



# Agenda

Ordinary Council Meeting

Tuesday, 21 May 2024

Date:	Tuesday 21 May 2024
Time:	2:00pm
Location:	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow
Distribution Date:	Thursday 16 May 2024



**Shire of Ashburton  
Ordinary Council Meeting**

Please be informed an Ordinary Council Meeting will be held at 2:00pm on Tuesday 21 May 2024 at Council Chambers, Onslow Shire Complex, Second Avenue, Onslow.

A handwritten signature in black ink that reads "Kenn Donohoe".

Kenn Donohoe  
Chief Executive Officer  
16 May 2024

**Disclaimer**

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

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# 1 Declaration of Opening

The Presiding Member declared the meeting open at [enter time](#).

## 1.1 Acknowledgement of Country

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

# 2 Announcement of Visitors

To be informed at the meeting.

# 3 Attendance

## 3.1 Present

Elected Members:	SP A Smith Cr K White Cr R De Pledge Cr L Rumble JP Cr M Lynch Cr B Healy Cr R Kapor	Shire President  Deputy Shire President, Onslow Ward Ashburton-Tablelands Ward Paraburdoo Ward Tom Price Ward Tom Price Ward Tom Price Ward
Employees:	K Donohoe J Sangster C McGurk D Kennedy A Johnston J Bray A Furfaro B Van Rensburg	Chief Executive Officer Deputy Chief Executive Officer Director Community Development Director Corporate Services Manager Media and Communications Manager Governance Governance Officer Council Support Officer
Guests:	<a href="#">Enter names</a>	
Members of Public:	There were <a href="#">enter number</a> members of the public in attendance at the commencement of the meeting.	
Members of media:	There were <a href="#">enter number</a> 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 21 May 2024 to 21 May 2024
Cr A Sullivan	Paraburdoo Ward	From 21 May 2024 to 21 May 2024

## **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 16 April 2024**

##### **Officer Recommendation**

That the Minutes of the Ordinary Council Meeting held 16 April 2024 (Item 10.1.1 Attachment 1) be confirmed as a true and accurate record.

### **10.2 Receipt of Committee and other Minutes**

#### **10.2.1 Minutes Of The Community Grants Committee Meeting Held On 16 April 2024**

##### **Officer Recommendation**

That the Minutes of the Community Grants Committee Meeting held 16 April 2024 (Item 10.2.1 Attachment 1) be received.

#### **10.2.2 Minutes Of The Tom Price Sporting Working Group Meeting Held On 7 May 2024**

##### **Officer Recommendation**

That the Minutes of the Tom Price Sporting Working Group Meeting held 7 May 2024 (Item 10.2.2 Attachment 1) be received.



## 11 Recommendations from Committee

### Audit And Risk Management Committee Meeting held on 21 May 2024

#### AR.1 Audit Log Status Update

<b>File Reference</b>	CM52
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	J Bray, Manager Governance
<b>Authorising Officer</b>	J Sangster, Deputy Chief Executive Officer
<b>Previous Meeting Reference</b>	Audit and Risk Management Committee 20 February 2024 - Item 6.1
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. Audit Log Pending Items - April 2024

#### Report Purpose

Council is required to review the Audit Log actions.

The purpose of this report is to provide Council oversight of the implementation of actions resulting from internal audits and external reviews.

Council is requested to receive the Audit Log status updates.

#### Background

The Chief Executive Officer (CEO) is required to ensure adequate systems and processes are established for the effective management and control of the Shire.

Internal audits and external reviews are examples of methods Council may use to ensure sound management of the Shire is occurring.

Following the finalisation of an internal audit and/or external review, recommendations are included in the Audit Log to ensure progress is monitored and recorded.

#### Comments

This report covers the period 30 January 2024 to 29 April 2024.

No issues have been closed since the last report due to the vacancy in the Shire’s Internal Auditor position.

#### Internal Audit

A summary of the progress on the implementation of internal audit recommendations is provided in the following table.

There are 141 issues open across various processes as of 29 April 2024. All actions for the Building Permit Application Process have been completed therefore, ongoing reporting will cease on this topic.

Internal Audit Topics	Not Started		In Progress		Validated		Total Items		Total Open	
	29 Apr	29 Jan	29 Apr	29 Jan	29 Apr	29 Jan	29 Apr	29 Jan	29 Apr	29 Jan
Review of 2019 FMR	0	0	3	3	1	1	4	4	3	3
Procurement	1	1	1	1	18	18	23	23	5	5
Risk Management	3	3	12	12	4	4	19	19	15	15
Grants Management	10	10	0	0	1	1	11	11	10	10
Records Management [21]	2	2	3	3	10	10	15	15	5	5
Records Management [22]	7	7	6	6	19	19	32	32	13	13
Cyber Security	4	4	16	16	3	3	23	23	20	20
Business Continuity, Disaster Recovery and Incident Management	20	20	3	3	3	3	26	26	23	23
<b>Building Permit Application Process</b>	0	0	0	0	26	26	26	26	0	0
Contract Management	0	0	7	7	10	10	17	17	7	7
Fraud and Corruption	9	9	8	8	10	10	27	27	17	17
Payroll & HR	1	1	5	5	2	2	8	8	6	6
Regulation 17-2023	5	5	12	12	12	12	29	29	17	17
<b>Totals</b>	<b>62</b>	<b>62</b>	<b>76</b>	<b>76</b>	<b>119</b>	<b>119</b>	<b>260</b>	<b>260</b>	<b>141</b>	<b>141</b>

No recommendations have been completed since last reported to the Audit and Risk Management Committee on 20 February 2024.

Financial Audits

A summary of the progress on the implementation of financial audit recommendations is provided in the following table.

There are 15 issues open across various processes as of 29 April 2024.

Internal Audit Topics	Not Started		In Progress		Validated		Total Items		Total Open	
	29 Apr	29 Jan	29 Apr	29 Jan	29 Apr	29 Jan	29 Apr	29 Jan	29 Apr	29 Jan
Financial – 30 June 2016/17/18	0	0	0	0	3	3	3	3	0	0
Financial – 30 June 2019	0	0	0	0	4	4	4	4	0	0
Financial – 30 June 2020	0	0	0	0	5	5	5	5	0	0
Financial – 30 June 2021	1	1	0	0	8	8	9	9	1	1

Financial – 30 June 2022	1	1	0	0	5	5	6	6	1	1
Financial – 30 June 2023	5	5	0	0	0	0	5	5	5	5
IT General Controls 2020/2021 & 2021/22	3	3	5	5	2	2	10	10	8	8
<b>Totals</b>	<b>10</b>	<b>10</b>	<b>5</b>	<b>0</b>	<b>27</b>	<b>27</b>	<b>42</b>	<b>42</b>	<b>15</b>	<b>15</b>

No recommendations have been completed since last reported to the Audit and Risk Management Committee on 20 February 2024.

**Note:** Full Audit Log attached (Attachment 1) shows only the actions pending.

**Consultation**

Nil

**Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

- Strategic Objective            4. Performance - We will lead the organisation, and create the culture, to deliver demonstrated performance excellence to the community.
- Strategic Outcome            4.6 Visionary community leadership with sound, diligent and accountable governance
- Strategy                         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	Compliance failures if areas identified for improvement are not addressed.	Possible (3)	Major (4)	High (10-16)	Implement process improvements as a result of internal audits/external reviews and provide regular progress reporting to the Audit and Risk Management Committee.

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

**Voting Requirements**

Simple Majority

**Committee Recommendation**

That with respect to Audit Log Status Update, the Audit and Risk Management Committee recommends that Council, receives the updated Audit Log.

**AR.2 Procurement Internal Audit - February 2024**

<b>File Reference</b>	CM52
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	D Weerasingha, Internal Auditor
<b>Authorising Officer</b>	J Sangster, Deputy Chief Executive Officer
<b>Previous Meeting Reference</b>	Ordinary Council Meeting 8 August 2023 - Item 6.2-150/2023 – Strategic Internal Audit Plan
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. Internal Audit over Procurement - February 2024

**Report Purpose**

Internal Audit over Procurement (IOAP) February 2024 has been scheduled to conduct per Strategic Internal Audit Plan in 3<sup>rd</sup> Quarter 2023-2024.

Council is requested to receive the Internal Audit over Procurement (IOAP February 2024 report (refer to Attachment 1).

**Background**

The *Local Government (Function and General) Regulation 1996* provides guidelines for local governments in relation to procurement activities. Purchasing activities should align to general principles of transparency, probity, good governance, and compliance.

Last such internal audit had been carried out in 2021 by M/S Moore Australia and issued the report on 22 April 2021.

Objective of IAOP is to assess the adequacy and effectiveness of established controls and compliance with applicable regulations.

**Comments**

This report presents the findings of the IAOP of the Shire for the period of 1 July 2021 to 30 November 2023 (referred to as the "engagement period").

The assessment of the adequacy and effectiveness of internal controls were conducted against the procurement control matrix developed by the Department of Local Government, Sport and Cultural Industries. The assessment results are showing under Annexure 1 to the report from page 13 to 25.

Significant findings are listed under finding sections as summarised in below table. Details of findings are showing from page 8 to 13.

The effectiveness of internal controls was evaluated for each finding based on the control's effectiveness matrix provided in the Shire adopted risk management framework showing on page 26.

S/N	Finding	Control Effectiveness	Target Date of Completion
1	Inadequate procurement risk assessment	Adequate	Dec 2024
2	Inadequate quotations	Adequate	June 2024
3	No previous experience records maintained/ considered in evaluation	Adequate	Dec 2024
4	Inadequate financial evaluation in RFT	Adequate	Dec 2024
5	Frequent variations requests	Adequate	Aug 2024
6	Untraceable RFT exemptions	Adequate	Aug 2024
7	Inadequate refresher training	Adequate	Feb 2025

All actions are pending to be completed and target dates to complete are shown above.

Please see the attached full report for complete details on findings, implications, recommendations, agreed corrective actions and target completion date.

**Consultation**

As per the adopted Strategic Internal Audit Plan, the consultation framework is shown below:

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
<b>Audit Engagements</b>						
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**

[Council Policies » Shire of Ashburton](#)

Nil

**Financial Implications**

Current Financial Year

Nil

Future Financial Year(s)

Nil

**Legislative Implications**

Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* states:

*“The CEO is to- undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government with the results of those reviews.”*

**Risk Management**

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Compliance failures if areas identified for improvement are not addressed.	Possible (3)	Major (4)	High (10-16)	Implement process improvements as a result internal/external reviews and provide regular progress reporting to the Audit and Risk Management Committee.

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

**Voting Requirements**

Simple Majority

**Committee Recommendation**

That with respect to the Procurement Internal Audit – February 2024, the Audit and Risk Management Committee recommends that, Council, receives the report, as detailed in Attachment 1.



**AR.3 Review of Council Policy - Risk Management**

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

**Report Purpose**

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

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

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

**Background**

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

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

**Comments**

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

- Safeguard the Shire from strategic threats
- Prevent loss of life or injury
- Safeguard the Shire’s reputation
- Protect assets and resources
- Ensure delivery of community services meeting expectations
- Minimise legal liabilities
- Prevent disruption to Shire operations
- Prevent financial losses, including theft and fraud
- Ensure timely, budgeted, and quality project delivery.

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

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

The new policy provides comprehensive overarching guidance to Council and staff and is complemented by Risk Management Procedures (under development), collectively forming the Shire’s new Risk Management Framework, which aligns with the AS/NZS ISO 31000:2018 standard. It outlines the role of the Audit and Risk Management Committee and Council in risk management at the Shire.

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

Date	Action
8 April 2024	Draft Risk Management Policy and plans circulated to Executive Leadership Team (ELT) and Middle Management Group (MMG)
16 April 2024	Risk management training session with Council
17 April 2024	Risk management training session with staff
16 May 2024	Risk Management Policy review considered by the Audit and Risk Management Committee and Council
July 2024 (TBC)	Strategic Risk Workshop – ELT
July 2024 (TBC)	Strategic Risk Workshop – Council
July 2024 (TBC)	Enterprise/Operational Risk Workshop/s – ELT, MMG and key staff
20 August 2024	Strategic Risk Plan and Register to be considered by the Audit and Risk Management Committee and Council
September 2024 (TBC)	Enterprise/Operational Risk Plan and Register to be considered by the Chief Executive Officer/ELT

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

**Consultation**

The proposed policy was circulated to the Executive Leadership Team and Middle Management Group for comment.

The policy was also considered by the Shire’s (Audit, Risk and Compliance Improvement Technical Advisory Group).

**Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

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

**Council Policy**

[Council Policies » Shire of Ashburton](#)

The proposed Council Policy – Risk Management will replace the current policy.

**Financial Implications**

Current Financial Year

Nil

Future Financial Year(s)

Nil

**Legislative Implications**

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

**Risk Management**

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

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

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

**Voting Requirements**

Simple Majority

**Committee Recommendation**

That with respect to the review of Council Policy – Risk Management, Council, adopts the new Council Policy – Risk Management as detailed in Attachment 1, which replaces the current policy detailed in Attachment 2.

## 12 Office of the Chief Executive Officer Reports

### 12.1 Mineral Resources Limited's Onslow Iron Project - Latest Onslow-Peedamulla Road Deviation Alignment and Proposed Additional Road Closures.

<b>File Reference</b>	RD.1016 & ED01
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	J Hunter, Coordinator Planning and Lands
<b>Authorising Officer</b>	J Sangster, Deputy Chief Executive Officer
<b>Previous Meeting Reference</b>	Ordinary Council Meeting 14 June 2022 - Item 13.2 – 076/2022 Ordinary Council Meeting 13 December 2022 - Item 13.2 – 176/2022 Ordinary Council Meeting 12 December 2023 - Item 14.2 – 236/2023
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Final and previous alignment</li> <li>2. Proposed additional road closures (enlarged)</li> <li>3. Proposed additional road closure (zoomed out)</li> <li>4. Pastoral Lease consent letter - Confidential</li> </ol>

#### Report Purpose

Council is required to consider the latest amendments/final design for the Onslow-Peedamulla Road realignment and additional road closures.

The purpose of this report is to provide background information for Council regarding matters related to the proposed haul road, particularly regarding the deviation of the Onslow-Peedamulla Road and the additional road closures.

Council is requested to provide support for the final design/alignment of the proposed deviation of Onslow-Peedamulla Road and the additional road closures, authorising the required actions for the Shire to have this executed through the Department of Planning Lands and Heritage, as set out within the Land Administration Act and Regulations.

#### Background

As Council is aware, as part of Mineral Resources (MinRes) Onslow Iron Project, iron ore is proposed to be transported from their mine 150 km east of Onslow, via a haul road, to be exported out of the Port of Ashburton.

As a part of the development of this haul road, part of the existing Onslow-Peedamulla Road is to be deviated, and several “paper roads” (roads that appear on the survey plans, however, have never been constructed or utilised) are to be closed.

At its Ordinary Council Meeting on 13 December 2022 Council considered the proposed deviation of Onslow-Peedamulla Road as well as the closure of several paper roads.

Council resolved to provide in-principal support for the taking of land for the deviation of Onslow-Peedamulla Road reserve and to dedicate this land as a road under Section 56 of the *Land Administration Act 1997* and authorise the Chief Executive Officer to make request to the Minister for Lands pursuant to Section 58 of the *Land Administration Act 1997* to close the sections of roads identified for closure. Figure 1 and 2 below illustrates an overview of what was previously supported by Council at its meeting on 13 December 2022.

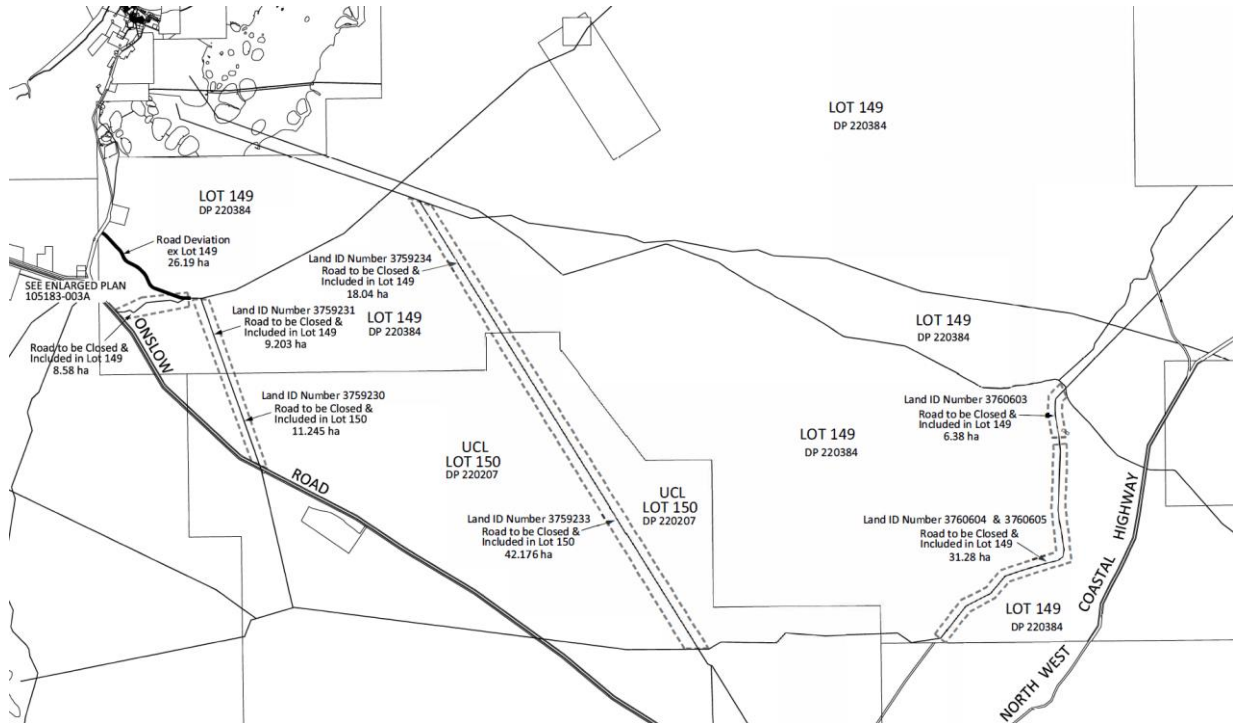


Figure 1

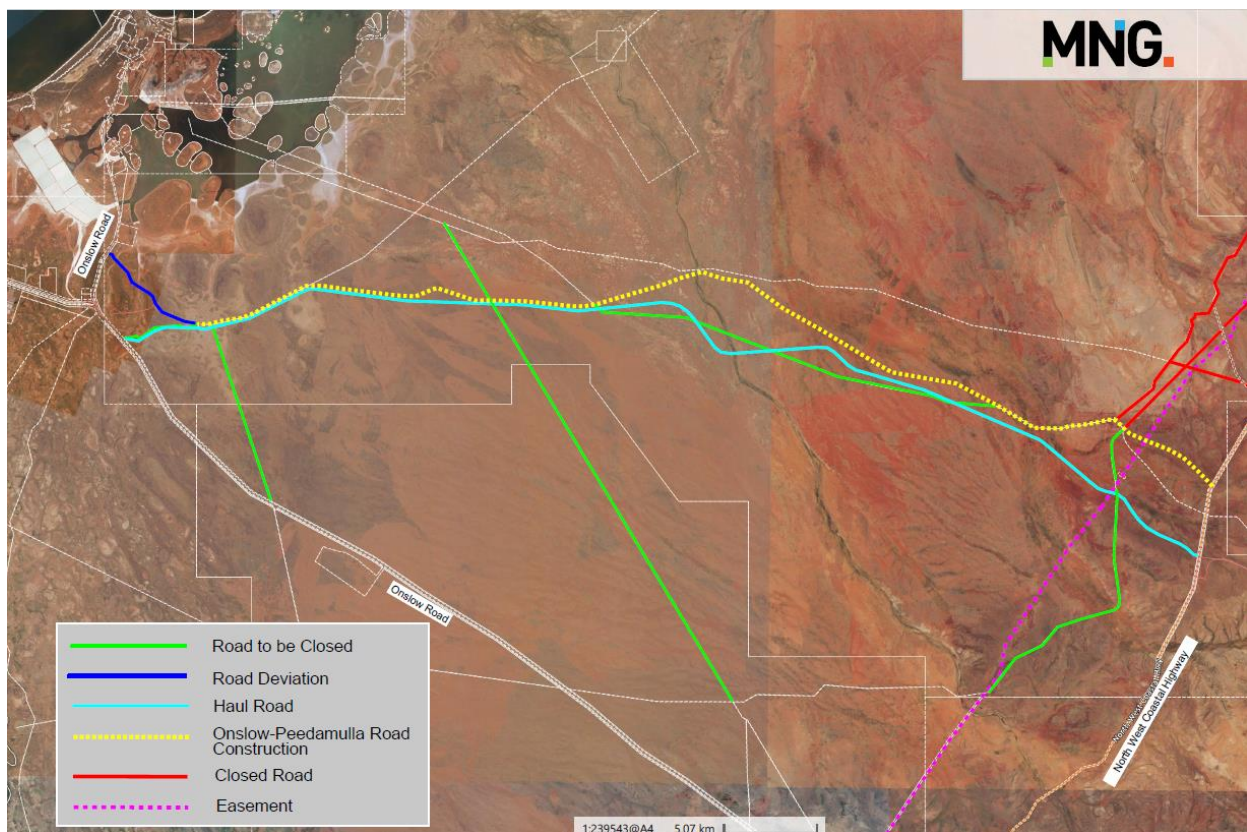


Figure 2

**Comments**

Since this time, it is understood that Mineral Resources has updated the Onslow- Peedamulla Road deviation alignment slightly as a result of the finalisations to the detailed road designs. A map illustrating the previous road deviation alignment, overlaid with the latest alignment is provided in **Attachment 1** with the latest/final alignment shown as a dashed blue line, while the previous alignment being solid green.

Although minor, this change still needs to be considered by Council and follow the same process as the previous alignment.

Additionally, dedicated roads within the Dampier to Bunbury Natural Gas Pipeline (DBNGP), being Lot 198 on DP 215507 and Lot 226 on DP 220820 are situated between PIN 11729726 (Land ID 3760603) and PIN 11729727 (Land ID 3760604), (as depicted in green in **Attachment 2** and **Attachment 3**) both of which are under consideration for road closure.

Accordingly, Lot 198 on DP 215507 and Lot 226 on DP 220820 within the DBNGP should be considered within the dealing in its entirety. The table below provides a summary of the proposed land tenure amendments.

Subject land (PIN or Lot on DP)	Area (Ha) approx.	Proposed tenure
<b>Road Dedication (surrender of Pastoral Lease)</b>		
Portion of Lot 149 on Deposited Plan 220384 (Peedamulla Pastoral Lease N050350)	27.5	Dedicated Road (Onslow Peedamulla Road)
<b>Road Closures</b>		
Portion of 11728420 – Onslow Peedamulla Rd)	36.2	amalgamated into Peedamulla Pastoral Lease N050350
Portion of 11728421	116.9	Unallocated Crown Land (UCL)
11728422	9.2	amalgamated into Peedamulla Pastoral Lease N050350
11728424	43.2	UCL
11728425	18	amalgamated into Peedamulla Pastoral Lease N050350
11729726	6.4	amalgamated into Peedamulla Pastoral Lease N050350
11729727	13.3	amalgamated into Peedamulla Pastoral Lease N050350
11729728	19.8	amalgamated into Peedamulla Pastoral Lease N050350
Lot 226 on DP 220820 comprised within LR3118-53, dedicated road within the BDNGP	0.2	amalgamated into Peedamulla Pastoral Lease N050350
Lot 198 on DP 215507 comprised within LR3115-180, dedicated road within the BDNGP	0.1	amalgamated into Peedamulla Pastoral Lease N050350

It should be noted that the amalgamation of the of the proposed closure of roads could incur additional rental costs for the addition of land to the pastoral lease.

Mineral Resources has acquired consent from the pastoral lease holders as per **Attachment 4**.

**Consultation**

Mineral Resources  
 Department of Planning, Lands and Heritage  
 Executive Manager Land, Property and Regulatory Services  
 Director Infrastructure Services  
 Development Control Unit Working Group (Internal)

**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	2 Manage roads, pathways, and other transport infrastructure according to need and use.

**Council Policy**

[Council Policies » Shire of Ashburton](#)

Nil

**Financial Implications**

Current Financial Year

Nil – Any and all costs regarding the land tenure matters associated with the road dedication and closure, together with any and all costs associated with closing “paper roads” will be borne by the proponent – Mineral Resources Limited.

*“We confirm that MinRes is aware of the additional road closures required, the associated costs to those road closures and accepts any additional costs to facilitate tenure change.”*

Excerpt from correspondence from MinRes dated 23 February 2024.

Future Financial Year(s)

Nil

**Legislative Implications**

*Land Administration Act 1997*

Section 56 - outlines the process for dedicating land as a road.

Section 58 - outlines the process for closing roads, including advertising requirements.

**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)	Delays to Min Res resource project	Unlikely (2)	Minor (2)	Low (1-4)	Adopt Officers recommendation

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

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That with respect to the latest Onslow-Peedamulla Road Deviation Alignment and Proposed Additional Road Closures, Council,

1. Provide support for the taking of land for the deviation of Onslow-Peedamulla Road reserve as shown in Attachment 1 and to resolve to request the Minister for Lands dedicate this land as a road pursuant to Section 56 of the *Land Administration Act 1997*. As per the recent executed Road User Agreement the Shire of Ashburton will not be liable for any costs involved with the undertaking, including, surveying or Deposited Plan preparation of the new road reserve.
2. Subject to not receiving any objections after the advertising period, authorise the Chief Executive Officer to make request to the Minister for Lands pursuant to Section 58 of the *Land Administration Act 1997* to close the sections of roads identified for closure as shown in Attachment 2 and 3. If objections are received, an additional report will be presented to Council for consideration.
3. Indemnifies the Minister for Lands and Shire of Ashburton with regards to the above actions associated with the Onslow-Peedamulla Road realignment and authorises the Chief Executive Officer to sign a letter to be sent to the Department of Planning, Lands and Heritage, confirming that “The Shire of Ashburton agrees that it will indemnify and keep indemnified the State of Western Australia, the Department of Planning, Lands and Heritage and the Minister for Lands and hold them harmless from and against all liabilities, obligations, costs, expenses or disbursements of any kind including, without limitation, compensation payable to any party under the *Native Title Act 1993* (Cth) which may be imposed on, or incurred by the Indemnified Parties relating to or arising directly or indirectly from the surrender of portion of Peedamulla Pastoral Lease N050350 over Lot 149 on Deposited Plan 220384 for the realignment and dedication of Onslow-Peedamulla Road under to section 56 of the *Land Administration Act 1997*”.



## 12.2 Australian Local Government Association - National General Assembly, Bank closures across regional Australia

<b>File Reference</b>	ED01
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	I Bishop, Acting Director Infrastructure Services
<b>Authorising Officer</b>	K Donohoe, Chief Executive Officer
<b>Previous Meeting Reference</b>	Ordinary Council Meeting 13 June 2023 - Item 5.2 – 092/2023
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	Nil

### Report Purpose

Council is required to consider the impact to the community of no face-to-face banking services in the Shire of Ashburton and ongoing closures of banks across other regional and remote communities nationwide.

The purpose of this report is to inform the Local Government sector through the 2024 Australian Local Government Association National General Assembly (NGA) of the significant and ongoing impact of bank closures in regional and remote communities across Australia; and to seek support from the NGA to call upon the Australian Government to take action to redress the issue.

Council is requested to continue to support the Senate Inquiry into Bank closures across regional Australia and advocate at the 2024 NGA for the Australian Government to support the development of a feasibility study into the establishment of a Local Government Bank of Australia or alternative model for regional Australia.

### Background

The Shire continues to be a driving force of the Pilbara region and the West Australian economy, delivering 12% (approximately \$38.6 billion) of WA's Gross Regional Product in 2022. Despite this immense economic contribution, the Shire's towns, like many Australian regional and remote towns, have been losing essential services including banking. The Tom Price Westpac Bank branch, the only bank in the Shire, closed in 2022. There is now no physical banking presence across the entire Shire. Access to financial services is a vital component of the liveability of regional and remote communities.

In March 2024, BankWest announced closure of all 60 of its branches across Western Australia by the end of the 2024, which results in another 17 regional communities losing face-to-face services. The Australian Prudential Regulation Authority stated in December 2023, that more than 2100 Australian bank branches have closed across the country since 2017, with regional areas suffering a 34% loss in branches and the number of ATMs across the country also reducing by 50% in regional areas. In 2023 alone, 420 bank branches have closed nationally.

In November 2022, Tom Price community members and representatives from the business community joined the Shire of Ashburton for an open discussion on the closure of the Westpac Bank and the significant impact on the community.

A community bank model was discussed. Bendigo Bank was invited to discuss their community bank model however Bendigo Bank advised that it was not a commercially viable option.

### National Attention

The impact of bank closures in regional Australia is being assessed at a national level. The issue has been at the centre of an Australian Government taskforce review and is currently under a formal Senate Inquiry.

### **Regional Banking Taskforce (2022)**

The Local Government sector was represented by the Australian Local Government Regional Banking Taskforce, which brought together banks and other relevant parties to share information, assess the impact. Final report can be found here:

[Regional Banking Taskforce - Final Report](#)

### **Australian Government Inquiry - Bank closures in regional Australia (Current)**

The Shire of Ashburton provided the attached submission to the Australian Government's Senate Standing Committees on Rural and Regional Affairs and Transport, Bank Closures in Regional Australia Inquiry.

[https://www.aph.gov.au/Parliamentary\\_Business/Committees/Senate/Rural\\_and\\_Regional\\_Affairs\\_and\\_Transport/BankClosures](https://www.aph.gov.au/Parliamentary_Business/Committees/Senate/Rural_and_Regional_Affairs_and_Transport/BankClosures)

The Shire of Ashburton provided a second submission (below) to the Australian Government's Senate Standing Committees on Rural and Regional Affairs and Transport - Bank Closures in Regional Australia Inquiry in March 2024 at the Tom Price Public Hearing into Bank Closure in Regional Australia.

[Strategic Plans » Shire of Ashburton](#)

### **Australian Local Government Association National General Assembly (June 2023)**

Motion 123 made by the Snowy Valley Council, NSW states that:

"This National General Assembly calls on the Australian Government to set in place appropriate legislation to ensure access to 'face to face' financial transactions through banks and/or building society branches in rural and regional areas across Australia"

### **Comments**

The Banking Royal Commission's final report in February 2019, amongst several other compelling statements, headlined that many Australians do not have adequate access to basic financial services. The social, financial and economic impact of this accelerating inequality effects:

- Vulnerable members of our community
- Aboriginal peoples and their communities
- Sustainability and productivity of businesses
- Community safety, participation and wellbeing
- Survival of community groups and clubs
- Access to credit and other core financial services including insurance
- Reliance on technology already compromised due to the regional digital inclusion gap

The big four banks and large Community Bank-based banks are collectively a dominant force in the Australian banking sector and as a result, competition is lacking, risk aversion is evident and human inequality is fostered.

With 'digital uptake and changing customer attitudes' and 'a new branch would not be feasible' espoused as reasons for bank closures, the issue of social license is now at the forefront. With nearly 7 million people (approximately 28% of the population) living in regional and remote Australia, there is an urgent need to develop a practical and pragmatic solution that provides essential financial services, carries a more relevant risk profile, leverages not only the social license and tangible community trust afforded to the LG sector but leverages the sector's mandate as a not-for profit organisation, governing local communities.

The possible participation of the LG sector in a regional financial services solution needs to be researched and modelled. Potentially manifesting as a Local Government Bank of Australia (the Bank), the primary purpose of the Bank would be to provide essential community banking services and facilitate investment in regional Australia. The Bank, guided by a social licence benefit and operating as a not-for-profit organisation could facilitate surplus funds reinvested back into local communities, and could be geared at higher risk levels to promote investment in regional communities, businesses, and the regions.

Having this essential service ensures that regional Australia remains a real and viable destination for businesses, employees, families, residents and visitors.

Key benefits to having Local Government as part of the solution to accessible, relevant banking and financial services include:

- Funding reinvestment: profits can be invested back into local community assets and projects.
- Liveability: address the long-term impact of bank closures and centralisation, and the erosion of regional Australian's quality of life.
- Regional equality and accessibility: closing the financial inclusion gap, changing the risk profile of banking services, increasing financial literacy and access to information, products, and services.
- Business and economic growth: access to credit, advice, and relationship banking
- Insurance: fundamentally changing the unattainable goal of asset protection and wealth creation both financially and practically – a scalable and more equitable platform; and providing alternative insurance options for communities and businesses in regional locations
- Workforce stability: attracting skilled migrants and people from metro and peri-urban areas to relocate to regional Australia. Leveraging the trend to move to regional Australia and improving the regional experience whilst addressing the crisis of regional workforce shortages.
- Utilising and leveraging existing local government assets in regional communities.
- Providing a competitive advantage to the banking sector.

Regional and remote communities must not be marginalised and discriminated against due to their postcode and locality. There are innovative banking models used throughout the world that demonstrate that a structured solution is achievable and viable.

In regional Australia, LGAs already have the core elements in place – social license and the governance mandate, scalability, infrastructure, partnerships, expertise, capacity, and capability to resolve this escalating issue and in doing so, the LG sector can enable unprecedented social, community and economic reform across the nation.

Council aims to seek the support of local government’s Australia-wide to consider an alternative community-centric financial services model. A model that provides regional communities with what they need and draws on the sector to be agile and innovative in how it can invest in community. Council, through the 2024 Australian Local Government Association National General Assembly will advocate for the Australian Government to consider leading a feasibility study for a new community platform for banking services and investment across regional Australia.

**Consultation**

The following groups and entities have been engaged in the discussions relating to regional bank closures and future action:

- Ashburton Economic and Tourism Development Committee
- SoA Community Forum for Bank Closures
- Pilbara Chief Operating Group
- West Australian Local Government Association
- Australian Local Government Association
- Pilbara Zone

**Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	3. Prosperity - We will advocate and drive opportunities for the community to be economically desirable, resilient, and prosperous.
Strategic Outcome	3.4 Sustainable commerce and tourism opportunities
Strategy	2 Ensure Shire processes support the development of strong and sustainable local business opportunities.

**Council Policy**

[Council Policies » Shire of Ashburton](#)

Nil

**Financial Implications**

Current Financial Year

Nil

Future Financial Year(s)

Nil

**Legislative Implications**

Nil

**Risk Management**

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	There is a risk to the Council's reputation if we do not act as the trusted voice for the region on important social and economic issues.	Possible (3)	Moderate (3)	Moderate (5-9)	Endorsing the officers recommendation will ensure the Shire leads further action advocating on behalf of the community.

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

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That with respect to the impact of the closure of the Shire of Ashburton's last bank in 2022, and the ongoing closure of bank branches across regional and remote communities across Australia, that Council requests at the 2024 Australian Local Government Association National General Assembly that the Australian Government undertakes a feasibility study into the establishment of a Local Government Bank of Australia, or similar, to deliver face to face banking services in regional Australia.

### 12.3 Tom Price Hospital Campaign Phase Two Costing Analysis

<b>File Reference</b>	PH11
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	A Johnston, Manager Media and Communications
<b>Authorising Officer</b>	J Sangster, Deputy Chief Executive Officer
<b>Previous Meeting Reference</b>	Ordinary Council Meeting 16 April 2024 - Item 18.3
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. Tom Price Hospital Campaign Phase Two Advertising and Collateral Costing Analysis - Confidential

#### Report Purpose

Council is required to approve the expenditure of \$77,866 for phase two of the Tom Price Hospital Advocacy Campaign from the Annual Budget, code MC23501, Consultancies.

The purpose of this report is to request Council to consider approval of phase two for the Tom Price Hospital Advocacy Campaign to the value of \$77,866 (excl. GST). The expenditure for the phase two includes earned and paid media initiatives, print, social media advertising, advertising, television, radio, mobile billboards, and consultancy fees for implementation of phase two of the Tom Price hospital advocacy campaign, “Bandages Won’t Fix Broken Promises”.

#### Background

In February 2021, the State of Western Australia, Rio Tinto Iron Ore (RTIO) and the Shire of Ashburton (the Shire) gave commitments to developing the Tom Price hospital. A commitment of \$32.8 million was given to the construction of the project which was expected to develop in the short term after the completion of the Newman Hospital. \$20 million of this capital investment was to be committed through RTIO.

The Shire’s contribution was to make available a portion of vacant land bordered by East Road, Poinsettia and South Street to the WA Country Health Services to build the hospital on.

#### Comments

Three campaign phases have been established, aiming to pressure the WA Government and Minister for Health to deliver the promised Tom Price Hospital from secured funding in the State Budget.

The three phases are outlined below.

#### Phase One: To the State Budget – Complete

Objective: Pressuring WA Government to deliver the promised hospital with funding in the State Budget.

In April 2024, Council endorsed expenditure of \$140,672.40 (incl. GST), initiating phase one of the advocacy campaign.

Phase one of the campaign launched on 22 April 2024, with the campaign “Bandages Won’t Fix Broken Promises.” This included full and half page print advertisements weekly in The West Australian and Pilbara News, paid advertising, mobile billboards, Facebook advertising and radio advertisements on 6PR.

As a result of the phase one campaign, the following results have successfully been produced, creating conversation and traction to the campaign from metro and regional audiences.

Outlined below are the quantitative statistics as of noon on 9 May 2024, highlighting Facebook likes/followers, media hits (6PR, Seven News), DoGooder letters sent and scans on the QR code:

- Following on the Build the Tom Price Hospital Facebook Page: 420 followers, 177 likes.
- Media hits (6PR, Seven News); 22 media mentions between 16 April 2024 and noon 9 May 2024 relevant to the campaign, excluding advertising mentions on 6PR.
- One Regional Channel 7 News mention.
- QR code scans: 87 scans on the QR code linking to the DoGooder page (this is from any newspaper collateral or print posters being distributed).
- DoGooder letters sent: 176 letters sent to the Minister for Health and the State Government.

There has also been numerous qualitative results, as of noon 9 May 2024:

- On day two of the campaign launch, The Premier was asked directly about the campaign on ABC Perth radio based off the full-page advertisement in The West Australian, becoming an important agenda item and interest.
- Week two, Channel 7 Regional News ran a news bulletin about the campaign and how it’s affecting the Tom Price community, interviewing Shire President, Audra Smith and Chief Executive Officer, Kenn Donohoe.
- On Thursday, 2 May 2024, the Minister for Health was questioned on ABC Pilbara about the Tom Price Hospital campaign, with a hard-hitting response and commentary about the campaign.
- Over 100 letters have been sent to the Minister through the DoGooder campaign link. This has been actioned from both regional and metro populations.
- On Tuesday, 7 May 2024, a successful community information night was held at Clem Thompson Pavilion in Tom Price, resulting in over 60 attendees and attendance from community members and guest the Hon. Melissa Price MP. There were positive conversations and feedback throughout town as a result of the event.

It’s also the combined efforts of the community wanting to be involved in professional imagery for advertising purposes, videos sharing their personal story and individuals willing to be interviewed on Channel 7 News. This is a joint effort which highlights the success of phase one to the Pilbara region and beyond and reinforces the comradery of the Tom Price community.

**Phase Two: State Budget to End of Financial Year (EOFY)**

Objective: Pressuring the WA Government to release the tender for the construction of the hospital.

Outlined in Attachment 1, a proposed costing analysis and media schedule has been developed to outline the marketing mixes which will be adopted from the State Budget to End of Financial Year (EOFY), costing \$77,866.

The expenditure covers marketing collateral for newspaper material with The West Australian and Regional papers, radio ads with 6PR, Facebook and Instagram social media campaigns, DoGooder letter writing to Members of Parliament tool subscription and mobile billboards.

This cost also includes campaign implementation and management from SEC NewGate at \$10,750 for professional services during May and June 2024.

Based on the State Government budget announcement on Thursday, 9 May 2024, which outlined an allocation of \$77,000 for the Tom Price Hospital in expenditure for the 2024/25 financial year, has left the Shire and its constituents disappointed.

Phase two will commence following Council’s endorsement. If approved, the total campaign expenditure will be \$226,325.00 (incl. GST).

**Phase Three: EOFY and beyond**

Objective: Holding the WA Government accountable to construction and delivery.

Phase three is proposed to commence following the end of the 2023/2024 financial year and will be subject to Council approval through the Annual Budget process.

**Consultation**

Sec NewGate – Consultant chosen for development of advocacy campaign.

**Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

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

**Council Policy**

[Council Policies » Shire of Ashburton](#)

Council Policy – Communications and Media

The Communications and Media Policy guides the use of media delegations for media enquiries regarding the Tom Price Hospital new stories. This policy also outlines correct information sharing online on behalf of the Shire of Ashburton.



**Financial Implications**

Current Financial Year

Progressing phase two of the advocacy campaign is costed at \$77,866 (excl. GST) and is reliant on funds being transferred from MC24008 Branding and Promotion to MC23501 Consultancies.

The total cost of phase one and two will be \$226,325.00 (incl. GST).

Future Financial Year(s)

Funds to cover phase three will be listed for consideration in the 2024/2025 budget.

**Legislative Implications**

Nil

**Risk Management**

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
People	Lack of confidence in Council's commitment to advocating for community health outcomes.	Likely (4)	Major (4)	Moderate (5-9)	Council considers a different approach while considering the overall long term impact on the community and Shire.
Financial impact	The possibility of not achieving the desired outcome despite the financial investment.	Likely (4)	Major (4)	Moderate (5-9)	Minimising marketing ad spend to reduce the overall cost will result in less impact and attention to the Minister for Health. Implementing a thorough and data-driven campaign strategy with defined objectives and phases with key dates and timelines can help manage campaign outcomes.

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

**Voting Requirements**

Absolute Majority

**Officer Recommendation**

That with respect to the Tom Price Hospital Campaign Phase Two Costing Analysis, Council,

1. Approves Phase Two with an expenditure of \$77,866, as detailed in Attachment 1.
2. Approves the following budget amendment:
  - a. Decrease MC24008 Branding and Promotion by \$77,866, and
  - b. Increase MC23501 Consultancies by \$77,866.

## 13 Corporate Services Reports

### 13.1 Monthly Financial Statements - April 2024

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

#### Report Purpose

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

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

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

#### 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).

The following 2023-2024 budget amendments are recommended.

GL / Job No	GL / Job No Description	Current Budget	Amendment	Revised Budget	Reason
FX30401	Sports Facilities – Renewal				RFQ 02.24 MPC Refurb for Onslow MPC Separable Portion 1 & 2 has come over budget and requires additional funds to proceed
X3437	Onslow MPC Refurb / Painting	\$110,000	\$14,660	\$124,660	

GL / Job No	GL / Job No Description	Current Budget	Amendment	Revised Budget	Reason
FX31401  X3442	Parks and Recreation - Renewal  Peter Sutherland Cricket Pitch + Enclosure Maintenance	\$85,000	(\$14,660)	\$70,340	Works have come under budget and available to reposition
IC31302  X3591	Drainage Upgrade –  Onslow Ocean Outfalls	\$765,187	\$100,000	\$865,187	RTF 03.24 received, assessed and rejected. Project being re-costed. Based on Tenders received additional funds required as contingency.
IC313010  X3593	Drainage Renewal –  Onslow Stormwater Cleaning and Relining	\$500,000	(\$100,000)	\$400,000	RFT 02.24 assessment completed with Tender awarded under budget. \$100K savings identified.
TV30201  X3509	ICT Equipment – Renewal  Disaster Recovery Hardware Replacement	\$150,000	(\$90,000)	\$60,000	Change in priorities and requirements, savings identified to be reposition to CCTV proposed purchases
TV30203  X3624	ICT Equipment – New  Tom Price, LPR & Depot CCTV	\$0	\$45,000	\$45,000	CCTV with License Plate Recognition Cameras are required to record information to MRWA regarding heavy Vehicle usage and damage
TV30203  X3625	ICT Equipment – New  Beadon, LPR & Depot CCTV	\$0	\$45,000	\$45,000	CCTV with License Plate Recognition Cameras are required to record information to MRWA regarding heavy Vehicle usage and damage

GL / Job No	GL / Job No Description	Current Budget	Amendment	Revised Budget	Reason
FO253030 F0015	Administration Centres Onslow Administration - Facility	\$177,900	\$22,297	\$200,197	Urgent works required to repair tank leaks at the Onslow Admin Building, following defect reports on the Fire Water Tank from Wormald.
FO260305 F0398	Sports Facilities Onslow Bowls - Facility	\$13,862	(\$12,000)	\$1,862	Reduction in YTD expenditure – savings identified
FO260305 F0458	Sports Facilities Multi-Purpose Centre - Courts	\$63,350	(\$10,291)	\$53,059	Reduction in YTD expenditure – savings identified
PJ13005 I3539	Capital Funding – Recreation Major Projects Community Development Funds – Men’s Shed	\$0	(\$1,800,000)	(\$1,800,000)	Reinstatement of funding income to the budget, as project is now ready to commence.
PJ30443 X2328	Community Halls – New Onslow Men's Shed Construction	\$0	\$1,800,000	1,800,000	Reinstatement of Capex Budget, as project is now ready to commence.

**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**

Absolute Majority

**Officer Recommendation**

1. That with respect to Monthly Financial Statements, Council, in accordance with regulation 34 of the *Local Government (Financial Management) Regulations 1996*, accepts the Statement of Financial Activity, and associated documentation, for March 2024, as included at Attachment 1, and
2. Approve the following 2023-2024 budget amendments –
  - a. Increase FX30401 Sports Facilities – Renewal, Job X3437 Onslow MPC Refurb / Painting by \$14,660
  - b. Decrease FX31401 Parks and Recreation – Renewal, Job Peter Sutherland Cricket Pitch + Enclosure Maintenance by \$14,660
  - c. Increase IC31302 Drainage – Upgrade, Job X3591 Onslow Ocean Outfalls by \$100,000
  - d. Decrease IC313010 Drainage – Renewal, Job X3593 Onslow Stormwater Cleaning and Relining by \$100,000
  - e. Decrease TV30201 ICT Equipment – Renewal, Job X3509 Disaster Recovery Hardware Replacement by \$90,000
  - f. Increase TV30203 ICT Equipment – New, Job X3624 Tom Price, LPR & Depot CCTV by \$45,000
  - g. Increase TV30203 ICT Equipment – New, Job X3625 Tom Price, Beadon, LPR & Depot CCTV by \$45,000
  - h. Increase FO253030 Administration Centres, Job F0015 Onslow Administration – Facility by \$22,297
  - i. Decrease FO260305 Sports Facilities, Job F0398 Onslow Bowls – Facility by \$12,000
  - j. Decrease FO260305 Sports Facilities, Job F0458 Multi-Purpose Centre – Courts by \$10,297
  - k. Increase PJ13005 Capital Funding – Recreation Major Projects, Job I3539 Community Development Funds – Men’s Shed by \$1,800,000
  - l. Increase PJ30443 Capital Community Halls – New, Job X2328 Onslow Men’s Shed Construction by \$1,800,000

## 13.2 Monthly Schedule of Accounts Paid - April 2024

<b>File Reference</b>	FM03
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	T Dayman, Manager Finance
<b>Authorising Officer</b>	D Kennedy, Director Corporate Services
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. Schedule of Accounts Paid - April 2024

### Report Purpose

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

The purpose of this report is to present the:

- Schedule of Creditor Accounts Paid for April 2024,
- Trust Fund Payments for April 2024, and
- Corporate Credit Card and Payment Card Reconciliations for March 2024.

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

### 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 \$
<b><u>Municipal Fund</u></b>	
Electronic Funds Transfers	6,470,010.57
BPay/Credit Cards	250,918.85
Cheques	
Payroll	946,883.21
Bank Fees and Charges	4,565.23
<b><u>Municipal Fund Total</u></b>	<b>7,672,377.86</b>
<b><u>Trust Fund</u></b>	
Electronic Funds Transfers	0.00
<b><u>Trust Fund Total</u></b>	<b>0.00</b>
<b><u>Payment Cards</u></b>	
Credit Cards	16,148.42
Fuel Cards – Ampol	3,267.28
Fuel Cards – Viva / Shell	24,632.64
Fuel Cards – Wex Motorpass	53.70
Taxi Cards – Cabcharge	1,162.48
<b><u>Payment Cards Total</u></b>	<b>45,264.52</b>

**Consultation**

Executive Leadership Team  
Finance Team

**Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

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

**Council Policy**

Nil

**Financial Implications**

Current Financial Year

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

Future Financial Year(s)

Nil

**Legislative Implications**

*Local Government (Financial Management) Regulations 1996*

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

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

*Regulation 13A Payments by employees via purchasing cards.*

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

**Risk Management**

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

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

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

**Voting Requirements**

Simple Majority

**Officer Recommendation**

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

### 13.3 Differential Rates 2024-2025

<b>File Reference</b>	RV07
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	T Dayman, Manager Finance
<b>Authorising Officer</b>	D Kennedy, Director Corporate Services
<b>Previous Meeting Reference</b>	Ordinary Council Meeting 9 May 2022 - Item 12.7 – 077/2023
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. Objects and Reasons for Differential Rates 2024 - 2025

#### Report Purpose

Council as part of the annual budget process is required to determine the method of levying rates. Council has historically used Differential Rating in accordance with section 6.33 of the *Local Government Act 1995* (the Act).

The purpose of this report is to present to Council the Statement of Objects and Reasons for Differential Rates 2024-2025.

Council is requested to continue to use Differential Rating for the 2024-2025 financial year, endorse the 2024-2025 Statement of Objects and Reasons and provide public notice in accordance with section 6.36 of the Act.

#### Background

Council must determine the method of rating to be used each year for the district and, if using Differential Rates, have these advertised, prior to consideration of the budget.

Differential Rating is one method of a small number of methods available for Council to generate the funds required to meet the annual budget deficiency and must be undertaken using a series of legislatively set rules to ensure relative parity amongst all ratepayers is achieved.

Council has, since prior to 2005, used Differential Rating to distribute the rating effort.

Individual property valuations determine what proportion of the total rate requirements are met by each property owner and this proportion will change when a revaluation year occurs, or a property has significant alterations.

#### Comments

As referred to under the “Legislative Implications” section of this report, if the recommendation is adopted, the proposed differential rates will be advertised for a minimum of 21 days, and public submissions sought.

#### Rate Revenue

The adopted Long Term Financial Plan (LTFP) for 2024-2025 includes rate revenue of \$68,409,626. The once off \$13 million increase in rate revenue on the previous year is driven by the significant growth in Transient Workforce Accommodation facilities that have been constructed over the last 5 years and major developments occurring in the Onslow area.

The Shire’s Capital Works Program for 2024-2025 in accordance with the adopted LTFP will prioritise investment into the Onslow Airport Runway upgrade (\$50m), Onslow Streetscape development stage 1 (\$16m), staff accommodation strategy (\$17m), road infrastructure renewal (\$13m), Minna Oval Sports Pavilion (\$10m), Plant Replacement (\$1.8m) and swimming pool heating (\$1m).

Differential Rating

The following are the proposed Differential General Rates and Minimum Payments for the Shire of Ashburton for the 2024/2025 financial year, to be effective from 1 July 2024.

Rate Category	Rate in Dollar	Minimum Payment	Percentage of Revenue
<b>GRV Residential/Commercial/Industrial</b>	0.09830	\$1,350	10%
<b>GRV Transient Worker Accommodation</b>	0.19500	\$1,350	12%
<b>UV Pastoral</b>	0.19290	\$1,350	2%
<b>UV Non-Pastoral</b>	0.38568	\$1,350	76%

Statement of Objects and Reasons

The major change to the Statement of Objects and Reasons for 2024-2025 is the amalgamation of the GRV Residential / Community and the GRV Commercial /Industrial category. This was discussed with Council at the Budget Revenue workshop held on 15 April 2024 and will see all GRV properties attract the same rate in dollar except Transient Worker Accommodation.

The proposed rates in the dollar for GRV and UV fall within the prescribed limits of section 6.33 of the Act and will not any require Ministerial approval.

**Consultation**

Chief Executive Officer  
Finance Team  
Council

**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

The application of Differential Rating is about apportioning the budget deficiency (rate revenue) between different rate categories and rating classifications as equitably as possible.

There are no financial implications by simply applying Differential Rating other than minor advertising costs.

Council could raise the same rate revenue by applying a general rate to all categories however, the rate burden would fall differently and less equitably.

### Future Financial Year(s)

Nil

## **Legislative Implications**

### *Local Government Act 1995*

#### *Section 6.32 Rates and service charges*

When adopting the annual budget, a local government, to make up the budget deficiency, is to impose a general rate on land within the district, either uniformly or differentially, and may also impose a specified area rate, minimum payments, and service charges.

### *Local Government Act 1995*

#### *Section 6.33 Differential General Rates*

Council is to observe the provisions regarding imposing differential rates, including the ability to apply separate rates in the dollar for different rate categories and different rating classifications based on zoning, land use, and whether the assessments are based upon improved or unimproved valuations.

### *Local Government Act 1995*

#### *Section 6.36 Local government to give notice of certain rates*

If Differential Rating is to be applied, Council is required to advertise the differentials it intends to apply with local public notice for a minimum of 21 days and invite submissions in relation to the proposed differentials.

A document is required to be made available for inspection by electors and ratepayers describing the objects of, and reasons for, each proposed rate and minimum payment.

Council is then required to consider any submissions received and may make a final resolution in relation to the setting of the rates in the dollar and the adoption of the Annual Budget.

**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 Shire officer's recommendation resulting in Council non-compliance with the <i>Local Government Act 1995</i> .	Possible (3)	Moderate (3)	Moderate (5-9)	Provide Council members with sufficient information for sound decision making.
Reputation	Council set the Rate in the dollar and minimum payments to high (for any, or all, or the categories) causing community backlash.	Possible (3)	Moderate (3)	Moderate (5-9)	Implementation of a communication strategy relating to increased rated will help mitigate this.
Interruption to Services	Council set the Rate in the dollar and minimum payments too low *(for any, or all, of the categories) resulting in an inability to maintain services, facilities, and infrastructure.	Rare (1)	Moderate (3)	Low (1-4)	Continued review of long-term planning documents will help mitigate this.

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

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That with respect to Differential Rates for the 2024/2025 financial year, Council,

1. Elects to apply Differential Rates for the 2024/2025 financial year,
2. Accepts the Statement of Objects and Reasons for Differential Rates 2024/2025, as shown in Attachment 1,
3. Requests the Chief Executive Officer to advertise, in accordance with section 6.36 of the *Local Government Act 1995*, the Statement of Objects and Reasons for Differential Rates 2024/2025, and
4. Requests the Chief Executive Officer to present the results of the public consultation period to Council as part of the adoption of the 2024/2025 Annual Budget.

**13.4 Elected Member Training Request - Diploma of Local Government**

<b>File Reference</b>	GV53
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	A Furfaro, Governance Officer
<b>Authorising Officer</b>	D Kennedy, Director Corporate Services
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. Letter of Offer to Cr Healy from WALGA

**Report Purpose**

The Chief Executive Officer received a training request from Councillor Brie Healy to undertake the Diploma in Local Government – Elected Member, provided by Western Australian Local Government Association (WALGA).

The Diploma in Local Government – Elected Member, will exceed the \$5,000 Council Training and Development annual allocation per elected member, for professional development as detailed in Council Policy - Elected Member Continuing Professional Development.

Council is requested to consider the training request and additional allocation towards training and development for Councillor Brie Healy (Cr Healy) in the 2024/2025 Annual Budget.

**Background**

[LGA50220 Diploma of Local Government – Elected Member | WALGA](#) (Diploma) program is the highest level of qualification that an Elected Member can obtain through WALGA. All Western Australian elected members who have completed their Essential Training are eligible to complete this qualification.

The Diploma gives individuals the opportunity to expand their skills and knowledge through developing a deeper understanding of legislative and regulatory requirements and how they apply to the roles and responsibilities of an elected member.

The Diploma explores a wide range of topics such as financial reports and budgets, dealing with conflict, community leadership and advocacy, strategic decision making, policy development, asset management and understanding land use and local planning schemes.

The recommended time frame to complete the Diploma program is a duration of 12 months. Participants have the option to extend this duration to 18 months or fast track the course to complete earlier. The total cost of the Diploma is \$10,170, this includes all face to face training sessions, mentoring sessions via zoom and assessment fees.

WALGA offers a scholarship to two Metropolitan and two Regional elected members each year. The scholarship covers 50% of training and assessment fees up to a value of \$5,085 and offers additional \$1,000 travel expense compensation for regional applicants upon completion of the program. Elected members are required to nominate themselves for the scholarship and recipients are announced at the annual WALGA Local Government Week Convention. Councillor Alana Sullivan received the scholarship last year.

Cr Healy has advised she will be nominating for the scholarship and if successful Council would not be required to cover the full Diploma costs.

**Comments**

In accordance with Council Policy – Elected Member Continuing Professional Development, each elected member is provided a \$5,000 allocation every financial year for continuing professional development.

In addition, allocations are made for all elected members to attend the annual WALGA Local Government Week Convention and the Shire President and Deputy Shire President’s attendance at either the Australian Local Government Association (ALGA) National General Assembly or the Committee for Economic Development of Australia (CEDA) State of the Nation forum.

Should Cr Healy still wish to attend the 2024 WALGA Convention an additional \$5,170 plus associated travel and expenses (estimated at approx. \$10,000) allocated in 2024/2025 training and development budget. Full costs of the Diploma must be considered and approved by Council as the scholarship is not guaranteed and won’t be announced until after the Annual Budget is set.

In accordance with regulation 37(3)(a) of the *Local Government (Administration) Regulations 1996* and Council Policy – Elected Member Continuing Professional Development, the Shire cannot pay for or reimburse, an amount in relation to the participation of a council member in continuing professional development, if the participation occurs during the last 3 months of their term.

The next intake to commence the Diploma is September 2024. WALGA has provided a letter of offer (Attachment 1) which details the course schedule and Cr Healy has advised she will be able to complete the Diploma by June 2025. Completion by June 2025 will ensure Cr Healy is not participating in any professional development in the last 3 months of her term.

Below is the indicated dates Cr Healy will be required to attend in person training sessions in Perth:

<b>Effective Community Leadership</b>	10 December 2024
<b>Planning Advanced</b>	14 March 2025
<b>Strategic Decision Making (IPR)</b>	27 March 2025
<b>Dealing with Conflict (2 days)</b>	10 & 11 April 2025
<b>Oversee Asset Management Strategies</b>	8 May 2025

**Consultation**

The Governance team have liaised with WALGA in regard to Cr Healy’s eligibility and expected timeframe for completion.

Cr Healy contacted the Chief Executive Officer, Shire President and Governance requesting to complete the Diploma of Local Government – Elected Member.



## Strategic Community Plan

### Shire of Ashburton Strategic Community Plan 2022-2032

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

### [Council Policies » Shire of Ashburton](#)

Council Policy – Elected Member Continuing Professional Development provides for elected members to participate in continuing professional development as part of their obligation and duty to fulfil their role on Council. The policy specifies relevant training, registered training organisations, training approval process, limitations, registration and travel and allocated training budget.

Council Policy – Elected Member Entitlements outlines the entitlements that will be provided and expenses the Shire of Ashburton will reimburse to elected members. In accordance with the policy, elected members are entitled to receive reimbursements for meals and incidentals when travelling for and attending professional development.

## Financial Implications

### Current Financial Year

Nil

### Future Financial Year(s)

Elected members are allocated \$5,000 each financial year in GL EM24036 Council Training and Development for continuing professional development.

The total cost of the Diploma of Local Government – Elected Member, is \$10,170. Cr Healy would require an additional \$5,170 allocation to cover the full cost of enrolment in the Diploma. If Cr Healy receives the WALGA Scholarship only an additional \$170 towards the cost of enrolment in the Diploma would be required.

Other associated costs include flights, accommodation, transport (e.g. taxi, public transport), meals and incidentals. Cr Healy will be required to travel to Perth five times to complete the Diploma. Costs are estimated as follows: flights \$1,000 return each trip; accommodation \$200/ night; meal allowance \$130/day; and transport \$50/day. The total estimated cost for all associated travel is \$10,000.

Council would be required to allocate a total of \$15,170 of additional funds in GL EM24036 Council Training and Development, for the 2024/2025 Annual Budget to cover the Diploma and travel expenses for Cr Healy.

**Legislative Implications**

*Local Government Act 1995*, section 5.128, requires the local government to prepare a policy to support the continuing professional development of elected members during their term of office.

*Local Government (Administration) Regulations 1996*, regulation 37(3)(a), a local government must not allow for payment or reimbursement of an amount in relation to participation of a council in continuing professional development if the participation occurs during the last 3 months of their term on Council.

*Local Government Act 1995*, section 2.10, the role of councillors is to represent the interests of electors, ratepayers and residents of the district and participate in local government’s decision-making processes at council and committee meetings. Professional development through registered training organisation assists councillors to fulfil their role.

**Risk Management**

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	The Shire financially invests in an elected member who is not re-elected in 2025.	Possible (3)	Insignificant (1)	Low (1-4)	Consider the training request after re-election in 2025.
Compliance	Cr Healy is unable to complete her studies by June 2025 (within the legislative timeframe).	Possible (3)	Minor (2)	Moderate (5-9)	Shire officer’s to regularly monitor progress.

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

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That with respect to the Elected Member Training Request – Diploma of Local Government, Council,

1. Approves Councillor Brie Healy’s enrolment in the Western Australia Local Government Association’s Diploma of Local Government – Elected Member.
2. Lists for consideration an additional allocation of \$15,170 in the 2024/2025 Annual Budget (GL EM24036 - Council Training and Development), for Councillor Brie Healy to cover the costs associated with enrolment and travel for the Diploma of Local Government – Elected Member.
3. Requests the Chief Executive Officer to provide quarterly progress reports to Council on Councillor Brie Healy’s studies.

### 13.5 Elected Member Training Request - Media and Communications

<b>File Reference</b>	GV41
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	A Furfaro, Governance Officer
<b>Authorising Officer</b>	D Kennedy, Director Corporate Services
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	Nil

#### Report Purpose

In accordance with section 2.8(d) of the *Local Government Act 1995*, the Shire President is the official spokesperson of the local government.

The Chief Executive Officer has requested that the Shire President, Audra Smith (President Smith) undertake media training to advance her skills and techniques when talking to the media on behalf of the Shire of Ashburton (the Shire).

Council is requested to consider the training request and approve an additional allocation of \$4,134.58 towards the President Smith’s training and development from the 2023/2024 Annual Budget.

#### Background

In October 2023, President Smith was elected after serving on Council for two years as a Councillor.

The role of Shire President is frequently called upon to address the public across various platforms, including media interviews, public presentations, and Council meetings. It is imperative that the Shire President, as the primary spokesperson for the Council, possesses the ability to communicate effectively in any situation.

Elected members are required under the *Local Government Act 1995*, to participate in ongoing professional development to assist them fulfil their role.

#### Comments

In accordance with Council Policy – Elected Member Continuing Professional Development, each elected member is provided a \$5,000 allocation every financial year for continuing professional development.

The Shire has sourced a quote and availability from BishopMedia for 13 June 2024 in Perth. The quote received from BishopMedia is \$4,675. BishopMedia has extensive experience in providing media training to local government Chief Executive Officers, Shire Presidents and Mayors, Councillors, executive staff and communications officers in various local government settings.

The training will be delivered through an in person, interactive full day workshop, tailored to the specific needs of the Shire and includes:

- Presentation skills: pace, emphases, inflections, body language and eye contact
- A practical messaging framework – including crisis response, that your Shire President can rely on for every media encounter
- On-camera interviews that are recorded and critiqued
- Ways to ‘humanise’ the Shire, and Council, via every media response
- Skills to develop powerful key messages that reach your target audience and are compelling – and quotable, for media to use.

In accordance with Council Policy – Continuing Professional Development, elected members are allocated \$5,000 each financial year in for continuing professional development. President Smith has currently expended \$3,599.59 of her 2023/2024 training and development allocation. An additional \$4,134.58 is requested to cover the cost of attendance at the media training. Adequate funds (\$20,764.98) in the 2023/2024 Annual Budget are available in EM24036, to accommodate this request.

**Consultation**

President Smith has discussed this specialised training with the Chief Executive Officer. Shire officers have sourced quotes from multiple media training providers.

**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**

[Council Policies » Shire of Ashburton](#)

Council Policy – Communication and Media provides detail on obligations and protocols for responsible engagement with the community through traditional and digital communication platforms. The policy specifies the requirements for the Shire President to speak to media and issue statements on behalf of the Shire.

Council Policy – Elected Member Continuing Professional Development provides for elected members to participate in continuing professional development as part of their obligation and duty to fulfil their role on Council. The policy specifies relevant training, registered training organisations, training approval process, limitations, registration and travel and allocated training budget.

Council Policy – Elected Member Entitlements outlines the entitlements that will be provided and expenses the Shire of Ashburton will reimburse to elected members. In accordance with the policy, elected members are entitled to receive reimbursements for meals and incidentals when travelling for and attending professional development.

**Financial Implications**

Current Financial Year

The cost of the media training is \$4,675. Associated travel costs (flight, meals, transport) are estimated to be approximately \$860. Total cost of attendance at the media training is \$5,535.

In accordance with Council Policy – Continuing Professional Development, elected members are allocated \$5,000 each financial year in for continuing professional development (GL EM24036 Council Training and Development). President Smith has expended \$3,599.59 of the allocation for this financial year, with \$1,400.41 remaining.

An additional \$4,134.58 is required to cover the cost of attendance at the media training. Adequate funds (\$20,764.98) in the 2023/2024 Annual Budget are available in EM24036, to accommodate this request.

Future Financial Year(s)

Nil

**Legislative Implications**

Section 5.128 of the *Local Government Act 1995* requires the local government to prepare a policy to support the continuing professional development of elected members during their term of office.

Section 2.8 of the *Local Government Act 1995* states it is the role of the mayor or president to speak on behalf of 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
Reputation (social/community)	Poor response to media enquiries.	Possible (3)	Minor (2)	Moderate (5-9)	Ensure the Shire President is provided with the necessary training.

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

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That with respect to the Elected Member Training Request – Media and Communications, Council,

1. Approves the Shire President’s participation in media training, as detailed in this report.
2. Approves expenditure of up to \$4,134.58 from the underspent 2023/2024 Annual Budget (GL EM24036 Council Training and Development) to cover the costs associated with attending this training.

### 13.6 Standardised Meeting Procedures Consultation Submission

<b>File Reference</b>	LE27
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	J Bray, Manager Governance
<b>Authorising Officer</b>	D Kennedy, Director Corporate Services
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. DLGSC Standardised Meeting Procedures Consultation Paper</li> <li>2. Standardised Meeting Procedures - Shire submission</li> </ol>

#### Report Purpose

The purpose of this report is to present the Department of Local Government, Sport and Cultural Industries' Standardised Meeting Procedures Consultation Paper (refer to Attachment 1) and Shire of Ashburton submission (refer to Attachment 2) for consideration.

Council is requested to endorse the Shire of Ashburton's submission.

#### Background

In November 2021, proposed reforms to the *Local Government Act 1995* (the Act) were released. These reforms represent the most significant changes to local government since the introduction of the Act. Standardising Council and committee meeting procedures (standing orders) is part of these reforms.

The *Local Government Amendment Act 2023*, passed on 11 May 2023, allows for standardised meeting procedures for all local governments to be made in the form of Regulations or model provisions.

#### Comments

It is current practice for each local government to make a local law to govern the conduct of their Council meetings. The *Shire of Ashburton Standing Orders Local Law 2012* was published in the *Government Gazette* on 3 August 2013. This approach has resulted in variation in public participation in Council meetings throughout Western Australia.

Establishing a consistent approach to Council and committee meetings across the State will assist the public to participate in meetings. It is also expected to simplify and improve training for elected members and local government employees and strengthen the enforcement of breaches of meeting procedures.

It is proposed the relevant provisions of Parts 2 and 3 of the *Local Government (Administration) Regulations 1996* and current local government local laws, will be incorporated into the standardised meeting procedures.

The consultation paper poses a number of questions in relation to current meeting practices and proposed amendments (refer to Attachment 1). Shire officers have considered the information provided and prepared responses and comments (where applicable) for each question (refer to Attachment 2).

Submissions on the proposed standardised meeting procedures can be made via the online submission form or via email to the Department of Local Government, Sport and Cultural Industries. Consultation closes on 29 May 2024.

Following consultation with the sector, the State Government will prepare Regulations under section 5.33A which will apply to all local governments. Upon commencement of these Regulations, an order of the Governor under section 3.17 of the Act, will repeal all existing meetings procedures (standing orders) local laws including the *Shire of Ashburton Standing Orders Local Law 2012*.

It is expected that the Department of Local Government, Sport and Cultural Industries will develop reference materials for elected members, local government employees and the public to assist in ensuring consistency throughout the sector.

**Consultation**

The consultation paper was circulated to elected members for their feedback in April 2024. No feedback was received.

The Governance team and Director Corporate Services have considered the consultation paper and prepared a submission for Council endorsement.

**Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

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

**Council Policy**

[Council Policies » Shire of Ashburton](#)

Council Policy – Council and Committee Meetings Order of Business will be required to be repealed following the introduction of the standardised meeting procedures.

**Financial Implications**

Current Financial Year

Nil

Future Financial Year(s)

Nil

**Legislative Implications**

Section 5.33A of the *Local Government Act 1995* allows for the making of standardised meeting procedures by way of Regulations or model provisions.

Feedback from the consultation paper will be considered in the development of new Regulations for standardised meeting procedures across the State.



The relevant provisions of Parts 2 and 3 of the *Local Government (Administration) Regulations 1996* will be incorporated into the new Regulations.

*Shire of Ashburton Standing Orders Local Law 2012* will be repealed as a result of the new Regulations implementation.

**Risk Management**

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	The Shire of Ashburton doesn't provide a submission on the proposed reforms.	Unlikely (2)	Insignificant (1)	Low (1-4)	Endorse the attached submission.

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

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That with respect to the Standardised Meeting Procedures Consultation Submission, Council,

1. Endorses the Shire of Ashburton submission, as detailed in Attachment 2.
2. Authorises the Chief Executive Officer to make a submission on behalf of the local government.

### 13.7 Quarterly Progress Reporting

<b>File Reference</b>	CM05
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	J Bray, Manager Governance
<b>Authorising Officer</b>	D Kennedy, Director Corporate Services
<b>Previous Meeting Reference</b>	Ordinary Council Meeting 8 August 2023 - Item 13.3 - 156/2023
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. Corporate Strategies Quarterly Reporting - Q3 2023/2024

#### Report Purpose

The purpose of this report is to present the third quarter (1 January 2024 – 31 March 2022) progress updates to Council on the actions detailed in the Corporate Business Plan 2023-2027 (CBP), Community Access and Inclusion Plan 2023-2027 (CAIP) and Youth Strategy 2023-2025.

Council is requested to receive the third 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.

#### 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 CBP, CAIP and Youth Strategy for the third quarter of 2023/2024 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.

<b>Strategic theme</b>	<b>Total actions</b>	<b>Actions completed</b>	<b>Actions in progress</b>	<b>Actions not started</b>	<b>Actions overdue</b>
People	23	0	21	2	0
Place	48	0	39	9	0
Prosperity	26	4	21	1	0
Performance	44	4	39	1	0
<b>Total</b>	<b>141</b>	<b>8</b>	<b>120</b>	<b>13</b>	<b>0</b>

The following actions were completed during the reporting period.

<b>CBP action</b>	<b>Comment</b>
<b>3.3.4.1 Develop a community engagement program promoting community safety on local issues that contributes to community resilience in relation to bush fire risk, wildlife encounters, environmental health and crime prevention.</b>	Ranger and Environmental Health Services have engaged with the community on community safety at Welcome to Town Events and information days. Regulatory Services has engaged with Media and Communications to ensure relevant information is provided to the community on safety issues. The Disaster Dashboard system is in place and management is ongoing. Regulatory Services is engaging with Media and Communications to update the Shire website with appropriate and current community safety information.
<b>3.3.5.1 Develop a forum involving the WA Police and other key stakeholders to facilitate discussion on community safety issues.</b>	A forum has been established and meets when required to discuss relevant community safety issues. Regulatory Services received the WAPOL crime statistics monthly to monitor for community safety trends and issues for discussion at this forum.
<b>3.3.5.2 Develop a communication plan for informing the community on safety and compliance issues.</b>	Regulatory Services met with the Media and Communications team and their communications consultant to discuss the development of the Shire's new communication and marketing strategies so as not to develop a communications plan in isolation.
<b>4.2.2.1 Undertake a comprehensive review of rating revenue streams to generate fair rating revenue.</b>	Rating review complete. Changes to differential rating categories to be considered by Council in May 2024. Review of Transient Workforce Accommodation facilities has generated positive rate growth for 2024/25.
<b>4.2.2.2 Review the Rating Strategy.</b>	A review of the current Rating Strategy was undertaken. As no major changes were proposed to the differential rating categories it was determined that no update to the current Rating Strategy document is required.

<b>4.4.1.2 Develop a Cybersecurity Framework.</b>	An ICT Information Security Directive and Information Services procedures have been developed, the Directive and procedures adopts the Australian Cyber Security Centre's framework and essential eight best practices, there will be no need for the Shire to duplicate an existing framework.
<b>4.5.3.3 Obtain International Standard for Occupational Health and Safety (ISO45001) accreditation.</b>	Occupational Health and Safety (ISO45001) accreditation achieved in February 2024.

Community Access and Inclusion Plan 2023-2027

The status of actions from the CAIP are as follows.

<b>Outcome</b>	<b>Total actions</b>	<b>Actions completed</b>	<b>Actions in progress</b>	<b>Actions not started</b>
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	1	8	1
2. People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.	11	0	4	7
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	0	3	5
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	0	4	6
5. People with disability have the same opportunities as other people to make complaints to a public authority.	3	1	0	2
6. People with disability have the same opportunities as other people to participate in any public consultation by a public authority.	4	0	2	2

<b>7. People with disability can obtain and maintain employment with a public authority.</b>	5	2	2	1
<b>Total</b>	51	4	23	24

The following action was completed during the reporting period.

<b>CAIP action</b>	<b>Comment</b>
<b>Develop access and inclusion requirements for community led events</b>	This action will be considered and included in the upcoming Events Strategy as part of "My Pilbara Home" Community Development Strategy. An Access and Inclusion Checklist has been developed to provide to event organisers to consider when planning events.

Youth Strategy 2023-2025

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

<b>Strategic theme</b>	<b>Total actions</b>	<b>Actions completed</b>	<b>Actions in progress</b>	<b>Actions not started</b>	<b>Actions overdue</b>
<b>1. Spaces and activities</b>	7	0	6	1	1
<b>2. Health and wellbeing</b>	5	0	5	0	0
<b>3. Career pathways and development</b>	8	0	6	2	0
<b>4. Youth empowerment</b>	6	0	3	3	1
<b>5. Youth representation and identity</b>	4	0	2	2	1
<b>Total</b>	30	0	19	11	0

No actions were completed during the reporting period.

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

<b>Youth Strategy overdue actions</b>
<b>1.1.1 - Work collaboratively to identifying a funding package that will enable the employment of a full time youth worker to staff the Pannawonica Youth Space</b>
<b>4.1.3 - Recruit at least two annual Shire Youth Ambassadors who engage with their peers and advise on projects and key youth issues</b>
<b>5.1.3 - Design and deliver a marketing campaign to elevate the brand and perceptions of young people in the Shire</b>

**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 with respect to Quarterly Progress Reporting, Council, receives the progress reports as detailed in Attachment 1.

## 14 Infrastructure Services Reports

### 14.1 Proposed Landscaping - Lot 247 Coolibah Street, Tom Price

<b>File Reference</b>	PR39753
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	C Hurstfield, Manager Town Maintenance
<b>Authorising Officer</b>	I Bishop, Acting Director Infrastructure Services
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. Proposed Landscaping Upgrade - Lot 247 Coolibah St, Tom Price

#### Report Purpose

Council is required to consider including funding in the 2024/25 budget to allow for the installation of landscaping on Lot 247 Coolibah Street, Tom Price.

The purpose of this report is to provide information to allow Council to make an informed decision regarding this matter.

Council is requested to allocate \$400,000 in the 2024/25 budget for the installation of landscaping on Lot 247 Coolibah Street, Tom Price, for the extension of the green corridor to optimise the Tom Price entry statement, pedestrian access and enhance amenity of nearby businesses.

#### Background

Lot 247 Coolibah Street, located between the new Post Office and Court Road, and adjacent the Shire Administration Building is an undeveloped Reserve under the care and control of the Shire of Ashburton. Other than non-descript legacy plants, this Lot has no landscaping and detracts from the green entry statement on the south side of Mine Road and east of Court Road and as part of the green corridor, requires beautification.

Due to the end of life condition of the waterpipes, staff have investigated replacement of the galvanised water pipeline from the South Road bore to the site. Estimates have been obtained for this work as well as construction of a path through the lot, installation of reticulated gardens, lawns, trees and a seat.

#### Comments

Infrastructure Services staff have received a number of complaints recently regarding dust caused by vehicles driving and parking on Lot 247 Coolibah, Street, Tom Price. Staff have blocked off the primary vehicular access to Lot 247 from Court Rd, however four wheel drives and delivery vehicles still jump the kerb to park on Lot 247 when visiting the post office.

Installing landscaping inside Lot 247 that excludes vehicular access (using bollards, rocks etc) will eliminate dust generated by vehicles accessing the lot, improve the visible amenity of the area by increasing the green entry statement and add value to surrounding businesses and residences.



**Consultation**

The licensee of the Tom Price Post Office has been contacted to discuss the proposed landscaping of Lot 247 Coolibah Street.

**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](#)

**Asset Management**

Asset management encompasses all the various actions that the Shire must take to ensure that its assets are planned, delivered, managed, renewed and retired to serve both present and future communities.

**Financial Implications**

Current Financial Year

No allowance has been made for any expenditure in the current financial year. Staff are monitoring the site and will investigate watering to assist in dust mitigation where required.

Future Financial Year(s)

An amount of \$400,000 to complete this project has been included in the 2024/25 Capex for consideration by Council during budget deliberations. If successful, it is proposed that the project will be tendered in July for construction August to October 2024 to ensure that new plantings are acclimatised prior to summer.

An amount of approximately \$30,000 per annum will need to be included in future Opex budgets to maintain the proposed landscaped area.

**Legislative Implications**

- Local Government (Functions and General) Regulations 1996*
- Environmental Protection Act 1986*
- Environmental Protection Regulations 1987*

**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)	Vehicles driving on Lot 247 creating dust affecting the amenity of the post office and surrounding residences.	Likely (4)	Minor (2)	Moderate (5-9)	Redevelop Lot 247 to include landscaping with reticulated gardens and lawns, path and seat.

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

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That with respect to the Proposed Landscaping - Lot 247 Coolibah Street, Tom Price, Council, lists for consideration \$400,000 in the 2024/25 budget for the extension of the green corridor including an additional \$30,000 for operational maintenance costs per annum, to optimise the Tom Price entry statement and enhance the amenity of nearby businesses and residences

## 15 Community Development Reports

### 15.1 Onslow Sports Club Utilities

<b>File Reference</b>	CP62
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	L Batten, Manager Facilities
<b>Authorising Officer</b>	C McGurk, Director Community Development
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. 2024 February Onslow Sports Club Council letter

#### Report Purpose

Council is required to consider a request from the Onslow Sports Club as provided in Attachment 1 (Onslow Sport Club backdated power bills - Donation request).

The purpose of this report is to inform Council of the history and the Onslow Sports Clubs request for donation of all past utility invoice charges.

Council is requested to consider the report recommendation and approve a payment plan for the Onslow Sports Club for the outstanding utility invoice.

#### Background

The Onslow Sports Club Inc is an incorporated entity, and has leased the premises at 51 Third Avenue, Onslow from the Shire for a period of 8 years, with a current lease having a term of 5 years, expiring on 31 May 2026.

The Shire of Ashburton received a written request from the Onslow Sports Club regarding a suspected water leak and subsequent increase in water charges, Munro's Contractors was engaged to investigate the matter. After a thorough inspection, the contractor determined, no leaks were identified in the vicinity of the Club premises.

During this inspection, it was discovered that the Shire of Ashburton Gym building has a sub meter installed to the mains water meter, which was being charged to the Onslow Sports Club. Unfortunately, the Club had not been on charging the Shire for a portion of the water account associated with the Gym. To rectify this issue, the Shire initiated a job to have a readable meter installed, thereby removing the Onslow Gym's water supply from the Onslow Sports Club's account.

Additionally, it was noted during the inspection that the power supply setup is billed by Horizon Power to the Shire, which includes the Onslow Sports Club premises inclusive of the Tennis and Bowls Lights, as per the lease agreement section *5.5 Utilities*;

*The electricity usage for the Sports Club building, Bowling Green, and Tennis Courts is calculated using a sub meter near Thalanyji Oval Toilet, then on charged to the Onslow Sports Club from the Shire of Ashburton.*

This sub meter reading task is usually completed by the Onslow Facilities Officer, who obtains all sub meter readings on the 7<sup>th</sup> of every month to determine the charges.

Due to a position vacancy and several staff turnovers associated with the Onslow Facilities Officer role, this process had not been carried out for some time, which resulted in electricity (power) consumption accounts, not being forwarded to the Club for payment.

**Comments**

To address the situation relating to electricity charges, officers calculated the amount outstanding based on the last sub meter readings completed on 22 July 2021 and invoice #38906 dated 13 August 2021 for the Horizon Power supply for the period 7 May 2021 to 22 July 2021 and the most recent meter readings completed on 7 December 2023.

The total outstanding power used by the Onslow Sports Club for the premises leased amounted to \$53,642.82 after initial review.

The Shire requested the Onslow Sports Club to provide all past Water Corporation invoices from 2020 to the most recent. Following investigations a percentage of 50% was applied to the water charges overpaid, and this was to apply as credit notes towards the outstanding power invoice. This resulted in total amount of \$47,099.83, being payable by the Onslow Sports Club to the Shire, for electricity consumption.

The Onslow Sports Club, received letter dated 15 January 2024 and an invoice on 20 February 2024, advising the Club, to discuss and arrange a suitable payment plan on the outstanding balance and to liaise with the accounts receivable.

On the 24 February 2024, correspondence was received from the Club requesting the Shire historic power bills be treated as a donation to the Club.

Officers have reviewed the situation and whilst a donation was requested towards all outstanding power costs, the preferred outcome would be for the Club to repay the balance due of \$47,099.83 by way of an interest free payment plan over 24 months, (\$1,962.50 per month), commencing on 21 June 2024.

**Consultation**

Director Community Development  
 Director Corporate Services  
 Onslow Sports Club  
 Manager Communities

**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	2.7 Quality, well-maintained, and purposeful community facilities
Strategy	2 Maintain facilities in a strategic manner, ensuring community needs are met.

**Council Policy**

[Council Policies » Shire of Ashburton](#)

Council Policy – Debt Recovery - To ensure the monies owed to the Shire of Ashburton are received in a timely, efficient and effective manner in order to finance the Shire’s operations and ensure effective cash flow management.

Council Policy – Community Leases and Licences - To provide a structured, equitable and consistent approach to the management of Council’s community lease and license agreements with local community groups for the use of Shire of Ashburton owned and controlled facilities, buildings and land.

**Financial Implications**

Current Financial Year

Unable to recover will result in an income loss to the Shire of Ashburton.

Future Financial Year(s)

Unable to recover will result in an income loss to the Shire of Ashburton.

**Legislative Implications**

*Local Government Act 1995 – Section 6.16 Imposition of fees and charges*

A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

**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	Outstanding invoice not paid will be a financial loss to the Shire of Ashburton.	Unlikely (2)	Minor (2)	Low (1-4)	Enter into an interest free payment plan between Onslow Sports Club and Shire of Ashburton.

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

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That with respect to the Onslow Sports Club, letter for request of donation, Council, offer an interest free payment plan over 24 months, \$1962.50 per month, commencing on 21 June 2024 to the Onslow Sports Club for the total invoiced amount of \$47,099.83.

**16 Councillor Agenda Items / Notices of Motion**

Nil

**17 New Business of an Urgent Nature Introduced by Council Decision**

## 18 Confidential Matters

### 18.1 Pilbara Regional Waste Management Facility - Evaporation Ponds and Drying Bed Construction

<b>File Reference</b>	WM09
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	R Miller, Executive Manager Waste and Business Development
<b>Authorising Officer</b>	I Bishop, Acting Director Infrastructure Services
<b>Previous Meeting Reference</b>	Ordinary Council Meeting 14/11/2023 - Item 14.2 – 210/2023
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. PRWMF Legal Advice</li> <li>2. PRWMF Stantec Proposal</li> <li>3. PRWMF Evaporation Ponds and Drying Bed Drawings</li> </ol>

#### **Reason for Confidentiality**

<b>Section under the Act</b>	<i>This matter is to be considered behind closed doors pursuant to s.5.23(2)(c) and (e) of the Local Government Act 1995 as the subject matter relates to:</i>
<b>Sub-clause and Reason:</b>	<p><i>“s.5.23(2)(c) and (e) 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 a matter that if disclosed, would reveal –</i></p> <p><i>(i) a trade secret; or</i></p> <p><i>(ii) information that has a commercial value; or</i></p> <p><i>(iii) information about the business, professional, commercial or financial affairs of a person.”</i></p>

#### **Report Purpose**

Council is required to consider this report to assist the successful project delivery for the Evaporation Ponds and Drying Bed construction project.

The purpose of this report is to provide Council with sufficient information to make informed decisions on engaging an external project superintendent in line with contractual obligations to support the delivery of the project successfully.

Council is requested to approve the officer recommendations as detailed in the report.

#### **Voting Requirements**

Absolute Majority

## 18.2 State Administrative Tribunal Proceedings Update

<b>File Reference</b>	BEA.561 & LS169
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	J Hunter, Coordinator Planning and Lands
<b>Authorising Officer</b>	J Sangster, Deputy Chief Executive Officer
<b>Previous Meeting Reference</b>	Ordinary Council Meeting – 10 October 2023 – 12.2 and 12.3 – Council Decisions – 182/2023 and 183/2023 Ordinary Council Meeting – 14 November 2023 – Item 12.2 – Council Decision – 202/2023 Ordinary Council Meeting – 12 December 2023 – Item 18.6 – Council Decision – 249/2023 Special Council Meeting – 6 February 2024 – Item 9.1 – Council Decisions – 001/2024
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	Nil

### **Reason for Confidentiality**

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

### **Report Purpose**

To provide council with an update regarding the Shire’s legal State Administrative Tribunal (SAT) proceedings and to obtain support for the Shire’s legal tactics and programming moving forward.

### **Voting Requirements**

Simple Majority



### 18.3 Miscellaneous Licence Rateability - SAT Outcome

<b>File Reference</b>	RV01
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	D Kennedy, Director Corporate Services
<b>Authorising Officer</b>	K Donohoe, Chief Executive Officer
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Rating of Miscellaneous licences - Advice.</li> <li>2. Opinion Supreme Court Appeal - Miscellaneous licences rateability</li> </ol>

#### **Reason for Confidentiality**

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

#### **Report Purpose**

The purpose of this report is for Council to consider making a financial contribution to the Shire of Mount Magnet to pursue a Supreme Court ruling on the rateability of Miscellaneous Licences.

Council is requested to approve an initial contribution of \$25,000.

#### **Voting Requirements**

Simple Majority

### 18.4 Appointment of Director Infrastructure Services

<b>File Reference</b>	PE.CE001
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	A Heraty, Manager Organisational Development
<b>Authorising Officer</b>	K Donohoe, Chief Executive Officer
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	1. Summary Selection Report - Director Infrastructure Services

**Reason for Confidentiality**

<b>Section under the Act</b>	<i>This matter is to be considered behind closed doors pursuant to s.5.23(2)(a) of the Local Government Act 1995 as the subject matter relates to:</i>
<b>Sub-clause and Reason:</b>	<i>“s.5.23(2)(a) a matter affecting an employee or employees.”</i>

**Report Purpose**

The purpose of this report is to recommend the appointment of identified preferred candidate for the Senior Designated position of Director Infrastructure Services for a contract term of five (5) years. Council is requested to accept the Chief Executive Officer’s (CEO) recommendation.

**Voting Requirements**

Simple Majority

## **19 Next Meeting**

The next Ordinary Council Meeting will be held at 2:00pm on Tuesday 18 June 2024 at Ashburton Hall, Ashburton Avenue, Paraborndoo.

## **20 Closure of Meeting**

There being no further business, the Presiding Member closed the meeting at [enter time](#).