
2. To specify which employees can authorize the use of Council Plant at fire emergencies;
3. To specify that plant operators have a minimum level of training before attending fire service incidents/civil emergencies;

4. To specify who will be responsible for costs associated with the use of Council plant at fire emergencies.

### **12.3 POLICY STATEMENT**

The Shire of Ashburton, where practicable, shall make its plant available for use at fire emergencies.

Council Employees authorised to permit the use of Council plant at fire services incidents/civil emergencies are:

1. Chief Executive Officer;
2. Chief/Deputy Chief Bush Fire Officer;
3. Director Infrastructure Services;
4. Director Development & Regulatory Services;
5. Brigade Officers.

Council employees operating the plant shall have completed introduction to Bush Fire Fighting.

Where Council plant is utilised in accordance with Part 1 above, expenses are to be met by Council unless the expenses can be recovered by insurance procedures or Bush Fire Financial Assistance (DFES SAP 3.1.A) as approved by DFES Operations Command Pilbara

## **13. TRAINING ARRANGEMENTS**

### **13.1 INTRODUCTION**

Bush Fire brigades are created by Council pursuant to Section 41 of the Bush Fires Act 1954. As Brigades are under the control of the Shire of Ashburton, the Shire has a duty of care to Brigade members to ensure that they are suitably equipped and trained for their task.

This Policy is to ensure that volunteer fire fighters are properly trained by making available suitable venues, catering and by encouraging fire fighters to attend courses.

### **13.2 OBJECTIVE**

1. Chief Bush Fire Control Officer coordinates all training requirements;
2. To make available suitable venues for training; and
3. To specify when catering will be organised for course participants.

### **13.3 POLICY STATEMENT**

1. The Shire of Ashburton shall make available, any suitable venue for the training of fire fighters;
2. It shall be the responsibility of the Chief Bush Fire Control to arrange for the booking of such venues;
3. The Shire of Ashburton shall pay via Emergency Services Levy and or annual budget allocation for catering at courses that are organized

- by the Chief Bush Fire Control;
4. The Chief Bush Fire Control shall make available to all Brigades within the Shire of Ashburton notices of upcoming training courses and encourage suitable candidates to attend these courses.

## **14. FIRE FIGHTERS MEALS – FIRE SERVICES INCIDENTS**

### **14.1 INTRODUCTION**

At incidents of major fires, the welfare, including sustenance, of fire fighters must be considered and planned for.

This policy seeks to specify where and when meals will be provided to personnel present at fire services incidents.

### **14.2 OBJECTIVE**

1. To make available suitable meals and catering for persons attending fire services incidents;
2. To provide guidelines as to when meals will be made available; and
3. To specify who is authorised to incur expenditure in this regard.

### **14.3 POLICY STATEMENT**

Implementation of meals and refreshments will be done in consultation between the Chief Bush Fire Control and the Incident Controller.

The Shire of Ashburton will supply meals to personnel attending fire services incidents if:

- a. The personnel are attending a fire a fire emergency within the local government area of the Shire of Ashburton;
- b. The Shire of Ashburton is the controlling agency for that particular incident.

Where personnel have been called to an incident at least two hours prior to a meal period (i.e. breakfast, lunch or tea) and it has been established that they will be required at the incident for at least two hours after that meal period, Council will supply the required meal and drinks not including alcoholic beverages. For continuation of firefighting duties after this period, refreshments will be supplied at the various meal periods (with hydration being available at all times).

## **15. USE OF FUEL CARDS BY BUSH FIRE BRIGADES**

### **15.1 INTRODUCTION**

Bush Fire Brigade appliances are provided and maintained by the Shire of Ashburton. As part of the maintenance of these appliances, Fuel Cards are issued to bush fire brigades for:

1. Purchase of fuel and oil appropriate to the fire appliance

## **15.2 OBJECTIVE**

To ensure the secure and proper use of fuel cards by bush fire brigade personnel.

## **15.3 POLICY STATEMENT**

The Shire of Ashburton shall issue a fuel card for each Bush Fire Brigade appliance provided by the Shire of Ashburton, for use in the following manner:

1. Fuel cards are specific to each fire appliance and as such are to be kept on the relevant fire appliance in a secure place at all times;
2. The fuel card must be presented to the cashier when a purchase is made. It is incumbent on the person signing the receipt to ensure that details of the purchase are correct;
3. Volunteer Fire Services personnel must sign the receipt;
4. If at any time a fuel card is found to be missing or stolen, it must immediately be reported to the Chief Bush Fire Control or Captain so that the fuel card can be cancelled. In this instance it would be helpful if an approximate date of the loss/theft of the fuel card could be reported;
5. If a purchase is attempted that is not a valid type of expenditure for that card the purchase will be rejected. Misuse of the fuel cards will render the offender liable to disciplinary and/or legal action.

## **16. MINIMUM DRIVER TRAINING - SHIRE FIRE APPLIANCES**

### **16.1 INTRODUCTION**

Bush Fire brigades are created by Council pursuant to Section 41 of the Bush Fires Act 1954. As Brigades are under the control of the Shire of Ashburton, the Shire has a duty of care to Brigade members to ensure that they are suitably trained to carry out their roles as fire fighters.

This Policy has been developed to recognise potential duty of care issues in relation to the training standards of persons who are required to operate Shire of Ashburton Fire Appliances

### **16.2 OBJECTIVE**

The driver of any Council fire Fighting appliances will hold a current driver's license appropriate for the appliance being driven and be either:

1. A Shire employee;
2. A registered member of a Volunteer Fire Brigade;
3. Any person instructed by the Bush Fire Brigade Captain or Chief Bush Fire Control Officer or any other authorized person.

The objective of this Policy is to specify a minimum training standard for all drivers of Shire of Ashburton Fire Appliances.



## 16.3 DEFINITIONS

In this Policy, unless the contrary appears:

**“approved driving course”** means Drive Vehicles Under Operational Conditions DFES Introduction to Driving or equivalent.

**“authorised training”** means driver training on appliances that is conducted and supervised by a brigade officer or training officer, who has completed an approved driving course.

**“learner driver”** means a driver who is issued with a learners permit under Section 48C of the Road Traffic Act 1974.

**“probationary driver”** means a driver who is issued with a probationary license under Section 45 of the Road Traffic Act 1974.

**“volunteer firefighter”** means a registered member of a bush fire brigade formed under the Bush Fires Act 1954 and includes any bush fire control officer, officer, office bearer, firefighter, probationary firefighter, probationary firefighter and auxiliary member of a brigade.

## 16.4 POLICY STATEMENT

1. A volunteer firefighter shall not drive any fire appliance owned by the Shire of Ashburton in an emergency situation unless they have completed an approved driving course;
2. Other Brigade members may drive appliances in non-emergency situations subject to their holding the necessary motor vehicle driver's license.

## 17. USE OF BRIGADE APPLIANCES

### 17.1 INTRODUCTION

Council provides appliances to Volunteer Bush Fire Brigades for the protection of property and the community in the event of fire. The immediate availability of these appliances, subject to maintenance down time, for the purpose for which they are provided, is essential for Brigades to carry out their commitment to the community

### 17.2 OBJECTIVE

To stipulate the use which may be made of Council owned fire appliances thus ensuring the appliance is available for the purpose for which it was provided.

### **17.3 POLICY STATEMENT**

1. To ensure that Bush Fire Brigade appliances provided by Council are readily available, the following uses only will be permitted:
  - a. Attending call outs to wild fires;
  - b. Carrying out hazard reduction burning;
  - c. Brigade training activities;
  - d. Travel associated with approved training outside the Shire of Ashburton
  - e. Travel associated directly with refuelling or vehicle maintenance;
  - f. A 30 minute maintenance run, twice a month, during the off fire season.
2. Any use of a Brigade Appliance for a purpose other than that described in Part 1 above shall only occur if approved by the Brigade Captain or Chief Bush Fire Control Officer or any other authorised persons.

## **18. PURCHASE OF EQUIPMENT FOR BUSH FIRE BRIGADES**

### **18.1 INTRODUCTION**

Bush Fire Brigades are established by the Shire of Ashburton under powers conferred upon the Council by the Bush Fires Act 1954. As the Brigades are creatures of the Council, it is the responsibility of the Shire to ensure the Brigades are provided with the level of equipment necessary to, and suitable for, the performance of their roles.

### **18.2 OBJECTIVE**

To ensure that any equipment/appliances purchased:

1. Is suited to the task for which it is intended;
2. Has the endorsement of the Shire of Ashburton Bush Fire Advisory Committee; and
3. Is in the best interests of the Shire of Ashburton Emergency Services as a whole.

### **18.2 POLICY STATEMENT**

For the purposes of this policy, grant funds also includes corporate sponsorship.

1. Individual Brigades, or members thereof, shall not apply for funding or purchase firefighting equipment or appliances;
2. In order that grant funds may be pursued for the best overall strategic benefit of the Shire of Ashburton Bush Fire Brigades and grant funds will only be applied for by the Shire;
3. Any equipment/appliances required by Bush Fire brigades will only be purchased on behalf of the Brigade by the Shire of Ashburton;
4. Equipment will not be purchased, other than to replace an existing item, unless the Bush Fire Advisory Committee has determined:
  - a. the need to purchase the item

- b. the item meets all current DFES and Shire of Ashburton standards
- c. provision for the insurance/maintenance of the item can be made within the existing operating budgets.

## **19. MEMBERSHIP**

### **19.1 INTRODUCTION**

Bush Fire brigades are created by Council pursuant to Section 41 of the Bush Fires Act 1954. As Brigades are under the control of the Shire of Ashburton, the Shire and the Bush Fire Brigade has a duty of care to Brigade members and prospective members to ensure that they are suitable to the for role of a Volunteer Bush Fire Fighter

### **19.2 OBJECTIVE**

The intent of this policy is to mutually determine the prospective volunteers or the Bush Fire Brigades suitability for an ongoing relationship and define the minimum requirements for members to retain their membership with the Bush Fire Brigade

### **19.3 APPLICATIONS FOR MEMBERSHIP**

A person applying to join a Bush Fire Brigade must attend a minimum of 3 meetings of that Bush Fire Brigade. The applicant must then obtain a Criminal History Check in accordance with Policy 20. The applicant will then be eligible for basic training

The Officer Group may vary the required number of meetings a prospective member is required to attend at their discretion

### **19.4 CONDITIONS OF MEMBERSHIP**

1. The requirement to serve a probationary period and determine its length, being not more than 12 months;
2. Any additional procedures that may be employed by the Brigade prior to approval of an application for membership. Such procedures will include, but are not limited to, a Criminal History Check;
3. The Brigade is to act within the parameters of this policy in determining applications for membership.

### **19.5 AGE LIMITS**

The minimum age for any member, is 16 years. There is no maximum age limit, however the Chief Bush Fire Control Officer may require any member to obtain a medical clearance if he or she has genuine concerns about the member's general fitness for duty.

## **19.6 MEMBERSHIP REGISTRATION**

A registration form must be completed for every new member, change of member information or termination of member, with a copy provided to DFES and the Shire of Ashburton within 14 days of a decision.

## **19.7 SUSPENSION OF MEMBERSHIP**

Membership of a Brigade may be suspended at any time if, in the opinion of the Brigade Officers, the CBFCO or the Shire of Ashburton, circumstances warrant suspending the member.

The period of suspension shall be at the discretion of the Brigade Officers, the CBFCO or the Shire of Ashburton

The suspension may be from all or part of the member's responsibilities.

Upon expiry of the period of suspension the Brigade Officers, the CBFCO or the Shire of Ashburton may:

1. Extend the period of suspension;
2. Terminate the membership; or
3. Reinstate the member.

## **19.8 TERMINATION OF MEMBERSHIP**

Membership of a Brigade terminates if the member:

1. Gives written notice of resignation to the Brigade;
2. Is, on medical advice, permanently incapacitated by mental or physical ill health, to such a degree that they cannot perform their duties;
3. Is dismissed by the Brigade;
4. Fails to meet commitments subject to this Policy;
5. Is deceased.

All Brigade property is to be returned to the Brigade within two weeks of termination or an invoice may be sent to the terminated member to recover cost for all equipment issued.

The Brigade Officers, the CBFCO or the Shire of Ashburton may terminate a person's membership if that member has been found to have committed:

1. A serious breach of Brigade discipline or policy;
2. Theft of Brigade materials or equipment;
3. Any action with intent to harm the Brigade; or
4. Any action that has harmed the public standing and good name of the Brigade or the Shire of Ashburton

## **19.9 MEMBER HAS RIGHT OF DEFENCE**

A Brigade member is not to be dismissed without being given the opportunity to meet with the Brigade Officers, the CBCFCO or the Shire of Ashburton and answer any allegations which might give grounds for

dismissal.

The member has the right to be accompanied or represented by a support person of their choice

#### **19.10 OBJECTION RIGHTS**

A person whose application for membership is refused, membership is terminated or membership is suspended has the right of objection to the Council, which may dispose of the objection by:

1. Dismissing the objection;
2. Varying the decision objected to;
3. Revoking the decision objected to, with or without substituting for it another decision; or
4. Referring the matter, with or without directions, for another decision by the Brigade.

#### **19.11 GRIEVANCE PROCESS**

Brigades should refer to the local government's current grievance procedure to ensure fairness and equity in any grievance, dispute, or discrimination resolution process. Any Brigade member who has a grievance will have recourse to this process

### **20 BRIGADE MEMBERS – TRAINING & COMMITMENT**

#### **20.1 INTRODUCTION**

Bush Fire brigades are created by Council pursuant to Section 41 of the Bush Fires Act 1954. As Brigades are under the control of the Shire of Ashburton, the Shire has a duty of care to Brigade members to ensure that they are suitably equipped and trained for their task.

This Policy seeks to ensure that volunteer fire fighters have attained the necessary level of competence prior to their attendance on the fire ground in a wildfire situation and maintain those competencies by attending Brigade Training.

#### **20.2 OBJECTIVE**

The intent of this policy is to stipulate the level of training required to be undertaken by volunteer Bush Fire Brigade members before they can be considered by the Council to be competent to be present on the fire ground and to maintain and improve on competencies.

#### **20.3 POLICY STATEMENT**

1. A volunteer member of a Shire of Ashburton Bush Fire brigade shall not be permitted on to the fire ground until they have demonstrated their competence in this regard; and
2. The minimum attainment of competence shall be demonstrated by the

member having completed the following modules of the DFES Bush Fire Fighters Course:

- a. Induction to Fire Fighting
- b. Introduction to Fire Fighting
- c. Bush Fire Fighting

### **3. Skills Maintenance**

To remain an active member, Brigade members must maintain proficiency and currency of skills relevant to their role

### **4. Brigade Training**

Brigade members shall participate in ongoing training as specified by the Bush Fire Brigade Officer Group

### **5. Brigade Commitments**

Brigade members are required to maintain currency in brigade activities and training these include but are not limited

- Emergency Response
- Hazard Reduction
- Public Education & School Visits
- Brigade Maintenance
- Public Service

All of these activities are important parts of the functioning of the Brigade, as such all Brigade members are expected to participate.

## **20.4 FAILURE TO MEET COMMITMENTS**

Should an Active Member of a Brigade fail to comply with this policy, correspondence will be forwarded to the Active Member requesting contact be made with the Brigade to indicate the intentions of the Active Member's status.

The Brigade member may:

1. Respond to the correspondence providing a reasonable explanation and request for alternative arrangements to be made for training or meeting obligations;
2. Request leave of absence from Brigade commitments due to personal circumstances; or
3. Terminate their membership.

If a Brigade member fails to respond to the correspondence within 14 days a subsequent letter will be forwarded from the Brigade putting the Brigade member on final notice. Should a Brigade member fail to acknowledge the final notice within 14 days, the membership shall be terminated, to take effect from the date of the final notice.

## **20.5 LEAVE OF ABSENCE**

A Brigade member may apply in writing to their Brigade for a leave of absence for a maximum period of 12 months.

## **21 CRIMINAL HISTORY CHECKS (CHC)**

### **21.1 INTRODUCTION**

The Shire of Ashburton on behalf of the Tom Price Volunteer Bush Fire Brigade (TPVBFB) will undertake Criminal History Checks (CHC) of all TPVBFB personnel to ensure their identity and integrity.

### **21.2 OBJECTIVE**

Tom Price Volunteer Bush Fire Brigade personnel regularly engage with the community through the services they provide and may have unsupervised access to private property. They are trusted with the care and use of valuable community assets and work with the public, often during times when individuals are most vulnerable. Additionally, TPVBFB personnel are entitled to expect that their colleagues are of good character and do not pose a risk to their safety.

CHC are a contemporary workplace practice which improve both the Shire's and the TPVBFB's commitment to the wellbeing and safety of its personnel and the community. This policy outlines the process for undertaking CHC for existing and prospective TPVBFB personnel.

This policy aims to:

1. Comply with the Shire's and the TPVBFB's legal and moral responsibility to create a safe and protective workplace and community environment;
2. Minimise any risk to the community by ensuring the good character of TPVBFB personnel;
3. Ensure the rules of procedural fairness are applied to TPVBFB personnel who commit a criminal offence(s).

The policy includes a number of mandatory requirements to ensure CHC are properly conducted and applied. An adverse criminal record will not necessarily preclude employment or being a volunteer with the VBFB

**Note:** The CHC referred to in this document is separate to the Working with Children Check, which relates specifically to people who carry out "child related work".

### **21.3 MANDATORY REQUIREMENTS**

#### **APPLICATION**

All prospective TPVBFB personnel are required to undertake a CHC and provide a satisfactory National Police Certificate (NPC) prior to commencing as a volunteer with the TPVBFB.



## **PERSONS UNDER 18 YEARS OF AGE**

Prospective members under 18 years of age applying to be a senior or active BGU member are required to undertake a CHC. A parent or guardian must consent to a CHC for a person under 18 years. Convictions for any of the offences set out in Schedules 1 and 2 of the *Young Offenders Act 1994* will appear on a NPC for an applicant under 18 years of age.

### **21.4 EXISTING TPVBFB VOLUNTEERS**

Existing TPVBFB volunteers who have not previously provided a satisfactory NPC must undertake a CHC on transfer from the TPVBFB to another Brigade or Unit.

### **21.5 PROSPECTIVE PERSONNEL WITH AN EXISTING NPC**

The Shire will accept an existing satisfactory NPC from prospective personnel providing it is not more than 3 months old. The person must provide a statutory declaration to certify the NPC is true and correct and they have not been charged with or convicted of an offence (excluding minor traffic offences such as speeding) since the NPC was issued.

### **21.6 TPVBFB PERSONNEL CHARGED WITH AND/OR CONVICTED OF AN OFFENCE**

TPVBFB personnel must report if they are charged and subsequently convicted of an offence. They must report to the TPVBFB Captain or direct to the CBFCO at the Shire within 14 days of being charged or convicted of an offence.

### **21.7 SPENT CONVICTIONS ACT 1988**

Under the provisions of the Spent Convictions Act 1988, a person can apply to have certain convictions removed from their criminal record after 10 years plus any term of imprisonment. The Shire or the TPVBFB must not ask personnel or an applicant to disclose any spent convictions. The Shire or the TPVBFB cannot discriminate against persons with spent convictions.

### **21.8 SOA & DFES WELFARE SUPPORT**

The CHC process may cause distress to some persons. Both the Shire and DFES offers welfare support to TPVBFB personnel through its employee assistance program, peer support program and the DFES chaplaincy.

### **21.9 EXEMPTIONS FROM CHC**

A prospective TPVBFB volunteer or short term contactor appointed or engaged for less than 20 working days may be exempt from providing a NPC.

## **21.10 ACCURACY OF CRIMINAL HISTORY INFORMATION**

Current or prospective TPVBFB personnel must dispute any inaccurate information in a NPC with the service provider, and not with the Shire or the TPVBFB.

## **21.11 CONFIDENTIALITY**

Strict confidentiality must be maintained regarding any CHC and related documentation. Information on a person CHC must only be accessed and distributed as required for decision making purposes.

## **21.12 RECORD RETENTION**

Documentation relating to the CHC process will be retained in the region or business area according to Shire's Record Keeping Directive ADM04 and the State Records Act 2000 (WA). The NPC must not be kept on file after a decision is made, only the supporting documentation.

## **21.13 COSTS**

A prospective volunteer must pay to obtain their NPC. Upon clearance and acceptance into TPVBFB, the cost can be reimbursed from the Shire.

The Shire will cover the costs of a NPC, where an existing volunteer is required to produce a NPC.

## **22. USE OF WARNING LAMPS AND AUDIBLE WARNING SYSTEMS**

### **22.1 INTRODUCTION**

The Road Traffic Code 2000 permits the use of Warning Lamps and Electric Siren Warning Systems for vehicles providing active response to an emergency.

To guard against incorrect use and to avoid possible detracting from the significance of flashing warning lamps and sirens, their use is limited to particular vehicles and particular circumstances.

The following extracts are taken from the publication "**Warning Lamps – A guide for installation and operation**" issued by the Western Australian Department of Planning and Infrastructure.

#### **Definitions:**

##### **Priority Degree of Urgency Level of Risk**

1. Most urgent Life and/or Serious Property threat;
2. Urgent - High Risk Personal or Property Risk.

##### **Priority One**

Emergency Service role is of the highest priority usually involving life

threat, serious injury or significant property damage. Also the service is in constant alert and may be required at any time with minimal notice.

Vehicles used in this category will usually provide active response that may involve high speed and continual contravention of the normal road rules (at times at increased risk) under special emergency exemption provisions during the period of operation.

### **Priority Two**

Usually attends dangerous situations, which are generally not first response or do not require a very high level of urgency. Public are not exposed to the same danger as for Priority One although there may on occasions be the risk of life and serious property damage.

Vehicles used in this category will usually provide active response that may involve some speed and regular contravention of the normal road rules under special emergency exemption provisions during the period of operation.

All Priority 1 and 2 operators require fully accredited training. Correct legal use and Duty of Care issues must be addressed before operators are permitted to operate the relevant vehicle.

### **Responsibilities of Service Providers**

The organisation owning or operating the vehicle shall keep a register of all vehicles fitted with flashing warning lamps. They shall also maintain details of each training course, those operators that are accredited and any other information that is necessary to support use of a certain priority lamp on a vehicle. All of this information shall be readily available for inspection, by a third party, in particular for instances such as crash investigation or law enforcement.

### **Training**

Operators of vehicles fitted with flashing warning lamps must be trained in the correct usage of these lamps. Any organisation operating the vehicle shall be responsible for ensuring that all operators have been provided with the appropriate training. As mentioned previously details of all operators should be readily available for inspection.

### **Priority one and two categories**

As vehicles in these categories are normally rapid response emergency vehicles their drivers are generally exempt from the normal requirements of the Road Traffic Code provided that it is safe and reasonable in the circumstances to proceed contrary to the regulations. Organisations operating these vehicles must ensure that their personnel have passed an appropriate driving course that is relevant to the operation of the particular vehicle in emergency situations.

## **22.2 OBJECTIVE**

1. To specify the circumstances, and by whom flashing warning lamps and sirens may be activated.
2. To guard against incorrect use and to avoid possible detracting from the significance of flashing warning lamps.

## **22.3 POLICY STATEMENT**

1. All Shire of Ashburton Bush Fire Service Vehicles responding to wildfire emergencies will use their emergency beacons when:
  - a) Responding to incident
  - b) During incident
  - c) Whilst obeying all road rules at all times
2. Sirens shall only be used when responding to a Priority 1 emergency or if prevailing traffic conditions warrant their use;
3. Lights and sirens shall not be used when the vehicle is operating under normal road conditions;
4. Only persons who are trained in accordance with Council Policy 15 Minimum Driver Training – Shire of Ashburton Fire Appliances are permitted to operate a vehicle using warning devices;
5. Notwithstanding Policy statement 2 above, the use of lights for reasons of Occupational Health and Safety, if appliances are being refilled on the side of the road or that mopping up/blackout operations are also being conducted from the roadside, is permitted.

## **23. BRIGADE OFFICER QUALIFICATIONS**

### **23.1 INTRODUCTION**

Bush Fire brigades are created by Council pursuant to Section 41 of the Bush Fires Act 1954. As Brigades are under the control of the Shire of Ashburton, the Shire has a duty of care to Brigade members to ensure that they are suitably equipped and trained for their task.

This duty of care extends to the qualifications of Brigade Officers to ensure they have the necessary combination of formal qualification and experience to perform their roles and provide for the safety of those whose activities they direct.

The Policy also seeks to provide a pathway for members to follow should they aspire to fill more senior roles within the Brigade and Ashburton Shire Bush Fire Services.

### **23.2 OBJECTIVE**

The intent of this policy is to stipulate the level of training and experience to be attained by persons seeking to become officers within volunteer bush fire brigades within the Shire of Ashburton.

### **23.3 POLICY**

In addition to the qualifications required under Policy 19.24 - Brigade Members – Competence at Fire Grounds, Council requires that all persons seeking to hold the position of officer of a brigade within the Shire of Ashburton Bush Fire service shall attain, as a minimum, the following combination of qualifications and experience:

#### **Captain**

1. Be a competent fire fighter with operational experience at this level;
2. Have completed the following courses as a minimum standard:
  - a. Fire and Incident Operations
  - b. Sector Commander
  - c. Machine Supervision.
  - d. Australasian Inter-Service Incident Management System (AIIMS) Awareness

#### **Lieutenant**

1. Be a competent fire fighter with operational experience; and
2. Have completed the following courses as a minimum standard:
  - a. AIIMS Awareness
  - b. Crew Leader

#### **Brigade Equipment Officer**

The Brigade Equipment Officer is elected by the Brigade and is responsible to the Brigade Captain for the proper management and maintenance of all Brigade property and equipment.

The Brigade Equipment Officer has the following specific functions:

1. Arrange and carry out monthly checks and maintenance on all Council's firefighting equipment vested in their respective Brigade;
2. Report any missing or faulty equipment as required by Brigade policy;
3. Maintain and keep the equipment storage area neat and tidy;
4. Undertake any other function assigned by the Brigade Captain or Chief Bush Fire Control Officer.

#### **Fire Control Officer**

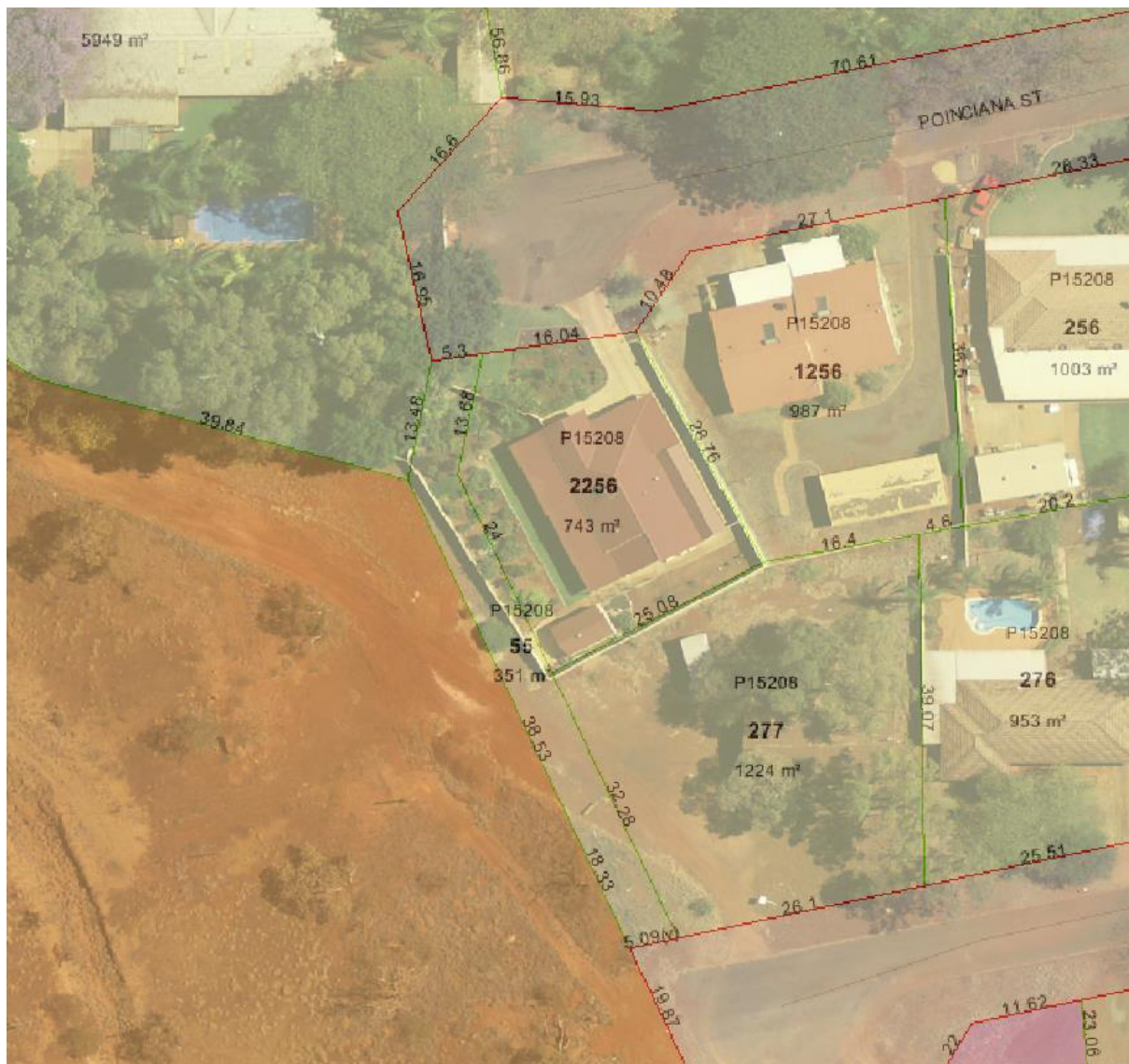
1. Be a competent Fire Fighter with operational experience at this level;
2. To be eligible for appointment as a Bush Fire Control Officer a person must have completed the Bush Fire Control Officer Training;
3. Notwithstanding Item 2 above, a person will be eligible for appointment as a Bush Fire Control Officer if they complete the Bush Fire Control Officer Training Program when next available.
4. For a person to continue as a Bush Fire Control Officer they must complete the Bush Fire Control Officers Course or a Refresher Course at intervals of no more than every two years.

#### **Chief/Deputy Chief Bush Fire Control Officer**

1. Demonstrated competence as a Fire Control Officer; and
2. Experience as a Fire Control Officer.



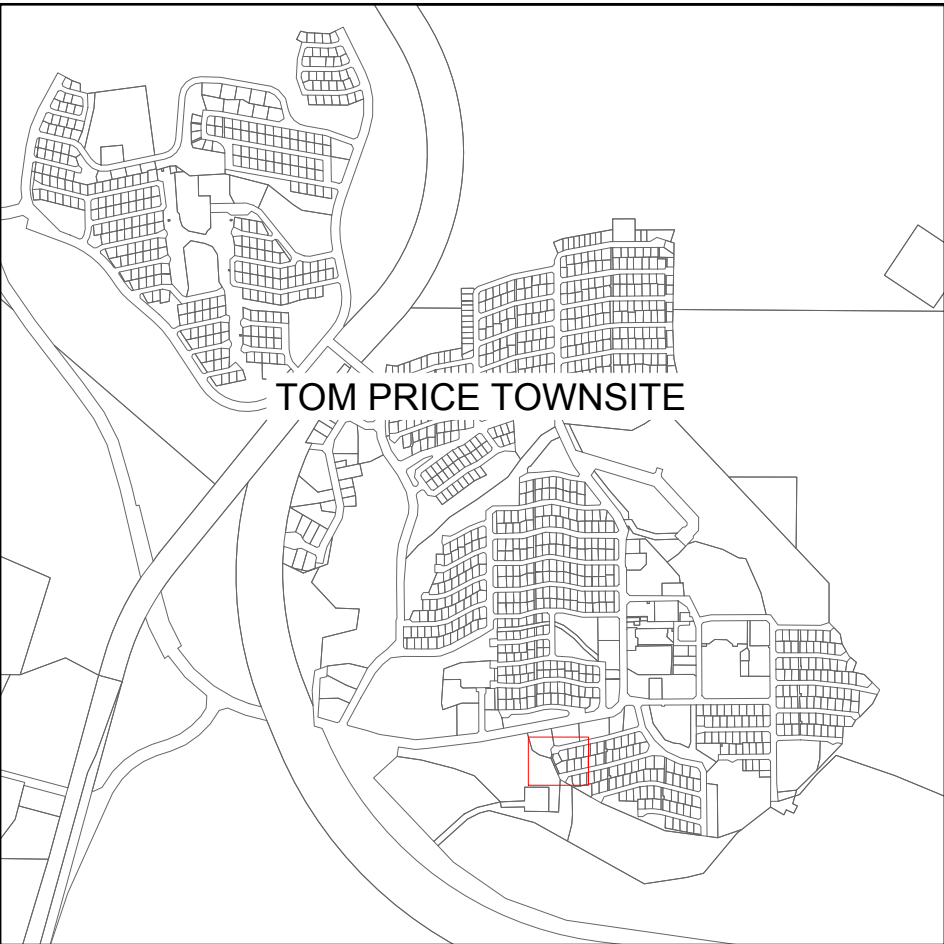
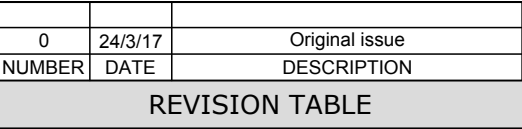
Attachment 14.3A – Aerial photograph 2010



Attachment 14.3B – Aerial photo 2001







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## Premier of Western Australia

Our reference: 59-016275/NC  
Your ref: RD.RIO.1

Mr Dale Stewart  
A/Chief Executive Officer  
Shire of Ashburton  
[soa@ashburton.wa.gov.au](mailto:soa@ashburton.wa.gov.au)

Dear Mr Stewart

Thank you for your letter dated 15 June 2017 regarding Tom Price Road and a Tom Price Royal Flying Doctor Service (RFDS) airstrip. I am aware that you have also written to the Hon Rita Saffioti MLA, Minister for Transport and the Hon Alannah MacTiernan MLC, Minister for Regional Development.

I am advised that Minister Saffioti has met with you and Councillor Kerry White, Shire President, to discuss the proposal to develop a Tom Price RFDS airstrip. From this discussion it was identified that the issue of ownership and need for ongoing funding to maintain the proposed airstrip were significant impediments to progressing this proposal in the near future. On this basis, the current airstrip proposal is recommended to be postponed and reconsidered again in the 2020-21 financial year.

Main Roads Western Australia thanks the Shire of Ashburton for its funding commitment to Karratha Tom Price Road. The funds will be utilised for geotechnical and hydrology surveying, as well as heritage and design aspects of the works. Road designs from preliminary works that the Shire has available to share will be appreciated and accepted.

While sealing the entire length of road would be ideal in order to get the most benefits, this will be subject to funding.

The Transport portfolio looks forward to working together with the Shire and the City of Karratha on the project.

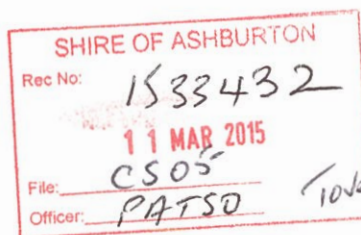
Yours sincerely

Mark McGowan MLA  
**PREMIER**

19 JUL 2017

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Jandakot Airport  
Jandakot WA 6164

T 08 9417 6300  
F 08 9417 6308  
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> www.flyingdoctor.org.au



Corporate Office

27 February 2015

Our ref: ac1733

Mr Troy Davis  
Executive Manager Infrastructure Services  
Shire of Ashburton  
PO Box 567  
Tom Price WA 6751

Dear Sir/Madam

## PROPOSED TOM PRICE AIRSTRIP

RFDS supports the proposal for an airstrip to be built in the Tom Price locality.

We support the airstrip for the following reasons:

1. Duty and care to our staff and the voluntary ambulance officers in reducing the need to travel to Paraburdoo
2. It will also reduce the pilot duty time and reduce the incidence of fatigue associated with the length of time it is required to drive from Tom Price to Paraburdoo and return.

Yours sincerely



Capt. Michael Bleus OAM  
Chief Pilot  
RFDS Western Operations

Derby Base 149 Loch Street, Derby WA 6728 > PO Box 52 T 9191 0200 F 9191 0209

Jandakot Base 3 Eagle Drive, Jandakot Airport, Jandakot WA 6164 T 9417 6300 F 9417 6309

Kalgoorlie Base Kalgoorlie-Boulder Airport, Kalgoorlie WA 6430 > PO Box 444 T 9093 7500 F 9093 7509

Meekatharra Base Meekatharra Airport, Meekatharra WA 6642 > PO Box 103 T 9980 0550 F 9981 1601

Port Hedland Base Waldron Road, Port Hedland WA 6721 > PO Box 2144, Sth Hedland WA 6722 T 9172 0700 F 9172 0709

Royal Flying Doctor Service of Australia Western Operations ABN 29 067 077 696



# SHIRE OF ASHBURTON

Administration Centre, P.O. Box 567, Tom Price, 6751  
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Enquiries: Michelle Tovey  
Our Ref: TR.AT.01.06/File no.

All communications to be  
addressed to Chief Executive Officer



4 June 2014

Mr John Barrett  
Level 8, The Quadrant  
1 William Street  
Perth WA 6000

Dear Mr Barrett

## Proposed Tom Price Royal Flying Doctor Service Airstrip

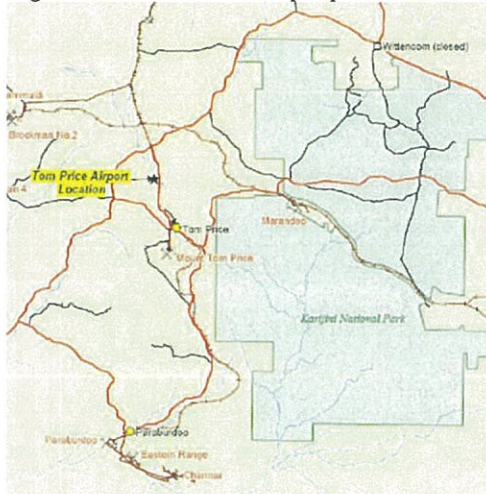
The Shire of Ashburton (the "Shire") is seeking in principle support from Rio Tinto for the progression of the proposed Royal Flying Doctor Service ("RFDS") Airstrip in Tom Price. In addition to this, the Shire is also seeking information pertaining to land access and survey data as outlined below.

### Land Access:

Following previous discussions between Rio Tinto and the Shire, it is proposed that the airstrip is located 16 kilometres north of Tom Price within Miscellaneous licence L47/206 for aerodrome purposes and the underlying Hamersley Pastoral Station Lease L3114 1277, which are both held by Hamersley Iron Pty Ltd (see figure below).

The Shire is seeking confirmation that Rio Tinto is still agreeable with this arrangement, and furthermore is seeking guidance on Rio Tinto's preferred land tenure arrangements should this project proceed. The status of Native Title over the area covered by the proposed new airstrip is another important matter the Shire is seeking information and guidance on from Rio Tinto.

Figure 1: Location of the proposed RFDS Airstrip near Tom Price



Data Release:

The Shire of Ashburton is also requesting the provision of any information or survey data that Rio Tinto holds in relation to the site including;

- Topographical;
- Geotechnical;
- Hydrological;
- Environmental; and
- Heritage.

This information would be considered commercial in confidence and only utilised for this project.

Please contact Michelle Tovey, Project and Technical Support Officer, on 9188 4432 or [michelle.tovey@ashburton.wa.gov.au](mailto:michelle.tovey@ashburton.wa.gov.au) should you require further information relating to this request.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Troy', enclosed within a large, loopy oval stroke.

Troy Davis  
**Executive Manager Infrastructure Services**

# SHIRE OF ASHBURTON



Administration Centre, P.O. Box 567, Tom Price, 6751  
Telephone (08) 9188 4444  
Facsimile (08) 9189 2252  
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Enquiries: Michelle Tovey  
Our Ref: 1431594/TR.AT.01.06  
All communications to be  
addressed to Chief Executive Officer

22/01/2015

Mr Greg Finch  
Rio Tinto Iron Ore  
Accommodation and Towns Development  
152-158 St George's Terrace  
Perth WA 6000

Dear Mr Finch

## **REQUEST FOR IN-PRINCIPLE SUPPORT FOR THE TOM PRICE ROYAL FLYING DOCTORS SERVICE AIRSTRIP**

Following initial discussions, including a letter dated 4 June 2014 outlining land access and data release requests, the Shire of Ashburton issued Rio Tinto Iron Ore (RTIO) with a Project Brief for the proposed RFDS airstrip at Tom Price on 11 July 2014. As RTIO provided no formal comment on the matter, the Shire sought a meeting with RTIO.

Troy Davis and Andrew Harvey met Greg Finch and John Barrett at HQ Management offices in Perth on 16 October 2014. At the meeting, Shire of Ashburton reiterated the extent of consultation and documentation undertaken in support of demand analysis. HQ Management has previously had productive discussions with Stephen Langford, Director of Medical Services, RFDS and Michael Bleus, an RFDS pilot, in order to understand operational issues. Both were supportive of a new RFDS airstrip at Tom Price.

In October 2012 the Shire of Ashburton Council supported the establishment of an RFDS strip, and a decision was passed for a business case to be developed and funding sought. Technical reports were completed and a schematic design and cost estimate provided to Council. The current business plan reviewed the likely demands for the airstrip and updated the cost estimate report.

The Shire remains committed to the development of a new RFDS airstrip in Tom Price, as demonstrated through the citing of the project as an 'immediate priority' in the Community Strategic Plan and inclusion in the 2013-2017 Corporate Business Plan as a strategic capital project to be 'actively pursued'.

Rio Tinto indicated to the Shire of Ashburton that to enable it to progress discussions regarding the approval of an RFDS airstrip on RTIO leased land north of Tom Price, RTIO would need additional information including;

- Aerodrome Management Services (AMS) report including schematic plan of airstrip proposal (attached);



- Proposed clearance area polygons in CAD format (attached); and
- Letter of support from RFDS for the proposal (to be provided).

The Shire wishes to commit to an agreed process to provide RTIO with the information it needs to gain internal support for the airstrip. Similarly, the Shire wishes to progress through its business planning in the knowledge that the process will identify critical issues to be resolved and enable the Shire to make clear financial and contractual commitments to deliver the airstrip to the community.

Accordingly, RTIO is requested to agree in principle to the following approach:

- RTIO to provide formal comments on the Shire report, tabled 16 October (attached);
- RTIO to provide comment on the nature of any identified issues with the location as described in the clearance polygons.

The Shire respectfully requests RTIO's agreement in principle to this approach, and we look forward to advancing this important community project.

Yours sincerely



Troy Davis  
**EXECUTIVE MANAGER INFRASTRUCTURE SERVICES**

Enc: Aerodrome Management Services (AMS) report  
Proposed clearance area polygons in CAD format  
Business Case "New Royal Flying Doctor Service Airstrip For Tom Price"

CC: John Barrett, Rio Tinto Iron Ore  
Andrew Harvey, HQ Management



## **BUSINESS CASE**

# **NEW ROYAL FLYING DOCTOR SERVICE AIRSTRIIP FOR TOM PRICE**

JULY 2017



Project Name:	Business Case: New RFDS Airstrip for Tom Price
Report for:	Shire of Ashburton

#### PREPARATION, REVIEW AND AUTHORISATION

Rev	Date	Comments	Prepared by	Reviewed by	Approved by
0	30/06/14	Draft Report for Client Comment	A Le Moine	A Harvey	A Harvey
1	22/07/14	Draft Report for Client Comment	A Le Moine	A Harvey	A Harvey
2	04/08/14	Final Report	A Le Moine	A Harvey	A Harvey
3	24/03/2017	Updated Report (Timeframes and Key Dates)	M Tovey	T Davis	T Davis
4	28/07/2017	Updated Report (Funding and Project Status)	T Davis	D Stewart	T Davis

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## 1. EXECUTIVE SUMMARY

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The Shire of Ashburton is currently considering the development of a new Royal Flying Doctor Service (RFDS) airstrip (the Project), to be located approximately 13 kilometres north of Tom Price in the Pilbara region of Western Australia. The airstrip is proposed to be constructed approximately 1 kilometre west of Bingarn Rd on private land owned by Rio Tinto.

The town of Tom Price does not currently have a functioning airstrip and therefore, patients needing aeromedical services from the RFDS are currently required to be transported by road to the Paraburdoo airstrip, approximately 75 kilometres away.

The lack of an RFDS accessible airstrip poses a significant risk to the town of Tom Price. A study has shown that isolation and distances in regional Western Australia can lead to an increase in harm and risk to patients where RFDS evacuation services are not available.

The provision of a new RFDS airstrip for Tom Price is consistent with the Shire of Ashburton's "Living Life, 10 Year Strategic Plan 2017 – 2027". Community consultation undertaken for this Strategic Plan identified the provision of an RFDS airstrip for Tom Price as a 'Medium/Longer Term' priority for Tom Price and nearby Aboriginal communities via advocacy for investment partners.

The number of patients requiring RFDS services from Tom Price has significantly increased in the past ten years, from less than 50 patient transfers in 2005 to over 130 patient transfers in 2016. This is in part due to an increase in population since 2005. Tom Price had a population of around 5,460 at the 2011 Census. This figure has decreased slightly at the 2016 Census (4,195); however, patient transfer numbers have still increased slightly since 2011. This is due to an increase in tourist visitation and medical expectations and process, particularly around maternal and child health services.

Consultation has been held with W.A. Country Health Services – Pilbara; St John Ambulance Service – Tom Price; and the RFDS with regards to the Project. All agencies are supportive of a new RFDS airstrip for Tom Price.

The St John Ambulance Service in Tom Price is run by volunteers and is currently under-resourced. The ambulance service being under-resourced and away from Tom Price for extended periods of time, means the Tom Price community and surrounding areas are at risk of an ambulance not being available when required.

Patient transfers to Paraburdoo involve driving long distances (often at night and over extended periods of time) and are currently exposing patients and medical staff to unacceptable levels of risk.

Long travel times and waiting periods, resulting from patients being transferred by the RFDS via Paraburdoo, is tying up valuable medical resources and causing operational and staffing issues for the RFDS.

The construction of a new RFDS airstrip at Tom Price would reduce patient transfer times by 45 minutes to 1 hour and 35 minutes, depending on a patient's condition.

This reduced patient transfer time could:

- Save a patient's life;
- Reduce risks to patients and medical staff who are currently required to travel long distances;

- Free-up valuable ambulance and hospital resources, making them more available to the Tom Price community; and
- Free-up RFDS personnel, allowing them more time to respond to the needs of other communities in the region.

This Business Case has been developed to:

1. Determine the estimated construction and operational costs of a new RFDS airstrip on a site located approximately 13 kilometres north of Tom Price.
2. To scope approvals and any other impediments to project implementation.
3. Investigate sources of funding for construction of the RFDS airstrip.

The provision of a new RFDS airstrip at Tom Price aims to:

- Increase a patient's chance of recovery or survival through the receipt of timely aeromedical services and treatment;
- Reduce the travel time by road and associated risks for patients and medical staff; and
- Reduce patient transfer times and free-up valuable RFDS personnel, ambulance officers and medical staff, to better service Tom Price and other communities.

Two airstrip design options have been examined as part of this Business Case. These are:

- Option1 - Construct an airstrip with unsealed pavement areas (runway, taxiway and apron); and
- Option 2 - Construct an airstrip with sealed pavement areas (runway, taxiway and apron).

The option to proceed with the development of an airstrip with unsealed pavement areas will incur a capital cost of approximately \$2.37 Million and an annual estimated operating and maintenance cost of approximately \$133,000.

The option to proceed with the development of an airstrip with sealed pavement areas will incur a capital cost of approximately \$3.11 Million and an annual estimated operating and maintenance cost of \$103,000 for the first three years and \$85,000 thereafter.

Compared to an airstrip with sealed pavement areas, the unsealed option will provide the Shire with an estimated up-front capital cost saving of approximately \$740,000 but will cost approximately \$425,500 more than the sealed pavement over 10 years in operating and maintenance costs.

An airstrip with unsealed pavement areas will however require more day-to-day management and greater demand on the Shire's resources. The airstrip may also become unserviceable after heavy rain and will require regular grading to maintain RFDS standards.

An airstrip with sealed pavement areas, while having a larger up-front capital cost, will have lower operating and maintenance costs. These lower costs will result in an estimated operating and maintenance cost saving to the Shire of:

- \$29,850 per annum for the first three years,
- \$47,850 per annum for the following 7 years; and
- \$424,500 over a ten year period.

An airstrip with sealed pavement areas will be serviceable in most weather conditions and therefore reduce the risk and harm to patients and medical staff. The airstrip will also require less day-to-day management and have a lower demand on the Shire's resources. Reliability and safety performance is considered a determining factor in selecting the sealed strip as the preferred option.

The WA State Government has committed \$2.5 Million to the Project in 2020/21. They have also committed to assisting with sourcing the extra funding required to complete the project.

Additionally Rio Tinto has been identified as a key stakeholder and potential financial partner in the Project and the Shire has been liaising with key Rio Tinto staff for a number of years to secure access to and tenure over the subject land.

Third party contributors have not been identified, although it is more likely that third-party entities will contribute funds towards the capital works of the Project, rather than towards ongoing operating and maintenance costs. The Shire can therefore potentially off-set the capital cost of the Project, but may become responsible for the ongoing operating and maintenance costs of the airstrip. An airstrip with lower operating and maintenance costs may therefore be considered more favourably.

For the following reasons the construction of a new RFDS airstrip with sealed pavement areas is recommended:

- The Shire is more likely to receive financial contributions to off-set capital works of the Project, rather than funding towards ongoing costs;
- The airstrip will have lower annual operating and maintenance costs;
- The airstrip will require less day-to-day management of the airstrip and a smaller demand on Shire resources; and
- The airstrip will be serviceable in all weather conditions, will have superior reliability and safety performance and therefore reduce the risk and harm to patients and medical staff.

No revenue opportunities have been identified for the Project and the magnitude and certainty of receipt of any funds from the Regional Airports Development Scheme (RADS) grant scheme is unknown.

For the purposes of this report, it has been estimated that \$130,000 may be obtained from the RADS for use in the Detailed Design and Approvals phase of the Project. In addition, several hundred thousand dollars may be obtained from future RADS funding rounds for use in the Construction phase of the Project.

A preliminary risk analysis has been undertaken for the Project and critical assumptions identified. Further project definition and a detailed risk analysis will be undertaken during the Detailed Design and Approvals Phase of the Project.

Following in-principle approval for the Project, procurement of consultants for approvals and design will be undertaken, in accordance with the Shire's Procurement Policy. As the



proposed airstrip is located on land controlled by Rio Tinto, a critical first step is to obtain Rio Tinto's support for the Project.

Given the WA State Government's financial commitment is slated for 2020/21, and subject to land tenure and timely approvals, it is anticipated that construction of the Project could commence in mid 2020 and the airstrip be operational by late 2020.

## 2. PROJECT SCOPE AND EVALUATION

---

### 2.1. Objective

This Business Case has been developed to:

1. Determine the estimated construction and operational costs of a new RFDS airstrip on a site located approximately 13 kilometres north of Tom Price.
2. To scope approvals and any other impediments to project implementation.
3. Investigate sources of funding for construction of the RFDS airstrip.

It is noted that the original 2014 HQ Management Business Case was a desktop study and the scope did not extend to consultation with Rio Tinto on land tenure and approvals. The Shire has liaised with key Rio Tinto staff over subsequent years to negotiate a suitable land tenure arrangement for the subject site. These discussions are ongoing and subject to suitable funding arrangements.

### 2.2. Project Outcome and Deliverables

The key outcome for this Project is a new RFDS airstrip that is designed, constructed and maintained to the specifications required by the RFDS to enable it to provide aeromedical services to the community of Tom Price.

The provision of this new RFDS airstrip aims to:

- Increase a patient's chance of recovery or survival through the receipt of timely aeromedical services and treatment;
- Reduce the travel time by road and associated risks for patients and medical staff, and
- Reduce patient transfer times and free-up valuable RFDS personnel, ambulance officers and medical staff, to better service Tom Price and other communities.

### 2.3. Project Description and Standards

The Shire of Ashburton is currently considering the development of a new RFDS airstrip to be located approximately 13 kilometres north of Tom Price in the Pilbara region of Western Australia. The airstrip is proposed to be constructed approximately 1 kilometre west of Bingarn Rd on private land owned by Rio Tinto and will have a disturbance footprint of approximately 20ha.

#### 2.3.1. RFDS Requirements and Standards

It is not possible to use a road as an airstrip for regular patient transfers by the RFDS. The RFDS can only land on major highways under emergency, "life or death" circumstances. These flights are known as "mercy flights" landing on "emergency road landing sites".

For this reason the Shire of Ashburton is considering the development of a new RFDS airstrip, in accordance with published RFDS requirements and standards.

The RFDS operate Pilatus PC-12 and Beechcraft Kingair (B200) aircraft in Western Australia. The standards that the RFDS require are generally consistent with those set

down in the Civil Aviation Safety Authority (CASA) Civil Aviation Advisory Publication No.92-1(1) "Guidelines For Aeroplane Landing Areas "of July 1992. (**Attachment A**).

The RFDS' specific requirements are set out in the RFDS document "Airstrip Standards and Reporting Arrangements" – AV0027 rev 3.2 dated 01 September 2013.

These standards will also be suitable for informal use by private small aircraft.

The Project will have the following components and will comply with the RFDS requirements summarised in the table below:

**Table 1: RFDS Requirements**

Runway Length	1,200m minimum
Runway Width	18m minimum, 20m preferred
Runway Slope	2.0% maximum, 2.68% maximum in any part
Runway Crossfall	2.5% maximum, 1.5-2.0% preferred
Runway Strip (Graded) Width	45m (including runway)
Runway Strip Flyover (Cleared) Width	90m for night use (including Graded Strip above)
Apron	30m x 50m
Turning Areas (at runway ends)	25m x 25m
Taxiway Width	12m minimum
Runway and Runway Strip Markers	Required
Windsock	Required (lit for night use, as per Lighting below)
Lighting	Can be solar or battery powered

## 2.3.2. Additional Project Components

The Project will also have the following additional components. These components are not required by the RFDS but are essential or preferred elements of the Project.

Larger apron area	A larger apron area has been allowed for. This will enable the potential presence of other light aircraft at the airfield, without obstructing access for the RFDS aircraft.
Access road	An approximately 1 kilometre long access road will be constructed from Bingarn Rd to the apron.
Fencing	The airstrip will have a 1.8m high fence to discourage kangaroos and stock.
A small transportable building	This will serve as a waiting area and will have water supply (could be tanks), toilet (and wastewater facilities), air conditioner and a generator.

A plan of the proposed new Tom Price RFDS airstrip is shown in **Attachment B**.

## **2.4. Project Justification and Background**

### **2.4.1. The need for a new RFDS airstrip at Tom Price**

#### **Research**

A 2011 study conducted by the Royal Perth Hospital, WA Institute of Medical Research, University of WA and RFDS found that for rural accident victims, every hour patients wait untreated translates to 19% increased risk of death. Due to isolation and distances in regional WA major trauma patients are twice as likely to die from their injuries as their Perth counterparts. However the study, encompassing 9 years of RFDS statistics, found that patients who were evacuated by RFDS in a timely manner had equivalent outcomes to those injured in Perth. See **Attachment C**.

Studies such as these clearly demonstrate the vital role the RFDS plays in rural WA.

The town of Tom Price does not have a functioning airstrip and therefore patients needing aeromedical services are currently required to be transported by ambulance to the Paraburdoo airstrip, an hour away.

The lack of an RFDS accessible airstrip poses a significant risk to the Tom Price community, which has a population of around 4,195 (2016 Census). As the study above indicates, isolation and distances in regional WA can increase harm and risk to patients.

#### **Shire of Ashburton – Living Life, 10 Year Strategic Plan 2017 – 2027**

The provision of a new RFDS airstrip for Tom Price is consistent with the Shire of Ashburton's "Living Life, 10 Year Strategic Plan 2017 – 2027".

During the community consultation process undertaken to develop the strategic plan, residents in Tom Price participated in workshops, community engagement sessions and surveys.

Town specific priorities and facility requirements were also captured in the Strategic Plan. A 'medium/longer term' priority for Tom Price is a "new airstrip for RFDS".

The provision of an RFDS airstrip in Tom Price further aligns with the following Shire objectives and goals, as set out in the Strategic Plan.

Shire Objectives included:

- Quality education, healthcare, childcare, aged care and youth services;
- Quality Public Infrastructure; and
- Accessible and Safe Towns.

Shire Outcomes included:

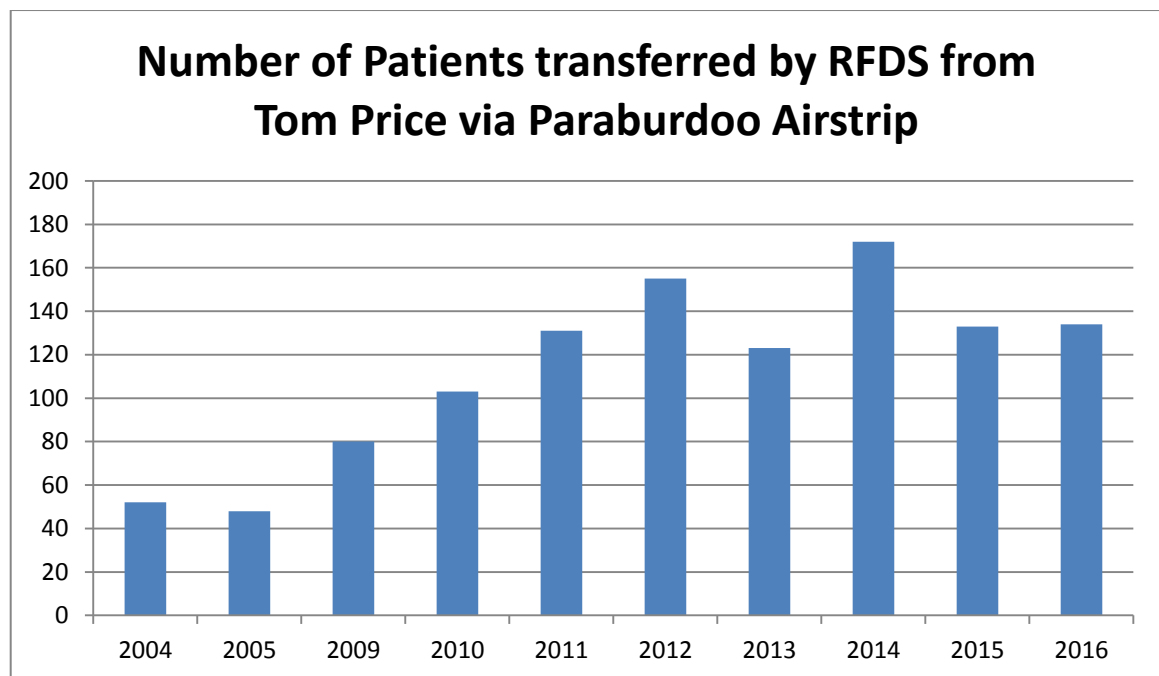
- Industry and Government contributing to local communities and economies;
- Adequate, accessible and sustainable public infrastructure; and
- Transport into and connections in towns are improved.

## Growing Demand

As shown in Figure 1, the number of patients requiring RFDS services from Tom Price has significantly increased over the past ten years (i.e. from less than 50 patient transfers in 2005 to over 130 patient transfers in 2016).

Over the past eight years (2009 - 2016), over 2 patients per week have required RFDS services from Tom Price. The RFDS has advised that these numbers are considered high compared to other towns of similar size in Australia.

This increase in demand for aeromedical services is believed to be a function of population growth, tourist visitation and growing medical service expectations in Australia, particularly in relation to maternal and child health.



**Figure 1: RFDS Transfers from Tom Price (2004-2016)**

Note: These patient numbers represent the number of people requiring aeromedical transfers from the Tom Price community, as well as surrounding mine sites, indigenous communities, visitors to the area and accident victims.

The RFDS prioritise patient transfers according to the medical condition of a patient and how time-critical the transfer is.

The RFDS has three priority categories for patient transfers which are defined as follows:

Priority 1 - life-threatening, time-critical emergencies. This category represents approximately 10 % of RFDS transfers from Tom Price, averaged over 5 years.

Priority 2 - urgent medical cases, such as heart attacks, major trauma, obstetric and paediatric emergencies and acute surgical problems. This category represents approximately 60 % of RFDS transfers from Tom Price, averaged over 5 years.

Priority 3 - routine transfers which need to be done promptly but can be deferred for more urgent cases. This category represents approximately 30 % of RFDS transfers from Tom Price, averaged over 5 years.

The number of RFDS transfers by priority for 2009-2013 is shown in the table below.

Priority	P1	P2	P3	Total
Year				
2009	6	48	26	80
2010	10	55	38	103
2011	14	78	51	143
2012	14	89	52	155
2013	9	64	50	123

## Consultation

Consultation has been held with W.A. Country Health Services – Pilbara; St John Ambulance Service – Tom Price; and the RFDS with regards to the Project. All are supportive of a new RFDS airstrip for Tom Price.

The St John Ambulance Service in Tom Price is run by volunteers and is currently under-resourced. Each patient transfer from Tom Price to Paraburdoo requires 2 ambulance officers, 1 nurse and occasionally a doctor, depending on the condition of the patient.

The ambulance service being under-resourced and away from Tom Price for extended periods of time, means the Tom Price community and surrounding areas are at risk of an ambulance not being available when required.

While the travelling time to Paraburdoo is approximately 50 mins, a patient transfer from Tom Price to the Paraburdoo airstrip can take between 50 mins and 75 mins one way, due to the speed the ambulance is required to travel for a patient's safety i.e. it will take longer for a spinal injury or due to driving conditions, such as driving at night or in bad weather.

It is important to note that approximately 50% of patient transfers occur at night, when driving risks, particularly in relation to reduced visibility and animal strikes on the road, are significantly increased. Driving long distances, often at night and over extended periods of time, is currently exposing patients, the St John Ambulance staff, nurses, doctors and, on occasion, RFDS personnel to unacceptable levels of risk.

A patient transfer from Tom Price to Paraburdoo usually takes the ambulance service 3 hours in total. On some occasions however, transfers can take up to 4 hours or more if the patient is in a critical condition or on life-support.

Under these circumstances the patient will need to be stabilised at the hospital in accordance to RFDS standards. This requires the St John Ambulance or police to drive the RFDS staff from Paraburdoo to the Tom Price Hospital first. The RFDS will then undertake the patient stabilisation, before being driven back to the airstrip at Paraburdoo.

Priority 1 patients (life-threatened or time-critical patients, for example a trauma patient) are exposed to much greater health risks, due to the distance travelled and the time taken to transfer them from the Tom Price Hospital to the Paraburdoo airstrip.

Even though this is the case, major trauma patients are more likely to be taken to Tom Price Hospital rather than Paraburdoo Hospital, as Tom Price Hospital has more staff and medical resources, being a larger regional centre. Patients then requiring RFDS transfers to other regional centres e.g. Port Hedland, are transferred at a greater risk to the patient and at a financial cost to WA Country Health Services.

It is important to note that for most patient transfers, RFDS personnel are left waiting for the ambulance to arrive at the Paraburdoo airstrip. This is tying up valuable RFDS resources, which may be needed elsewhere.

This has been confirmed by the RFDS and is further causing negative impacts on RFDS staff and operations. Time spent waiting for the ambulance to arrive at Paraburdoo or travelling to Tom Price for critical patients, is using-up the limited number of hours a pilot can be on duty. This in-turn is affecting rostering and pilot availability as the following restrictions apply to pilot rosters:

- A pilot has a maximum 12 hour duty time;
- The higher the number of hours a pilot spends on duty, the higher the number of hours that pilot is required to be off-duty and is therefore unavailable; and
- A pilot can work a maximum of 40 hours in a 7 day period, when more than two night-duties are undertaken.

## Time Saving

If a new RFDS airstrip was constructed 10 mins outside of Tom Price, this could reduce a patient transfer time by up to 1 hour and 35 mins. This time could be crucial and potentially life-saving for a patient in a critical condition. A time comparison between the existing Paraburdoo airstrip and a new Tom Price airstrip is shown in the table below. This is based on the transfer of a patient from the Tom Price hospital, requiring RFDS stabilisation.

Task	Time to/from Paraburdoo airstrip	Time to/from new Tom Price airstrip	Time saved
Transfer of RFDS personnel from Airstrip to Tom Price.	45 mins	10 mins	35 mins
Transfer of critical patient from Tom Price to Airstrip.	75 mins	15 mins	60 mins
<b>Total</b>	<b>120 mins</b>	<b>25 mins</b>	<b>95 mins</b>

For lower priority patient transfers not requiring stabilisation by RFDS staff, a new airstrip at Tom price would reduce patient transfer times by approximately 35 to 45 minutes. This would be the case for the majority of patient transfers.



This reduction in patient transfer time would significantly reduce risks to patients and medical staff that are currently required to travel long distances, often at night and over extended periods of time.

This reduction in patient transfer times would also free-up valuable ambulance and hospital resources, making them more available to the Tom Price community.

It would also free-up RFDS personnel, allowing them more time to respond to the needs of other communities in the region.

## **2.4.2. Background**

Previously Rio Tinto investigated the construction of a larger airport at a site approximately 13 kilometres north of Tom Price. Due to cost estimates and the global financial crisis, the project did not proceed at the time and Rio Tinto has since built its proposed airport at another site.

In February 2012, Council gave in-principle support for an RFDS airstrip near Tom Price and authorised the Chief Executive Officer to investigate the possible location, scope, construction, operation and maintenance costs of such a facility. The Chief Executive Officer was further authorised to source funding for the RFDS airstrip.

In August 2012 a report prepared by Lambert & Rehbein was presented to Council. The report estimated a cost of \$4.4M for the construction of the airstrip and a construction timeframe of 5-6 months. The following motion was carried:

- 1. Council will support the development of the RFDS air strip for Tom Price if owned and operated by others; and*
- 2. Direct the CEO to lobby resource companies, state government departments etc. to construct, own and operate an RFDS air strip for Tom Price.*

In October 2012, after further consultation and consideration of the Project, Council rescinded the decision of August 2012 meeting and the following motion was carried:

- 1. Council supports, without bias, that it is the desire of the residents of Tom Price to have their own Royal Flying Doctor Air Strip, for which to service their needs.*
- 2. Council authorises the Chief Executive Officer to source the required capital funding for the Royal Flying Doctor Air Strip and investigate means to offset maintenance costs.*
- 3. On the basis of 2. above and should capital funds be located, then Council agree in principle to accept ownership responsibility of the airstrip.*
- 4. A Business Plan be brought back to Council for approval.*

In October 2013 an RFDS Airstrip Cost Estimation report prepared by Aerodrome Management Services (AMS) was noted by Council for use in the preparation of a Business Plan.

In April 2014 HQ Management was engaged by the Shire of Ashburton to assist with the Tom Price RFDS airstrip Project and the preparation of the Business Plan.

In July 2017 it was confirmed that the WA State Government had committed \$2.5 Million in 2020/21 to the Project. This Business Plan has been updated accordingly.

## 2.5. Stakeholders and Partners

The following have been identified as stakeholders in the Project.

Primary Stakeholder	Interest
Royal Flying Doctor Service	Primary user of the new airstrip.
Tom Price Hospital	Responsible for requesting RFDS, arranging patient transfer to the airstrip and patient care.
Tom Price Medical Centre	Responsible for requesting RFDS, arranging patient transfer to the airstrip and patient care.
St John Ambulance Service - Tom Price	Provides transfer of patients between Tom Price medical facilities and the RFDS.
Community of Tom Price	Primary user of the new airstrip.
The Shire of Ashburton	Provision of necessary and appropriate medical infrastructure to the community of Tom Price.
Rio Tinto	Major mining corporation in the region. Land owner and potential financial partner in this Project.
Traditional Land Owners	Potential Land owner and preservation of ethnographic and archaeological heritage sites.
Department of Transport – Aviation Policy	Administrator of the Regional Airports Development Scheme.

## 2.6. Critical Assumptions

It is noted that there are a range of key issues to be addressed before the design and construction of the airstrip can be progressed.

Assumption	Comments/Implications if not addressed
<b>Inception</b>	
Rio Tinto consents to the construction and operation of the airstrip on land held by Rio Tinto, approximately 13 kilometres north of Tom Price.	<p>A new site location and further investigations will be required to find an alternative site if Rio Tinto does not give this consent.</p> <p>Land tenure and access requirements of the project need to be resolved.</p>
The airstrip will be used for RFDS purposes only.	<p>It is the Shire's current intention that the airstrip be used for RFDS purposes only.</p> <p>Therefore, no commercial use of the airstrip is considered in this report. It is likely however that some ad hoc general aviation use of the strip may occur. A larger apron area has been included to ensure RFDS operations are not obstructed.</p>
<b>Finance and Approvals</b>	
Full funding of the capital cost of the Project from State and Federal grants appears unlikely.	<p>The WA State Government has committed \$2.5 Million in 2020/21.</p> <p>The Project is only likely to receive nominal, additional RADS funding.</p> <p>Even if grant applications are successful, the cost of the airstrip may not be fully offset and further funds will need to be obtained from the Shire or alternative sources.</p>
Rio Tinto and/or other private entities will support the Project financially.	The Shire will need to find further internal funding or delay the Project if private funding cannot be found.
The funding sought is sufficient to complete this Project.	<p>Updated cost estimates are supplied in this Business Plan and further detailed design and planning work will be completed prior to construction.</p> <p>A further risk assessment will be completed and contingencies calculated.</p>
The Project site will not be subject to Native Title.	It is assumed that Native Title interests have been taken and that Native Title no

	<p>longer exists on the proposed site for the Project.</p> <p>If the proposed development site is subject to Native Title, then rights and interests in the land may need to be taken, a Native Title agreement negotiated and appropriate compensation paid to Traditional Owners. This could add considerable costs and time the Project development.</p> <p>Costs related to any potential Native Title interests cannot be determined at this stage and will be additional to estimates provided in this report.</p>
The Project will not be “Not Assessed” under Part IV of the <i>Environmental Protection Act 1986</i> .	<p>The original Rio Tinto proposed aerodrome was referred to the EPA and was “Not Assessed” under Part IV of the <i>Environmental Protection Act 1986</i>.</p> <p>As this RFDS airstrip will have a smaller environmental impact it is assumed that only Part V environmental approvals and a vegetation clearing permit may be required.</p>
Rio Tinto will provide previous environmental and heritage survey data to the Shire and this data will be accepted by regulators for new approvals.	<p>The Shire needs to closely liaise with Rio Tinto regarding the availability of approvals information and survey data. Without this data new environmental and heritage surveys will be required.</p> <p>Costs related to environmental and heritage approvals cannot be determined at this stage and will be additional to estimates provided in this report.</p>
<b>Design and Construction</b>	
This Project proceeds according to plan without unforeseen delays.	<p>Professional consultants will be engaged for all stages of the Project.</p> <p>A detailed project work schedule is to be developed to ensure milestones are met.</p>
A private contractor is used to carry out all works.	The Shire does not have operational staff, plant and equipment available to reduce private contractor costs.
The runway will have an orientation of 130°/310°	<p>Based on original site planning and aerodrome design by Rio Tinto.</p> <p>AMS advises that the predominant wind direction is from the south-east, therefore</p>

	the runway should have an orientation of 130°/310°
Code 1 or 2 aircraft will fit within the “obstacle limitation” parameters as determined by Rio Tinto.	<p>The runway originally planned by Rio Tinto was designed with Code 4 Non-Precision Instrument Approach “obstacle limitation” parameter.</p> <p>This proposed runway designed for Code 1 or 2 aircraft will therefore fit within this and the “obstacle limitation” parameters will be satisfied.</p>
An unsealed access road of approximately 1 kilometre is provided from the apron to Bingarn Road.	<p>The runway could be extended towards the south-east to within approximately 500m of the highway, with the limiting factor being water bodies (creeks/rivers), and a take-off gradient of 1.6% could be maintained to that limit. This will reduce the access road requirements whilst staying within the boundary of the lease RTIO obtained for the site.</p> <p>This option has not been fully investigated and design and cost inputs will be reviewed in the Detailed Design phase of the Project.</p>
Suitable material (gravel or crushed rock) for pavement construction is available in the vicinity of the airport site.	There is a quarry nearby that has produced road base in the past. A 20 kilometre transport distance has been allowed in cost estimates.
Solar lighting is suitable.	Solar lighting will allow the airstrip to be used “unattended” at night, reducing call-out costs for the Shire. The RFDS does not require lighting that meets CASA’s standards.
No allowance has been made for floodway or culverts for the access road.	<p>Further design, earthworks and culvert construction will be required if the road area is found to be subject to frequent flooding that will render the access road impassable.</p> <p>This will be addressed at in the Detailed Design phase of the Project.</p>
A small transportable building is suitable for a “waiting area” and should have water supply (could be tanks), toilet (and wastewater facilities), air conditioner and a generator.	Patients will require a sheltered area to wait for the RFDS. This will provide protection from climatic elements.
No fuel facilities are required.	No allowance for re-fuelling has been made.

	Paraburdoo has Jet-A1 fuel. A small stock of Jet-A1 could be carried by the Shire or private businesses for RFDS use if necessary, and Avgas by private businesses if there was shown to be a demand.
Contractor accommodation costs are not included in cost estimates.	Accommodation is assumed to be made available by the Shire.
<b>Operations</b>	
Proposed facility is fit for purpose.	The airstrip will be designed in accordance with RFDS published requirement as set out in the RFDS document "Airstrip Standards and Reporting Arrangements" – AV0027 rev 3.2 dated 01 September 2013.
The Shire will own and be responsible for the RFDS airstrip.	Agreed in-principle at Council meeting of 17 October 2012. Land tenure and ownership issues yet to be negotiated with Rio Tinto and others.
Ongoing operational and maintenance costs will be the responsibility of the Shire.	<p>The assets resulting from this Project will be incorporated in the Shire's asset management strategy and therefore maintenance costs will be included in the Shire's annual budget.</p> <p>Land tenure and ownership issues yet to be negotiated with Rio Tinto and others.</p>
No land acquisition or annual lease costs are included.	<p>The Shire needs to progress land tenure discussions with Rio Tinto.</p> <p>It has been assumed that Rio Tinto will charge a "peppercorn rent" for land tenure for the Project.</p> <p>Land tenure and ownership issues yet to be negotiated with Rio Tinto and others.</p>

## 2.7. Budget and Funding Strategy

The WA State Government has committed \$2.5 Million to the Project in 2020/21 with a further commitment to assist with seeking additional funding to meet the projected shortfall. While there is no certainty as to the likelihood of successful grant applications, this report presumes grant contributions to the Project, via the Regional Airports Development Scheme, estimated at a maximum of \$130,000 for Detailed Design and Approvals and up to several hundred thousand dollars for the shortfall in construction of capital works. See Section 2.7.1 below.

Rio Tinto has been identified as a key stakeholder and potential financial partner that may provide funding for the Project. The Shire is currently liaising with Rio Tinto regarding its support for the new airstrip.

The Shire is also seeking to identify additional financial partners to assist with the Project. It is considered more likely the Shire will receive financial contributions towards the capital works of the Project, rather than towards the ongoing operating and maintenance costs.

Currently no funds have been identified to offset ongoing operational and maintenance costs. This is due to the Shire's current desire for the airstrip to be constructed for RFDS purposes only and not for commercial use by other private aircraft or tour operators.

Further, no grants have been identified to provide funds for operating and maintenance costs.

### **2.7.1. State and Federal Grants**

The following grants were considered and investigated for potential funds for the development of the new RFDS airstrip:

- The Regional Airports Development Scheme (RADS);
- Royalties for Regions;
- Building Better Regions Fund; and
- The Regional Aviation Access Programme – Remote Airstrip Upgrade Funding Component.

Some funding is available through the RADS, while all other grant options are fully subscribed or not currently available.

### **2.7.2. The Regional Airports Development Scheme**

RADS is a State Government grant program delivered by the Department of Transport aimed at improving airport related infrastructure in regional Western Australia.

The objective of the Regional Airports Development Scheme is to improve regional air services and air safety.

The Shire of Ashburton has the opportunity to apply for two grants under the RADS:

- Unallocated funds from the 2017-19 funding round, if available; and
- Funds from future funding rounds.

#### **2017-19 Funding Round**

The Department of Transport has previously advised that \$2.63m still remains unallocated from the 2017-19 RADS funding round, although indications are that an announcement on these allocations may be made shortly.

Funding for some capital works of the Project could be applied for; however certainty around Project funding and approvals timeframes would be needed and these matters progressed with urgency. For this reason, capital works funding of the Project has not been recommended for this round of the RADS.



In any application for RADS funding, funds provided to the RFDS airstrip will be based upon the merit of the Project, in accordance with the RADS fund allocation policies and procedures, and the number of other applications received by the Department.

The Detailed Design and Approvals for the Project has an estimated cost of \$260,000. For the purposes of budgeting of the Project it is assumed the Project may receive up to \$130,000 from a RADS funding round.

## 2.8. Economic and Financial Analysis

### 2.8.1. Capital Cost Estimates

The following table outlines the estimated costs for approvals, project management and construction of the Project.

<b>Approvals, Project Management and Construction Cost Estimate</b>			
<b>Cost Item</b>	<b>Detailed Cost Item</b>	<b>Cost with unsealed pavement areas</b>	<b>Cost with sealed pavement areas</b>
Approvals	Environment	\$20,000	\$20,000
	Heritage and Native Title scoping, liaison with stakeholders and strategy	\$5,000	\$5,000
	Heritage Approvals	\$0	\$0
	Native Title Agreement	\$0	\$0
Legal and Land Access	Legal advice and tenure agreement.	\$40,000	\$40,000
Project Management		\$50,000	\$50,000
Construction	Preliminaries	\$168,000	\$168,000
	Runway	\$1,690,398	\$1,690,398
	Unsealed Access Track	\$352,344	\$352,344
	Additional Apron Area	\$43,992	\$43,992
	Surfacing	\$0	\$740,160
<b>Total</b>		<b>\$2,369,734</b>	<b>\$3,109,894</b>

Notes:

1. Due to the limited information available on the proposed site, heritage approval and Native Title costs have been calculated only for: the analysis of site-specific information; liaison with stakeholders; and full scoping of options, costs and timeframes. These costs do not reflect the costs of new surveys, obtaining

heritage approvals or Native Title negotiations and compensation. Further information on heritage approvals and Native Title is outlined in Section 3.4.

2. A nominal amount of \$40,000 been allocated for lease, legal and land access fees, as no information is currently available on land access and land tenure options for the Project.
3. The following construction costs are a summary of costs provided by AMS, plus a 20% contingency amount.
4. All estimates exclude GST.

The table shows the approvals, project management and construction of an airstrip with unsealed pavement areas will have a capital cost saving of \$740,160.

## 2.8.2. Operating and Maintenance Cost Estimates

Indicative operational costs provided by AMS for an unsealed airstrip are included below:

Activity	Frequency/Amount	Cost
Slashing/Weeding*	6 days per year	\$6,000
Grading Runway/Strips/Access Road*	4 times per year	\$60,000
Fixing Scours	6 days per year	\$15,000
Safety Inspection	Annual	\$5,000
Generator Maintenance	12 per year	\$12,000
Fencing/Building Maintenance	Annual aggregate	\$5,000
<b>Total</b>		<b>\$103,000</b>

\*Costs provided by the Shire of Ashburton.

Indicative operational costs provided by AMS for a sealed airstrip are included below:

Activity	Frequency/Amount	Cost
Slashing/Weeding*	6 days per year	\$6,000
Grading Runway/Strips/Access Road*	Once per year	\$2,750
Rolling seal ( <u>first few years</u> )	2-3 weeks per year	\$18,000
Pavement Repairs	Allowance	\$5,000
Fixing Scours	6 days per year	\$15,000
Safety Inspection	Annual	\$5,000
Generator Maintenance	12 per year	\$12,000
Fencing/Building Maintenance	Annual aggregate	\$5,000
<b>Total</b>		<b>\$68,750</b>

\*Costs provided by the Shire of Ashburton.

Items such as pavements, buildings and fencing are likely to have scheduled maintenance requirements in the initial stages of their life.

There is a requirement to re-sheet an airstrip with unsealed pavement areas after 8-10 years. The cost to re-sheet the airstrip is approximately \$300,300. This is a cost of \$30,030 per annum, when this cost is amortised over a ten year period.

There is also a requirement to re-seal an airstrip with sealed pavement areas after 8-10 years. The cost to re-seal the airstrip is approximately \$344,300. This is a cost of \$34,430 per annum, when this cost is amortised over a ten year period.

The following table shows the operating and maintenance cost by year, over a nominal ten year period, for both sealed and unsealed pavement options.

Operating and Maintenance Costs by Year (unescalated)											Total Cost after 10 years
	1	2	3	4	5	6	7	8	9	10	
Unsealed pavement operating costs	\$103,000	\$103,000	\$103,000	\$103,000	\$103,000	\$103,000	\$103,000	\$103,000	\$103,000	\$103,000	\$1,030,000
Re-sheeting of pavement	\$30,030	\$30,030	\$30,030	\$30,030	\$30,030	\$30,030	\$30,030	\$30,030	\$30,030	\$30,030	\$300,300
<b>Total unsealed operating and maintenance costs</b>	<b>\$133,030</b>	<b>\$133,030</b>	<b>\$133,030</b>	<b>\$133,030</b>	<b>\$133,030</b>	<b>\$133,030</b>	<b>\$133,030</b>	<b>\$133,030</b>	<b>\$133,030</b>	<b>\$133,030</b>	<b>\$1,330,300</b>
With sealed pavement	\$68,750	\$68,750	\$68,750	\$50,750	\$50,750	\$50,750	\$50,750	\$50,750	\$50,750	\$50,750	\$561,500
Re-sealing of pavement	\$34,430	\$34,430	\$34,430	\$34,430	\$34,430	\$34,430	\$34,430	\$34,430	\$34,430	\$34,430	\$344,300
<b>Total sealed operating and maintenance costs</b>	<b>\$103,180</b>	<b>\$103,180</b>	<b>\$103,180</b>	<b>\$85,180</b>	<b>\$85,180</b>	<b>\$85,180</b>	<b>\$85,180</b>	<b>\$85,180</b>	<b>\$85,180</b>	<b>\$85,180</b>	<b>\$905,800</b>
<b>Operating and maintenance cost saving of airstrip with a sealed pavement over 10 years</b>											<b>\$424,500</b>

The table above shows an airstrip with unsealed pavement areas will require an annual operating and maintenance budget of \$133,030 resulting in a total cost of \$1,330,300 over ten years.

The airstrip with sealed pavement areas will require an annual operating and maintenance budget of \$103,180 for the first three years (while the new pavement is rolled) and \$85,180 thereafter, resulting in a total cost of \$905,800 over ten years.

This demonstrates an airstrip with sealed pavement areas will result in a total estimated operating and maintenance cost saving of:

- \$29,850 per annum for the first three years,
- \$47,850 per annum for the following 7 years; and
- \$424,500 over a ten year period.

### 2.8.3. Revenue

While a larger apron has been included in the airstrip design to accommodate some small General Aviation aircraft, it is assumed for the purposes of this Business Case that no revenue will be derived from potential General Aviation use of the airstrip.

This is based on the Shire's current decision to construct an airstrip for RFDS use only.

## 2.8.4. Financial Analysis

The following table sets out the capital, operating and maintenance costs of a new RFDS airstrip over a nominal ten year operating period. Both options of having unsealed and sealed pavement areas are considered.

	<b>Capital Costs of Airstrip</b>	<b>Operating and Maintenance Cost over 10 years</b> (Unescalated)	<b>Total Cost</b> (Unescalated)
<b>With Unsealed Pavement</b>	\$2,369,734	\$1,330,300	\$3,700,034
<b>With Sealed Pavement</b>	\$3,109,894	\$905,800	\$4,015,694
<b>Cost saving of unsealed pavement over 10 years</b>			<b>\$315,660</b>

The figures above shows an airstrip with unsealed pavement areas will have a lower upfront capital cost, but will have a higher operating and maintenance cost over 10 years.

Conversely, an airstrip with sealed pavement areas will have a higher up-front capital cost, but a lower operating and maintenance cost over a ten year period.

Overall the Shire would have a cost saving of \$315,660 over ten years, for the design, construction, operation and maintenance of the new RFDS airstrip with unsealed pavement areas.

## 2.8.5. Assessment of Options

There are currently three options to consider for the RFDS airstrip Project. These are:

1. Do Nothing – do not proceed with the Project and for patients to continue to be transported by road to Paraburdoo airstrip for RFDS aeromedical transfer.
2. Construct an airstrip with unsealed pavement areas (runway, taxiway and apron).
3. Construct an airstrip with sealed pavement areas (runway, taxiway and apron).

Given the Shire Council has supported the new Tom Price RFDS airstrip in-principle, the costs associated with option 1 “Do Nothing” are not provided.

## 2.8.6. Unsealed vs Sealed Pavement Areas

The development of an airstrip with unsealed pavements will cost an estimated \$2.37 Million and have an operating and maintenance cost estimate of \$1.3 Million over 10 years.

The development of an airstrip with sealed pavements will cost an estimated \$3.11 Million and have an operating and maintenance cost estimate of \$906,000 over 10 years.

The option of an airstrip with unsealed pavement areas will have a lower up-front capital cost, producing a saving of approximately \$740,000. The airstrip will however have a greater operating and maintenance cost.

The airstrip may also become unserviceable after heavy rain and will require regular grading to maintain RFDS standards. Should the airstrip become unserviceable this will also increase risk and harm to patients and medical staff, due to the distances required to travel to Paraburdoo.

Alternatively, the option to construct an airstrip with sealed pavement areas will have a greater up-front capital cost. The sealed pavement areas will however reduce the operating and maintenance costs of the airstrip, producing the following estimated maintenance savings to the Shire:

- \$29,850 per annum for the first three years,
- \$47,850 per annum for the following 7 years; and
- \$424,500 over a ten year period.

Sealing of the pavement will also allow the airstrip to be serviceable in most weather conditions and therefore reduce the risk and harm to patients and medical staff.

Further, the sealing of the pavement will also require significantly less day-to-day management by the Shire to ensure it is maintained to RFDS standards and kept in operational order. This option will have a smaller demand on Shire resources.

Overall, the reduced operating and maintenance costs over a ten year period of an airstrip with sealed pavement areas and the ability to use the airstrip in most weather conditions balance-out the greater up-front capital cost of this this option.

No revenue opportunities have been identified for the Project and funds that may be received from the Regional Airports Development Scheme is unknown. It has been estimated that \$130,000 may be obtained from the 2017-19 funding round and several hundred thousand dollars may be obtained from the subsequent funding round.

The Shire is currently engaged with Rio Tinto and is seeking its' financial support for the Project. Other companies that may support the Project are currently being identified and will be approached by the Shire.

It is more likely that third-party entities will contribute funds towards the capital works of the Project, rather than towards ongoing operating and maintenance costs. The Shire will therefore be able to potentially off-set the capital cost of the Project, but may become responsible for the ongoing operating and maintenance costs of the airstrip. The airstrip with the lower operating and maintenance costs may therefore be considered more favourably.

It should be noted that that the proposed new airstrip will have no instrument approach facilities and will therefore be functional only in visual flight conditions.

### **2.8.7. Preferred Option**

Based on the financial analysis and the assumptions made, it is recommended the Shire proceed with the development of an airstrip with sealed pavement areas for the following reasons:

- The Shire is more likely to receive financial contributions to off-set capital works of the Project, rather than funding towards ongoing costs;

- The airstrip will have lower annual operating and maintenance costs;
- The airstrip will require less day-to-day management of the airstrip and a smaller demand on Shire resources; and
- The airstrip will be serviceable in most weather conditions and therefore reduce the risk and harm to patients and medical staff.

## 2.9. Risk Analysis

The table provides a list of risks associated with the planning, design, construction and operational phases of the Project.

On Shire approval to commence, a full risk identification process will be finalised with the Shire.

Risk	Cause	Results In
<b>Planning Phase</b>		
The current proposed location for the RFDS airstrip is not available.	Rio Tinto does not support the current proposed location.	A new site for the airstrip will need to be identified and investigated.  This will result in financial and schedule delays.
WA State Government funding is withdrawn.	Changes to funding priorities.	The Project not proceeding or being delayed.
The Project does not receive majority support from the Council of the Shire of Ashburton.	Project not deemed a priority.  Council unprepared to fund capital or ongoing maintenance costs.	The Project not proceeding or being delayed.
<b>Detailed Design Phase</b>		
Non-compliance with standards	Unsuitable Design	Additional work required before use.
Poor subgrade (foundation)	Unsuitable ground conditions.  Inadequate investigations.	Additional costs to construct (foundation treatment, deeper pavement).
There is Native Title over the Project site.	Native Title interests not being taken.	A Native Title agreement and appropriate compensation will need to be negotiated with the Traditional Owners.  This will result in additional costs and a delay to the construction of the Project.



<b>Risk</b>	<b>Cause</b>	<b>Results In</b>
Traditional Owners do not support S18 approval application to impact heritage sites.	Significant heritage site/s identified or bad relationship with Traditional Owners.	Delay to construction and potential variation to design.
Heritage surveys delayed.	Sorry or Lore time from December – February.	Delay to heritage approvals.
The Project is referred to the Environmental Protection Authority and is required to be assessed under Part IV of the EP Act.	Environmental referral shows there will be a significant impact to the environment which requires assessment.	Additional surveys and approval costs.  Delay to environmental approval.
Wet season-survey required by regulators.	Significant flora present that can only be surveyed and identified in the wet season.	1 year delay, if wet season-survey required by regulators.
Rio Tinto Environmental and Heritage surveys are not available or are not accepted by regulators.	Rio Tinto unable or unwilling to provide survey data.  Regulators consider surveys to be too dated or insufficient for current survey and approval requirements.	New environmental and heritage surveys will need to be undertaken.  This will increase costs and cause delays to the Project.
RADS funding is not granted to the Project	The RADS is not politically supported and funding of the scheme is withdrawn or Project is not selected to receive RADS funding.	The Shire will need to source further funding for the Project internally or externally.  The Project will be delayed or will not proceed.  The Project proceeds as an unsealed airstrip.
External private funding is not received from Rio Tinto or other alternative sources.	The Project is not supported through capital contributions due to companies experiencing lower commodity costs and harder economic times.	The Shire will need to source further funding for the Project internally or the project will be delayed or not proceed.  The Project proceeds as an unsealed airstrip.
<b>Construction Phase</b>		
Construction delay	Cyclone or severe weather	Completion and operation of the airstrip will be delayed.

<b>Risk</b>	<b>Cause</b>	<b>Results In</b>
		Works may be required to rectify flood/scouring damage.  Contractors may need to be demobilised and re-mobilised to site.
Construction delay	Inexperienced contractor or poor control of resources	Delayed availability, additional cost to construct
Limited or non-availability of contractors	Economic Climate (contractors busy)	Increased construction costs
Pavement materials not available locally	Closure of Quarry	Greater haul distance and therefore increased cost.
<b>Operation Phase</b>		
Non-compliance with standards	Inadequate Maintenance	RFDS may not fly until maintenance carried out Liability for Aircraft Damage
Water damage to pavement	Heavy rain on unsealed runway.	Repairs required before use.
Airstrip not operational all year-round.	Heavy rain on unsealed runway.	Use of Paraburdoo airstrip leading to under-utilisation of the Shire asset and increased risk to patient and medical staff from extended road transportation.
Operational cost over-run	More maintenance required than budgeted due to increased rain/cyclonic events causing scouring to runway and/or access road.	

## 3. IMPLEMENTATION STRATEGY

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### 3.1. Approach

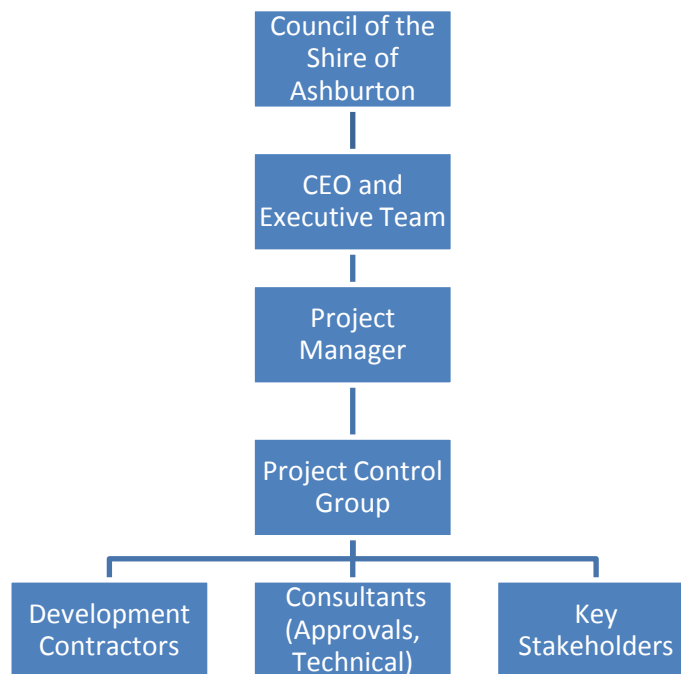
The Business Case will be finalised and will be presented to Council for endorsement and to confirm commitment to the Project. Following in-principle approval for the Project, contact with Rio Tinto needs to be re-established and close liaison maintained to: secure funding for the Project; obtain detailed information on the proposed site for approval purposes; and to negotiate land access arrangements.

If the Project is confirmed by Council and Rio Tinto agree to the use of the subject land, the design consultant and approvals specialists will be appointed and the Detailed Design and Approvals phase of the Project will commence.

Procurement of approvals and design consultants will need to be undertaken in accordance with the Shire's Procurement Policy.

Should negotiations with Rio Tinto not be successful, a separate Site Selection and Feasibility project will need to be undertaken to locate a new site.

### 3.2. Project Management and Governance



The appointed Project Manager will be responsible for procuring the design and construction team, technical services and approvals specialists on behalf of the Shire.

### 3.3. Procurement Strategy

Procurement of all design consultants and contractors will be undertaken in accordance with the Shire's Procurement Policy.

Specialist contractors to undertake the Project works will be potentially identified from:

- WALGA;
- Shire Operations staff; and

- An open tender process.

A Request for Tender will be prepared and successful contractors appointed.

Contractors and consultants will be managed by the appointed Project Manager.

### 3.4. Licences and Approvals

A number of key licence and approvals that may apply to the proposed new RFDS airstrip are outlined below. A comprehensive list of licence and approvals required for the airstrip will be compiled and legally reviewed in the Detailed Design and Approvals phase of the Project.

#### 3.4.1. Environmental Approvals

The proposed site for the new Tom Price RFDS airstrip is in the same location where Rio Tinto proposed to construct an aerodrome in 2008.

In 2008 Rio Tinto referred its proposed aerodrome project to the EPA for assessment and in July 2008 the EPA deemed the project to be “Not Assessed”, under Part IV of the *Environmental Protection Act 1986*.

The Rio Tinto aerodrome did not proceed due to economic factors at the time.

As the new Tom Price RFDS airstrip will have a smaller footprint and environmental impact compared to the proposed Rio Tinto aerodrome project, it is assumed the RFDS airstrip will also be “Not Assessed” under Part IV of the *Environmental Protection Act 1986*.

The following environmental investigations, processes and approvals may be required for the Project:

Item	Cost Estimate	Comment
Analysis of previous environmental surveys and approvals; liaison with Rio Tinto and regulators; and approvals scoping and strategy.	\$5,000	It is important to obtain further information about the project site and previous environmental surveys and approvals undertaken by Rio Tinto. Environmental approval requirements for the airstrip can then be determined.
New environmental referral document to be prepared and submitted to the EPA.	\$10,000	The project scope and likely environmental impacts will be assessed by the EPA. It is likely the airstrip will be “Not Assessed”.
Vegetation Clearing Permit	\$1,000	Required for the clearing of native vegetation.
Flora and fauna survey	\$0	A flora and fauna survey of the site is required to determine potential environmental impacts. It has been assumed flora and fauna survey data will be supplied by Rio Tinto and a new survey will not be required. It has also been assumed

Item	Cost Estimate	Comment
		that a wet season survey will not be requested by the regulators.  If required, a new survey would cost approximately \$16,000.
Miscellaneous e.g. Bed and Banks and Works Approval	\$2,000	Other environmental approvals may be required depending on project and site details that will be determined in the detail Design and Approvals phase of the Project.

### 3.4.2. Aboriginal Heritage

The proposed location for the RFDS airstrip is known to contain Aboriginal heritage sites. The area proposed for the Rio Tinto aerodrome project was previously surveyed by Rio Tinto and Section 18 consents to impact Aboriginal heritage sites were applied for. S18's however cannot be transferred to another proponent.

It is unknown if Rio Tinto will be willing or able to provide heritage survey information to the Shire, due to agreements Rio Tinto may have with Traditional Owners. It is also unknown if the survey data would be accepted by the Department of Aboriginal Affairs or Traditional Owners, even if the data was obtained from Rio Tinto.

The cost of undertaking new heritage surveys is also unknown and will vary significantly depending on a number of factors, including:

- The relationship between the Shire and the Eastern Guruma people;
- The type of heritage survey/s required;
- The area required to be surveyed;
- The significance of the area from a heritage perspective;
- The representative body and advisors used by the Traditional Owners; and
- The appointed anthropologist and archaeologist.

Engagement with stakeholders and further information is required to adequately scope, assess and budget the required heritage processes and approvals for the site. A nominal fee of \$5,000 has been budgeted in this report for this task and will also include the scoping, assessment and budgeting for potential Native Title implications.

### 3.4.3. Native Title

It is unknown if the proposed site for the new RFDS airstrip is subject to Native Title. Engagement with stakeholders and further information is required to determine the status of Native Title and whether a Native Title agreement will need to be negotiated and compensation paid.

If a Native Title agreement is required to be negotiated and compensation paid, this could substantially impact the cost and timing of the project.

For the purposes of this report, it is assumed that the proposed site for the airstrip is not subject to Native Title. As mentioned above, a nominal fee of \$5,000 has been budgeted in this report to adequately scope, assess and budget Native Title and heritage processes and approvals.

#### **3.4.4. Land Access**

The type of tenure for the Project is unknown, and Rio Tinto approval for the proposed use of the site has not been formally confirmed. For the purposes of this Report it has been assumed a lease or sub-lease may be obtained from the State or Rio Tinto and a “peppercorn” rent charged. A nominal \$40,000 has been included for lease, legal and land access fees and no amount has been included for on-going rent.

### 3.5. Project Timeframe and Key Milestones

The table outlines key milestones and estimated timeframes for the Project.

Milestone	Estimated Time	Comment
Final Business Case approved by the Council and Project re-confirmed.	August 2017	
Liaison with Rio Tinto	September-December 2017	Need to secure subject site. A Site Selection and Feasibility Study will be required if subject site is not released.
<i>Site Selection and Feasibility Study (Provisional)</i>	<i>January-April 2018</i>	<i>Only required if negotiations with Rio Tinto are unsuccessful.</i>
Source/secure additional capital funding to meet the funding gap.	September 2017-April 2018	Liaise with Department of Transport on Government funding opportunities.
<b>Hold Point 1 before consultant appointments</b>	April 2018	Meet Council's funding requirements.  Land tenure resolved.
Approvals scope and strategy confirmation	May 2018	
Procurement of design and approval consultants	May 2018	
Detailed Design	July 2018	
Final approvals	December 2018	
<b>Hold Point 2 before construction contractor appointment</b>		Design approved, approvals received.
Procurement of Works Contractor	July 2020	
Construction	August-October 2020	
Commissioning	November 2020	
Operations	November 2020	



### **3.6. Supporting Documents**

This report attaches the following supporting documentation:

- Attachment A - Civil Aviation Safety Authority, Civil Aviation Advisory Publication No.92-1(1) "Guidelines For Aeroplane Landing Areas " July 1992.
- Attachment B - Plan of the proposed new Tom Price RFDS Airstrip
- Attachment C - 2011 Clinical Paper- A comparison of metropolitan vs rural major trauma in Western Australia.

## 4. ATTACHMENTS

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## **ATTACHMENT A**

Civil Aviation Safety Authority, Civil Aviation Advisory Publication  
No.92-1(1) "Guidelines For Aeroplane Landing Areas "July 1992

## **ATTACHMENT B**

Plan of the proposed new Tom Price RFDS Airstrip

## **ATTACHMENT C**

2011 Clinical Paper- A comparison of Metropolitan Vs Rural Major  
Trauma in Western Australia

# CIVIL AVIATION AUTHORITY

## CIVIL AVIATION ADVISORY PUBLICATION

Date: July 1992

No: 92-1(1)

### SUBJECT: GUIDELINES FOR AEROPLANE LANDING AREAS

#### IMPORTANT

The information in this publication is advisory only. There is no legal requirement to observe the details set out in this publication. The Civil Aviation Regulations set out the legal requirements that must be complied with in relation to the subject matter of this publication. There may be a number of ways of ensuring that the requirements of the Civil Aviation Regulations are met. This publication sets out methods that may be used and which experience has shown should, in the majority of cases, ensure compliance with the Regulations. However, before using the information in this publication the user should always read the Civil Aviation Regulations listed in the reference section below to ensure that he or she complies with the legal obligations of the Regulations.

#### PURPOSE

Civil Aviation Regulation 92 (1) states that: "An aircraft shall not land at, or take-off from, any place unless: ...(d) the place...is suitable for use as an aerodrome for the purposes of the landing and taking-off of aircraft; and, having regard to all the circumstances of the proposed landing or take-off (including the prevailing weather conditions), the aircraft can land at, or take-off from, the place in safety."

Regulation 92 (1) does not specify the method of determining which "circumstances", other than the prevailing weather conditions, should be considered in any particular case. These matters are the responsibility of the pilot

in command and, in some circumstances, are shared with the aircraft operator.

These guidelines set out factors that may be used to determine the suitability of a place for the landing and taking-off of aeroplanes. Experience has shown that, in most cases, application of these guidelines will enable a take-off or landing to be completed safely, provided that the pilot in command:

- (a) has sound piloting skills; and
- (b) displays sound airmanship.

#### CANCELLATION

This is the second issue of CAAP 92-1, and supersedes CAAP 92-1(0).

#### REFERENCES

This publication should be read in conjunction with: Civil Aviation Regulations 92 (1), 93, 233 and 235; Civil Aviation Orders; and the Aeronautical Information Publication.

#### HOW TO OBTAIN COPIES OF THIS PUBLICATION

Copies of this publication may be obtained from:

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Centre  
607 Swanston Street  
Carlton  
Victoria 3053

Telephone (008) 331676  
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(03) 342 2000

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## 1 - DEFINITIONS

1. In these guidelines, unless the contrary is stated:

**“clearway”** means an area in which there are no obstacles penetrating a slope of 2.5% rising from the end of the runway over a width of 45m;

**“float plane”** means any aeroplane designed for landing or taking-off from water;

**“fly-over area”** means a portion of ground adjacent to the runway strip which is free of tree stumps, large rocks or stones, fencing, wire and any other obstacles above ground but may include ditches or drains below ground level;

**“landing area”** (LA) means an area of ground suitable for the conduct of take-off and landing and associated aeroplane operations under specific conditions;

**“lateral transitional slope”** means a desirable area around all LA's which provides greater lateral clearance in the take-off and landing area and may reduce wind-shear when the runway is situated near tall objects such as trees and buildings. The dimensions of a suitable lateral transitional slope are shown in the following diagram;

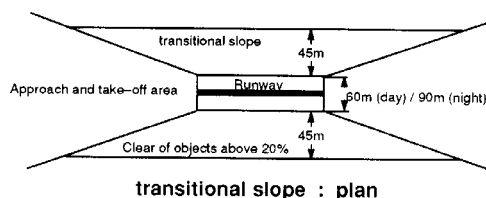


Figure 1 - Transitional Slope

**“obstacle free area”** means there should be no wires or any other form of obstacles above the approach and take-off areas, runways, runway strips, fly-over areas or water channels;

**“runway”** means that portion of the landing area which is intended to be used for the landing or take-off of aeroplanes;

**“runway strip”** means a portion of ground between the runway and fly-over area which is in a condition that ensures minimal damage to an aeroplane which may run off a runway during take-off or landing;

**“water alighting area”** means a suitable stretch of water for the landing or taking-off of a float plane under specific conditions.

## 2 - CONVERSION TABLE

2. Landing area gradients and splays expressed as a percentage, in accordance with ICAO practice, may be converted into ratios or angles using the following table:

Percentage	Ratios	Degrees & Minutes
1	1:100	0 34'
2	1:50	1 09'
2.5	1:40	1 26'
2.86	1:35	1 38'
3	1:33.3	1 43'
3.33	1:30	1 55'
5	1:20	2 52'
12.5	1:8	7 08'
20	1:5	11 18'



### 3 - WHICH AIRCRAFT MAY USE A LANDING AREA?

3. Use of landing areas other than aerodromes is not recommended for aircraft with a MTOW greater than 5700 kg.

### 4 - WHICH TYPES OF OPERATIONS MAY BE CONDUCTED FROM A LANDING AREA?

4. Aeroplanes engaged in the following operations may use a landing area:

- (a) private;
- (b) aerial work—excluding student solo flying and student dual flying prior to successful completion of the General Flying Progress Test; and
- (c) charter.

### 5 - RECOMMENDED MINIMUM PHYSICAL CHARACTERISTICS OF LANDING AREAS AND WATER ALIGHTING AREAS

**5.1 Runway Width.** For other than agricultural operations, a minimum width of 15 metres is recommended although aeroplanes with a MTOW below 2000kg can be operated safely on runways as narrow as 10 metres provided there is no or only light cross-wind. For agricultural operations, a 10 metre wide runway is the recommended minimum.

**5.2 Runway Length.** For other than agricultural operations by day, a runway length equal to or greater than that specified in the aeroplane's flight manual or approved performance charts or certificate of airworthiness, for the prevailing conditions is required (increasing the length by an additional 15% is recommended when unfactored data is used). For agricultural day operations, the minimum runway length is the greater of 75% of the take-off distance specified in the aeroplane's flight manual or approved performance chart for the prevailing conditions with the balance as clearway or the landing distance so specified.

**5.3 Longitudinal Slope.** The longitudinal slope between the runway

ends should not exceed 2%, except that 2.86% is acceptable on part of the runway so long as the change of slope is gradual. For agricultural operations, the slope should not exceed 12.5% for day and 2% for night operations: where the overall slope exceeds 2% the runway should only be used for one-way operations — downhill for take-off and uphill for landing.

**5.4 Transverse Slope.** The transverse slope between the extreme edges of the runway strip should not exceed 2.5% or 12.5% upward slope over the fly-over area. For agricultural day operations, the transverse slope should not be more than 3% over the runway and 5% over the runway strip.

**5.5 Other Physical Characteristics.** Both ends of a runway, not intended solely for agricultural operations, should have approach and take-off areas clear of objects above a 5% slope for day and a 3.3% slope for night operations. Other recommended landing area physical characteristics are shown on the following diagrams:

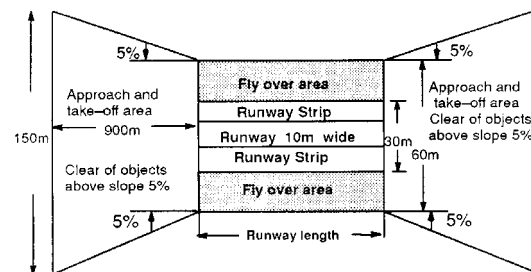


Figure 2A - Single engine and Centre-Line Thrust Aeroplanes not exceeding 2000 kg MTOW (day operations)

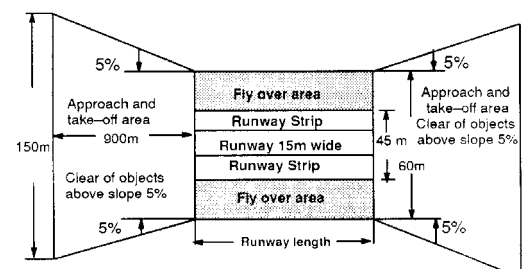


Figure 2B - Other Aeroplanes (day operations)

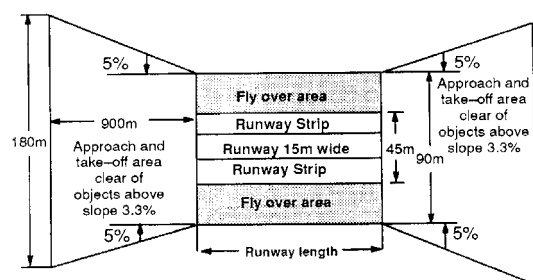


Figure 3 - Dimensions (night operations)

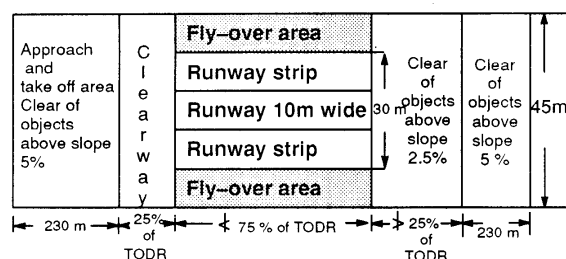


Figure 4 - Dimensions - agricultural day operations

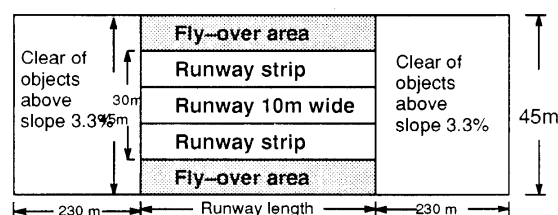
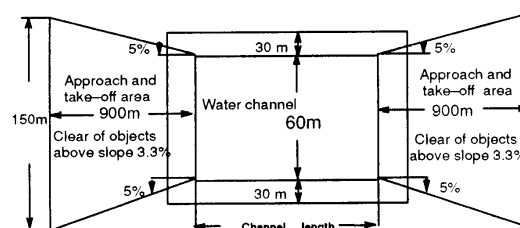


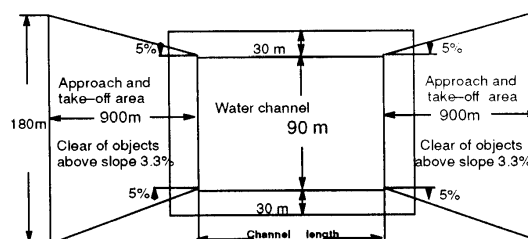
Figure 5 - Dimensions - agriculture night operations

**5.6 Float plane alighting areas.** For water operations, a minimum width water channel of 60 metres for day operations and 90 metres for night operations is recommended. The depth of water over the whole water channel should not be less than 0.3 metres below the hull or floats when the aeroplane is stationary and loaded to maximum take-off weight. An additional area, as shown in the following diagrams, provides a protective buffer for the water channel but need not consist of water. Where the additional area consists of water then it should be clear of moving objects or vessels under way. The centre line of a water channel may be curved, provided that the approach and take-off areas are calculated from the anticipated point of touchdown or lift-off.



Single Engine and Centre - Line Thrust Aeroplanes not Exceeding 2000 kg MTOW

Dimensions (day operations)



Single Engine and Centre - Line Thrust Aeroplanes not Exceeding 2000 kg MTOW

Dimensions (night operations)

Figure 6 - Float planes

## 6 - MARKING OF LANDING AREAS

6.1 Where extended operations are expected to be conducted at a landing area, the owner/operator is encouraged to provide markings similar to those found at government and licensed aerodromes. If markings are provided, they should follow the colours and specifications set out in AIP AGA. A suitable layout is shown at Figure 7.

6.2 Where runway markers are provided which are not flush with the surface, they should be constructed of a material that is not likely to damage an aircraft.

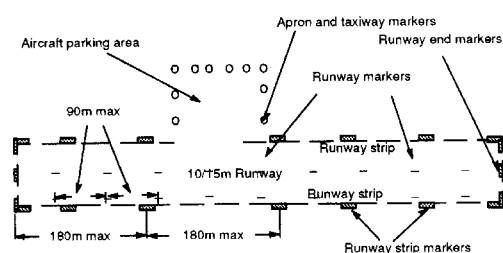


Figure 7 - Typical ALA layout and marking

## 7 - LIGHTING FOR NIGHT OPERATIONS

7.1 The recommended minimum lighting and layout is as follows:

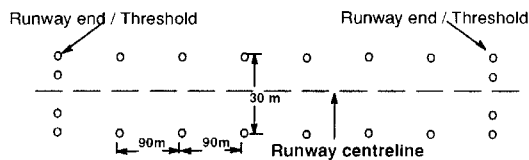


Figure 8 - Lighting for Night Operations

7.2 The lights should, under the weather conditions prevailing at the time of the flight, be visible from a distance of no less than 3000 metres.

7.3 Substitution of runway lights with reflectorised markers is permitted but not recommended by the Authority.

7.4 The different types of reflectorised markers vary in efficiency. Their luminosity can be affected by a number of factors, including equipment cleanliness/layout, the position/strength of the aircraft landing light(s) and meteorological conditions — especially cross winds on final.

7.5 The following lights should not be substituted by reflectorised markers:

- (a) runway end/threshold corner lights;
- (b) lights 90m from each runway end/threshold; and
- (c) lights nearest to the illuminated runway mid-length point.

## 8 - OTHER FACTORS THAT SHOULD BE CONSIDERED PRIOR TO USING A LANDING AREA

8.1 A pilot should not use a landing area or have an aeroplane engine running unless the aeroplane is clear of all persons, animals, vehicles or other obstructions.

8.2 A pilot should not use a landing area without taking all reasonable steps to ensure the physical characteristics and dimensions are satisfactory. For aerial work and charter operations the operator should provide evidence to the pilot on the suitability of a landing area prior to its use.

8.3 Runway lengths calculated for take-offs and landings should be increased by 50% for agricultural operations on one-way runways at night.

**8.4 Geographic Location.** A landing area should not be located:

- (a) within the area or in such close proximity as to create a hazard to aircraft conducting a published instrument approach, excluding the holding pattern; or
- (b) within any area where the density of aircraft movements makes it undesirable; or
- (c) where take-off or landing involving flight over a populated area creates an unnecessary hazard.

8.5 Except in an emergency, the consent of the owner/occupier is required before a landing area may be used.

8.6 If the proposed landing area is located near a city, town or populous area or any other area where noise or other environmental considerations make aeroplane operations undesirable, the use of such a landing area may be affected by the provisions of the *Commonwealth Environment Protection (Impact of Proposals) Act 1974* and parallel State legislation as well as other legislation. It is the responsibility of the pilot and/or operator to conform with these requirements.

8.7 A method of determining the surface wind at a landing area is desirable. A wind sock is the preferred method.

8.8 The surface of a landing area should be assessed to determine its effect on aeroplane control and performance. For example, soft surfaces or the presence of long grass (over 150mm) will increase take-off distances while moisture, loose gravel or any material that reduces braking effectiveness will increase landing distance.

## 9 - SURFACE TESTING OF A LANDING AREA

**9.1 Rough Surfaces.** The presence of holes, cracks and ruts will degrade aeroplane performance and handling and increase the possibility of structural damage. The smoothness of a runway

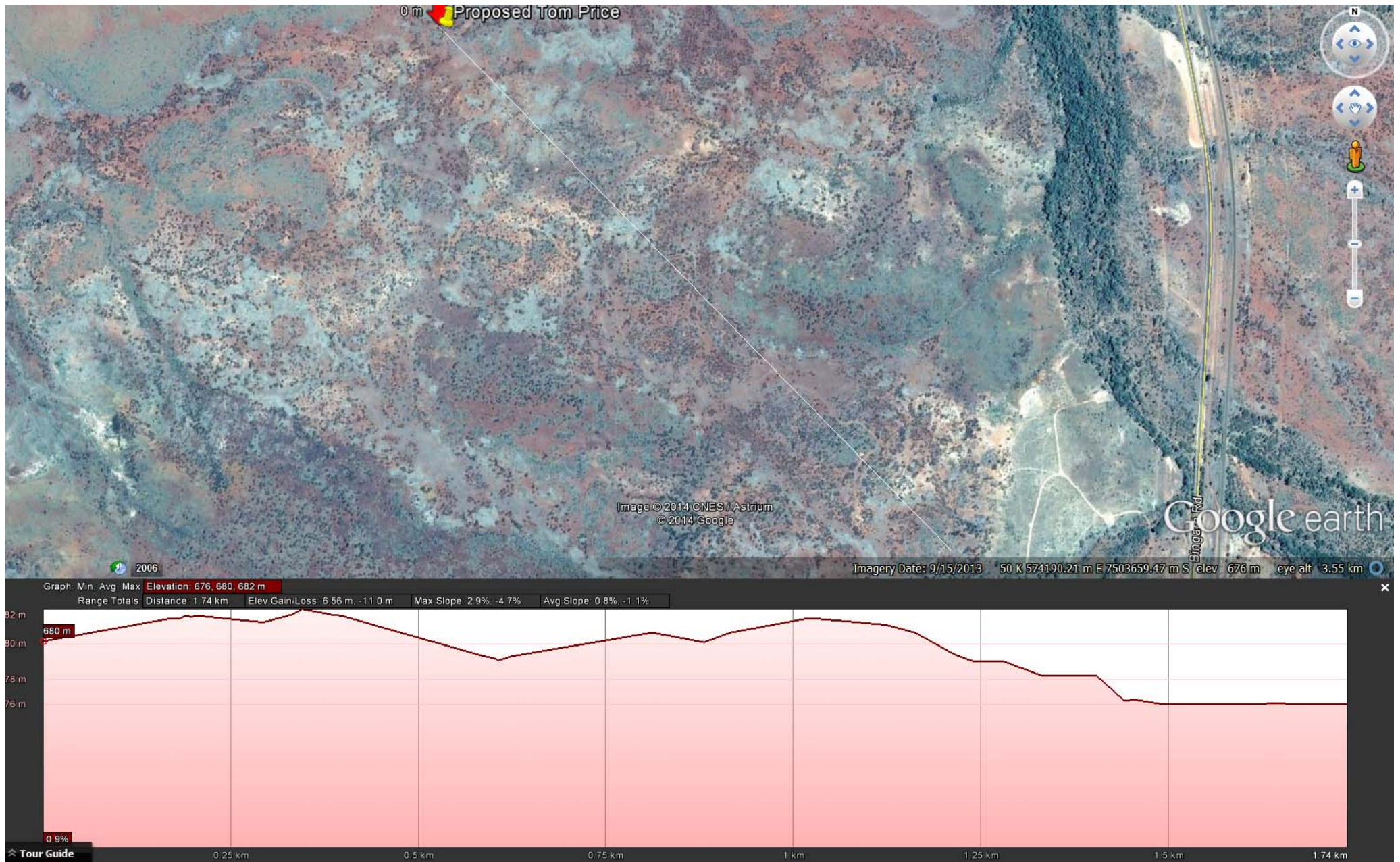
can be tested by driving a stiffly sprung vehicle along the runway at a speed of at least 75 kph. If this is accomplished without discomfort to the occupants, the surface can be considered satisfactory.

**9.2 Soft, Wet Surfaces.** A test vehicle as indicated in the table below should be driven in a zig-zag pattern at a speed not exceeding 15 kph along the full length and width of the runway. Particular attention should be paid to suspect areas with possibly three passes over these areas. If tyre imprints exceed a depth of 25mm the surface is not suitable for aircraft operations represented by the test vehicle. Experience may prove that for a certain type of aircraft (eg, an aircraft with small

wheels or high tyre pressure) operations are unsafe with a lesser imprint. Testing with a crowbar should also be done in several places along the runway to ensure that a dry surface crust does not conceal a wet base.

USER AIRCRAFT WEIGHT	SUGGESTED VEHICLE TO BE USED FOR TEST
1. MTOW not exceeding 2000kg	Fully laden utility, Landrover, station sedan.
2. MTOW 2001 kg to 3400kg	Fully laden 1.5 tonne truck or lightly laden 3 tonne truck.
3. MTOW 3401 kg to 5700kg	Fully laden 3 tonne truck
Attention should also be given to the remainder of the strip as this area is provided for run-off in the event of an abnormal take-off or landing.	









B	23/06/14	APRON SIZE INCREASED, WAITING ROOM ADDED			
A	11/06/14	ISSUED FOR COMMENT			
REV	DATE	AMENDMENTS	DRG. NO.	REFERENCE DRAWING	

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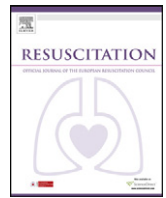
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CLIENT		BY	DATE
		A.B.	11/06/14
DRAWN :			
DESIGNED :			
CHECKED :			
ORIGINATOR :			
COMPANY :			
APPROVED :			

TITLE  
PROPOSED TOM PRICE AERODROME  
TOM PRICE, WESTERN AUSTRALIA  
SITE SELECTION  
LAYOUT OPTION 1

SCALE	
1:4,000 @ A1 uno	
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YTMP-SK-001	B





## Clinical paper

A comparison of metropolitan vs rural major trauma in Western Australia<sup>☆</sup>Daniel M. Fatovich<sup>a,\*</sup>, Michael Phillips<sup>b</sup>, Stephen A. Langford<sup>c</sup>, Ian G. Jacobs<sup>d</sup><sup>a</sup> Centre for Clinical Research in Emergency Medicine, Western Australian Institute for Medical Research, Dept of Emergency Medicine, University of Western Australia, Royal Perth Hospital, Box X2213 GPO, Perth, WA 6847, Australia<sup>b</sup> Western Australian Institute for Medical Research, University of Western Australia, Australia<sup>c</sup> Western Operations, Royal Flying Doctor Service, Australia<sup>d</sup> Discipline of Emergency Medicine, University of Western Australia, Australia

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## ABSTRACT

**Background:** Metropolitan and rural Western Australia (WA) major trauma transport times are extremely different. We compared outcomes from these different systems of care.**Methods:** Major trauma (Injury Severity Score, ISS > 15) data from the Royal Flying Doctor Service (RFDS) and Trauma Registries, 1 July 1997–30 June 2006. Two groups were studied: Metro (metropolitan major trauma transported directly to a tertiary hospital), and Rural (rural major trauma transferred by the RFDS to a tertiary hospital in Perth). The primary endpoint was death. We used logistic regression and multiple imputation.**Results:** 3333 major trauma patients were identified (mean age 40.1 ± 22.6 yrs; Metro = 2005, Rural = 1328). The rural patients were younger, had a larger proportion of motor vehicle crashes, and higher median ISS (25 vs 24,  $p < 0.001$ ). Mean times to definitive care were 59 min versus 11.6 h, respectively ( $p < 0.0001$ ). After adjusting for age, injury severity and the effect of time with the initial rural deaths, there was a significantly increased risk of death (OR 2.60, 95% CI 1.05–6.53,  $p = 0.039$ ) in the Rural group. For those rural patients who reached Perth, the adjusted OR for death was 1.10 (95% CI 0.66–1.84,  $p = 0.708$ ).**Conclusion:** There is more than double the risk of major trauma death in rural and remote WA. However, if a major trauma patient survives to be retrieved to Perth by the RFDS, then mortality outcomes are equivalent to the metropolitan area.

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## 1. Introduction

The conventional paradigm of trauma care is that it is a time critical condition.<sup>1</sup> Hence, the ideal system for managing trauma patients is one in which the time from injury to definitive care is minimised.<sup>2</sup> However, time from injury to definitive care for rural trauma patients is prolonged.<sup>3</sup> As such, the 'golden hour' of trauma care has little relevance for this population, especially in rural and remote Western Australia (WA).

Mortality from rural trauma increases with delays until discovery of the victim or delays in accessing the trauma system.<sup>3</sup> We have previously quantified the direct relationship between remoteness and trauma deaths in WA.<sup>4</sup> We found that the death rate in very remote areas is over four times the rate in major cities.

This study describes the epidemiology and outcomes of major trauma patients transferred from rural and remote WA by the Royal Flying Doctor Service (RFDS). These data are compared to metropolitan major trauma patients in a population based study. The transport times for these two groups of patients are extremely different and we compared the mortality of these two groups of patients, for those who survive long enough to reach a hospital of definitive care in Perth.

## 2. Methods

## 2.1. Study design

We obtained data from the RFDS database, on all their major trauma (Injury Severity Score, ISS > 15) transfers to Perth from 1 July 1997 to 30 June 2006. Additional data from the state's Trauma Registries was also obtained, including metropolitan major traumas. The two databases were linked by the WA Data Linkage Branch. Additional data was obtained from the Death Registry and the Australian Bureau of Statistics.

<sup>☆</sup> A Spanish translated version of the summary of this article appears as Appendix in the final online version at [doi:10.1016/j.resuscitation.2011.02.040](http://doi:10.1016/j.resuscitation.2011.02.040).

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The cohort was divided into two groups. Metro patients were metropolitan Perth major trauma patients who were transported directly to a tertiary hospital. Rural patients were rural and remote major trauma patients who were transferred by the RFDS to a tertiary hospital in Perth.

## 2.2. Setting

WA has an area of 2.5 million km<sup>2</sup> with a population density of 0.8 people per square kilometre. The population at the 2001 census was 1.9 million, with 69.7% in Perth. Severely injured rural patients require transfer to Perth, as there is very limited specialist expertise in rural and remote WA, such as surgery and intensive care.<sup>5</sup> It is noteworthy that there are only 14 surgeons working in rural WA, of whom 6 are in Bunbury, 185 km south of Perth.<sup>4</sup>

The initial care of rural trauma patients may include first aid at a remote mine site, nursing post or small rural hospital.<sup>5</sup> Occasionally, initial care will be given by a member of the lay public being advised by the RFDS using a radio or satellite telephone. The injured patient is then transported by road or air to a regional hospital. These hospitals do not have the capacity for thoracic surgery, neurosurgery or intensive care, so patients are then flown to Perth, with another road ambulance transport to a tertiary hospital.<sup>5</sup>

With the scarce staff and resources in rural and remote WA, it has been stated that “the patient has undergone a trial of survival before reaching any medical facility”.<sup>5</sup> Transport distances can be over 2000 km, thus adding to the burden of time. Trauma represents the largest transfer group for the RFDS, comprising 27% of all patients carried.

The RFDS maintains an extensive retrieval database. Data extracted for this study comprised all patients with a diagnosis coded within the Injury and Poisoning chapter of ICD 9. As poisonings were not relevant to this study, all cases with a code of 960.0 and above (poisoning by drugs, medicinal and biological substances) were excluded, thus leaving trauma patients only.

Perth is remarkable for its isolation from other major cities. Its population in the 2001 census was 1.4 million and the metropolitan area is about 5000 km<sup>2</sup>. There is a single emergency ambulance service for the metropolitan area. There are trauma registries which cover each tertiary hospital and use identical databases and data definitions.

It is important to highlight that deaths that occurred at the rural hospital prior to transfer are excluded in the rural group. Further, major trauma patients who exclusively attend a rural hospital are not captured by the Trauma Registries. Using Death Registry data from our previous work<sup>4</sup>, we identified 185 deaths that occurred at rural hospitals prior to transfer to Perth. These were independently assessed by the Royal Perth Hospital Trauma Registry to determine if they would have been eligible for inclusion into the Trauma Registry as a major trauma. However, these patients are not the focus of this study and are reported simply to describe the method of obtaining the correct numbers.

Approval for the study was by the ethics committee of the University of Western Australia, and the Western Australian Department of Health, Human Research Ethics Committee.

## 2.3. Statistical analysis

Data were analysed using SPSS (version 16; SPSS Inc, Chicago, IL, USA) and Stata (Release 11; StataCorp LP, College Station, TX, USA). Descriptive statistics were used to describe the cohort, including the arithmetic mean, Student's *t*-test and ANOVA (for normal data) and median, inter-quartile range (IQR), geometric mean and Chi square, Kruskal–Wallis and Mann–Whitney tests for non-normal data. Where appropriate, corrections for multiple comparisons

**Table 1**  
Demographic and injury data.

	Metro <i>n</i> = 2005	Rural <i>n</i> = 1328	<i>p</i> -Value
Mean age (yrs ± SD)	43.9 ± 24.3	34.2 ± 18.3	<0.001*
Sex (male)	1425 (71%)	979 (74%)	0.09
Cause			
MVC	918 (45.8%)	676 (62.5%)	
Falls	593 (29.6%)	73 (6.8%)	<0.001*
Other <sup>a</sup>	494 (24.6%)	332 (30.7%)	
Mean initial RTS	6.85	7.04	0.05
95% CI	6.76–6.94	6.87–7.20	
Mean RTS on arrival at tertiary hospital	6.85	7.63	<0.001*
95% CI	6.76–6.94	7.57–7.68	
Median ISS (IQR)	24 (17–29)	25 (18–29)	0.001*
Range	16–75	16–75	

MVC: motor vehicle crash; RTS: revised trauma score; ISS: injury severity score; IQR: interquartile range.

\* Remains significant after correction for multiple comparisons.

<sup>a</sup> Other includes: struck by object, stabbing, fire, gunshot, recreational, crushing, electrical, explosion.

were applied for univariate tests using the sequential rejection method of Holm.<sup>6</sup>

The primary outcome for this study is death in hospital, so the analysis was conducted using univariate and multivariate linear logistic regression analysis to describe the association of variables with the risk of death and to create a multivariable model of risk of death. We used the Hosmer and Lemeshow goodness-of-fit test<sup>7</sup> to check that the models were valid, and the area under the ROC curve to describe concordance between model prediction and observed data. We validated the models using bootstrap estimation of the standard errors to provide robust estimates of 95% confidence intervals and *p*-values. We regarded a *p*-value < 0.05 as statistically significant.

A major statistical and interpretational challenge for this dataset is the presence of selection bias as a consequence of missing observations. These fall into two categories and different approaches were adopted to deal with them. The first category concerns missing observations of variables. This is particularly obvious for the time variables but also applies to some other variables which relate to the episode before attendance at the tertiary hospital, e.g. Revised Trauma Score (RTS). We used Heckman selection models<sup>8</sup> to assess the nature of the missing data and multiple imputation using the Stata statistical analysis package with 40 imputed data sets. We also used the user-written ICE package<sup>9</sup> to examine the sensitivity of the imputation. Analysis of the multiple imputation dataset used methods that applied ‘Rubin's Rules’<sup>10</sup> to adjust the degrees of freedom for the estimation of *p*-values. We used the user-written MIM package<sup>11</sup> for analysis of multiply imputed data. Interaction terms for time and injury severity were used in the modelling.

The second category of missing data concerns cases missing because they died prior to arrival of the RFDS. Imputation is not suitable in this case because all we know about the missing cases is that they are dead and they belong to the Rural group. We used weighted logistic regression analysis of the imputed data set to address this selection bias. The weights were based upon the inverse of the probability of dying before Emergency Department attendance as shown in Table 3: metro deaths: 1.0; rural deaths: 2.04.

## 3. Results

There were 3333 major trauma patients identified in the nine years of the study. Table 1 describes the demographic and injury data which are significantly different for age, cause and severity. Note that while the rural patients had a higher median ISS, the improved RTS reflects the longer time interval from trauma

**Table 2**  
Injury severity score (ISS) severity categories.

ISS	Metro	Rural	Total
16–24 Moderate 95% CI	1046 (52.2%) 50.0–54.4	610 (45.9%) 43.2–48.7	1656 (49.7%)
25–49 Severe 95% CI	827 (41.2%) 39.1–43.4	663 (49.9%) 47.2–52.6	1490 (44.7%)
50+ Critical 95% CI	132 (6.6%) 5.6–7.8	55 (4.1%) 3.2–5.4	187 (5.6%)

Chi square = 29.6 *p*-value < 0.0001.

event to arrival in Perth with the associated period of resuscitation. There were no differences between the groups for anatomic region injured. There was a larger proportion of chest injuries in the Rural group (721, 54.3% vs 1001, 49.9%; *p* = 0.015) but this was not significant after correction for multiple comparisons. Importantly, the total number with greater than 4 anatomic regions injured in the Rural group was significantly greater (168, 12.6% vs 197, 9.8%; *p* < 0.0001). Table 2 highlights the different patterns of injury severity.

Table 3 reports the outcome data and highlights further differences between the groups, especially for the proportion admitted to ICU, the length of stay in hospital and the deaths in each group. The longer length of stay in the Rural group is influenced by the longer time it takes to repatriate rural patients. Review of the Death Registry data resulted in an additional 115 deaths in the Rural group that were assessed as major trauma deaths.

The time intervals are significantly different for each group, consistent with the different processes of care and the distances involved (Table 4). Time data is the most frequently missing, due to the unpredictable nature of trauma. There were 1928 (57.8%) missing values for time 1, 1016 (30.5%) missing for time 2, and 1381 (41.4%) missing for time 3. The Heckman selection models indicated that missing time data were, at worst, missing at random<sup>9</sup> (*p*-values for the inverse Mill's ratio were: time 1, *p* = 0.880; time 2, *p* = 0.212; time 3, *p* = 0.495), and this did not alter the results of the primary analysis. The imputed time interval data were not significantly different to the observed data.

Table 5 reports the logistic regression model for death in the Rural group compared to the Metro group, after using imputed data and weighting the analysis for the rural hospital deaths. This

**Table 3**  
Outcome data.

	Metro <i>n</i> = 2005	Rural <i>n</i> = 1328	<i>p</i> -Value
Admitted (ICU)	744 (37.1%)	703 (52.9%)	<0.001*
Median	4	5	
ICU LOS (days) (IQR)	(2–10)	(2–11)	0.001*
Range	1–51	1–56	
Median hospital	9	12	<0.001*
LOS (IQR)	(3–19)	(6–24)	
Range	0–742	0–282	
Initial TRISS	0.811	0.882	
95% CI	0.795–0.827	0.865–0.898	
Death in tertiary	395 (19.7%)	111 (8.4%)	<0.001*
hospital			
Deaths at referring	395 (19.7%)	226 (15.7%)	0.002*
hospital included			
95% CI	18.0–21.5%	13.8–17.7%	

ICU: intensive care unit; LOS: length of stay; IQR: interquartile range; TRISS: trauma revised injury severity score; initial TRISS: the first calculated TRISS in the pre-tertiary hospital phase.

\* Remains significant after correction for multiple comparisons.

**Table 4**

The key time variables for each group. Observed time data, reported as geometric mean (95% CIs).

	Metro	Rural	<i>p</i> -Value
Time 1	18 min (17–19)	55 min (48–63)	<0.001
Time 2	43 min (41–45)	10.1 h (9.6–10.7)	<0.001
Time 3	59 min (57–61)	11.6 h (11.2–12.1)	<0.001

Time 1: time of trauma to time of first provider input (usually ambulance). Time 2: time of first provider input (usually ambulance) to time of arrival at tertiary hospital. In the Rural group, this time includes prehospital care, rural hospital care and RFDS retrieval care. Time 3: time of trauma to time of arrival at tertiary hospital Emergency Department. Note that time 3 does not equal the sum of times 1 and 2 because of different numbers of missing values.

demonstrates that the predictor variables for death are age, ISS, ISS<sup>2</sup>, RTS and total number of regions injured. However, pre-tertiary hospital time was not included in this model.

### 3.1. Effect of time

We used logistic regression to examine the effects of time on risk of death for the entire cohort, weighted to correct for the deaths that occurred prior to the arrival of the RFDS. The model included times 1 and 2, age, ISS, ISS<sup>2</sup> and interaction terms between ISS and times 1 and 2. This demonstrated a 19% increased risk of death per hour of time 1 (OR 1.19, 95% CI 1.03–1.39, *p* = 0.02) and the interaction between ISS and time 1 (OR 0.99, 95% CI 0.99–1.00, *p* = 0.056) approached significance. So the longer it takes for the ambulance to arrive, the risk of death increases, and this is likely to be influenced by injury severity. Time 2 is associated with a decreased risk of death of 17% per hour, which is equivalent to 60% of the risk for time 1 (OR 0.83, 95% CI 0.71–0.97, *p* = 0.02), but there was no significant interaction with ISS (*p* = 0.138). So once the ambulance arrives, the risk of death decreases, and injury severity is not relevant. These results are after adjusting for age and injury severity.

We then compared the Metro and Rural groups in the model, and also weighted it for the deaths that occurred prior to the arrival of the RFDS. After adjustment for age, ISS and the interaction terms, there was a significantly increased risk of death (OR 2.62, 95% CI 1.05–6.53, *p* = 0.039) in the Rural group. When times 1 and 2 were replaced by time 3 (i.e. total pre-tertiary hospital time), total time was not a significant predictor (*p* = 0.302). So if the patient survives to be transported to Perth by the RFDS, time does not matter, and this is not influenced by injury severity (interaction term *p* = 0.836); (OR for death in Rural group = 0.99, 95% CI 0.57–1.72, *p* = 0.972).

In summary, time prior to ambulance arrival is a significant predictor of the risk of death, after adjusting for age and injury severity. There is a significant negative interaction between the time prior to ambulance arrival and injury severity. This suggests that the influ-

**Table 5**

Multivariable logistic regression for death by group (Metro group is reference) using imputed data, weighted by selection fraction. This table corrects for the selection bias that results from the deaths that occurred prior to transfer to the tertiary hospital of definitive care as well as bias from missing values, but does not include time in the model.

Variable	OR	95% CI	<i>p</i> -Value
Rural group	1.10	0.66–1.84	0.71
Age	1.06	1.05–1.07	<0.001
ISS	1.17	1.08–1.27	<0.001
ISS <sup>2</sup>	1.00 <sup>a</sup>	1.00–1.00	0.04
RTS	0.44	0.38–0.50	<0.001
Total number of anatomic regions injured	0.73	0.65–0.92	0.001

Hosmer–Lemeshow *p* = 0.953. Area under receiver operator curve = 0.92. ISS: injury severity score; RTS: revised trauma score.

<sup>a</sup> OR = 0.9990 (95% CI 0.9979–0.9999).

ence of higher injury severity occurs at earlier rather than later times. This indicates that when critical injuries are influenced by the time to first prehospital care, they cause death quickly.

#### 4. Discussion

This population based study reports a comparison between the conventional urban trauma paradigm of the 'golden hour' and the unique geographic isolation of rural and remote WA that requires prolonged transport times for definitive care. In general terms, the mortality outcomes reflect age, injury severity and location. However, if a major trauma patient survives to be transferred to Perth by the RFDS, their mortality is equivalent, partly reflecting the 'self-selection' that occurs.<sup>12,13</sup>

There have been few population based studies of major trauma.<sup>14–17</sup> They are often limited by failures to account for interhospital transfers, prehospital deaths, or referrals from outside the base population.<sup>17</sup> Comparisons can be difficult because of variability of definitions of severe trauma and methodologic inconsistencies.<sup>17</sup> A strength of this study is the use of multiple data sources that were linked using a data linkage system. This enabled the cohort to truly reflect population based data over a substantial period of time. The major weakness is the limited data available from the Death Registry. This could be addressed by routine data sharing between the Death Registry and the Trauma Registry, which would allow for collection of improved descriptive data such as time intervals and injury severity. This would better inform the rural trauma system.

While the organisation of the process of trauma care delivery is crucial to optimise outcomes, there is much regional and international variation in trauma care delivery.<sup>18</sup> The ideal system for management of major trauma remains controversial, especially in relation to pre-hospital care and regionalisation of trauma care delivery.<sup>18</sup> For patients who survive long enough to receive RFDS care, the benefits of the resuscitation care provided, together with the role of the rural hospitals, appear to be significant in our study. This is consistent with the report by Gomes et al., that pre-trauma centre interventions may significantly decrease mortality.<sup>19</sup> These processes represent local solutions to a complex organisational problem.<sup>18</sup>

Nathens et al. argue that the importance of time in the context of an organised trauma system is overstated.<sup>18</sup> Our findings are in keeping with this statement and recent work that time may be less crucial than once thought.<sup>19–21</sup> Our more detailed data indicates, however, that time from the trauma to initial prehospital care is very important and influenced by injury severity. The 'golden hour' phrase might be better stated as 'time is traumatic.' This highlights the importance of quickly getting into a system of care for those who are critically injured, which is obviously more difficult in a rural environment. Our results also show that more time after ambulance arrival is approximately 60% less hazardous than time from trauma to ambulance arrival. So prevention remains the biggest opportunity for large improvements in trauma outcomes.

Missing data are a frequent complication of any real world study.<sup>22</sup> The unpredictable nature of trauma means that essential data such as times and some of the physiologic data will be missing. Multiple imputation procedures that handle missing data now exist and were employed for this study. These procedures make outcomes stronger by not excluding important observations.<sup>23</sup> Our results demonstrate the use of this approach and found that imputation decreased the bias from missing values. The selection bias produced by missing patients because of early mortality (i.e. the deaths that occurred prior to arrival at the hospital of definitive care) was corrected by using weighted analysis. There are limitations to the use of multiple imputation.<sup>24</sup> Missing data creates

problems because of selection bias and loss of efficiency. No other method has been developed to address these issues with a valid underlying statistical theory.

#### 5. Conclusion

In conclusion, we found that there is more than double the risk of major trauma death in rural and remote WA. However, if a major trauma patient survives to be retrieved to Perth by the RFDS, then mortality outcomes are equivalent to the metropolitan area.

#### Conflicts of interest

There are no conflicts of interest to declare.

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