Agenda

Ordinary Council Meeting

Tuesday, 10 December 2024

Date:	Tuesday 10 December 2024
Time:	2:00pm
Location:	Clem Thompson Sports Pavilion, Stadium Road, Tom Price
Distribution Date:	Thursday 05 December 2024

Shire of Ashburton

Ordinary Council Meeting

Please be informed an Ordinary Council Meeting will be held at 2:00pm on Tuesday 10 December 2024 at Clem Thompson Sports Pavilion, Stadium Road, Tom Price.



Kenn Donohoe

Chief Executive Officer

05 December 2024

Disclaimer

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

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1 Declaration Of Opening

The Presiding Member declared the meeting open at enter time.

1.1 Acknowledgement Of Country

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

2 Announcement Of Visitors

To be informed at the meeting.

3 Attendance

3.1 Present

Elected Members:	SP A Smith	Shire President
	Cr K White	Deputy Shire President, Onslow Ward
	Cr R De Pledge	Ashburton-Tablelands Ward
	Cr M Gallanagh	Pannawonica Ward
	Cr L Rumble JP	Paraburdoo Ward
	Cr A Sullivan	Paraburdoo Ward
	Cr M Lynch	Tom Price Ward
	Cr B Healy	Tom Price Ward
	Cr R Kapor	Tom Price Ward
Employees:	K Donohoe	Chief Executive Officer
	J Sangster	Deputy Chief Executive Officer
	C McGurk	Director Community Development
	D Kennedy	Director Corporate Services
	G Harris	Director Infrastructure Services
	A Johnston	Manager Media and Communications
	J Bray	Manager Governance
	R Marlborough	Senior Governance Officer
	A Furfaro	Governance Officer
	B Van Rensburg	Council Support Officer

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

3.2 Apologies

To be informed at the meeting.

3.3 Approved Leave Of Absence

4 Question Time

4.1 Response To Previous Public Questions Taken On Notice

Nil

4.2 Public Question Time

To be informed at the meeting.

5 Declaration By Members

5.1 Due Consideration By Elected Members To The Agenda

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

5.2 Declaration Of Interest

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

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

The following declarations of interest are disclosed –

Nil

6 Announcements By The Presiding Member And Councillors Without Discussion

To be informed at the meeting.

7 Petitions / Deputations / Presentations

7.1 Petitions

Nil

7.2 Deputations

Nil

7.3 Presentations

Nil

8 Applications for Leave of Absence

Nil

9 En Bloc Council Resolutions

9.1 Agenda Items Adopted En Bloc

To be advised at the meeting

10 Confirmation Of Minutes

10.1 Confirmation of Council Minutes

10.1.1 Minutes Of The Ordinary Council Meeting Held On 19 November 2024

Officer Recommendation

That the Minutes of the Ordinary Council Meeting held 19 November 2024 (Item 10.1.1 Attachment 1) be confirmed as a true and accurate record.

10.2 Receipt of Committee and other Minutes

10.2.1 Minutes Of The Chief Executive Officer's Recruitment and Performance Review Committee Meeting Held On 19 November 2024

Officer Recommendation

That the Minutes of the Chief Executive Officer's Recruitment and Performance Review Committee Meeting held 19 November 2024 (Item 10.2.1 Attachment 1) be received.

10.2.2 Minutes Of The Pannawonica Local Emergency Management Committee Meeting Held On 14 November 2024

Officer Recommendation

That the Minutes of the Pannawonica Local Emergency Management Committee Meeting held 14 November 2024 (Item 10.2.2 Attachment 1) be received.

10.2.3 Minutes Of The Onslow Local Emergency Management Committee Meeting Held On 13 November 2024

Officer Recommendation

That the Minutes of the Onslow Local Emergency Management Committee Meeting held 13 November 2024 (Item 10.2.3 Attachment 1) be received.

10.2.4 Minutes Of The Senior Leadership Team Meeting Held On 20 November 2024

Officer Recommendation

That the Minutes of the Senior Leadership Team Meeting held 20 November 2024 (Item 10.2.4 Attachment 1) be received.

10.2.5 Minutes Of The Inland Local Emergency Management Committee Meeting Held On 15 November 2024

Officer Recommendation

That the Minutes of the Inland Local Emergency Management Committee Meeting held 15 November 2024 (Item 10.2.5 Attachment 1) be received.

11 Recommendations From Committee

Economic And Tourism Development Committee Meeting held on 10 December 2024

AD.1 Appointment of Consultant - Shire of Ashburton 2025–2030 Destination Marketing, Communications, Strategy and Plan

File Reference	ED01
Applicant or Proponent(s)	Not Applicable
Author	S Allan, Manager Business & Economic Development
Authorising Officer	K Donohoe, Chief Executive Officer
Previous Meeting Reference	Ordinary Council Meeting 16 July 2024 - Item 6.1 – 129/2024
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Vanguard Media and Associates - Quotation 2. Creative.adm - Quotation 3. Harby Studios - Quotation 4. Scope of Works_5 year Destination Marketing Communications, Strategy and Plan

Report Purpose

The Economic and Tourism Development Committee (the Committee) is requested to consider the appointment of a destination marketing specialist agency to develop a five-year (2025–2030) Destination Marketing, Communications, Strategy and Plan as to further inform, develop and strengthen the Visit Ashburton Tourism brand.

The purpose of this report is to provide the Committee with quotations received from marketing industry specialist agencies invited to quote on the scope of works (Refer to Attachment 4), for the proposed five-year (2025–2030) Destination Marketing, Communications, Strategy and Plan to enable a decision to be made and a make a recommendation to Council.

The Committee is requested to review the quotations received and make a recommendation to Council to support the appointment of the chosen agency to prepare a five year, 2025–2030 Destination Marketing, Communications, Strategy and Plan for the district

Background

On 16 July 2024, Council adopted the Shire of Ashburton Economic Development Strategy 2024–2028, and as per the Economic Development Tourism and Development Committee recommendation to Council, that the Chief Executive Officer prepare a report by December 2024 for Council to consider the adoption of a 5-year Destination Marketing and Communications Strategy and Plan to further inform, develop and strengthen the Visit Ashburton Tourism brand.

To achieve the best outcome for the development of the Visit Ashburton brand, as per the Economic Development Vision of the Shire of Ashburton Economic Development Strategy 2024 – 2028 to become:

- A Global Resource Powerhouse;
- A World-Class Tourist Destination;
- A Thriving Community; and
- A Great Place to Have a small business.

It is critical that the Shire engage with tourism industry and marketing experts who have a high level of experience in tourism brand and marketing who possess strategic vision have a proven track record with unique, innovative and creative ideas, have respected tourism industry connections and a high level of understanding of the tourism industry.

All of these aspects are critical to the further development of the Visit Ashburton - Reef to Range brand to ensure the Visit Ashburton brand success at a State, National and International level.

The Manager for Business and Economic Development engaged with three external agencies requesting quotations. Those agencies are:

- Creative.adm
- Harby Studios
- Vanguard Media Group

All agencies responded to the request for quote invited. All addressed the scope of works and providing detailed costs. Pricing was similar. After the close of the request for quotations, analysis by the Manager of Business of Economic Development an agency has been identified as the preferred consultant.

It was also discussed at the 16 July 2024, Economic Tourism and Development Committee meeting, that as part of an endorsement and implementation of the Shire of Ashburton Economic Development Strategy 2024 – 2028, a 5-year Destination Marketing Communications, Strategy and Plan and, a dedicated Shire Tourism Marketing Officer would be necessary to ensure the implementation and success of the plan, this is also to be discussed further in this report.

Comments

The Shire's Economic Development Strategy 2024–2028 is in response to Council's decision to further encourage new industry opportunities that exist, including Culture and Tourism and identified four key economic pillars (as mentioned above) outlining key actions to achieve this vision:

A World-Class Tourist Destination:

- International recognition for Karijini National Park and growing recognition of Onslow as a visitor destination;
- Development of unique attractions, experiences and events; and
- Leisure destination of choice for FIFO workers in the Pilbara.

Actions obtained from the vision, include Visitor marketing and Regional promotion by:

- Leading regional tourism promotion through the continued growth of the Visit Ashburton Brand; and

- Develop and execute a tourism marketing strategy (including a digital media asset renewal program).

It is necessary that the Shire engages an experienced brand and marketing agency to meet the needs in the execution of these visionary actions.

Scope of Works

The 2025 – 2030 Strategic Tourism Brand, Communications and Marketing Plan scope of works supplied to the three agencies outlined that:

'The Shire of Ashburton requires the services of an experienced tourism brand and marketing agency that has vision, a proven track record with unique, innovative and creative ideas, critical to the further development of the Ashburton - Reef to Range brand as to promote the Ashburton region as a destination of National significance by delivering a comprehensive 5-year strategic tourism brand, communications and marketing plan.

- Stage 1: Preliminary Meeting
- Stage 2: Onsite familiarisation of the Ashburton region and tourism assets
- Stage 3: Local Community, Council and key stakeholder engagement and workshops
- Stage 4: Development of the Strategic Tourism Brand, Communications and Marketing Plan
- Stage 5: Consider any active or potential tourism-based projects and identify future capital investment requirement, to further enhance Ashburton as a tourism destination of National significance'.

Quotations

The request for quotation for the 2025–2030 Strategic Tourism Brand, Communications and Marketing Plan was sent to three agencies as identified earlier in this report, all responded with all costs being similar in cost (just below $75,000 ex gst), however in evaluation of all quotations received, one agency was a clear leader, due to the below reasons:

- Extensive tourism/destination marketing/advertising knowledge and experience.
- A combined and proven track record in tourism destination marketing success over several years.
- Strong and historic connections within the tourism industry and tourism industry leaders (example: Tourism Australia, Tourism Council WA, Tourism WA, Australia's North West Regional Tourism Organisation).
- All team members are highly regarded experts within the tourism industry, and in their own chosen areas of expertise.
- Quotation supplied provided close attention to the detail of the required scope.

This quotation recommended for approval by Council is **Vanguard Media Group** and associates, Savagely Creative, Lumenesse & Co and Smarter Tourism Technology.

(Refer to page 1 of the Vanguard Media Group quotation (attached) for further information on team members and experience, project outline and cost schedule).

Dedicated Shire Tourism Marketing Officer:

As previously discussed in this report, it was identified and supported by the Economic Tourism and Development Committee, upon recommendation from the Manager of Business and Economic Development, that it would be necessary as to ensure the implementation and success of the plan, that a dedicated Tourism Marketing Officer position should be created.

If the proposed 5 year Strategic Tourism Brand, Communications and Marketing Plan is approved and endorsed by Council, a Business Case for this position will be provided to the Chief Executive Officer for consideration.

Potentially this position can be allocated from vacant positions that currently are not required at the Tom Price Visitor and Information Centre, having little or no impact on current budget allocations.

Consultation

Consultation was sought from the Economic Tourism and Development Committee at the 16 July 2024 committee meeting.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	3. Prosperity - We will advocate and drive opportunities for the community to be economically desirable, resilient, and prosperous.
Strategic Outcome	3.4 Sustainable commerce and tourism opportunities
Strategy	3 Work collaboratively with tourism sector providers, Australia's North-West Tourism and Tourism WA to increase visitor spend, and length of stay, in the Shire.

Council Policy

Council Policies » Shire of Ashburton

Nil

Financial Implications

Current Financial Year

$75,000 for the completion of the 2025 – 2030 Strategic Tourism Brand, Communications and Marketing Plan, is available in the 2024/25 municipal budget, account number J3108.

Future Financial Year(s)

The outcomes presented in the 2025 – 2030 Strategic Tourism Brand, Communications and Marketing Plan, will inform future budgets.

Legislative Implications

Nil

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	A lack of endorsement might be viewed as a lack of commitment to developing a defined and strategic approach toward a thriving Ashburton tourism industry, also impacted with ever evolving technologies and platforms. This can damage the Shire's image, making it harder to gain support for future advocacy, investment attraction, tourism product and business development.	Likely (4)	Moderate (3)	Moderate (5-9)	Following the officer's recommendation will ensure Council have a credible strategic tourism and marketing plan as to inform future decision making.

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

Voting Requirements

Simple Majority

Committee Recommendation

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

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

AD.2 Old Onslow Historic Townsite Brand Guidelines

File Reference	ED001
Applicant or Proponent(s)	Not Applicable
Author	A Bishop, Marketing Communications Officer
Authorising Officer	K Donohoe, Chief Executive Officer
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Old Onslow Revitalisation Plan 2. 2022 Old Onslow Signage Project Presentation 3. Example of Interpretive signage 4. Old Onslow Historic Townsite Brand Guidelines 5. Old Onslow Street Signs

Report Purpose

The purpose of this report is to present the Old Onslow Historic Townsite Brand Guidelines and related information to the Economic and Tourism Development Committee for consideration and for a recommendation to be made to Council.

The branding outlined in this report will be applied to new signage and all other marketing and promotion of the Old Onslow historic townsite (Old Onslow) if the recommendation presented is supported by Council.

Background

In 2016, Old Onslow received updates to signage including installation of all new footings and fixtures.

This signage has since faded, and it has been observed that some of the signage has incorrect content and needs to be updated.

Additionally, the visitor experience to Old Onslow could be enhanced by the inclusion of directional signage, a suggested tourist route and street signs to depict where the old street intersections were once located (refer to Attachment 1).

On 8 November 2022 (refer to Attachment 2), Council was presented with an overall design strategy for revitalisation of Old Onslow which included:

- An overview of the current signage which included:
    - significant weathering,
    - vandalism,
    - inaccurate locations and information,
    - a confusing numbering system, directional arrows and location map,
    - some inappropriate artwork placements,
    - illegibility due to size of fonts.

- Proposal for new signage including:
    - Point of Interest Signs – look and feel,
        - Update brand, locations, numbering system, historic information,
        - Improve materials – high quality,
        - Relocate current art pieces,
    - Additional and updated signage information including:
        - Street Signs,
        - New Welcome information and overview map,
        - Directional information including distances,
        - Warnings for weather, snakes, etc,
        - Wi-Fi information,
        - Visit Ashburton App.
    - Repurposing of existing art pieces.
    - Concepts for a new welcome bay.
    - Stages 1, 2 and 3 for upgrades to the site included:
        - Signage updates, as above,
        - Welcome bay concepts,
        - Mobile App updates,
        - Artwork.

The draft replacement signs included the standard brown tourism signage background in addition to incorporating the Shire's Corporate Style and Branding Guide and a unique identifier that the location was within the vicinity of Old Onslow.

Content provided was well received and work progressed to finalise content, layout, locations, heritage and planning approvals, budget and quotes for production and installation.

Comments

Since the initial draft plan, artwork has been finalised and approved through a consultation process outlined below.

Elements taking into consideration include place branding, historical era, the Shire's Corporate Style and Branding Guide and existing signage.

Minor modifications were made since the presentation provided to Council on 8 November 2022, each interpretative sign (refer to Attachment 3 for example) throughout Old Onslow will feature:

- Tourist Route Number: Corresponding to the suggested route that includes all existing and new signage, following the optimal path;
- Updated Site Title;
- An Old Onslow logo alongside the Shire corporate logo;
- An updated description of each site;
- Updated design elements include a brown (tourism) background with period-appropriate fonts, a white border, and embellished corners to evoke the historical era of Old Onslow (refer to Attachment 4);

- Photos have also been updated and a timeline of events created for a number of different signs; and
- Reference to the Mobile App to access more information.

The street signs (refer to Attachment 5 for example) have been designed to incorporate the Shire of Ashburton Crest in line with the street signs throughout the other Shire towns to help evoke a feeling of unity between the old and new towns of Onslow.

The welcome signage includes an updated townsite map to assist visitors with navigating the area along with updated information on the history of the area, safety warnings and further visitor information.

Consultation

On 8 November 2022 (refer to Attachment 2), elected members were presented with an overall design strategy for revitalisation of Old Onslow at a briefing session, which was well received.

Following consultation with elected members in November 2022, the draft signs were provided to a number of internal and external stakeholders for feedback including the Onslow Tourism and Progress Association (OTPA), Buurabalayji Thalanyji Aboriginal Corporation (BTAC on 25 May 2023), Heritage Consultant (Laura Gray), Chevron and Shire staff.

Feedback received from all stakeholders was positive. No response was received from BTAC.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	3. Prosperity - We will advocate and drive opportunities for the community to be economically desirable, resilient, and prosperous.
Strategic Outcome	3.4 Sustainable commerce and tourism opportunities
Strategy	3 Work collaboratively with tourism sector providers, Australia's North-West Tourism and Tourism WA to increase visitor spend, and length of stay, in the Shire.

Council Policy

Council Policies » Shire of Ashburton

Council Policy – Shire of Ashburton Logo and Crest outlines the correct use of the official Council Crest including on Shire street signage.

Financial Implications

Current Financial Year

Funds committed this financial year are $19,262 towards the production of signage production. Installation will be undertaken using internal resources for the majority of works. The remaining budget for this project is approximately $80,000.

Additionally, we have been successful securing a $20,000 grant from the Department of Planning, Lands and Heritage towards this project.

Future improvements include the new Welcome Bay and artwork. The total remaining budget plus grant funding is anticipated to cover all stages of the project.

Future Financial Year(s)

It is anticipated that this project will be completed by the Onslow 100 Year Celebration and therefore should not require future funding.

Legislative Implications

Nil

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	The townsite risks further deterioration, potentially damaging its reputation as a tourist destination.	Unlikely (2)	Moderate (3)	Low (1-4)	Following the officer's recommendation will enable the implementation plan to move forward toward finalisation of the upgrades.

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

Voting Requirements

Simple Majority

Committee Recommendation

That with respect to the Old Onslow Historic Townsite Brand Guidelines, the Economic and Tourism Development Committee recommends that Council,

1. Support the Old Onslow Historic Townsite Brand Guidelines, as detailed at Attachment 4; and
2. Support the street sign design, as provided in Attachment 5.

AD.3 2025 Economic and Tourism Development Committee Meeting Dates

File Reference	ED278
Applicant or Proponent(s)	Not Applicable
Author	B Van Rensburg, Council Support Officer
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Ordinary Council Meeting 12 December 2023 – Item AD.6 – (222/2023)
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Report Purpose

Council is required to set and publish a schedule of meeting dates, times and locations for all committee meetings proposed to be open to the public.

The purpose of this report is to present to the Economic and Tourism Development Committee (the Committee) the proposed meeting dates, times and locations for 2025.

Council is requested to approve the 2025 Committee meeting dates as detailed in this report.

Background

At its meeting held 12 December 2023, Council endorsed the Committee's meeting dates for 2024. The meetings were scheduled to coincide with Council meeting day to allow for meetings to be held in person.

Comments

In accordance with the Terms of Reference, the Committee is to develop and agree to the schedule of meetings.

The 2025 Committee meeting dates have been scheduled to be held quarterly, with one meeting in each of the Shire's four towns (Paraburdoo, Tom Price, Pannawonica and Onslow). The meetings will be held in the morning, coinciding with Ordinary Council Meetings.

The proposed dates, times and locations are detailed below:

Date	Time	Location
18 March 2025	9:00am	Council Chambers, Onslow Shire complex, Second Avenue, Onslow
17 June 2025	8:30am	Clem Thompson Sports Pavilion, Stadium Road, Tom Price
16 September 2025	9:00am	Barry Lang Centre, Deepdale Drive, Pannawonica
18 November 2025	8:30am	Ashburton Hall, Ashburton Avenue, Paraburdoo

To encourage public participation and maintain the Shire's value of openness, the Committee meetings will be open to the public. Holding meetings in all four towns provides the Council the opportunity to raise awareness with our community on strategies identified to promote economic development and tourism within the Shire.

It is a legislative requirement to publish a schedule of committee meeting dates, times, and locations on an annual basis if they are proposed to be open to members of the public, for the following calendar year therefore, the meeting details as endorsed by Council, will be published on the Shire's official website.

Consultation

The proposed meeting dates have been prepared in consultation with elected members and the Manager Business and Economic Development.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

Regulation 12(2)(b) of the *Local Government (Administration) Regulations 1996* requires the Chief Executive Officer to publish the meeting details for committee meetings which are intended to be open to the public, on the Shire's official website.

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	The local government fails to publish a schedule of dates, location, and times for meetings to be held in the following calendar year.	Unlikely (2)	Minor (2)	Low (1-4)	Adoption of the proposed 2025 Committee meeting dates and ensure appropriate procedures are in place for the publishing of these dates.

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

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to the 2025 Economic and Tourism Development Committee Meeting Dates, the Ashburton Economic and Tourism Development Committee recommends that Council, approves the dates, times and locations, as outlined below.

DateCommittee Recommendation	Time	Location
18 March 2025	9:00am	Council Chambers, Onslow Shire complex, Second Avenue, Onslow
17 June 2025	8:30am	Clem Thompson Sports Pavilion, Stadium Road, Tom Price
16 September 2025	9:00am	Barry Lang Centre, Deepdale Drive, Pannawonica
18 November 2025	8:30am	Ashburton Hall, Ashburton Avenue, Paraburdoo

AD.4 The Karijini Experience 2025 Sponsorship Proposal

File Reference	ED01
Applicant or Proponent(s)	Not Applicable
Author	S Allan, Manager Business & Economic Development
Authorising Officer	K Donohoe, Chief Executive Officer
Previous Meeting Reference	Ordinary Council Meeting 21 December 2020 - Item Item 7.4 – 234/2020 Ordinary Council Meeting 9 May 2023 - Item 11.4 – 070/2023 Ordinary Council Meeting 12 December 2023 - Item 6.5 – 221/2023
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. 2025 Karijini Experience - Sponsor Information 2. 2025 Karijini Experience - Event Presentation 3. 2024 Karijini Experience - Signed Shire of Ashburton Sponsorship Agreement 4. 2024 Karijini Experience Final Report

Report Purpose

The Economic and Tourism Development Committee (the Committee) is required to consider the proposal to sponsor The Karijini Experience 2025 event.

The purpose of this report is to outline the sponsorship opportunities available to the Shire of Ashburton (the Shire) for The Karijini Experience 2025.

The Committee is requested to consider the different levels of financial sponsorship available and agree to recommend that Council support a $50,000 (excl. GST) contribution as a Premium Partner.

Background

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

The Karijini Experience was established in 2013, originally hosted by the Pilbara Inland Chamber of Commerce and Industry (PICCI), before hosting of the event changed to the Nintirri Centre Inc (Nintirri) in 2015. Prior to COVID in 2019, the event attracted 2,045 visitors, featuring 98 artists and 57 separate headline events. Most importantly, The Karijini Experience represented 16 Aboriginal language groups.

The Shire has been a platinum sponsor of the event for a number of years including 2023. The 2020 and 2022 event did not run due to COVID-19. There were some issues with the 2019 Karijini Experience event, including a lack of representation of the Shire's sponsorship agreement, as well as a lack of adherence to ministerial visitation protocols.

The sponsorship proposal highlights that from 2022, the event was passed over to the Banjima Native Title Aboriginal Corporation (BNTAC) as the traditional owners of the land. Nintirri stepped back after the 2021 event, with the subsequent appointment of professional event management company, CMS Events who delivered the 2023 event within a short lead time of 12 weeks.

CMS Events are a Perth based event company that states they have professional industry experience built over 30 years. With a sound background of operating events. They have used the broad knowledge of marketing, sales, operations and financial control to apply their skills across a range of industries and styles of events. Currently their management includes food and wine, trade and consumer exhibitions, seminars, functions, tourism and community events and more. CMS offer a strategic approach to development, management and marketing for events of any size offering the experience of over 200 exhibitions and projects.

The proposal states that the change in operating model provides new impetus for the event and greater recognition of the Banjima People.

The Shire approved funding for the 2024 The Karijini Experience, agreeing to contribute $75,000 (excl. GST) as a Platinum Partner of the event.

2024 Final Report Key findings

The 2024 Karijini Experience attracted 3,142 visitors, featured 20 artists, held over 60 individual events, representing Pilbara Aboriginal language groups and was supported by 27 partners and sponsors. (Karijini Experience 2024 Final Report, refer to Attachment 4).

- Key age bracket: 41-54 years (47%)
- Accommodation: Caravan Park/camping (58%)
- Length of Stay: Lived in the region (35%)
- First time attending: 53% of attendees

Comments

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

As one of the esteemed events in the region, The Karijini Experience showcases our distinctive tourism offering to a local, intrastate and interstate audience.

The event also offers visitors the opportunity to take in other tourism attractions while in our region including Millstream Chichester National Park, Onslow and the Mackerel Islands, as well as exploring neighbouring Pilbara towns and attractions.

CMS Events has prepared a comprehensive sponsorship proposal (refer to Attachment 3), that details the different levels of financial contribution and specific outputs available to the Shire. The levels of financial contribution are outlined below:

1. Platinum Sponsorship - Financial Contribution to be negotiated
2. Premium Partner - $50,000 plus GST
3. Major Sponsor - $27,000 plus GST
4. Event Sponsor - $12,000 - $18,000 plus GST
5. Supporting Partner - $6,000 plus GST

6. Friend of Karijini Experience - $1,200.

The proposal highlights the different levels of branding and marketing, hospitality and recognition that each level of sponsorship provides. As a Premium Partner, the Shire receives a strong level of organisational recognition and achieves the outcome of the Strategy.

The Shire has over a number of years, committed $50,000 annually to the event. In 2023, the Shire agreed to become a Platinum Sponsor and committed $75,000 (excl. GST) to the event due to short time frames required to be executed by the Event company, and the risk that the event may not proceed without additional financial support from the Shire.

Consultation

Chief Executive Officer

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	3. Prosperity - We will advocate and drive opportunities for the community to be economically desirable, resilient, and prosperous.
Strategic Outcome	3.4 Sustainable commerce and tourism opportunities
Strategy	3 Work collaboratively with tourism sector providers, Australia's North-West Tourism and Tourism WA to increase visitor spend, and length of stay, in the Shire.

Council Policy

Council Policies » Shire of Ashburton

Council Policy – Tourism Support and Promotion

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

Financial Implications

Current Financial Year

The officer's recommendation is to provide $50,000 (excl. GST) for The Karijini Experience 2025 under Economic Development Budget J3102 Event Sponsorships, as a Premium Partner.

Future Financial Year(s)

Community Donations, Grants and Funding which outlines our process to provide funding to Signature Events. Future year funding will be considered under this policy.

Legislative Implications

Nil

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	Council has endorsed in the 2024/2028 Economic Development and Strategy to support unique events in the region and to promote Karijini as a destination of international significance. Failure to make a contribution could cause reputational damage to the Shire.	Likely (4)	Moderate (3)	Moderate (5-9)	Provide a financial contribution to the event in line with the 2024/2025 Economic Development Budget.

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

Voting Requirements

Simple Majority

Committee Recommendation

That with respect to The Karijini Experience 2025 Sponsorship Proposal, the Economic and Tourism Development Committee recommends that Council approve a $50,000 (excl. GST) contribution to become a Premium Partner of The Karijini Experience 2025.

AD.5 Visit Ashburton Tourism Signage

File Reference	ED31503
Applicant or Proponent(s)	Not Applicable
Author	S Allan, Manager Business & Economic Development
Authorising Officer	K Donohoe, Chief Executive Officer
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Draft Design Guide March 2024 2. Warlu Way Map 3. Tourism Western Australia Tourism Signage Guidelines

Report Purpose

To consider options for the expenditure of allocated budgeted funds to improve current Shire of Ashburton visitor information and directional signage.

The purpose of this report is to provide the Committee with an understanding of the current visitor information and directional signage within the district and be informed of identified locations for upgrades and improvement.

The Committee is requested to consider the options presented and make a recommendation to Council for improvements to visitor information and directional signage and upgrades with the aim to encourage tourism attraction, retention and dispersal within the Shire of Ashburton.

Background

As part of the 2023 – 2024 capital expense budget, Council allocated $100,000 towards Visit Ashburton Tourism Signage (ED31503 X3435). The scope brief outlines:

> *'The launch of Visit Ashburton in 2022/23 FY has created a unifying tourism brand for the Shire. This project seeks to implement an important component of the visitor experience by welcoming visitors to our four towns with a consistent approach. There is also an opportunity to improve existing tourist signs throughout the Shire. The Visit Ashburton TAG will design and acquire signage that is consistent with our new visitor economy focus'*

Main Roads Western Australia (MRWA) have signage standards and guidelines regarding tourism signage (Refer attachment 3) and it is necessary for the Shire to consider these guidelines when seeking approval where required in their design and location from MRWA.

An initial Shire of Ashburton *Tourism Signage Plan* and *Draft Design Guide* (Refer Attachment 1) was submitted to MRWA in March 2024 for feedback. MRWA responded as follows:

> *'While the designs of the signs you have sent are visually beautiful, they are unfortunately not suitable for installation on our roads.*
>
> - *They are too large. As mentioned the largest sign we would consider would be 3300m as per the attached draft sign.*

- *They are not glance appreciative. Too much to see at 110km/h.*
- *They provide no information. How far to (Karijini or Fern Pool).*
- *In our experience anything with pictures is difficult to see and understand whilst travelling past. Complicated artwork/photos are not supported by the Region.*
- *These signs could perhaps be installed at information bays or roadhouses (with permission). Not parking bays as they are too close to the road in most cases".*

MRWA are currently undertaking a 'Pilbara Signs Project', an assessment of all signage throughout the Pilbara which will inform a 10-year Pilbara regional signage upgrade.

The Manager of Business and Economic Development has requested that the Shire be able to provide feedback and insight into the draft Pilbara Signs Project, prior to its finalisation.

Further feedback from MRWA suggested that focus should be made on current Shire owned and maintained information pull in and rest bays within the Shire.

After extensive onsite investigation of locations throughout the Shire, 4 key locations (to be discussed further in this report) have been identified as prime locations for the Shire to update current tourism and wayfinding signage, some locations needing new infrastructure and signage.

These investigations also provided the opportunity to provide feedback to MRWA as to help inform the Pilbara Signs Project when updating directional signage throughout the Pilbara region.

Warlu Way

The Shire of Ashburton, along with other Local Government Associations, City of Karratha, Shire of East Pilbara, Town of Port Hedland and a range of other partners (Tourism Western Australia, Department of Biodiversity Conservation and Attractions and MRWA), financially assisted the Pilbara Tourism Association in launching the marketing project in 2024 or the 'Warlu Way' tourism concept (Refer to Attachment 2 - Warlu Way Map*).*

The Warlu Way signage installed by MRWA and takes up much signage 'real estate' throughout the Pilbara and as per MRWA signage guidelines there are only allowed to be a certain number of signs at any one location as to mitigate visual pollution and enable glance appreciation.

Excessive, and at some locations confusing Warlu Way signage reduces the opportunity for other tourism locations or assets to be included in tourism directional signage installed by MRWA. This issue has been addressed with MRWA.

The Warlu Way road trip tourism concept will continue to develop, and potentially will be a highly beneficial tourism focused 'must-do West Australian Road Trip', however it has clearly been identified to MRWA that any future signage upgrades need to carefully consider the Warlu Way signage as part of the Pilbara 10-year regional signage upgrade as to reduce confusion and provide opportunity for other key tourism towns and locations to be included.

Comments

Much of the current Shire of Ashburton tourism signage and information is out of date or incorrect, does not align with the current Visit Ashburton *Reef to Range* brand with many of the signs weathered and needing replacement.

There is also currently a lack of appropriate directional and distance signage as to provide visitors with safe and correct information whilst travelling through our region.

Upon investigation of current tourism signage, locations, opportunities and tourist travel movements across the Shire, the below 4 key locations have been identified in order of priority, as to enable the best opportunity to meet the requirement of the original scope to improve existing tourist signs throughout the Shire in a consistent and on-brand manner.

1. North West Coastal Highway, Onslow pull over information and rest area:

Onslow pull over and rest area heading North, signage upgrades to all signage to align with the Visit Ashburton Reef to Range messaging, including:

Existing 'Slip into Onslow' sign to be updated with Reef to Range messaging and imagery. *(Below).*



New information and directional sign to be installed under the current shade structure, to include a brief history of Ashburton, Onslow and Islands, area map and suggested Reef to Range itineraries. (Below).



Existing 'Welcome to Country and Acknowledgment' sign to be updated to current Visit Ashburton tourism branding and Reef to Range messaging, to include acknowledgement to Country and important area information (Disaster dashboard, Shire information etc). (Below).



Update of signage of 'Welcome to Onslow - The Cooler Coast' signage to Reef to Range messaging and imagery. *(Below).*



Further considerations for Onslow pull over information and rest area:

- Potential for digital signage (budget dependant as not critical) to provide up to date information relevant to Onslow (accommodation availability, events etc);
- Vegetation, road works to edging and place beautification to be considered as infrastructure upgrades for the 2025 - 2026 financial year.

2. Tom Price-Paraburdoo Road information and pull over and rest area:



- Update to existing signage and infrastructure to provide consistent Reef to Range messaging and imagery.
- Update to information, include a brief history of Ashburton, Tom Price and area map suggested Reef to Range itineraries.
- Feature Karijini National Park (in liaison with DBCA), information, maps.
- 'Welcome and Acknowledgment', important area information (Disaster dashboard, Shire information etc).

Further Considerations for Tom Price-Paraburdoo Road information and pull over rest area:

- Potential for digital signage (budget dependant as not critical) to provide up to date information relevant to Tom Price, Paraburdoo and Karijini (accommodation availability, events etc);

- Vegetation, road works to edging and place beautification to be considered as infrastructure upgrades for the 2025 - 2026 Financial Year.

Comments made to Main Roads Western Australia regarding Tom Price-Paraburdoo Road information and pull over rest area:

Some of the signage at the intersection has been burnt or damaged and needs to be replaced. *(Below)*.



As per much of the Pilbara, the Warlu Way signage is often confusing and the signage is often excessive and reduces the opportunity to highlight and promote other tourism and natural assets, such as Western Australia's second largest National Park Karijini and nearby Millstream Chichester National Park. *(Below).*





The intersection at Tom Price-Paraburdoo and Karijini roads is the gateway to one of Western Australia's major tourist attractions, the Karijini National Park, it is hoped that something more sufficient to address it's popularity and class as a natural wonder is considered.

3. Nanutarra Roadhouse:

Nanutarra Roadhouse is a popular location for all those who access the North West Coastal Highway either as a tourist or those living or working in the area, suggested new signage and infrastructure is outlined below and as per Main Roads feedback is a good opportunity and location for tourist information and directional signage. These locations are in the Main Roads road reserve and would be subject to their approvals:

Request to be made to MRWA to appprove signage and Ashburton area maps produced and installed next to the pull in area where the tree line is opposite fuel bowsers (this area is also within the Main Roads, road reserve).

At this location, people park in the shade post refuelling their vehicles, obtaining supplies, and having a rest stop.

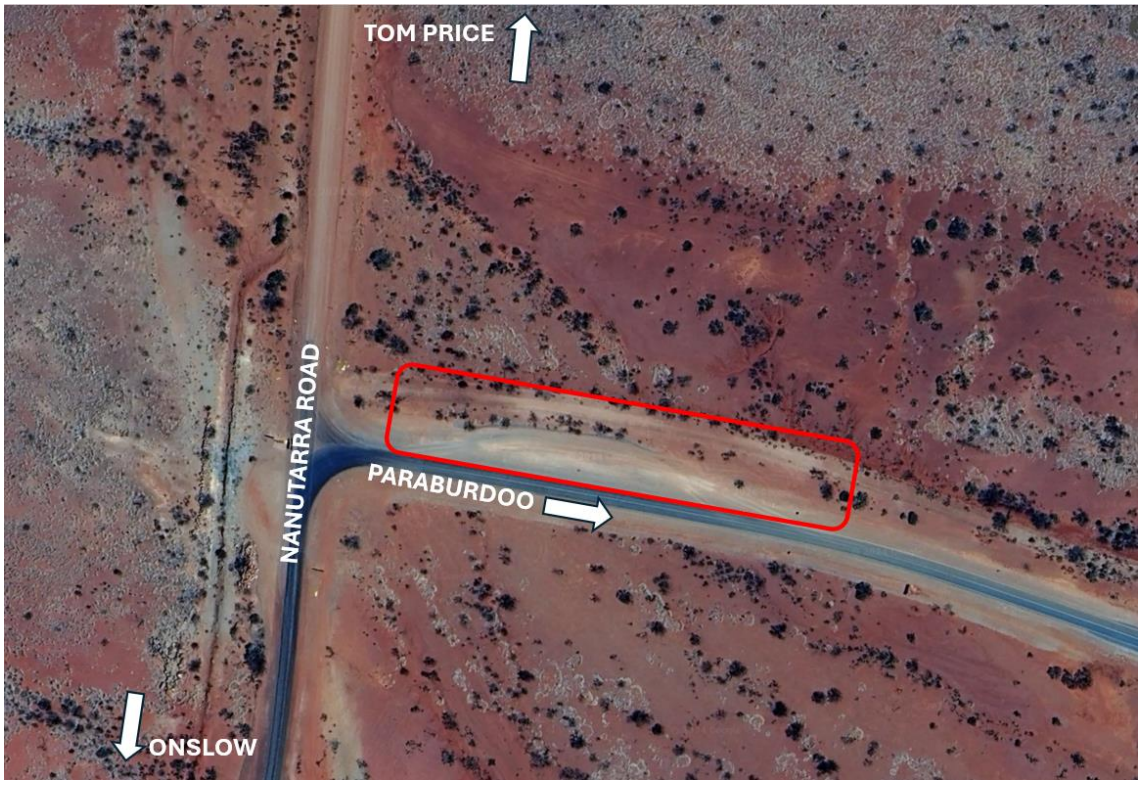


Shaded rest area opposite Nanutarra Roadhouse and amenities (above).

4. Intersection at Paraburdoo Road and Nanutarra-Munjina Road:

Consideration and further investigation for the red area highlighted below to be upgraded to an official pull over bay and rest area, currently many pull over in this space as a rest stop to their next location, or to assess which direction they are travelling.

New information and directional signage would be required to be produced and installed, consistent with the Reef to Range branding and messaging. This area is in the Main Roads, road reserve and would be subject to their approval.



Aerial view of intersection at Paraburdoo Road and Nanutarra-Munjina Road



Area identified (left side of road) as an official pull over bay and rest area, heading towards Paraburdoo from the Nanutarra-Munjina Road

Comments below to Main Roads regarding intersection at Paraburdoo Road and Nanutarra-Munjina Road:

- Signage clutter clean up at intersection, signage is confusing and needs to include Tom Price and Onslow.
- Removal or more practical inclusion of Warlu Way.
- Hero sign should be Karijini National Park, which is a major tourist attraction.



Signage at the intersection of Paraburdoo Road and Nanutarra-Munjina Road

Comments to Main Roads Western Australia regarding another location of interest, Nanutarra Road and North West Coastal Highway Intersection:





- Current signage in this location does not include Onslow nor distances.Given Onslow is the next closest town with amenities it makes logical sense as to be included, although it is viewed as an access road turn off from a main highway (similar to Exmouth or Karratha).
- Intersection signage here could be much more informative as to include distances, with suggestion to the below content:
  - (to the south - left) Nanutarra Roadhouse, Exmouth, Carnarvon.
  - (to the north - right) Onslow, Karratha, Dampier.

Consultation

Consultation has been undertaken with Main Roads Western Australia as to ensure that the Shire is adhering to Main Roads Western Australia Tourist signage standards and guidelines, as per the attached Tourism Western Australia Tourism Signage Guidelines position statement, to:

> *'Recognise and support the established signage policies and requirements of Main Roads Western Australia (MRWA), as well as those of Local Government Authorities that promote a uniform state-wide and national approach to signage standards.'*

Ongoing consultation and collaboration with Main Roads Western Australia will be required as to seek approvals for any new locations or infrastructure inclusion and signage designs.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	3. Prosperity - We will advocate and drive opportunities for the community to be economically desirable, resilient, and prosperous.
Strategic Outcome	3.4 Sustainable commerce and tourism opportunities
Strategy	3 Work collaboratively with tourism sector providers, Australia's North-West Tourism and Tourism WA to increase visitor spend, and length of stay, in the Shire.

Council Policy

Local Planning Policy LPP03 Advertising Signs

Financial Implications

Current Financial Year

Funds are available in the 2024/2025 Municipal Budget ($100,000) to provide for Visit Ashburton Tourism Signage (ED31503 X3435).

Future Financial Year(s)

The Shire of Ashburton is financially responsible to update and maintain any repairs or maintenance to any Shire of Ashburton signage, budget funding for upgrades or improvements to other tourism signage or improvements has not yet been identified nor considered for 2025/2026 or future financial years.

Legislative Implications

Nil

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	Current tourism signage and information is out of date, does not align with the current Tourism brand, and in some scenario's information is incorrect. There is currently a lack of appropriate directional and distance signage as to provide visitors with safe and correct information whilst travelling through Ashburton.	Likely (4)	Moderate (3)	Moderate (5-9)	Update signage at current locations within the Shire of Ashburton's control, and continue to collaborate with Main Roads Western Australia to upgrade tourism and facility signage as part of the 10-year Pilbara regional signage upgrade

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

Voting Requirements

Simple Majority

Committee Recommendation

That with respect to the Visit Ashburton Tourism Signage the Economic And Tourism Development Committee recommends that Council:

1. Supports visitor information and signage improvements at the North West Coastal Highway, Onslow pull over information and rest area (including the 'Onslow - Cooler Coast' signage); and at the Tom Price – Paraburdoo Road, pull over information and rest area, for existing and new signage upgrades as detailed in points 1 and 2 of the comments section of this report; and
2. Supports investigation of new directional and tourism information signage and infrastructure being installed at the Nanutarra Roadhouse in the location identified in point 3 of the comment section of this report (subject to Main Roads Western Australia approvals); and
3. Approves further investigations for a new Paraburdoo Road and Nanutarra-Munjina Road pull over bay and rest area, with new directional, tourism information signage and infrastructure (subject to Main Roads Western Australia approvals).;

Audit And Risk Management Committee Meeting held on 10 December 2024

AR.1 Review of Council Policy - Risk Management

File Reference	GV20
Applicant or Proponent(s)	Not Applicable
Author	J Bray, Manager Governance
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Ordinary Council Meeting 13 December 2022 - Item 12.5 – 171/2022 Ordinary Council Meeting 18 July 2017 – Item 13.6
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Council Policy - Risk Management (proposed) 2. Council Policy - Risk Management (current)

Report Purpose

It is good governance for Council to regularly review its policies.

The purpose of this report is to provide details of the review of Council Policy – Risk Management that has been undertaken.

Council is requested to adopt the new Council Policy – Risk Management (Attachment 1) which replaces the current policy (Attachment 2) for the reasons set out in this report.

Background

Council's current Risk Management Policy was last reviewed on 13 December 2022.

Effective risk management is fundamental to the organisation achieving its strategic and operational objectives, and it plays an integral role in day-to-day management and decision making at all levels.

The proposal to adopt a new Risk Management Policy was presented to the Audit and Risk Management Committee at its meeting on 18 May 2024. The Committee sought further consultation on the policy proposal before further consideration, and Council at its May Ordinary Meeting resolved as follows.

> *"That with respect to the review of Council Policy – Risk Management, Council defers this item to the next Council briefing session in relation to risk management".*

The proposed Risk Management Policy was circulated to elected members for comment by email on 23 May 2024 to ensure adequate time to review the policy prior to the proposed briefing in August 2024.

Comments

Effective risk management is integral to shaping the strategic direction of the Shire of Ashburton (the Shire) and contributes to evidence-based decision-making and successful objective attainment. Effective risk management can:

- Safeguard the Shire from strategic threats
- Prevent loss of life or injury

- Safeguard the Shire's reputation
- Protect assets and resources
- Ensure delivery of community services meeting expectations
- Minimise legal liabilities
- Prevent disruption to Shire operations
- Prevent financial losses, including theft and fraud
- Ensure timely, budgeted, and quality project delivery.

Risk management enhances the Shire's performance by identifying and mitigating events/incidents hindering objective achievement. Managing and communicating risks should seamlessly integrate into existing processes and procedures to maximize benefits.

The new Risk Management Policy was developed by the Shire's risk management consultant, Paladin Risk Management Services. The policy has been formatted into the Shire's policy template however, is significantly different from the current policy therefore, no track changes are marked up.

The new policy provides comprehensive overarching guidance to Council and staff and is complemented by Risk Management Procedures (under development), collectively forming the Shire's new Risk Management Framework, which aligns with the AS/NZS ISO 31000:2018 standard.

Following the Council briefing on 20 August 2024, minor amendments to the policy have been made to ensure role clarity and a risk appetite statement has been included. The adoption of the reviewed policy will support the closure of item 30 (review the risk management policy) on the outstanding internal audit log and is the first step required to action item 37 (develop, monitor and report on risk appetite, tolerance and treatment action plans).

The adoption of this new Risk Management Policy is one step in the risk management project to implement an effective risk management function at the Shire. Actions to date and next steps are detailed in the table below.

Date	Action
8 April 2024	Draft Risk Management Policy and plans circulated to Executive Leadership Team (ELT) and Middle Management Group (MMG)
16 April 2024	Risk management training session with Council
17 April 2024	Risk management training session with staff
21 May 2024	Risk Management Policy review considered by the Audit and Risk Management Committee and Council
23 July 2024	Strategic Risk Workshop – Executive Leadership Team
July-August 2024	Enterprise/Operational Risk Workshop/s – Executive Leadership Team, Middle Management Group and selected key staff
20 August 2024	Risk Management Policy and Strategic Risk Workshop – Council
September 2024	Risk Management Policy and Strategic Risks finalised
October-November 2024	Strategic Risk assessments and development of the Strategic Risk Register

December 2024	Strategic Risk Procedure and Register to be circulated to be reviewed by the Executive Leadership Team
January 2025	Strategic Risk Procedure and Register to be circulated to Council
February 2025 (TBC)	Strategic Risk Procedure and Register to be considered by the Audit and Risk Management Committee and Council
March 2025 (TBC)	Enterprise/Operational Risk Procedure and Register to be considered by the Chief Executive Officer/Executive Leadership Team

By ingraining risk management principles into the organisation's culture and decision-making processes, the Shire will be better positioned to anticipate, assess, and respond to risks, ensuring its long-term success.

Consultation

The proposed policy was circulated to the Executive Leadership Team and Middle Management Group for comment and was considered by the Shire's (Audit, Risk and Compliance Improvement Technical Advisory Group) in April 2024.

The policy was provided to all elected members by email on 23 May 2024 and the matter was workshopped with elected members at the August 2024 briefing session. Following the briefing session, the policy was recirculated to elected members on 20 August 2024. No feedback was received.

A further briefing was provided to Council on 15 October 2024 in relation to risk appetite and tolerance.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Council Policies » Shire of Ashburton

The proposed Council Policy – Risk Management (Attachment 1) will replace the current policy (Attachment 2).

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

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

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Policy doesn't provide sufficient detail to guide staff.	Possible (3)	Minor (2)	Moderate (5-9)	Adopt the proposed policy.

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

Voting Requirements

Simple Majority

Committee Recommendation

That with respect to the Council Policy – Risk Management, the Audit and Risk Management Committee recommends that Council adopts the new Council Policy – Risk Management as detailed in Attachment 1, which replaces the current policy detailed in Attachment 2.

AR.2 2025 Audit and Risk Management Committee Meeting Dates

File Reference	CM53
Applicant or Proponent(s)	Not Applicable
Author	B Van Rensburg, Council Support Officer
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Ordinary Council Meeting 12 December 2023 - Item AR.9 – (225/2023)
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Report Purpose

Council is required to set and publish a schedule of meeting dates, times and locations for all committee meetings proposed to be open to the public.

The purpose of this report is to present to the Audit and Risk Management Committee (the Committee) the proposed meeting dates, times, and locations for 2025.

Council is requested to approve the 2025 Committee meeting dates as detailed in this report.

Background

In accordance with section 7.1A of the *Local Government Act 1995* (the Act), the local government must establish an audit committee.

It is a legislative requirement to publish a schedule of committee meeting dates, times, and locations on an annual basis if they are proposed to be open to members of the public, for the following calendar.

Comments

In accordance with the Terms of Reference, the Committee is to develop and agree to the schedule of meetings.

The 2025 Committee meeting dates have been scheduled to coincide with the completion of scheduled audits and legislative requirements such as the adoption of the annual Compliance Audit Return. The meetings will be held in the morning, coinciding with Ordinary Council Meetings. The proposed dates, times and locations are detailed below:

Date	Time	Location
18 February 2025	8:30am	Clem Thompson Sports Pavilion, Stadium Road, Tom Price
20 May 2025	8:30am	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow
19 August 2025	8:30am	Ashburton Hall, Ashburton Avenue, Paraburdoo
9 December 2025	8:30am	Clem Thompson Sports Pavilion, Stadium Road, Tom Price

To encourage public participation and maintain the Shire's value of openness, the Committee meetings will be open to the public.

It is a legislative requirement to publish a schedule of committee meeting dates, times, and locations on an annual basis if they are proposed to be open to members of the public, for the following calendar year therefore, the meeting details as endorsed by Council, will be published on the Shire's official website.

Consultation

The proposed meeting dates have been prepared in consultation with the elected members, the Deputy Chief Executive Officer and Manager Governance.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

Regulation 12(2)(b) of the *Local Government (Administration) Regulations 1996* requires the Chief Executive Officer to publish the meeting details for committee meetings which are intended to be open to the public, on the Shire's official website.

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	The local government fails to publish a schedule of dates, location, and times for meetings to be held in the following calendar year.	Unlikely (2)	Minor (2)	Low (1-4)	Adoption of the proposed 2025 Committee meeting dates and ensure appropriate procedures are in place for the publishing of these dates.

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

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to the 2025 Audit and Risk Management Committee Meeting Dates, the Audit and Risk Management Committee recommends that Council, approves the publishing of the dates, times, and locations as outlined below.

Date	Time	Location
18 February 2025	8:30am	Clem Thompson Sports Pavilion, Stadium Road, Tom Price
20 May 2025	8:30am	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow
19 August 2025	8:30am	Ashburton Hall, Ashburton Avenue, Paraburdoo
9 December 2025	8:30am	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow

AR.3 Cyber Security - Statement of Assurance to close Moore Australia legacy items

File Reference	CM52
Applicant or Proponent(s)	Not Applicable
Author	D Kennedy, Director Corporate Services
Authorising Officer	K Donohoe, Chief Executive Officer
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Statement of Assurance

Report Purpose

The Audit and Risk Management Committee is requested to consider a Statement of Assurance from the Director Corporate Services regarding the resolution of 20 outstanding items on the Moore Australia internal audit log related to cyber security and information and communications technology (ICT).

The purpose of this report is to demonstrate that subsequent actions taken by the organisation have not only addressed but exceeded the recommendations outlined in the Moore Australia report.

The Audit and Risk Management Committee is therefore requested to approve the closure of the 20 internal audit log actions as detailed in the accompanying Statement of Assurance.

Background

Moore Australia were engaged by the Shire of Ashburton in 2021 and 2022 to complete a range of internal audits. This led to a raft of best practice recommendations being made, which staff at the time made a commitment to implementing.

In terms of cyber security and ICT, there were a total of eight findings and 30 recommendations emanating from the Cyber Security internal audit report dated 1 November 2022.

As explained to Council at the November 2024 Council briefing, the field work for the above audit was completed prior to the end of the 2021/2022 financial year.

At the same time as Moore Australia were completing their report, the Shire was selected by the Office of the Auditor General (OAG) to be one of the first local governments to be subjected to a general computer controls (GCC) audit as part of the annual financial audit process. The objective of the GCC audits is to determine if an entities' computer controls effectively support the preparation of financial statements, the delivery of key services and the confidentiality, integrity and availability of information systems. Well operating controls help protect information systems and information technology environments from data breaches and cyber security threats.

Once selected for a GCC audit, local governments are subjected to annual GCC audits until such time as the OAG deems that GCC controls have reached a satisfactory level.

Comments

For the financial years ended 2021/2022 and 2022/2023, minimal progress was made on addressing the management letter findings raised by the OAG. At the end of 2022/2023 there were eight outstanding findings with two rated as significant and with the potential to impact the overall audit opinion.

Significant work was undertaken during 2023/2024 by the information technology (IT) team to address the outstanding findings. It is pleasing to report that the updated management letter for 2023/2024 shows that six findings have been cleared and the remaining two findings that were previously rated as significant have been downgraded to minor and that they no longer pose a risk to the audit opinion.

At the time of writing this report, officers are waiting to receive confirmation from the OAG that based on the significant improvement in GCC's (including cyber security) that the Shire will not be subjected to a GCC audit in the coming years. This will be confirmed at the audit exit meeting scheduled for the 5 December 2024.

Additional activities:

In addition to satisfactorily providing the audit evidence required to clear the management letter findings the IT team have also engaged Avantgarde Technologies to undertake a comprehensive current state assessment of the entire IT environment. This report which has previously been provided to Council, has been used by the IT team to prioritise further improvements to the Shire's IT infrastructure.

The Moore Australia cyber security findings focused heavily on the Shire developing its own "Cyber Security Framework". Rather than do this, current best practice is to follow the direction of the Australian Cyber Security Centre (ACSC). To that end, the Shire has entered into a partnership with the ACSC and has aligned internal policies, directives, procedures and monitoring to the Essential Eight Cyber Security Framework. This alignment to the Essential Eight framework has been reviewed and endorsed by the OAG as part of the GCC audit process.

Consultation

Cyber Security & Privacy Risk Services Division – RSM Australia (GCC audit)
Australian Cyber Security Centre
Local Government Insurance Services LGIS
Avantgarde Technologies – ICT Audit 2024

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	4. Performance - We will lead the organisation, and create the culture, to deliver demonstrated performance excellence to the community.
Strategic Outcome	4.4 Information systems to aid delivery of services to the community are robust, reliable, and secure
Strategy	1 Provide continuous implementation of improvements in Information and Communication Technology solutions to best support the needs of Councillors, employees and, where appropriate, the community.

Council Policy

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

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

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

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Interruption to service	Disruption to services caused by cyber security incident.	Possible (3)	Major (4)	High (10-16)	As detailed the Shire has invested heavily in the last 12 months to mature cyber security preparedness.

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

Voting Requirements

Simple Majority

Committee Recommendation

That with respect to Cyber Security Statement of Assurance to close Moore Australia legacy items, the Audit and Risk Management Committee recommends that Council approves the closure of internal audit log items 69, 105, 106, 107, 108, 109, 110, 117, 120, 121, 122, 123, 124, 125, 126, 127, 137, 138, 230 and 231.

Chief Executive Officer's Recruitment and Performance Review Committee Meeting held on 10 December 2024

CEO.1 Chief Executive Officer Recruitment - Approval of Position Description, Selection Criteria and Selection Panel

File Reference	PE.CE001
Applicant or Proponent(s)	Not Applicable
Author	J Bray, Manager Governance
Associated Person	A Smith, Shire President
Previous Meeting Reference	Ordinary Council Meeting 20 August 2024 – Item 11/CP.2 – 156/2024 Ordinary Council Meeting 17 September 2024 – Item 11/CEO.1 – 172/2024 Ordinary Council Meeting 19 November 2024 – Item 19/CEO.1 – 232/2024
Disclosure(s) of interest	Author – Nil
	Authorising Officer – N/A
Attachments	1. Chief Executive Officer Position Description - proposed amendments tracked 2. Draft CEO Recruitment Selection Panel Terms of Reference

Report Purpose

The purpose of this report is to present proposed amendments to the Chief Executive Officer (CEO) position description, and a draft Terms of Reference for the CEO Recruitment Selection Panel, as detailed in Attachment 2, for Chief Executive Officer's Recruitment and Performance Review Committee (the Committee) and Council's consideration.

Background

Following the resignation of the Shire of Ashburton's (the Shire) current CEO, Mr. Kenn Donohoe, on 6 July 2024, Council, at its meeting held 20 August 2024, resolved as follows:

"1. Notes the acknowledgement of the Chief Executive Officer, Mr Kenn Donohoe's resignation and that Mr Kenn Donohoe will remain the Chief Executive Officer with all benefits until a mutually agreed separation date is determined by both parties;

2. Approves the Chief Executive Officer position description, as detailed in Attachment 2, which includes the duties, responsibilities and selection criteria of the position;

3. Endorses the Total Rewards Package range of $228,973-$356,181, in line with the State Administrative Tribunal Determination 1 of 2024;

4. Determines the selection panel comprises of five elected members;

5. Appoints the following elected members to the selection panel, President A Smith, Cr A Sullivan, Cr M Lynch, Cr K White and Cr L Rumble JP;

6. *Delegates the Shire President to have a conversation with the Western Australian Local Government Association for recommendations for an independent selection panel member;*

7. *Approves the use of the Western Australia Local Government Association standard Chief Executive Officer contract template for use when appointing the new Chief Executive Officer; and*

8. *Allocates a sum of up to $70,000 for the recruitment process."*

At its meeting held 19 November 2024, Council resolved to commence a new recruitment and selection process.

Comments

Position Description and Selection Criteria

In accordance with clause 5(2) of the Standards for CEO Recruitment, Performance and Termination (the Standards), Council is to approve the position description for the position of CEO which sets out the duties, responsibilities and selection criteria of the position, by absolute majority.

The CEO position description has been reviewed and minor amendments have been made to the objectives of the role. The selection criteria have been clarified and clearly identified. The proposed amendments (tracked in Attachment 1) were approved by the CEO in consultation with the Shire President.

CEO Recruitment Selection Panel

A draft Terms of Reference has been prepared to provide clarity of the role of the selection panel in the CEO recruitment process. This Terms of Reference has been prepared to reflect the Standards and is based on other local government examples provided by the Western Australian Local Government Association (WALGA).

Selection Panel

At its meeting held 20 August 2024, Council appointed Shire President Audra Smith, Deputy Shire President Kerry White, Councillors Alana Sullivan, Matthew Lynch and Linton Rumble JP to the selection panel.

Council appointed an external independent member to the selection panel, at its meeting held 17 September 2024, as follows:

"That with respect to the Chief Executive Officer Recruitment - Appointment of an External Independent Panel Member, the Chief Executive Officer's Recruitment and Performance Review Committee recommends that Council,

1. Appoints Arthur Kyron as the first option, as the external independent member on the selection panel for the recruitment of a Chief Executive Officer for the Shire of Ashburton.

2. Appoints Carol Adams as the second option should Arthur Kyron not be available, as the external independent member on the selection panel for the recruitment of a Chief Executive Officer for the Shire of Ashburton."

As no term was set for the appointment of the panel members and the recruitment process is ongoing, it is considered that the appointed selection panel remains in place.

The Shire contacted Arthur Kyron to seek his availability to continue as the independent member on the selection panel. Unfortunately, Arthur is not available in the new year due to other commitments.

As per Council's resolution above, Carol Adams may be contacted as an alternative or Council may choose to conduct a new expression of interest process.

Consultation

Chief Executive Officer

Shire President

WALGA

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	4. Performance - We will lead the organisation, and create the culture, to deliver demonstrated performance excellence to the community.
Strategic Outcome	4.1 Coordinated delivery of organisational leadership and performance excellence for the benefit of the community
Strategy	3 Provide professional leadership and advice to assist Council.

Council Policy

Council Policies » Shire of Ashburton

The Standards for CEO Recruitment, Performance and Termination set out the process which must be followed for the recruitment of a local government CEO.

Financial Implications

Current Financial Year

Sufficient funds exist within the 2024/2025 Annual Budget to address this recommendation.

Future Financial Year(s)

The cost of this position will be included in the Shire's salaries and wages budget for the life of the employment contract.

Legislative Implications

Local Government Act 1995

Local Government (Administration) Regulations 1996

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Non-compliance with the provisions contained within the Act and Regulations.	Possible (3)	Moderate (3)	Moderate (5-9)	Ensure a legally compliant CEO recruitment and appointment process by endorsing recommendations as outlined in this report.

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

Voting Requirements

Absolute Majority

Committee Recommendation

That with respect to Chief Executive Officer Recruitment - Approval of Position Description, Selection Criteria and Selection Panel, the Chief Executive Officer's Recruitment and Performance Review Committee recommends that Council

1. Approves the amended Chief Executive Officer position description, as detailed in Attachment 1, which includes the duties, responsibilities and selection criteria of the position.
2. Endorses the Chief Executive Officer Recruitment Selection Panel Terms of Reference, as detailed in Attachment 2.

CEO.2 Chief Executive Officer Recruitment - Appointment of an External Recruitment Consultant

File Reference	PE.CE001
Applicant or Proponent(s)	Not Applicable
Author	J Bray, Manager Governance
Authorising Officer	K Donohoe, Chief Executive Officer
Previous Meeting Reference	Ordinary Council Meeting 20 August 2024 – Item 11/CP.1 – 155/2024 Ordinary Council Meeting 19 November 2024 – Item 19/CEO.1 – 232/2024
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Impartiality
Attachments	1. External Recruitment Consultant Summary - Confidential 2. External Recruitment Consultant Proposals - Confidential

Report Purpose

The purpose of this report is to present the proposals received following a request for quotation issued for a consultant to conduct the recruitment process for the position of Chief Executive Officer (CEO).

The CEO Recruitment and Performance Review Committee (the Committee) is requested to consider and make recommendation to Council for the appointment of an external consultant to undertake the recruitment process for the position of CEO of the Shire of Ashburton (the Shire).

Background

Following the resignation of the Shire's current CEO, Mr. Kenn Donohoe, on 6 July 2024, Council appointed Leading Roles to conduct the recruitment process at its meeting held 20 August 2024.

Leading Roles conducted the recruitment process and interviews were held by the Selection Panel in November 2024. At the conclusion of the recruitment process Council resolved, at its meeting held 19 November 2024, to commence a new recruitment and selection process.

The Department of Local Government, Sport, and Cultural Industries 'Local Government Operational Guidelines CEO Recruitment and Selection, Performance Review and Termination' recommend that an external human resource (recruitment) consultant be engaged to facilitate the recruitment and selection process on behalf of the Council.

Comments

The scope from the previous recruitment process was reviewed by Governance and the updated scope as detailed below was endorsed by the CEO and Shire President:

"The recruitment consultant must have an understanding of the:

- *expectations of the role of a local government CEO; and*

- *legislative requirements for the recruitment process of a local government CEO as set out in the Local Government Act 1995, Local Government (Administration) Regulations 1996 and Council's adopted Standards for CEO Recruitment, Performance and Termination.*

The successful recruitment consultant will be required to undertake the following (scope of works) in consultation with the Shire President:

- *Develop the Application Package;*
- *Draft and conduct advertising, in accordance with section 5.36(4) of the Local Government Act 1995 and regulation 18A of the Local Government (Administration) Regulations 1996;*
- *Develop assessment methods in relation to Council's adopted selection criteria;*
- *Conduct an executive search;*
- *Conduct a preliminary assessment of the applications;*
- *Coordinate a meeting with the Selection Panel to shortlist candidates for interview;*
- *Draft questions for interview in consultation with the Selection Panel;*
- *Coordinate interviews;*
- *Arrange integrity checks, police clearance and psychometric testing; and*
- *Prepare the selection summary assessment and recommendation report and confidential covering report for presentation to the CEO Recruitment and Performance Review Committee and Council;*
- *Facilitate the offer process and assist the Council in preparing the employment contract."*

Five recruiters from the Western Australian Local Government Association (WALGA) preferred supplier panel, were contacted by the Shire to seek availability and were provided with the scope as detailed above. The recruitment consultants contacted were:

- Chandler Macleod
- Hays Specialist Recruitment
- McArthur
- Mills Recruitment
- Robert Walters.

Hays Specialist Recruitment did not provide a submission.

To assist the Committee with their assessment, a summary of the submissions received is provided in Attachment 1. Full submissions received are provided in Attachment 2.

The Committee is requested to consider the provided submissions based on value for money principles as detailed in clause 3 of Council Policy – Purchasing and Procurement and provide recommendation to Council for the appointment of an external recruitment consultant.

Consultation

Chief Executive Officer

Shire President

Members of the Committee were provided with an evaluation matrix to assist with their assessment of the proposals provided.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	4. Performance - We will lead the organisation, and create the culture, to deliver demonstrated performance excellence to the community.
Strategic Outcome	4.1 Coordinated delivery of organisational leadership and performance excellence for the benefit of the community
Strategy	3 Provide professional leadership and advice to assist Council.

Council Policy

Council Policies » Shire of Ashburton

Council Policy – Purchasing and Procurement requires the Shire to apply value for money principles in assessing quotations received.

Financial Implications

Current Financial Year

Sufficient funds are available in the 2024/2025 Annual Budget to address this recommendation.

Future Financial Year(s)

Nil

Legislative Implications

The recruitment of a CEO is to be conducted in accordance with the Standards for CEO Recruitment, Performance and Termination as determined under regulation 18FA of the *Local Government (Administration) Regulations 1996*.

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Non-compliance with section 5.36(4) of the *Local Government Act 1995* and regulation 18A of the *Local Government (Administration) Regulations 1996*.	Unlikely (2)	Moderate (3)	Moderate (5-9)	Follow the procedures as detailed in the Standards for CEO Recruitment and Selection. Select a suitably qualified recruitment consultant.

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

Voting Requirements

Simple Majority

Committee Recommendation

That with respect to the Chief Executive Officer Recruitment - Appointment of an External Recruitment Consultant, the Chief Executive Officer's Recruitment and Performance Review Committee recommends to Council, that _____, be appointed as the external recruitment consultant to conduct the Chief Executive Officer recruitment process on behalf of Council.

12 Office of the Chief Executive Officer Reports

12.1 Policy Review - Senior Employees

File Reference	GV20
Applicant or Proponent(s)	Not Applicable
Author	K Donohoe, Chief Executive Officer
Authorising Officer	
Previous Meeting Reference	Ordinary Council Meeting 20 August 2024 – Item 13.2 – 160/2024 Ordinary Council Meeting 19 November 2024 – Item 13.6 – 222/2024
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Council Policy - Senior Employees

Report Purpose

Council is requested to consider minor amendments to Council Policy - Senior Employees to ensure ongoing operational effectiveness.

The purpose of this report is to present to Council for consideration the proposed amendments to this policy, as provided at Attachment 1.

Council is requested to consider formally endorsing the amendments to Council Policy - Senior Employees.

Background

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

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

At the November 2024 Ordinary Council Meeting, amendments to this policy were supported following the introduction of the new standalone Council Policy - Appointment of Acting or Temporary Chief Executive Officer.

Comments

The amendments proposed to this policy seek to add the positions of Chief Financial Officer and Internal Auditor, as designated senior employees of the Shire of Ashburton.

These positions are critical for good governance and the effective management of the Shire moving forward. Supporting the designation of these two positions as senior employees ensures Council oversight moving forward, in the case of future appointments or dismissals.

The amendments proposed are presented in Attachment 1, using track changes.

If the amended policy is formally endorsed, the Shire's website will be updated, and the updated policy framework will be circulated internally.

Consultation

Nil

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Council Policy – Senior Employees sets out the positions which are designated senior employees.

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

Local Government Act 1995

Section 2.7 prescribes that Council is responsible for determining the local government's policies.

Section 5.37 deals with Senior Employees

"(1) A local government may designate employees or persons belonging to a class of employee to be senior employees.

(2) The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.

(3) Unless subsection (4A) applies, if the position of a senior employee of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.

(4A) Subsection (3) does not require a position to be advertised if it is proposed that the position be filled by a person in a prescribed class.

(4) For the avoidance of doubt, subsection (3) does not impose a requirement to advertise a position where a contract referred to in section 5.39 is renewed."

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Policy positions not being statutorily or operationally functional.	Unlikely (2)	Insignificant (1)	Low (1-4)	Ensuring policy positions are accurate and effective.

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

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to the Policy Review - Senior Employees, Council adopts the amendments as detailed in Attachment 1.

12.2 Appointment of Chairperson- Shire of Ashburton Local Emergency Management Committee's - Terms of Reference Update

File Reference	ES11
Applicant or Proponent(s)	Not Applicable
Author	K Cameron, Coordinator Ranger Services
Authorising Officer	J Sangster, Deputy Chief Executive Officer
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Current LEMC - Terms of Reference 2. Terms of Reference - Proposed Amendments

Report Purpose

Council is required to consider the appointment of a Chairperson for each of the districts three Local Emergency Management Committees (Inland Local Emergency Management Committee, Onslow Local Emergency Management Committee and the Pannawonica Local Emergency Management Committee) (LEMC's) to ensure effective ongoing meeting management.

The purpose of this report is to seek Council's support for the appointment of a Chairperson for the districts three LEMC's, either collectively or separately and for very minor subsequential amendments to the LEMC's current Terms of Reference (Refer to Attachment 2) to support the recommendation presented for consideration.

Background

Three LEMC's are active and operational in the district in order to support the Shire's legislative obligations under the *Emergency Management Act 2005*.

The current Terms of Reference (ToR) adopted by Council for the district's LEMC's are provided for information in Attachment 1. Each of the ToR provide information on the aims, objectives responsibilities and duties of each of the LEMC's.

Comments

The Manager Regulatory Services is the outgoing LEMC Chairperson, the Executive Officer position is currently held by the Coordinator of Ranger Services for each of the districts three LEMC's. The Chairperson role became vacant as of mid-October 2024 (with acting arrangements in place) and the next LEMC meetings are scheduled for March and June 2025.

According to the current adopted ToR for each of the districts LEMC's, Council, is to support effective meeting management in respect to the appointment of the Chairperson.

The Chairperson is appointed by Council, recommended to be an elected member of Council. In the absence of the Chair, the Deputy Chair will act as the Chairperson.

If an elected member of Council is not appointed as Chair, Council may appoint a Shire staff member to be Chair.

A. The Local Emergency Coordinator (Officer in Charge (OIC) of the local Police station for the area) should be appointed as the Deputy Chair.

Role of the Chairperson

The LEMC Chairperson provides leadership and support to the LEMC by (*State Emergency Management LEMC Handbook 2003*):

- ensuring the appointment of an Executive Officer;
- chairing the LEMC meetings and ensuring that the ToR and meeting procedures of the LEMC are adhered to;
- ensuring that the local councils are kept fully informed of Emergency Management within the local government district and significant outcomes from LEMC meetings;
- ensuring the LEMA is prepared and up to date; and
- providing leadership in emergency management within the local government district

Meeting Management

It is best practice for the Chairperson to be an elected member of Council who is selected from the elected member representation. The term of appointment is until the next local ordinary government election.

If an elected member from the elected member representation (excluding deputies) on the committee is not appointed as the Chairperson, Council may appoint a Shire staff member to be Chairperson with the terms expiring at the next ordinary local government election.

Whilst it is preferred to hold the meetings in person in each respective town, due to the extent of travel required for these meetings, virtual attendance is considered acceptable.

Deputy Chairperson

The Local Emergency Coordinator (Officer in Charge of the local Police station for the area) is the appointed Deputy Chairperson for each of the three LEMC sub-districts.

Options

The options that Council could consider are –

1. Appoint the Shire President as the Chairperson for each of the sub-districts three LEMC's as the Shire President is already a member of each LEMC for a term expiring on 18 October 2025 to align with the next Ordinary Local Government Election.
2. Appoint a Shire member of staff as Chairperson.
3. Appoint another elected member who is already a member of the LEMC to be the Chairperson of their representative LEMC sub-district.
    - Inland Local Emergency Management Committee

      Cr Linton Rumble – LEMC Member
    - Onslow Local Emergency Management Committee

      Cr Rory De Pledge – LEMC Member
    - Pannawonica Local Emergency Management Committee

      Cr Melanie Gallanagh – LEMC Member

Consultation

Manager Regulatory Services
Executive Manager Land Property and Regulatory Services
Coordinator Ranger Services
Mathew Reimer District Emergency Management Advisor
State Emergency Management Committee, Local Emergency Management Handbook

The LEMC has been consulted with regard to combining the Pannawonica and Onslow district however this was unsupported, with no changes recommended to the number of meetings held going forward.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	3. Prosperity - We will advocate and drive opportunities for the community to be economically desirable, resilient, and prosperous.
Strategic Outcome	3.3 Clean, safe, and accessible communities
Strategy	2 Review and maintain Local Emergency Management Arrangements for the community.

Council Policy

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

Section 38 and section 39 of the *Emergency Management Act 2005* prescribe the functions of local emergency management committees.

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Not having appropriate appointments in place may result in non-compliance with the Shire's obligations under the *Emergency Management Act 2005.*	Possible (3)	Minor (2)	Moderate (5-9)	Adopting the officer's recommendation will ensure effective meeting management is ongoing.

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

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to the Appointment of Chairperson for the Shire of Ashburton Local Emergency Management Committee's and the Terms of Reference Update, Council,

1. Appoints the Shire President as the Chairperson of the Inland, Onslow and Pannawonica Local Emergency Management Committee's for a term expiring on 18 October 2025; and
2. Approves amendments to the Terms of Reference for the Shire's three Local Emergency Management Committee's to reflect the appointment in point 1 above, and other minor amendments to clause 6.1 of each of the Terms of Reference as provided and detailed at Attachment 2.

12.3 Lease over Portion of Lot 500 McGrath Avenue, Onslow

File Reference	MCG.500
Applicant or Proponent(s)	Not Applicable
Author	R Richardson, Lease and Accommodation Officer
Authorising Officer	J Sangster, Deputy Chief Executive Officer
Previous Meeting Reference	OCM 21 September 2011 Item 14.1 (Minute 11034)
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Report Purpose

The purpose of this report is to update Council on the status of the childcare lease in Onslow, located on a portion of Lot 500 McGrath Avenue.

Council is requested to confirm if the administration can commence direct negotiations with the current childcare leaseholder, One Tree Community Services Incorporated, requesting lease renewal or if the Shire wishes to explore other childcare provider options for the town.

Background

The town of Onslow has traditionally had difficulty securing childcare providers. This has caused significant disruption to local businesses and services and caused considerable financial strain on several local families.

Prior to 2011, childcare in the town was previously provided by the Onslow Occasional Child Care Committee. The Committee provided a service to the Onslow community for close to 20 years.

In July 2011 a Request for Tender – Lease of Childcare Facilities was prepared and advertised. Tender documents were forwarded to three companies upon request. However, no submissions were received. A review of the companies who requested documents lead to the Shire entering into direct negotiations with the Child Care provider Children's Services Support Unit Incorporated (CSSU).

CSSU was formed in 1973 to provide governance and management of a number of childcare services and who also provide childcare services throughout the Pilbara. CSSU are now known as One Tree Community Services Incorporated (One Tree).

Council was advised at the time that One Tree would deliver this service if the Shire was to provide in kind support such as gardening and groundworks, cleaning, pest control, building maintenance, rental, rates and water that would be hard to quantify, but would be considered to be in the vicinity of $15,000.00pa (at that time).

Council further handed back 4 x 2 residential units that it leased from Ray White Exmouth for utilisation by One Tree by its staff.

Council resolved the following at its Ordinary Meeting of 21 September 2011:

"That Council:

1. *Support in principal the provision of long day care services in Onslow by CSSU.*

2. *Endorse the "in kind" funding of $15,000pa – recognising this may incur a MPC budget overspend.*
3. *Delegate to the CEO authority to enter into a 3 year service provision agreement with CSSU on obtainment of the deficit funds required"*

Sponsorship by local resource companies and businesses has further supported One Tree to continue to operate.

Comment

The existing lease with One Tree is over a portion of Lot 500 McGrath Avenue, Onslow (Figure 1 and 2 refer). The current lease is due to expire in December 2025.



Figure 1 – Lot 500 McGrath Avenue, Onslow



Figure 2 – Approximate Leased Portion of Lot 500

One Tree contacted the Shire on 6 November 2024 requesting a renewed lease agreement, noting the expiry is impending in approximately the next 12 months.

Comments

The Shire has the following options in which to dispose of this property under the *Local Government Act 1995,* as follows:

- Private treaty: direct negotiations with the current leaseholder to renew the lease; or
- Tender/Expression of Interest: advertise the property vacancy for another leaseholder.

At this stage, given the history of inability to secure a tenant for this service, it is recommended to pursue private treaty negotiations with One Tree, with the outcome of those negotiations to be provided to Council at the next available meeting.

Should the Shire not consider private treaty lease arrangement directly with One Tree, it would be suggested that an Expression of Interest process is undertaken early in the new year to ascertain the availability of alternate childcare services providers within the town. It is anticipated that this process would take approximately 6-12 months to complete.

Consultation

Chief Executive Officer
Director Community Development
One Tree Community Services Incorporated

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Nil

Financial Implications

Current Financial Year

It should be noted that the current lease arrangement with One Tree operates at a loss due to the unique circumstances in Onslow, with the current rent heavily subsidised.

One Tree currently pay $12,832 (ex GST) annually (no CPI increase) and are exempt from paying Shire rates. The Shire is also responsible for all service utilities, cleaning and rubbish collection, estimated to be in the vicinity of $20,000.

Future Financial Year(s)

As above, it is likely that any new lease would contain similar subsidies for One Tree or any other tenant, as childcare is considered an essential service in the town of Onslow with no other childcare offering currently available.

Legislative Implications

Local Government Act 1995 (the Act)

Section 3.58(2) of the Act provides that generally a local government can only dispose of property to:

- the highest bidder at a public action; or
- the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

The exception to this requirement is provided for in section 3.58(3) of the Act.

A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property:

(a) it gives local public notice of the proposed disposition:

  (i) describing the property concerned; and

  (ii) it gives details of the proposed disposition; and

  (iii) it invites submissions to be made to the local government before a specified day, being a day not less than 2 weeks after the notice is first given; and

(b) it considers any submissions made to it before the date specified in the notice.

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	No childcare provider in town for the community if lease ends before a tenant is secured.	Possible (3)	Major (4)	High (10-16)	Adopt officer's recommendation.

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

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to Lease over Portion of Lot 500 McGrath Avenue, Onslow Council,

1. Authorises the Chief Executive Officer to investigate future commercial terms in relation to developing a new lease agreement with One Tree Community Services Incorporated at Lot 500 McGrath Avenue, Onslow for the provision of community childcare services in Onslow; and
2. Notes that following investigations above, a further report is to be presented to Council detailing options for future lease arrangements on this site for the provision of childcare services.

12.4 Proposal to Lease Portion of Lot 201 Onslow Airport - PHI International Australia Pty Ltd

File Reference	ONS.0016
Applicant or Proponent(s)	PHI International Australia Pty Ltd (PHI)
Author	R Richardson, Lease and Accommodation Officer
Authorising Officer	J Sangster, Deputy Chief Executive Officer
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Proposed Lease Area PHI International

Report Purpose

The purpose of this report is to seek Council approval for a proposed lease agreement between the Shire of Ashburton and PHI International Australia Pty Ltd (PHI). The lease relates to the vacant Rotary Hangar and offices at the Onslow Airport.

Background

PHI contacted Shire officers in mid-November 2024 expressing interest to lease the Rotary Hangar and offices within the Onslow Airport (see Attachment 1).

The intention of PHI, under a new lease arrangement, is to provide standby search and rescue services only, to negate passenger processing requirements. PHI plans on mobilising one S92 aircraft with approximately six personnel, for either of the following options:

1. Deploy from Exmouth daily, arriving each morning and returning to Exmouth each evening.
2. Deploy from Exmouth weekly, arriving each Monday AM, returning to Exmouth each Friday PM.
3. Full deployment from Exmouth for the duration.

PHI has proposed a lease start date of 1 December 2024 until 30 April 2025. Initially this would be to cover the cyclone season period with a further 6-month option after April 2025.

Shire officers informed PHI of the requirements of Council approval and advertising under the *Local Government Act 1995* prior to allowing exclusive use of the premises. In the interim PHI has agreed to be utilising the space on an ad hoc basis with charges based on the Shire's current schedule of Fees and Charges.

PHI has previously leased this hangar and office space for its operations, utilising the facilities to support its business activities effectively. The space has proven to be a suitable and functional environment for their needs, offering the necessary infrastructure and location advantages to facilitate their operations. This prior tenancy demonstrates the hangar and office's capacity to meet the requirements of PHI.

Comments

To formally secure PHI's proposed use of the hangar and offices on portion of Lot 201 McAullay Road, Onslow, a lease will be required. Any lease arrangement will need to satisfy the requirements of section 3.58 of the *Local Government Act 1995.*

The following terms are proposed for the lease with PHI:

Lessee	PHI International Pty Ltd
Location	Lot 201 McAullay Road, Onslow
Commencement Date	Date of execution by all parties
Premises	Portion of Lot 201, known as the Rotary Hangar and Offices
Term	Fixed term 1 December 2024 to 30 April 2025 Noting the premises is to be hired under the Shires Fees and Charges until a lease is fully executed
Further Term	Six-month option
Rent	$TBC - An updated valuation is currently being sourced. In 2021, the previous lease fees were $17,799.46 per month and it is likely the fees will be similar, with a minor increase.
Outgoings/Services:	All outgoings associated with the Premises, including electricity, water and gas, telephone, broadband etc. shall be payable by the Lessee. All outings including rates and landing fees, apron parking fees may be eligible
Permitted Use	The operation of a base for helicopter operations and any services directly and necessarily related thereto or ancillary thereto.
Cleaning	Lessee responsibility
Consumables	Lessee responsibility
Insurance	The Lessee will take out and keep in force appropriate insurances for public liability
Special Conditions	Additional terms and conditions for Aircraft Hangar Hire will form part of the lease (as per previous lease agreement)

While awaiting Council approval and the completion of the desktop valuation, the space will be rented on an ad hoc basis in accordance with the current schedule of Fees and Charges.

This interim arrangement ensures the space can be utilised immediately while the formalities for an executed lease are finalised. Once the lease is fully approved and executed, the agreed terms will take effect.

Consultation

Manager Airport Services
Airport Operations Officer
PHI International Pty Ltd
Property Valuation & Advisory (WA) - Valuations Consultant
Piper Alderman – Lawyer

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Nil

Financial Implications

Current Financial Year

If agreement is endorsed by all relevant parties and an executed lease commences, it would generate the lease fee as income at approx. $18,000 per month plus GST (pending updated desktop valuation) for the leased premises, additional landing fees and other associated airport costs may also be applied as well as local government rates.

Future Financial Year(s)

The lease proposal includes an option for a six-month lease extension bringing the lease term ending 31 October 2025. The Shire may derive an income of approximately $18,000 per month for the leased premises, additional landing fees and other associated airport costs may also be applied.

Legislative Implications

Local Government Act 1995 Section 3.58

Section 3.58 sets out three means of disposing of property; under subsection (2)(a) by auction, or (b) but public tender, and under subsection (3) by the process referred to as ‘private treaty’, which is the process of this proposed lease.

As required, should Council consent to disposing via lease, local public notice will be undertaken.

Aviation Transport Security Act 2004

An Airside Access Application must be completed in accordance with the Aerodrome’s Transport Security Plan (TSP) to meet our obligations of an airport operator.

Civil Aviation Safety Regulations (CASR)

In accordance with the Onslow Aerodrome Manual and *Part 139* of the *Civil Aviation Safety Regulations (CASR)* airport tenants are responsible for controlling airside access through their leased areas.

As Onslow Airport is a security-controlled aerodrome, ASIC’s to be worn and clearly displayed when airside and high-visibility vests are also required. An aerodrome induction will also need to be undertaken

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Financial impact	Hangar not leased, remains vacant.	Possible (3)	Minor (2)	Moderate (5-9)	Council adopts officer recommendation.
People	Helicopter not in region for search and rescue services.	Possible (3)	Minor (2)	Moderate (5-9)	Council adopts officer recommendation.

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

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to Proposal to Lease Portion of Lot 201 Onslow Airport - PHI International Australia Pty Ltd, Council,

1. Authorises the Chief Executive Officer to negotiate the terms of the Lease Agreement with PHI International Pty Ltd, generally in accordance with the terms outlined in this report;
2. Supports, subject to section 3.58 of the *Local Government Act 1995*, a lease over a portion Lot 201 Onslow Road, Onslow (Onslow Airport) being the Rotary Hangar and Offices to PHI International Pty Ltd (as detailed in Attachment 1) commencing as soon as possible and expiring 30 April 2025, with one further lease option period of six months;
3. Authorises the Chief Executive Officer to advertise the details of the proposed lease at Lot 201 McAullay Road, Onslow with PHI International Australia Pty Ltd, by way of local public notice for a period of not less than two weeks; and
4. Authorises the Chief Executive Officer to consider and determine any submissions received in response to point 3, and negotiate and execute the Lease Agreement and associated documents for a portion of Lot 201 Onslow Road, Onslow (as detailed in Attachment 1), between the Shire of Ashburton and PHI International Pty Ltd.

12.5 Local Planning Scheme No.8 and Amendment No.1 to the Local Planning Strategy

File Reference	LP10.8.0
Applicant or Proponent(s)	Not Applicable
Author	L Advisory, LK Advisory Pty Ltd
Authorising Officer	K Donohoe, Chief Executive Officer
Previous Meeting Reference	Ordinary Council Meeting – 20 April 2021 – 13.2 – Council Decision – 62/2021. Ordinary Council Meeting – 22 October 2022 – 13.1 – Council Decision – 144/2022. Ordinary Council Meeting – 9 May 2023 – 11.3 – Council Decision – 069/2023. Ordinary Council Meeting – 10 October 2023 – 12.2 – Council Decision 182/2023. Ordinary Council Meeting – 20 August 2024 – 12.2 – Council Decision 158/2024
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Financial
Attachments	1. WAPC Modifications to LPS 8 2. WAPC Modifications to Amendment No. 1 to the Local Planning Strategy 3. Modified LPS 8 text shown as tracked changes 4. Modified LPS 8 maps 5. Modified Amendment No.1 to the Local Planning Strategy shown as tracked changes 6. Council Resolutions from 10 October 2023 & 20 August 2024

Report Purpose

For Council to consider the modifications required by the Western Australian Planning Commission (WAPC) to draft Local Planning Scheme No. 8 (LPS 8) and Amendment No. 1 prior to advertising the draft documents for public comment.

Background

The Shire of Ashburton's current Local Planning Scheme No. 7 (LPS 7) was gazetted on 24 December 2004, and it has been amended 24 times.

Under the *Planning and Development Act 2005* (Part 5, Division 5) Local Governments are required to review their planning schemes every 5 years after the date of gazettal.

The key milestones and decisions associated with the Shire's review of LPS 7 and preparation of a new LPS 8 are outlined as follows:

9 December 2015:	Council decision to advise the Western Australian Planning Commission (WAPC) that a Local Planning Strategy will be prepared and upon its endorsement, a new scheme will be prepared to replace LPS 7.
24 December 2017:	Council adopted the Draft Local Planning Strategy for advertising.
27 March 2018:	WAPC granted approval to advertise the Draft Strategy.
10 November 2020:	Council endorsed the Local Planning Strategy.
20 April 2021:	Council resolved to prepare a new LPS 8.
21 June 2021:	WAPC endorsed the Local Planning Strategy.
11 October 2022:	Council adopted Draft LPS 8 for referral to the Environmental Protection Authority (EPA) and approval to advertise from the WAPC. LPS 8 was subsequently referred to both agencies by Shire staff, in accordance with Council's decision.
9 May 2023:	Council advises the EPA and WAPC that it withdraws the version of Draft LPS 8 submitted and it will resubmit a revised draft Scheme.
10 October 2023:	Council adopted a revised version of Draft LPS 8, subject to certain modifications, for referral to the EPA and approval to advertise from the WAPC. At the same meeting, Council also adopted Amendment No. 1 to the Shire's Local Planning Strategy for approval to advertise from the WAPC. These two Council resolutions are reproduced in full in Attachment 6.
20 August 2024:	Council notes the progress of LPS 8 and Amendment No. 1 to the Local Planning Strategy.
16 September 2024:	EPA provides advice and confirmation that a formal environmental assessment of LPS 8 is not required.
13 November 2024:	WAPC's Statutory Planning Committee considered Amendment No. 1 to the Local Planning Strategy and recommended that the Minister for Planning modify the Local Planning Strategy before it is advertised for public comment.
22 November 2024	The Department of Planning, Lands and Heritage (DPLH), on behalf of the Minister for Planning, has required modifications to LPS 8 before it is advertised for public comment.

Comments

The WAPC's required modifications to LPS 8 and Amendment No. 1 to the Local Planning Strategy are reproduced in Attachments 1 and 2 and depicted with tracked changes in Attachments 3 and 4. The WAPC's modifications are discussed below.

Summary of reasons for modifications

LPS 8	Amendment No. 1 to Local Planning Strategy
• Consistency with State Government Planning Reform Action Plan • Consistency with the Model Provisions • Consistency with the Deemed Provisions • Mapping corrections • Corrections to formatting and grammar	• Future planning of Beadon Creek Boat Harbour • Future planning for Aboriginal settlements • Consistency with LPS 8 mapping

State Government Action Plan for Planning Reform

Since 2019, the State Government has progressed its Action Plan for Planning Reform, which includes the pursuit of a standardised approach to zones, land use, permissibility and development control to achieve consistency amongst local planning schemes.

In May 2024, DPLH published its 'Consistent Local Planning Schemes' report which provides guidance regarding land uses, definition and zones and reserves within all local planning schemes. The report and the WAPC's recently released position statement on Tourism and Short-Term Rental Accommodation prompted minor changes to the zoning table of LPS 8, as summarised in the table below:

Land Use Added	Land Use Deleted	Land Use Definition Altered
• Hosted short term rental accommodation. • Unhosted short term rental accommodation • Tourist and visitor accommodation	• Tourist Development • Holiday accommodation • Holiday house • Motel; and • Serviced apartment • Eco-Tourist Facility	• Cabin • Chalet • Roadhouse • Renewable Energy facility • Beverage production facility

The land uses added to LPS 8 are a consolidation of the deleted land uses and these modifications do not materially affect LPS 8 as they reflect the requirements for all new schemes.

Model Provisions

Schedule 1 (Model Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015* provides a roadmap for the preparation of new local planning schemes. The Model Provisions address the format and structure of a local planning scheme and include standard objectives for all zones and reserves.

LPS 8 adheres to the structure required by the Model Provisions and augments select objectives for zones and reserves to properly reflect development outcomes within the Shire. However, the WAPC considers that these objectives duplicate the Model Provisions, and has required modification no. 2 and no. 4 to, respectively:

- Remove text from the objectives of the Civic and Community reserve, Environmental Conservation reserve, Strategic Infrastructure Reserve and Foreshore Reserve; and
- Remove text from the objectives of the Residential zone, Rural zone and industrial development zone;

These modifications will not impact the development that occurs within these zones and reserves.

Deemed Provisions

Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015* applies to all local planning schemes in Western Australia. This means that, in effect, there are two local planning schemes applicable to the Shire. If there is any inconsistency between the Deemed Provisions and a local planning scheme, the Deemed Provisions prevail to the extent that inconsistency.

Modifications 11 – 13 (see Attachment 1) relate to clause 32 of LPS 8, which sets out additional requirements that apply to land in the Shire. The WAPC has advised that the following provisions from clause 32 of LPS 8 duplicate the Deemed Provisions and should therefore be removed:

- Built form standards for non-residential development within the residential zone;
- Statements that a local planning policy may apply; and
- The requirement for parking areas to be sealed, drained, curbed, marked and signposted to the specification of the Shire of Ashburton.

Modification no. 15 relates to several Special Control Areas (SCA) within clause 36 of LPS 8. SCA's identify areas which are significant for a particular reason and where special provisions in the Scheme may need to apply. Existing SCA's from LPS 7 have been transferred over into clause 36 of LPS 8.

The SCA for the Pilbara Regional Waste Management Facility (expansion area) is required to be modified to ensure that any expansion should be in accordance with an approved structure plan or local development plan. This modification provides greater flexibility for the Shire in pursuing the expansion of this facility.

The WAPC's modifications relating to the SCA's require deletion of several provisions to maintain consistency with the *Planning and Development (Local Planning Schemes) Regulations 2015* and avoid duplication with the Deemed Provisions.

These matters are capable of being addressed after LPS 8 is referred to the WAPC for final adoption. Around that time, the Shire will prepare a suite of Local Planning Policies and procedures to supplement the new Scheme and fill any gaps in the existing local planning framework. The draft policy framework will be presented to Council for advertising and adoption while the WAPC undertakes its final review of the Scheme after public advertising. This approach will ensure the Shire's policies are ready for implementation by the time the new Scheme is gazetted.

Beadon Creek

The Shire's approved Local Planning Strategy includes actions to investigate the future use of the Beadon Creek Port by preparing a new local planning scheme. Consistent with these actions, LPS 8 proposed to zone the Beadon Creek Port and surrounding land as 'Industrial Development' which required a Structure Plan to be prepared for this land.

In March 2024, the Shire was notified by the Department of Transport (DoT) that the management control of the Port of Onslow, inclusive of the Beadon Creek Port, is to be transferred from DoT to the Pilbara Ports Authority (PPA). When the transfer is finalised, Beadon Creek Port will be subject to the requirements of the *Port Authorities Act 1999* which classifies the PPA as a public authority. This means development and land use within the PPA's jurisdiction can occur as a public work with limited control or influence by the Shire.

WAPC modification no.1 and 2 to the Scheme Maps require:

- the proposed zoning of the Beadon Creek Port to be changed from an 'Industrial Development' zone to the 'Strategic Infrastructure' reserve;
- the proposed zoning of Lot 460 Beadon Creek Road to be changed from 'Service Commercial' to 'Strategic Infrastructure' Reserve; and
- Modification to various sections of Amendment No. 1 to the Local Planning Strategy (see Attachment 5) to reflect the modified reservation of the Beadon Creek Port.

The Strategic Infrastructure reserve is consistent with the reservation of other similar DoT operated marine facilities and reflects the future transfer of management and operations of Onslow Port to PPA. The remaining lots shown within the black dashed line in Figure 1 will remain as 'Industrial development', requiring a structure plan as a precursor to any subdivision or development of that land.

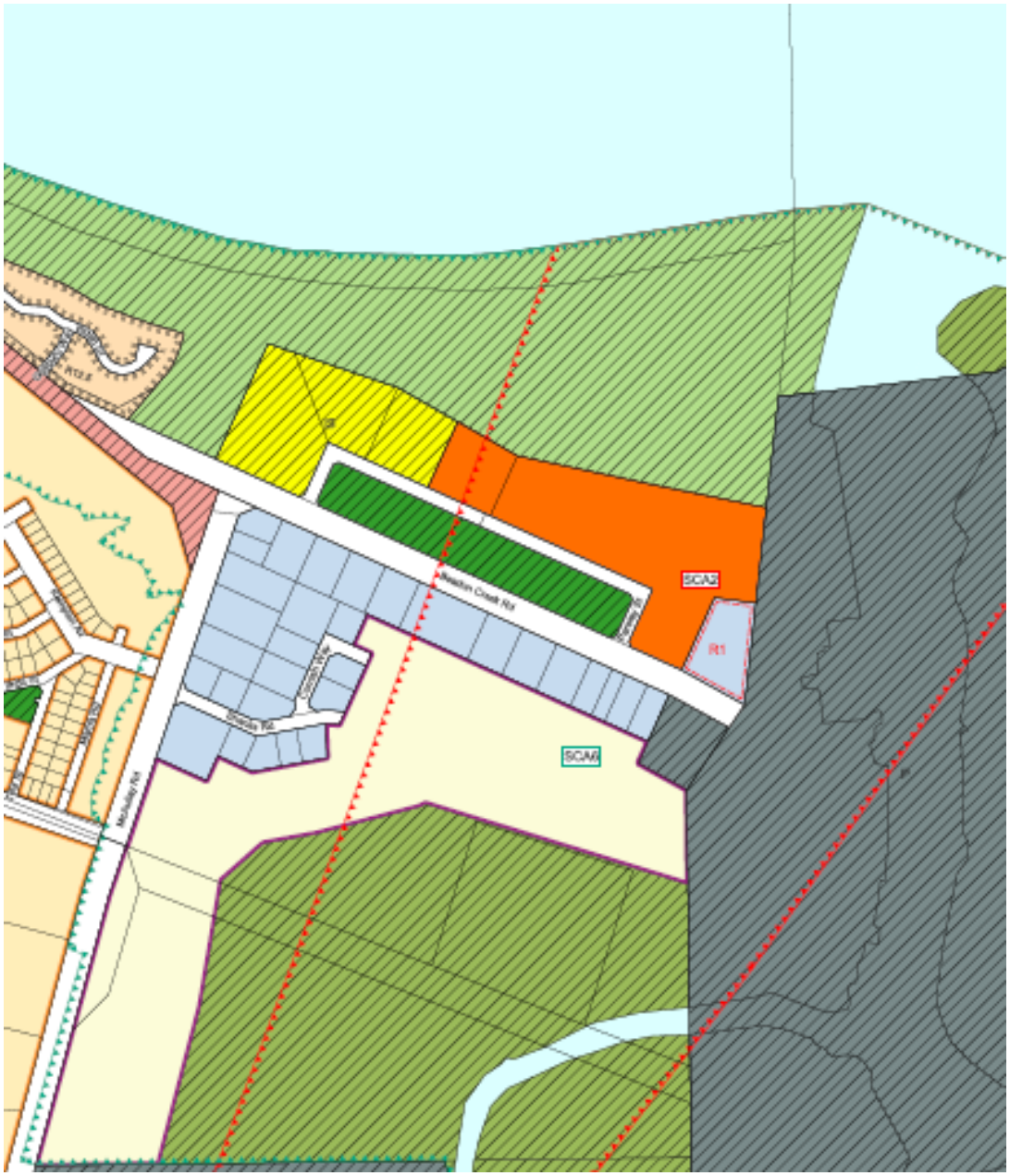


***Figure 1** – Onslow Industrial Development Zone*

Ngurrawaana Aboriginal Corporation

The Ngurrawaana Aboriginal Corporation has advised DPLH that a Settlement Layout Plan is being prepared over the existing Ngurrawaana Community. State Planning Policy 3.2 – Aboriginal Settlements requires local planning schemes to zone aboriginal communities as 'settlement' where a Layout Plan is to be endorsed. Accordingly, both the LPS 8 maps and Amendment No. 1 to the Local Planning Strategy have been modified to reflect the intent for a proposed Settlement Layout Plan.

Mapping

Modifications to the LPS 8 maps are shown within Attachment 4 and relate to:

- The reservation of Beadon Creek (as discussed above);
- The addition of the Settlement zone for the NGAC (as discussed above);
- Classification of various roads to reflect Main Roads WA Road Hierarchy; and

- Inclusion of a Residential R30 Density Code for Lot 861 Hospital Drive, Tom Price and Lot 860 Mine Road, Tom Price.

A modification is required to reflect the public drinking water source area and wellhead protection zone for the Paraburdoo Townsite within Figure 61 contained within Part 2 of the Local Planning Strategy. This modification has not yet been incorporated in Attachment 5 but will be completed prior to the commencement of public consultation.

Advertising of LPS 8 and Amendment No. 1 to the Local Planning Strategy

Following Council's decision on this matter, the Shire will complete all the required modifications and resubmit the Scheme and Strategy to DPLH for acceptance prior to public advertising commencing. Once DPLH that the modified documents are satisfactory, the Shire will need to undertake the following activities in accordance with the Model Provisions.

<table>
<tr><th rowspan="2">Step</th><th colspan="2">Timeframe</th></tr>
<tr><th>LPS 8</th><th>Local Planning Strategy Amendment No. 1</th></tr>
<tr><td>1. Prepare advertising material, including a notice of the draft Scheme in a prescribed form.</td><td colspan="2">As soon as practicable</td></tr>
<tr><td>2. Publish the notice and the draft Scheme in accordance with r.76A of the LPS Regulations which includes:
a. Publishing the notice and the document (or a link to the document) on the Shire's website; and may include
b. Publishing the notice in a local newspaper/s circulating the scheme area; and
c. Making the documentation available for public inspection at the Shire's offices in each town.
3. Refer a copy of the draft Scheme to each Public Authority the Shire considers likely to be affected.
4. Advertise the draft Scheme/Strategy in any other way the local government considers appropriate</td><td>The period for making submissions is at least 90 days from the dater the notice is published.</td><td>The period for making a submission is 21 days from the date the notice is published</td></tr>
<tr><td>5. Review and respond to submissions.</td><td rowspan="2">120 days from the end of advertising period</td><td rowspan="3">Not specified</td></tr>
<tr><td>6. Prepare Council report to consider submissions and either support LPS 8 with or without modifications or not support the Scheme.</td></tr>
<tr><td>7. Provide all necessarily documentation to WAPC.</td><td>Within 21 days of Council's resolution</td></tr>
</table>

The Shire expects to be able to commence advertising draft LPS 8 and Amendment No. 1 to the Local Planning Strategy within the first quarter of 2025 and will carry out the consultation in accordance with the principles set out in Council Policy 18 – Community Engagement.

After public consultation, Council will need to consider all submissions received and resolve to either:

- Support the draft Scheme and Amendment No. 1 to the Strategy with or without modifications; or
- Not support the draft Scheme and Amendment No. 1 to the Strategy

Consultation

Department of Planning, Lands and Heritage
LK Advisory
Executive Leadership Team

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Council Policies » Shire of Ashburton

Council Policy – Community Engagement

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

LPS 8 and Amendment No. 1 to the Local Planning Strategy has been prepared in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Council does not endorse the officer recommendation	Unlikely (2)	Minor (2)	Low (1-4)	Provide Council with sufficient information for decision making.

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

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to the Local Planning Scheme No.8 and Amendment No.1 to the Local Planning Strategy, Council,

1. Authorises the Chief Executive Officer to modify:

   (a) Local Planning Scheme No. 8 to incorporate the modifications shown in Attachment 1 and return the modified documents to the Western Australian Planning Commission for acceptance prior to the commencement of public advertising; and

   (b) Amendment No. 1 to the Local Planning Strategy to incorporate modifications shown in Attachment 2 and return the modified document to the Western Australian Planning Commission for acceptance prior to the commencement of public advertising.

2. Authorises the Chief Executive Officer to commence public consultation in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* and Council Policy – Community Engagement once confirmation of acceptance has been received from the Western Australian Planning Commission in response to (a) above; and

3. Notes that a further report will be presented to Council once the public comment period concludes, for Council to consider all submissions received and decide whether to adopt Local Planning Scheme No. 8 and Amendment No. 1 to the Local Planning Strategy, with or without additional modifications or not at all.

13 Corporate Services Reports

13.1 Monthly Schedule of Accounts Paid - November 2024

File Reference	FM03
Applicant or Proponent(s)	Not Applicable
Author	T Dayman, Manager Finance
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Schedule of Monthly Payments - November 2024

Report Purpose

Shire officers are required to prepare a Schedule of Accounts Paid each month containing relevant information, as legislated.

The purpose of this report is to present the:

- Schedule of Creditor Accounts Paid for November 2024;
- Trust Fund Payments for November 2024; and
- Corporate Credit Card and Payment Card Reconciliations for October 2024.

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

Background

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

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

Comments

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

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

Description	Amount $
Municipal Fund	
Electronic Funds Transfers	6,002,355.20
BPay/Credit Cards	216,764.73
Cheques	0
Payroll	1,122,382.00
Bank Fees and Charges	2,294.44
Municipal Fund Total	**7,343,796.37**
Trust Fund	
Electronic Funds Transfers	0.00
Trust Fund Total	**0.00**

Payment Cards

Credit Cards	60,281.59
Fuel Cards – Ampol	9,813.40
Fuel Cards – Viva / Shell	10,034.88
Fuel Cards – Wex Motorpass	186.56
Taxi Cards – Cabcharge	996.29
Payment Cards Total	**81,312.72**

Consultation

Executive Leadership Team
Finance Team

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Nil

Financial Implications

Current Financial Year

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

Future Financial Year(s)

Nil

Legislative Implications

Local Government (Financial Management) Regulations 1996

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

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

Regulation 13A Payments by employees via purchasing cards

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

Risk Management

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

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

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

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to Monthly Schedule of Accounts Paid, Council, in accordance with regulation 13 and 13A of the *Local Government (Financial Management) Regulations 1996*, confirms the Monthly Schedule of Accounts Paid, including purchasing cards, for November 2024, as included at Attachment 1.

13.2 Monthly Financial Statements - November 2024

File Reference	FM03
Applicant or Proponent(s)	Not Applicable
Author	T Dayman, Manager Finance
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Monthly Financial Report - November 2024

Report Purpose

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

The purpose of this report is to present the Statement of Financial Activity for the month ended 30 November 2024.

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

Background

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

Comments

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

Consultation

Executive Leadership Team
Middle Management Group
Finance Team

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Nil

Financial Implications

Current Financial Year

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

Future Financial Year(s)

Nil

Legislative Implications

Local Government Act 1995

Section 6.4 (Financial report)

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

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

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

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Material misstatement or significant error in the financial statements.	Unlikely (2)	Moderate (3)	Moderate (5-9)	Review of financial position information to be undertaken regularly and by multiple Shire officers.
Compliance	Council does not accept the officer recommendation.	Unlikely (2)	Minor (2)	Low (1-4)	Provide Council with sufficient information for decision making.

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

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to Monthly Financial Statements, Council, in accordance with regulation 34 of the *Local Government (Financial Management) Regulations 1996*, accepts the Statement of Financial Activity, and associated documentation, for November 2024, as included at Attachment 1.

13.3 Emergency Expenditure Approved by the President

File Reference	FM31
Applicant or Proponent(s)	Not Applicable
Author	D Kennedy, Director Corporate Services
Authorising Officer	K Donohoe, Chief Executive Officer
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Report Purpose

To fulfill the legislative compliance requirement for Council to acknowledge the emergency expenditure authorised by the Shire President on 20 November 2024 in response to the damaging storm that impacted Tom Price.

The report also provides an update on the actions taken in response to the event.

Background

On Wednesday, 20 November 2024, at approximately 1.35 pm Tom Price was hit by a severe storm that caused significant damage to public and private assets, disrupted services, and required urgent emergency responses to safeguard community safety and infrastructure integrity.

Wind speeds of over 146 kilometres per hour were recorded at the local SES.

Under Section 6.8(1)(c) of the *Local Government Act 1995*, the Shire President has authority to authorise emergency expenditure in situations where immediate action is necessary. The Chief Executive Officer contacted the Shire President at 3.02 pm where authorisation was exercised to undertake emergency expenditure and to also suspend fees and charges for access to the Tom Price Waste Site to support clean-up activities.

On Thursday 28 November 2024, at approximately 3.12 pm Tom Price was hit by a further storm that resulted in flash flooding, the roof of the Diamond Club being ripped off and additional tree debris and fence damage.

Comments

Actions taken in response to the storm

The following actions were undertaken in response to the recent storm events:

1. Incident Management and Coordination
    - Activation of the Shire's Emergency Response Plan.
    - Collaboration with emergency services (e.g., State Emergency Service (SES), Police, and the Department of Fire and Emergency Servies (DFES)).
2. Infrastructure Repairs
    - Removal of debris from public spaces, roads and drainage.
    - Temporary fixes to critical infrastructure to restore functionality.

3. Community Support
    - Provision of welfare assistance to affected residents and cleanup crews.
    - Communication updates via social media, the Shire website, and local radio.
4. Assessment and Reporting
    - Ongoing assessment of damages and cost estimations for permanent repairs.
    - Liaison with Shire's insurer – Local Government Insurance Services (LGIS) and the appointment of a loss adjuster – Charles Taylor Adjusting.

Current Status

- Short-term emergency responses have been completed.
- Most of the effort has involved the removal of trees and debris with over 450 tonnes of green waste being received at the Tom Price Waste Site .
- Preliminary damage assessments indicate that approximately 42 Shire houses have reported damage and 23 Shire facilities.
- The loss adjuster visited Tom Price on Friday 22 November 2024 to inspect damage, authorise immediate make safe expenditure and to provide ongoing support to the Shire during the recovery process
- Fortunately, most of the damage to Shire houses was minimal and has not displaced any staff members. 8 houses with damage to their decramastic roofs need to be assessed by a structural engineer to advise on the remediation options due to the potential presence of asbestos.
- The Diamond Club also requires a structural assessment, and this has been arranged for Thursday 12 December 2024.
- All trees within the Tom Price townsite are being assessed for structural integrity by an arborist and pruning is occurring to prevent any further damage or injury to members of the public.
- An industrial shredder has been hired and mobilised to the Tom Price Waste Site to process the green waste.
- Discussions with Rio Tinto regarding a combined approach to fixing the substantial amount of residential fencing repairs have commenced together with a possible contribution from Rio Tinto to the cost of providing bulk bins for green waste cleanup.
- Emergency event funding from DFES will not be available as damage to essential public infrastructure (i.e roads) did not meet the $240,000 threshold. Therefore, the Shire will be responsible for all expenditure not recoverable via insurance.

Consultation

Shire President
SES, police & DFES
LGIS
CEO WALGA – LG SEMC member.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Council Policies » Shire of Ashburton

Council Policy – Purchasing and Procurement

Financial Implications

Current Financial Year

The impact on the Shire's 2024/25 budget is unable to be quantified at this point. Approximately $500,000 has been incurred to date, with the majority of this on tree treatment and bulk bin hire for green waste removal.

Insurance will cover a portion of this expenditure but there will be a residual expense to the Shire. This will be more quantifiable during the mid-year review process.

Future Financial Year(s)

Most repairs are expected to be completed within the current financial year, however repairs to the Diamond Club and any houses that may need a complete re-roof are likely to extend into the 2025/26 financial year.

The financial impact of this will be assessed during the formulation of the 2025/26 Municipal Budget.

Legislative Implications

Local Government Act 1995, section 6.8 (1)(c) & (2)(b)

Section 6.8(1)(c) & (2)(b) - Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

(c) is authorised in advance by the mayor or president in an emergency.

(2) Where expenditure has been incurred by a local government —

(b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the Council.

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Failure to meet the requirements of the Local Government Act following the incursion of emergency expenditure	Unlikely (2)	Minor (2)	Low (1-4)	Report meets the compliance requirements

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

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to the Emergency Expenditure approved by the President, Council,

1. Note the decision by the Shire President to authorise emergency expenditure following the storm event on the 20 November 2024 in accordance with Section 6.8(1)(c) of the *Local Government Act 1995.*
2. Note the summary of actions contained within the report;
3. Request the Chief Executive Officer to provide a further report to the February 2025 Ordinary Council Meeting; and
4. Request the Chief Executive Officer to consider the financial impacts of the storm event as part of the mid-year budget review to be presented at the March 2025 Ordinary Council Meeting.

14 Infrastructure Services Reports

14.1 Onslow Drainage Studies - Proposed Stormwater Upgrade Program

File Reference	SD01
Applicant or Proponent(s)	Not Applicable
Author	A Sheridan, Project Manager
Authorising Officer	G Harris, Director Infrastructure Services
Previous Meeting Reference	Ordinary Council Meeting 11 July 2023 - Item 14.2 - 1346/2023
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Historical Pictures – Cyclone Vance 2. Schematic Drawing – Detention Basin System 3. Potential Stormwater Mitigation Options 4. Option 2 (First Street) Design Concept 5. Option 4 (Third Street) Design Concept 6. Option 6 (Basin System) Schematic Layout 7. Flood Model Mapping – Stage 4

Report Purpose

Council is required to provide in principle support for the implementation of a proposed program of stormwater infrastructure upgrades in Onslow. The proposed program follows almost two years of modelling and options analysis.

The proposed implementation program represents a realistic and practical approach to upgrading the current stormwater system so that it functions effectively in more frequent storm events.

The purpose of this report is to:

- summarise the key outcomes of various flood modelling studies undertaken over the last two years;
- highlight the stormwater improvement works which have already been implemented in Onslow as a result of this work;
- summarise the proposed stormwater upgrade projects and likely costs; and
- present a draft program of stormwater improvements/projects to be implemented in Onslow over the next five years.

Council is requested to provide in principle support for the proposed Onslow Stormwater Upgrade Program as outlined in this report and to include an annual allocation for the implementation of that program in the Long-Term Financial Plan.

Background

Historical Context

Since its inception in 1883, Onslow has experienced major cyclones in 1909, 1918, 1926, 1934, 1953, 1958, 1961, 1962, 1963, 1975, 1995 and 1999. The cyclones have occurred with such regularity that they have had profound effects on the town; including its forced relocation after the 1926 cyclone. In 1999, Onslow suffered considerably from the impact of Cyclone Vance. Cyclone Vance caused severe flash-flooding, knocking out power and communications, with the storm surge destroying the seawall and the ocean flooding the town. Pictures from that event are shown at Attachment 1.

Anecdotal evidence suggests that flooding in the town from Cyclone Vance was primarily due to the failure of the seawall caused by elevated ocean levels and storm surge. The greatest storm surge is reported to have occurred in an uninhabited part of the coast west of Onslow near Tubridgi Point, where severe coastal erosion and widespread denudation of vegetation was observed. A post-event survey estimated the storm surge at more than 5m.

In 2016, the Shire engaged consultants to prepare a Coastal Hazard Risk Management and Adaption Plan (CHRMAP) for the Onslow coast. That report identified hazards, assets and risks associated with the coastal area of Onslow. In particular, the report identified the importance of existing controls and minimum floor level heights under the Local Planning Scheme (which have been in place since 2004).

Origin of Current Stormwater Modelling Studies

The basis for the current investigations is summarised as follows:

- The pending streetscape project required an assessment of stormwater capacity to ascertain if pipe upgrades were necessary prior to constructing the streetscape (it obviously makes more sense to do this first).
- The Detention Basin system at the eastern end of town has to be full to overflowing before any ocean discharge occurs. Even then, the storm valves at the outlet have to be propped open as there is insufficient head to operate them. In addition, the ocean discharge channel from Basin 3 is not properly constructed and is not maintained, so it very rarely works as intended.
- The Shire was planning to install an artwork structure in the primary detention basin (Detention Basin 2) and the impact of that structure had not been properly assessed. A Concept Design for an alternative location is in the process of being developed and will be reported to Council as part of a subsequent report.

Key Issues Identified in 2023 Council Report

In early 2023, Stantec (formerly Cardno) was engaged to undertake flood modelling for the town of Onslow. In summary, the consultant's report, and the July 2023 Council Report, identified the following issues:

- The drainage basin system at the eastern end of the town is largely ineffective in discharging stormwater to the ocean during a significant storm event. The basin system in that location is inverted – that is, stormwater has to flow uphill into Basin 3 before it can discharge to the ocean. Refer to the Schematic Drawing at Attachment 2.
- Ocean water levels are elevated during storm events meaning that stormwater flowing into the system is effectively blocked from discharging to the ocean. One possible option is a pump-based solution which discharges stormwater directly to the ocean; however, such a system must be practical as well as technically feasible.

- The placement of the Staircase to the Moon structure in Basin 2 is not recommended as it would remove flood storage from the system and cause an increase in flood levels in that area. In addition, the current design is costly and would be difficult to maintain.
- The stormwater pipes in the central part of town (between First and Third Streets) perform adequately and as would be expected for a typical urban street. Based on the modelling, upgrading the pipe sizes to cater for higher flows is not warranted.
- Flooding occurs in low lying residential areas at the western end of the town (near the existing Police Precinct). Runoff could potentially be redirected to a new ocean outfall through a proposed new pit and pipe system. Further investigations would be necessary to confirm that this is a viable option.
- The lower part of Third Avenue experiences significant flooding in severe events. For most of its length, Third Avenue is very flat and the ability for stormwater to flow through the system relies on the stormwater pipe network in that area. However, the controlling factor is the detention basin system, which does not have the ability to effectively discharge water in a significant rainfall event. Refer to the Schematic Drawing at Attachment 2.
- A number of the existing ocean outfalls require work due to corrosion and deterioration over time. Further assessment of CCTV inspection reports is necessary to determine remedial actions required to either reline, repair or clean and maintain existing stormwater pipes.

Limitations

The town of Onslow is low lying and is susceptible to the impacts of extreme weather events. In a severe Cyclone (similar to Cyclone Vance in 1999), elevated ocean levels up to 4m AHD (Australian Height Datum) impact the town. As is usually the case, extreme weather such as cyclones are also accompanied by heavy rainfall.

Stormwater in the town discharges to the ocean via Ocean Outfalls – most of those outfalls are at an elevation of around 1.5m AHD. As a result, in an extreme event, stormwater cannot discharge and builds up within the town, flooding roads, sports fields and lower lying properties.

Development controls have been in place since 2004 which prescribe minimum floor heights for new dwellings in the Coastal Hazard Zone. Flood modelling has indicated that all of the redeveloped properties are immune from flooding in a 1% AEP (Annual Exceedance Probability) event; equivalent to a 1 in 100-year event. These development controls have proven successful and as existing properties are redeveloped; the situation will continue to improve.

While it is not practical or feasible to completely mitigate the impact of flooding in an extreme event, it is possible to make significant improvements to the stormwater system so that it works well in more frequent events such as a 5% AEP (1 in 20 year and 1 in 5 year events). These are the events which residents would be most familiar with over the last 25 years.

The proposed program of works as outlined in this report has been tested and modelled using the latest flood modelling software. The outcomes have been validated through on-ground assessments and surveys. The current stormwater system also has significant deficiencies in terms of both infrastructure and maintenance, which need to be addressed over time; some of that work has already started, however more needs to be done.

Comments

Follow Up Drainage Studies

A further allocation was included in the 2023/2024 Annual Budget to carry on with drainage studies in Onslow; the ultimate aim being to develop a long-term program of stormwater infrastructure improvements that can be budgeted and implemented over a 5-10 year timeframe. To date, that flood modelling work has extended over four stages as follows:

Stage 1: The intent of this work was to define the existing flow regime and overall flooding condition for the whole townsite. The final report included flood mapping for various events - 1% AEP (1 in 100 year) through to 20% AEP (1 in 5 year) and was presented as part of the July 2023 report to Council.

Stage 2: This stage involved collecting additional survey data (including pit and pipe information), inputting the feature survey from the streetscape project and further developing a range of potential mitigation options.

Stage 3: This stage involved the refinement of options from the Stage 2 work and identification of those which were worth implementing, either because they resulted in a significant lowering of flood depths in the town or resolved issues associated with problem drainage areas and localised flooding.

Stage 4: This stage is a Work in Progress (but is well advanced); it involves the development of Concept Designs and Preliminary Costings for the proposed stormwater network improvements. Most of the costings presented in this report have been compiled in considerable detail, while some are high level estimates.

Feasibility of a Large-Scale Pump Based Solution

One of the options referred to in the July 2023 Council Report was to pump large volumes of stormwater directly to the ocean from Basin 2. This option would require four large capacity variable speed pumps with a combined pumping capacity of 7,000 litres per second - discharging to a submerged ocean outfall.

Such a scheme would be very costly to install and maintain and would only operate at full capacity on rare occasions. Large scale mechanical equipment such as this needs to be operated on a regular basis otherwise pump and electrical components deteriorate and eventually fail.

For an installation of this scale and complexity it would be difficult to ensure that the system would operate effectively in an extreme event. The bottom line is that a pump-based system of this size might be technically feasible; but it is not practical.

Basis for Further Modelling/Flood Mitigation

As a result of the Stage 1 Report, discussion with the consultant in July 2023 concluded that, due to the low-lying nature of the town, a 5% AEP level of service assessment (1 in 20 year event) would be more appropriate for the town of Onslow.

This has been supported by the flood modelling - which has found that effective mitigation of the 1% AEP flood event is not practically achievable, without significant costs and large/complex infrastructure which the Shire would have difficulty funding, constructing, and maintaining. This is no different to other coastal towns where the impact of extreme events cannot be completely mitigated, because it is neither practical nor feasible to do so.

Much of the town is low lying and in more extreme events, the ocean is higher than the existing ocean outfalls. There really is no practical solution to mitigate the impact of this, apart from ensuring that properties are constructed to the minimum floor level heights as prescribed by the Local Planning Scheme. Flood modelling has conclusively demonstrated that properties constructed since 2004, when the first “minimum floor height” requirements came into effect, are flood free in a 1%AEP event.

Analysis of Possible Stormwater Upgrade Projects

Stage 2 of the work identified seven possible options to be assessed for their effectiveness in terms of reducing flooding in the town or for addressing known problem areas. A schematic drawing of the seven options is provided at Attachment 3. The seven options are summarised as follows - from the western (caravan park) end of town to the eastern (detention basin) end:

Option 1: A bund and pipe system to divert overland flows from west away from the township.

Option 2: A pit and pipe system along First Street and potentially into the rear laneway between Second and Third Avenue with a new ocean outlet pipe running along the caravan park access road.

Option 3: Combined Option 1 and 2.

Option 4: Option for dealing with localised flooding near the Post Office by looking to increase the pit inlets within the Second Avenue local sag point and combine with proposed new coastal outlet through the Retirement Village.

Option 5: Open lined drain and culvert structure directly linking Basin 1 and Basin 3 with modified Basin 3 outlet to coast to improve driving pressure head.

Option 6: Expanding the storage volume of Basin 2 and installing a new ocean outlet direct from Basin 2 to the ocean, as well as:

a. Relaying/regrading of drainage pipes in the lower part of Third Avenue
b. Replacing the existing box culvert under McGrath Avenue
c. Reconstructing the existing lined drain in Basin 2
d. Regrading of the Detention Basins.

Option 7: Open Diversion Channel to intercept Third Avenue flows (including all Option 6 recommendations).

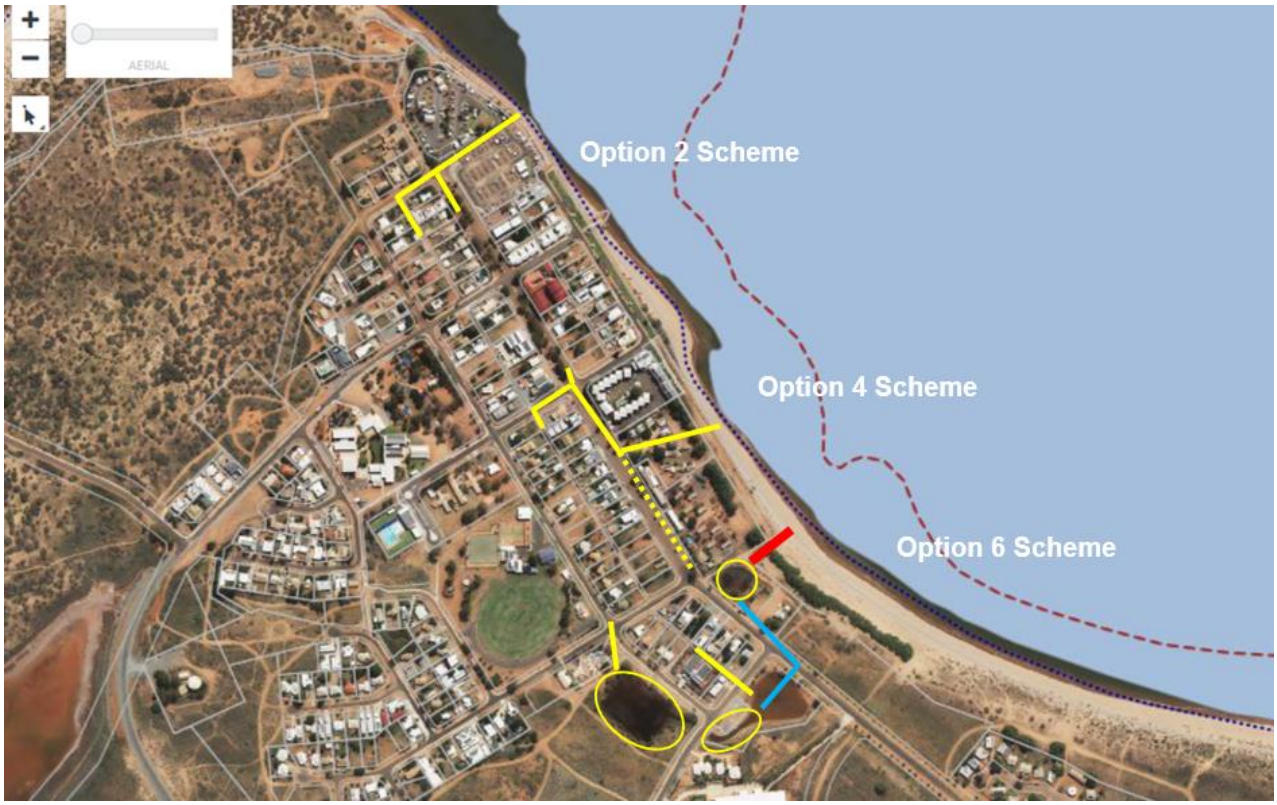
The above options were modelled in Stage 3 of the study to determine potential flood reductions based in the 5% AEP rainfall event (1 in 20 year event) and 1 exceedances per year (EY) sea level scenario.

Following is a summary of the key outcomes:

Option ID	Impact from Constraints	Maximum Flood Reduction (mm)	Proceed to Design (Y/N)
1	Moderate	55	N
2	Moderate	250	Y
3	High	250 (due to Option 2)	N
4	Moderate	200	Y
5	Low	12	N
6	Moderate-High	150	Y
7	High	160	Potentially

Proposed Stormwater Upgrade Projects

Based on the above assessment, Options 2, 4 and 6 are considered sufficiently justified for implementation. Options 2 and 4 have progressed to Preliminary Design based on the original concepts. Option 6 has evolved over time to a partial pump-based system (as explained below). The three options (2, 4 and 6) are depicted on the sketch drawing below:



The proposed projects are summarised below:

Option 2 – First Street Drainage Project

Refer Figure 1 as above. Concept drawings for this project are provided at Attachment 4.

This option includes a new pit and pipe system along First Street and into the rear laneway between Second and Third Avenue, with a new ocean outlet pipe running along the caravan park access road. The rationale for this project is to intercept stormwater flows at the western end of the street, in a known problem drainage area, and to discharge those flows to the ocean in a location where the natural elevation facilitates the installation of a new ocean outfall.

Option 4 - Third Street Drainage Project

Refer Figure 1 as above. Preliminary Design Drawings for this project are provided at Attachment 5.

Part of this system needs to be constructed as a component of the Stage 1 Onslow Streetscape Project and has already been funded in the 2024/2025 Annual Budget. It includes a connection to the new carpark at the intersection of Second Avenue and Third Street and a new stormwater pipe run along part of Third Street. The scheme will discharge to the ocean through a new ocean outfall near the Retirement Village.

Option 4 also includes the removal of the Second Avenue stormwater pipe inlet which currently discharges into Detention Basin 3. The existing stormwater pipe which runs down Second Avenue from the Beach Resort is to be replaced with a new/upgraded stormwater pit and pipe system that will flow in the reverse direction to the proposed ocean outlet at the Retirement Village.

The intention is to deliver that as part of the Stage 3 Onslow Streetscape Project - it cannot realistically be delivered ahead of those works. In the interim, flows in the existing pipe (which is dead flat) will be reversed and will discharge to the ocean via the proposed new ocean outlet at the Retirement Village.

Option 6 - Detention Basin System

Refer Figure 1 as above. Further detail regarding Option 6 is shown on the schematic drawings at Attachment 6.

This option includes a moderate capacity pump well in Detention Basin 2 (500L/s) which will discharge stormwater directly to Basin 3 via a rising main along Second Avenue. All other stormwater inflows into Basin 3 will be terminated and redirected via existing open channels and a new pit and pipe system in the rear laneway which runs parallel to Second Avenue – that pipe run will discharge direct to Basin 2.

In this option, Basin 3 becomes an Ocean Discharge Basin – its sole function is to temporarily store stormwater which is pumped from Basin 2. That stormwater is subsequently discharged to the ocean through the existing flood gates in Basin 3 and through an upgraded stormwater ocean discharge channel.

Note that this option would necessitate a cut-off switch in Basin 3 so that the basin cannot overflow in an extreme event. In an extreme (cyclone) event, ocean water levels can remain elevated for an extended period. If that is combined with heavy rainfall, then the ocean outlet from Basin 3 would not be able to discharge water to the ocean for a period of time.

As an alternative, the option of pumping/discharging stormwater direct to the Ocean Discharge Channel is currently under consideration. This would require a suitable energy dissipation structure in the Ocean Discharge Channel to minimise erosion. However, it would also remove the requirement for a cut off switch in the event of elevated sea levels – pumping could also continue regardless of the impact of extreme events.

There may also be merit in leaving the Basin 3 system in place, lowering the floor of the basin by 300mm, increasing the size of the stormwater pipe between Basin 2 and Basin 3 (currently 325mm diameter) and replacing the ocean outlet pipes and storm flaps in Basin 3. This would allow for a failsafe back-up. As the basin system is the lowest point in that area, no other suitable alternative has been identified.

The lower section of the Third Avenue stormwater pipe network also requires upgrading (replacement of existing reinforced concrete pipe section) to eliminate a sag in the pipe where it crosses Cameron Avenue. Stormwater pipes should always be constructed with a constant grade – sags lead to deposition of silt and blocking of pipes. Minor earthworks are also required in Detention Basin 1 (regrading of the basin and the inclusion of a low-flow channel) and Detention Basin 2 (completion of the existing concrete lined channel).

A program of future works has been prepared based on the current concept for Option 6, but that may need to be adjusted if the alternative (as outlined above) proves both feasible and preferable.

Pump Optimisation

A separate study was undertaken to optimise the size and configuration of proposed pumping system in Detention Basin 2. Pumping equipment is expensive to install and maintain, so it was important to ensure an optimum pumping capacity (not too large/not too small). As per the modelling:

- A pump discharge rate of 100L/s increases flood depth by 40mm in a 5% AEP which is unacceptable.
- A pump discharge rate of 300L/s indicates:
    - Modest improvement in a 20% AEP (1 in 5 year) - reduction in flood depth of approx. 40mm.
    - Significant improvement in a 5% AEP (1 in 20 year) – reduction in flood depth of at least 200mm.
- Moving to a 500L/s pump discharge further improves the flood mitigation in both a 5% and 20% AEP, but not significantly.

Based on the above, the following pump configurations were assessed:

- Option 1 - Duty/Standby pumps, duty flow of 300L/s and rising main size of 456 ID
- Option 2 - Duty/Standby pumps, duty flow of 500L/s and rising main size of 578 ID
- Option 3 - Duty/Assist pumps, duty flows of 300L/s (single duty) and 500L/s (assist) and rising main size of 456 ID.

The recommended option is Option 3 – Duty/Assist 45kW pumps with duty flows of 300L/s (single duty) and 500L/s (assist), with a rising main size of 456 ID and a 4000mm diameter pump well (further technical work is required to finalise the design concept).

Works Already Completed

Pipe Relining and Cleaning

In 2023, contractors were engaged to undertake a complete CCTV inspection of the network in the main part of the town. The works were tendered in February 2024 with construction in May 2024. The works are summarised as follows:

- 1950m of pipe varying in diameter from 225mm to 675mm have been high pressure cleaned.
- 440m of stormwater pipe in varying diameters 300mm to 600mm have had root intrusions and defects removed via grinding, cleaning and jetting.
- 485m of stormwater pipe in varying diameters 300mm to 1200mm with structural defects have been relined with a proprietary PVC liner, returning the pipes to near new condition for a fraction of the cost of replacement.




Reconstruction of Ocean Outfalls

The ocean outfalls in the main part of the town have not been subject to a rigorous inspection and maintenance program, which is required for all critical infrastructure. In particular, the main ocean outlet at Simpson Street (adjacent to the existing town boat ramp) and the associated junction pits were in a very poor state of repair with the outlet being constantly blocked by sand. It is also likely that the system would have failed completely within the next two years as a result of collapsed steel stormwater pipes and blocked/buried junction pits.

Other ocean outlets at the Caravan Park were in a similar state of degradation and required remediation works. Those works were tendered in mid-2024 and the works were completed in September/October 2024. Pictures of the completed works are shown below:




<u>Additional Works to be Completed in 2024</u>

It is proposed to complete the following additional works prior to the end of the current calendar year (subject to weather and availability of suitable contractors):

- Completion of concrete channel works in Basin 2 (refer to picture below). That work was abandoned in 2021 due to wet weather. However, the system has dried out enough to allow for those works to now be completed. The project has been scoped and quotes have been sought for the works.
- Regrading of Detention Basin 1 to avoid the ponding of water and to facilitate the subsequent construction of a low flow channel through the centre of the basin. When the proposed pump system is in place, both Basins 1 and 2 will be dry for the majority of the time, rather than holding water. A regrading plan for Basin 1 has been prepared – subject to the availability of contractors, construction is planned for December 2024/January 2025.





Flood Modelling with All Proposed Projects in Place

Overall Impact on Flood Levels

As a final check, the flood model has been run with all of the proposed projects in place, including all three stages of the streetscape project. The modelling indicates the following in relation to the 5% AEP (1 in 20 year) event:

- In relation to the pump-based system in Detention Basin 2 (Option 6):
    - There is a 100-200mm reduction in flood levels across private properties in the 5% AEP. The 5% AEP flood mapping (afflux) is shown Attachment 7.
    - The optimum, and most economical pump configuration is based on a 300L/s duty pump and a 200L/s standby pump located within a 4m diameter pump well in Detention Basin 2, with a 450mm rising main.
    - A pump-based discharge will allow for the detention basins to be cleared of water within a relatively short time following a rainfall event, rather than the water ponding in Basins 1 and 2 for extended periods (up to 6 months).
- The addition of the proposed First Street stormwater system (Option 2) results in over 200mm of flood reduction in adjacent properties in the 5% AEP (1 in 20 year).
- The collective reduction in private properties flood levels as a result of the Option 4 pipes and Option 6 pumps is 200mm to 300mm.
- Flood depth mapping (total flood depth) for the 5% AEP event for the area between First and Third Street, and the area near the post office, is shown at Attachment 7.

Onslow Streetscape Project

The streetscape design surface indicates local increased flood levels in line with raised surface levels and medians (as per the 5% AEP flood map at Attachment 7). This was expected as the street is being narrowed to accommodate wider footpaths – which effectively reduces the volume of stormwater storage which is available within the street. In relation to this, the following is noted:

- That additional floodwater is generally contained within carpark and road reserve areas other than at a few isolated road frontage properties, which show a relatively small increase in the depth of flood water. Those properties need to be investigated in further detail as there may be inaccuracies associated with survey/design data which are contributing to that issue.
- Reconfiguration of the street as part of the Onslow Streetscape Project will deliver a smooth asphalt overlay with a constant crossfall, and new combined side entry/grated stormwater pits. The new street will be able to disperse water much more quickly and efficiently than it did previously – without ponding of water in the street.
- The reconditioning and relining of stormwater pipes, combined with the installation of new stormwater outfalls, means that the whole system will perform much more effectively than it did before. Critical parts of the system were severely blocked and close to failure. These have been rectified with recent works.

Proposed Program of Works

It is proposed to implement stormwater scheme improvements over a five-year period, commencing in the current financial year – as summarised below.

Works Implemented/Proposed for Implementation in 2024

The following projects have been implemented this year:

- Pipe Relining and High-Pressure Cleaning – May 2024 - $335,000
- Reconstruction of Ocean Outlets – September/October 2024 - $800,000.

The following projects are already funded in the 2023/2024 Annual Budget

- Completion of Concrete Drain in Detention Basin 2 – November 2024 - $75,000
- Regrading of Detention Basin 2 - $75,000
- Stage 1 of the Third Street Drainage Project – May to August 2024 - $1,227,000.

Total Expenditure - $2.5m

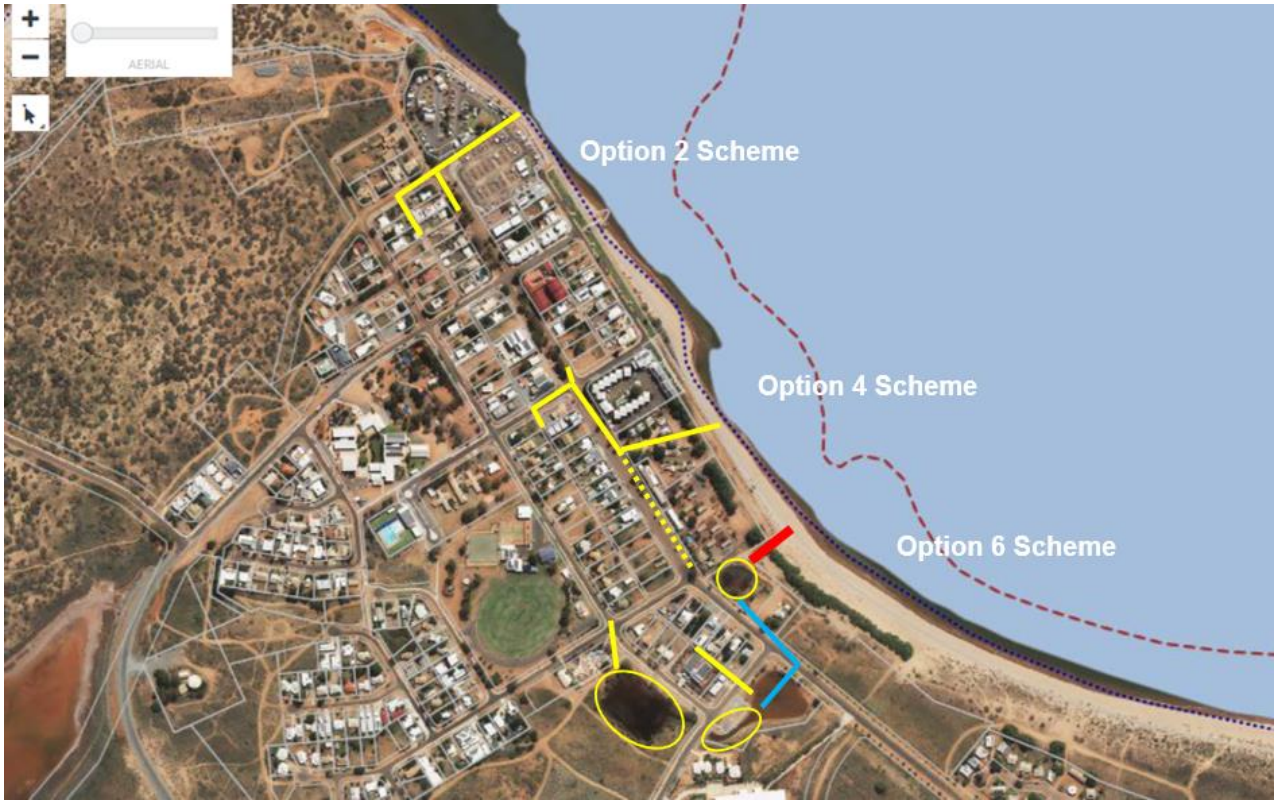
Proposed Work Program for Future Years

The proposed program of future works is shown in Table 1 below.

The program assumes that Stages 2 and 3 of the Onslow Streetscape Project are funded in financial years 2025/2026 and 2026/2027 for delivery in calendar years 2026 and 2027.

Total expenditure for the proposed stormwater upgrade program is estimated at $3m per year over the next five years (total of $15m).

The location map for the various projects is reproduced here for ease of reference:



Financial Year	Scheme	Project	Estimate
2025/2026 ($2.6m)	Option 4	Phase 2 of Third Street Drainage Project - to be delivered as part of Stage 1 Onslow Streetscape.	$0.65m
	Option 6	Rear laneway stormwater pipe system between Second Avenue and Third Street, discharging into Detention Basin 2.	$1.5m
		Beadon Bay Road Drainage Channel – clean out and grade channel south of Discovery Park – replace 450mm dia RC pipe under Discovery Park access road with a 900x900 box culvert.	$0.45m
2026/2027 ($3.0m)	Option 2	Phase 1 of First Street Drainage Project – to be delivered as part of Stage 2 Onslow Streetscape.	$1.0 m
	Option 6	Upgrade of Ocean Discharge Channel at eastern end of town.	$2.0m
2027/2028 ($3.2m)	Option 4	Phase 3 (final phase) of Third Street Drainage Project - new pipe run along Second Avenue – to be delivered as part of Stage 3 Onslow Streetscape.	$1.7m
	Option 6	Install new discharge pump and rising main in Detention Basin 2 – including outlet and energy dissipation structures	$1.5m

2028 / 2029 ($3.0m)	Option 2 Option 6	Phase 2 (final phase) of First Street Drainage Project – ocean discharge and stormwater pipes in First Avenue and rear laneway. Regarding, lowering and rock pitching of Detention Basin 3 – including replacement of discharge pipes and storm valves.	$2.0m $1.0m
2029 / 2030 (3.0m)	Option 6 -	Replacement of box culvert on McCauley Avenue between Detention Basins 1 and 2. Contingency Allowance.	$1.4m $1.5m
		TOTAL	**$14.7m (say $15m)**

Table 1. Proposed Onslow Stormwater Upgrade Program

Consultation

Director Infrastructure Services
Director Community Development
Coordinator Planning and Lands (for land tenure and planning related matters)

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Procurement for design and construction is to be in accordance with Council Policy – Purchasing and Procurement.

Financial Implications

Current Financial Year

$2.5m (already funded)

Future Financial Year(s)

Capital Investment - $15m over 5 years ($3m per year) commencing in FY 2025/2026

Maintenance of pipes, pits and ocean outfalls – 2% of Capital Investment per year commencing in FY 2025/2026:

- FY 2026/2027 - $30,000
- FY 2027/2028 - $60,000
- FY 2028/2029 - $180,000
- FY 2029/2030 - $240,000
- FY 2030/2031 - $300,000 per year ongoing

Pumping System Operating and Maintenance Costs - $200,000 per year commencing in FY 2028/2029.

Legislative Implications

Nil

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Property (plant, equipment, buildings)	Significant damage requiring internal and external resources to rectify.	Possible (3)	Catastrophic (5)	High (10-16)	Plan, fund and implement improvements and upgrades to the seawall and to existing ocean outlets in Onslow. Implement those work in the 23/24 and 24/25 financial years.
Reputation (social/community)	Substantiated public embarrassment, widespread high impact on community trust, high media profile, third party actions.	Possible (3)	Major (4)	High (10-16)	As above.

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

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to the Proposed Onslow Stormwater Upgrade Program, Council:

1. Provides in principle support for the implementation of the proposed stormwater upgrade program and individual projects as outlined in this report.
2. Requests the Chief Executive Officer to include an annual amount of $3m in the Long-Term Financial Plan for each financial year from 2025/2026 through to 2029/2030 (a total of $15m) for the implementation of this program.

15 Community Development Reports

15.1 Pannawonica Bike Park, Playground and Clubhouse Deck Projects

File Reference	CS94
Applicant or Proponent(s)	Not Applicable
Author	C McGurk, Director Community Development
Authorising Officer	K Donohoe, Chief Executive Officer
Previous Meeting Reference	Ordinary Council Meeting 17 September 2024 - Item 10.2.3 - 171/2024
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Pannawonica Bike Park, Sporting Club Decking Updgrade and Playground Business Case 2. Inspire Community Projects Pipeline 3. Pannawonica Bike Park, Spots Club Decking and Playground Concept Designs

Report Purpose

Council is required to review the Pannawonica Bike Park, Destination Playground and Sports Club Outdoor Decking Upgrade Business Case (Attachment 1).

The purpose of this report is to provide Council with sufficient information to make an informed decision with regards to the Pannawonica Bike Park, Destination Playground and Sports Club Outdoor Decking Upgrade.

Council is requested to endorse the Pannawonica Bike Park, Destination Playground and Sports Club Outdoor Decking Upgrade Business Case and the allocation of $3.2 million from the Inspire Community Partnership.

Background

The Inspire Community Partnership signed in 2023, followed the previous community partnership with Rio Tinto called CISP. The CISP agreement was a funding arrangement for both Paraburdoo and Tom Price, where the new Inspire Community Partnership funding is to be delivered across Tom Price, Paraburdoo and Pannawonica.

Following the popularity and positive public feedback on the Tom Price Bike Park project, and the imminent launch of the Paraburdoo Bike Park, the community of Pannawonica has shown a strong desire for the development of similar facilities.

This project is part of the Inspire Community Partnership Project Pipeline (Attachment 2) received by Council in September 2024. This business case also includes the Pannawonica Sport Club Outdoor Decking Update and Destination Playground, which was another identified project in the Inspire Community Partnership Project Pipeline.

To assist with the primary challenges faced in Pannawonica for completing these projects which include contractor accommodation in a closed town, managing license agreements, and the costs associated with multiple projects; it is proposed to be more efficient and cost-effective to complete these projects simultaneously using the same contractors, therefor presenting them in one business case.

Comments

As per the Inspire Community Partnership Agreement, the attached business case has been developed for the Pannawonica Bike Park, Destination Playground and Sports Club Outdoor Decking Upgrade for review and endorsement, ensuring compliance with the Agreement's Strategic Objectives and the Council's Strategic Plans.

As detailed in the Pannawonica Bike Park, Destination Playground and Sports Club Outdoor Decking Upgrade Business Case (Attachment 1), the project proposed to be delivered is pending an approved licence agreement between Rio Tinto and the Shire of Ashburton.

The proposed licence agreement will address, that the Shire will design and construct, with all assets to be gifted to Rio Tinto upon completion, as the land is not owned by the Shire. Rio Tinto will be responsible for all maintenance and upkeep of the project assets, once construction is complete.

The preliminary design details and concept information (Attachment 3) has been provided for further review to support the attached business case.

Consultation

Inspire Tactical Advisory Team Meeting held on 6 November 2024
Inspire Senior Leadership Team Meeting held on 20 November 2024
Pannawonica Community Stakeholders
Executive Leadership Team

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	1. People - We will support opportunities for the community to be safe, socially active, and connected.
Strategic Outcome	1.2 Communities connected with opportunities
Strategy	1 Foster and strengthen partnerships with local networks to drive social prosperity.

Council Policy

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

There is currently an estimated $6.8 million of unallocated Inspire Community Partnership funds.

It is proposed to allocate $3.2 million from the Inspire current received funds towards the Pannawonica Bike Park, Destination Playground and Sports Club Outdoor Decking Upgrade as per the Inspire Project Pipeline received by Council in September 2024.

This will leave a remaining $3.65 million of the current received Inspire funds.

Legislative Implications

Local Government Act 1995:

Section 3.27

This section allows local governments to perform certain works on land they do not own, as long as these actions are prescribed in Schedule 3.2

Section 3.54

This section deals with the management of property, including the ability to enter into agreements with landowners for the use of their land.

Section 6.12

This section allows local governments to make grants or donations to individuals or organizations. It provides the legal basis for gifting assets, as long as the action is within the local government's powers and serves a public purpose

Section 9.49A

This section covers the execution of documents, which would include any formal agreements or licenses between the local government and the landowner

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Should the project not go ahead, it could be seen as contractual non-compliance, with not delivering identified community projects equally across all three towns.	Likely (4)	Minor (2)	Moderate (5-9)	Consult with the Leadership teams and communities, to effectively deliver small, targeted programs that address other concerns.

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

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to the Pannawonica Bike Park, Destination Playground and Sports Club Outdoor Decking Upgrade Business Case, Council,

1. Endorses the Pannawonica Bike Park, Destination Playground and Sports Club Outdoor Decking Upgrade Business Case as provided and detailed at Attachment 1.
2. Approves the allocation of $3.2 million from the Inspire Community Partnership to deliver the project.
3. Authorises the Chief Executive Officer to negotiate and sign a licence with the landowner in Pannawonica, to design and construct the asset and gift the assets back to the landowner for future ongoing management.

15.2 Provision of Youth Services Pilot Program - Pannawonica

File Reference	CS94
Applicant or Proponent(s)	Not Applicable
Author	C McGurk, Director Community Development
Authorising Officer	K Donohoe, Chief Executive Officer
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Provision of Youth Services Pilot Program Pannawonica- Business Case

Report Purpose

Council is required to review the Provision of Youth Services Pilot Program - Pannawonica Business Case (refer to Attachment 1).

The purpose of this report is to provide Council with sufficient information to make an informed decision with regards to the provision of youth services in Pannawonica.

Council is requested to endorse the recommendation as detailed in this report and the Youth Services Pilot Program - Pannawonica Business Case.

Background

There is a strong community desire for the provision of Youth Services in Pannawonica, as no formal services have been provided in the community to date. The absence of structured youth services has left a significant gap in support for the young population. With the increased number of youth living in Pannawonica, the demand for dedicated youth services has significantly risen.

The growing youth population in Pannawonica highlights the urgent need for programs and services that cater specifically to their needs. Currently, young people in the community lack access to essential resources and opportunities that can aid their personal, social, and educational development. This gap can lead to various challenges, including limited access to mental health support, recreational activities, and skill-building opportunities.

This was also identified during the consultation process for the Shire's Youth Strategy 2023-2025 resulting in the following action;

1.1.1 Work collaboratively to identify a funding package that will enable the employment of a full-time youth worker to staff the Pannawonica Youth Space.

With no service providers located in Pannawonica, seeking external support and funding for the provision of youth services in the community have not been successful to date. Without evidence to support the need for youth services in the community, the Shire has not effectively been able to prove the need for State Government funding in this space.

In July, Shire officers approached six youth service providers to gauge interest in providing services in Pannawonica under a range of delivery models including drive-in, drive-out, fly-in, fly-out, full-time, part-time and ad-hoc services. Only one youth service provider was interested in further discussions regarding the provision of youth services in Pannawonica, being Carey Right Track Foundation (CRTF).

Research during this time also identified there was only one service provider who offers on-going youth services under a fly-in, fly-out model, delivering remote youth services that will align with the actions in local government youth strategies, this was CRTF.

The Inspire Community Partnership signed in 2023, followed the previous community partnership with Rio Tinto called CISP. The CISP agreement was a funding arrangement for both Paraburdoo and Tom Price, where the new Inspire Community Partnership funding is to be delivered across Tom Price, Paraburdoo and Pannawonica.

As per the Inspire Community Partnership Agreement, the attached business case has been developed for the Provision of Youth Services Pilot Program - Pannawonica for review and endorsement, ensuring compliance with the Agreement's Strategic Objectives and the Council's Strategic Plans.

A business case to fund a pilot program for the provision of Youth Services in Pannawonica from the Inspire Community Partnership was presented and endorsed by the Inspire Community Partnership Tactical Advisory Team on 8 November 2024. This business case was then presented and endorsed by the Inspire Community Partnership Senior Leadership Team on 20 November 2024.

Comments

The proposed Pannawonica Provision of Youth Services will be a 12-month pilot project, delivering youth services to the community of Pannawonica during the school term on an 8:6 basis. The program will be aimed at enhancing the well-being of and development of young people in the community. This project will provide a range of programs designed to support young people, fostering their personal, social and educational growth.

The pilot project will be delivered by CRTF and closely monitored and evaluated to assess its impact and effectiveness. Feedback from participants and stakeholders will be collected to inform future improvements and provisions. Based on the evaluation of the pilot program, a plan for long-term sustainability of the services will be developed.

The business case (Attachment 1) provides detailed information on the pilot program along with evaluation and reporting timeframes.

The Provision of Youth Services in Pannawonica aligns with the objectives of Shire Strategic Plans by:

Youth Strategy:

1.1.1 Work Collaboratively to identify a funding package that will enable the employment of a fulltime youth worker to staff the Pannawonica Youth space.

1.1.2 Expand youth-friendly, accessible spaces within Shire facilities and places.

1.2.1 Work cohesively to develop youth programs, inclusive of arts, culture and life skills development.

2.2.1 Develop and support initiatives that build youth mental health awareness, knowledge, and skills across the community.

3.1.2 Facilitate skill development programs and workshops to improve career and employability skills.

Strategic Community Plan:

1.1 Coordinated delivery of social services and projects for the community.

1.2 Communities connected with opportunities.

1.3 Individual and community learning opportunities.

4.6 Visionary community leadership with sound, diligent and accountable governance.

The pilot program will provide valuable data to enable an effective evaluation that will strengthen our advocacy for external funding and support for the long-term provision of Youth Services in Pannawonica.

The below table shows the current Inspire Community Partnership Budget Allocation as per the Inspire Community Projects Pipeline and the percentage allocated towards each of the towns being Tom Price, Paraburdoo and Pannawonica, totalling $37.5 million.

Description	Tom Price	Paraburdoo	Pannawonica	Unallocated Funds
Project Pipeline	$6,900,000	$10,135,000	$3,550,000	
23/24 Programs & Events Spend	$299,024	$ 215,200	$139,552	
23/24 Program & Event Underspend to Tom Price Festival	$229,225			
24/25 Program & Event Budget	$385,000	$ 295,000	$280,000	
Tom Price Festival Commitment for future years	$1,600,000			
Future Program & Event Budget Allocation	$2,920,000	$2,200,000	$2,080,000	
TOTAL	$12,333,249	$12,845,200	$6,049,552	$6,272,000
Percentage allocation	33%	34%	16%	17%
2025 Provision of Youth Services Pilot Program			$239,400	$6,032,600
Percentage allocation	33%	34%	17%	16%

The Inspire Community Partnership Senior Leadership Team (SLT) agreed that the Provision of Youth Services Pilot Program in Pannawonica meets the vision of the Inspire Community Partnership by supporting the combined objectives of both parties, through community development and social investment priorities that will contribute to community vibrancy and liveability in the Shire of Ashburton.

SLT consider this investment would have minimal impact on the overall budget but provide valuable data through the evaluation process on the need of these services in the community of Pannawonica. Allowing the Shire and Rio Tinto to reevaluate the requirements of Youth Services in the community and to what level these are required.

The pilot program shows a commitment to the youth in Pannawonica with no access to external services other than those provided by the Shire and Rio Tinto, having minimal impact on the Inspire Community Partnership budget allocation and meets the terms of the Inspire Community Partnership. SLT endorsed the business case for the Provision of Youth Services in Pannawonica to be presented to Council.

Consultation

Pannawonica community during the development of the Youth Strategy 2023 – 2025
Inspire Community Partnership Tactical Advisory Team
Inspire Community Partnership Senior Leadership Team
Carey Right Track Foundation

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Council Policies » Shire of Ashburton

Council Policy – Purchasing and Procurement

Financial Implications

Current Financial Year

NEW GL - $ 239,400

Future Financial Year(s)

Nil

Legislative Implications

Local Government Act 1995 (the Act) - Section 3.18(3)(a)

> *"A local government is to satisfy itself that services and facilities that it provides do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private."*

As no formal youth services have been provided in Pannawonica, there is currently no data to seek State Government funding for the provision of Youth Services in the community.

The pilot program will provide valuable data to enable an effective evaluation that will strengthen our advocacy for external funding and support for the long-term provision of Youth Services in Pannawonica.

In relation to procurement compliance Section 3.1 of the Act, a local government is *"to provide for the good government of persons in its district".*

Section 6.10 of the Act provides that regulations may provide for *"(c) the management by local government of its assets, liabilities and revenue; and (d) the general management of, and the authorisation of payments out of – (i) the municipal fund, and (ii) the thrust fund of a local government."*

Relevantly, the Regulations do this by requiring (under the *Local Government (Functions and General) Regulations 1996,* regulation 11(1)) that:

> *"Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than $250,000 unless sub regulation (2) states otherwise."*

Regulation 11(2), however, provides exceptions where it is considered the public interest is achieved despite public tender processes not being conducted. Relevantly for the procurement proposed in regulation 11(2)(f), which states:

> *"the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier."*

The exemption in regulation 11(2)(f) requires the Shire (through Council) to form the requisite belief. This requires the Shire to form an actual and honestly held subjective opinion (as reflected through the resolution of Council and the voting elected members).

Officers sought interest from multiple Youth Services providers and advice received back that CRTF was the only provider in the position to provide these services in Pannawonica.

On this basis Shire officers believe that the requisite justification for using this exemption has been met and is in the public interest to do so.

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
People	Should the pilot program not go ahead there would be no data available to see the true need and/or scale of services required in the community.	Likely (4)	Moderate (3)	Moderate (5-9)	For Council to endorse the pilot program.

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

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to the Provision of Youth Services Pilot Program - Pannawonica, Council,

1. Endorses the Provision of Youth Services Pilot Program in Pannawonica.
2. Amends the 2024/2025 Annual Budget, allocating $239,400 from the Inspire Community Partnership for the delivery of the pilot program.
3. Notes the process undertaken by Shire officers as detailed in the body of the report, with respect to the direct engagement of Carey Right Track Foundation to undertake the Provision of Youth Services Pilot Program in Pannawonica.
4. Requests a detailed report on the pilot program be presented to Council at the December 2025 Ordinary Council Meeting.

15.3 Tom Price Festival - Inspire Community Partnership

File Reference	CS94
Applicant or Proponent(s)	Not Applicable
Author	C McGurk, Director Community Development
Authorising Officer	K Donohoe, Chief Executive Officer
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Tom Price Festival Business Case

Report Purpose

Council is required to acknowledge the Inspire Community Partnerships Senior Leadership Team (SLT) endorsement to support the delivery of the Tom Price Festival for the duration of the 10-year partnership.

The purpose of this report is to advise Council of the SLT endorsement and seek the further endorsement of Council.

Council is requested to endorse the SLT proposed allocation of $200,000 to the delivery of the Tom Price Festival for the reminder of the Inspire Community Partnership.

Background

The Nameless Festival, also known as the Nameless Jundunmunnah Festival, has been a significant annual event held in Tom Price on the second weekend of August each year. The festival has been an iconic event, run by an entirely volunteer committee and has been an integral part of the isolated community of Tom Price.

In June 2024, Shire of Ashburton Council endorsed for the Shire of Ashburton's Communities Team to take on the delivery of the festival and in September 2024 the Inspire Community Partnership Senior Leadership Team endorsed the event underspend from the 2023/2024 financial year to be used towards the delivery of the 2025 festival.

The program of events will be held over an eight day period, with the main festival to be held on the last day (second weekend of August). The event underspend from the 2023/2024 financial year was $229,225 and was endorsed at the August 2024 Senior Leadership Team to be contributed towards the delivery of 2025 festival.

Comments

To ensure the ongoing delivery of the Tom Price Festival, the Shire is seeking the ongoing support through the Inspire Community Partnership of $200,000 for the delivery of the festival.

Through the Shire and Rio Tinto supporting this festival through the Inspire Community Partnership it is an opportunity to showcase the joint commitment to the community of Tom Price for the ongoing delivery of the festival. It is also an opportunity to showcase the Inspire Community Partnership through dual branding of the festival for the life of the partnership.

As per the Inspire Community Partnership Agreement, the attached business case has been developed for the Tom Price Festival for review and endorsement, ensuring compliance with the Agreement's Strategic Objectives and the Council's Strategic Plans.

Consultation

Executive Leadership Team
Inspire Tactical Advisory Team
Inspire Senior Leadership Team

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	1. People - We will support opportunities for the community to be safe, socially active, and connected.
Strategic Outcome	1.2 Communities connected with opportunities
Strategy	1 Foster and strengthen partnerships with local networks to drive social prosperity.

Council Policy

Council Policies » Shire of Ashburton

Nil

Financial Implications

Current Financial Year

$229,225 will be allocated from the Inspire Programs and Events underspend from the 2023/2024 financial year.

Future Financial Year(s)

There will be an allocation of $200,000 per annum for the remainder of the Inspire Community Partnership towards the Tom Price Festival. This will reduce the Shire's budget contribution to $200,000, reducing GL C334 from $400,000 to $200,000.

Legislative Implications

Nil

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Financial impact	If the funding from the Inspire Community Partnership Agreement is not approved, the Shire's budgetary allocation will increase.	Likely (4)	Moderate (3)	Moderate (5-9)	The Shire sources other funding opportunities in the delivery of the Tom Price Festival.

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

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to Tom Price Festival – Inspire Community Partnership Funding, Council, endorses the Inspire Community Partnership Senior Leadership Team's proposed allocation of $200,000 to the delivery of the Tom Price Festival for the remainder of the Inspire Community Partnership.

15.4 One Tree Community Services: 2025 Onslow Wellness Package

File Reference	CP18
Applicant or Proponent(s)	Not Applicable
Author	T Taylor, Manager Communities
Authorising Officer	C McGurk, Director Community Development
Previous Meeting Reference	Ordinary Council Meeting 18 May 2021 - Item 15.1 – 84/2021
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Report Purpose

Council is required to consider the information in this report to support the One Tree Community Services - 2025 Wellness Package.

The purpose of this report is to provide Council with the required information to make an informed decision.

Council is requested to support the One Tree Community Services - 2025 Wellness Package.

Background

At its meeting held 18 May 2021, Council endorsed the One Tree Community Services: 2021 Onslow Wellness Package/Program as follows:

> *"That with respect to Waiver of Fees and Charges Associated with 10 x Annual Season Pool Passes and Gym memberships, Council:*
>
> *Endorse the One Tree Community Services: 2021 Onslow Wellness Package/program;*
>
> *Authorise the CEO or CEO's nominated Director to accept the 2021 Onslow Wellness Package.*
>
> *Considers an allocation of $7,025 One Tree Sponsorship Program for inclusion in the 2021/22 budget.*
>
> *Approve the waiver of the fees and charges for annual season pool pass and gym membership for One Tree Staff, estimated to be approximately $7,025."*

This package provided 10 x One Tree Childcare Educators with an Annual Pool Pass and a 12 Month Gym Membership at a cost of $7,025.00 to the Shire.

A key issue at this time for the Onslow community was access to childcare due to a nation-wide skills shortage exacerbated by the COVID-19 pandemic and hard border controls by the WA State Government. Other issues impacting the ability of One Tree to attract and retain staff were:

- Housing affordability;
- Lack of qualifications;
- Disparity in wages between the childcare and resource sectors; and

- High cost of living in a remote location.

The 2021 Onslow Wellness Package/Program was created to further grow and sustain Onslow's One Tree Children's Services so the organisation could best service the childcare needs for the community of Onslow.

The 2021 Onslow Wellness Package/Program was supported by a number of stakeholders including Chevron Australia Pty Ltd, BHP and Onslow Salt and this support was administered through the Onslow Chamber of Commerce and Industry.

The Shire's contribution to the package was managed directly between the Shire and One Tree.

Comments

Key issues continue to present themselves in the early years sector, particularly in remote/regional communities such as Onslow, including:

- Housing affordability and availability;
- Disparity in wages between the childcare and resource sectors; and
- High cost of living in remote/regional locations.

These issues continue to impact the attraction and retention of staff to Onslow and as a not-for-profit organisation, One Tree is limited in its ability to provide additional benefits to staff without impacting the viability of the service.

One Tree is requesting the Shire re-introduce the Wellness Package as a staff incentive towards staff retention, providing:

- 10x Onslow Gym Memberships; and
- 10x Adult Season Pool Passes.

This would be an in-kind cost of $7,025.00 to the Shire.

Consultation

Director Community Development
One Tree Community Services General Manager

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	1. People - We will support opportunities for the community to be safe, socially active, and connected.
Strategic Outcome	1.2 Communities connected with opportunities
Strategy	1 Foster and strengthen partnerships with local networks to drive social prosperity.

Council Policy

Council Policies » Shire of Ashburton

Council Policy – Community Donations, Grants and Funding

Supporting the One Tree Community Services: 2025 Wellness Package would sit outside the above mentioned policy.

Financial Implications

Current Financial Year

In-kind support of $7025,00 for the 2024/2025 financial year.

Future Financial Year(s)

Nil

Legislative Implications

Section 6.12 (1)(b) of the *Local Government Act 1995* provides Council with the power to waive or grant concessions in relation to any amount of money.

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	Interruption to childcare services in Onslow with lack of staff retention.	Possible (3)	Moderate (3)	Low (1-4)	Provide in-kind support to support staff retention.

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

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to One Tree Community Services - 2025 Wellness Package, Council, endorses the waiver of fees and charges associated with 10x Adult Annual Season Pool Passes and 10x Onslow Gym Memberships at a value of $7,025.00 for One Tree Community Services, Onslow.

15.5 2024 Youth Annual Survey Report

File Reference	CS122
Applicant or Proponent(s)	Not Applicable
Author	J Murphy, Grants & Communities Administrator
Authorising Officer	C McGurk, Director Community Development
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. 2024 Youth Strategy Implementation Snapshot

Report Purpose

The purpose of this report is to provide the 2024 Youth Survey Report for Council to review, as provided at Attachment 1.

Council is requested to review and accept the 2024 Youth Survey Report as provided.

Background

In accordance with the Youth Strategy 2023 – 2025 the Shire conducted an annual youth survey which aims to understand and address the needs, aspirations and challenges faced by young people across the Shire. The survey provides valuable insights into various aspects of how young people feel they are heard and considered in the development of programs that affect their lives.

By gathering this data annually, we can track changes over time, identify emerging trends, and measure the impact of our initiatives. This continuous feedback is critical to assist the Shire with making informed decisions to ensure our strategies better serve the young people in our communities and their needs.

Engaging youth through this survey also fosters a sense of belonging, connection and inclusiveness. The 2024 Youth Strategy Implementation Snapshot provides a summary of the results received and highlights the Shire's progress is implementing the Youth Strategy 2023 – 2025.

Comments

Overall, 98 young people aged 12-24 across the Shire of Ashburton completed the youth survey. The purpose of this survey was to provide an overview of youth engagement and progress of the Youth Strategy implementation plan to date, and to identify any potential required focus areas moving forward. Together with key community stakeholders and external providers, the Shire plans to advocate and facilitate continued opportunities for young people.

76% of the young people reported that found community facilities accessible, and that dedicated youth zones and events and programs were being noticed. However, there was also a section to capture young people's thought on areas that we could still improve on to ensure they felt all facilities and programs and events were accessible. These have been provided in the report.

Another key focus area from the report is the knowledge and awareness young people and their families have surrounding health and well-being supports. Utilising this data from the report we will be able to trailer future programs and events, alongside community conversations to ensure we are targeting these sources of information and advocating for more diverse resources.

Furthermore, this report data has provided opportunities to strengthen our actions in targeting the youth strategy objectives and provided action plans that can assist all teams with direction ensuring delivery is targeted and more town specific for our young people. 2025 programs and events will ensure effective delivering targeting leadership skills development, career pathways and opportunities inside the Shire, advocating awareness of resources available surrounding health and wellbeing and more town specific programs.

Overall, this survey has indicated that there has been a strong increase in collaboration and communication with our young people which will further support a successful delivery into 2025, providing a strong foundation for the next Youth Strategy planning phase.

Consultation

1. 98 young people were involved in the survey.
2. Youth Officer and Community Development Officer were involved in reviewing the results and constructing the 2024 Youth Strategy Implementation Snapshot.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	1. People - We will support opportunities for the community to be safe, socially active, and connected.
Strategic Outcome	1.2 Communities connected with opportunities
Strategy	1 Foster and strengthen partnerships with local networks to drive social prosperity.

Council Policy

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

Nil

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
People	Without an annual survey, there would be no way to truly understand the impact and success of the strategy.	Rare (1)	Insignificant (1)	Low (1-4)	Continue to complete an annual survey for the duration of the strategy and provide a snapshot report for Council to review.

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

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to 2024 Youth Survey Report, Council, accepts the 2024 Youth Survey Report from the 2024 Youth Annual Survey, as provided at Attachment 1.

15.6 Request for Tender RFT 26.24 - Stage 1 Onslow Streetscape

File Reference	CM26.24
Applicant or Proponent(s)	Not Applicable
Author	A Sheridan, Project Manager
Authorising Officer	C McGurk, Director Community Development
Previous Meeting Reference	Ordinary Council Meeting 14 November 2023 - Item 15.1 – 211/2023
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Tender Evaluation and Recommendation Report (RFT 26.24) - Confidential

Report Purpose

Council is required to approve the award of a Tender for RFT 26.24 – Stage 1 Onslow Streetscape.

The purpose of this report is to provide Council with the Tender Evaluation and Recommendation Report for Request for Tender (RFT) 26.24 – Stage 1 Onslow Streetscape, as detailed in Confidential Attachment 1.

Council is requested to, based on the tender evaluation panel's assessment of the tender submissions received, award the project works as detailed in RFT 26.24 – Stage 1 Onslow Streetscape to Tenderer 2.

Background

Project Background

The Design Objectives for the Onslow Streetscape Project are summarised as follows:

- Reinforce the major avenue of tree plantings along the street (refer to Figure 2 below).
- Create a pedestrian friendly and low speed traffic environment.
- Provision of shade, seating and gathering spaces along the street.
- Provide for convenient and accessible parking.
- Create a sense of place through landscape planting and public art.
- Create an environment that will assist in stimulating private investment.
- Affordability and ease of maintenance.

Onslow Streetscape Development - Project Stages

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

- Stage 1: Simpson Street to Third Street - $16.2m
- Stage 2: Simpson Street to new Ocean View Caravan Park - $11.5m
- Stage 3: Third Street to Cameron Avenue - $6.7m.

This report refers specifically to Stage 1 of the project. Stage 1 works generally include but are not limited to the following landscape and civil design elements (refer Figure 1 for specific locations – as numbered below):

1* Roundabouts at the intersections of First and Simpson Streets. Design includes a semi-mountable kerb with central artwork installation (fabrication and installation of artwork forms part of this contract);

2* Open gathering space with Pearling Industry inspired shade cover at intersection of Simpson Street and Second Avenue;

3* Parklet and seating outside Beadon Bay Hotel, Lot 1 (22) Second Avenue;

4* Widen the existing median and plant out as per the landscape design;

5* Relocate existing water main in accordance with the civil design drawings;

6* New carpark and parklet (including shade structure, seating and interpretive elements) on the vacant Lot 351 (27) Second Avenue, adjacent to the Shire offices;

7* Parklet and shade structure outside Shire Admin Building, Lot 500 Second Avenue;

8* Public plaza area outside the Onslow Supermarket (intersection of Second Avenue and Third Street) including a large shade structure and additional seating/landscaping;

9* New carpark behind Lot 343 Second Avenue and on the vacant Lots 341 & 342 Second Avenue at the intersection of Third Street and Second Avenue (adjacent to the Onslow Beach Resort). Install a pearl industry themed shade structure near the new carpark.

***** *The numbers refer to locations on the Landscape Plan Concepts on Figure 1 below.*

Other components of the project include the following:

- Install new garden beds/plantings (including irrigation) within available spaces and newly created spaces;
- Road surface to be primarily an AC overlay of existing – essentially pothole patching and corrector course followed by overlay;
- Widen existing footpaths to minimum of 2.5m (both sides of the street) and connect new drainage pits to existing pits. Demolish and replace all kerbing with new;
- Provide pedestrian/traffic calming crossing points as specified including enhanced pavement treatments (brick paving) so that they stand-out from the adjoining footpath and roadway;
- Existing drainage pits to be converted to Junction pits where necessary and as detailed in the civil design;
- Generally, retain all existing street trees, install root barriers and plant new street trees as per the landscape design; and
- Install new drainage scheme at the intersection of Second and Third Street and a new ocean outfall through the as retirement village access road per the Separable Portion 2 design package for these works.

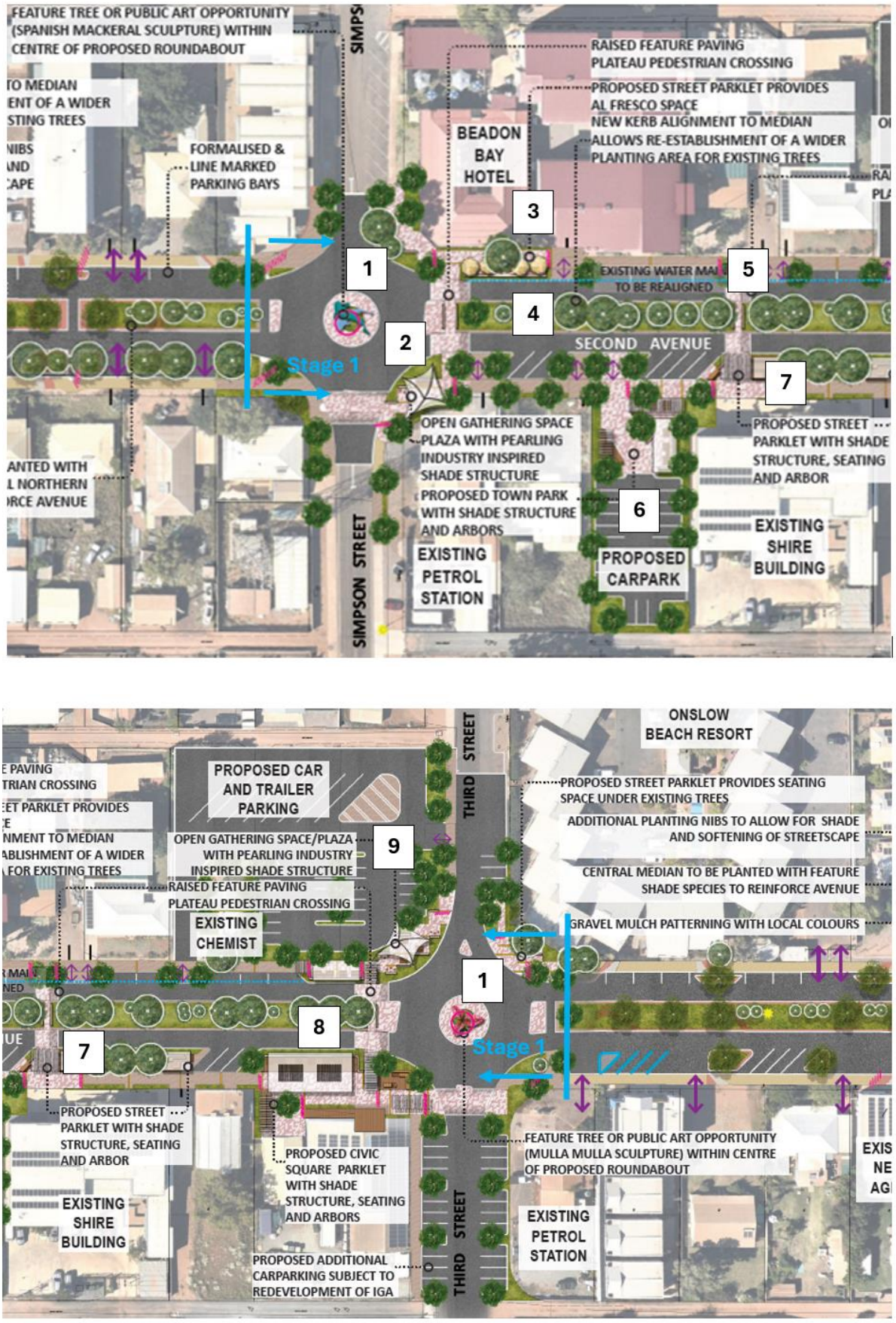


Figure 1. Landscape Concept Outlining Key Elements of the Streetscape Project

Scope of the RFT

The Shire of Ashburton has completed a full, publicly advertised RFT process for the subject project in compliance with s.3.57 of the *Local Government Act 1995*. An open public tender was called in September to invite suitably registered, qualified and experienced contractors to submit bids to enter into contract for the project works detailed in RFT 26.24. The project scope described in the advertised tender is as follows:

The Shire of Ashburton seeks to engage a suitably qualified and experienced Contractor to deliver Stage 1 of the Onslow Streetscape Project. The Works are to be contracted under the following three (3) separable portions:

Separable Portion 1: Stage 1 Onslow Streetscape

Renewal of the existing streetscape to include new footpaths and kerbs, new roundabouts, new carparks, AC overlay of existing pavement (including line marking and signage), shade structures and seating areas, public art, tree planting, soft landscaping, pedestrian crossing points and irrigation.

Separable Portion 2: Third Street Drainage Project

Construction of a portion of the new Third Street Drainage Project including a new ocean outlet and stormwater pipe run east of the Stage 1 Streetscape works and new pipes and pits along Third Street and at the intersection of Third Street and Second Avenue; the latter to be installed prior to the Stage 1 Streetscape works.

Separable Portion 3: Establishment of Landscaping

Establishment and maintenance of landscaping for a maximum period of 18 months following the 13-week landscape consolidation and maintenance period which from part of Separable Portion 1.

Tenderers were also requested to provide a price a Provisional Item relating to the installation of the Third Street Drainage Ocean Outfall. This component was listed as a separate item as Environmental Approvals and final Design Drawings were not available at the time of tendering.

Comments

The RFT Process

The Shire of Ashburton released RFT 26.24 – Stage 1 Onslow Streetscape, via the Shire's e-tendering portal (Tenderlink) on Wednesday 31July 2024. Submissions closed at 2.00pm on Wednesday 18 September 2024.

This tender was also advertised via statewide public notice in The West Australian Newspaper on Wednesday 18 September 2024.

The RFT advertisement specified the requirements of the Shire and invited suitably registered, qualified and experienced contractors to submit bids to enter into a contract for the works contained in RFT 26.24, as outlined above and as detailed in the tender brief.

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

Criteria		Weighting
(a)	Relevant Experience and Past Company Performance	25%
(b)	Key Personnel	15%
(c)	Resources/Plant/Equipment	10%
(c)	Methodology/Quality and WHS Systems/Life Cycle/Risk Management	30%
Total %		70%

The tender price was given the following weighting:

Criteria	Weighting
Price	30%

At the close of the submission period, tender submissions in no particular order, were received from the following:

Tenderer Details
Ertech Pty Ltd
BCP Contractors Pty Ltd (Conforming Tender)
BCP Contractors Pty Ltd (Alternate Tender)

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

The evaluation panel recommendation report, inclusive of the overall evaluation scores, rankings and the evaluation panel's recommendation regarding the preferred tenderer is included as Confidential Attachment 1. The preferred tenderer is assessed as providing the most advantageous offer and best value for money to undertake the project works contained in RFT 26.24 – Stage 1 Onslow Streetscape.

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

Consultation

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

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Council Policies » Shire of Ashburton

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

Financial Implications

Current Financial Year

Grant Funding

In September 2011, the State Government entered into an Agreement with Chevron to contribute funding towards social and critical services infrastructure projects for the benefit of the town of Onslow. Under a formal Agreement dated 15 October 2024, an amount of up to $11.9m has been allocated to the Stage 1 Streetscape project.

The highest ranked tenderer, Tenderer 2 as detailed in Confidential Attachment 1 submitted a compliant submission with a total contract price of $17,493,177.94 (excl GST).

The 2024/2025 Annual Budget contains the following available budget amounts with a further budget allocation required in 2025/2026 to complete the works:

Account Name	Account Number	Budget Amount
Onslow Streetscape Development	Job No PJ2	$16,000,000
Onslow Streetscape	Job No X3588	$1,080,324+
Onslow Third St Drainage	Job No X3719	$1,124,714*
Total 2024/2025		**$18,205,038**

+ *This amount is intended for ongoing design, survey and documentation associated with Stage 2 of the Onslow Streetscape Project (Simpson Street to Ocean View Caravan Park). Stage 2 is estimated at $11.2m. Allowing 5% of the total cost for Landscape and Civil design associated with Stage 2 (including survey and services location works), the total design and documentation allowance for Stage 2 is $560,000. The balance ($520,000) is therefore available for reallocation to the Stage 1 works.*

******* *Note that this figure is the balance remaining in the Third Street Drainage Project after the transfer of $773,161 in Local Roads and Community Infrastructure Program (LRCIP) Grant Funds to footpath projects in Tom Price. The LRCIP funding grant requires projects to be completed prior to 30 June 2025. As the Third Street Drainage project will not be complete by then, the only options available to the Shire are to either give back the funds or to reallocate them to a project which can be completed by 30 June 2025.*

Financial Year 2025/2026

In order to provide sufficient funding to complete Stage 1 of the project, Council will be required to commit to a further $2,120,000 of municipal funding in the 2025/2026 financial year, summarised as follows:

- Stage 1 Onslow Streetscape - $1,580,000, noting the following:
    - Project contingency allowance - $1,600,000 (10% of $1.6m)
    - $520,000 is available for the project from Account Number X3588 (refer note "+" as above)
    - $500,000 is required for the purchase of rock armour
    - As a result, $1,580,000 in additional funding is required to be provided from the 2025/2026 Annual Budget.
- Third Street Drainage Project - $540,000 for the following:
    - Balance of tendered works - $300,000 (the RFT 26.24 tender price for the Third Street Drainage component is $1.43m) - the current allocation is $1.13m
    - Additional design, survey and approvals - $100,000
    - Contingency – 140,000 (10% of $1.4m).

Future Financial Year(s)

Funding for future financial years is summarised, as follows:

- Stage 2: Simpson Street to new Ocean View Caravan Park - $11.5m
- Stage 3: Third Street to Cameron Avenue - $6.7m.

Ongoing maintenance costs:

The Shire will need additional resources to maintain the new Streetscape It is proposed to consider establishing a dedicated streetscape maintenance crew with equipment.

Equipment set-up (allow $200K) to include the following:

- Road registered ATV with trailer and equipment, including:
    - High pressure cleaner / water tank
    - Hand held leaf blower / vacuum
    - Battery powered hand tools
    - Hoses and gardening tools.
- Two-man streetscape maintenance crew – allow $250 per annum (excluding accommodation).
- Consumables including replacement plants, soil and much – allow $50K per annum.

Legislative Implications

Local Government Act 1995, Section 1.8 – Statewide public notice

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

*Local Government (Functions and General) Regulations 199*6, Regulation 11 – When tenders must be publicly invited.

Local Government (Functions and General) Regulations 1996 Regulation 18 – Rejecting and accepting tenders.

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile.	Possible (3)	Moderate (3)	Moderate (5-9)	Adopt officer's recommendation. Appointment of an experienced Project Manager with specialised skills in the delivery of streetscape projects.
Financial impact	$100,001 to $1,000,000.	Possible (3)	Moderate (3)	Moderate (5-9)	Engagement of an independent Superintendent experienced in the delivery of similar projects. Engagement of experienced Council project staff to assist with Project Admin.

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

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to Request for Tender 26.24 – Stage 1 Onslow Streetscape, Council,

1. Accepts the Evaluation Panel's recommendation, as provided in Confidential Attachment 1, and approves the award of a contract to Tenderer 2 for the tendered works under Request for Tender 26.24 – Stage 1 Onslow Streetscape for the total contract price of $17,493,177.94 (excluding GST), inclusive of all preliminaries, materials, labour and deliverables;
2. Lists for consideration an amount of $2.12 million in the 2025/2026 Annual Budget to complete the works as outlined in this report; and
2. Authorises the Chief Executive Officer to negotiate and enter into a formal contract with Tenderer 2 for the tendered works under Request for Tender 26.24 – Stage 1 Onslow Streetscape.

15.7 Request for Tender - 29.24 Design & Construction of Onslow Bike Park

File Reference	CM.29.24
Applicant or Proponent(s)	Not Applicable
Author	C McGurk, Director Community Development
Authorising Officer	K Donohoe, Chief Executive Officer
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. RFT 29.24 - Evaluation and Recommendation Report - Confidential 2. RFT 29.24 - Combined Evaluation Spreadsheet - Confidential

Report Purpose

The purpose of this report is to provide Council with the Tender Evaluation and Recommendation Report for Request for Tender (RFT) 29.24 Design & Construction of Onslow Bike Park, as provided and detailed in Confidential Attachment 1.

Council is requested, based on the tender evaluation panels assessment of all tender submissions received to award the project works as detailed in Request for Tender (RFT) 29.24 Design & Construction of Onslow Bike Park to Tenderer 1.

Background

As part of the State Development Agreement (SDA), Chevron Australia Pty Ltd (Chevron) has made a number of contributions to the upgrade and development of facilities in Onslow to benefit the community. Further, the Shire of Ashburton (the Shire) has demonstrated in its 'Onslow on the move 2021' the progression of its strategy to harness investments that leverage the opportunities that exist and that can be created to ensure ongoing expansion of community services.

The proponent of this project is the Shire who has developed this Project Implementation Plan (PIP) to facilitate the process for the development of a new purpose-built facility for the Onslow Bike Park (OBP). The OBP new development project forms part of the Shire of Ashburton's Long Term Financial Plan.

The new Bike Park facility is adjacent the existing skate park and the first phase of a masterplan vision to create a future youth precinct in this area as endorsed by Council in March 2023.

Following this announcement, Request for Tender (RFT) 29.24 Design & Construction of Onslow Bike Park was invited in accordance with the requirements of the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996*.

Comments

Tender RFT 29.24 was released via the Shire's e-tendering portal known as Tenderlink on Saturday 19 October 2024. The invitation to tender was also advertised Statewide, as statutorily required.

Tender submissions were invited until 2.00pm on Wednesday 20 November 2024.

The RFT advertisement specified the requirements of the Shire and invited suitably registered, qualified and experienced contractors to submit bids to enter into a contract for the works contained in RFT 29.24, in accordance with the tender brief:

> *The Shire of Ashburton seeks to engage a suitably qualified and experienced Contractor for the design, documentation and construction of Onslow Bike Park, Onslow, Western Australia. The new Bike Park development will include a new Pump Track, Trail Head, Learn to Ride track, underground services, new overhead lighting, reticulated landscaping and other associated siteworks.*

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

Criteria		Weighting
(a)	Relevant Company Experience and Performance	20%
(b)	Key Personnel	15%
(c)	Capacity	10%
(c)	Methodology/Quality and WHS Systems/Life Cycle/Risk Management	10%
Total %		55%

The tender price was given the following weighting:

Criteria	**Weighting**
Price	45%

At the close of the submission period, tender submissions were received from the following, in alphabetical order.

Tenderer Details
CMA Contracting Pty Ltd
Muguriyarra Pty Ltd
Byblos Constructions Pty Ltd

All tender submissions received were deemed compliant with the scope and specifications, as detailed in the RFT 29.24.

Each member of the tender evaluation panel individually assessed each tender submission received against the qualitative criteria approved for this project. Each criterion was given a rating scale of 0-10, with zero being the lowest and10 being the highest.

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

The evaluation panel recommendation report, inclusive of the overall evaluation scores, rankings and the evaluation panel's recommendation for the preferred that would be the most advantageous offer and best value for money to undertake the project works contained in Request for Tender 29.24 Design & Construction of Onslow Bike Park is provided in Confidential Attachment 1.

The offer submitted is for a lump sum price and includes all preliminaries, materials, labour, delivery and deliverables. This is subject to any satisfactory contract negotiations and resultant amendments.

Consultation

Request for Tender (RFT) 29.24 Design & Construction of Onslow Bike Park was advertised via the Shire's e-tendering portal known as Tenderlink on Saturday 19 October 2024.

This tender was also advertised via state-wide public notice in The West Australian Newspaper on Saturday 19 October 2024. Public notices were also placed on the Shire's website and Administration and Library Noticeboards and via social media advising of the advertised tender to ensure compliance with state-wide public notice of the *Local Government Act 1995*.

The tender submission period closed on Wednesday 20 November 2024 at 2.00pm. Consultation was also undertaken with:

Procurement Department
Independent Probity Auditor
Tender Assessment Panel
Director Corporate Services

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	1. People - We will support opportunities for the community to be safe, socially active, and connected.
Strategic Outcome	1.1 Coordinated delivery of social services and projects for the community
Strategy	3 Provide safe and welcoming centres to help address social isolation in the community.

Council Policy

Council Policies » Shire of Ashburton

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

Financial Implications

Current Financial Year

Chevron Australia Pty Ltd (Chevron) have provided funding for this project of $3,000,000. Under the State Development Agreement (SDA) funding agreement $500,000 has already been received during the 2023/24 financial year due to the Project Implementation being executed.

The next payment of $1,910,000 million will be paid at award of building contract (24/25) and the final payment of $590,000 will be paid at practical completion (25/26).

To award the contract, as no further funding is available under the State Development Agreement, Council will be required to provide additional funds of $331,269.29 for this project. This additional amount includes a 5% contingency. This amount will be identified at budget review.

Future Financial Year(s)

With Chevron funding capped at $3 million, project contingency for variations will need to be met by the Shire. A contingency of 5% based on a contract sum of ~$3.108,025.90 million equates to $155,400 bringing the total budget estimate to $3,262,425 million.

A contingency of $155,400 is considered sufficient to cover unknowns, outside the reference design. If the full contingency is used, the Shire contribution to this project will be $331,269.29.

Expenditure above the State Development Agreement funding of $3 million to complete this project will be included in the 2025/26 Annual Budget.

Legislative Implications

Local Government Act 1995, Section 1.8 – Statewide public notice

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

*Local Government (Functions and General) Regulations 199*6, Regulation 11 – When tenders must be publicly invited.

Local Government (Functions and General) Regulations 1996 Regulation 18 – Rejecting and accepting tenders.

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	Project not delivered for the Onslow community.	Possible (3)	Moderate (3)	Moderate (5-9)	Adopt officer's recommendation.

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

Voting Requirements

Absolute Majority

Officer Recommendation

That with respect to Request for Tender 29.24 Design & Construction of Onslow Bike Park, Council,

1. Accepts the Evaluation Panel's recommendation, as provided in Confidential Attachment 1, and approves the award of a contract to Tenderer 1 for the tendered works under Request for Tender 29.24 Design & Construction of Onslow Bike Park for the total contract price of $3,108,025.90 (excluding GST), inclusive of all preliminaries, materials, labour, delivery and deliverables;
2. Lists $331,269.29 for consideration in the 2025/2026 Annual Budget to provide a 5% contingency for this project, as outlined in Confidential Attachment 1; and
3. Authorises the Chief Executive Officer to enter into a formal contract with Tenderer 1 for the tendered works under Request for Tender 29.24 Design & Construction of Onslow Bike Park.

15.8 Request for Tender - 30.24 Design & Construction of Onslow Mens Shed

File Reference	CM.30.24
Applicant or Proponent(s)	Not Applicable
Author	C McGurk, Director Community Development
Authorising Officer	K Donohoe, Chief Executive Officer
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. RFT 30.24 - Evaluation and Recommendation Report - Confidential 2. RFT 30.24 - Combined Evaluation Spreadsheet - Confidential

Report Purpose

The purpose of this report is to provide Council with the Tender Evaluation and Recommendation Report for Request for Tender (RFT) 30.24 Design & Construction of Onslow Mens Shed as provided and detailed in Confidential Attachment 1.

Council is requested, based on the tender evaluation panels assessment of all tender submissions received to award the project works as detailed in Request for Tender (RFT) 30.24 Design & Construction of Onslow Mens Shed to Tenderer 3.

Background

As part of the State Development Agreement (SDA), Chevron Australia Pty Ltd (Chevron) has made a number of contributions to the upgrade and development of facilities in Onslow to benefit the community. Further, the Shire of Ashburton (the Shire) has demonstrated in its 'Onslow on the move 2021' the progression of its strategy to harness investments that leverage the opportunities that exist and that can be created to ensure ongoing expansion of community services.

The proponent of this project is the Shire who has developed this Project Implementation Plan (PIP) to facilitate the process for the development of a new purpose-built facility for the Onslow Men's Shed (OMS). The OMS new development project forms part of the Shire of Ashburton's Long Term Financial Plan. The OMS currently leases its premises at 1 Back Beach Rd, Onslow from a private owner, with the owner of the property recently advising it requires the premises to be vacated by the OMS as soon as possible.

The OMS is a community-based, non-commercial organisation that is open to men. Men's Sheds provide a place where men can feel included and safe. The aim of Men's Sheds is to improve the health and wellbeing of their members.

Previously the purchase of a privately owned industrial property (Lot 681 Shanks Road) in Onslow was explored as a possible option for the OMS.

An offer was made to the owner of the private property, subject to due diligence inspections, such as pre-purchase reports, structural integrity inspections, termite inspections and anything else deemed necessary by the Shire prior to settlement. This was in accordance with the previously agreed Project Implementation Plan (Onslow Men's Shed – Shanks Road Proposal), signed by the Shire, State Government and Chevron. Various building inspections and reports were undertaken on the premises by the Shire between Dec 2021 and February 2022, identifying maintenance and possible non-compliance issues.

On 28 February 2022, the Shire notified the private landowner that the contract was considered void because of the due diligence outcomes.

After voiding the contract of sale for the Shanks Road property, the Shire explored alternative sites for the OMS.

Several possible locations for the OMS were presented to Council at a Council Briefing session in August 2022. Council indicated that Lot 970 (R 42090) appeared to be the most suitable location due to the Shire already having management of the reserve, the land being of a suitable size, zoned appropriately, and the opportunity to co-locate the Men's Shed with several other community services facilities. A subsequent report was presented to Council at its Ordinary Council Meeting on 13 September 2022 of which Council resolved the following:

That with respect to the Onslow Men's Shed – Site Options, Council,

a) Authorises the Chief Executive Officer to liaise with Chevron Australia Pty Ltd and the State Government to amend the Project Implementation Plan (PIP) for the development of a new facility for the Onslow Men's Shed and, subject to the adoption of the PIP,

b) Authorises the development of the Onslow Men's Shed purpose-built facility at Lot 970 McGrath Ave, Onslow, and

c) Authorises the Chief Executive Officer to negotiate and execute a new ten (10) year lease between the Shire of Ashburton and the Onslow Men's Shed and any other supporting documents such as development and building applications for the Onslow Men's Shed development.

Following this announcement, Request for Tender (RFT) 30.24 Design & Construction of Onslow Mens Shed was invited in accordance with the requirements of the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996*.

Comments

Tender RFT 30.24 Design and Construction of Onslow Men's Shed was released via the Shire's e-tendering portal known as Tenderlink on Saturday 26 October 2024. The invitation to tender was also advertised Statewide, as statutorily required.

Tender submissions were invited until 2.00pm on Thursday 21 November 2024.

The RFT advertisement specified the requirements of the Shire and invited suitably registered, qualified and experienced contractors to submit bids to enter into a contract for the works contained in RFT 30.24, in accordance with the tender brief:

> *The Shire of Ashburton is seeking a suitably qualified and experienced Construction Contractor for the design, documentation and construction of the new Men's Shed facility on Lot 970, McGrath Avenue in Onslow, Western Australia. The facility is to be a new single storey, steel framed structure consisting of open plan workshops, social Area and Amenities, with various associated external Works.*

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

Criteria		Weighting
(a)	Relevant Company Experience and Performance	20%
(b)	Key Personnel	10%
(c)	Resources/Plant/Equipment	10%
(c)	Methodology/Quality and WHS Systems/Life Cycle/Risk Management	10%
Total %		50%

The tender price was given the following weighting:

Criteria	Weighting
Price	50%

At the close of the submission period, tender submissions were received from the following, in no particular order.

Tenderer Details
Emirge Pty Ltd
Byblos Constructions Pty Ltd
Bidi Facility Services Pty Ltd

All tender submissions received were deemed compliant with the scope and specifications, as detailed in the RFT 30.24.

Each member of the tender evaluation panel individually assessed each tender submission received against the qualitative criteria approved for this project. Each criterion was given a rating scale of 0-10, with zero being the lowest and10 being the highest.

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

The evaluation panel recommendation report, inclusive of the overall evaluation scores, rankings and the evaluation panel's recommendation for the preferred that would be the most advantageous offer and best value for money to undertake the project works contained in Request for Tender 30.24 Design & Construction of Onslow Men's Shed is provided in Confidential Attachment 1.

The offer submitted is for a lump sum price and includes all preliminaries, materials, labour, delivery and deliverables. This is subject to any satisfactory contract negotiations and resultant amendments.

Consultation

Procurement Department
Independent Probity Auditor
Tender Assessment Panel
Director Corporate Services

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	1. People - We will support opportunities for the community to be safe, socially active, and connected.
Strategic Outcome	1.1 Coordinated delivery of social services and projects for the community
Strategy	3 Provide safe and welcoming centres to help address social isolation in the community.

Council Policy

Council Policies » Shire of Ashburton

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

Financial Implications

Current Financial Year

Chevron Australia Pty Ltd (Chevron) have provided funding for this project of $1,800,000. Under the State Development Agreement (SDA) funding agreement $270,000 has already been received during the 2022/23 financial year due to the Project Implementation being executed.

The next payment of $630,000 will be paid at award of building contract (24/25), $630,000 Building lock up stage and the final payment of $270,000 will be paid at practical completion (25/26).

Council's contribution to the project is $600,000 in the 2024/25 annual budget.

Future Financial Year(s)

Nil

Legislative Implications

Local Government Act 1995, Section 1.8 – Statewide public notice

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

*Local Government (Functions and General) Regulations 199*6, Regulation 11 – When tenders must be publicly invited.

Local Government (Functions and General) Regulations 1996 Regulation 18 – Rejecting and accepting tenders.

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	Project not delivered for Tom Price community.	Possible (3)	Moderate (3)	Moderate (5-9)	Adopt officer's recommendation.

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

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to Request for Tender 30.24 Design and Construction of Onslow Men's Shed, Council,

1. Accepts the Evaluation Panel's recommendation, as provided in Confidential Attachment 1, and approves the award of a contract to Tenderer 3 for the tendered works under Request for Tender 30.24 Design & Construction of Onslow Men's Shed for the total contract price of $2,097,666,05 (excluding GST), inclusive of all preliminaries, materials, labour, delivery and deliverables;
2. Authorises the Chief Executive Officer to enter into a formal contract with Tenderer 3 for the tendered works under Request for Tender 30.24 Design & Construction of Onslow Men's Shed.

16 Councillor Agenda Items / Notices of Motion

Nil

17 New Business Of An Urgent Nature Introduced By Council Decision

18 Confidential Matters

18.1 Property Purchase - Onslow

File Reference	FOR.005
Applicant or Proponent(s)	Not Applicable
Author	R Richardson, Lease and Accommodation Officer
Authorising Officer	J Sangster, Deputy Chief Executive Officer
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Attachment 1 - Onslow

Reason for Confidentiality

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

Report Purpose

The purpose of this report is to inform Council of an opportunity which has arisen for the purchase of a property for staff housing purposes in Onslow.

Council is requested to consider purchasing the property and progression of the offer to purchase.

Voting Requirements

Absolute Majority

18.2 Licence of Part Hangar at Onslow Airport

File Reference	ONS.0016
Applicant or Proponent(s)	Not Applicable
Author	S Dickson, Lease and Accommodation Officer
Authorising Officer	J Sangster, Deputy Chief Executive Officer
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Onslow Airwork Business Plan

Reason for Confidentiality

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

Report Purpose

The purpose of this report is to seek Council approval for a proposed licence agreement between the Shire of Ashburton and Onslow Airwork. This licence relates to the allocation of a portion of a hangar at Onslow Airport.

Voting Requirements

Simple Majority

Chief Executive Officer's Recruitment and Performance Review Committee Meeting held on 10 December 2024

CEO.1 Appointment of Acting Chief Executive Officer

File Reference	PE.CE001
Applicant or Proponent(s)	Not Applicable
Author	K Donohoe, Chief Executive Officer
Authorising Officer	
Previous Meeting Reference	Ordinary Council Meeting 17 December 2019 - Item 12.2 – 695/2019 Ordinary Council Meeting 19 November 2024 – Item 11/CEO.1 – 211/2024
Disclosure(s) of interest	Author – Financial
	Authorising Officer – Nil
Attachments	1. Letter of Resignation - Kenn Donohoe 2. Attachment 2 - CV and Confirmation of Availability 3. Attachment 3 - CV and Confirmation of Availability 4. Attachment 4 - CV and Confirmation of Availability 5. Item 18.4 and Attachment Ordinary Council Meeting 17 December 2019

Reason for Confidentiality

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

Report Purpose

Council is required to consider the resignation submitted by the Chief Executive Officer (Attachment 1) and to consider the appointment of an Acting Chief Executive Officer from 11 January 2025.

The purpose of this report is to accept the resignation of the Chief Executive Officer and for Council to consider the appointment of an Acting Chief Executive Officer.

19 Next Meeting

The next Ordinary Council Meeting will be held at 1:00pm on Tuesday 18 February 2025 at Clem Thompson Sports Pavilion, Stadium Road, Tom Price.

20 Closure Of Meeting

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