

# Special Council Meeting

Onslow



## Confirmed Minutes

### Public

17 August 2021

Council Chambers

Onslow Shire Complex, Second Avenue, Onslow

2:00 pm



Agendas and Minutes are available on the Shire's website [ashburton.wa.gov.au](http://ashburton.wa.gov.au)

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

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# Our Vision

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



## STRATEGIC DIRECTIONS

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



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



**Shire of Ashburton  
Special Council Meeting  
Confirmed Minutes  
(Public)**

**Council Chambers, Onslow Shire Complex, Second Avenue  
Onslow**

**17 August 2021**

**2:00pm**



**Shire of Ashburton  
Special Council Meeting**

The Chief Executive Officer recommends the endorsement of these minutes at the next Ordinary Council Meeting.

A handwritten signature in blue ink, appearing to read "K Donohoe".

K Donohoe  
Chief Executive Officer  
17 August 2021

These minutes were confirmed by Council as a true and correct record of proceedings of the Special Council Meeting held on Tuesday 17 August 2021.

Presiding Member

K.M. White

Date

28/09/2021

**Disclaimer**

*The resolutions contained in the minutes are subject to confirmation by Council. 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.*

## Contents

1	Declaration of opening.....	6
	1.1 Acknowledgement of country .....	7
2	Announcement of visitors.....	7
3	Attendance.....	7
	3.1 Present.....	7
	3.2 Apologies .....	8
	3.3 Approved leave of absence.....	8
4	Question time.....	8
	4.1 Response to previous questions taken on notice .....	8
	4.2 Public question time .....	8
5	Declaration by members.....	9
	5.1 Due consideration by Councillors to the agenda .....	9
	5.2 Declarations of interest .....	9
6	Items for Consideration.....	12
	6.1 Staff Accommodation Strategy 2020 – 2030 .....	12
	6.2 Land Asset Assessment.....	25
	6.3 Staff Establishment 2021 .....	33
	6.4 Proposed change of Reserve purpose with power to lease – Reserve 38467 (Lot 41 on Deposited Plan 184619).....	43
	6.5 Tom Price Skate Park Upgrade – Phase Two (2) Final Concept Design .....	48
	6.6 Award of Request for Quote – Community Lifestyle and Infrastructure Plan.....	56
7	Closure of meeting.....	58

## 1 Declaration of opening

The Presiding Member declared the meeting open at 2:00pm and read aloud the following correspondence and provided a copy of the correspondence to all Councillors in attendance -



Department of  
**Local Government, Sport  
and Cultural Industries**

Our ref AB1-7#09; E2157369  
Enquiries Adam Ford  
Phone (08) 6552 1701  
Email legislation@dlgsc.wa.gov.au

Mr Nathan Cain  
Director Corporate Services  
Shire of Ashburton  
Nathan.Cain@ashburton.wa.gov.au

*Read aloud*  
→

Dear Mr Cain

I refer to your correspondence dated 12 August 2021, requesting approval under section 5.69(3)(a) of the *Local Government Act 1995* (the Act) to allow disclosing councillors to participate and vote on the agenda items 6.1, 6.2, 6.3, 6.4, 6.5 and 6.6 at the Shire of Ashburton's (the Shire's) Special Council Meeting of 17 August 2021.

I advise that, in accordance with authority delegated by the Minister for Local Government, I have approved your application, under section 5.69(3)(a) of the Act for Cr Lynch, Cr Gallanagh and Cr Rumble to fully participate in the discussion and decision making relating to the following items at the Shire's Special Council Meeting of 17 August 2021:

- 6.1 Staff Accommodation Strategy 2020-2030**
- 6.2 Land Asset Assessment**
- 6.3 Staff Establishment 2021**
- 6.4 Proposed change of Reserve purpose with power to lease – Reserve 38467 (Lot 41 on Deposited Plan 184619)**
- 6.5 Tom Price Skate Park Upgrade – Phase (2) Final Concept Design**
- 6.6 Award of Request for Quote – Community Lifestyle and Infrastructure Plan**

The approval is subject to the following conditions:

1. *The approval is only valid for the 17 August 2021 Special Council Meeting when agenda items 6.1, 6.2, 6.3, 6.4, 6.5, 6.6 are considered;*
2. *The abovementioned Councillors must declare the nature and extent of their interests at the abovementioned meeting when the matter is considered, together with the approval provided;*
3. *The CEO is to provide a copy of the Department's letter of approval to the abovementioned Councillors;*
4. *The CEO is to ensure that the declarations, including the approval given and any conditions imposed, are recorded in the minutes of the abovementioned meeting, when the item is considered;*
5. *The CEO is to provide a copy of the confirmed minutes of the abovementioned meeting to the Department, to allow the Department to verify compliance with the conditions of this approval; and*

6. *The approval granted is based solely on the interests disclosed by the abovementioned Councillors, made in accordance with the application. Should other interests be identified, these interests will not be included in this approval and the financial interest provisions of the Act will apply.*

Should you require further information in relation to this matter, please contact Adam Ford, Legislation Officer via the details provided above.

Yours sincerely



Tim Fraser  
EXECUTIVE DIRECTOR – LOCAL GOVERNMENT

16 August 2021

## 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 their elders past, present and emerging.

## 2 Announcement of visitors

Nil

## 3 Attendance

### 3.1 Present

#### Elected members

Cr K White	Shire President (Presiding Member) Onslow Ward
Cr M Lynch	Tom Price Ward
Cr L Rumble	Paraburdoo Ward
Cr M Gallanagh	Pannawonica Ward
Cr R de Pledge	Ashburton Ward

Employees

K Donohoe	Chief Executive Officer
N Cain	Director Corporate Services
A Majid	Director People and Place
C McGurk	Director Projects and Procurement
M Fanning	Manager Roads and Civil Projects
T Dayman	Manager Finance and Administration
R Wright	Manager Land and Asset Compliance
T Sullivan	Digital Communications Officer
R Lynch	Procurement Officer

Guests

Nil

Members of the public

Nil

Members of the media

One (1)

**3.2 Apologies**

Nil

**3.3 Approved leave of absence**

Cr D Dias	Paraburdoo Ward	For 17 August 2021
Cr D Diver	Tom Price Ward	For 17 August 2021
Cr J Richardson	Tablelands Ward	To 31 August 2021

**4 Question time**

**4.1 Response to previous questions taken on notice**

Nil

**4.2 Public question time**

Nil



## 5 Declaration by members

### 5.1 Due consideration by Councillors to the agenda

Councillors noted they have given due consideration to all matters contained in this agenda.

### 5.2 Declarations 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 –

#### Item 6.1 Staff Accommodation Strategy 2020 – 2030

Declarant	Cr L Rumble
Type of Interest	Financial
Declaration of Interest	I own shares greater than \$10,000 in Rio Tinto.

Declarant	Cr M Gallanagh
Type of Interest	Financial
Declaration of Interest	I am employed by Rio Tinto, and I own shares greater than \$10,000 in the company.

Declarant	Cr M Lynch
Type of Interest	Indirect Financial
Declaration of Interest	I am an employee and tenant of Rio Tinto.

#### Item 6.2 Land Asset Assessment

Declarant	Cr L Rumble
Type of Interest	Financial
Declaration of Interest	I own shares greater than \$10,000 in Rio Tinto.

## Confirmed Minutes – Public Special Council Meeting 17 August 2021

Declarant	Cr M Gallanagh
Type of Interest	Financial
Declaration of Interest	I am employed by Rio Tinto, and I own shares greater than \$10,000 in the company.

Declarant	Cr M Lynch
Type of Interest	Indirect Financial
Declaration of Interest	I am an employee and tenant of Rio Tinto.

### Item 6.3 Staff Establishment 2021

Declarant	Cr L Rumble
Type of Interest	Financial
Declaration of Interest	I own shares greater than \$10,000 in Rio Tinto.

Declarant	Cr M Gallanagh
Type of Interest	Financial
Declaration of Interest	I am employed by Rio Tinto, and I own shares greater than \$10,000 in the company.

Declarant	Cr M Lynch
Type of Interest	Indirect Financial
Declaration of Interest	I am an employee and tenant of Rio Tinto.

### 6.4 Proposed change of Reserve purpose with power to lease – Reserve 38467 (Lot 41 on Deposited Plan 184619)

Declarant	Cr L Rumble
Type of Interest	Financial
Declaration of Interest	I own shares greater than \$10,000 in Rio Tinto.

Declarant	Cr M Gallanagh
Type of Interest	Financial
Declaration of Interest	I am employed by Rio Tinto, and I own shares greater than \$10,000 in the company.

Declarant	Cr M Lynch
Type of Interest	Indirect Financial
Declaration of Interest	I am an employee and tenant of Rio Tinto.

6.5 Tom Price Skate Park Upgrade – Phase Two (2) Final Concept Design

Declarant                                      Cr L Rumble  
Type of Interest                                Financial  
Declaration of Interest                        I own shares greater than \$10,000 in Rio Tinto.

Declarant                                      Cr M Gallanagh  
Type of Interest                                Financial  
Declaration of Interest                        I am employed by Rio Tinto, and I own shares greater than \$10,000 in the company.

Declarant                                      Cr M Lynch  
Type of Interest                                Indirect Financial  
Declaration of Interest                        I am an employee and tenant of Rio Tinto.

6.6 Award for Request for Quote – Community Lifestyle and Infrastructure Plan

Declarant                                      Cr L Rumble  
Type of Interest                                Financial  
Declaration of Interest                        I own shares greater than \$10,000 in Rio Tinto.

Declarant                                      Cr M Gallanagh  
Type of Interest                                Financial  
Declaration of Interest                        I am employed by Rio Tinto, and I own shares greater than \$10,000 in the company.

Declarant                                      Cr M Lynch  
Type of Interest                                Indirect Financial  
Declaration of Interest                        I am an employee and tenant of Rio Tinto.

## 6 Items for Consideration

### 6.1 Staff Accommodation Strategy 2020 – 2030

<b>File reference</b>	PE06
<b>Author's name</b>	J Fell
<b>Author's position</b>	Manager Land and Asset Compliance (ex)
<b>Author's interest</b>	Nil
<b>Authorising officer's name</b>	K Donohoe
<b>Authorising officer's position</b>	Chief Executive Officer
<b>Authorising officer's interest</b>	Financial
<b>Name of applicant / respondent</b>	Not applicable
<b>Date report written</b>	1 April 2021
<b>Previous meeting reference</b>	Agenda Item 13.2 (Minute 727/2019) Ordinary Council Meeting 17 December 2019

#### Summary

To establish the strategic direction for the provision of staff accommodation, and to inform the Long-Term Financial Plan (LTFP) over the next ten years, a Staff Accommodation Strategy (SAS) for 2020 – 2030 is presented for Council's consideration.

#### Confidentiality

Some attachments to this report are considered confidential in accordance with section 5.23 of the *Local Government Act 1995* because they deal with matters of –

*“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”, and*

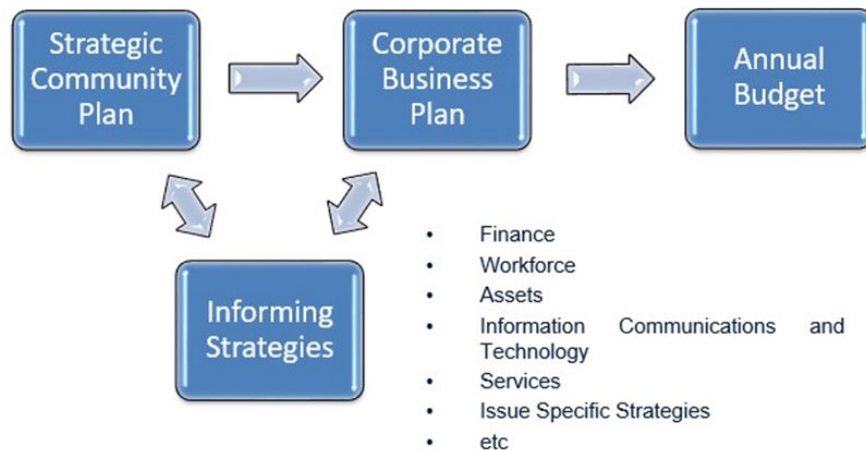
*“legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.”*

#### Background

A local government is to plan for the future of the district in accordance with section 5.56 of the *Local Government Act 1995* through preparation of a Strategic Community Plan and Corporate Business Plan. A Corporate Business Plan is to 'develop and

*integrate matters relating to resources, including asset management, workforce planning and long-term financial planning’.*

Developed alongside the staff growth forecasts, and to inform the LTFP, the SAS addresses future planning and sustainability of suitable accommodation needs for current and future Shire staff.



At the December 2019 Ordinary Meeting of Council, Councillors endorsed with respect to the Housing Strategy 2020-2025, Council:

- 1 Adopt the Housing Strategy 2020-2025; and
- 2 Endorses allowance for annual expenditure of \$3,177,920 over the next 5-year period, or an acceptable amount, in accordance with the Housing Strategy projections.

The annual expenditure outlined in the 2020-2025 Housing Strategy was removed from the 2020-2021 budget for reasons unknown to current Shire Officers. All maintenance during 2020-2021 has been performed through Operational Budget allocations. Council endorsed a \$600,000 budget amendment in October 2020 to allow purchase of an executive style house in Tom Price. To date, this has not been achieved due to the type of accommodation being listed as poor quality.

To establish the strategic direction for the provision of staff accommodation and to inform the LTFP over the next ten years, consultants Moore Australia and Hatch Roberts Day were engaged to prepare a SAS. The consultant was required to:

- 1 *Quantify and profile current staff and accommodation provision*  
Comprehensive analysis; evaluation and reporting of current staff's accommodation provision for Tom Price, Onslow, and Paraburdoo.

- 2 *Forecast staff growth and decline for each year from 2020 through to 2030*  
Comprehensive analysis, evaluation and reporting of staff forecast requirements for Tom Price, Onslow, and Paraburdoo.
- 3 *Determine the number and type of accommodation required to meet staff forecasts*  
Comprehensive analysis, evaluation, and reporting of detailed accommodation demand requirement for Tom Price, Onslow, and Paraburdoo.
- 4 *Develop land and accommodation strategies to meet the identified demand*  
10-year Strategy for accommodation provision to meet forecast demand requirements.

### **Comment**

The Shire has maintained a staff level of approximately 180 employees for the last five years, with staff located in various locations. Of the 100 properties accommodating staff, 56 are owned by the Shire, 29 are Rio Tinto properties (managed by Sodexo), 13 are private rentals and 1 is rented from the Housing Authority. 46% of staff receive no assistance for housing from the Shire, they instead benefit from spousal accommodation provisions. Should a change of circumstances occur in the spouse's employer the Shire is not currently able to offer these staff accommodation, further exacerbating the housing provisions. Recruitment of staff continues to be impacted by limited or inadequate housing stock.

Quality accommodation when recruiting is important.

Three key demand drivers influence future staff accommodation growth:

- 1 *Replacement of existing rental properties*  
Competition in the rental market impacts on the Shire's budget. If Council desire immunity from these cycles, replacing rental stock requires an additional 44 accommodation units to be constructed across the Shire.

During 2019/20, rentals cost \$714,448 (Onslow - \$219,276 [19 rentals], Tom Price - \$462,189 [31 rentals], Paraburdoo - \$32,983 [2 rentals]).

Rent relief is provided to staff who secure private rentals at the rates shown in the table below. With rental prices increasing across the Shire due to the upturn in the resources sector, this is not sufficient to cover rent per annum disincentivising staff from seeking private rentals, instead turning to the Shire for accommodation provision.

Town	Maximum Value	52 weeks
Onslow	\$550	\$28,600
Tom Price	\$600	\$31,200
Paraburdoo	\$400	\$20,800
Pannawonica	\$300	\$15,600

2 *Accommodation for current vacant positions*

21.5 FTEs were advertised at the time of compiling the Staff Growth Forecast report. Assuming a ratio of 100:115, 19 accommodation units would be required to fill the vacancies.

3 *Accommodation for staff growth or changes in the percentage of housed staff*

Staff growth numbers were developed with the Executive Leadership Team and Managers by analysing current and potential future projects over the next five years and roles required during an integrated strategic planning and reporting workshop; additional full-time employees will be required.

**Confidential Attachment 6.1C**

Four main demand drivers for accommodation were identified:

- 1 Additional stock to accommodate existing vacant positions,
- 2 Additional stocks for staff growth forecasts,
- 3 Replacing existing rentals with Shire owned properties, and
- 4 Additional stock to accommodate a higher percentage of staff.

The SAS includes the following Guiding Principles regarding the Shire's policies:

- Invest in a system will improve the efficiency and effectiveness of the Capital Works and Maintenance Programs.
- Strengthen property management policies and procedures to provide fairness, equity, and accountability.
- Ensure housing refurbishments and new builds consider climate responsive design that better suits lifestyle needs, is comfortable to live, and achieves greater cost efficiencies.
- Leverage Shire investment to support broader economic activity and improve lifestyle and amenity outcomes.

Actions to make improvements to the Shire's processes include:

### Property Management

- 1 Ensure staff have the Systems and Resources to properly manage the portfolio, including maintenance planning, asset and tenant information, and financial systems.
- 2 Progress a thorough Condition Assessment for all properties in Tom Price and Paraburdoo, particularly those earmarked for full and partial refurbishment.

The assessment should include a Statutory Compliance Register to adhere to relevant mandatory requirements such as hard-wired smoke alarms, RCD's, pool fences etc.

- 3 Prepare a Property Refurbishment Framework to guide and inform all future Capital Upgrades, for aging properties in Onslow, Tom Price and Paraburdoo.
- 4 Prepare and implement a Preventative Maintenance Program for all properties owned by the Shire, including new builds.
- 5 Prepare a Maintenance Budget that gives due consideration to all assets, including:
  - existing assets to be maintained,
  - new builds / newer properties,
  - existing assets to be upgraded or refurbished ('minimum maintenance'), and
  - existing assets identified for inclusion in special maintenance programs and initiatives (such as Landscaping, Insulation etc.).

### Lease Agreements

- 1 Reconsider the option to charge staff a minimal rent vs free rent, to address the risks and accountability. Consideration would be given to existing employee contracts with any current arrangements are grandfathered (exempting current staff from the changes).
- 2 Ensure current Lease Agreements are in place between the Shire and all tenants.
- 3 Establish regular reviews and inspections to ensure property conditions are adhered to.



- 4 Establish a policy to ensure a consistent and fair approach is in place, in relation to rent subsidies. Consider provisions for ‘capped’ rent, which could be subject to annual market review.
- 5 A recommended guide or ‘capped’ rent for each town, based on reasonable market rates and current market reviews, would help to manage issues of equity and fairness.

#### Acquisitions / Rental Replacement

- 1 Before acquiring, ensure there is a healthy mix of housing options to suit varying needs of staff in the medium and long term.
- 2 If the land is vacant or a redevelop proposition, consider obtaining a high-level site plan concept from a building designer experienced in passive solar design, to better understand the site’s suitability.
- 3 Monitor boom and bust cycle prices over the long-term and consider strategic purchases of land in suppressed markets (even if short-term need for acquisition is not apparent).

These are further explored by town:

#### Tom Price and Paraburdoo

##### *Guiding Principles*

- Upgrade / rebuild existing properties in poor condition.
- Build portfolio to lessen reliance on rental properties.
- Invest in larger and smaller dwellings to diversify housing stock in Town.
- Explore Housing Benefit Initiatives (to encourage home ownership and balance out the rental market).

##### *Strategic Opportunities*

- 1 Continue dialogue with Gumala and other Not for Profit organisations to understand, support and possibly explore joint development opportunities on undeveloped land (i.e., along Warrara Street and other ‘lazy-land’ sites).
- 2 Explore partnership opportunities with the State Government to invest in commercial and residential opportunities to address the crisis for essential services and open opportunities to diversify the local economy (Development

WA, Department of Communities).

Shire Officers are exploring a 1,000-lot development to future proof Tom Price from a town planning perspective. A land assessment undertaken in late 2020 sets out the infill potential in Tom Price which could be developed by State Agencies alone or in partnership with the Shire.

- 3 Partner with key stakeholders, such as Rio Tinto, to lobby and advocate for the necessary support structures and investment platforms that will progress the transition towards a diversified economy, and secure a future beyond Mining, for Tom Price and Paraburdoo.
- 4 Invest in new community infrastructure in all areas of Town, to improve amenity, uplift property values and enhance liveability (i.e., Area W).
- 5 Investigate housing suppliers that can provide relatively affordable 'kit homes' that can be orientated and slightly modified to suit local conditions.

#### *Actions*

- 1 Conduct a property condition assessment to thoroughly evaluate the condition of all properties in Tom Price and Paraburdoo.
- 2 Establish a 'Refurbishment Framework' to guide and prioritise capital works.
- 3 Progress discussions with Gumala and the State Government to initiate Joint Development Opportunities for Tom Price, address the Town's housing shortage for essential workers, and build a more diverse and modern range of housing stock.
- 4 Maintain open dialogue with key developers in Town, to understand building programs and leverage cost sharing opportunities, where possible.
- 5 Commence 'designated' works that will have an immediate and positive impact on property values and assist with cost-saving measures (i.e., landscaping, insulation, hot water systems).
- 6 Seek quotations and commence upgrades for properties in Tom Price and Paraburdoo, identified as 'high' and 'medium' priority (2 x properties p.a.)
- 7 Progress demolition and initiate a tender to construct new housing at 61 Pine Street Tom Price (explore 2 x 2 and 4 x 2).

- 8 Explore purchase opportunities for surplus housing stock with Rio Tinto, together with a position statement that demonstrates a joint commitment to grow and support a stronger and resilient Town.
- 9 Test 'lazy land' sites through concept designs and feasibilities.

### Onslow

It is expected Onslow will require a larger staffing presence due to the high expectation of economic growth, and its flow-on effect, in the coming years.

### *Guiding Principles*

- Invest in land now, while prices are still reasonable.
- Consider larger dwellings to help attract more families to town (3 x 2 + 4 x 2).
- Explore Housing Benefit initiatives (to encourage home ownership and balance out the rental market).
- Invest in houses / block sizes that leverage the coastal location (i.e., larger block sizes, space for boats).

### *Strategic Opportunities*

- Maintain open dialogue with the Department of Communities (Housing). Work closely with the Department to potentially pursue value for money acquisition opportunities, and possible joint development projects to achieve cost efficiencies.
- Continue to work with Development WA, to secure value for money land opportunities at Barrarda Estate.
- Continue to encourage more retirees to age in place within the Shire.
- As population grows, advocate for a stand-alone high school and improved health services.

### *Actions*

- 1 Demolish and replace the Transit House (transition strategy required).
- 2 Demolish existing 3 x properties on Third Avenue and build new houses on Third Avenue.
- 3 Upgrade Heritage Property on 944 First Avenue.

Listed on the June 2019 Local Government Heritage Inventory with the

management recommendation stating, 'encouragement should be given to the retention and conservation of the place' and 'photographically record prior to major development or demolition'.

- 4 Progressively invest in vacant land, and aged properties within well sought-after locations (1 x lots p.a.).
- 5 Undertake minimum refurbishments on long term strategic assets (waterfront properties).
- 6 In the medium to longer term, explore design ideas and cost implications to invest in a multi-density apartment development on the Shire's existing waterfront properties (First Avenue). The property could be utilised for short term contractors, visiting staff or Executive Accommodation.

The SAS provides valuable insight into current and speculated financial costs associated with providing suitable accommodation to Shire staff. The SAS will provide clear direction for Shire Officers to follow with the aim of achieving a level of accommodation that will not only provide staff with comfortable efficient accommodation but assist with attraction and retention of qualified staff.

Based on the recommendations of the SAS, the following program is proposed with a total of \$21,000,000 included in the LTFP from 2021-2022 through 2031-2032 inclusive. This investment will result in 26 accommodation gains (19 in Onslow while replacing current aged stock and 7 in Tom Price) and 12 refurbished properties (2 in Paraburdoo and 10 in Tom Price).

#### **Attachment 6.1A**

Rio Tinto have offered six residential dwellings requiring refurbishment in Tom Price for ~\$250,000 per property. Purchase and refurbishment of these properties is not feasible due to the considerable costs involved, with refurbishment being circa \$300,000 (excluding environmental improvements, roofing, landscaping), therefore new builds on land the Shire have tenure over, and where multiple dwellings per lot can be achieved, is recommended.

#### **Attachment 6.1B**

## Consultation

Councillors  
 Executive Leadership Team  
 Middle Managers Group  
 Lease and Accommodation Officers  
 Moore Australia  
 Hatch Roberts Day

## Statutory environment

*Local Government Act 1995*

*Section 5.56. Planning for the future*

- 1 *A local government is to plan for the future of the district.*
- 2 *A local government is to ensure plans made under subsection (1) are in accordance with regulations made about planning for the future of the district.*

## Financial implications

\$21,000,000 has been included in the LTFP for staff housing acquisitions and refurbishments.

## Strategic implications

Shire of Ashburton Strategic Community Plan 2017-2027 Living Life (2019 Desktop Review)

Goal 05                      Inspiring Governance  
 Objective 1                Effective planning for the future  
 Objective 2                Exemplary team and work environment

## Risk management

Risk has been assessed based on the Officer Recommendation.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan
Insufficient funds are included to ensure staff housing needs are met.	Unlikely (2)	Major (4)	Moderate (8)	<u>Financial</u> \$1 million to \$5 million (per annum)	Inclusion in the LTFP and delivery of the program.
Insufficient staff are available to complete necessary Shire work.	Likely (4)	Extreme (5)	Extreme (20)	<u>Service interruption</u> Indeterminate prolonged interruption of services	Initiate actions as captured in the SAS.

The following Risk Matrix has been applied:

Consequence Likelihood		Risk Matrix				
		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Adoption of this item has been evaluated against the Shire of Ashburton’s Risk Management Policy CORP5 Risk Matrix.

The perceived level of risk is “high”, however will be managed through internal processes and procedures.

### Policy implications

*ENG13 Asset Management Policy*

### Voting requirement

Simple majority

### Councillor interest declarations

Cr L Rumble	Financial
Cr M Gallanagh	Financial
Cr M Lynch	Indirect Financial

### Additional

Due to a lack of quorum at previous meetings, this item has been re-presented for Council’s consideration.

Ministerial approval has been granted for Cr L Rumble, Cr M Gallanagh and Cr M Lynch to fully participate in discussion and decision-making of this item.

**Officer recommendation**

That with respect to Staff Accommodation Strategy 2020 – 2030, Council,

- 1 Adopt the Staff Accommodation Strategy 2020 – 2030, as included at Attachment 6.1A,
- 2 Requests the Chief Executive Office prepare development plans and construction business cases for –
  - a Watson Drive, Onslow, and lots in Tom Price,
  - b Two (2) 3 x 2 grouped dwellings at 76 Marrinup Way, Tom Price, and
  - c Upgrades / refurbishment of 797 Kulai Street, Tom Price, and 1104A Jabberup Place, Tom Price, and
- 3 Consider the allocation of \$3,000,000 in the 2021-2022 annual budget deliberations.

**Council Decision                    137/2021**

**Moved                                    Cr L Rumble**

**Second                                  Cr M Lynch**

**That with respect to Staff Accommodation Strategy 2020 – 2030, Council,**

- 1        Adopt the Staff Accommodation Strategy 2020 – 2030, as included at Attachment 6.1A,**
- 2        Requests the Chief Executive Office prepare development plans and construction business cases for –**
  - a        Watson Drive, Onslow, and lots in Tom Price,**
  - b        Two (2) 3 x 2 grouped dwellings at 76 Marrinup Way, Tom Price, and**
  - c        Upgrades / refurbishment of 797 Kulai Street, Tom Price, and 1104A Jabberup Place, Tom Price, and**
- 3        Consider the allocation of \$3,000,000 in the 2021-2022 annual budget deliberations.**
- 4        Not consider actions numbered 1, 2 and 3 (as detailed on page 19 of this report) at this time.**

**Reason for variation – Council has considered a purchase of residential land recently to the Onslow market.**

**Carried 5/0**



## 6.2 Land Asset Assessment

<b>File reference</b>	LP01
<b>Author's name</b>	J Fell
<b>Author's position</b>	Manager Land and Asset Compliance (ex)
<b>Author's interest</b>	Nil
<b>Authorising officer's name</b>	K Donohoe
<b>Authorising officer's position</b>	Chief Executive Officer
<b>Authorising officer's interest</b>	Nil
<b>Name of applicant / respondent</b>	Not applicable
<b>Date report written</b>	5 May 2021
<b>Previous meeting reference</b>	Nil

### Summary

To provide a framework for ongoing property asset management of the Shire of Ashburton's (Shire) property portfolio, a Land Asset Assessment (LAA) has been prepared and is presented for Council's consideration.

### Confidentiality

Some attachments to this report are considered confidential in accordance with section 5.23 of the *Local Government Act 1995* because they deal with matters of –

*“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”, and*

*“legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.”*

### Background

The LAA is intended to optimise property assets to achieve the maximum community benefit while informing a future Land Asset Management Plan.

An analysis of all Shire properties was required, including consideration of the Town Planning Scheme and other planning documentation, to recommend key strategic properties for development and identify opportunities for the public's benefit.

NS Group were appointed in July 2020 to undertake a land asset assessment across the Shire's land asset portfolio which included:

- Informing site particulars
- Impact of local planning scheme
- Commercial opportunities
- Site constraints
- Servicing requirements

NS Group's methodology included:

- Phase One – LAA
  - Inception meeting
  - Identify assets – strategic or commercial value
  - Site inspection (key assets only)
  - Site assessment (address, site plan, area, zoning, current use/improvements, surround precinct, contamination, historical, Indigenous significance etc.)
  - Review Local Planning Scheme to inform permitted land use for each site
  - Ascertain current community needs and strategic requirements to inform priority sites and or asset gaps
  - Identify opportunities and constraints
  - Prioritise assets
  - Outcome – asset assessment report, providing a summary of all assets (categorised), together with a more detailed assessment of the opportunities and constraints of the identified strategic assets and prioritisation of those that should proceed to the technical due diligence and feasibility stage. In addition, an Excel database of all Shire assets will be provided, documenting the site particulars of all assets, including land size, zoning, improvements etc.
- Optional Phase Two (Technical Due Diligence and Feasibility – Outcome: feasibility report which summarises the technical due diligence findings of each of the site investigations, the refined opportunities, and constraints of each of the site investigations, the refined opportunities, and constraints of each site recommendation as to which assets should proceed to the Business Case); and
- Optional Phase Three (Business Case including statement of need, alignment to government and strategic objectives, options development, concepts, capital cost estimates, risk analysis, programme, options analysis, delivery plan, funding strategy).

## Comment

The LAA comprises 267 assets, consisting of a mix of:

- Built form (residential dwellings, community infrastructure, commercial office, or public open spaces - ~40%), and
- Vacant land (residential lots, development sites and reserves or rural land - ~60%)

Of these assets, approximately:

- 40% are in Onslow (107)
- 14% are in Paraburdoo (38)
- 45% are in Tom Price (120)
- 1% are in regional / remote locations outside of the Shire's main towns (2)

Each property is detailed in the LAA report with zoning, land area, current use, known agreements, potential alternate use, environmental constraints, Heritage constraints, other constraints, fair value (on 30 June 2020) and an overall recommendation. The intent of the recommendation is to consider current and future community/social benefit, tourism and economic potential, and environmental value. Each recommendation presents an opportunity however, actual implementation may vary depending on internal resources and external conditions.

The report focuses on freehold, and properties owned by the State (with Management Order issued to the Shire).

The assets have been classified into:

- Commercial
- Commercial development
- Community facility
- Infrastructure reserve
- Heritage site
- Industrial
- Industrial development
- Public open space (developed)
- Public open space (undeveloped)
- Residential development
- Rural
- Staff housing
- Tourism development

Confirmed Minutes – Public Special Council Meeting 17 August 2021

	Commercial	Commercial Development	Community Facility	Heritage Site	Industrial	Industrial Development	Infrastructure Reserve	POS (Developed)	POS (Undeveloped)	Residential Development	Rural	Staff Housing	Tourism Development
Onslow	5	5	12	24	3	5	12	7	-	11	7	12	4
Tom Price	3	4	22	-	2	2	23	12	14	10	3	24	1
Paraburdoo	5	-	5	-	1	-	6	6	3	2	-	10	-
Mount Sheila	-	-	-	-	-	-	1	-	-	-	1	-	-
<b>Total</b>	13	9	39	24	6	7	42	25	17	23	11	46	5

**Attachment 6.2A**

Research into the relevant property markets to identify potential land use requirements or demands, strategic projects or initiatives and commercial opportunities was undertaken with assessment criteria adopted to identify strategic value or opportunity. Quick wins/priorities identified are on Council’s radar with acquisition of the following progressing –

Lot	Street Name	Town	Brief Description	Classification	Shire Comment
3504	Second Avenue	Onslow	Irregular shaped, vacant site, with street frontage to the head of Second Avenue only	Tourism Development	Creation of Reserve under Shire management to allow access to Lot 381 and Reserve 32702 “Recreation”
341	Second Avenue	Onslow	Vacant, regular shaped, corner site, with secondary frontage to Third Street	Commercial Development	Acquisition completed
342	Second Avenue	Onslow	Vacant, regular shaped site	Commercial Development	Acquisition completed
381	Third Avenue	Onslow	Vacant, rectangular shaped site, with street frontage to the head of Third Avenue only	Tourism Development	Settlement Date 17 May 2021
395	Third Avenue	Onslow	Regular shaped site, improved with office / workshop buildings used as an ambulance depot	Residential Development	Transfer of Title progressing with DPLH

Confirmed Minutes – Public Special Council Meeting 17 August 2021

Lot	Street Name	Town	Brief Description	Classification	Shire Comment
N/A	Third Avenue	Onslow	Triangular shaped vacant site, extending between Third Avenue and Second Avenue, at their north-western end	Tourism Development	Public road, potential change of use
247	Poinciana Street	Tom Price	Slightly irregular shaped site, having frontages to both Poinciana Street and Mine Road, improved with an older style office building	Commercial Development	Planned acquisition for Tom Price Admin Office expansion
292	Poinsettia Street	Tom Price	Triangular shaped, vacant site, located at the end of Poinsettia Street	Public Open Space (Undeveloped)	Creation of Reserve progressing with DPLH with Purpose to be “Staff Housing” or similar

NS Group recommend a staff housing strategy (completed however yet to be endorsed by Council) and public open space (POS) strategy (particularly for Tom Price) be undertaken to develop a formal Land Asset Management Plan. A POS strategy would identify any parcels surplus to the POS delivery, in consultation with the Department of Planning, Lands and Heritage, to ensure no impact on POS delivery.

**Confidential Attachment 6.2B**

**Consultation**

Executive Leadership Team  
Planning Team

**Statutory environment**

*Local Government Act 1995*

‘Section 3.58 of the LGA sets out the requirements to enable a local government to dispose of property, being by public auction (to highest bidder) or public tender (most acceptable tender) or by giving local public notice.

Section 3.59 of the LGA sets out the procedure for acquisition and disposal of property as a major land transaction or major land undertaking, requiring the preparation (and advertising) of a business plan.’

*Land Administration Act 1997*

The Land Administration Act 1997 ('LAA') is Western Australia's primary legislation dealing with the management of Crown land. The LAA is administered by the Minister for Lands ('Minister'), assisted by the Department of Planning, Lands and Heritage.

Part 4 of the LAA provides for the creation, administration, and management of reserves over Crown land / waters.

Under section 41 of the LAA the Minister may set aside Crown land as reserve for a particular purpose in the public interest. Every such reservation has a land description and designated purpose registered on a Crown Land Title ('CLT') and is graphically depicted on a plan or diagram held by Landgate.

Reserve tenure is usually applied to land that:

- a holds intrinsic community value or is of high conservation value that should be preserved and maintained for the benefit of future generations; and / or
- b for core business / service delivery needs of general sector State agencies and local governments.

**Financial implications**

Costs incurred to date include:

Phase	Fee (excl. GST)
Phase 1 Land Asset Audit	\$38,750
Phase 2 Technical Due Diligence and Feasibility	To be determined (Future Stage)
Phase 3 Business Case	To be determined (Future Stage)

The Procurement Policy will be adhered to when procuring a consultant to prepare a Public Open Space Strategy, with sufficient provision being made in the 2021-2022 Budget.

**Strategic implications**

Shire of Ashburton Strategic Community Plan 2017-2027 Living Life (2019 Desktop Review)

Goal 05                      Inspiring Governance  
Objective 1                Effective planning for the future

## Risk management

Risk has been assessed based on the Officer Recommendation.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan
Council does not fully realise the economic potential of held land assets.	Possible (3)	Moderate (3)	Moderate (9)	Financial Impact \$100,000 - \$1m	The LAA identifies opportunities to reduce reliance on rate revenue.

The following Risk Matrix has been applied:

Consequence Likelihood		Risk Matrix				
		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Adoption of this item has been evaluated against the Shire of Ashburton's Risk Management Policy CORP5 Risk Matrix.

The perceived level of risk is "Moderate" and will be monitored through internal processes and procedures.

## Policy implications

*ENG13 Asset Management Policy*

## Voting requirement

Simple majority

**Councillor interest declarations**

Cr L Rumble	Financial
Cr M Gallanagh	Financial
Cr M Lynch	Indirect Financial

**Additional**

Due to a lack of quorum at previous meetings, this item has been re-presented for Council’s consideration.

Ministerial approval has been granted for Cr L Rumble, Cr M Gallanagh and Cr M Lynch to fully participate in discussion and decision-making of this item.

**Officer recommendation**

That with respect to the Land Asset Assessment, Council:

- 1 Receives the Land Asset Assessment, as included in at Attachment 6.2A, and
- 2 Authorises the Chief Executive Officer to prepare a Public Open Space Strategy for consideration by Council.

<b>Council Decision</b>	<b>138/2021</b>
<b>Moved</b>	<b>Cr L Rumble</b>
<b>Second</b>	<b>Cr M Lynch</b>
<b>That with respect to the Land Asset Assessment, Council:</b>	
<b>1</b>	<b>Receives the Land Asset Assessment, as included in at Attachment 6.2A, and</b>
<b>2</b>	<b>Authorises the Chief Executive Officer to prepare a Public Open Space Strategy for consideration by Council.</b>
<b>Carried 5/0</b>	



### 6.3 Staff Establishment 2021

<b>File reference</b>	GV31
<b>Author's name</b>	N Cain
<b>Author's position</b>	Director Corporate Services
<b>Author's interest</b>	Nil
<b>Authorising officer's name</b>	K Donohoe
<b>Authorising officer's position</b>	Chief Executive Officer
<b>Authorising officer's interest</b>	Nil
<b>Name of applicant / respondent</b>	Not applicable
<b>Date report written</b>	1 July 2021
<b>Previous meeting reference</b>	Agenda item 18.3 (Minute 112/2020) Ordinary Council Meeting 14 July 2020

#### **Summary**

Council is legislated to consider the finances and resources of the Shire, which includes the human resources.

The purpose of this Report is to provide a snapshot of the Shire's full-time equivalent employees for inclusion in the annual budget.

Council is requested to endorse this Report regarding the Chief Executive Officer's organisation structure to deliver Council's objectives.

#### **Background**

In July 2020 Council endorsed an Organisational Structure and Functional Areas following an organisational review undertaken by the, then, new Chief Executive Officer.

The review was intended to position the organisation to achieve the vision of Council and complete several long-term capital works projects and improvements to improve the liveability of the Shire's towns.

The main recommendation resulting from the review was for the establishment of a fifth directorate (Projects and Procurement), designed to provide greater oversight and drive the delivery of the Shire's proposed capital expenditure works program over the

next three (3) to five (5) years.

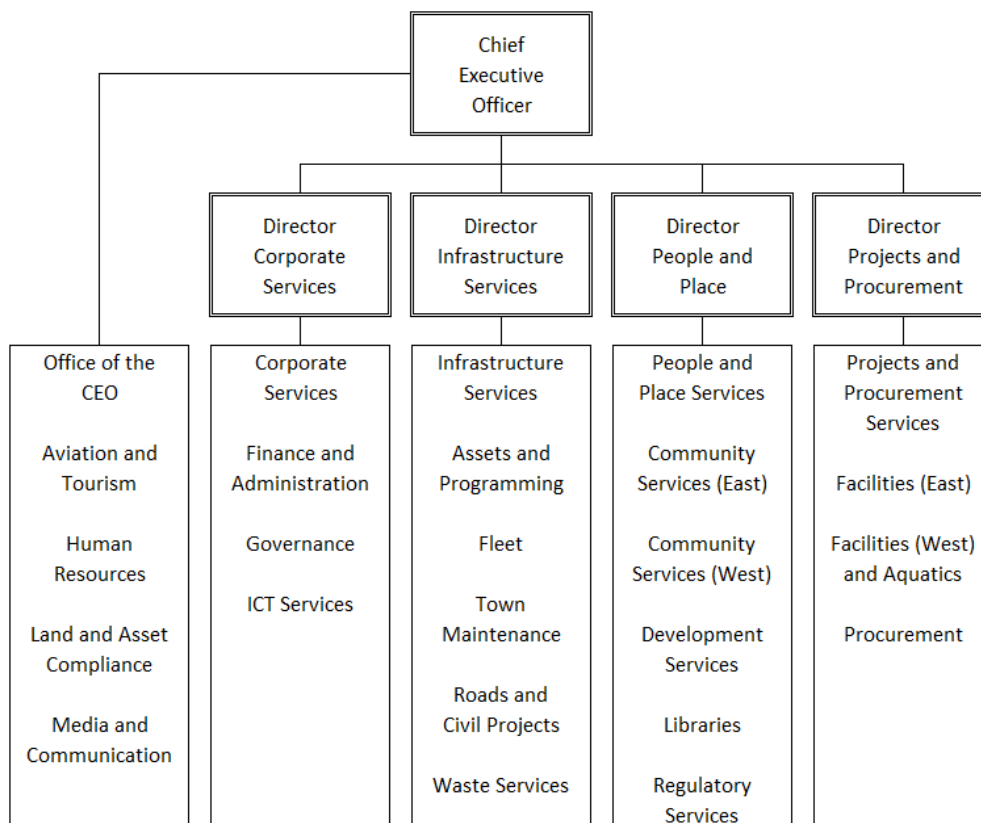
The organisational changes endorsed in July 2020 have exceeded expectations with the vast majority of backlogged capital works expenditure completed, or very close to.

In the 2020-2021 financial year Council agreed to a modification to the five (5) directorate structure, with a reduction in the number of directorates back to four (4), after the resignation of the Director Corporate Services, by amalgamating the Development Services and Community Services Directorates into one Directorate, namely People and Place (which also reduced the number of Directors).

Since the organisational changes were largely completed in August – September 2020, the Executive Management Team have been continually reviewing and refining (on paper) the staff establishment structure.

The Shire budget is being prepared in accordance with various Council Strategic Planning documents, with a high degree of planning undertaken regarding the required staffing levels necessary for the delivery of current services and to accommodate foreseeable demands being placed upon the Shire.

This Report outlines a proposed staff establishment structure, as below, to ensure the ongoing efficient and effective allocation of organisational resources.



**Comment**

The above structure comprises the following service units, with the proposed number of Full-Time Equivalent positions (which does not include casuals) –

*Chief Executive Office*

<b>Area</b>	<b>Service Unit</b>	<b>Full-Time Equivalents</b>
Office of the CEO	Office of the CEO	2.0
Aviation and Tourism	Airport (Onslow)	5.5
	Tourism and Economic Development	1.0
	Visitor Centre (Tom Price)	2.5
Human Resources	Human Resources	4.8
Land and Asset Compliance	Land and Asset Compliance	6.0
Media and Communications	Media and Communications	3.0
<b>Total</b>		<b>24.8</b>

*Corporate Services*

<b>Area</b>	<b>Service Unit</b>	<b>Full-Time Equivalents</b>
Corporate Services	Corporate Services	2.0
	Customer Services	2.0
Finance and Administration	Finance	9.5
	Rates	1.0
Legal and governance	Governance	4.0
	Records	4.0
ICT Services	ICT Services	3.0
<b>Total</b>		<b>25.5</b>

Confirmed Minutes – Public Special Council Meeting 17 August 2021

*Infrastructure Services*

<b>Area</b>	<b>Service Unit</b>	<b>Full-Time Equivalents</b>
Infrastructure Services	Infrastructure Services	3.0
	Building Maintenance	1.0
Assets and Programming	Assets and Programming	3.0
Fleet	Fleet	4.0
Town Maintenance	Town Maintenance	1.0
	Town Maintenance (Onslow)	8.0
	Town Maintenance (Paraburdoo)	6.0
	Town Maintenance (Tom Price)	11.0
Roads and Civil Projects	Civil Projects	3.9
	Roads	9.4
Waste Services	Waste Services	2.0
	Waste Services (Onslow)	4.0
	Waste Services (Paraburdoo)	1.8
	Waste Services (Tom Price)	4.0
<b>Total</b>		<b>62.1</b>

*People and Place*

<b>Area</b>	<b>Service Unit</b>	<b>Full-Time Equivalents</b>
People and Place Services	People and Place Services	3.0
Community Services (East)	Club Development	3.0
	Community Services (East)	2.0
	Community Services (Pannawonica)	2.5
	Community Services (Paraburdoo)	2.0
	Community Services (Tom Price)	2.0
Community Services (West)	Community Services (West)	1.0
	Community Services (Onslow)	3.0
Development Services	Development Services	2.0
	Planning	2.0

Confirmed Minutes – Public Special Council Meeting 17 August 2021

<b>Area</b>	<b>Service Unit</b>	<b>Full-Time Equivalents</b>
Libraries	Library Services	1.0
	Library Services (Onslow)	1.1
	Library Services (Pannawonica)	0.9
	Library Services (Paraburdoo)	1.6
	Library Services (Tom Price)	1.5
Regulatory Services	Regulatory Services	1.0
	Environmental Health	2.5
	Rangers	4.0
<b>Total</b>		<b>36.1</b>

*Projects and Procurement*

<b>Area</b>	<b>Service Unit</b>	<b>Full-Time Equivalents</b>
Projects and Procurement Services	Projects and Procurement Services	2.0
Facilities (East)	Facilities (East)	3.0
	Aquatic Facility (Paraburdoo)	2.0
	Aquatic Facility (Tom Price)	1.0
	Facilities (Paraburdoo)	4.8
	Facilities (Tom price)	4.0
Facilities (West) and Aquatics	Facilities (West)	3.0
	Aquatic Facility (Onslow)	3.0
	Caravan Park (Onslow)	2.9
	Facilities (Onslow)	6.0
	Sun Chalets (Onslow)	4.0
Procurement	Procurement	2.0
<b>Total</b>		<b>37.7</b>

The total Full-Time Equivalents proposed is 186.2, which is less than the 199.3 endorsed by Council in July 2020.

### Positions Removed

The following Full-Time Equivalent positions are proposed for removal from the Staff Establishment as they are currently considered surplus to operational needs –

- 1 x Strategic Financial Analyst
- 1 x Customer Service Officer
- 1 x Administration Support Officer
- 1 x Finance Officer (Reconciliations)
- 1 x Governance Officer
- 1 x Asset Officer
- 1 x Administration Officer (Town Maintenance)
- 1 x Strategic Partnership Manager
- 1 x Building Development Officer
- 1 x Library Trainee

These roles are currently vacant with the tasks contained within the roles either being performed successfully by other employees or no longer required.

The removal of these positions is reflected in the previous tables.

### Positions Added

The following Full-Time Equivalent positions are proposed for adding to the Staff Establishment as they are currently considered advantageous to operational needs –

- 2 x Building and Housing Maintenance Officer
- 1 x Communications Officer
- 1 x Club Development Officer

The addition of these positions is reflected in the previous tables.

### Positions Converted

The following Full-Time Equivalent positions are currently classified as Casual positions. The intent is for these positions to become Full-Time Equivalent positions as they are currently assessed as being necessary for continued operations –

- 1 x ICT Assistant
- 2 x Events and Activities Officers

The conversion of these positions is reflected in the previous tables.

*It should be noted the combination of the previous tables and the addition and removal of positions are not necessarily intended to balance against each other due to variations having been undertaken between July 2020 and July 2021.*

## **Consultation**

Executive Leadership Team

## **Statutory environment**

*Local Government Act 1995*

*Section 2.7 (Role of council)*

Council is responsible for the performance of the local government's functions and is responsible for the allocation of the local government's finances and resources.

*Section 5.2 (Administration of local governments)*

Council is to ensure there is an appropriate structure for administering the local government, which can include endorsement of the staff establishment.

## **Financial implications**

Proposed Staff Establishment expenses are within the allocation included in Council Strategic Planning documents. The total value of salaries and superannuation is approximately \$22.0 million. Shire officers estimate the amount required for budgeting purposes is \$19.8 million (which is based on a 10% vacancy rate). This compares favourably with the \$20.8 million forecast in July 2020.

## **Strategic implications**

Shire of Ashburton Strategic Community Plan 2017-2027 Living Life (2019 Desktop Review)

Goal 05	Inspiring Governance
Objective 04	Exemplary team and work environment
Strategic Direction	Develop an inspired and engaged workforce through the provision of a targeted development plan which includes strategies to attract and retain skilled and capable staff.

## Risk management

Risk has been assessed based on the Officer Recommendation.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan
Inability to successfully deliver efficient and effective operations due to the current staff establishment not meeting current needs.	Possible (3)	Major (4)	High (12)	<p><u>Interruption to Service</u> Prolonged interruption to services – additional resources; performance affected &lt; 1 month</p> <p><u>Compliance</u> Non-compliance results in termination of services or imposed penalties to Shire / Officers</p>	The organisation staff establishment design should remain agile and able to adapt as situations change. The endorsement of the proposed staff establishment will allow for improved delivery of services for the community.

The following Risk Matrix has been applied:

		Risk Matrix				
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Adoption of this item has been evaluated against the Shire of Ashburton's Risk Management Policy CORP5 Risk Matrix.

The perceived level of risk is "High" because the ever-changing nature of local government requirements means many current positions are considered surplus to needs. Retaining these positions, at the expense of other more relevant positions, may reduce community satisfaction and may also lead to some non-compliance. Endorsing the proposed staff establishment will assist in this regard.



### **Policy implications**

There are no known policy implications.

### **Voting requirement**

Simple majority

### **Councillor interest declarations**

Cr L Rumble	Financial
Cr M Gallanagh	Financial
Cr M Lynch	Indirect Financial

### **Additional**

Due to a lack of quorum at previous meetings, this item has been re-presented for Council's consideration.

Ministerial approval has been granted for Cr L Rumble, Cr M Gallanagh and Cr M Lynch to fully participate in discussion and decision-making of this item.

### **Officer recommendation**

That with respect to the Staff Establishment 2021, Council:

- 1 Endorses the Staff Establishment 2021, as contained within this Report,
- 2 Notes the proposed Staff Establishment will inform the 2021-2022 Annual Budget, with direct employee costs (salaries and superannuation) of approximately \$19.8 million,

And

- 3 Acknowledges the proposed abolished positions (all of which are vacant) and proposed position additions, as contained within this Report.

**Council Decision                    139/2021**

**Moved                                    Cr M Lynch**

**Second                                  Cr R de Pledge**

**That with respect to the Staff Establishment 2021, Council:**

**1            Endorses the Staff Establishment 2021, as contained within this Report,**

**2            Notes the proposed Staff Establishment will inform the 2021-2022 Annual Budget, with direct employee costs (salaries and superannuation) of approximately \$19.8 million,**

**And**

**3            Acknowledges the proposed abolished positions (all of which are vacant) and proposed position additions, as contained within this Report.**

**Carried 5/0**

**6.4 Proposed change of Reserve purpose with power to lease – Reserve 38467 (Lot 41 on Deposited Plan 184619)**

<b>File reference</b>	PR38467
<b>Author's name</b>	B McKay
<b>Author's position</b>	Manager Town Planning
<b>Author's interest</b>	Nil
<b>Authorising officer's name</b>	A Majid
<b>Authorising officer's position</b>	Director People and Place
<b>Authorising officer's interest</b>	Nil
<b>Name of applicant / respondent</b>	Shire of Ashburton
<b>Date report written</b>	28 May 2021
<b>Previous meeting reference</b>	Not applicable

**Summary**

Due to the lack of accommodation options available within the town, the Shire is currently looking to use an underutilised reserve for Short Term Tourism and Key Worker Accommodation.

The current purpose of the Reserve is "Experimental Farm and Gravel" which limits use for any other purpose, and Council is therefore requested to consider requesting the Minister for Lands to amend the Purpose of Reserve 38467 from "Experimental Farm and Gravel" to "Experimental Farm and Gravel and Short-Term Tourism and Key Worker Accommodation".

**Background**

Reserve 38467 was transferred from Main Roads to the Shire in May 2011. Prior to this, in 2008, gravel was extracted from the site for upgrading the Nameless Valley Drive Road. Following this, portions of the site have been used for different purposes.

In September 2010, Ashburton Aboriginal Corporation's subsidiary company ASHOIL planted a trial plantation of Moringa oleifera trees to trial oil seed crops for Biodiesel production on 5.7Ha of the reserve. In 2015 Council formalized this arrangement by requesting Department of Lands change the purpose of the Reserve with the power to lease and entered into a commercial lease agreement with AAC for continued use of the current portion of the Reserve. Whilst the plantation is no longer in use the lease

with Ashburton Aboriginal Corporation remains valid until 2 July 2025.

In August 2012, the Shire of Ashburton (Shire) approved a Planning Approval lodged on their behalf, to construct an 80-room construction workforce accommodation camp on a portion of the reserve and Lot 41 Nameless Valley Drive. The purpose of the camp was to accommodate contractors for Shire-related works, including the Tom Price Town Centre Revitalisation Project, land development and construction works, with the camp being demobilized in 2016.

The reserve area is shown on the plan below, marked in red –



### Comment

The subject site is zoned “Rural” under the Shire of Ashburton Town Planning Scheme No. 7 and as such accommodation uses are permitted. Amending the Management Order to include “Short Term Tourism and Key Worker Accommodation” would help facilitate much needed housing options within the shire. Considering the significant area of the subject site (being 27.636 hectares) it is anticipated that all proposed uses on the reserve to coexist.

The Department of Planning Lands and Heritage (DPLH) have advised they could consider the proposed change of purpose if a clear community benefit is demonstrated

through a formal crown land enquiry.

## Consultation

Executive Leadership Team  
Town Planning Team

## Statutory environment

*Land Administration Act 1997*

*51 – Request cancellation or change of purpose or amend the boundaries of a reserve*  
Subject to sections 42, 43 and 45, the Minister may, by order, cancel, change the purpose of or amend the boundaries of, or the locations or lots comprising, a reserve.

## Financial implications

There are no known financial implications.

## Strategic implications

Shire of Ashburton Strategic Community Plan 2017-2027 Living Life (2019 Desktop Review)

Goal 01                      Vibrant and Active Communities  
Objective 01                Connected, caring, and engaged communities  
Objective 04                A rich cultural life

Goal 5                        Inspiring Governance  
Objective 01                Effective planning for the future  
Objective 02                Community ownership

## Risk management

Risk has been assessed based on the Officer Recommendation.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan
Council is deemed to be acting in competition with other suppliers.	Unlikely (2)	Insignificant (1)	Low (2)	<u>Reputation</u> Unsubstantiated, localised low impact on community trust, low profile, or no media item.	Implement an open and transparent process.

The following Risk Matrix has been applied:

Risk Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Adoption of this item has been evaluated against the Shire of Ashburton’s Risk Management Policy CORP5 Risk Matrix.

The perceived level of risk is “Low” because of community desire and need for additional accommodation.

### Policy implications

There are no known policy implications.

### Voting requirement

Simple majority

### Councillor interest declarations

Cr L Rumble	Financial
Cr M Gallanagh	Financial
Cr M Lynch	Indirect Financial

### Additional

Due to a lack of quorum at previous meetings, this item has been re-presented for Council’s consideration.

Ministerial approval has been granted for Cr L Rumble, Cr M Gallanagh and Cr M Lynch to fully participate in discussion and decision-making of this item.

**Officer recommendation**

That with respect to the Proposed change of Reserve purpose with power to lease – Reserve 38467, Tom Price, Council request the Minister for Lands change the purpose of Reserve 38467 from "Experimental Farm and Gravel" to "Short Term Tourism and Key Worker Accommodation, Experimental Farm and Gravel", with power to lease.

**Council Decision                    140/2021**

**Moved                                    Cr L Rumble**

**Second                                   Cr R de Pledge**

**That with respect to the Proposed change of Reserve purpose with power to lease – Reserve 38467, Tom Price, Council request the Minister for Lands change the purpose of Reserve 38467 from "Experimental Farm and Gravel" to "Short Term Tourism and Key Worker Accommodation, Experimental Farm and Gravel", with power to lease.**

**Carried 5/0**

## 6.5 Tom Price Skate Park Upgrade – Phase Two (2) Final Concept Design

<b>File reference</b>	RC31
<b>Author's name</b>	S Kane
<b>Author's position</b>	Financial Support Officer
<b>Author's interest</b>	Nil
<b>Authorising officer's name</b>	M Khosravi
<b>Authorising officer's position</b>	Director Infrastructure Services
<b>Authorising officer's interest</b>	Nil
<b>Name of applicant / respondent</b>	Not applicable
<b>Date report written</b>	30 July 2021
<b>Previous meeting reference</b>	Agenda Item 15.1 (Minute 32/2021) Ordinary Council Meeting 16 March 2021

### Summary

Council previously requested the Chief Executive Officer to liaise with Rio Tinto Iron Ore to reallocate Community Infrastructure and Services Partnership funds towards the upgrade of the Tom Price Skate Park, with this item serving to provide Council with an update on the project.

As previously presented, this total project was divided into two phases:

- Phase 1 was for the new Softfall and shade sails installed at the skate park.
- Phase 2 is for the addition of a flow bowl element to the skate park

Both Phases have been the subject of community engagement and feedback.

Council is requested to endorse the Phase Two (2) Final Concept Design.

### Background

At the 16 March 2021 Ordinary Council Meeting Council was presented with two options of how the Tom Price Skate Park should be developed.

Option One (1) features a standalone “fishbowl” which would be the less expensive of the two options and only utilises a portion of the available space.

**Attachment 6.5A**



Option Two (2) utilises most of the available space by providing a “flow bowl” with an additional skatepark section featuring some of the most frequently requested skate park obstacles including a “stair set”, “A-frame” and “bank to extension”.

These three obstacles are not currently found at the current skatepark and will add to the diversification of the skate terrain on offer in Tom Price.

### **Attachment 6.5B**

At the time Council selected Option Two (2) which would meet community expectations and deliver a quality facility which could be integrated into the existing infrastructure.

<b>Officers Recommendation and Council Decision</b>	
<b>MINUTE:</b> 32/2021	
<b>MOVED:</b> Cr D Diver	<b>SECONDED:</b> Cr M Lynch
<b>That with respect to the Tom Price Skate Park Upgrades, Council:</b>	
<b>1. Acknowledge the Building Better Regions Fund Round 5 application for \$300,000 as lodged prior to the closing date of 12 March 2021;</b>	
<b>2. Endorse Option 2 (ATTACHMENT 15.1B) as the preferred concept with an estimated budget of \$950,000; and</b>	
<b>3. Request the Chief Executive Officer to liaise with Rio Tinto Iron Ore to allocate \$400,000 from projected underspend Community Infrastructure and Services Partnership funds towards this project. (still waiting for an update from Rio Tinto).</b>	
<b>CARRIED BY ABSOLUTE MAJORITY 5/0</b>	

### **Comment**

With confirmation of the Phase Two (2) budget of \$700,000, Skate Sculpture commenced planning for the final concept design. Additional quotes were sought for the requested furniture / fixtures and required site preparation for Phase Two (2). This included -

- the relocation of a lighting pole,
- the demolition, removal, and disposal of the pre-existing shade shelter, and
- the creation and installation of the proposed sign.

Upon refinement of the budget, it was determined the “street line” section in the Preliminary Concept Design Option Two (2) was not financially viable within the proposed \$700,000 Phase Two (2) budget. This can be attributed to the earthworks, materials, labour time and the cost involved in relocating the pre-existing lighting pole.

As a cost-effective approach to still accommodating the key features from the “street line”, a revised design proposal was created which would utilise the bowl platform to accommodate a series of “street ledges” and a “turnaround quarter-pipe”. The pre-existing cantilevered bank would also be removed to accommodate a new combination “stair set with handrail”, connecting the old skatepark to the bowl platform.

By utilising the bowl platform to provide “street ledges” and a “turnaround quarter-pipe” and connecting the “stair set” to the “bowl platform” and pre-existing skatepark, the only item not included from the “street line” concept was the “A-Frame”. This approach has seen a saving of approximately \$141,000, as itemised below, to keep the project within the financial limits:

- Earthworks: \$55,410
- Relocation of Light Pole: \$19,165
- Skate Park Works: \$56,809
- Living Away: \$9,550

Skate Sculpture believe this is the most cost-effective approach to best utilise the available space for the specified construction budget to maximise the skate terrain on offer in the extension. The revised final concept design is provided.

#### **Attachment 6.5C**

The final concept design includes a “flow bowl” which varies from four (4) to six (6) feet in depth with a multitude of features including “roll-ins”, “extensions” and “pockets” which were frequently requested throughout the community engagement.

Due to site constraints, a “waterfall” was not possible, however a ‘saddle’ also known as a ‘pump bump’, has been incorporated into the design. This feature allows riders to pump for increased speed, replicating the experience of a “waterfall”. The “bowl” also includes a “channel gap” and “bank extension”.

A series of “street ledges” and an additional “quarter-pipe” were also added around the “bowl platform” to offer additional “street items” within the extension. Then a six (6) “stair with bank and handrail” connects the “bowl platform” with the pre-existing skatepark. This will allow riders to traverse between the old and new sections of the skatepark.

Next to the “stair set” will be terraced seating, bridging the old park with the new extension area, providing ample seating for users and spectators alike. At the top of the terraced seating is a shade shelter with additional seating.

This concept design will require the removal of two trees. The western tree casts very little shadow and is relatively small. The eastern tree is in good health and is situated in the prime location for the skatepark extension.

To retain this tree would require significant space to leave adequate clearance to the root zone. Retaining the trees in their current location will significantly downsize the footprint of the bowl and integrity of the design.

### **Consultation**

Community  
Rio Tinto Iron Ore  
Executive Leadership Team  
Manager Media and Communications  
Manager Roads and Civil Projects

### **Statutory environment**

*Local Government Act 1995*

*Section 3.57 (Tenders for providing goods or services)*

A local government is required to invite tenders before it enters a contract of a prescribed kind (which includes estimated price) under which another person is to supply goods or services.

### **Financial implications**

Included in the Carry Forward funds for the 2021-2022 Annual Budget is \$700,000 for the Tom Price Skatepark Upgrade, which includes \$400,000 from the Community Infrastructure and Services Partnership funds from Rio Tinto Iron Ore.

It should be noted an application from the Building Better Region Fund (Round Five (5)) for \$300,000 towards this project is still active with advice to be provided soon.

Should grant funding not be forthcoming, it is proposed the funds be drawn from the Future Projects Reserve Fund (currently unbudgeted).

### **Strategic implications**

Shire of Ashburton Strategic Community Plan 2017-2027 Living Life (2019 Desktop Review)

Goal 1	Vibrant and Active Communities
Objective 2	Sustainable Services, Clubs, Associations, and Facilities

Confirmed Minutes – Public Special Council Meeting 17 August 2021

Strategic Direction Prepare plans, programs and schedules which provide cost-effective access and optimisation of existing community facilities – and provide new or upgraded facilities to accommodate future needs.

Goal 4 Quality Services and Infrastructure

Objective 1 Quality Public Infrastructure

Strategic Direction Provide and maintain affordable infrastructure which serves the current and future needs of the community, environment, industry, and business.

**Risk management**

Risk has been assessed based on the Officer Recommendation.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan
Potential for contract dispute resulting in project delays, non-delivery of works and litigation	Possible (3)	Moderate (3)	Moderate (9)	<u>Project Time</u> Exceeds deadline by 15% of project timeline.	Controls as follows:  Comprehensive Technical Specification,  Mandatory on-site briefing during tender process,  Complete contract documentation from project start, and  Lump Sum Contract.
Potential for injury from poorly designed and built facilities.	Possible (3)	Major (4)	High (12)	<u>People</u> Lost time injury >30 days / temporary disability.	Ensure the facility is designed to the required standards and the construction specification and works completed meet these requirements.
Potential for expense overrun with the project.	Possible (3)	Minor (2)	Moderate (6)	<u>Project Expense</u> Exceed project budget by 15%	Lump Sum construction contract.  Contract upper limit of \$700,000 stated in Contract.

The following Risk Matrix has been applied:

Consequence Likelihood		Risk Matrix				
		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Adoption of this item has been evaluated against the Shire of Ashburton’s Risk Management Policy CORP5 Risk Matrix.

The inherent level of risk is “Moderate to High” due to the type of facility and the risk to people using the facility. It is not readily possible to reduce this risk due to the nature of the facility, and users of the facility taking risks which cannot be controlled. Shire officers will ensure works meet the necessary standards to minimise liability.

### Policy implications

#### *ADM08 – Community Engagement Policy*

Council is committed to engaging with the Shire of Ashburton community and recognises community engagement is about involving the community in decisions impacting them, noting community engagement does not mean achieving consensus, however it does involve seeking broad, informed agreement and the best possible solution for Council and community.

### Voting requirement

Absolute majority

### Councillor interest declarations

Cr L Rumble	Financial
Cr M Gallanagh	Financial
Cr M Lynch	Indirect Financial

### Additional

Ministerial approval has been granted for Cr L Rumble, Cr M Gallanagh and Cr M Lynch to fully participate in discussion and decision-making of this item.

**Officer recommendation**

That with respect to Tom Price Skate Park Upgrade – Phase Two (2) Final Concept Design, Council,

- a Endorses the final concept design as the preferred design, with an estimated budget of \$700,000, as included at Attachment 6.5C,
- b Requests the Chief Executive to proceed to tender for these works, and,
- c Should the Building Better Region Fund grant application not be successful (\$300,000), the funding shortfall will be drawn from the Future Projects Reserve.

**Council Decision 141/2021**

**Moved Cr M Lynch**  
**Second Cr M Gallanagh**

**That with respect to Tom Price Skate Park Upgrade – Phase Two (2) Final Concept Design, Council,**

- a Endorses the final concept design as the preferred design, with an estimated budget of \$700,000, as included at Attachment 6.5C,**
- b Requests the Chief Executive to proceed to tender for these works, and,**
- c Should the Building Better Region Fund grant application not be successful (\$300,000), the funding shortfall will be drawn from the Future Projects Reserve.**

**Carried 5/0**

**Council Decision            142/2021**

**Moved                            Cr R de Pledge**

**Second                          Cr M Lynch**

**That Council, at 2:11pm, pursuant to Clause 6.2 of the *Shire of Ashburton Standing Orders Local Law 2012* consider the following confidential items behind closed doors –**

**6.6    Award of Request for Quote – Community Lifestyle and Infrastructure Plan**

**Carried 5/0**

## 6.6 Award of Request for Quote – Community Lifestyle and Infrastructure Plan

<b>File reference</b>	AS.TE.05.07
<b>Author's name</b>	A Majid
<b>Author's position</b>	Director People and Place
<b>Author's interest</b>	Nil
<b>Authorising officer's name</b>	K Donohoe
<b>Authorising officer's position</b>	Chief Executive Officer
<b>Authorising officer's interest</b>	Nil
<b>Name of applicant / respondent</b>	Not applicable
<b>Date report written</b>	5 April 2021
<b>Previous meeting reference</b>	Not applicable

### Summary

A Request for Quotation (RFQ) for town planning and associated consultancy services was prepared and issued to several firms listed on the WALGA Preferred Supplier list, in accordance with the Shire's FIN12 Purchasing Policy.

Four submissions were received in response to the RFQ. An evaluation has been undertaken and an evaluation report has been prepared for Council's consideration.

Council is requested to endorse the assessment panel recommendation and authorise the Chief Executive Officer to award and enter a contract for the quoted services.

### Confidentiality

This report is confidential in accordance with section 5.23 of the *Local Government Act 1995* because it deals with matters affecting section 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."*



### **Councillor interest declarations**

Cr L Rumble	Financial
Cr M Gallanagh	Financial
Cr M Lynch	Indirect Financial

### **Additional**

Due to a lack of quorum at previous meetings, this item has been re-presented for Council's consideration.

Ministerial approval has been granted for Cr L Rumble, Cr M Gallanagh and Cr M Lynch to fully participate in discussion and decision-making of this item.

**Council Decision 143/2021**

**Moved Cr M Lynch**  
**Second Cr M Gallanagh**

**That with respect to the Award of Request for Quotation – Community Lifestyle and Infrastructure Plan, Council,**

- 1 Authorises the Chief Executive Officer to liaise with and inform Rio Tinto Iron Ore and the Pilbara Development Commission of the quotations obtained to determine what funding sources would be available to fund the quotations received to proceed to the next stage.**
- 2 Declines to Award Request for Quotation – Community Lifestyle and Infrastructure Plan until such time the funding arrangements have been confirmed pursuant to point one (1) above.**
- 3 Notes the Draft Project Working Group Terms of Reference and endorses the document accordingly to be used as a tool to guide the project once initiated, pursuant to point one (1) above, as included at Attachment 6.6B.**

**Carried 5/0**

Council moved out from behind closed doors at 2:14pm.

One (1) member of the media returned.

On behalf of the Presiding Member, K Donohoe read aloud the Council decisions made behind closed doors.

## **7 Closure of meeting**

There being no further business, the Presiding Member closed the meeting at 2:15 pm.

**Attachments (not for inclusion with Agenda print)**

Confidential Attachment 6.1C .....	15
Attachment 6.1A .....	20
Attachment 6.1B .....	20
Attachment 6.2A .....	28
Confidential Attachment 6.2B .....	29
Attachment 6.5A .....	48
Attachment 6.5B .....	49
Attachment 6.5C .....	50