Agenda

Ordinary Council Meeting

Tuesday, 19 August 2025

Date:	Tuesday 19 August 2025
Time:	1:00pm
Location:	Ashburton Hall, Ashburton Avenue, Paraburdoo
Distribution Date:	Thursday 14 August 2025

Shire of Ashburton

Ordinary Council Meeting

Please be informed an Ordinary Council Meeting will be held at 1:00pm on Tuesday 19 August 2025 at Ashburton Hall, Ashburton Avenue, Paraburdoo.

Garry Hunt PSM

Chief Executive Officer (Temporary)

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 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:	Dr G Hunt PSM	Chief Executive Officer (Temporary)
	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
	R Marlborough	A/Manager Governance
	J Rouse	Governance Officer
	M Malinowska	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

Cr M Gallanagh Pannawonica Ward From 8 July 2025 to 23 August 2025

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 15 July 2025

Officer Recommendation

That the Minutes of the Ordinary Council Meeting held 15 July 2025 (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 Audit And Risk Management Committee Meeting Held On 19 August 2025

Officer Recommendation

That the Minutes of the Audit And Risk Management Committee Meeting held 19 August 2025 (Item 10.2.1 Attachment 1) be received.

10.2.2 Minutes Of The Waste Committee Meeting Held On 19 August 2025

Officer Recommendation

That the Minutes of the Waste Committee Meeting held 19 August 2025 (Item 10.2.2 Attachment 1) be received.

10.2.3 Minutes Of The Community Grants Committee Meeting Held On 19 August 2025

Officer Recommendation

That the Minutes of the Community Grants Committee Meeting held 19 August 2025 (Item 10.2.3 Attachment 1) be received.

11 Recommendations From Committee

Audit And Risk Management Committee Meeting held on 19 August 2025

ARM.1 2024/25 Interim Audit Management Letter Findings

File Reference	FM09
Applicant or Proponent(s)	Not Applicable
Author	D Kennedy, Director Corporate Services
Authorising Officer	G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Interim Management Letter Part A - Financials - 30 June 2025 2. Interim Management Letter Part B IS - 30 June 2025

Report Purpose

The purpose of this report is to present to the Audit and Risk Management Committee the findings from the Interim Financial Audit and Information Systems Audit for 2024/25.

Background

Each financial year, the Shire undergoes an external audit conducted by the Office of the Auditor General (OAG). As part of this process, an interim audit is completed, concentrating primarily on the testing of internal controls and procedures. This interim audit is performed by RSM, the appointed auditor on behalf of the OAG. Notably, for the first time, the OAG has introduced Interim Management Letters as part of this audit cycle. These letters are designed to assist the Shire in proactively addressing any identified issues, providing an opportunity for any matters to be resolved before the final audit is undertaken.

Comments

Summary of Interim Financial Audit Findings: (Attachment 1)

The interim financial audit for the year ended 2025 identified two moderate-rated findings related to the Shire of Ashburton's procurement process. Overall, the audit was positive, with no significant issues impacting the audit opinion.

The findings included non-compliance with the procurement policy, where the Shire was unable to demonstrate adherence to the supplier order of priority in procurement activities. Additionally, one instance was noted where an invoice exceeded the approved purchase order value by 78%, without formal approval or documentation. Management has responded proactively, committing to policy revisions, enhanced controls, and system upgrades to address these issues.

Finance staff are now preparing draft 2024/25 financial statements to be submitted to auditors by 30 September 2025.

Summary for Interim Information Systems Audit Findings: (Attachment 2)

The Information Systems Audit for the Shire of Ashburton for the year ended 2025 has provided strong assurance regarding the robustness of the Shire's ICT General Controls. The audit identified only one finding, rated as Minor.

The finding related to insufficient formal governance documentation for backup management and disaster recovery (DR) tests. While backup and DR tests are being conducted, the audit recommended formalising governance documentation and establishing a process to document and track test results. Management has already implemented new SaaS-based backup and DR systems and has scheduled official production testing for August 2025, with a report and procedure to follow. This proactive approach demonstrates the Shire's dedication to continuous improvement and recovery preparedness.

Overall, the audit provides confidence in the Shire's ICT General Controls, with no significant or moderate findings identified. This outcome underscores the effectiveness of current systems and processes in supporting operational resilience and compliance.

Consultation

Executive Leadership Team
Office of the Auditor General
RSM Australia
Finance Team
ICT Team
Procurement

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Council Policies » Shire of Ashburton

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

The statutory implications associated with this item are contained within the *Local Government Act 1995,* section 7.8A – section 7.12AE and the *Local Government (Audit) 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	2024/25 Annual Financial Report and Independent Audit Report are delayed or qualified	Unlikely (2)	Major (4)	Moderate (5-9)	Interim audit assists with final audit preparations and allows measures to be taken to address any findings identified.

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 2024/25 Interim Audit findings, the Audit and Risk Management Committee recommends that Council:

1. Receives the Interim Financial Audit Findings as detailed in Attachment 1 and notes Management's comment; and
2. Receives the Interim Information Systems Audit Findings as detailed in Attachment 2 and notes Management's comment.

ARM.2 Strategic Risk Register

File Reference	CORP6
Applicant or Proponent(s)	Not Applicable
Author	J Bray, Manager Governance
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Ordinary Council Meeting – 18 February 2025 – Item 11/ARM.4 – 010/2025
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Draft Strategic Risk Register

Report Purpose

The purpose of this report is to present the draft Strategic Risk Register to the Audit and Risk Management Committee for consideration.

Council is requested to endorse the Strategic Risk Register as detailed in Attachment 1.

Background

At its meeting held 18 February 2025, Council endorsed the Risk Management Procedure – Strategic Risks (Procedure).

The Procedure details the Shire's identified strategic risks, and the roles and responsibilities of the Council, Audit and Risk Management Committee, Chief Executive Officer (CEO), and the Director Corporate Services in relation to the management and monitoring these risks.

The Procedure provides the likelihood, consequence, and vulnerability criteria for the assessment and determination of the risk ratings for the Shire's strategic risks.

Comments

A draft Strategic Risk Register has been prepared based on the strategic risks identified within the Procedure. In consultation with the Executive Leadership Team (ELT) and Council, the strategic risks have each been assessed and assigned a rating that reflects its likelihood of occurrence, potential consequences, and how vulnerable the Shire would be if the risk materialised.

The Audit and Risk Management Committee is tasked with the oversight of the strategic risks, ensuring that mitigation strategies are in place and are effective. Furthermore, the Committee is responsible for advising the Council on any significant changes or emerging risks that may affect the Shire's strategic direction.

The CEO and the Director of Corporate Services play pivotal roles in implementing the risk management strategies. Their responsibilities include maintaining the Strategic Risk Register, conducting regular assessments, and reporting any significant changes to the Committee and Council. This ensures that all stakeholders are informed and prepared to respond proactively to potential risks.

Regular reporting on strategic risks, in accordance with the Procedure, will commence at the December 2025 Audit and Risk Management Committee meeting.

Consultation

The draft Strategic Risk Register was presented to and discussed with the ELT on 29 May 2025 and Council during a briefing on 17 June 2025.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Council Policies » Shire of Ashburton

Council Policy – Risk Management provides information and guidance regarding the management of risk to support the achievement of Shire's strategic and operational objectives, protect staff and assets, and ensure financial sustainability. The policy is supported by Risk Management Procedures and Risk Registers. Together, these documents form the Shire's Risk Management Framework.

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 local government is required to have appropriate and effective risk management systems and procedures in place, and these are to be reviewed once every three financial years.

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Ineffective management of identified strategic risks.	Unlikely (2)	Moderate (3)	Moderate (5-9)	Endorsement of the Strategic Risk Register and implementation of regular reporting as detailed in the Strategic Risk Procedure.

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

Voting Requirements

Simple Majority

Committee Recommendation

That the Audit and Risk Management Committee recommends that Council endorses the Strategic Risk Register, as detailed in Attachment 1.

ARM.3 Internal Audit Schedule September - December 2025

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

Report Purpose

A comprehensive Strategic Internal Audit Plan 2025–2029 is currently under development, in consultation with the Executive Leadership Team (ELT) and key stakeholders. The draft plan has been structured to ensure a robust, risk-based approach to internal audit planning, in accordance with the International Professional Practices Framework (IPPF) and the requirements of regulation 17 of the *Local Government (Audit) Regulations 1996*.

Due to the time required for final validation, stakeholder endorsement, and resource alignment of the Strategic Internal Audit Plan, an interim schedule is proposed to maintain momentum and fulfil audit obligations in the 2025 financial year.

Background

An Internal Auditor was appointed in March 2025. At the time of appointment, there was no current Strategic Internal Audit Plan in place to guide audit activity for the 2025 financial year. A new Strategic Internal Audit Plan for the period 2025–2029 has since been developed in consultation with the ELT and is currently undergoing final validation and endorsement.

Comments

To maintain audit continuity and uphold internal control oversight during the interim period, the following internal audits are scheduled to progress between September and December 2025:

1. Corporate Credit Cards
2. Contract Management

These audits have been prioritised based on risk assessments and discussions with relevant stakeholders and are aligned with the Shire’s strategic and operational risk profile.

Consultation

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

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

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

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

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

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

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

Risk Management

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

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

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

Voting Requirements

Simple Majority

Committee Recommendation

That the Audit and Risk Management Committee recommends that Council support the proposed interim internal audit schedule for the period September 2025 to December 2025, comprising of the following audit topics:

- Corporate Credit Cards; and
- Contract Management.

Community Grants Committee Meeting held on 19 August 2025

CGC.1 Community Previous Grants Review [FY 2022/2023 to FY 2024/2025]

File Reference	GS01
Applicant or Proponent(s)	Not Applicable
Author	J Murphy, Strategic Partnership Officer
Authorising Officer	C McGurk, Acting Chief Executive Officer
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. August 2025 - Community Grants Review

Report Purpose

The purpose of this report is to provide the Committee with an overview of all applications received from small assistance donations, Inspiring Youth Leader's Fund, and Community Support Grants.

The Committee is requested to endorse the review and recommends that Council accepts the grants review document, as provided at Attachment 1.

Background

Over recent years the Council Policy – Community Donations, Grants and Funding has undergone several amendments. To ensure transparency, accountability, and effective use of resources a review has been conducted of all applications since the commencement of the 2022/2023 financial year from Small Assistance Donations, Community Support Grants, and the recently introduced Inspiring Youth Leaders Fund to provide Council an overview of all outcomes across the Shire.

This review aims to provide a clear and detailed account of how grant funds are being utilised and highlight any gaps or inefficiencies in the application and allocation process to enhance future grants management.

Comments

The table below provides an overview of financial contributions to each town across each category, which can also been seen in Attachment 1.

Category	Town	21/22 Expenditure	22/23 Expenditure	23/24 Expenditure	24/25 Expenditure
Community Support Grant	Onslow	$-	$12,490.67	$4,570.00	$5,000.00
	Pannawonica	$10,000.00	$5,000.00	$0.00	$17,500.00
	Tom Price	$12,500.00	$35,400.00	$11,552.00	$20,319.51
	Paraburdoo	$12,500.00	$22,067.00	$2,500.00	$3,375.00
Signature Events Grant	Red Dirt Rock	$10,000.00	$9,300.00	$10,000.00	$10,000.00
	Tom Price Campdraft	$10,000.00	$10,000.00	$10,000.00	$10,000.00
	Onslow Rodeo	$9,090.00	$10,000.00	$10,000.00	$10,000.00
	Carols By Glowlight			$5,000.00	$5,000.00
	Ashburton Anglers	$2, 500.00	$2,500.00	$10,000.00	$10,000.00
	Other	$10,000.00	$10,000.00	$4,000.00	$3,700.00
Small Assistance Donations	Onslow		$500.00	$1,000.00	$824.00
	Pannawonica		$1,000.00	$-	$-
	Paraburdoo		$500.00	$660.00	$2,972.00
	Tom Price		$6,000.00	$1,500.00	$1,500.00
Council Initiated	Education Donations		$6,953.00	$6,992.00	$6,920.70
	Emergency Services		$5,000.00	$4,000.00	$4,000.00
Youth Grants	Onslow				$1,500.00
	Pannawonica				$-
	Paraburdoo				$-
	Tom Price				$750.00

Consultation

Nil

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	4 Support and develop sustainable clubs and groups, providing opportunities for meaningful participation in arts, culture, sport, and recreation.

Council Policy

Council Policies » Shire of Ashburton

Community Donations, Grants and Funding

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
Compliance	Grant applications do not align with Council's Strategic Community Plan.	Unlikely (2)	Minor (2)	Low (1-4)	Provide Council with a regular review of all applications approved under delegation.

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

Voting Requirements

Simple Majority

Committee Recommendation

That the Community Grants Committee recommends that Council accepts the Community Grants Review undertaken, as detailed in Attachment 1.

CGC.2 2026 Mack10K Fishing Competition Sponsorship

File Reference	GS01
Applicant or Proponent(s)	Not Applicable
Author	T Taylor, Manager Communities
Authorising Officer	G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Ordinary Council Meeting May 2023 - Item 14.2 – 082/2023
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Report Purpose

The purpose of this report is present information to the Community Grants Committee (Committee) in order to seek Council support in the sponsorship of the Ashburton Anglers, 2026 Mack10K Fishing Competition.

The Committee is requested to recommend that Council support the Ashburton Anglers, 2026 Mack10K Fishing Competition with a sponsorship of $20,000.

Background

The Mack10K Fishing Competition, hosted annually by the Ashburton Anglers as an entirely volunteer community group, is a premier recreational fishing event held in Onslow each year. Established in 2019, the competition has quickly become a highlight on the Pilbara's sporting calendar.

Since 2019 the Mack10K Fishing Competition has grown significantly and fast become one of the premier fishing competitions in Western Australia, drawing anglers from across the state to compete in a single species challenge targeting Spanish Mackerel.

Since its inception in 2019, the Mack10K has seen substantial growth in participation and community engagement. The number of anglers has increased 335% from 92 in its first year to 400 in 2025. Prize categories have expanded from five to 17, enhancing the event's appeal. Local business sponsorships have grown by 35%, reflecting strong community support and investment.

The event's name, Mack10K, reflects its original major prize of $10,000 awarded to the angler who lands the heaviest Spanish Mackerel. In 2025, to commemorate 100 Years of Onslow, the top prize has been doubled to $20,000, thanks to the continued support of local business Munro's Contracting.

Beyond the competition, the Mack10K fosters community spirit, tourism, and marine education. The event regularly partners with Recfishwest and the Department of Primary Industries and Regional Development (DPIRD) to support the Fishing for Science program. In 2023, the competition saw a record 76 Spanish Mackerel samples donated for scientific research, contributing to valuable data on fish age, size, and reproductive health.

Held over a weekend in August each year, the Mack10K celebrations are based at the Onslow Sports Club and features a family friendly atmosphere, merchandise, and community engagement activities. The competition not only celebrates Onslow's rich fishing

culture but also supports local businesses and promotes tourism for Onslow and sustainable fishing practices.

Council has supported Ashburton Anglers Mack10K in 2023, 2024 and 2025 with a Signature Event Grant of $10,000, helping to ensure the continued success and growth of this iconic community-led event.

Comments

The Mack10 Fishing Competition has evolved into the largest blue water fishing event in Western Australia, with the 2025 competition selling out within eight hours of going live online. Its growing reputation continues to attract both participants and spectators from across the state, positioning Onslow as a premier destination for recreational fishing and regional tourism. The event contributes significantly to local economic activity, community pride, and visitor engagement.

Organised by the Ashburton Anglers, a dedicated volunteer-run community group, the Mack10K Fishing Competition has been successfully delivered since 2019. As the events scale and profile continue to grow, so too do the logistical and operational demands. The volunteer committee now faces increasing challenges in managing the event, including coordination, compliance, safety, and stakeholder engagement.

Importantly, the Mack10K has grown beyond just a fishing competition. It has become one of Onslow's premier annual events offering a family friendly atmosphere and a range of community engagement activities that appeal to residents and visitors alike whether or not they are participating in the competition. The event fosters a strong sense of community, celebrates Onslow's fishing heritage, and promotes sustainable practices through partnerships with organisations such as Recfishwest and DPIRD.

Ashburton Anglers have also secured a professional photographer and videographer for the 2025 competition. The images and footage will be used to promote the event and enhance Onslow's reputation as a top tourist destination, benefiting the Onslow community and the Shire's continued efforts in promoting Onslow.

A sponsorship of $20,000 from the Shire of Ashburton would provide critical support to the Ashburton Anglers Fishing Club, enabling them to:

- Engage professional event management and security services to ensure smooth delivery and compliance.
- Enhance visitor experience through improved infrastructure and event coordination.
- Strengthen marketing and promotional efforts to increase sponsorship visibility and media coverage.
- Support volunteer capacity by alleviating pressure on the organising committee.

This sponsorship aligns with the Shire of Ashburton strategic objectives to:

- Promote regional tourism and economic development.
- Support community-led initiatives that foster pride and participation.
- Encourage sustainable event growth that benefits the broader Pilbara region.

A sponsorship of $20,000 for the 2026 event will help to ensure the Mack10K remains a safe, successful, and sustainable celebration of Onslow's identity and community spirit.

Consultation

Ashburton Anglers

Manager Communities
Manager Finance
Manager Business & Economic Development

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	4 Support and develop sustainable clubs and groups, providing opportunities for meaningful participation in arts, culture, sport, and recreation.

Council Policy

Council Policies » Shire of Ashburton

Community Donations, Grants and Funding

Financial Implications

Current Financial Year

Available funds from GL – C3649 Signature Events Non-Specific Funding

Future Financial Year(s)

Ashburton Anglers have been advised of the Shire of Ashburton's Council Policy - Community Donations, Grants and Funding which outlines our process to provide funding to Signature Events. Future 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)	Failing to support such a major event in Onslow could cause reputational damage to the Shire	Likely (4)	Moderate (3)	Low (1-4)	To provide sponsorship support to the event that also supports Council strategy and 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 the Community Grants Committee recommends that Council:

1. Approves a one-year sponsorship of $20,000 to the Ashburton Anglers to support the delivery of the 2026 Mack10K Fishing Competition;
2. Acknowledges that Shire officers will assess the sponsorship value and acquittal at the conclusion of the 2026 event; and
3. Notes that a further report will be provided to the Community Grants Committee on the outcome of the assessment which will consider the potential for sponsorship in future years.

CGC.3 Signature Events and Activities Funding Applications 2025/2026

File Reference	GS01
Applicant or Proponent(s)	Not Applicable
Author	J Murphy, Strategic Partnership Officer
Authorising Officer	C McGurk, Director Community Development
Previous Meeting Reference	Ordinary Council Meeting - 9 May 2023 - (082/2023)
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. 2026 Signature Event Applications 2. 2026 Signature Event Application Summary

Report Purpose

The Community Grants Committee (the Committee) is required to consider the Signature Event and Activities applications in accordance with Council Policy – Community Donations, Grants and Funding.

The purpose of this report is to provide the Committee the applications received for review.

At the close of the application period, eight (8) applications were received for Signature Events and Activities (refer to Attachment 1).

The Committee is requested to receive these applications and the recommended outcome for each and support the recommendation presented for Councils consideration.

Background

The Shire supports the Signature Events and Activities funding under Council Policy – Community Donations, Grants and Funding as follows:

> *"Applications are available to incorporated and unincorporated associations for events and activities that provide a broad community benefit. Applications and amounts are assessed and determined by Council. Approved applications are set an allocation in the following years budget."*

Previously, this funding was part of a three-year commitment from Council. That arrangement has now concluded, and applications will be submitted annually. This change aligns with the My Pilbara Home strategies, and all future applications will be reviewed each year to ensure strategic alignment.

Council Policy – Community Donations, Grants and Funding requires, as a minimum, the following criteria must be met to be successful:

- Applicant is to reside or operate within the Shire or be able to show a direct and substantial benefit to residents within the Shire.
- Assistance is not available retrospectively.
- Funds are to be used only for the purpose for which they are given or via agreed variations.
- Successful applicants are required to complete an acquittal report and submit this to the Shire within three months on the agreed completion date.

Comments

The Signature Events and Activities funding was promoted directly to clubs and organisations via email and on the Shire's public notice boards, website, and social media platforms.

At the close of applications on 12 August 2025, eight (8) applications were received.

- Tom Price – Five (5) applications
- Onslow – Two (2) applications
- Pannawonica – One (1) application

Unfortunately, no applications were received from Paraburdoo, multiple emails and attempts to contact clubs and groups in town such as the Paraburdoo Red Dirt Rocks committee and Karingal were made with no response.

All applications have been assessed on the:

- criteria outlined in Council Policy – Community Donations, Grants and Funding,
- general conditions, and
- criteria and compliance information provided.

The table below provides a summary of the applications received (refer to Attachment 2 for further information).

Town	Organisation	Project	Amount requested	Proposed Action	Reason
Tom Price	Tom Price Soccer Club	2026 Northwest Soccer Tournament	$15,000	Approve	Aligns with Strategic Community Plan and Policy Guidelines
Tom Price	Tom Price Campdraft Inc	2026 Tom Price Campdraft	$10,000	Approve	Aligns with Strategic Community Plan and Policy Guidelines
Onslow	Onslow Rodeo	2026 Onslow Rodeo	$10,000	Approve	Aligns with Strategic Community Plan and Policy Guidelines
Pannawonica	Robe River Rodeo	2026 Robe River Rodeo	$10,000	Approve	Aligns with Strategic Community Plan and Policy Guidelines
Tom Price	AWARE	2026 AWARE Gala	$10,000	Approve	Aligns with Strategic Community Plan and Policy Guidelines

Town	Organisation	Project	Amount requested	Proposed Action	Reason
Tom Price	Nintirri	International Women's Day Expo	$10,000	Approved	Aligns with Strategic Community Plan and Policy Guidelines
Tom Price	Tom Price Baptist Church	Carols by Glowlight	$10,000	Approved	Aligns with Strategic Community Plan and Policy Guidelines
Onslow	Park Run	Park Run	$8,600	Decline	Not aligned with community strategic plan

The ongoing development of the My Pilbara Home Strategy encompasses several Council strategies, including events and programs. Recognising this as a valuable opportunity, we aim to align our events and grant processes with these strategies ensuring maximum benefit for the community.

As the current sponsorship agreements for the Tom Price Campdraft, Onslow Rodeo, Pannawonica Rodeo, and Paraburdoo Red Dirt Rocks are set to conclude this year, it is recommended that the budget allocation for these events be increased for the upcoming financial year. This adjustment will ensure adequate support for each event during the transition period. Moving forward, the intention is that the revised allocation will be sufficient to meet ongoing sponsorship needs, reducing the requirement for annual increases and supporting long-term planning and sustainability.

An overview of the required budget for FY 25/26 is provided below included the current approved Signature events and the proposed applications for approval.

	No. of Applications	No. of proposed for Approve	Amount $	No. proposed for decline	Amount $	No. of Current Applications	Amount $	FY 25/26 NO. of Signature Events *(If approved)*	Amount
Tom Price	5	5	$ 55,000.00	0	$ -	2	$ 15,000.00	7	$ 70,000.00
Pannawonica	1	1	$ 10,000.00	0	$ -	1	$ 10,000.00	2	$ 20,000.00
Paraburdoo	0	0	$ -	0	$ -	1	$ 10,000.00	1	$ 10,000.00
Onslow	2	1	$ 10,000.00	1	$ 8,600.00	2	$ 20,000.00	3	$ 30,000.00
Onslow Mack 10 (Sponsorship)	1	1	$ 20,000.00	0	$ -	0	$ -	1	$ 20,000.00
**please note Onslow Mack 10 Sponsiorship is a separate report*									
Total	9	8	$ 95,000.00	$ 1.00	$ 8,600.00	6	$ 55,000.00	14	$ 150,000.00

Consultation

Executive Leadership Team
Relevant clubs and associations
Local non-for-profit organisations

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	1. People - We will support opportunities for the community to be safe, socially active, and connected.

Strategic Outcome	1.2 Communities connected with opportunities
Strategy	4 Support and develop sustainable clubs and groups, providing opportunities for meaningful participation in arts, culture, sport, and recreation.

Council Policy

Council Policy – Community Donations, Grants and Funding provides the guidelines for the applications and the criteria for assessment.

Financial Implications

Current Financial Year

Each item will need to be listed in the Council FY25/26 Budget, with an increase to the GL C3649 of $50,000.

Future Financial Year(s)

Nil

Legislative Implications

Local Government Act 1995

Section 6.7 – Municipal fund

Money held in the municipal fund may be applied towards the performance of functions and the exercise of the powers conferred on the local government by the *Local Government Act 1995* or any other written law.

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)	Unsuccessful applicants publicly criticise the Shire.	Possible (3)	Insignificant (1)	Low (1-4)	Ensure appropriate Policy procedures are in place and followed. Ensure applications are approved based on the criteria in the policy. Officers to collaborate with clubs to improve future applications.

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

Voting Requirements

Simple Majority

Committee Recommendation

That the Community Grants Committee recommends that Council:

1. Approves the following Signature Event applications for inclusion in the 2025/2026 Annual Budget
   (a) Tom Price Soccer Club for the 2026 Northwest Soccer Tournament - $15,000;
   (b) Tom Price Campdraft Inc for the 2026 Tom Price Campdraft - $10,000;
   (c) Onslow Rodeo for the 2026 Onslow Rodeo - $10,000;
   (d) Robe River Rodeo for the 2026 Robe River Rodeo - $10,000;
   (e) Tom Price AWARE for the 2026 AWARE Gala - $10,000;
   (f) Tom Price Nintirri for the International Women's Day Expo - $10,000; and
   (g) Tom Price Baptist Church for the Carols by Glowlight - $10,000.
2. Decline the following application:
   (a) Park Run.

CGC.4 Community Support Grant Applications Round 1 - 2025/2026

File Reference	GS01
Applicant or Proponent(s)	Not Applicable
Author	J Murphy, Strategic Partnership Officer
Authorising Officer	C McGurk, Acting Chief Executive Officer
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Impartiality
	Authorising Officer – Impartiality
Attachments	1. 2026 Community Support Grant Application Summary 2. 2026 Community Support Grant Applications_Round 1

Report Purpose

The Community Grants Committee (the Committee) is required to consider the Community Support Grant applications in accordance with Council Policy – Community Donations, Grants and Funding.

The purpose of this report is to provide the applications received for Community Support Grants (refer to Attachment 1) to the Committee for review. At the close of the application period, 11 applications were received.

Council is requested to support the Committee's recommended outcome for each application.

Background

The Shire provides Community Support Grants in accordance with Council Policy – Community Donations, Grants and Funding.

Grants are offered in two funding rounds each year, in July and February. There are two Tiers to this grant round as recently adopted by Council.

Tier 1 offers a value up to $2,500 and Tier 2 offers a value of up to $5,000. Applications are considered by the Community Grants Committee for subsequent recommendation to Council for determination.

Council Policy – Community Donations, Grants and Funding requires, as a minimum, the following criteria must be met to be successful:

- Applicant is to reside or operate within the Shire or be able to show a direct and substantial benefit to residents within the Shire.
- Assistance is not available retrospectively.
- Funds are to be used only for the purpose for which they are given or via agreed variations.
- Successful applicants are required to complete an acquittal report and submit this to the Shire within three months of the agreed completion date.
- Applicants who do not submit an acquittal will not be considered for future funding and they may be requested to return unused funds.

Comments

Round 1 of the Community Support Grants was promoted directly to clubs and organisations via email, and notices were placed on the Shire's public noticeboards, website and social media platforms.

As the Council policy and the Community grant guidelines were also recently introduced each previous applicant over the last two years was contacted and invited to attend a one-on-one teams discussion to go over any potential projects and applications.

At the close of the Round 1, 11 total applications were received, as follows:

- Onslow – one (1) application,
- Pannawonica – five (5) applications,
- Tom Price – three (3) applications,
- Paraburdoo – two (2) applications.

Furthermore, each applicant at the close of the round was contacted individually to discuss their application and followed up with an email requesting any supporting information. There are a number or groups that are still following up information, and if an application is approved, they have been advised that funds cannot be released without the supporting information.

All applications have been assessed on the:

- criteria outlined in Council Policy – Community Donations, Grants and Funding,
- general conditions, and
- criteria and compliance information provided.

The table below provides a summary of the applications received (refer to Attachment 2 for further information).

Tier 1

Town	Organisation	Project	Amount requested	Proposed Action
Tom Price	Tom Price Community Garden	CCTV and Shelving	$2,500	Approve
Paraburdoo	Paraburdoo Women's Softball Association	Carnarvon 2025 Northwest Softball Championships in September	$2,500	Approve
Tom Price	Ashburton Little Athletics Centre	Heavy Duty Trolleys and Large Storage Boxes	$2,500	Approve
Pannawonica	Pannawonica Golf Club	Golf clinic and lessons	$2,500	Approve
Pannawonica	Pannawonica Junior Sports	Purchase 2 x Soccer Goals	$2,190	Approve
Onslow	Onslow Sports Club (Bingo)	Purchase Bingo Calling System	$1,600	Approve
Pannawonica	Pannawonica Fishing Club	Fishing Competition over 2 weeks	$2,500	Approve

Town	Organisation	Project	Amount requested	Proposed Action
Pannawonica	Pannawonica Pythons	LED Score Board	$2,500	Approve
Paraburdoo	Paraburdoo Golf Club	Father's Day Event - Golf Tournament	$2,000	Approve

Tier 2

Town	Organisation	Project	Amount requested	Proposed Action
Tom Price	Mountain View Sporting Club	9 Tee Box upgrades	$4,000	Approve
Pannawonica	Pannawonica P & C	Fan Installation and 4 square painting	$5,000	Approve

The below table summarieses the distribution of the Community support grant allocation and the resulting availble funds subject to Council approval.

	GL	GL Amount	No. of Applications	No. of proposed for Approve	Amount $	GL Amount Remianing
Tom Price	C0936	$ 15,000.00	3	3	$ 9,000.00	$ 6,000.00
Pannawonica	C0939	$ 15,000.00	5	5	$ 14,690.00	$ 310.00
Paraburdoo	C0945	$ 15,000.00	2	2	$ 4,500.00	$ 10,500.00
Onslow	C0953	$ 15,000.00	1	1	$ 1,600.00	$ 13,400.00
Total	CU24075	$ 60,000.00	11	11	$ 29,790.00	$ 30,210.00

Consultation

1. Clubs and groups – Each applicant was called to discuss the application and this was followed up with an email.
2. Communities Team – Members from the community team were consulted with to discuss and potential conflicting events or programs with the applications, and to ensure alignment with the Community Strategic Plan.
3. Council Grants Committee – The Grants Committee were emailed all correspondence, applications and attachments for review.
4. Executive Leadership Team – Through review of the Council report.

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	4 Support and develop sustainable clubs and groups, providing opportunities for meaningful participation in arts, culture, sport, and recreation.

Council Policy

Council Policies » Shire of Ashburton

Council Policy – Community Donations, Grants and Funding provides the guidelines for the applications and the criteria for assessment.

Financial Implications

Current Financial Year

The 2025/2026 Annual Budget provides $60,000 for both rounds of the Community Support Grants Tier 1 and Tier 2. If the applications are approved as per the recommendation a total of $29,790 will be spent from General Ledger CU24075.

Future Financial Year(s)

If the applications are approved as per the recommendation there will be $30,210 remaining on General Ledger CU24075 for FY 2024/2025 Round 2 in February 2026.

Legislative Implications

Local Government Act 1995

Section 6.7 – Municipal fund
Money held in the municipal fund may be applied towards the performance of functions and the exercise of the powers conferred on the local government by the *Local Government Act 1995* or any other written law.

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)	Unsuccessful applicants publicly criticise the Shire.	Possible (3)	Insignificant (1)	Low (1-4)	Ensure appropriate policy and procedures are in place and followed. Officers to collaborate with clubs to improve future applications.

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

Voting Requirements

Simple Majority

Committee Recommendation

That the Community Grants Committee recommends that Council:

1. Approves the following applications:
   (a) Tom Price Community Garden for CCTV and Shelving - $2,500;
   (b) Paraburdoo Women's Softball Associations for the Carnarvon 2025 Northwest Softball Championships, September- $2,500;

(c) Ashburton Little Athletics Centre for Heavy Duty Trolleys and Large Storage Boxes - $2,500;

(d) Pannawonica Golf Club for Golf Clinic and Lessons - $2,500;

(e) Pannawonica Junior Sports for the purchase 2 x Soccer Goals - $2,190;

(f) Onslow Sports Club (Bingo) for the purchase of a Bingo Calling System - $1,600.

(g) Pannawonica Fishing Club for a Fishing Competition over 2 weeks - $2,500;

(h) Pannawonica Pythons for a LED Score Board - $2,500;

(i) Paraburdoo Golf Club for a Father's Day Event - Golf Tournament - $2,000.

(j) Mountain View Sporting Club for 9 Tee Box upgrades - $4,000; and.

(k) Pannawonica P&C for Fan Installation and 4 square painting - $5,000.

2. Notes that funds will not be released until all required supporting documentation has been provided by the applicant.

CGC.5 Request to Approve Pannawonica Dingoes Round 2 FY24/25 Funding in FY 25/26

File Reference	GS01
Applicant or Proponent(s)	Not Applicable
Author	J Murphy, Strategic Partnership Officer
Authorising Officer	C McGurk, Director Community Development
Previous Meeting Reference	Ordinary Council Meeting 15 April 2025 – [173/2024]
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Report Purpose

This report seeks the Community Grants Committees support to seek Council approval for the Pannawonica Dingoes Community Support grant application submitted in Round 1 of the FY2025/26 funding cycle.

The application requests retrospective funding for the purchase of a line marker, originally approved in Round 2 of FY 2024/25.

Background

On 15 April 2025, Council endorsed a grant of $2,500 to the Pannawonica Dingoes under the Community Support Grant Program (Round 2 FY 2024/25). The funding was allocated for the purchase of a line marker intended for shared use by the Pannawonica Football Team and the Pannawonica Cricket Club.

A letter of agreement was issued to the club on 29 April 2025, accompanied by a request to return the signed agreement and a completed new supplier form to facilitate payment. Due to the club representative's extensive involvement in coordinating multiple community events and programs, the required documentation was not returned until 21 July 2025.

In accordance with related Council policy and the Community Grant Guidelines, unclaimed funds within the approved financial year require a new application in the subsequent round. As such, the current submission is considered a request for retrospective funding.

Comments

While the guidelines clearly outline the requirement to reapply if funds are not claimed within the financial year, the club representative was unaware that this would apply in their case. The line marker was purchased with the understanding that reimbursement would follow, based on the original grant approval.

Given the circumstances, it is recommended that Council consider the application. The club acted in good faith and has demonstrated a commitment to enhancing community sports in the town. This situation also highlights an opportunity for the Shire to improve communication and support processes to ensure community members are fully informed of grant conditions and deadlines.

Consultation

Pannawonica Dingoes and Pannawonica Sports Club Committee was consulted with via phone and email, with a follow up site visit in July 2025.

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	4 Support and develop sustainable clubs and groups, providing opportunities for meaningful participation in arts, culture, sport, and recreation.

Council Policy

Council Policies » Shire of Ashburton

Community Donations, Grants and Funding

Financial Implications

Current Financial Year

There is currently $15,000 proposed in General Ledger C0939 Pannawonica Community Support grant budget allocation, if this is approved the remaining General Ledger allocation will be $12,500.

Future Financial Year(s)

Nil

Legislative Implications

Local Government Act 1995

Section 6.7 – Municipal fund
Money held in the municipal fund may be applied towards the performance of functions and the exercise of the powers conferred on the local government by the *Local Government Act 1995* or any other written law.

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	If the grant is not approved it may cause discontent, and the club will have to raise funds to	Unlikely (2)	Minor (2)	Low (1-4)	The Shire will continue to work with the committee for alternative funding methods, or programs and events to

	reimburse the purchase.				fundraise. The Shire will also work to improve processes to ensure it is well communicated in the future.

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

Voting Requirements

Simple Majority

Committee Recommendation

That the Community Grants Committee recommends that Council approve $2,500 towards the retrospective funding for the purchase of a line marker, originally approved in Round 2 of FY 2024/25 for the Pannawonica Dingoes.

CGC.6 2026 Jarndunmunha (Nameless) Festival Sponsorship

File Reference	GS01
Applicant or Proponent(s)	Not Applicable
Author	J Murphy, Strategic Partnership Officer
Authorising Officer	C McGurk, Director Community Development
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Jarndunmanha (Nameless) Festival Program and Budget Summary

Report Purpose

The purpose of this report is to seek Council support in the sponsorship of the 2026 Jarndunmunha (Nameless) Festival.

Council is requested to support the 2026 Jarndunmunha (Nameless) Festival with a total sponsorship package of $150,000, with $75,000 from the Inspire Community Partnership and $75,000 from Shire funds.

Background

The Nameless Festival, also known as the Nameless Jundunmunnah Festival, is a significant annual event held in Tom Price. 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.

Beginning in 1969 as a one-day show made up entirely of novelty events. It then progressed in the late 1970's to a weeklong event. The festival included a variety of events such as a Teen Dance, a ball, crowning of the Nameless Queen, quizzes, music, art exhibitions, fireworks, and novelty events.

In the 1980's, the festival expanded to include an open-air concert, wood chopping and axe throwing competitions, bottomless boat races, inter-town tug of war with Paraburdoo, mini-Olympics, and a ball.

The 1990's saw the Great Camel Race staged in front of a large crowd with four camels racing five circuits of the oval. In 2011, the festival added the aboriginal name Jundunmunnah which means 'place of rock wallabies' in the language of Eastern Guruma, the Traditional Landowners.

The festival continued to evolve and grow, attracting bigger numbers each year and was cancelled in 2020 due to Covid-19, with a welcome return in 2022.

Comments

With a newly formed committee re-establishing the event as a key feature of the Tom Price community calendar. The committee plan to deliver a full four-day program reflecting both a celebration of the town's heritage and a strategic investment in its cultural and economic future. The festival continues to hold strong relevance by fostering inclusivity, promoting regional tourism, supporting local businesses and artists, and encouraging youth engagement and volunteerism.

The proposed 2026 program retains iconic elements such as the King of the Mountain Race (in a new location), the Gardenia Ball, and the Festival Weekend, which includes a VIP Sponsors Evening, Twilight Markets, and a full-day festival program. These events are designed to engage both long-standing residents and new arrivals to town. The festival has already attracted interest from vendors and performers beyond the Pilbara region, signalling strong momentum and broad appeal.

The total projected budget for the festival is $450,000, with confirmed and proposed contributions from key stakeholders including Rio Tinto and the Shire of Ashburton ($75,000 each), and $100,000 allocated from committee reserves. A $200,000 grant application to Lotterywest is also planned, supported by professional grant consultants. The Nameless Committee has successfully held its Annual General Meeting, filled all executive positions, and commenced planning.

While a detailed delivery plan and budget overview have been provided (Attachment 1), further discussion is required to finalise sponsorship packages.

While the newly formed committee has demonstrated strong initiative and early planning for the 2026 festival, it is important to acknowledge that the event has faced challenges in recent years due to the inability to form a functioning committee. This history raises a level of risk in approving significant funding prior to the next AGM, as there is no guarantee of sustained leadership or operational continuity. While supportive of the current committee's efforts, any early release of funds should be carefully considered in light of this context, with appropriate safeguards or conditions to ensure accountability and delivery.

Consultation

Nameless committee via regular meetings in person and emails since the committee was able to form.

Rio Tinto, the upcoming application and forming of the committee has been discussed at regular partnership meetings and details in the Inspire Community project pipeline.

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	3 Provide, promote, and deliver social and cultural community celebrations, events, and activities.

Council Policy

Council Policies » Shire of Ashburton

Community Donations, Grants and Funding

Financial Implications

Current Financial Year

If approved, the 2026 Jarndunmunha (Nameless) Festival will be a total sponsorship package of $150,000, with $75,000 from the Inspire Community Partnership and $75,000 from Shire funds utilising General Ledger C3634.

Future Financial Year(s)

The Nameless Committee have been advised of the Shire of Ashburton's Council Policy - Community Donations, Grants and Funding which outlines our process to provide funding to Signature Events. Future funding will be considered under this policy.

Legislative Implications

Local Government Act 1995

Section 6.7 – Municipal fund

Money held in the municipal fund may be applied towards the performance of functions and the exercise of the powers conferred on the local government by the *Local Government Act 1995* or any other written law.

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)	Failing to support such a major event in Tom Price could cause reputational damage to the Shire	Possible (3)	Minor (2)	Moderate (5-9)	To provide sponsorship support to the event that also supports Council strategy and 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 the Community Grants Committee recommends that Council endorse a sponsorship of the 2026 Nameless Jarndunmunha Festival for the amount of $150,000 from General Ledger C3634, subject to this funding being approved in the 2025/2026 Annual Budget and the following conditions being complied with:

1. The allocated sponsorship funding is not to be disbursed until the Chief Executive Officer is satisfied that the Nameless Festival Committee:
   (a) has held a successful Annual General Meeting by 31 December 2025, in accordance with the requirements outlined in their Constitution to ensure they have a committee to deliver the 2026 Nameless Jarndunmunha Festival;
   (b) has provided the Shire with a detailed 2026 Nameless Jarndunmunha Festival sponsorship package.

Waste Committee Meeting held on 19 August 2025

WC.1 Pilbara Regional Waste Management Facility - Lease vs Purchase

File Reference	WM07
Applicant or Proponent(s)	Not Applicable
Author	G Harris, Director Infrastructure Services
Authorising Officer	G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Report Purpose

The purpose of this report is to advise the Waste Committee of what items/services are currently still contracted/leased and what services contracts have been closed out.

The Waste Committee is requested to recognise savings made through the insourcing of plant, equipment, and services and to request the Chief Executive Officer to continue the review of the utilisation of leased plant and equipment at the Pilbara Regional Waste Management Facility (PRWMF).

Background

The Shire commenced direct management of the PRWMF in March 2024. When the Shire commenced management of the PRWMF it also transferred all existing leases of plant and equipment to enable the continued operation of the site. A number of contracts were also put in place at the time to ensure the continued operation of the site.

The Shire has now managed the facility for a full financial year being 2024/25, and a number of the above leases and contracts have either ceased, been brought inhouse, or are under review.

Comments

Since the commencement of the 2024/25 financial year, several items of plant have been brought in house, ensuring considerable savings to the operations of the site.

Contract Hook Lift Transport and Bins – Previously the Shire was paying for a company to travel from Karratha to collect waste from the Onslow Transfer Station and dispose of it at the PRWMF before returning to Karratha at a cost of approximately $40,000/month or $480,000/year. This year the Shire purchased its own hooklift truck and bins (including a water tank) at a cost of $428,090. This hooklift truck will now be undertaking the transfer of bins at a cost of $6,989/month or $83,686/year, representing a saving of $396,314/year. Further bins may need to be purchased.

Water Cart Hire – Previously the Shire was paying to have a water truck on site to undertake dust suppression and be available for firefighting at a cost of $9,978/month or $119,736/year. With the purchase of the water tank for the new hooklift truck, the monthly cost for dust suppression and availability for firefighting is $2,010/month or $24,120/year - representing a saving of $95,616 / year.

Excavator Hire – Previously the Shire was hiring an excavator for use on site for $9,211/month or $110,532/year. Following a review of operations and the underutilisation of the excavator, the leasing arrangement was terminated representing a saving of $110,532/year.

20ft Shipping Containers for Dome Shelter – Previously the Shire were hiring four 20ft containers for the dome shelter at $2,672/month or $32,064/year. We were able to purchase the containers from the contractor and now the operational cost of the dome shelter internally is $334/month or $4,008/year representing a saving of $28,056/year.

Overall, the above four activities being bought in-house will collectively save the Shire $630,336/year.

There are still items that the Shire leases including the following –

Office Building furniture and ablution block including tie down blocks - $9,221/month or $110,652/year. Numerous attempts have been made to purchase this facility however the hire company is not interested in selling the buildings to the Shire. A new purchase of a similar facility will cost in the vicinity of $300,000.

Tipper Truck - $6,908/month or $82,896/year. This is currently used to move sand around on site. Officers are currently investigating alternatives including the use of hooklift bins to transport sand or rearranging the site to make the sand more accessible. Either solution will result in the tipper truck not being required saving $82,896/year.

Hire Loader - $9,211/month or $110,532/year. This is currently required until such time as a waste compactor has been purchased at which point the loader hire can cease.

Future Plant Consideration

Waste Compactor - $1.4 million, $700,000 was transferred into the Waste Reserve to go towards the purchase of a new compactor. A compactor will ensure that waste in the site is compacted and will ensure that more waste goes into the existing airspace. A business case is currently under development for the purchase of the waste compactor machine this year. Lead in time for this piece of equipment could be 12 months.

5 x Hooklift Bins – $100,000, purchase of a further 5 hooklift bins to service the Onslow Transfer Station and the PRWMF site can be purchased from the Waste Reserve in 2025/26.

Dedicated Water Cart – Consideration and further investigation on the firefighting requirements for availability of water onsite. While the theory of using the hooklift truck for firefighting is good, the practicality of having the truck offsite moving bins means it would not be available to fight a fire if one breaks out while the truck is off site. Further investigation and consideration of licencing conditions is required.

Forklift 34T with rotator and top lift attachment - $600,000. Has been identified for the medium to long term dependent on future use of the site such as half height sea containers to transport waste. This would allow containers to be emptied on site by rotating the container to empty. To be investigated in the future should there be an identified business need.

Consultant Contracts

The Shire currently has a contract with Sustainability in Practice (since 12 February 2024) for the provision of Consultancy Advice Technical Advice regarding the operation of the Class 4 PRWMF and for Business Development seeking to promote the PRWMF as a usable facility within the region and to establish relationships with mining and industry bodies alike. The current contract is in place until 12 February 2026 with the Shire currently paying the following:

- Business Development $19,076/month
- Technical Advice $19,352 month

The original contract was put in place prior to the Shire bringing the PRWMF in-house and the need to ensure that the technical expertise was still available to allow the site to operate correctly. There are very limited people with experience in operating a Class 4 waste facility and who understand the technical issues of how the site can operate and provide technical advice both to internal staff and external contractors around the use of the facility. The Shire does not currently employ anyone with the technical knowledge to operate the Class 4 aspects of the site in accordance with the licence requirements.

There is also a need to be proactive regarding the promotion of the site to industry and in encouraging the use of the site by industry. The majority of significant use of the Class 4 aspects require long lead times and promotion of the site and working with industry will ensure the site is known and industry is aware of its capacity to handle waste. This is the business development role.

There is a need to continue with the external technical advice for the continued operation of the facility in accordance with its Class 4 Licence. There is still a need to undertake Business Development promotion within industry of the site. Officers will be testing the market for both roles and will determine if both or either one is required dependant on the skills of the new Manager Strategic Waste, when the role is filled.

There are also several contracts in place in regard to all waste sites and the reporting requirements in accordance with our licencing conditions including ground water monitoring on all sites and compliance reporting regarding licence requirements. Further works regarding the need to employ an Environmental Technical Officer, who could undertake some of these tasks, is underway.

Consultation

Nil

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	2. Place - We will provide sustainable, purposeful, and valued built and natural environment opportunities for the community.
Strategic Outcome	2.5 Enhanced community opportunities for sustainable waste management
Strategy	3 Develop processes for better management and control of waste within the community and local businesses.

Council Policy

Council Policies » Shire of Ashburton

Nil

Financial Implications

Current Financial Year

Following the first full year of operations, a review will be undertaken in regard to the expenditure side of the operations now the Shire has a full years' worth of data to interrogate.

Future Financial Year(s)

The Chief Financial Officer will be providing a monthly management report on the financials of the site as we move into the second year of in-house operations.

Legislative Implications

The PRWMF is operated in accordance with the Licence L9304/2021/1 as issued by the Department of Water and Environmental Regulation.

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 PRWMF site operates outside its licence conditions.	Possible (3)	Major (4)	Moderate (5-9)	Ensure compliance with licence. Ensure technical support is available. Undertake regular audits and monitoring of the site.

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 the Waste Committee recommends that Council:

1. Acknowledges the savings (approximately $630,000 per annum) that have been gained through the purchase of plant and equipment for the Pilbara Regional Waste Management Facility, allowing lease equipment and transport contracts to be relinquished.
2. Requests the Chief Executive Officer to provide a further report, including a business case, for the purchase of a Landfill Compactor for the Pilbara Regional Waste Management Facility, utilising reserve funds in the 2025/26 financial year.
3. Requests the Chief Executive Officer to provide a further report that considers the purchase of office accommodation (including ablutions) at the Pilbara Regional Waste Management Facility, utilising reserve funds in the 2025/26 financial year.
4. Requests the Chief Executive Officer to provide a further report that considers the purchase of five hooklift bins for use at the Onslow Transfer Station and the Pilbara Regional Waste Management Facility, utilising reserve funds in the 2025/26 financial year.

12 Office of the Chief Executive Officer Reports

12.1 Proposed Licence for a portion of Lot 201, Onslow Airport to MinRes Air Facilities Pty Ltd

File Reference	ONS.0016
Applicant or Proponent(s)	MinRes Air Facilities Pty Ltd
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. Annexure A

Report Purpose

The purpose of this report is to seek Council approval for a proposed new commercial licence agreement for a portion of Lot 201 on Deposited Plan 422498, Onslow Airport as depicted in Annexure A (Attachment 1).

Council is requested to endorse the new commercial licence agreement with MinRes Air Facilities Pty Ltd (MinRes Air) for the purpose of ground handling services at Onslow Airport.

Background

Northwest Aviation Services (NWAS), the previous contractor responsible for ground handling operations, have formally vacated the site and given control of these services to MinRes Air. NWAS had been operating under a holdover arrangement following the expiry of their original agreement, during which discussions for a new contract were anticipated. With NWAS now fully withdrawn from the premises, MinRes Air have assumed responsibility for ground handling operations and are actively utilising the same space previously occupied by NWAS.

Given this operational transition and continued use of the facility, it is necessary to establish a new formal agreement directly with MinRes Air to reflect their current and ongoing use of the ground handling space and associated responsibilities.

Comments

The Shire's Leasing team, in collaboration with the Onslow Airport Manager, has worked to obtain an updated market valuation for leasable spaces at the airport to ensure the proposed agreement reflects fair and current market rates.

To secure a new agreement with MinRes Air on portion of Lot 201 McAullay Road, Onslow, a licence is required to satisfy the requirements of section 3.58 of the *Local Government Act 1995*.

The following terms are proposed in the licence:

Licensee	MinRes Air Facilities Pty Ltd
Location	Lot 201 McAullay Road, Onslow
Commencement Date	Date of execution by all parties

Premises	The Land depicted on the plan annexed hereto as Annexure A (refer Attachment 1): • Office Space depicted in yellow • Kitchen Facilities depicted in blue (shared use) • Toilet Facilities depicted in green (shared use) • General Equipment Shed – storage provision as negotiated with the Airport Manager (shared use) (not visible on attached map)
Term	Two years - expected to start September 2025 and expire September 2027
Further Term	Renewals at the discretion of both Shire and the Licensee Two further terms of two years: 1. Commencing September 2027 and expiring September 2029 and 2. Commencing September 2029 and expiring September 2031
Rent	$ 25,701.24 per year excluding GST charged monthly
Rent Review	CPI at excise of option of each Further Term
Permitted Use	Ground handler works and services
Cleaning	Licensee responsibility for office space depicted in yellow on attachment. All shared spaces (toilet/kitchen) will be the responsibility of the Airport Personnel
Consumables	Licensee responsibility for office space depicted in yellow on attachment. All shared spaces (toilets/kitchen) will be the responsibility of the Airport Personnel
Special Conditions	Relevant conditions to Onslow Airport safety and security requirements. The Shire cannot guarantee against interruptions to Quiet Enjoyment. It has the care, control, and management of the premises along with other property, roads, and reserves in the vicinity of the Premises, including the Onslow Airport, that may require essential works to be undertaken from time to time that may impact on the Licensee's business. Restrictions (not limited to): • disruption or closure of roads, reserves, and road reserves; • pedestrian movement and access; • vehicle movement, access, and parking; • vibration and noise; and • dust and dirt.

Consultation

Manager Airport Services – Shire of Ashburton
Valuation Consultant – Property Valuation & Advisory (WA)
Manager Aerodromes – MinRes Air Facilities Pty Ltd
General Manger Business Development – Northwest Aviation Services (NWAS)

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Council Policies » Shire of Ashburton

Nil

Financial Implications

Current Financial Year

The Shire will derive an income of $25,701.24 per year, plus GST for the licensed premises.

Future Financial Year(s)

The Shire will continue to derive an income of at least $25,701.24 per year, plus GST for the licensed premises, noting that the total term is six years including options. This is subject to licence review and CPI increases due for each Renewal Option.

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) buy public tender, and under subsection (3) by the process referred to as 'private treaty', which is the process of this proposed licence. As required, should Council consent to disposing via licence, 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 licenced areas.

As Onslow Airport is a security-controlled aerodrome, Aviation Security Identification Cards (ASICs) are 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	Area is not licensed and remains vacant.	Unlikely (2)	Moderate (3)	Moderate (5-9)	Adopt officer's recommendation.
Interruption to service	Baggage handling operations will not continue at Onslow Airport.	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 low.

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

1. Supports, subject to section 3.58 of the *Local Government Act 1995*, a Licence Agreement over a portion of Lot 201 McAullay Road, Onslow (Onslow Airport) with MinRes Air Facilities Pty Ltd for a period of two years with two further term options of two years;
2. Authorises the Chief Executive Officer to negotiate the terms of the Licence Agreement with MinRes Air Facilities Pty Ltd, generally in accordance with the terms outlined in this report;
3. Authorises the Chief Executive Officer to advertise the details of the proposed Licence Agreement at Lot 201 McAullay Road, Onslow with MinRes Air Facilities 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 Licence Agreement and associated documents for a portion Lot 201 McAullay Road, Onslow (Onslow Airport) between the Shire of Ashburton and MinRes Air Facilities Pty Ltd.

12.2 Proposed Licence for a portion of Lot 201, Onslow Airport to Thomson Coachlines

File Reference	ONS.0016
Applicant or Proponent(s)	Thomson Coachlines
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. Annexure A - map of proposed bus parking area

Report Purpose

The purpose of this report is to seek Council approval for a proposed lease agreement between the Shire of Ashburton and Thomson Coachlines. The lease pertains to a vacant area of the external carpark, approximately 32 square metres at the Onslow Airport to be used for the purpose of parking a coach bus and associated business vehicles.

Background

Thomson Coachlines approached the Onslow Airport Manager seeking a parking solution for a coach bus used to transport workers from the Paulsens mine to the Onslow Airport for their scheduled fly-in fly-out shifts. The request was for a designated space where the coach bus could be parked, in line with the site's rostered schedule. As the size of the coach bus exceeds the dimensions of standard parking bays, Thomson required a separate area that could accommodate the vehicle without disrupting regular airport parking operations.

Comments

A section adjacent to the existing carpark has been identified as a suitable location for the proposed parking arrangement. This area is currently unused and offers ample space to accommodate the coach bus without impacting the airport's current parking capacity or operations. The Shire's Leasing team, in collaboration with the Onslow Airport Manager, has worked to obtain an updated market valuation for leasable spaces at the airport to ensure the proposed agreement reflects fair and current market rates.

To secure a new agreement with Thomson Coachlines on portion of Lot 201 McAullay Road, Onslow, a licence is required to satisfy the requirements of section 3.58 of the *Local Government Act 1995*.

The following terms are proposed in the licence:

Licensee	Thomson Coachlines
Location	Lot 201 McAullay Road, Onslow
Commencement Date	Date of execution by all parties
Premises	The Land depicted on the plan annexed hereto as Annexure A. Approx. 32 square metres.

Term	Six months expected to start September 2025 and expire February 2026
Further Term	Renewal at the discretion of both Shire and the Licensee One further term of 12 months expected to start February 2026 to February 2027
Rent	$1,200.00 per year excluding GST charged monthly
Rent Review	CPI at excise of option for the Further Term
Permitted Use	Parking of a coach bus and associated business vehicles only.
Special Conditions	Thomson Coachlines will be advised that the licensed area is to be accepted in its current “as-is” condition. The Shire of Ashburton will not be carrying out any site improvements, including the installation of fencing or the application of line marking within the licensed area. The Shire of Ashburton will not be liable for any loss or damage to the coach bus or associated vehicles while parked within the licensed area. Relevant conditions to Onslow Airport safety and security requirements. The Shire cannot guarantee against interruptions to Quiet Enjoyment. It has the care, control, and management of the premises along with other property, roads, and reserves in the vicinity of the Premises including the Onslow Airport that may require essential works to be undertaken from time to time that may impact on the Licensee’s business. Restrictions (not limited to): • disruption or closure of roads, reserves, and road reserves; • pedestrian movement and access; • vehicle movement, access and parking; • vibration and noise; and • dust and dirt.

Consultation

Manager Airport Services – Shire of Ashburton
Valuation Consultant – Property Valuation & Advisory (WA)
Manager – Thomson Coachlines

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	3. Prosperity - We will advocate and drive opportunities for the community to be economically desirable, resilient, and prosperous.
Strategic Outcome	3.2 Aviation transport opportunities for the community

Strategy	4 Promote opportunities for air services, aviation facilities, associated businesses, and future expansion.

Council Policy

Council Policies » Shire of Ashburton

Nil

Financial Implications

Current Financial Year

The Shire will derive an income of $1,200.00 per year including GST for the licensed premises.

Future Financial Year(s)

The Shire will continue to derive an income of $1,200.00 per year for the licensed premises noting that the total term is 18 months, including the further term option. This is subject to CPI increase due for the Renewal Option.

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 licence. As required, should Council consent to disposing via licence, local public notice will 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	License area is not leased and remains unused land	Unlikely (2)	Insignificant (1)	Low (1-4)	Adopts officer's recommendation

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

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

1. Supports, subject to section 3.58 of the *Local Government Act 1995*, a Licence Agreement over a portion of Lot 201 McAullay Road, Onslow (Onslow Airport) to Thomson Coachlines for a period of six months with a further term option of 12 months;

2. Authorises the Chief Executive Officer to negotiate the terms of the Licence Agreement with Thomson Coachlines, generally in accordance with the terms outlined in this report;
3. Authorises the Chief Executive Officer to advertise the details of the proposed Licence Agreement at Lot 201 McAullay Road, Onslow with Thomson Coachlines, 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 Licence Agreement and associated documents for a portion Lot 201 McAullay Road, Onslow (Onslow Airport) between the Shire of Ashburton and Thomson Coachlines.

13 Corporate Services Reports

13.1 Quarterly Progress Reporting

File Reference	CM05
Applicant or Proponent(s)	Not Applicable
Author	J Bray, Manager Governance
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Ordinary Council Meeting 8 August 2023 - Item 13.3 - 156/2023 Ordinary Council Meeting 17 September 2024 - Item 12.7 - 182/2024 Ordinary Council Meeting 17 September 2024 - Item 15.1 - 186/2024 Ordinary Council Meeting 19 November 2024 – Item 15.1 - 225/2024
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Corporate Strategies Quarterly Reporting - Q4 2024/2025

Report Purpose

The purpose of this report is to present the fourth quarter of 2024/2025 (1 April 2025 – 30 June 2025) progress updates to Council on the actions detailed in the following strategic documents:

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

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

Background

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

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

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

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

Comments

Quarterly progress reports:

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

Detailed progress updates on the actions listed in the strategic documents listed above for the fourth quarter of 2024/2025 have been attached to this report. Statistics and further commentary for each plan/strategy has been included below.

Corporate Business Plan 2023-2027

The status of actions from the CBP are as follows.

Strategic theme	Total	Completed	In progress	Not started	Overdue
1. People	24	6	18	0	0
2. Place	44	2	41	1	1
3. Prosperity	26	8	16	2	0
4. Performance	44	16	28	0	0
Total	**138**	**32**	**103**	**3**	**1**

The following action was completed during the reporting period.

Key initiative	Comment
1.2.2.1 Collaborate with the community on the development of Shire strategies and plans.	My Pilbara Home Strategies developed in collaboration with the community and are being implemented.
4.4.1.1 Develop an ICT Strategy.	The Strategic Information and Communications Technology Plan 2025-2029 was adopted by Council at the July 2025 Ordinary Council Meeting.
4.5.1.3 Develop an Emerging Leaders Program.	Emerging Leaders Program endorsed and in place with 10 participants who commenced this program in March 2025. Participant feedback to date has been excellent.

Of the actions ongoing or not started, the following are overdue (scheduled to be completed in 2023/2024).

Overdue actions
2.6.2.1 Incorporate appropriate planning controls for land use planning and development in the new Local Planning Scheme.

Economic Development Strategy 2024-2028

The status of actions from the Economic Development Strategy are as follows.

Deliverable	Total	Completed	In progress	Not started
1. **Annual Priority Setting**	3	0	1	2
2. **Advocacy**	3	0	2	1
3. **Land Use Planning**	2	0	0	2
4. **Infrastructure Planning**	3	0	2	1
5. **Company Engagement**	2	0	1	1
6. **Development Leadership**	2	0	1	1
7. **Investment Attraction**	7	0	3	4
8. **Small Business Support**	4	0	3	1
9. **Regional Promotion**	5	0	4	1
Total	**31**	**0**	**17**	**14**

No actions were completed during the reporting period.

No delivery timeframes are set within the Economic Development Strategy.

Local History Strategy 2025-2029

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

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

The following actions were completed during the reporting period.

Action	Comment
1.1.1 Participate in the celebration program of highlights showcasing the transition from Old Onslow to the current town of Onslow	Signage complete, branding for 100 years, templates and printed flyers created. 2 x 100 year memory celebration book

(eg. chronological timeline, photography exhibition, family and key resident profiles, time capsule, heritage trails and talks, school engagement, competitions etc)	created. Congratulations message cards created. History panel board information completed.
1.1.2 Support the event organisers of '100 years of Onslow', as required	Local history table at the 100 years event with 100 years memory book for community to write in. Congratulation cards. History hunt for the kids to do. Local History timeline of Onslow's history in the new location.
1.5.1 Create a unique local history brand and promotional materials, distinguishable from other Shire marketing (eg. style guide, brochures, signage etc)	A local history theme has been established which is used for all branding and social media. This includes templates for social media and a history page on the website.
1.5.3 Develop dedicated local history website pages as the source of knowledge on local history (eg. link to Library Management System, photographs, information, promotion etc)	Local History page has been created where all latest information is posted.
1.5.5 Enhance accessibility of local history web pages, ensuring information available to the public is in accessible formats and supports Website Content Accessibility Guidelines 2.2 and mobile SEO practices (eg. text alternatives, time-based media, distinguishable, navigable, readable etc)	In line with new accessibility widget added January 2025.
2.2.5 Review and update the Shire History Collection policy to include digital items.	Approved at June 2025 Council meeting.
3.2.4 Review and update the Shire History Collection policy to include digital items.	Approved at June 2025 Council meeting.
4.2.4 Review and update the Shire History Collection policy to reflect the Local History Strategy.	Approved at June 2025 Council meeting.
4.4.1 Develop recruitment requirements to support the addition of a Local History Officer (eg.job description, recruitment ad, employee requirements, induction process etc)	Completed with 1 FTE approved in 2024/25 financial year.
5.2.4 Review and update the Shire History Collection policy to include preservation and storage.	Approved at June 2025 Council meeting.

Marketing and Communications Strategy 2024-2027

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

Priority goal	Total	Completed	In progress	Not started	Overdue

1. **Annual Marketing and Communications Plan**	4	4	0	0	0
2. **Cross Platform Innovation**	3	1	2	0	1
3. **Strategic Delivery**	4	1	3	0	1
4. **Prioritise Key Information Sources**	7	4	3	0	1
5. **Accessibility and Inclusion**	5	4	1	0	0
6. **Local and Cultural Heart**	4	2	2	0	0
7. **Community Integrations**	4	2	2	0	1
8. **Community Surveys and Data**	2	1	0	1	0
Total	**33**	**9**	**14**	**10**	**9**

The following key initiatives were completed during the reporting period.

Key initiative	Comment
3.2 Provide online and offline options for all communications.	Provide a note for print documents stating they are available in different formats. Offline options use for noticeboards, electronic signage and posters A3 in all communications.
4.4 Upgrade Online Calendar of Events on website to filter calendar display by various options including town and date etc. Calendar regularly promoted by the Shire and listings are easily self-managed by community event organisers.	The What's On function has been added to Events Page, delivering a more updated and user friendly event experience and display Shire events and programs clearer.
4.5 Online Community Club Directory on website that is promoted by the Shire and listings are easily self-managed by community group organisers. Can filter directory display by various options including town and date etc.	The What's On function has been added to Events Page, delivering a more updated and user friendly event experience and display Shire events and programs clearer.
5.2 Staged integration of accessibility and inclusion tactics to trial and monitor results and localised requirements.	Tactics have included the use of plain language, alternative text for digital content, multilingual resources, captions for videos and diverse representation of staff and people in promotional materials.
5.4 Seniors accessibility and inclusion tactics focus.	Digital forms have been edited to be made fillable so they are accessible by all, with the option to still print hard copies. All

	surveys or communications can be made available in hard copy or varying format to suit seniors. Communications are delivered through trusted channels such as local radio and community noticeboards, ensuring reach beyond digital platforms, while having in person activations and consult to reach this audience.
5.5 Youth accessibility and inclusion tactics focus.	The youth brand AY! is continuously implemented in all Shire channels. Communications are delivered through digital-first platforms such as social media and interactive web content, ensuring accessibility and appeal. Visual branding is vibrant and contemporary, with inclusive imagery and language that reflects the diversity of young people in the region.
6.3 Feature more people and community orientated images in marketing and communications, to balance out landscape and location imagery.	Balance people and community by redesigning the job adverts to show people and the landscape based on the job. Visit Ashburton scheduling utilises both forms of subject matter.
6.4 Highlight more cultural images, art, elements and acknowledgments in marketing and communications, to balance out landscape and location imagery.	Created one standardised acknowledgement which is used in all formal duties for speeches, corporate documents and public facing documents.
7.2 Negotiate with key community groups, stakeholder and partnerships on suitable levels of information and knowledge sharing to build a more informed and aware community.	Event flyers are continuously shared with stakeholder groups and media share their flyers which we are a sponsor or support.

Of the key initiatives in progress or not started, the following are overdue (scheduled to be completed by quarter 1 of 2025).

Overdue key initiatives
2.3 Enhanced website and associated functionality to improve user experience.
3.1 Develop a Strategic Delivery Matrix for priority marketing and communications to be developed that considers filter options based on: - Locations: All of Shire / Per Town - Target audience - Message type - Urgency - Online / offline priority options.
4.6 Upgrade website wireframe and search function to enable improved user experience and search results.

7.1 Foster connections with community groups, stakeholders and partnerships across the Shire to enable a stronger community network of contacts and facilitate introductions.

My Pilbara Home Strategy

Community Access and Inclusion Plan 2023-2027

The status of actions from the CAIP are as follows.

Outcome	Total	Completed	In progress	Not started
1. **People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.**	10	4	5	1
2. **People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.**	11	3	6	2
3. **People with disability receive information from the relevant public authority in a format that will enable them to access the information as readily as other people are able to access it.**	8	3	3	2
4. **People with disability receive the same level and quality of service from the staff of a public authority as other people receive from staff of that public authority.**	10	2	6	2
5. **People with disability have the same opportunities as other people to make complaints to a public authority.**	3	2	1	0
6. **People with disability have the same opportunities as other people to participate in any public consultation by a public authority.**	4	3	1	0
7. **People with disability can obtain and maintain employment with a public authority.**	5	3	2	0
Total	**51**	**20**	**24**	**7**

The following actions were completed during the reporting period.

Action	Comment

Review the Shire events program to enhance access and inclusion	Included in planning of all programs and events and included in the Program Proposal documentation.
Introduce sensory spaces at relevant Shire events	Included in planning of all programs and events and included in the Program Proposal documentation.
Review Shire pool and water access to identify enhancements and upgrades	Currently advertised on pool posters that the centres are Companion Card and wheelchair friendly. Concession rates offered. Onslow Aquatic Centre was designed with walk in entry with handrail, where removable pool entry steps were purchased for the Tom Price and Paraburdoo Swimming Pools.
Review scope requirements for new, replacement, upgrades or redevelopment of buildings, to ensure access and inclusion is a standard component	Ashburton Hall door renewal completed in February 2024. The new doors provide better wheelchair access and patron flow.
Review the accessibility of Shire information to identify enhancements	Marketing collateral is continued to be promoted with alternative formats available upon request, on the corporate website and social media. Procurement to ensure alternative formats available upon request, for all Procurement documents.
Review Shire website and develop a roadmap to enhance access	UserWay module has been introduced on its website to enhance accessibility, ensuring a more inclusive and user-friendly online experience for all community members.
Establish innovative ways to consult with the community	Post event/program survey has been implemented to encourage community feedback and ways to improve. Is standard practice to seek feedback on all programs and events delivered by the Shire.
Establish a dedicated page on the website for community consultation projects	The 'featured' page has been implemented to display these projects and sits on the front page for a duration of time.

No delivery timeframes are set within the CAIP.

Youth Strategy 2023-2025

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

Strategic theme	Total	Completed	In progress	Not started	Overdue
1. **Spaces and activities**	7	4	2	1	0

2. **Health and wellbeing**	5	0	5	0	0
3. **Career pathways and development**	8	2	6	0	0
4. **Youth empowerment**	6	0	6	0	1
5. **Youth representation and identity**	4	2	2	0	0
Total	**30**	**8**	**21**	**1**	**1**

The following actions were completed during the reporting period.

Action	Comment
1.1.2 - Develop policies and procedures that enable young people to independently access identified existing community facilities (i.e. gym, recreation centres, community centres)	* Gym partnership continued with Onslow School providing access for 2024 after successful 2023 pilot. * YACWA engaged to provide quotation on creating annual youth survey which covers access to spaces, art and culture, Youth Advisory Group participation, Youth Zones @ events, training and development, employment and inclusivity. * Fusion Fitness launched boxing program in collaboration with Fusion Fitness (Tom Price). * Fusion and Boss Fitness launched teen fitness programs (Tom Price). * Paraburdoo, Onslow and Tom Price exploring delivery of "Friday Nights at the Pool", providing youth free entry to pool facilities. * Friday at the Pool launching in Tom Price and Paraburdoo, allowing youth free entry into pools.

Of the actions in progress or not started, the following is overdue (scheduled to be completed in 2023 or 2024).

Overdue actions
4.1.3 - Recruit at least two annual Shire Youth Ambassadors who engage with their peers and advise on projects and key youth issues

Arts Strategy 2024-2027

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

Action	Total	Completed	In progress	Not started	Overdue

1. **Capacity Building**	3	0	3	0	0
2. **Participation**	2	0	2	0	0
3. **Artist Recruitment and Recognition**	4	1	2	1	0
4. **Coordination and Collaboration**	3	1	2	0	0
Total	**12**	**2**	**9**	**1**	**0**

No actions were completed during the reporting period.

Club Development Plan 2024-2027

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

Action	Total	Completed	In progress	Not started	Overdue
1. **Capacity Building**	8	2	4	2	0
2. **Participation**	4	0	3	1	0
3. **Volunteer Recruitment and Recognition**	4	2	0	2	0
4. **Coordination and Collaboration**	6	2	2	2	0
Total	**22**	**6**	**9**	**7**	**0**

The following action was completed during the reporting period.

Action	Comment
3.3 Review and define the Active Ashburton Awards, Volunteer Week and Citizen of the Year Awards to create consistency across all towns that increases participation and raises awareness of the Awards and Award winners.	All events are now coordinated across all four towns to ensure consistent delivery.
3.4 Continue to coordinate and promote Ashburton All Stars and celebrate the award winners each month.	Ashburton All Stars process in place.
4.1 Support the Tom Price Sporting Working Group meetings for club committee members to share information, provide updates and enable collaboration.	Regular meetings have been scheduled as per terms or reference. Terms due to expire in line with Council Elections. An Expression of Interest for nominations for positions on this will go out in September to be endorsed at the October Ordinary Council Meeting.
4.5 SoA representation at the Pilbara Sports Professional Network meetings to leverage opportunities to the SoA clubs.	Club Lead has attended all meetings in 2024. However, these meeting no longer take place, should they start up again Club Lead will attend.

Community Programs and Events Strategy 2024-2027

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

Action	Total	Completed	In progress	Not started	Overdue
1. **Capacity Building**	6	2	2	2	0
2. **Participation**	2	0	2	0	0
3. **Volunteer Recruitment and Recognition**	1	0	1	0	0
4. **Coordination and Collaboration**	4	0	4	0	0
Total	**13**	**2**	**9**	**2**	**0**

The following actions were completed during the reporting period.

Action	Comment
1.2 Develop a Shire of Ashburton Community Development Framework tailored to each town in collaboration with community members and stakeholders.	Framework complete.
1.3 Develop a Shire of Ashburton 'Signature Event Policy' for events delivered by the Shire defining the approach and outcomes of Asset Based Community Development and the 'Strategic Community Plan'.	Council adopted the amended Community Grants and Donations Policy and the Community Grants Guidelines which clearly outline Signature Events.

Reconciliation Action Plan 2024-2025

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

Pillar	Total	Completed	In progress	Not started	Overdue
Relationships	9	5	4	0	3
Respect	9	1	5	3	4
Opportunities	7	4	0	3	0
Governance	5	2	0	3	0
Total	**30**	**12**	**9**	**9**	**7**

The following action was completed during the reporting period.

Action	Comment
3.1 Encourage our staff to attend a National Reconciliation Week (NRW) event.	NRW communicated to all staff via AIMS and through supervisors, i.e. toolbox meetings, etc. to encourage staff members to attend.

3.2 Ensure our RAP Working Group members to participate in an event to recognise and celebrate NRW.	NRW communicated to all staff via AIMS and through supervisors, i.e. toolbox meetings, etc. to encourage staff members to attend.
4.2 Engage and inform key internal stakeholders of their responsibilities within our RAP.	Working groups for NAIDOC and Reconciliation have been formed, and the RAP strategies incorporates during discussions/planning. Also communicated through monthly What's On Meetings with key stakeholders.
6.3 Ensure our RAP Working Group members to participate in an external NAIDOC Week event.	NAIDOC communicated to all staff via AIMS and through supervisors, i.e. toolbox meetings, etc. to encourage staff members to attend.
10.1 Define resource needs for RAP development and implementation.	No additional resources required for this RAP.

Of the key initiatives in progress or not started, the following are overdue (scheduled to be completed by quarter 1 of 2025).

Overdue deliverables
2.1 Identify and develop a list of Aboriginal and Torres Strait Islander communities, stakeholders and organisations within the Shire or our sphere of influence (including Aboriginal Corporations).
2.2 Identify and develop a list of like-minded organisations that we could approach to connect and collaborate with on our reconciliation journey, including local businesses.
4.1 Communicate our commitment to reconciliation to all staff.
4.2 Engage and inform key internal stakeholders of their responsibilities within our RAP.
5.1 Identify ways to increase awareness of Aboriginal and Torres Strait Islanders cultures, histories and achievements across the Shire. 5.1 Identify ways to increase awareness of Aboriginal and Torres Strait Islanders cultures, histories and achievements across the Shire.
5.2 Review cultural awareness training needs within the Shire for staff and elected members.
5.3 Investigate the delivery of place-specific cultural awareness training.
7.1 Begin mapping of Elders and Traditional Owners within the Shire.

Consultation

Executive and Managers provided progress updates for their relevant areas.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

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

Risk Management

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

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

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

Voting Requirements

Simple Majority

Officer Recommendation

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

13.2 Corporate Business Plan 2023-2027 - Annual Review

File Reference	CM05
Applicant or Proponent(s)	Not Applicable
Author	J Bray, Manager Governance
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Ordinary Council Meeting 8 August 2023 - Item 13.3 – 156/2023 Ordinary Council Meeting 20 August 2023 – Item 13.1 – 159/2024
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Corporate Business Plan 2023-2027 - proposed amendments marked up

Report Purpose

The purpose of this report is to present the annual review of the Corporate Business Plan 2023-2027 (CBP) to Council for endorsement.

Council is requested to adopt the proposed amendments to the CBP as detailed in Attachment 1.

Background

Section 5.56 of the *Local Government Act 1995* requires a local government to plan for the future of the district. Planning for the future of the district includes the development of a CBP.

The CBP is a four-year plan and is aligned to the Strategic Community Plan (SCP) which translates the community's priorities into deliverable actions.

Council adopted the CBP on 8 August 2023 and the was last reviewed on 20 August 2024.

Comments

In accordance with regulation 19DA(4) of the *Local Government (Administration) Regulations 1996*, the CBP is to be reviewed and updated annually to assess the progress of projects and realign the CBP's actions and priorities based on current information and available funding.

The relevant officers have reviewed the actions in the CBP to ensure currency and that they are achievable within the identified timeframes as currently detailed within the CBP.

Proposed amendments are detailed in Attachment 1 and are summarised below:

Action	People	Place	Prosperity	Performance	Total
Total actions prior to review	**24**	**44**	**26**	**44**	**138**
No amendment proposed	22	42	26	42	132
Delivery timeframe amended	2	2	0	1	5

Action removed	0	0	0	1	1
Total actions after review	**24**	**44**	**26**	**43**	**137**

Following adoption of the proposed amendments, the CBP will be updated and made available on the Shire's website. All amendments will be incorporated into future CBP reporting.

Consultation

Officers from the relevant departments undertook a review of their associated actions in June 2025.

A briefing on the review was provided to Council on 15 July 2025. Following the briefing, the proposed amendments were circulated to elected members for consideration and feedback. No feedback was received.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Council Policies » Shire of Ashburton

Nil

Financial Implications

Current Financial Year

The cost associated with the update to the CBP is provided for in the Annual Budget.

Future Financial Year(s)

The actions listed in the Corporate Business Plan 2023-2027 will inform future budgets.

Legislative Implications

Section 5.56 of the *Local Government Act 1995* requires the local government to plan for the future of the district.

Regulation 19DA(4) of the *Local Government (Administration) Regulations 1996*, requires the local government to review the current Corporate Business Plan for its district every year.

Regulation 19DA(6) of the *Local Government (Administration) Regulations 1996*, requires Council to consider any modifications to the Corporate Business Plan and adopt those modifications by absolute majority.

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 legislative requirements to review the Corporate Business Plan annually.	Unlikely (2)	Insignificant (1)	Low (1-4)	Endorse and implement the annual review of the Corporate Business 2023-2027.

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

Voting Requirements

Absolute Majority

Officer Recommendation

That Council adopts the proposed amendments to the Corporate Business Plan 2023-2027 as detailed in Attachment 1.

13.3 Shire of Ashburton Committees and Working Groups Booklet

File Reference	GV04
Applicant or Proponent(s)	Not Applicable
Author	R Marlborough, Senior Governance Officer
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Ordinary Council Meeting 19 October 2021 - Item 11.1 – 161/2021 Ordinary Council Meeting 8 August 2023 - Item 13.4 – 157/2023 Ordinary Council Meeting 15 April 2025 - Item 13.5 – 055/2025 Ordinary Council Meeting 15 April 2025 - Item 14.1 – 055/2025
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Committees and Working Groups Booklet - Review

Report Purpose

The purpose of this report is to present the results of the review undertaken in regard to the Shire's current committees and working groups to ensure operability and alignment with pending legislation changes specifically relating to the existing Audit and Risk Management Committee.

Council is requested to endorse the proposed changes to the Committees and Working Groups Booklet and the restructuring of the Audit and Risk Management Committee to support pending legislative changes, as detailed in Attachment 1.

Background

Following the 2023 Local Government Ordinary Elections, Council reviewed and appointed elected members to its committees, working groups and external groups. Elected member representation was provided to the following:

Current Committees of Council

- Audit and Risk Management Committee
- Chief Executive Officer's Performance Review Committee
- Community Grants Committee
- Economic and Tourism Development Committee

Working Groups

- Inland Local Emergency Management Committee
- Onslow Local Emergency Management Committee
- Pannawonica Local Emergency Management Committee
- Onslow Senior Citizens and Carinya Units Working Group

- Tom Price Sporting Working Group
- Working Together Onslow Steering Committee

External Groups

- Regional Development Assessment Panel
- Regional Road Group
- Pilbara District Emergency Management Committee
- Western Australian Local Government Association Pilbara Country Zone
- Western Australian Local Government Association – State Council

In April 2025, Council formally resolved to establish a Waste Committee, and elected members were appointed to this new committee, as was a presiding member and deputy presiding member.

Also in April 2025, following legislative reforms that came into effect on 1 July 2025, Council formally appointed presiding members and deputy presiding members to the following Committees, to ensure legislative compliance:

- Audit and Risk Management Committee;
- Chief Executive Officer's Recruitment and Performance Review Committee;
- Community Grants Committee; and
- Economic and Tourism Development Committee.

Comments

In preparation for the 2025 Local Government Ordinary Elections, a comprehensive review of the current committees, working groups, and external groups that Council is a party to, has been undertaken to support good governance and best practice and ensure Council's committees are statutorily compliant.

Proposed reforms to the *Local Government Act 1995* (the Act) will affect the current Audit and Risk Management Committee, requiring Council to establish an Audit, Risk and Improvement Committee and appoint an independent presiding and deputy presiding member to this committee. The reforms are proposed to commence following the 2025 Local Government Ordinary Election on 18 October 2025.

The proposed changes recommended to Council in the Booklet and relevant Terms of Reference detailed below, support the continuing effectiveness of the committees and working groups and the pending legislative changes:

Part 1 - Committees of Council

Preface – Proposed rewording to:

- support the new section 7.1A of the Act, which will require the establishment of Audit, Risk and Improvement Committee in place of the current Audit and Risk Management Committee.
- clearly recognise that Council appoints committee members by an absolute majority decision.
- support section 5.12 of the Act, which requires Council to formally appoint presiding and deputy presiding members of committees. Noting that the persons appointed as the presiding and deputy presiding member of the Audit, Risk and Improvement Committee, must be external independent persons.

Current Committee	Proposed Change/s	Justification
Audit and Risk Management Committee	Pending the enactment of section 87 of the *Local Government (Amendment) Act 2024* following the 2025 Ordinary Election, it is proposed to: • Rename this committee to the Audit, Risk and Improvement Committee. • Amend point 1 of the membership provisions to provide a statement to support the appointment of an independent presiding member and a deputy presiding member. • Amend point 2 of the membership clause by adding the words "to act in place of an absent appointed elected member". • Provide express provisions to review internal audit controls	The proposed name change aligns with the pending reforms to the *Local Government Act 1995.* Amending point 1 recognises that appointing an independent presiding member and deputy presiding member to this committee will be a statutory requirement following the pending legislative reforms. Amending point 2 provides clarification that all other elected members are deputies on this committee for the purpose of acting in the place of an absent appointed elected member of the committee. Adding clear requirements to review internal controls such as the Internal Audit Charter ensures effectively and robust audit outcomes that meet the needs of the organisation. No change to the number of elected member representation on the committee is proposed. The independent presiding member to be appointed will increase the total committee membership to six.
Chief Executive Officer's Performance Review Committee	Amend point 2 of the membership clause by adding the words "to act in place of an absent appointed elected member".	Amending point 2 provides clarification that all other elected members are deputies on this committee for the purpose of acting in the place of an absent appointed elected member of the committee.
Community Grants Committee	Amend point 2 of the membership clause by adding the words "to act in place of an absent appointed elected member".	Amending point 2 provides clarification that all other elected members are deputies on this committee for the purpose of acting in the place of an absent appointed elected member of the committee.
Economic and Tourism Development Committee	Amend point 2 of the membership clause by adding the words "to act in place of an absent appointed elected member".	Amending point 2 provides clarification that all other elected members are deputies on this committee for the purpose of acting in the place of an absent appointed elected member of the committee.

Waste Committee	Amend point 2 of the membership clause by adding the words "to act in place of an absent appointed elected member".	Amending point 2 provides clarification that all other elected members are deputies on this committee for the purpose of acting in the place of an absent appointed elected member of the committee.

Part 2 - Working Groups

Although some of these groups are called committees they are not established under the *Local Government Act 1995*, therefore do not have the same requirements as those that are a committee of Council.

Committee/Working Group	Proposed Change/s	Justification
Inland Local Emergency Management Committee	Add the position of Community Emergency Services Coordinator to Responsible Officers.	The Shire's Community Emergency Services Coordinator supports all of Council's Local Emergency Management Committees.
Onslow Local Emergency Management Committee		
Pannawonica Local Emergency Management Committee		
Onslow Senior Citizens and Carinya Units Working Group	Amend point 1 of the membership by: • deleting the requirement for a Department of Communities (Housing Branch) • adding the Shire positions of Executive Manager, Land, Property and Regulatory Services, and Lease and Accommodation Officer, as members • deleting point 5 of the membership to remove the Department of Communities and adjust numbering.	The Department of Communities were requested to participate in this working group following the 2023 review. The department declined. Adding these two Shire positions aligns with the existing selection panel. Deleting point 5 supports the proposed amendment to point 1.
Tom Price Sporting Working Group	Amend point 5 of the membership section to support community members appointments being for two years, with membership expiry coinciding with ordinary local government elections cycles. Amend point 2 of the meeting section to support the groups chair and deputy chair being appointed for two years rather	Aligning community membership and the appointment of the group's chair and deputy chair to two years brings this working group into the same timeframe cycle as other committees and groups. The proposed new point 8 provides a clear means to deal with community member non-attendance at meetings where

	than one year, with appointments expiring coinciding with ordinary local government elections cycles. Insert a new point 8 in the meeting section to deal with meetings non-attendance by community members.	prior notice has not been given, ensuring active participation.
Working Together Onslow Steering Committee	No change	No change

External Groups

Council provides representation on the following groups. As these groups are established and run by external organisations, no changes are proposed:

- Regional Development Assessment Panel
- Regional Road Group
- Western Australian Local Government Association Pilbara Country Zone
- Western Australian Local Government Association – State Council.

The proposed changes to the Committees and Working Groups Booklet are provided at Attachment 1, using track changes, and are intended to take effect following the 2025 Ordinary Local Government Elections. The Committees and Working Groups Booklet contains the current representation on each of the mentioned committees, and working and external groups.

Should the proposed amendments be supported, expressions of interest for the independent presiding and deputy presiding member for the Audit, Risk and Improvement Committee, and community member positions on the Shire's working groups, will be called.

Membership to committees, working and external groups, and appointments as presiding and deputy presiding member of committees will be presented to Council for endorsement following the 2025 Ordinary Local Government Elections.

Consultation

Governance consulted with Shire officer's responsible for each committee and working group to discuss the terms of reference and future requirements. Council was presented a briefing on the pending changes to the existing Audit and Risk Management Committee and the legislative requirements to appoint independent presiding and deputy presiding members to this committee on 17 June 2025.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Strategy	1 Regulate and provide support to ensure Councillors and Shire officers deliver integrity and transparency in their behaviour, decision-making, and in compliance with codes of conduct.

Council Policy

Nil

Financial Implications

Current Financial Year

Funds have been requested in the 2025/2026 Annual Budget to support the expected costs for the effective operation of committees, inclusive of anticipated costs of paying a meeting attendance fee to the independent presiding member of the Audit, Risk and Improvement Committee and reimbursements for expenses incurred, as prescribed.

Future Financial Year(s)

Council to annually allocate budget funds for the effective operation of committee and working groups.

Legislative Implications

Local Government Act 1995 (the Act)

Section 5.8 of the Act provides the power to the Council to establish committees of three or more persons to assist with, and to exercise the powers and discharge the duties of the Shire (Absolute majority required).

Section 5.11 of the Act prescribes that committee membership and tenure of appointments to committees continue until next ordinary election day.

Section 5.12 of the act prescribes that Council must appoint a committee member to be presiding member deputy presiding member of a committee (Absolute majority required).

Section 7.1A of the Act prescribes that a local government is to establish an audit committee of three or more persons.

Note: The new section 7.1A of the Act (when it commences) provides that Council is to:

- establish an audit risk and improvement committee; and
- that the presiding member and deputy presiding member of the audit, risk and improvement committee cannot be a council member of the local government or of any other local government.

Section 38 of the *Emergency Management Act 2005* requires a local government is to establish one or more local emergency management committees for the district.

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 statutory compliance and effective processes in place to manage committees or working groups.	Possible (3)	Minor (2)	Low (1-4)	Periodic reviews ensure legislative compliance.
Reputation (social/community)	Ineffective committees or working groups could create negative community feedback.	Possible (3)	Minor (2)	Low (1-4)	Periodic reviews ensure fit for purpose.

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

Voting Requirements

Absolute Majority

Officer Recommendation

That Council:

1. Establishes the Audit, Risk and Improvement Committee and endorses its Terms of Reference as detailed in Attachment 1, to be effective from 19 October 2025;
2. Endorses the amendments to the Committees and Working Groups Booklet including amendments to Terms of Reference for all other committees and working groups as detailed in Attachment 1, to be effective from 19 October 2025;
3. Supports the Chief Executive Officer undertaking a comprehensive review of the Internal Audit Charter and presenting the review outcome to the Audit, Risk and Improvement Committee for consideration.
4. Authorises the Chief Executive Officer to advertise an Expression of Interest inviting applications for an independent Presiding Member and a Deputy President Member of the Audit, Risk and Improvement Committee, with a further report to be presented to Council to consider applications following the 2025 Ordinary Local Government Elections; and
5. Notes that elected member representation on all committees and working groups will be considered following the 2025 Local Government Ordinary Elections, inclusive of appointments as Presiding and Deputy Presiding Members of all committees, excluding the Audit, Risk and Improvement Committee.

13.4 Policy Review - Purchasing and Procurement

File Reference	GV20
Applicant or Proponent(s)	Not Applicable
Author	R Marlborough, Senior Governance Officer
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Ordinary Council Meeting 18 March 2025 – Item 13.1 – 028/2025
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Council Policy - Purchasing and Procurement

Report Purpose

The purpose of this report is for Council to consider the outcome of a review of Council Policy – Purchasing and Procurement following the findings of the 2025 Interim Financial Audit.

Council is requested to consider the review outcomes and endorse the proposed amendments to this policy, as provided and detailed in Attachment 1.

Background

This policy was first adopted on 13 December 2022 and last reviewed 18 March 2025.

Council policies are reviewed to ensure fit for purpose. Effective policies clearly establish Council's position on various matters, they complement associated legislation, provide good governance and clear administrative guidance, and present the community with concise and topical information.

Comments

During the 2025 Interim Financial Audit by RSM Australia, concerns were raised about the Supplier Order of Priority provisions outlined in clause 4.2.2 of the policy, and the inability to demonstrate compliance when selecting vendors or if the requirement for the order of priority also applied to both Requests for Tender (RFTs) and Requests for Quotation (RFQs).

To address the concerns raised, clause 4.2.2 is proposed to be amended to apply the Supplier Order of Priority, as a guide only.

Further review of the policy indicated an opportunity to insert further guidance about procurement exemptions. The proposed new clause 4.5 provides a list of matters for which a competitive process is not required to be applied. Adding these prescriptive purchasing process exemptions provides improved information and guidance for employees.

Consequential sub-clause renumbering to section 4 was also required due to adding this new clause. The relevant policies/documents section was amended to remove the term "directive" and replace with "organisational practice".

Consultation

The Director Corporate Services and the Senior Procurement Officer participated in the review of this policy. The proposed policy amendments were presented to Council at the briefing session on 15 July 2025.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	4. Performance - We will lead the organisation, and create the culture, to deliver demonstrated performance excellence to the community.
Strategic Outcome	4.1 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

Purchasing and Procurement

This policy outlines the broad expectations to achieve best practice for the purchase of goods, services and works - applying the principles of transparency, probity and good governance to establish efficient, effective, economical, and sustainable procedures in all purchasing activities.

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*, 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 positions not being statutorily compliant or operationally functional to support the community.	Unlikely (2)	Insignificant (1)	Low (1-4)	Reviewing policies periodically and actioning audit recommendations in a timely manner ensures related policies are functional and legislatively compliant to meet the needs of the organisation.

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

Voting Requirements

Simple Majority

Officer Recommendation

That Council accepts the review of Council Policy – Purchasing and Procurement and adopts the policy amendments, as provided and detailed in Attachment 1.

13.5 Delegation Amendment 01.01.15 - Panels of Pre-Qualified Suppliers for Goods and Services

File Reference	GV20
Applicant or Proponent(s)	Not Applicable
Author	R Marlborough, Senior Governance Officer
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Ordinary Council Meeting – 15 April 2025 – Item 13.4 – 054/2025 Ordinary Council Meeting – 20 May 2025 – Item 13.1 – 076/2025
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Draft Delegation of Authority 01.01.15 - Panels of Pre-Qualified Suppliers for Goods and Services

Report Purpose

Council is requested to consider amendments to the functions and conditions sections of the existing delegated authority to the Chief Executive Officer (CEO) relating to panels of pre-qualified suppliers for goods and services (Delegation 01.01.15) to enable future pre-qualified supplier arrangements to be effectively and appropriately considered and managed.

Council is requested to consider and support the proposed amendments to the function and conditions sections of Delegation 01.01.15, as provided at Attachment 1, by absolute majority.

Background

The current Delegation 01.01.15 from Council to the CEO provides that ability to undertake a number of functions associated with panels of pre-qualified suppliers including, in summary:

1. Determining the continuing need for goods and services that could be provided by a panel of pre-qualified suppliers.
2. Determining the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted.
3. Varying panel of pre-qualified supplier information after public notice inviting submissions.
4. Rejecting an application without considering its merits, subject to conditions.
5. Assessing applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept and decide which applications to accept as most advantageous.
6. Authority to request clarification of information in an application.
7. Authority to decline to accept any application.

8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services.
9. Authority to establish a panel of pre-qualified suppliers up to a maximum $value detailed as a condition on this delegation.

Functions under this delegation, with conditions, are sub-delegated by the CEO to other employees. Sub-delegation amendments are not the subject of this report, and amendments are dealt with separately by the CEO under section 5.44 of the *Local Government Act 1995.*

The current Register of Delegations and Authorisations is published on the Shire's website.

Comments

The amendments proposed to Delegation 01.01.15 specifically from Council to the CEO, are detailed as follows:

Amendment Details and Rationale
In the Functions section of the delegation: • Renumber existing point 9, to point 8 and add additional text to provide "that a panel can be established where a need has been determined under point 1" and add reference to the relevant regulation provisions. • Renumber existing point 8 to point 9 without amendment. Renumbering these two clauses provides improved guidance when dealing with the establishment of a panel of pre-qualified suppliers, by listing them in the order they occur. In the Conditions section of the delegation: • Increased the value from $2 million to $3 million, to align with the $value prescribed in Delegation 01.01.14 – Tenders for Goods and Services to ensure procurement consistency. In the Policy section: • Add references to the Council Policy – Execution of Documents and Affixing the Common Seal and the internal Organisational Practice – Signing of Documents.

Delegations form an important part of the Shire's effective and timely decision-making approach to support the community. Amending this current delegation as proposed will provide clearer guidance to delegates and subdelegates, where approved by the CEO.

The proposed amendments for Council to consider are detailed in Attachment 1, using track changes. Council is requested to support the amendments outlined.

Consultation

The proposal to consider operational amendments to this delegation supports progress towards establishing Panels of Pre-Qualified Suppliers for Goods and Services. Procurement have been consulted on the proposed amendments.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

Section 5.42 of the *Local Government Act 1995* (the Act) prescribes that Council may delegate its powers or duties to the CEO. Section 5.43 of the Act outlines the limitations on such delegations as follows.

(1) A local government may delegate to the CEO the exercise of certain powers or the discharge of certain duties under various pieces of legislation.

Under section 5.44 of the Act the CEO may sub-delegate to employees, the authority to perform functions and duties that are exercisable by the CEO under the Act and other legislation or that have been delegated to the CEO by Council (with the exception of the power to delegate), as follows.

(1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.

Regulation 19 Delegates to keep certain records (Act s. 5.46(3))

Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty has been delegated is to keep a written record of —

(a) how the person exercised the power or discharged the duty; and

(b) when the person exercised the power or discharged the duty; and

(c) the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

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 effective processes in place may create situations of non-compliance and impact timely decision making.	Unlikely (2)	Minor (2)	Low (1-4)	Amend the delegation as proposed to support consistent, effective and timely decision making.
Project (time)	Delayed decisions due to limitations within documented processes.	Possible (3)	Minor (2)	Moderate (5-9)	As above.

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

Voting Requirements

Absolute Majority

Officer Recommendation

That Council adopts the amendments to the Delegation of Authority 01.01.15 - Panels of Pre-Qualified Suppliers, as detailed in Attachment 1, pursuant to section 5.42 of the *Local Government Act 1995*.

13.6 Monthly Schedule of Accounts Paid - July 2025

File Reference	FM03
Applicant or Proponent(s)	Not Applicable
Author	T Dayman, Manager Finance
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Schedule of Accounts Paid - July 2025

Report Purpose

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

The purpose of this report is to present the:

- Schedule of Creditor Accounts Paid for July 2025;
- Trust Fund Payments for July 2025; and
- Corporate Credit Card and Payment Card Reconciliations for July 2025.

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

Background

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

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

Comments

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

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

Description	Amount $
Municipal Fund	
Electronic Funds Transfers	11,877,761.07
BPay/Credit Cards	549,129.87
Cheques	0
Payroll	1,609,769.94
Bank Fees and Charges	2350.61
Municipal Fund Total	**14,039,011.49**
Trust Fund	
Electronic Funds Transfers	0.00
Trust Fund Total	**0.00**

Payment Cards

Credit Cards	84,139.95
Fuel Cards – Ampol	459.82
Fuel Cards – Viva / Shell	7.160.53
Fuel Cards – Wex Motorpass	0
Taxi Cards – Cabcharge	1,410.43
Payment Cards Total	**93,170.73**

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

Month	EFT Payment	Direct Debits	Credit Cards	Payroll	Bank Fees	Total Payment
	11,877,167	464,990	84,140	1,609,770	2,351	14,039,011
Total YTD 25/26	11,877,167	464,990	84,140	1,609,770	2,351	14,039,011
Total 24/25	**83,319,933**	**3,931,059**	**579,458**	**13,971,918**	**30,854**	**101,833,224**

Consultation

Executive Leadership Team
Finance Team

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Nil

Financial Implications

Current Financial Year

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

Future Financial Year(s)

Nil

Legislative Implications

Local Government (Financial Management) Regulations 1996

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

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

Regulation 13A Payments by employees via purchasing cards

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

Risk Management

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

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

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

Voting Requirements

Simple Majority

Officer Recommendation

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

13.7 Monthly Financial Statements - July 2025

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

Report Purpose

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

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

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

Background

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

Comments

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

Consultation

Executive Leadership Team
Middle Management Group
Finance Team

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

Nil

Financial Implications

Current Financial Year

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

Future Financial Year(s)

Nil

Legislative Implications

Local Government Act 1995

Section 6.4 (Financial report)

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

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

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

Risk Management

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

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

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

Voting Requirements

Simple Majority

Officer Recommendation

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

13.8 2025-2026 Annual Budget

File Reference	GV04
Applicant or Proponent(s)	Not Applicable
Author	R McDermott, Chief Financial Officer
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Ordinary Council Meeting 20 May 2025 - Item 13.4 – 079/2025 Ordinary Council Meeting 17 June 2025 – Item 13.5 – 109/2025
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Statutory Budget 2025 - 2026 2. Project Schedules and Unfunded Projects 2025-2026 3. Carry Forward Projects 2024 - 2025 4. Fees and Charges 2025 - 2026 5. PRWMF : Fees and Charges 2025 - 2026 - Confidential 6. Differential Rates - Ministerial Approval

Report Purpose

The purpose of this report is to present the 2025-2026 Annual Budget for adoption.

Council is requested to adopt the Annual Budget, which includes –

- The Municipal Fund Budget for 2025–2026;
- General differential rates, minimum payments, and instalment arrangements;
- Municipal Fees and Charges;
- Pilbara Regional Waste Facility Fees and Charges;
- Elected Member payments; and
- Material variance reporting parameters.

Background

The development of the 2025-2026 Annual Budget has been developed over several months, and has included:

- The approval by Council of a Statement of Objects and Reasons for Differential Rating for public advertising/ submission period. (No submissions received);
- Benchmarked with Council's Long Term Financial Plan (LTFP) adopted in April 2024;
- Six workshops with Elected Members aimed at delivering information, exploring concepts and clarifying options;
- Referral to Council's Integrated Planning Framework, Strategies and Asset Management Plans; and

- Obtaining Ministerial approval for the GRV Transient Worker Accommodation differential rate. (Attachment 6).

Comments

Annual Budget

The 2025-2026 Annual Budget has been prepared to include information required by the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996* and the Australian Accounting Standards. The main features of the draft budget include:

Revenue

- Cost of living pressures continue to be acknowledged with residential rates and waste collection charge increases kept within CPI.
- Rate revenue growth is conservatively forecast at a moderate 2.8% ($2 million). This reflects an easing of the substantial rate growth of prior years that was driven by new resource projects and over 12 new Temporary Workforce accommodation facilities being gazetted to Gross Rental Value (GRV).
- Total rate revenue for 2025-2026 is estimated at $74.1 million, including interim rates of $1.5 million.
- Investment interest rates will soften during the year as the Reserve Bank enters a period of monetary easing. As a result, interest revenue has been budgeted to remain at $4.9 million with softening offset by larger investment funds held.
- Fees and charges at $14.1 million account for 11.2% of revenue. Much of this revenue is derived from waste and airport operations.
- New cemetery plot reservation fee and the implementation of peak and off-peak rates at the Oceanview Caravan Park have been incorporated into the fees and charges schedule. (Attachment 4)
- Revenue at the Pilbara Regional Waste Facility (PRWMF) has been conservatively budgeted at $3.6 million. This does not include any major campaign revenue that may eventuate from business development initiatives.
- The PRWMF fees and charges have been reviewed with the majority being increased by 2.8% (CPI). (Attachment 5 – Confidential)
- Total operating revenue budget of $103.8 million, includes Inspire Funding of $3.4 million for the Pannawonica Bike Park, and $3.6 million for DFES flood damage repairs.

Differential Rates 2025/26

Rate Category		Rate in Dollar	Minimum Payment	% of Revenue
GRV	Residential	0.06771	$1,390	7%
GRV	Commercial / Industrial	0.08661	$1,390	2%
GRV	Transient Workforce Accommodation	0.19365	$1,390	14%
UV	Pastoral	0.19250	$1,390	2%
UV	Non-Pastoral	0.37950	$1,390	74%

- The proposed differential general rates were approved by Council on 20 May 2025 and advertised for public comment in accordance with section 6.36 of the Act.

- No submissions were received by the close of submission date for Council to consider.
- Ministerial approval was required for the GRV Transient Workforce Accommodation differential rate category. This is due to the rate of 0.19365 being more than twice the lowest differential rate in the GRV category. (GRV Residential – 0.06771).
- This was due to the rate in the dollar for GRV Residential and GRV Commercial/Industrial being adjusted downwards due to properties being revalued by the Valuer General.
- No concessions have been provided for in the budget. Council has however provided delegated authority to consider written concession applications from leaseholders of pastoral land with the principal factor in considering each application being the capacity of the applicant to pay.

Expenditure

- The Shire's operating expenditure is forecast at $95.5 million with Employee Costs and Materials & Contracts accounting for 76% of this figure.
- After adding back depreciation (non-cash item) the Shire is forecasting a net cash from operating activities of $11.9 million. This is $17 million down on the previous year however as will be explained below, the Shire is forecasting some significant one-off materials and contracts payments in 2025-26 that impact the direct comparison with the prior year. Cashflow to fund the capital works program remains strong.

Employee Costs

- The employee costs budget of $27.4 million is based on the current workforce and a full employment ratio of 85%. Historically the Shire has been unable to operate at this level due to a turnover rate of between 25% - 40%.
- A Workforce Plan has been developed that has informed the 2025-2026 Budget and will be used as the basis to update the Shire's Long Term Financial Plan prior to the commencement of 2026-2027 budget deliberations. The Workforce Plan will be circulated to Council separately.
- Negotiations for a new Enterprise Agreement have commenced however it is too early to forecast the financial implications. The outcomes from negotiations will be brought back to Council in due course.
- A breakup of employment expenses is provided below.

Component	Amount	Comments
Salary & Wages	$20.0 M	~ 219 staff (including casuals)
Superannuation	$ 3.0 M	12% from 1/7/2025 Shire 6% matching contribution scheme
Allowances	$ 2.0 M	EBA – Ashburton / Annual Travel
Training & Development	$ 0.6 M	Training and development costs
Recruitment	$ 0.6 M	Including relocation costs
Workers Compensation	$ 0.5 M	Local Government Insurance Service (LGIS)
Other	$ 0.7 M	Agency staff, FBT, Uniforms, Health & Wellbeing, Employee Recognition.

Materials & Contracts

- Materials and Contracts (goods and services) budget of $45.4 million includes items such as legal expenses, consultancy, maintenance, communication expenses, advertising, memberships, periodicals, hire expenses, leases, postage, freight and information technology expenses across the Shire's many business units.
- This is up $12 million on the prior year's budget but contains the following items:
    - $5.0 million Contribution to Pilbara Utilities (Not a shire asset)
    - $3.8 million Carryover of road maintenance
    - $3.6 million DFES flood recovery road maintenance
    - $3.5 million Pannawonica bike park (Not a shire asset)
    - $2.0 million Commencement of ERP project
    - $1.0 million Remediation of spoil bank at the Onslow Airport
    - $0.5 million Security services brought back in house at the Onslow Airport
- Consultancy expenditure for several years has been significantly underspent. The budget in this area has been reduced from $7.6 million to $5 million. Most of this budget has been corporatised into the Office of the CEO and the Director of Infrastructure to allow for executive oversight and prioritisation. The below identifies the major recurrent consultancy expenditure within the materials and contracts budget.
    - Outsourcing of Project Management within Community Development to assist with major capital works - $850K
    - Outsourced Business and Technical Development at the Pilbara Regional Waste Management Facility (PRWMF) - $500K
    - Outsourced IT specialist services including cyber security, disaster recovery and network engineering - $500K
    - Outsourced Development Services for planning and building approvals - $500K.
- Legal fees budget has been reduced from $1.5 million to $1.0 million based on recent history. Wittenoom legal claims account for most of this expense and are difficult to forecast both in terms of timing and quantum. Council is fortunate in that it has a Financial Risks Reserve as a contingency for this area if required.
- A breakup of the materials and contracts budget by major business unit including carryovers is below:

Business Unit	Amount
Roads	$8.7M
Communities	$7.1M
Facilities	$3.9M
Waste	$2.3M
Property	$1.2M
ICT	$5.0M
Airport	$2.0M
Town Maintenance	$1.8M
Fleet	$1.2M

Insurance

- As the Shire's property and facility portfolio continues to grow and building costs in the Pilbara escalate the cost of insurance is increasing at a much higher rate than inflation. Property insurance alone will near $1.2 million in 2025-26. This considers new assets such as the Minna Oval Sports Pavillion, Ocean View Caravan Park Stage 3, Watson Drive housing development and the redevelopment of the Diamond Club.
- Total insurance including Workers Compensation, Public Liability, Motor Vehicle Fleet and Commercial Crime & Cyber Liability is estimated at $2.2 million.

Other Expenditure

- The other expenditure budget of $1.1 million predominately covers donations and subsidies made to community groups, elected member's fees and provision for bad debts.

Capital Expenditure (Attachment 3 and 4)

- Total capital expenditure budget of $103.20 million representing $46.6 million in new projects and $56.6 million of projects funded and carried forward;
- As per Attachment 4, some items within the Capex program will be treated as an operating expense from an accounting perspective.
- A breakup by Asset Class with major projects is provided below:

Asset Class	Amount	Major Projects
Roads & Drainage	$36.0M	$ 7.6 M – Roebourne – Wittenoom Rd $ 7.0 M – Ashburton – Meekatharra Rd $ 5.4 M – Drainage, Onslow $ 3.6 M – Flood damage $ 3.5 M – Twitchen Road $ 3.2 M – Towera & Towera Lyndon Roads $ 2.1 M – Reconstruction Paraburdoo $ 1.6 M – Resealing Paraburdoo & Tom Price $ 1.1 M - Footpath to Beadon Creek
Towns Infrastructure	$36.0M	$ 18.2 M – Onslow Streetscape Stage 1 $ 10.2 M – Oceanview Caravan Park Stage 3 $ 4.2 M – Minna Oval Sports Pavillion $ 1.5 M – Onslow Men's Shed $ 0.5 M – Onslow Skate Park Toilet Block $ 0.5 M – Clem Thompson Lift
Parks & Recreation	$13.0M	$ 4.0 M – Sports Oval Lighting $ 3.2 M – Pannawonica Bike Park $ 2.2 M – Anzac Park Foreshore $ 2.1 M – Paraburdoo Bike / Pump Track $ 1.2 M – Tom Price Post Office Corner
Housing	$10.8M	$ 5.0 M – Reserve Transfer for New $ 3.3 M – Watson Drive development $ 2.0 M – Renewal & Upgrades $ 0.5 M – Seniors Units, Onslow
Plant Purchases	$ 2.2M	$2.2M – Annual Plant Replacement Program

- No new loans are proposed.

- An estimated surplus of $18.1 million is anticipated to be brought forward from 30 June 2025. This is an unaudited figure that supports the large carry forward program and includes the prepayment of the Shire's annual Financial Assistance Grants. Any change will be brought back to Council as part of a future budget review.

Determination of material variance

Each year Council is required to adopt a percentage or value for the purposes of reporting material variances in the consolidated monthly Statement of Financial Activity.

This value or percentage is then used throughout the financial year to identify potential areas in Council's actual revenue and expenses which may not be in keeping with Council's budget.

The early identification of those potential issues can assist in better utilisation and allocation of Council funds and resources.

It is proposed to increase marginally the material variance reporting limit from 10% or $40,000 whichever is the greater, to 10% or $50,000 whichever is greater. This is consistent with both the Shire of East Pilbara and the Town of Port Hedland who have comparable budgets to the Shire of Ashburton. The City of Karratha have a material variance of 10% or $100,000 whichever is greater.

It should be noted that internally, responsible officers are monitoring variances at a more granular general ledger or job level, and that Finance and Costing Reviews by Business Unit are conducted throughout the year.

Statement of calculation of the Annual Budget

In compiling the Annual Budget, Shire officers have, in accordance with the Local Government Accounting Manual,-

- Identified and reviewed recurring operating revenue and expenditure,
- Prepared salary and wage schedules, including proposed new employees, employee increment changes, enterprise agreement increases, and the mandated increase from 11.5% to 12.0% for Superannuation Guarantee Scheme (SGC),
- Prepared water, power and other essential cost estimates and increase assumptions,
- Prepared capital expenditure forecast based where possible, on reasonably assumed estimates for construction and/or purchase, together with indicative timing taking into account resourcing requirements,
- Confirmed grants reasonably expected to be received for both operating and capital projects,
- Forecast the opening Net Current Assets position at 30 June 2025 based on the most currently available information,
- Identified committed carry forward projects from the previous financial year,
- Flagged committed funds (contract liabilities) and treated these in accordance with accounting standards,
- Obtained revenue estimates for the disposal of non-current assets,
- Obtained estimates from LGIS for insurance, including workers compensation,
- Reviewed Fees and Charges,
- Prepared the Statutory Budget document in accordance with the standard format recommended by the Department of Local Government.

Consultation

Community
Elected Members
All Budget Responsible Officers
Finance Team

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	4. Performance - We will lead the organisation, and create the culture, to deliver demonstrated performance excellence to the community.
Strategic Outcome	4.2 Appropriate, sustainable, and transparent management of community funds
Strategy	3 Plan effectively for financial sustainability.

Council Policy

Nil

Financial Implications

Current Financial Year

Carryover estimates of $56 million from the 2024/25 Financial Year have been included in the draft budget presented for adoption. These estimates are subject to change pending outcomes from the final audit in October/November. Any required adjustments will be brought back to Council for endorsement.

Future Financial Year(s)

Specific financial implications are as outlined in the body of this report and as itemised in the draft 2025-2026 budget attached for adoption.

Legislative Implications

Local Government Act 1995

Section 6.2 requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

Divisions 5 and 6 of Part 6 of the Act refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft 2025-2026 budget as presented is considered to meet statutory requirements. A copy of the Annual Budget is to be submitted to the Department responsible for Local Government within 30 days of adoption by Council.

Section 5.98 of the Act sets out fees etc payable to Council members.

Section 5.98A of the Act sets out the allowance payable to the Deputy President.

Regulations 30-34AD of the *Local Government (Administration) Regulations 1996* sets the limits, parameters and types of allowances that can be paid to elected members.

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires Council to adopt a percentage or value, calculated in accordance with the Australian Accounting Standard, to be used in monthly statements of financial activity for reporting material variances.

Section 67 of the *Waste Avoidance and Resource Recovery Act 2007* enables a local government to impose an annual charge in respect of premises provided with a waste service by the local government.

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	Potential cash flow issues may result if the Annual Budget is not adopted.	Unlikely (2)	Moderate (3)	Moderate (5-9)	Provide Elected Members with sufficient information for decision making including budget workshops and community submission period for differential rates.
Reputation (social/community)	Potential reduction in service levels and assets provided to the community if the Annual Budget is not adopted	Unlikely (2)	Moderate (3)	Moderate (5-9)	Provide Elected Members with sufficient information for decision making including budget workshops and community submission period for differential rates.
Compliance	Failing to adopt Annual Budget by 31 August is a compliance breach without Ministerial approval	Unlikely (2)	Moderate (3)	Moderate (5-9)	Provide Elected Members with sufficient information for decision making including budget workshops and community submission period for differential rates.

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

Voting Requirements

Absolute Majority

Officer Recommendation

That with respect to the adoption of the 2025-2026 Annual Budget, Council,

Recommendation 1 – Budget for 2025-2026

Pursuant to the provisions of Section 6.2 of the *Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996,* Council adopt the Budget as contained in Attachment 1 for the Shire of Ashburton for the 2025-2026 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type.
- Statement of Cashflows.
- Rating Setting Statement.
- Notes to and Forming Part of the Budget

Absolute Majority Required

Recommendation 2 – General and Minimum Rates, Instalment payment arrangements, and interest

1. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Recommendation 1 above, Council pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following differential general rates and minimum payments on Gross Rental and Unimproved Values.

   A. General Rates

• Residential	(GRV)	$0.06771 rate in the dollar
• Commercial / Industrial	(GRV)	$0.08661 rate in the dollar
• Transient Worker Accommodation	(GRV)	$0.19365 rate in the dollar
• Pastoral	(UV)	$0.19250 rate in the dollar
• Non-Pastoral	(UV)	$0.37950 rate in the dollar

   B. Minimum Payments

• Residential and Community	(GRV)	$1,390
• Commercial and Industrial	(GRV)	$1,390
• Transient Worker Accommodation	(GRV)	$1,390
• Pastoral	(UV)	$1,390
• Mining	(UV)	$1,390

2. Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 64(2) of the *Local* Government *(Financial Management) Regulations 1996,* Council nominates the following due dates for the payment in full by instalments:

   Option 1 (Full Payment)

   Full amount of rates and charges including arrears, to be paid on or before 10 October 2025 or 35 days after the date of issue appearing on the rates notice whichever is the later.

   Option 2 (Two Instalments)

   - First instalment to be made on or before 10 October 2025 or 35 days after the date of issue appearing on the rate notice whichever is later, including all arrears and half the current rates and service charges; and

- Second instalment to be made on or before 9 February 2026, or 2 months after the due date of the first instalment, whichever is later.

Option 3 (Four Instalments)

- First instalment to be made on or before 10 October 2025 or 35 days after the date of issue appearing on the rate notice, whichever is later, including all arrears and a quarter of the current rates and service charges;
- Second instalment to be made on or before 9 December 2025, or 2 months after the due date of the first instalment, whichever is later;
- Third instalment to be made on or before 9 February 2026, or 2 months after the due date of the second instalment, whichever is later; and
- Fourth instalment to be made on or before 10 April 2026, or 2 months after the due date of the third instalment, whichever is later.

3. Pursuant to Section 6.45 of the *Local Government Act 1995,* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996,* Council adopts an instalment administration charge where the owner has elected to pay rates (and service *charges*) through an instalment option of $17.00 for each instalment after the initial instalment is paid.
4. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996,* Council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.
5. Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the *Local Government Act 1995* and Regulation 70 of the *Local Government (Financial Management) Regulations 1996,* Council adopts an interest rate of 11% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

Absolute Majority Required

Recommendation 3 – Fees and Charges for 2025-2026

Pursuant to Section 6.16 of the *Local Government Act 1995* and other relevant legislations, Council,

1. Adopts the Fees and Charges for 2025 – 2026 included as Attachment 4; and
2. Endorses the attached Fees and Charges (Commercial in Confidence) as detailed in Attachment 5, for the Pilbara Regional Waste Management Facility.

Absolute Majority Required

Recommendation 4 – Elected Members' Fees and Allowances for 2025-2026

In accordance with Section 5.98(1)(b) and Section 5.99 of the *Local Government Act 1995* and Regulation 30 of the *Local Government (Administration) Regulations 1996,* Council adopts the following annual meeting attendance fees for Elected Members:

i. Shire President $34,890

ii. Councillors $26,020

In accordance with Section 5.98(1)(b) of the *Local Government Act 1995* the annual allowance for the Shire President be set at $70,951.

In accordance with Section 5.98A(1) of the *Local Government Act 1995* the annual allowance for the Deputy Shire President be set at $17,737.

In accordance with Section 5.99A of the *Local Government Act 1995* and Regulation 32 of the Local *Government (Administration) Regulations 1996* the annual allowance for ICT expenses for Elected Members be set at $3,230.

In accordance with Section 5.98(2)(a) of the *Local Government Act 1995* and Regulation 31 of the *Local Government (Administration) Regulations 1996* the childcare / child minding reimbursement rate be set at actual cost per hour or $30 per hour, whichever is the lesser, for Elected Members requiring childcare services whilst undertaking their role as an Elected Member.

In accordance with Section 5.100(2)(b) of the *Local Government Act 1995* the per meeting attendance fee for an independent committee member be set at $450.

Absolute Majority Required

Recommendation 5 – Material Variance Reporting for 2025 - 2026

In accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996,* the level to be used in statements of financial activity in 2025-2026 for reporting material variances shall be 10% or $50,000, whichever is the greater.

Simple Majority Required

13.9 Request for Tender 12.25 - Provision of a Software-as-a-Service(SaaS) Enterprise Resource Planning (ERP) System

File Reference	CM012.25
Applicant or Proponent(s)	Not Applicable
Author	M Younger, Manager Information Communication and Technology
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Ordinary Council Meeting 15 October 2024 – Item 13.3 – 200/2024 Ordinary Council Meeting 17 June 2025 – Item 18.1 – 113/2025
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Evaluation and Recommendation Report - Confidential 2. 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 12.25 Provision of a Software-as-a-Service (SaaS) Enterprise Resource Planning (ERP) System, as provided and detailed in Confidential Attachment 1.

Council is requested, based on the tender evaluation panel's assessment of the tender submissions received, to award the project works as detailed in RFT 12.25 to Tenderer 5.

Background

Since October 2024, the Shire has embarked on a strategic initiative to enhance its information systems infrastructure. This journey began with the identification of the need for a modern, scalable, and efficient Enterprise Resource Planning (ERP) system to replace multiple outdated legacy systems. The Information Systems Strategy (ISS) adopted by Council at the 17 June 2025 Ordinary Meeting of Council was developed to outline the objectives, requirements, and benefits of transitioning to a Software as a Service (SaaS) ERP solution.

The ICT Strategy followed the Council receiving a Current State Analysis, Target State Design, and an ERP Strategy Business Case from KPMG. As part of the Information Systems Strategy, a Single Enterprise Resource Planning Platform was recommended and endorsed. A comprehensive analysis was conducted to evaluate the current systems and identify gaps and inefficiencies. Stakeholder consultations and market research were integral parts of this process, ensuring that the new system would meet the diverse needs of the Shire's operations. The strategy emphasized the importance of improved data management, streamlined processes, and enhanced user experience.

Following the approval of the strategy, a tender process was initiated to procure a suitable SaaS ERP system. The tender process was carefully managed, with clear criteria set for

vendor selection, including system functionality, scalability, cost-effectiveness, and vendor support. Seven vendors submitted proposals, which were thoroughly evaluated by an impartial evaluation panel as requested by Council and with Probity Auditor oversight given the value of the contract exceeding $1 million.

The tender process has now been completed, and the evaluation panel has recommended awarding the tender to the selected vendor. This decision is based on the vendor's ability to meet the Shire's requirements and deliver a robust and future-proof ERP solution.

Comments

RFT 12.25 was released via the Shire's e-tendering portal known as Tenderlink on Saturday 28 June 2025. The invitation to tender was also advertised Statewide, as statutorily required.

Tender submissions were invited until 2.00pm on Thursday 24 July 2025.

The RFT advertisement specified the requirements of the Shire and invited suitably qualified and experienced Vendors to submit proposals for the implementation of a cloud-based Software-as-a-Service (SaaS) Enterprise Resource Planning (ERP) system as contained in RFT 12.25, in accordance with the tender brief:

> *The Shire of Ashburton (the Principal) is seeking quotations from suitably qualified and experienced Vendors for the implementation of a cloud-based Software-as-a-Service (SaaS) Enterprise Resource Planning (ERP) system. The proposed solution must be capable of supporting the full operational and regulatory requirements of a Western Australian Local Government Authority and will replace the Shire's existing legacy information systems.*

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)	Suitability of the Solution meeting or exceeding the Principal's Functional Requirements	40%
(b)	Suitability of the Solution meeting or exceeding the Principal's Non-Functional Requirements	30%
(c)	Suitability of implementation Requirements	15%
(d)	Vendor Capability	15%
Total %		100%

Each member of the tender evaluation panel individually assessed the 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.

Following independent assessment of each of the tender submissions, each panel member attended an evaluation consensus meeting where the details of each submission was discussed. Each voting member of the evaluation panel was given the opportunity to raise any specific issues. An independent probity auditor was also involved throughout the tender assessment and evaluation process.

The non-weighted cost method was used in the evaluation of tender submissions as it was determined that product suitability and capability of meeting business requirements were more crucial to the outcome of the selection process.

The submitted price schedules were considered, after evaluations had been completed, to reflect value for money in relation to the consideration of price and non-price factors.

The preferred tenderer recommendation is based on the vendor having demonstrated an ERP solution that best meets the business requirements for the digital transformation of the Shire of Ashburton commencing with an ERP system.

Detailed outcomes from the tender evaluation process are outlined in Confidential Attachment 1 – RFT 12.25 Tender Evaluation report.

Consultation

Procurement Department
Independent Probity Auditor
Tender Assessment Panel

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

Operating expenditure for the first phase of the ERP implementation has been included in the 2025/26 budget.

Future Financial Year(s)

To protect the commercial confidentiality of tenderers, financial information pertaining to expected project and whole-of-life costs are included in the Confidential attachment.

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
Interruption to service	Major disruption to the delivery of Shire services due to system failures and redundancy.	Possible (3)	Major (4)	High (10-16)	Adopt Officer's recommendation.
Reputation (social/community)	Cyber security breach due to continued use of obsolete technology no longer being updated.	Possible (3)	Major (4)	High (10-16)	Adopt Officer's recommendation.
People		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 Council:

1. Note the recommendation in the Evaluation Report for RFT 12-25 Provision of a Software-as-a-Service (SaaS) Enterprise Resource Planning (ERP) System as presented in Attachment 1;
2. Accepts the Tender submitted by Tender 5 as the most advantageous Respondent from which to form a Contract, subject to final negotiations; and
3. Authorises the Chief Executive Officer to negotiate and sign the contract documentation following final contract negotiations and the appropriate financial and legal due diligence, and negotiate contract variations during the project if necessary.

14 Infrastructure Services Reports

14.1 Request for Tender 11.25 - Panel of Pre-Qualified Suppliers - Road Construction & Civil Works

File Reference	CM11.25
Applicant or Proponent(s)	Not Applicable
Author	G Harris, Director Infrastructure Services
Authorising Officer	G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Tender Evaluation and Recommendation Report - Confidential

Report Purpose

The purpose of this report is to provide Council with the Tender Evaluation and Recommendation Report for Request for Tender (RFT) 11.25 – Panel of Prequalified Suppliers – Road Construction & Civil Works.

Council is requested, based on the tender evaluation panels assessment of the tender submissions received (refer to the Tender Evaluation and Recommendation Report detailed at Attachment 1), to invite four (4) Contractors to the Panel of Pre-Qualified Suppliers – Road Construction & Civil Works as detailed in (RFT) 11.25 – Panel of Prequalified Suppliers – Road Construction & Civil Works.

The Council is further advised that Funds for the projects earmarked for the Panel members to undertake have been proposed for in the 2025/2026 Annual Budget.

Background

The Shire of Ashburton in its proposed 2025-26 annual budget has over $12 million allocated for various road construction and civil works capital projects such as road resheeting, floodways' construction, and road reconstruction works as well as other works.

Works	Proposed Budget 2025-26
Unsealed Road Works	12 million
Floodways Works	1.5 million
Road Reconstruction Works	1 million

Works of similar nature have generally been completed either with Shire staff, or fully out-sourced contract work, through individual tendering processes which have proved costly to both the Shire and Tenderers.

However, the Shire's proposed Panel of Pre-Qualified Suppliers endeavours to deliver administrative efficiencies, reduced construction costs, centralised contract management and streamlined access to the Local Government sector for suppliers.

The Shire anticipates that, following the establishment of the Panel, it will issue Requests for Quotes (RFQs) for major individual projects once the budget has been adopted.

Contracts will be awarded by December each year, through a decision of Council or through delegated authority, thereby granting the Contractor a four-month period to mobilise resources for the respective project. Work is expected to commence in April, coinciding with the start of the dry season, and be completed by November that year, which marks the onset of the wet season.

The establishment of the panel will allow for multiple projects to be awarded across the panel and thereby ensuring that projects are delivered in a timely and efficient manner. The selection of a contractor to the panel does not guarantee work in any given year.

Comments

The RFT Process

The Shire of Ashburton released RFT 11.25 – Panel of Prequalified Suppliers – Road Construction & Civil Works via the Shire's e-tendering portal (Tenderlink) on Saturday 28 June 2025. Submissions closed at 2.00pm on Tuesday 29 July 2025.

This tender was also advertised via statewide public notice in The West Australian Newspaper on Saturday 28 June 2025.

The RFT advertisement specified the requirements of the Shire and invited suitably registered, qualified and experienced contractors to submit bids to be enlisted as a member of the Panel of Pre-Qualified Suppliers – Road Construction & Civil 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 Experience	30%
(b)	Key Personnel & Resources	20%
(c)	WHS Systems/Risk Management	20%
(d)	Price	30%
Total %		100%

At the close of the submission period, twenty (20) tender submissions were received. 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 tender 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 panel has recommended that four (4) Contractors be invited to the Panel of Pre-Qualified Suppliers – Road Construction & Civil Works.

The preferred tenderers are assessed as having provided the most advantageous offer and best value for money to undertake the projects earmarked for the Panel. The preferred tenderers provided sufficient information to the panel that they had both the financial capacity and resources to undertake any projects the Shire would request them to undertake.

Consultation

Consultation was 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	2. Place - We will provide sustainable, purposeful, and valued built and natural environment opportunities for the community.
Strategic Outcome	2.8 Safe and interconnected transport networks for the community
Strategy	1 Improve road safety and connectivity to provide a safe and efficient road network.

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

Funds are to be provided in the proposed budget for 2025/2026. The awarding of each individual project will, depending on the dollar value, be require Council approval either through a Council decision or under delegated authority.

Future Financial Year(s)

The Roads Asset Management plan recommended the continued expenditure on the Shire's Road network for the next 10 year period.

Legislative Implications

Local Government Act 1995,

- Section 1.8 – Statewide public notice
- Section 3.57 – Tenders for providing goods or services

Local Government (Functions and General) Regulations 1996

- Regulation 24AC – Requirements before establishing panels of pre-qualified suppliers.

- Regulation 24AH – Rejecting and accepting applications to join panel of pre-qualified suppliers

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, localised impact in community trust or low media item	Possible (3)	Minor (2)	Moderate (5-9)	appoint experienced contractor / ensure on-site supervision and checking of works.
Interruption to service	Medium term temporary interruption to service.	Possible (3)	Minor (2)	Moderate (5-9)	Maintain access at all times. Ensure adequate safety / information signage. Monitor on site.

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

Voting Requirements

Simple Majority

Officer Recommendation

That Council accepts the Evaluation Panel's recommendation, as provided in Confidential Attachment 1, and approves the invitation of the four (4) tenderers to the Panel under RFT 11.25 – Panel of Prequalified Suppliers – Road Construction & Civil Works.

15 Community Development Reports

15.1 Review of Coastal Hazard Risk Management and Adaptation Plan

File Reference	LP23
Applicant or Proponent(s)	Not Applicable
Author	A Sheridan, Project Manager
Authorising Officer	C McGurk, Acting Chief Executive Officer
Previous Meeting Reference	Ordinary Council Meeting 24 October 2017 - Item 14.1 – 253/2017 Ordinary Council Meeting 12 December 2023 - Item 15.4 – 240/2023
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Coastal Management Plan Assistance Program Funding Agreement

Report Purpose

The purpose of this report is to provide Council with information regarding a planned review of the Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) and to consider the formation of a Steering Committee to support the review process.

Background

Onslow is in a high-risk cyclone area and has experienced 10 major cyclones over the last 100 years, the most recent being Cyclone Vance in 1999. Cyclone Vance caused severe flooding, disrupting power and communications, with the storm surge destroying the seawall and the ocean flooding the town.

In 2016, the Shire engaged consultants to prepare a CHRMAP for the Onslow coast. That report identified hazards, assets, and risks associated with the coastal area of Onslow. That plan is now almost 10 years old.

The Shire has embarked on several projects in recent years aimed at improving the resilience of the town and lessening the impact of major weather events. These include:

- Implementation of planning controls and minimum floor level heights in the Coastal Hazard Zone (in place since 2004).
- Extension of the existing seawall to protect assets at the western end of the town, near ANZAC Memorial.
- Condition assessment, cleaning and relining of the stormwater pipe network within the town.
- Construction of a new ocean outlet adjacent to the Simpson Street boat ramp (grant funded through the Local Roads and Community Infrastructure Program).
- Flood and catchment modelling to identify flood risks and potential mitigation strategies.

- A planned program of significant stormwater upgrades to be implemented in the town over the next 3-5 years.
- Condition inspection of the existing seawall.

Council will also recall a report from December 2023 regarding a proposed Eastern Seawall Extension. The 2017 CHRMAP recommended further investigations associated with an Eastern Seawall extending from the Onslow Sun Chalets to Bindi Bindi. For present day inundation the existing dune system provides a barrier to coastal erosion, but that will not be the case if the dune system erodes (as predicted in the 2017 study).

Based on recommendations in the 2017 CHRMAP and a subsequent business case, the Shire secured Federal Grant funding of $5m for this project with a matching contribution of $5m. However, following detailed design, the project cost had escalated to $14m prompting a recommendation and decision to defer delivery of that project and include a project in the 2024/25 budget to update the CHRMAP.

Comments

Project Funding and Outcomes

A funding allocation for the CHRMAP review was included in the 2024/25 budget. Shire officers sought fee proposals for the work and on 24 March 2025, the Shire engaged the services of Stantec (formerly Cardno) to undertake the review.

Stantec has a long history of involvement with modelling the effects of extreme events for the Shire including stormwater and catchment modelling for the town, design of western and eastern seawall extensions, Metocean studies for the proposed recreational jetty and more recently, design of a proposed stormwater pumping system.

In early 2025, the Shire became aware of funding available for CHRMAP reviews through the Coastal Management Plan Assistance Program. An application for funding support was lodged on 7 April 2025 and successful projects were announced in July 2025; the Onslow CHRMAP being one of those projects.

The Grant offered provides for $93,266.50, with matching funding from the Shire (i.e. $186,453 in total).

The project will review and update the existing 2017 CHRMAP to reflect current local conditions, potential risks, and current initiatives. Specifically, the revised CHRMAP will:

- Identify current and future coastal hazards on the Onslow coastline from Beadon Creek to Four Mile Creek.
- Assess risks to public and private assets and communities.
- Engage stakeholders to ensure that the plan aligns with community values and expectations.
- Provide actionable, cost-effective strategies for managing and mitigating risk.
- Act as a stimulus for Local Planning Scheme amendments (if necessary).

Project outcomes include the following:

- Stakeholder engagement.
- Hazard mapping and risk assessment.
- Implementation plan and recommendations.
- Strategic guidance for mid-term (20-25yr) and long-term (50-100yr) timeframes.

- Updated CHRMAP for endorsement by Council.

The project is due for completion in the current financial year (2025/26).

Project Funding Agreement

Funding provided under the Coastal Management Plan Assistance Program is administered by the WA Planning Commission (WAPC). The Shire is required to enter into a formal Funding Agreement with the WAPC prior to any funding being released. A copy of that agreement is provided as Attachment 1.

Specifically, the Funding Agreement requires the establishment of a Steering Committee consisting of no less than two representatives of the applicant (Shire) and a minimum of one community member (which can be a Councillor).

The WAPC provides at least one representative on the Steering Committee formed. It is recommended that Steering Committee to be formed, includes:

- Onslow based Councillor, as the community representative;
- Director Community Development; and
- Shire Project Manager.

Functions of the Steering Committee include:

- Review the project scope of works;
- Review project objectives and outcomes;
- Review project deliverables;
- Review the community and stakeholder engagement plan;
- Review the draft and final CHRMAP;
- Attend meetings, as required.

Other key elements of the Funding Agreement include:

- Scope of Works to be prepared and submitted within 60 days of signing;
- Project to be complete within 24 months of signing;
- Variations to be formally lodged and approved;
- Provision of reports at the times as specified, including:
    - Two progress reports;
    - Completion report; and
    - Financial statement.
- A requirement to make the final project documents publicly available.

Consultation

Planning, Lands and Property Services
Director Community Development

Consultation with key stakeholders and with the community will be required as part of the project. In the context of this project, key stakeholders include:

- State Government Departments (Department of Planning, Lands and Heritage, Department of Transport, Department of Water and Environmental Regulation, Pilbara Ports, Tourism WA and Main Roads);

- Service Providers (Water Corp, Horizon Power, Telstra, NBN Co);
- Onslow Community and Buurabalayji Thalanyji Aboriginal Corporation;
- Local Emergency Services;
- Coastal residences and businesses; and
- Local school and hospital

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 – Authority to Apply for Grants
Council Policy – Asset Management
Council Policy – Risk Management

In regard to CHRMAP grant funding, the CEO has the authority to apply for and accept grants under Council Policy – Authority to Apply for Grants.

Financial Implications

Financial Year 2024/25

The 2024/25 budget contained an allocation for review of the CHRMAP as follows:

Account Name	Budget Amount
Onslow CHRMAP Review (Shire Funding)	$93,226.50
Total 2024/2025	**$93,226.50**

The Shire funding allocation has been carried over into the draft 2025/26 budget.

Current Financial Year

The WAPC Funding Grant will provide an additional $93,226.50 in funding towards the project.

Account Name	Budget Amount
Onslow CHRMAP Review (Shire Funding)	$93,226.50
Onslow CHRMAP (Grant Funding)	$93,226.50
Total 2025/2026	**$186,453.00**

Future Financial Year(s)

Nil

Legislative Implications

State Planning Policy (SPP) 2.6 – Coastal Planning
State Planning Policy 2.6 Guidelines
Local Planning Scheme Amendment No:24 Gazetted on 1 August 2014 (Development within the Onslow Coastal Hazard Area)

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	Prolonged interruption to services- additional resources; performance affected.	Possible (3)	Major (4)	High (10-16)	Review CHRMAP and implement recommendations.
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)	Review CHRMAP and implement recommendations.
Interruption to service	Significant damage requiring internal and external resources to rectify.	Possible (3)	Major (4)	High (10-16)	Review CHRMAP and implement recommendations.

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

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

1. Notes that in accordance with Council Policy - Authority to Apply for Grants, the Chief Executive Officer may apply for and accept grants;
2. Supports the Chief Executive Officer establishing a Steering Committee to coordinate the review of the Coastal Hazard Risk Management and Adaptation Plan in accordance with the Funding Agreement, with the Shire of Ashburton's representation, being the Onslow Ward Councillor, as the community representative, the Director Community Development, a Shire Project Manager, and other persons, as required.

16 Councillor Agenda Items / Notices of Motion

Nil

17 New Business Of An Urgent Nature Introduced By Council Decision

18 Confidential Matters

18.1 Onslow Airport - Runway Pavement Strengthening and Aircraft Capacity Works Update

File Reference	TT06
Applicant or Proponent(s)	Not Applicable
Author	M Walsh, Manager Airport Services
Authorising Officer	G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Ordinary Council Meeting 14 February 2023 - Item 11.2 – 011/2023 Ordinary Council Meeting 14 March 2023 - Item 11.4 – 034/2023 Ordinary Council Meeting 12 September 2023 - Item 12.4 – 166/2023 Ordinary Council Meeting 20 February 2024 – Item 12.2 – 013/2024
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Council Presentation - May 2025 - Confidential 2. Onslow Airport - Runway Pavement Strengthening and Aircraft Capacity Works Report - Confidential

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 provide Council with an update on the Runway Pavement Strengthening and Aircraft Capacity Works project. Since Council's previous resolutions, meetings have been held with key stakeholders to progress the project and develop a suggested cost allocation model for the pavement strengthening works.

Council is requested to:

- Note the proposed cost allocation and key principles to guide negotiations with stakeholders;
- Endorse their use as the basis for ongoing discussions to secure funding commitments; and
- Confirm the Shire's financial commitment to the project in line with the proposed cost allocation.

- Approval is sought for the interim operation of Embraer E190-200 aircraft at Onslow Airport from January 2026 under strict weight limits and monitoring, to maintain essential community air services until the runway overlay is completed.

Voting Requirements

Simple Majority

Audit And Risk Management Committee Meeting held on 19 August 2025

ARM.1 Audit Log Status Update

File Reference	CM52
Applicant or Proponent(s)	Not Applicable
Author	D Weerasingha, Internal Auditor
Authorising Officer	G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Audit and Risk Management Committee 20 May 2025 - Item 6.1
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Closed Audit Findings 2. Open Audit Findings 3. To be closed Audit Findings 4. Residual Risk Memo to ARMC Chair

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 provide Audit and Risk Management Committee (ARMC) oversight of the implementation of actions resulting from internal audits.

Endorse the closure of two validated internal audit actions as detailed in Attachment 1 and receive the updated Internal Audit Log – Outstanding Actions as provided in Attachment 2.

Note the residual risk levels exceeding the Council's established risk appetite and note the concerns regarding the relevancy of actions proposed for closure under Council Decision 071/2025, as outlined in the body of the report and explanatory memorandum issued to the ARMC Chairperson on 5 June 2025 (Refer to Attachments 3 and 4).

ARM.2 Wittenoom Claims Update

File Reference	LS34
Applicant or Proponent(s)	Not Applicable
Author	D Kennedy, Director Corporate Services
Authorising Officer	G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Audit and Risk Committee Meeting – 18 February 2025 2024 – Item 8.1
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Reason for Confidentiality

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

Report Purpose

This item provides a summary of open, resolved, and new claims since the last Wittenoom claims update which was provided to the Audit and Risk Management Committee (ARMC) on 18 February 2025.

The ARMC is requested to receive the Wittenoom claims update.

Waste Committee Meeting held on 19 August 2025

WC.1 Pilbara Regional Waste Management Facility - Future Developments

File Reference	WM07
Applicant or Proponent(s)	Not Applicable
Author	G Harris, Director Infrastructure Services
Authorising Officer	G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Reason for Confidentiality

Section under the Act	*This matter is to be considered behind closed doors pursuant to s.5.23(2)(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 advise the Waste Committee of investigations being undertaken to ensure that the Pilbara Regional Waste Management Facility (PRWMF) maximises the capacity (airspace) of the current landfill footprint to improve the economic viability of the PRWMF.

Council is requested to consider the proposed improvements to airspace capacity and economic viability of the PRWMF.

WC.2 Pilbara Regional Waste Management Facility - 2024/25 Review

File Reference	WM07
Applicant or Proponent(s)	Not Applicable
Author	G Harris, Director Infrastructure Services
Authorising Officer	G Hunt PSM, Chief Executive Officer (Temporary)
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Reason for Confidentiality

Section under the Act	*This matter is to be considered behind closed doors pursuant to s.5.23(2)(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 provide advice to the Waste Committee on the performance of the Pilbara Regional Waste Management Facility (PRWMF) during the 2024/25 financial year.

The Waste Committee is requested to receive the report.

19 Next Meeting

The next Ordinary Council Meeting will be held at 1:00pm on Tuesday 16 September 2025 at Barry Lang Centre, Deepdale Drive, Pannawonica.

20 Closure Of Meeting

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