



Attachments

Ordinary Council Meeting

Tuesday, 21 May 2024

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Agenda Item 6.1 - Attachment 1

Audit Log Pending Items - April 2024

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Shire of Ashburton

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Current Review Date:

Date of Report	Auditor	Audit Topic	Finding Title	Recommendation	Risk Rating	Recommendation Owner	Management Comment in Report	Agreed Action	Overdue Status	Client Progress Update	Moore Australia / SOA IA Comment	Status After Assessment	
1	22-Apr-21	Moore Australia	Review of FMR	Fixed Asset Register	1. Review systems to ensure practices for routine reviews of the Fixed Asset Register and reconciliations are undertaken and maintained as required by documented procedures.	Medium	Manager Finance	Review of Finance Manual to be undertaken by EOM May 2021.	Provide evidence of reviews undertaken on the Fixed Asset Register.	Overdue	<p>29 Jan 2024 by DCS Work is being done to make the MyData Asset Management System the Shire's sole Asset Register. I believe this item can be closed as is essentially a duplication of the Management Letter items from the 22/23 Audit in connection with the 22/23 Infrastructure Revaluation. By 30 June 2024 the Asset Register will have been completely reviewed and overhauled, including documentation on capitalisation, depreciation etc which are currently under development with consultants ACEAM.</p> <p>Progress Update as at 2 May 2022 Request for Quote 07-21 Shire Property Assessments has been awarded that incorporates data collection on all shire owned property in Tom Price, Paraburdoo and Onslow, which will be used to verify data contained within the Shire's fixed asset register. Additional asset classes will be programmed in future years. Fixed Asset Register reconciliations are completed monthly and reviewed by the Manager Finance and Administration, with the task have been incorporated in end of month financial checklist. Status Completed</p>	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
2	22-Apr-21	Moore Australia	Review of FMR	Fixed Asset Register	2. Enforce individual accountability for compliance with the Shire's documented procedures.	Medium	Manager Finance	Review of Finance Manual to be undertaken by EOM May 2021.	Awareness provided i.e. email communications etc to remind employees about Shire's documented procedures.	Overdue	<p>29 Jan 2024 by DCS Work is being done to make the MyData Asset Management System the Shire's sole Asset Register. I believe this item can be closed as is essentially a duplication of the Management Letter items from the 22/23 Audit in connection with the 22/23 Infrastructure Revaluation. By 30 June 2024 the Asset Register will have been completely reviewed and overhauled, including documentation on capitalisation, depreciation etc which are currently under development with consultants ACEAM.</p>	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
3	22-Apr-21	Moore Australia	Review of FMR	Debtors	3. Implement checklists to evidence preparation, review and monitoring of tasks as required by Finance Manual procedures. This will allow for management to routinely monitor compliance and to assist with ensuring procedural requirements are adhered to in a timely manner.	Medium	Manager Finance	Checklists to be implemented by EOM March 2021.	Examples of checklists implemented and completed.	Overdue	<p>29 Jan 2024 by DCS What is required to close this one. Rates & Debtors Modules are being reconciled on a monthly basis?</p> <p>Progress update as at 2 May 2022 •Rates and Sundry Debtors reconciliations are completed monthly and reviewed by the Manager Finance and Administration, with the task have been incorporated in end of month financial checklist. •Incorporated into the EOM process and checklist is the provision to review end of month reconciliations and ensure the checklists has been completed prior to the preparation and finalization of the monthly financial statements. Status Complete</p>	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
6	22-Apr-21	Moore Australia	Procurement	Documented Policies & Procedures	6. Documented Policies and Procedures Create checklists for tasks and controls noted within documented policies and procedures to assist with and to evidence compliance	High	Manager Finance	To be implemented by EOM May 2021.	Examples of checklists implemented and completed.	Overdue	<p>29 Jan 2024 by DCS Is this a Finance or a Procurement Task. Very generic recommendation and believe this should be closed and focus maintained on any findings coming from Interim or Final Audit.</p> <p>Progress Update: Staff are currently reviewing new procurement systems to be implemented in 2021/2022. The system implementation will incorporate the review and/or development of various council policies, processes and directives, that will be inbuilt into the system to ensure compliance. Additional review of transactions associated with Muzzy's is occurring with key stakeholders set to meet in the near future to resolved issues raised. Status Ongoing</p>	<p>SOA IA 29 Jan 2024 Refer to Process Owner and for Evidence/ Confirmation to close.</p> <p>12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.</p>	In Progress
18	22-Apr-21	Moore Australia	Procurement	Variations	18. Variations Update KCA 10 Purchasing, Creditors, Procurement and Payments to provide for current requirements in relation to variations and approvals.	High	Manager Finance	Recommendation to be implemented by June 2021 .	Provide updated KCA 10	Overdue	<p>29 Jan 2024 by DCS More details required. I don't understand the recommendation</p> <p>Progress Update: The induction of new systems improvements will incorporate a complete review of the overall procurement process including the review of policies and directives as identified by the reviewer. A new procurement platform is currently being investigated which will include the ability to in-build shire requirements and reflect the shire's workflow for variations. Update – September 2021. Upgrade to Altus included in 2021-2022 budget, which may include upgrade to Altus procurement / Contract Management.</p>	<p>SOA IA 29 Jan 2024 Refer to Process Owner for Evidence/ Confirmation to close.</p> <p>8 June 2022: Renae Lynch - This recommendation is the responsibility of the Finance Manager - Taryn Dayman.</p>	In Progress
19	22-Apr-21	Moore Australia	Procurement	Segregation of Duties	19 Segregation of Duties Review and update levels of permissions within the Shire's ERP to support segregation of duties	Medium	Manager Finance	Recommendation to be implemented by April 2021 .	Screen shots showing the level of permissions within the Shire's ERP.	Overdue	<p>29 Jan 2024 I don't know what is required to close this out. EFTSURE has been implemented and Synergy permissions are being maintained</p> <p>Progress Update: New application, efsure, is being acquired and will be implemented in July 2021. This new application incorporates payment protection, compliance monitoring and vendor onboarding by a third party. Implementation of new system will reduce the Shire's exposure to fraudulent activities as well as increasing the segregation of duties within the accounts payable team. Processes and procedures will be updated at the time of implementation, which will include a review of controls. Update – November 2021. Procurement to suitable solution has been complete, new system to be implemented in the new year. Update – February 2020. EFTSure is currently being implemented and due to go live in April 2022.</p>	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress

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Date of Report	Auditor	Audit Topic	Finding Title	Recommendation	Risk Rating	Recommendation Owner	Management Comment in Report	Agreed Action	Overdue Status	Client Progress Update	Moore Australia / SOA IA Comment	Status After Assessment
21	Moore Australia	Procurement	Approval of Invoices	21. Approval of Invoices, Compliance with Policies and Procedures Consider the implementation of authorised checklists and / or workflow diagrams to assist with compliance and understanding of systems and processes to be followed.	Medium	Manager Finance	Recommendation noted	Provide examples of checklist created	Not Due	SOA IA 29 Jan 2024 Refer to ARITAG – I don't think this is an issue. A new ERP would have improved workflow capabilities but in the meantime, controls within Synergy are considered adequate Progress Update: Continued monitoring of current practices to ensure compliance. Checklists and workflows will be inbuilt into the new procurement systems to ensure compliance and meeting of best practice.	SOA IA 29 Jan 2024 In Progress. Please refer to ARITAG 12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
25	Moore Australia	Procurement	Credit Cards	25. Credit Cards Ensure processes exist to maintain adherence to and detect any deviation from established documented procedures and controls.	Medium	Manager Finance	Recommendation to be implemented by April 2021 .	Provide evidence of process to aintain adherence to and detect any deviation from established documented procedures and controls	Overdue	29 Jan 2024 by DCS New Credit Card Expense Management system currently being implemented. Believe this items is outdated and should be closed. Progress Update: A review of credit card best practices currently in progress which may include the reduction of the number of card holders and the manner in which a credit card may be used. Corporate Credit Card conditions of use to be developed in line with updated policies, processes, and directives. Continued monitoring of practices to ensure compliance.	SOA IA 29 Jan 2024 Inprogress 8 February 2023: Council Policy EMP24 Corporate Credit Card is currently under review. It is anticipated this policy will be submitted to Council in March 2023. 8 June 2022: Renae Lynch - This recommendation is the responsibility of the Finance Manager - Taryn Dayman.	In Progress
29	Moore Australia	Risk Management	Alignment to Strategic Plan & Business Plan	29. Alignment to Strategic Plan and Business Plan Consider and document current and emerging risks in the Strategic Community Plan 2017-2027 and the Corporate Business Plan and how effective risk management is in place.	Medium	Manager Governance	Recommendation noted	Provide updated Strategic Community Plan 2017-2027 and the Corporate Business Plan and how effective risk management is in place	Not Due	29 Jan 2024 Refer to ARITAG. Whole new risk management framework is to be implemented. This should be closed. SOA IA 21 Dec 2023 Strategic Risks are documented in the Strategic Community Plan and Corporate Business Plan. These will be further defined and updated in the plans as part of their reviews in 2024. SOA IA 25 Aug 2023 Risk Management considerations have been included in the Corporate Business Plan. 28 Feb 23: Strategic risks will be considered for inclusion in the Strategic Community Plan during its next review in 2024. A new Corporate Business Plan will be developed in the coming months.	SOA IA 21 Dec 2023 Process owner claims as completed given the strategic risks are documented in SCP and CBP. However in veiw of recommendation and agreed action, it was not found adequate documentation and actual proces how Strategic Risks are effectively manged. As such finding status remains unchange in progress. SOA IA 25 Aug 2023 In Progress 28 Feb 23: As per mgmt progress update. 12 December 2022: Updated SCP adopted by council, mentions risk identification but does not specify risks identified. CBP review has not yet commenced. 12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
30	Moore Australia	Risk Management	Council & Audit & Risk Mgmt Committee	30. Council and Audit and Risk Management Committee Review CORP5 Risk Management Policy to better define the responsibilities of the Council, the Audit & Risk Management Committee, management and other stakeholders.	Medium	Manager Governance	Recommendation to be implemented by EOM June 2021.	Provide updated CORP5 Risk Management Policy to show the responsibilities of the Council, the Audit & Risk Management Committee, management and other stakeholders.	Overdue	29 Jan 2024 Refer to ARITAG – Updated Risk Management Policy will form part of the risk management framework maturity body of work. SOA IA 21 Dec 2023 Consultant appointed. Initial meeting held 15 December 2023. 25 Oct 2023 Risk Management and Business Continuity RFQ closed on Friday, 13 October. The panel are currently reviewing the submissions. 25 Aug 2023 SOA IA A draft scope for RFQ has been prepared for the implementation of risk management at the Shire. 25 January 2023: Status update Council adopted the review of the Risk Management Policy on 13 December 2022 12 December 2022: Status update – Workshops were held with ELT and MMG, facilitated by LGIS, to review Policy CORP5 Risk Management. This is proposed to be presented to Audit and Risk Management Committee in February 2023. Progress Update: Term of reference to be reviewed based on department guidelines and best practice. To be presented for discussion with the audit committee.	SOA IA 21 Dec 2023 Re mains in progress SOA IA 25 Oct 2023 In Progress 25 Aug 2023 SOA IA In Progress 31 January 2023: Risk Framework does not cover responsibilities of all relevant roles required. Have not received Policy. No status change. 25 January 2023: Elrich: We may need to review again but it only tells you the responsibility of the CEO 12 December 2022: Workshops held to review CORP5 Risk Mgmt - No evidence received. 12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
32	Moore Australia	Risk Management	Risk Management	32. Risk Management Annual Work Plan and Calendar Develop, approve, document, monitor and report on a risk management calendar and annual work plan, which identifies the risk management events that are scheduled to occur to ensure that all deadlines are met.	Low	Manager Governance	Recommendation to be implemented by EOM July 2021.	Provide annual workplan for risk management and training dates	Overdue	29 Jan 2024 Refer to ARITAG – Need to determine priority of this and where best this sits. For example Communities are currently advertising for a Grants Administration Person. The Shire receives significant grants funds but typically part of agreements with Miners under ESG obligations and are recurring. Fin.ance have role in ensuring accurate monitoring of contract liability SOA IA 25 Aug 2023 A draft scope for RFQ has been prepared for the implementation of risk management at the Shire. 28 Feb 23: Annual Work Plan is currently being drafted for approval.	SOA IA 25 Aug 2023 In Progress 28 Feb 23: As per mgmt progress update. 12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	In Progress

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33	22-Apr-21	Moore Australia	Risk Management	Risk Management	33. Risk Management Annual Work Plan and Calendar Develop, approve, monitor and report on a risk management training calendar and perform induction and regular training for management, staff, contractors and volunteers. Ensure that the risk manager and risk owners have induction and regular training to ensure they understand their role and responsibility and better practice principles. This can be performed via online training and be integrated with other training performed by the Shire.	Low	Manager Governance	Recommendation to be implemented by EOM July 2021.	Provide annual workplan for risk management and training dates	<p>29 Jan 2024 Refer to ARITAG – Need to determine priority of this and where best this sits. For example Communities are currently advertising for a Grants Administration Person. The Shire receives significant grants funds but typically part of agreements with Miners under ESG obligations and are recurring. Finance have role in ensuring accurate monitoring of contract liability</p> <p>25 Aug 2023 A draft scope for RFQ has been prepared for the implementation of risk management at the Shire.</p> <p>28 Feb 23: Risk Management Training program is currently being drafted for approval.</p>	<p>SOA IA 25 Aug 2023 In Progress</p> <p>28 Feb 23: As per client progress update.</p>	In Progress
36	22-Apr-21	Moore Australia	Risk Management	Risk Register	36. Risk Register Create, implement and maintain an organisational Risk Register and consider: - overlap, duplication and risk owners, shared risks and whether a residual risk falls within or outside the Shire's risk appetite- where business units risk registers can be used as an effective risk management tool- more regular reviews of risks more than annually regular assessment of the shared risks and the impact on the Shire, - the risk management categories to ensure they are appropriate to assist with risk identification and management, -application of professional judgement in assessment of effectiveness of controls in line with documented systems and controls	High	Manager Governance	Risk Register to be reviewed subject to consultant availability	Provide implemented organisational Risk Register	<p>29 Jan 2024 by DCS Refer to ARITAG – Need to determine priority of this and where best this sits. For example Communities are currently advertising for a Grants Administration Person. The Shire receives significant grants funds but typically part of agreements with Miners under ESG obligations and are recurring. Finance have role in ensuring accurate monitoring of contract liability</p> <p>25 Aug 2023 A draft scope for RFQ has been prepared for the implementation of risk management at the Shire.</p> <p>12 December 2022: Status update – Workshops were held with ELT and MMG, facilitated by LGIS, to review and prepare the Shire's Risk Management Policy, Framework and Register in July 2022. The Operational Risk Register is currently being reviewed by staff and will be submitted to ELT for endorsement in the near future - no evidence received.</p> <p>12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.</p> <p>Progress Update: Updating of the operation risk register and implementing strategic risk register to commence on the appointment of the new Audit and Government position Update – September 2021. Organisational structure incorporating new position has been endorsed by Council and funded in the 2021-2022 budget. Recruitment to commence</p>	<p>SOA IA 25 Aug 2023 In Progress</p> <p>12 December 2022: Status update – Workshops were held with ELT and MMG, facilitated by LGIS, to review and prepare the Shire's Risk Management Policy, Framework and Register in July 2022. The Operational Risk Register is currently being reviewed by staff and will be submitted to ELT for endorsement in the near future - no evidence received.</p> <p>12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.</p>	In Progress
37	22-Apr-21	Moore Australia	Risk Management	Risk Appetite, Risk Tolerance Statements & Treatment	37. Risk Appetite, Risk Tolerance Statements and Treatment Action Plans Develop, approve, monitor and report on a risk appetite, risk tolerance and treatment action plans and then consider these within documented risk management practices. Consider the effectiveness of controls to ensure that treatment action plans are not required to reduce risk to within risk appetite.	High	Manager Governance	Risk Register to be reviewed subject to consultant availability	Provide risk appetite, risk tolerance and treatment action plan	<p>SOA IA 25 Aug 2023 A draft scope for RFQ has been prepared for the implementation of risk management at the Shire.</p> <p>28 Feb 23: Risk Appetite Statements currently being drafted based on risk categories.</p>	<p>SOA IA 25 Aug 2023 In Progress</p> <p>28 Feb 23: As per client progress update.</p> <p>12 December 2022: Workshops were held with ELT and MMG, facilitated by LGIS, to review and prepare the Shire's Risk Management Policy, Framework and Register in July 2022. These documents are currently being reviewed by staff and are proposed to be presented to the Audit and Risk Management Committee in February 2023 - no evidence received.</p> <p>12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.</p>	In Progress
38	22-Apr-21	Moore Australia	Risk Management	Risk Management Strategy	38. Risk Management Strategy Develop, a risk management strategy and review this at least on an annual basis or when material risks are identified.	Medium	Manager Governance	Risk Register to be reviewed subject to consultant availability	Provide risk management strategy	<p>SOA IA 25 Aug 2023 A draft scope for RFQ has been prepared for the implementation of risk management at the Shire.</p> <p>12 December 2022: Workshops were held with ELT and MMG, facilitated by LGIS, to review and prepare the Shire's Risk Management Policy, Framework and Register in July 2022. These documents are currently being reviewed by staff and are proposed to be presented to the Audit and Risk Management Committee in February 2023.</p> <p>Progress Update: This will be addressed on the appointment of the new Audit and Governance position. Update – September 2021. Organisational structure incorporating new position has been endorsed by Council and funded in the 2021-2022 budget. Recruitment to commence</p>	<p>SOA IA 25 Aug 2023 In Progress</p> <p>12 December 2022: Workshops were held with ELT and MMG, facilitated by LGIS, to review and prepare the Shire's Risk Management Policy, Framework and Register in July 2022. These documents are currently being reviewed by staff and are proposed to be presented to the Audit and Risk Management Committee in February 2023 - no evidence received.</p> <p>12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.</p>	In Progress

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39	22-Apr-21	Moore Australia	Risk Management	Special Activities & Project Risks	39. Special Activities and Project Risks Develop an approved risk assessment tool for special projects and activities which are being considered to be undertaken	High	Manager Governance	Risk Register to be reviewed subject to consultant availability	Provide risk assessment tool for special projects and activities	SOA IA 25 Aug 2023 A draft scope for RFQ has been prepared for the implementation of risk management at the Shire. 25 January 2023: LGIS has developed a risk assessment tool for the Shire (attached) which can be adapted and used for events and projects. This will be circulated to staff in the first quarter of 2023. 12 December 2022: Workshops were held with ELT and MMG, facilitated by LGIS. As part of this work LGIS has developed a tool for the Shire to assess risks. This will be implemented following Council's adoption of the documents mentioned above. Progress Update: This will be addressed on the appointment of the new Audit and Governance position. Update – September 2021. Organisational structure incorporating new position has been endorsed by Council and funded in the 2021-2022 budget. Recruitment to commence	SOA IA 25 Aug 2023 In Progress 31 January 2023: Tool provided is for the Shire's Risk Profile and cannot be used for individual risk assessments. Proposed to revert status to In Progress. 25 January 2023: We have received the tool for the Shire to assess risks. This will be implemented following Council's adoption of the documents mentioned above - no evidence received. 12 December 2022: Workshops were held with ELT and MMG, facilitated by LGIS. As part of this work LGIS has developed a tool for the Shire to assess risks. This will be implemented following Council's adoption of the documents mentioned above - no evidence received. 12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
40	22-Apr-21	Moore Australia	Risk Management	Embedded Risk Management	40. Embedded Risk Management Consider and document how the risk management is integrated and embedded within Shire processes. Strategies that can be considered include risk champions, workshops with management and staff.	High	Manager Governance	Risk Register to be reviewed subject to consultant availability	Provide evidence on how the risk management is integrated and embedded within Shire processes.	25 Aug 2023 SOA IA A draft scope for RFQ has been prepared for the implementation of risk management at the Shire. Progress Update: This will be addressed on the appointment of the new Audit and Governance position. Update – September 2021. Organisational structure incorporating new position has been endorsed by Council and funded in the 2021-2022 budget. Recruitment to commence	25 Aug 2023 SOA IA In Progress 12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
41	22-Apr-21	Moore Australia	Risk Management	Audit & Risk Management Committee	41. Audit and Risk Management Committee Include a summary of the risk management activities as an agenda paper for Audit & Risk Management Committee meetings.	Medium	Manager Governance	Recommendation to be implemented by EOM September 2021.	Provide examples of a summary of the risk management activities on the agenda paper for Audit & Risk Management Committee meetings	SOA IA 25 Aug 2023 A draft scope for RFQ has been prepared for the implementation of risk management at the Shire. 28 Feb 23: Reporting requirements are being considered as part of the Risk Management Framework review.	SOA IA 25 Aug 2023 In Progress 28 Feb 23: As per client progress update. Client wishes to discuss with Moore. In Progress	In Progress
42	22-Apr-21	Moore Australia	Risk Management	Executive Leadership Team	42. Executive Leadership Team Include a summary of the risk management activities as an agenda paper for Executive Leadership Team meetings.	Medium	Manager Governance	Recommendation to be implemented by EOM April 2021.	Provide examples of a summary of the risk management activities on the agenda paper for ELT meetings	SOA IA 25 Aug 2023 A draft scope for RFQ has been prepared for the implementation of risk management at the Shire. 28 Feb 23: Reporting requirements are being considered as part of the Risk Management Framework review.	SOA IA 25 Aug 2023 In Progress 28 Feb 23: As per client progress update. In Progress	In Progress
43	22-Apr-21	Moore Australia	Risk Management	Compliance with Legislative Requirements	43. Compliance with Legislative Requirements Develop and implement a risk management framework / strategy and supporting systems and procedures aligned to the current risk Management Standard, ISO 31000:2018.	Medium	Manager Governance	Recommendation to be implemented	Provide risk management framework and supporting policies and procedures	SOA IA 25 Aug 2023 A draft scope for RFQ has been prepared for the implementation of risk management at the Shire. 25 January 2023: LGIS has reviewed the Shire's current Risk Management Framework (attached). This will be circulated to staff for comment in the first quarter of 2023. This will be submitted to the Audit and Risk Committee for endorsement once finalised. 12 December 2022: Workshops were held with ELT and MMG, facilitated by LGIS, to review and prepare the Shire's Risk Management Policy, Framework and Register in July 2022. These documents are currently being reviewed by staff and are proposed to be presented to the Audit and Risk Management Committee in February 2023. Progress Update: Risk management framework / strategies, systems and procedures to be reviewed against and aligned with new standards, to be carried out by the new Audit and Governance Officer. Update – September 2021. Organisational structure incorporating new position has been endorsed by Council and funded in the 2021-2022 budget. Recruitment to commence	SOA IA 25 Aug 2023 In Progress 31 January 2023: Framework received accounts for ISO standard, yet to received Risk Management Policy. No status change. 12 December 2022: Workshops were held with ELT and MMG, facilitated by LGIS, to review and prepare the Shire's Risk Management Policy, Framework and Register in July 2022. These documents are currently being reviewed by staff and are proposed to be presented to the Audit and Risk Management Committee in February 2023 - no evidence received. 12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	In Progress
44	22-Apr-21	Moore Australia	Risk Management	Staff Adherence and Audits	44. Staff Adherence and Audits Perform regular external or internal independent assessment of Risk Management to identify improvement opportunities.	Medium	Manager Governance	Recommendation to be implemented	Provide examples for risk assessments undertaken	25 Aug 2023 SOA IA Not Started 28 Feb 23: Risk Management review is required to be undertaken every three years in accordance with the Local Government (Audit) Regulations 1996. The next review is due to be conducted in 2023.	25 Aug 2023 SOA IA Not Started 28 Feb 23: As per client progress update.	Not Started
45	22-Apr-21	Moore Australia	Risk Management	Performance Indicators	45. Performance Indicators Develop, approve, document, monitor and report risk management performance indicators or measures to allow expected performance and actual performance to be compared.	Low	Manager Governance	Recommendation to be implemented	Provide copy of KPI for risk management	SOA IA 25 Aug 2023 Not Started Progress Update: To be incorporated as part of the above and coordinated by the new Audit and Governance Officer and development of a new system. Update – September 2021. Organisational structure incorporating new position has been endorsed by Council and funded in the 2021-2022 budget. Recruitment to commence	SOA IA 25 Aug 2023 Not Started 12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
46	22-Apr-21	Moore Australia	Risk Management	Survey of Risk Owners, Management, Staff, Contractors & Volunteers	46. Survey of Risk Owners, Management, Staff, Contractors and Volunteers Survey a selection of risk owners, management, staff, contractors and/ or volunteers to identify continuous improvement opportunities.	Low	Manager Governance	Recommendation to be implemented	Provide copy of survey undertaken.	SOA IA 25 Aug 2023 Not Started Progress Update: To be incorporated as part of the above and coordinated by the new Audit and Governance Officer and development of a new system. Update – September 2021. Organisational structure incorporating new position has been endorsed by Council and funded in the 2021-2022 budget. Recruitment to commence	SOA IA 25 Aug 2023 Not Started 12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	Not Started

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47	22-Apr-21	Moore Australia	Grants Management	Application of Grants	47. Application of Grants Improve systems and controls through establishing set criterion to support decision making and authorisation for grant applications	Medium	Manager Finance	Recommendations noted	Provide set criterion for Grants	Not Due	29 Jan 2024 by DCS Refer to ARITAG – Need to determine priority of this and where best this sits. For example Communities are currently advertising for a Grants Administration Person. The Shire receives significant grants funds but typically part of agreements with Miners under ESG obligations and are recurring. Finance have role in ensuring accurate monitoring of contract liability Progress Update: Workflow to be developed that ensures that grant applications are assessed against council's priorities and integrated planning documents prior to submission. Grant Register to be expanded to incorporate the requirements of funding and monitor compliance and ensure best practice is met.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
48	22-Apr-21	Moore Australia	Grants Management	Application of Grants	48. Application of Grants Enforce individual accountability for compliance with the Shire's documented procedures	Medium	Manager Finance	Recommendations noted	Awareness provided i.e. email communications etc to remind employees about Shire's documented procedures.	Not Due	Progress Update: Workflow to be developed that ensures that grant applications are assessed against council's priorities and integrated planning documents prior to submission. Grant Register to be expanded to incorporate the requirements of funding and monitor compliance and ensure best practice is met.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
49	22-Apr-21	Moore Australia	Grants Management	Acquittal of Grants	49. Acquittal of Grants Review documented procedures to include clearer requirements to support grant acquittals to assist with a higher level review for the timely completion and submission of acquittals and audits.	Medium	Manager Finance	Recommendations noted	Provide updated Grants procedures	Not Due	Progress Update: Development of suitable reporting system to collate and monitor funding performance data which is reported regularly to each department for review and/or action to be delivered in the new financial year.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
50	22-Apr-21	Moore Australia	Grants Management	Acquittal of Grants	50. Acquittal of Grants Establish authorised checklists to be completed by each department managing grants to evidence the routine review of grants and the provision of any required information as required by internal policies and procedures.	Medium	Manager Finance	Recommendations noted	Provide examples of checklists completed.	Not Due	Progress Update: Development of suitable reporting system to collate and monitor funding performance data which is reported regularly to each department for review and/or action to be delivered in the new financial year.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
51	22-Apr-21	Moore Australia	Grants Management	Compliance with Grant Conditions	51. Compliance with Grant Conditions Create a grants matrix to allow higher level analysis and review of compliance with grant conditions and clauses.	Medium	Manager Finance	Recommendations noted	Provide Grant matrix	Not Due	Progress Update: To be incorporated into the reporting system – as above.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
52	22-Apr-21	Moore Australia	Grants Management	Compliance with Grant Conditions	52. Compliance with Grant Conditions In addition to the recording of compliance for grant programs, establish a register to maintain records of compliance and non-compliance.	Medium	Manager Finance	Recommendations noted	Provide copy of Grants Compliance Register	Not Due	Progress Update: To be incorporated into the reporting system – as above.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
53	22-Apr-21	Moore Australia	Grants Management	Governance	53. Update internal resource library (intranet) to maintain live documents as required by documented procedures.	Low	Manager Governance	Recommendations noted	Provide screenshots of intranet with live documents as Grants procedures	Not Due	Progress Update: To be incorporated into the reporting system – as above.	12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
54	22-Apr-21	Moore Australia	Grants Management	Governance	54. Governance Clarify KCA 3 Grants to define expected compliance requirements and create support documents as required to facilitate compliance.	Low	Manager Finance	Recommendations noted	Provide updated KCA 3 with updated compliance requirements	Not Due	Progress Update: To be incorporated into the reporting system – as above.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
55	22-Apr-21	Moore Australia	Grants Management	Governance	55. Enforce individual accountability with documented procedures.	Low	Manager Governance	Recommendations noted	Awareness provided i.e. email communications etc to remind employees about Shire's documented procedures.	Not Due	Progress Update: To be incorporated into the reporting system – as above.	12 June 2022: Meeting scheduled for 16 June 2022 to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
56	22-Apr-21	Moore Australia	Grants Management	Governance	56 Governance Undertake an evaluation of current grant programs to identify non-compliant grants and action as required.	Low	Manager Finance	Recommendations noted	Provide evidence of evaluation undertaken	Not Due	Progress Update: To be incorporated into the reporting system – as above.	12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	Not Started
64	22-Apr-21	Moore Australia	Records Management	Language Control	64. Language Control Review, improve and update the systems and controls for language control within record keeping systems.	High	Manager Governance	Recommendation to be initiated by EOM April 2021.	Provide evidence on how the Shire ensure language control in systems	Overdue	SOA IA 25 Aug 2023 A directive/procedure will be developed in Q4 of 2023/2024. Records projects have been prioritised to ensure readiness for relocation to an alternative location whilst the new Administration Building is being built. 28 Feb 23: Improvements/standardised naming conventions are being implemented across the Shire's records management system. A documented approach will be considered in preparation for the implementation of a new records management system.	SOA IA 25 Aug 2023 In Progress 28 Feb 23: As per client progress update. In Progress	In Progress
65	22-Apr-21	Moore Australia	Records Management	Language Control	65. Language Control Consider review of historic records to identify any high risk considerations which require examination and updates for compliance with approved record keeping practices.	High	Manager Governance	Recommendation to be initiated by EOM April 2021.	Did the Shire review this? Provide evidence	Overdue	SOA IA 25 Aug 2023 This project will take approximately 2 years to complete. 28 Feb 23: A review of historic records is currently being undertaken. As part of this review, naming conventions are being standardised to allow for documents to be easily located.	SOA IA 25 Aug 2023 In Progress 28 Feb 23: As per client progress update. In Progress	In Progress
69	22-Apr-21	Moore Australia	Records Management	Training	69. Training Test backup procedures, usability and readability of backup tapes/discs on a regular basis.	Medium	Manager ICT	Recommendations noted	Provide test backup procedure	Not Due	29 Jan 2024 Refer to ARITAG – backup tests are being performed as part of IT disaster recovery processes. Don't understand why this is an outstanding item. Progress update as at: Corporate Services to arrange via their external ICT or other consulting providers Progress Update: The proposed new system is backed up in accordance with industry best practices standards. Regular testing to take place one system is operational, in line with the Shire's Record Keeping Plan.	25 July 2023 SOA IA - No progress update 12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.	In Progress

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70	22-Apr-21	Moore Australia	Records Management	Key Performance Indicators	70. Key Performance Indicators Refine and develop criteria to assess the performance of the recordkeeping program.	Medium	Manager Governance	Recommendation to be initiated by EOM April 2021.	Provide criteria to assess the performance of the recordkeeping program	Overdue	<p>29 Jan 2024 Refer to ARITAG – it is recognised that major work needs to be done to improve record keeping. KPI's are unnecessary at this point until a better system is in place</p> <p>SOA IA 25 Aug 2023 The Shire has not implemented coordinated performance monitoring and reporting at this stage. As the organisation matures and more processes are put in place, this will be implemented.</p> <p>Progress Update: Collection and review of statistics will commence on the implementation of the new EDRSM and will form part of the Shire's performance management platform and written into the Shire's reviewed Record Keeping Plan.</p>	<p>SOA IA 25 Aug 2023 Not Started</p> <p>12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.</p>	Not Started
71	22-Apr-21	Moore Australia	Records Management	Key Performance Indicators	71. Key Performance Indicators Implement a survey mechanism to measure levels of staff satisfaction with recordkeeping operations.	Medium	Manager Governance	Recommendation to be initiated by EOM April 2021.	Provide evidence of survey completed	Overdue	<p>SOA IA 25 Aug 2023 A survey will be considered at a later date. Records projects have been prioritised to ensure readiness for relocation to an alternative location whilst the new Administration Building is being built.</p> <p>Progress Update: Collection and review of statistics will commence on the implementation of the new EDRSM and will form part of the Shire's performance management platform and written into the Shire's reviewed Record Keeping Plan.</p>	<p>SOA IA 25 Aug 2023 Not Started</p> <p>12 June 2022: Meeting request sent to RO to discuss the evidence required to finalise the implementation of the recommendation.</p>	Not Started
84	15-Jul-22	Moore Australia	Records Management 22	Systems access and records classification	Develop a document or register that classifies key records by access or confidential level and the associated security classification	Medium	Manager Governance	Agreed	Provide register that classifies key records or confidential level and the associated security classification	Overdue	<p>29 Jan 2024 Refer to ARITAG – This will be delivered if the Shire proceeds with the implementation of the Information Architecture that is currently being developed.</p> <p>SOA IA 25 Aug 2023 A directive/procedure will be developed in Q3 of 2023/2024. Records projects have been prioritised to ensure readiness for relocation to an alternative location whilst the new Administration Building is being built.</p>	<p>SOA IA 25 Aug 2023 Not Started</p>	Not Started
85	15-Jul-22	Moore Australia	Records Management 22	Systems access and records classification	Ensure that the document is approved by the CEO or the relevant delegated authority	Medium	Manager Governance	Agreed	Referring to item 84. Was it approved by the CEO? Evidence	Overdue	<p>29 Jan 2024 Refer to ARITAG – CEO will signoff Information Architecture once developed</p> <p>SOA IA 25 Aug 2023 A directive/procedure will be developed in Q3 of 2023/2024. Records projects have been prioritised to ensure readiness for relocation to an alternative location whilst the new Administration Building is being built.</p> <p>31 October 2022: A review of the Shire's Recordkeeping Plan has commenced. This will be included in this review. It is anticipated the review will be finalised by 31 December 2022.</p>	<p>SOA IA 25 Aug 2023 In Progress</p>	In Progress
86	15-Jul-22	Moore Australia	Records Management 22	Systems access and records classification	Communicate to relevant staff	Medium	Manager Governance	Agreed	Referring to item 84. Awareness provided i.e. email communications etc to remind employees about Shire's documented procedures.	Overdue	<p>SOA IA 25 Aug 2023 A directive/procedure will be developed in Q3 of 2023/2024. Records projects have been prioritised to ensure readiness for relocation to an alternative location whilst the new Administration Building is being built.</p>	<p>SOA IA 25 Aug 2023 Not Started</p>	Not Started
87	15-Jul-22	Moore Australia	Records Management 22	Systems access and records classification	Ensure that records are classified as per the approved document.	Medium	Manager Governance	Agreed	Referring to item 84. Provide evidence to show classification.	Overdue	<p>SOA IA 25 Aug 2023 A directive/procedure will be developed in Q3 of 2023/2024. Records projects have been prioritised to ensure readiness for relocation to an alternative location whilst the new Administration Building is being built.</p>	<p>SOA IA 25 Aug 2023 Not Started</p>	Not Started
96	15-Jul-22	Moore Australia	Records Management 22	Management Reporting on the Shire's Records Management Practices	Develop KPI's for monitoring compliance and performance of the records and information management function	Medium	Manager Governance	Agreed	Provide KPI's for compliance and performance	Overdue	<p>29 Jan 2024 Refer to ARITAG – it is recognised that major work needs to be done to improve record keeping. KPI's are unnecessary at this point until a better system is in place</p> <p>SOA IA 25 Aug 2023 Not Started</p>	<p>SOA IA 25 Aug 2023 Not Started</p>	Not Started
97	15-Jul-22	Moore Australia	Records Management 22	Management Reporting on the Shire's Records Management Practices	Ensure KPI's are approved by the Executive or relevant delegated authority	Medium	Manager Governance	Agreed	Was it approved by ELT member or delegated authority	Overdue	<p>SOA IA 25 Aug 2023 Not Started</p>	<p>SOA IA 25 Aug 2023 Not Started</p>	Not Started
98	15-Jul-22	Moore Australia	Records Management 22	Management Reporting on the Shire's Records Management Practices	Have a standard agenda item on a regular basis to discuss records management matters; and	Medium	Manager Governance	Agreed	Provide example of agenda paper where records management was discussed.	Overdue	<p>SOA IA 25 Aug 2023 Not Started</p>	<p>SOA IA 25 Aug 2023 Not Started</p>	Not Started
99	15-Jul-22	Moore Australia	Records Management 22	Management Reporting on the Shire's Records Management Practices	Regularly report to the Executive and Audit and Risk Committee level	Medium	Manager Governance	Agreed	Examples of reports to ELT and ARC.	Overdue	<p>SOA IA 25 Aug 2023 Not Started</p>	<p>SOA IA 25 Aug 2023 Not Started</p>	Not Started
100	15-Jul-22	Moore Australia	Records Management 22	Compliance Monitoring and Evaluation	Determine the frequency and method of monitoring compliance	Medium	Manager Governance	Agreed	How does the Shire monitor compliance of records management	Overdue	<p>SOA IA 25 Aug 2023 The Shire has introduced the Attain Compliance Calendar which documents various legislative requirements across multiple pieces of legislation. Tasks are allocated to the appropriate officer. The officer is required to evidence their compliance in the system. Quarterly reporting of outstanding compliance calendar tasks will be reported to ELT commencing in October 2023. Please note: compliance matters are reported to the Audit and Risk Management Committee as part of the DLGSC annual Compliance Audit Return (CAR). Currently outside of the CAR, no other legislative compliance reporting is presented to the Audit and Risk Management Committee. This will be investigated at a later date.</p>	<p>SOA IA 25 Aug 2023 Transferred to In Progress</p>	In Progress

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101	15-Jul-22	Moore Australia	Records Management 22	Compliance Monitoring and Evaluation	Regularly monitor, and report to executive and the Audit and Risk Committee the outcomes.	Medium	Manager Governance	Agreed	Examples of reports to ELT and ARC.	SOA IA 25 Aug 2023 The Shire has introduced the Attain Compliance Calendar which documents various legislative requirements across multiple pieces of legislation. Tasks are allocated to the appropriate officer. The officer is required to evidence their compliance in the system. Quarterly reporting of outstanding compliance calendar tasks will be reported to ELT commencing in October 2023. Please note: compliance matters are reported to the Audit and Risk Management Committee as part of the DLGSC annual Compliance Audit Return (CAR). Currently outside of the CAR, no other legislative compliance reporting is presented to the Audit and Risk Management Committee. This will be investigated at a later date.	SOA IA 25 Aug 2023 Transferred to In Progress	In Progress
102	15-Jul-22	Moore Australia	Records Management 22	Records Emergency Management Plan	Review the Records Emergency Management Plan	Medium	Manager Governance	Agreed	Provide update of Records Emergency Management Plan	SOA IA 25 Aug 2023 The Records Emergency Management Plan reviewed will be finalised in Q2 of 2023/2024. Records projects have been prioritised to ensure readiness for relocation to an alternative location whilst the new Administration Building is being built. 12 December 2022: The review of the Records Emergency Management Plan has commenced and is being undertaken in conjunction with the Recordkeeping Plan review. It is proposed these documents will be presented to the State Records Office by 31 December 2022. 31 October 2022: A review of the Shire's Recordkeeping Plan has commenced. This will be included in this review. It is anticipated the review will be finalised by 31 December 2022.	SOA IA 25 Aug 2023 In Progress 12 December 2022: The review of the Records Emergency Management Plan has commenced and is being undertaken in conjunction with the Recordkeeping Plan review. It is proposed these documents will be presented to the State Records Office by 31 December 2022 - no evidence received.	In Progress
103	15-Jul-22	Moore Australia	Records Management 22	Records Emergency Management Plan	Ensure it is approved by the CEO and the relevant delegated authority	Medium	Manager Governance	Agreed	Was it approved by CEO	SOA IA 25 Aug 2023 The Records Emergency Management Plan reviewed will be finalised in Q2 of 2023/2024. Records projects have been prioritised to ensure readiness for relocation to an alternative location whilst the new Administration Building is being built. 31 October 2022: A review of the Shire's Recordkeeping Plan has commenced. This will be included in this review. It is anticipated the review will be finalised by 31 December 2022.	SOA IA 25 Aug 2023 In Progress	In Progress
104	15-Jul-22	Moore Australia	Records Management 22	Records Emergency Management Plan	Made available to all staff.	Medium	Manager Governance	Agreed	Provided to staff? How? Email, Intranet, through learning. Provide examples.	SOA IA 25 Aug 2023 The Records Emergency Management Plan reviewed will be finalised in Q2 of 2023/2024. Records projects have been prioritised to ensure readiness for relocation to an alternative location whilst the new Administration Building is being built.	SOA IA 25 Aug 2023 Transferred to In Progress	In Progress
105	01-Nov-22	Moore Australia	Cyber Security	Cyber Security Framework and Supporting Operational Procedures	Establish a Cybersecurity Framework and supporting procedures that align with the WA Government Cybersecurity Policy and the Australian Government Information Security Manual	High	Manager ICT	Agreed. Develop a Cybersecurity Framework and supporting procedures that align with the WA Government Cybersecurity Policy and the Australian Government Information Security Manual	Develop a Cybersecurity Framework and supporting procedures that align with the WA Government Cybersecurity Policy and the Australian Government Information Security Manual	25 Jan 2024 by DSC Refer to ARITAG – Significant work has and is being done in this space. ITGC Management Letter items which are aligned to the Essential 8 framework are being put in place that should address all the Moore items. Nessus Pro network scanning system is currently being implemented and Avantgarde Technologies are about to do a complete ICT Current State Audit which will prioritise cyber related actions.	25 July 2023 SOA IA - No progress update 8 February 2023: Cybersecurity Framework is currently being drafted.	In Progress
106	01-Nov-22	Moore Australia	Cyber Security	Cyber Security Framework and Supporting Operational Procedures	Ensure the Cyber Security Framework and supporting operating procedures are approved by the CEO, Executive Leadership Team or the relevant delegated authority	High	Manager ICT	Agreed. Have the Cybersecurity Framework endorsed by the ICT Working group and Executive Leadership Team	Have the Cybersecurity Framework endorsed by the ICT Working group and Executive Leadership Team	25 July 2023 SOA IA - No progress update 8 February 2023: Cybersecurity Framework is currently being drafted	25 July 2023 SOA IA - No progress update 8 February 2023: Cybersecurity Framework is currently being drafted	In Progress
107	01-Nov-22	Moore Australia	Cyber Security	Cyber Security Framework and Supporting Operational Procedures	Ensure the Cyber Security Framework and supporting operating procedures are approved by the CEO, Executive Leadership Team or the relevant delegated authority	High	Manager ICT	Agreed. Have the supporting operating procedures approved by the Director Corporate Services	Have the supporting operating procedures approved by the Director Corporate Services	25 July 2023 SOA IA - No progress update 8 February 2023: Cybersecurity Framework is currently being drafted	25 July 2023 SOA IA - No progress update 8 February 2023: Cybersecurity Framework is currently being drafted	In Progress
108	01-Nov-22	Moore Australia	Cyber Security	Cyber Security Framework and Supporting Operational Procedures	Communicate the framework and supporting operating procedures to all staff within the organisation	High	Manager ICT	Agreed. Communicate the framework and supporting operating procedures to all staff within the organisation;	Communicate the framework and supporting operating procedures to all staff within the organisation;	25 July 2023 SOA IA - No progress update 8 February 2023: Cybersecurity Framework is currently being drafted	25 July 2023 SOA IA - No progress update 8 February 2023: Cybersecurity Framework is currently being drafted	In Progress
109	01-Nov-22	Moore Australia	Cyber Security	Cyber Security Framework and Supporting Operational Procedures	Copies of the framework and operating procedures be made available and easily accessible to staff and relevant contractors at induction and ongoing basis	High	Manager ICT	Agreed. Copies of the framework and operating procedures be made available and easily accessible to staff and relevant contractors at induction and ongoing basis;	Copies of the framework and operating procedures be made available and easily accessible to staff and relevant contractors at induction and ongoing basis;	25 July 2023 SOA IA - No progress update 8 February 2023: Cybersecurity Framework is currently being drafted	25 July 2023 SOA IA - No progress update 8 February 2023: Cybersecurity Framework is currently being drafted	In Progress
110	01-Nov-22	Moore Australia	Cyber Security	Cyber Security Framework and Supporting Operational Procedures	Establish a program of reviewing framework and operating procedures at a minimum every two years	High	Manager ICT	Agreed. Establish a program of reviewing framework and operating procedures at a minimum every two years.	Establish a program of reviewing framework and operating procedures at a minimum every two years.	25 July 2023 SOA IA - No progress update 8 February 2023: Cybersecurity Framework is currently being drafted	25 July 2023 SOA IA - No progress update 8 February 2023: Cybersecurity Framework is currently being drafted	In Progress
113	01-Nov-22	Moore Australia	Cyber Security	Risk Assessment for Cyber Security threats	Conduct cyber security risk assessment at planned intervals (including using existing information to inform the assessments)	Medium	Manager ICT	Agreed. Schedule of planned intervals for conducting cybersecurity risk assessments to be incorporated into the Cybersecurity Framework and operating procedures	Schedule of planned intervals for conducting cybersecurity risk assessments to be incorporated into the Cybersecurity Framework and operating procedures	25 July 2023 -Reoccurring task to be set	25 July 2023 SOA IA - Remains in Not Started	Not Started
114	01-Nov-22	Moore Australia	Cyber Security	Risk Assessment for Cyber Security threats	Retain documented information of the results of the risk assessment	Medium	Manager ICT	Agreed. Register maintained of risk assessments conducted in accordance with the framework and procedures	Register maintained of risk assessments conducted in accordance with the framework and procedures	25 July 2023 -Reoccurring task to be set	25 July 2023 SOA IA - Remains in Not Started	Not Started
115	01-Nov-22	Moore Australia	Cyber Security	Risk Assessment for Cyber Security threats	Update key governance documents and processes post performing the risk assessment	Medium	Manager ICT	Agreed. Register maintained of risk assessments conducted in accordance with the framework and procedures	Register maintained of risk assessments conducted in accordance with the framework and procedures	25 July 2023 SOA IA - No progress update	25 July 2023 SOA IA - No progress update	Not Started
116	01-Nov-22	Moore Australia	Cyber Security	Testing for control weakness and Cyber security threats (including penetration testing)	Establish an annual program of testing vulnerabilities (including penetration testing) which can be performed in house by staff with appropriate skills and experience or externally by consultants	Medium	Manager ICT	Agreed. Incorporate an annual program of testing vulnerabilities into the Cybersecurity Framework and supporting operating procedures	Incorporate an annual program of testing vulnerabilities into the Cybersecurity Framework and supporting operating procedures	25 July 2023 -Reoccurring task to be set	25 July 2023 SOA IA - No progress update	Not Started
117	01-Nov-22	Moore Australia	Cyber Security	Testing for control weakness and Cyber security threats (including penetration testing)	Develop processes for documenting and addressing identified vulnerabilities in a timely manner	Medium	Manager ICT	Agreed. Develop processes for documenting and addressing identified vulnerabilities in a timely manner.	Develop processes for documenting and addressing identified vulnerabilities in a timely manner.	25 July 2023 -Procedure developed. In review stage	25 July 2023 SOA IA - Transferred to In Progress	In Progress

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Date of Report	Auditor	Audit Topic	Finding Title	Recommendation	Risk Rating	Recommendation Owner	Management Comment in Report	Agreed Action	Overdue Status	Client Progress Update	Moore Australia / SOA IA Comment	Status After Assessment	
118	01-Nov-22	Moore Australia	Cyber Security	Physical security of key assets (including Server rooms)	Ensure that physical access to the server room is restricted to only those with authorised access to protected information systems and monitored to prevent unauthorised access and accidental damage	Medium	Manager ICT	Agreed. Review current security measures and incorporate acceptable restrictions for authorised access into the Shire's Cybersecurity Framework	Review current security measures and incorporate acceptable restrictions for authorised access into the Shire's Cybersecurity Framework	Overdue	25 July 2023 SOA IA - No progress update 23 February 2023: With the current uses of the server room, it is not possible to restrict access in this way	In Progress	
119	01-Nov-22	Moore Australia	Cyber Security	Physical security of key assets (including Server rooms)	Ensure that physical access to the server room is restricted to only those with authorised access to protected information systems and monitored to prevent unauthorised access and accidental damage	Medium	Manager ICT	Agreed. Ensure security measures included in the framework are implemented	Ensure security measures included in the framework are implemented	Overdue	25 July 2023 SOA IA - No progress update 23 February 2023: With the current uses of the server room, it is not possible to restrict access in this way	In Progress	
120	01-Nov-22	Moore Australia	Cyber Security	Reporting of Cyber Security Incidents and Threats	Establish processes for identifying recording and reporting cyber security incidents to the relevant external entities and internally to the relevant authority	Medium	Manager ICT	Agreed. Incorporate cybersecurity recording, and reporting measures and frequency in the Cybersecurity Framework, including regular reporting to the ICT Working Group and Executive Leadership Team	Incorporate cybersecurity recording, and reporting measures and frequency in the Cybersecurity Framework, including regular reporting to the ICT Working Group and Executive Leadership Team	Overdue	25 July 2023 -Procedure developed. In review stage 8 February 2023: Cybersecurity Framework is currently being drafted	In Progress	
121	01-Nov-22	Moore Australia	Cyber Security	Reporting of Cyber Security Incidents and Threats	Determine the frequency and key areas that the reporting will cover	Medium	Manager ICT	Agreed. Incorporate cybersecurity recording, and reporting measures and frequency in the Cybersecurity Framework, including regular reporting to the ICT Working Group and Executive Leadership Team	Incorporate cybersecurity recording, and reporting measures and frequency in the Cybersecurity Framework, including regular reporting to the ICT Working Group and Executive Leadership Team	Overdue	25 July 2023 -Procedure developed. In review stage 8 February 2023: Cybersecurity Framework is currently being drafted	In Progress	
122	01-Nov-22	Moore Australia	Cyber Security	Strategies and Plans for Recovery from Cyber security attacks and Threats	Develop an ICT Disaster Recovery Plan which outlines the overall strategy for recovery ICT (including Cybersecurity threats and incidents), reasons and the activities required to implement the strategy, including timeliness for recovering each specific technology component as required by the Shire	Medium	Manager ICT	Agreed. Develop an ICT Disaster Recovery Plan which outlines the overall strategy for recovery ICT (including Cybersecurity threats and incidents), reasons and the activities required to implement the strategy, including timeliness for recovering each specific technology component as required by the Shire	Develop an ICT Disaster Recovery Plan which outlines the overall strategy for recovery ICT (including Cybersecurity threats and incidents), reasons and the activities required to implement the strategy, including timeliness for recovering each specific technology component as required by the Shire	Overdue	22 Sep 2023 SOA IA Already have a recruitment and Retention Strategy in place – needs review. Have already commenced with review of directives and procedures. 23 February 2023: First draft completed	In Progress	
124	01-Nov-22	Moore Australia	Cyber Security	Strategies and Plans for Recovery from Cyber security attacks and Threats	Review the end-of-life cycle of the backup Information and Communication Technology infrastructure installed at the airport in late 2016	Medium	Manager ICT	Agreed. Develop an ICT asset replacement program	Develop an ICT asset replacement program	Overdue	25 July 2023-Capital funding for replacement of hardware approved. Yet to be ordered 2023 June 15: Insufficient evidence. 28 Feb 23: Management considers closed - no evidence received.	In Progress	
125	01-Nov-22	Moore Australia	Cyber Security	Strategies and Plans for Recovery from Cyber security attacks and Threats	Replace the backup infrastructure at the Shire's disaster recovery site (Onslow Airport) at end of its expected life cycle	Medium	Manager ICT	Agreed. Replace the backup infrastructure at the Shire's disaster recovery site (Onslow Airport) at end of its expected life cycle	Replace the backup infrastructure at the Shire's disaster recovery site (Onslow Airport) at end of its expected life cycle	Overdue	25 July 2023-Capital funding for replacement of hardware approved. Yet to be ordered	25 July 2023 SOA IA - Transferred to In Progress	In Progress
126	01-Nov-22	Moore Australia	Cyber Security	Management of removable media devices (USB and Flash drives) & Trusted Insider Program	Establish a removable media arrangement or policy that outlines the Shires expectation on the use, handling and protection of removable media	High	Manager ICT	Agree in part. Options will need to be discussed with ELT. Incorporate removable media arrangements into the Cybersecurity Framework	Agree in part. Options will need to be discussed with ELT. Incorporate removable media arrangements into the Cybersecurity Framework	Overdue	25 July 2023-Still to be determined 8 February 2023: Cybersecurity Framework is currently being drafted	In Progress	
127	01-Nov-22	Moore Australia	Cyber Security	Management of removable media devices (USB and Flash drives) & Trusted Insider Program	Establish arrangements for monitoring unauthorised data access and excessive use of removable media	High	Manager ICT	Agree in part. Options will need to be discussed with ELT. Incorporate monitoring arrangements of non-permitted use of removable media into the Cybersecurity Framework	Agree in part. Options will need to be discussed with ELT. Incorporate monitoring arrangements of non-permitted use of removable media into the Cybersecurity Framework	Overdue	25 July 2023-Still to be determined 8 February 2023: Cybersecurity Framework is currently being drafted	In Progress	
128	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Business continuity management arrangements	Review the Shire's Business Continuity Management Arrangements (BCMA) to ensure they reflect current practice requirements and better practice principles from AS ISO 22301:2020 Security and Resilience	Medium	Manager Governance	There is no reason for the BCMA's to record the Local Recovery Centers (LRC). LRCs are for community use and do not play a role in BCMA. It should be remembered that they are separate processes. It is agreed that a system should be put in place to ensure the BCMA is updated annually, and all appropriate measures are put in place to ensure it is relevant, staff are aware of it and hard copies are maintained. This should commence with internal ownership being assigned and a consultant engaged to train and assist staff to develop BCMA's for service units and the organization as a whole. Review Business Continuity Management Arrangements (BCMA) ensuring it adheres current practice requirements and better practice principles from AS ISO 22301:2020 Security and Resilience.	There is no reason for the BCMA's to record the Local Recovery Centers (LRC). LRCs are for community use and do not play a role in BCMA. It should be remembered that they are separate processes. It is agreed that a system should be put in place to ensure the BCMA is updated annually, and all appropriate measures are put in place to ensure it is relevant, staff are aware of it and hard copies are maintained. This should commence with internal ownership being assigned and a consultant engaged to train and assist staff to develop BCMA's for service units and the organization as a whole. Review Business Continuity Management Arrangements (BCMA) ensuring it adheres current practice requirements and better practice principles from AS ISO 22301:2020 Security and Resilience.	Overdue	29 Jan 2024 by DSC Refer to ARITAG – This is part of the Risk Management Consultants brief and will be completed over the next 12 months. SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	SOA IA 25 Aug 2023 Not Started	Not Started
129	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Business continuity management arrangements	Ensure the BCMA, are approved by the CEO or Executive Leadership Team	Medium	Manager Governance	There is no reason for the BCMA's to record the Local Recovery Centers (LRC). LRCs are for community use and do not play a role in BCMA. It should be remembered that they are separate processes. It is agreed that a system should be put in place to ensure the BCMA is updated annually, and all appropriate measures are put in place to ensure it is relevant, staff are aware of it and hard copies are maintained. This should commence with internal ownership being assigned and a consultant engaged to train and assist staff to develop BCMA's for service units and the organization as a whole. Have the BCMA approved by the Executive Leadership Team.	Have the BCMA approved by the Executive Leadership Team.	Overdue	SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	SOA IA 25 Aug 2023 Not Started	Not Started
130	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Business continuity management arrangements	Communicate the BCMA, to all staff within the organisation	Medium	Manager Governance	There is no reason for the BCMA's to record the Local Recovery Centers (LRC). LRCs are for community use and do not play a role in BCMA. It should be remembered that they are separate processes. It is agreed that a system should be put in place to ensure the BCMA is updated annually, and all appropriate measures are put in place to ensure it is relevant, staff are aware of it and hard copies are maintained. This should commence with internal ownership being assigned and a consultant engaged to train and assist staff to develop BCMA's for service units and the organization as a whole. Communicate the BCMA to all staff within the organisation.	Communicate the BCMA to all staff within the organisation.	Not Due	SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	SOA IA 25 Aug 2023 Not Started	Not Started

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131	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Business continuity management arrangements	Medium	Manager Governance	Copies of the BCMA, be made available and easily accessible to staff and relevant contractors at induction and ongoing basis; and hard copies to be retained by those with BCP role responsibilities within the Shire	There is no reason for the BCMA's to record the Local Recovery Centers (LRC). LRCs are for community use and do not play a role in BCMA. It should be remembered that they are separate processes. It is agreed that a system should be put in place to ensure the BCMA is updated annually, and all appropriate measures are put in place to ensure it is relevant, staff are aware of it and hard copies are maintained. This should commence with internal ownership being assigned and a consultant engaged to train and assist staff to develop BCMA's for service units and the organization as a whole. BCMA be made available and easily accessible to staff and relevant contractors at induction and ongoing basis; and hard copies to be retained by those with BCP role responsibilities within the Shire.	BCMA be made available and easily accessible to staff and relevant contractors at induction and ongoing basis; and hard copies to be retained by those with BCP role responsibilities within the Shire.	Not Due	SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	SOA IA 25 Aug 2023 Not Started	Not Started
132	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Business continuity management arrangements	Medium	Manager Governance	Establish a program of reviewing the Business Continuity Management Arrangements, at a minimum every one year	There is no reason for the BCMA's to record the Local Recovery Centers (LRC). LRCs are for community use and do not play a role in BCMA. It should be remembered that they are separate processes. It is agreed that a system should be put in place to ensure the BCMA is updated annually, and all appropriate measures are put in place to ensure it is relevant, staff are aware of it and hard copies are maintained. This should commence with internal ownership being assigned and a consultant engaged to train and assist staff to develop BCMA's for service units and the organization as a whole. Review frequency to be incorporate in the revised Business Continuity Management Arrangements.	Review frequency to be incorporate in the revised Business Continuity Management Arrangements.	Overdue	SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	SOA IA 25 Aug 2023 Not Started	Not Started
133	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Risk and Business Impact Assessment	Medium	Manager Governance	Conduct Risk Assessment and Business Impact Assessment	Agreed. Shire to engage a suitably qualified consultant to ensure these measures are implemented. Incorporate Risk and Business Impact Assessment into Shire Business Continuity Management Arrangements, including regular reviews.	Shire to engage a suitably qualified consultant to ensure these measures are implemented. Incorporate Risk and Business Impact Assessment into Shire Business Continuity Management Arrangements, including regular reviews.	Overdue	SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	SOA IA 25 Aug 2023 Not Started	Not Started
134	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Risk and Business Impact Assessment	Medium	Manager Governance	Use findings to update the business continuity arrangements	Agreed. Shire to engage a suitably qualified consultant to ensure these measures are implemented. Identified findings to be incorporate in the review of the Shire Business Continuity Management Arrangements.	Shire to engage a suitably qualified consultant to ensure these measures are implemented. Identified findings to be incorporate in the review of the Shire Business Continuity Management Arrangements.	Not Due	SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	SOA IA 25 Aug 2023 Not Started	Not Started
135	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Disaster Recovery (ICT Infrastructure)	Medium	Manager ICT	Develop an ICT Disaster recovery plan which outlines the overall strategy for recovery ICT reasons and the activities required to implement the strategy, including timeliness for recovering each specific technology component as required by the Shire	Agreed. Develop an ICT Disaster Recovery Plan which outlines the overall strategy for recovery ICT (including cybersecurity threats and incidents), reasons and the activities required to implement the strategy, including timeliness for recovering each specific technology component as required by the Shire;	Develop an ICT Disaster Recovery Plan which outlines the overall strategy for recovery ICT (including cybersecurity threats and incidents), reasons and the activities required to implement the strategy, including timeliness for recovering each specific technology component as required by the Shire;	Overdue	SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	SOA IA 25 Aug 2023 In Progress 25 July 2023 SOA IA - No progress update 28 Feb 23: In progress - draft completed.	In Progress
137	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Disaster Recovery (ICT Infrastructure)	Medium	Manager ICT	Review the end-of-life cycle of the backup Information and Communication Technology infrastructure installed at the airport in late 2016	Agreed. Develop an ICT asset replacement program.	Develop an ICT asset replacement program.	Overdue	SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	SOA IA 25 Aug 2023 In Progress 25 July 2023 SOA IA - No progress update 2023 June 15: Insufficient evidence. 28 Feb 23: Management considers closed - no evidence received.	In Progress
138	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Disaster Recovery (ICT Infrastructure)	Medium	Manager ICT	Replace the backup infrastructure at the Shire's disaster recovery site (Onslow Airport) at end of its expected life cycle	Agreed. Replace the backup infrastructure at the Shire's disaster recovery site (Onslow Airport) at end of its expected life cycle.	Replace the backup infrastructure at the Shire's disaster recovery site (Onslow Airport) at end of its expected life cycle.	Overdue	SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	SOA IA 25 Aug 2023 In Progress 25 July 2023 SOA IA - Remains In Progress	In Progress
139	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Scenario Testing and Post exercise review	Medium	Manager Governance	Establish a program of exercising and testing of the BCP arrangements	Agreed. Scenario testing should be completed by a facilitator and staff with a post exercise review undertaken. Establish a program of exercising and testing of the BCP arrangements;	Scenario testing should be completed by a facilitator and staff with a post exercise review undertaken. Establish a program of exercising and testing of the BCP arrangements;	Overdue	SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	SOA IA 25 Aug 2023 Not Started	Not Started
140	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Scenario Testing and Post exercise review	Medium	Manager Governance	Ensure the program is performed on a timely basis	Agreed. Scenario testing should be completed by a facilitator and staff with a post exercise review undertaken. Ensure the program is performed on a timely basis;	Scenario testing should be completed by a facilitator and staff with a post exercise review undertaken. Ensure the program is performed on a timely basis;	Not Due	SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	SOA IA 25 Aug 2023 Not Started	Not Started
141	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Scenario Testing and Post exercise review	Medium	Manager Governance	Document post testing exercise reports that contain outcomes, recommendations and actions to implement improvements	Agreed. Scenario testing should be completed by a facilitator and staff with a post exercise review undertaken. Document post testing exercise reports that contain outcomes, recommendations and actions to implement improvements.	Scenario testing should be completed by a facilitator and staff with a post exercise review undertaken. Document post testing exercise reports that contain outcomes, recommendations and actions to implement improvements.	Not Due	SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	SOA IA 25 Aug 2023 Not Started	Not Started
142	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Staff awareness and training	Medium	Manager Governance	Establish an ongoing training program for staff on business continuity including refresher training	Agreed. Budget should be amended to provide appropriate training. Establish an ongoing training program for staff on business continuity including refresher training	Budget should be amended to provide appropriate training.	Overdue	SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	SOA IA 25 Aug 2023 Not Started	Not Started
143	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Staff awareness and training	Medium	Manager Governance	Ensure that the program is approved by the CEO or the delegated authority	Agreed. Budget should be amended to provide appropriate training. Ensure that the program is approved by the CEO or the delegated authority	Budget should be amended to provide appropriate training. Ensure that the program is approved by the CEO or the delegated authority	Overdue	SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	SOA IA 25 Aug 2023 Not Started	Not Started
144	01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Staff awareness and training	Medium	Manager Governance	Maintain an up-to-date log of when staff last completed their training	Agreed. Budget should be amended to provide appropriate training. Maintain an up-to-date log of when staff last completed their training	Budget should be amended to provide appropriate training. Maintain an up-to-date log of when staff last completed their training	Not Due	SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	SOA IA 25 Aug 2023 Not Started	Not Started

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01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Staff awareness and training	Set minimum timeframes for when staff should attend the refresher training	Medium	Manager Governance	Agreed. Budget should be amended to provide appropriate training. Set minimum timeframes for when staff should attend the refresher training	Budget should be amended to provide appropriate training. Set minimum timeframes for when staff should attend the refresher training	Overdue	SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	SOA IA 25 Aug 2023 Not Started	Not Started
01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Staff awareness and training	Ensure staff attend the training and refresher courses	Medium	Manager Governance	Agreed. Budget should be amended to provide appropriate training. Ensure staff attend the training and refresher courses.	Budget should be amended to provide appropriate training. Ensure staff attend the training and refresher courses.	Not Due	SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	SOA IA 25 Aug 2023 Not Started	Not Started
01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Reporting to the Executive, Audit and Risk Committee and Council	Develop reporting and for monitoring compliance and performance of the Shire's business continuity management arrangements	Medium	Manager Governance	Agreed. Appropriate governance framework should be developed whilst undertaking a major review. Develop reporting for monitoring compliance and performance of the Shire's business continuity management arrangements	Appropriate governance framework should be developed whilst undertaking a major review. Develop reporting for monitoring compliance and performance of the Shire's business continuity management arrangements	Not Due	SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	SOA IA 25 Aug 2023 Not Started	Not Started
01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Reporting to the Executive, Audit and Risk Committee and Council	Ensure the requirements are approved by the CEO, Executive or relevant delegated authority	Medium	Manager Governance	Agreed. Appropriate governance framework should be developed whilst undertaking a major review. Ensure the requirements are approved by the CEO, Executive or relevant delegated authority.	Appropriate governance framework should be developed whilst undertaking a major review. Ensure the requirements are approved by the CEO, Executive or relevant delegated authority.	Not Due	SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	SOA IA 25 Aug 2023 Not Started	Not Started
01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Reporting to the Executive, Audit and Risk Committee and Council	Regularly report to the executive and Audit and Risk Committee level	Medium	Manager Governance	Agreed. Appropriate governance framework should be developed whilst undertaking a major review. Regularly report to the Executive Leadership Team.	Appropriate governance framework should be developed whilst undertaking a major review. Regularly report to the Executive Leadership Team.	Not Due	SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	SOA IA 25 Aug 2023 Not Started	Not Started
01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Compliance Monitoring	Determine the frequency and method of monitoring compliance	Medium	Manager Governance	Agreed. Determine the frequency and method of monitoring compliance	Determine the frequency and method of monitoring compliance	Not Due	SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	SOA IA 25 Aug 2023 Not Started	Not Started
01-Nov-22	Moore Australia	Business Continuity, Disaster Recovery and Incident Management	Compliance Monitoring	Regularly monitor; and Report to executive and the Audit and Risk Committee the outcomes	Medium	Manager Governance	Agreed. Regularly monitor; and report to the Executive Leadership Team on the outcomes.	Regularly monitor; and report to the Executive Leadership Team on the outcomes.	Not Due	SOA IA 25 Aug 2023 Funds for business continuity were approved in the 2023/2024 Annual Budget. A draft scope for RFQ has been prepared for the review of business continuity arrangements at the Shire.	SOA IA 25 Aug 2023 Not Started	Not Started
02-Dec-22	Moore Australia	Contract Management	Contract Register	Develop comprehensive policies and procedures to manage and review the Contract Register	Medium	Senior Procurement Officer	Develop a procedure for the management and review of the Contract Register	Develop a procedure for the management and review of the Contract Register	Overdue	29 Jan 2024 Drafts forwarded to MMG for comment/review as per ADCEO instructions. 21 Dec 2023 Drafts forwarded to DCEO for comment/review. 25 Oct 2023 Drafts forwarded to WHS Consultant and Financial Audit Controller for comment/review. 22 Sep 2023 Drafts resent to Director Community Services for review, Deputy CEO cc'd in also SOA IA 25 Aug 2023 Procedure is being developed, in Draft stage, yet to be approved by Director. Feedback from staff received SOA IA 25 July 2023-Procedure is being developed, in Draft stage, yet to be approved by Director before ELT approval. No feedback as yet. 2023 July 4: Procedure is being developed, in Draft stage, yet to be approved by Director before ELT approval. No feedback as yet. 2023 May 23: Procedure is being developed, in Draft stage, yet to be approved by Director before ELT approval.	SOA IA 21 Dec 2023 Remains in Progress SOA IA 25 Oct 2023 In Progress SOA IA 25 Aug 2023 In Progress SOA IA 25 July 2023 Remains in progress. 2023 July 4: Remains in progress. 2023 May 23: Remains in progress. 2023 April 27: Remains in progress. 28 March 23: Shire in process of developing procedures and Directive.	In Progress

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186	02-Dec-22	Moore Australia	Contract Management	Contract and Supplier Performance Management	Develop and implement comprehensive performance management policies and procedures for the purposes for contract and supplier management in line with the WA Contract Management Framework Principles published by the Department of Finance. This includes processes such as, but not limited to: •Regular and structured performance reviews; •Formal documentation requirements for performance review meetings and communication with suppliers; •Monitoring and resolving non-compliance or poor contract performance with contract conditions; and •Mechanisms to ensure consistent processes to ensure contract conditions and deliverables are assessed and recorded in a final review.	High	Senior Procurement Officer	Incorporate contract performance management in the Contract Management Directive	Incorporate contract performance management in the Contract Management Directive	<p>29 Jan 2024 Drafts forwarded to MMG for comment/review as per ADCEO instructions.</p> <p>SOA IA 21 Dec 2023 Drafts forwarded to DCEO for comment/review.</p> <p>25 Oct 2023 Forwarded to WHS Consultant and Financial Audit Controller for comment/review.</p> <p>22 Sep 2023 Drafts resent to Director Community Services for review, Deputy CEO cc'd in also</p> <p>25 Aug 2023 Directive & Procedure is being developed, in Draft stage, yet to be approved by Director before ELT approval. Feedback from staff received.</p> <p>25 July 2023- Directive & Procedure is being developed, in Draft stage, yet to be approved by Director before ELT approval. No feedback as yet.</p> <p>2023 July 4: Directive & Procedure is being developed, in Draft stage, yet to be approved by Director before ELT approval. No feedback as yet.</p> <p>2023 May 23: Directive & Procedure is being developed, in Draft stage, yet to be approved by Director before ELT approval.</p>	<p>SOA IA 21 Dec 2023 Remains in progress</p> <p>SOA IA 25 Oct 2023 In Progress</p> <p>SOA IA 25 Aug 2023 In Progress</p> <p>SOA IA 25 July 2023 Remains in progress.</p> <p>2023 July 4: Remains in progress.</p> <p>2023 May 23: Remains in progress.</p> <p>2023 April 27: Remains in progress.</p> <p>28 March 23: Shire in process of developing procedures and Directive.</p>	In Progress
192	02-Dec-22	Moore Australia	Contract Management	Contract Variations	Execute a review process for contract variations to determine whether the cumulative effect of variations requires a separate procurement process	High	Senior Procurement Officer	Investigate Contract Management Software to resolve issues with tracking budget and variations, including performance reviews and retention monies	Investigate Contract Management Software to resolve issues with tracking budget and variations, including performance reviews and retention monies	<p>29 Jan 2024 Still investigating Software, ICT Group hoping that any new software will be able to incorporate Contract Management.</p> <p>SOA IA 21 Dec 2023 Still investigating Software, ICT Group hoping that any new software will be able to incorporate Contract Management.</p> <p>25 Oct 2023 Still investigating Software, ICT Group hoping that any new software will be able to incorporate Contract Management.</p> <p>22 Sep 2023 Still investigating Software, ICT Group hoping that any new software will be able to incorporate Contract Management.</p> <p>25 Aug 2023 Contract Management Software solutions are still being looked at, in the meantime a request to used Contract Management Forms is to be approved by ELT. Feedback from some staff received.</p> <p>25 July 2023- Contract Management Software solutions are still being looked at, in the meantime a request to used Contract Management Forms is to be approved by ELT. No feedback as yet.</p> <p>2023 July 4: Contract Management Software solutions are still being looked at, in the meantime a request to used Contract Management Forms is to be approved by ELT. No feedback as yet.</p>	<p>SOA IA 21 Dec 2023 In progress</p> <p>25 Oct 2023 In Progress</p> <p>SOA IA 25 Aug 2023 In Progress</p> <p>SOA IA 25 July 2023 Remains in progress.</p> <p>2023 July 4: Remains in progress.</p> <p>2023 May 23: Remains in progress.</p> <p>2023 April 27: Remains in progress.</p> <p>31 January 2023: No evidence of review.</p>	In Progress
193	02-Dec-22	Moore Australia	Contract Management	Training and Contract Manager Continuity	The Shire should: •Establish an ongoing training program for all staff on basic and standardised approach to contract management including refresher training; •Establish an ongoing training program specifically for contract managers to ensure expectations and standards are maintained especially during a handover of responsibility; •Ensure that the program is approved by the CEO or the delegated authority; •Maintain an up-to-date log of when staff last completed their training; •Set minimum timeframes for when staff should attend the refresher training; and •Ensure staff attend the training and refresher courses	Medium	Senior Procurement Officer	•Establish an ongoing training program for all staff on basic and standardised approach to contract management including refresher training; •Establish an ongoing training program specifically for contract managers to ensure expectations and standards are maintained especially during a handover of responsibility; •Ensure that the program is approved by the CEO or the delegated authority; •Maintain an up-to-date log of when staff last completed their training; and •Set minimum timeframes for when staff must attend the refresher training	•Establish an ongoing training program for all staff on basic and standardised approach to contract management including refresher training; •Establish an ongoing training program specifically for contract managers to ensure expectations and standards are maintained especially during a handover of responsibility; •Ensure that the program is approved by the CEO or the delegated authority; •Maintain an up-to-date log of when staff last completed their training; and •Set minimum timeframes for when staff must attend the refresher training	<p>29 Jan 2024 Draft sent for feedback from internal stakeholders. Drafts forwarded to MMG for comment/review as per ADCEO instructions.</p> <p>SOA IA 21 Dec 2023 Draft sent for feedback from internal stakeholders. Draft forwarded to DCEO for comment/review.</p> <p>29 Jan 2024 Feedback requested from Internal stakeholders. Drafts forwarded to MMG for comment/review as per ADCEO instructions.</p> <p>25 Oct 2023 Draft sent for feedback from internal stakeholders.</p> <p>22 Sep 2023 No feedback received yet.</p> <p>SOA IA 25 Aug 2023 To be introduced once approved by Director – No feedback as yet.</p> <p>SOA IA 25 July 2023- To be introduced once approved by Director – No feedback as yet.</p> <p>2023 July 4: To be introduced once approved by Director – No feedback as yet.</p> <p>2023 May 23: To be introduced once approved by Director</p>	<p>SOA IA 21 Dec 2023 In Progress</p> <p>SOA IA 25 Oct 2023 In Progress</p> <p>SOA IA 25 Aug 2023 In Progress</p> <p>2023 July 4: Remains in progress.</p> <p>2023 May 23: Remains in progress.</p> <p>2023 April 27: Remains in progress.</p> <p>31 January 2023: No evidence provided.</p>	In Progress

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Date of Report	Auditor	Audit Topic	Finding Title	Recommendation	Risk Rating	Recommendation Owner	Management Comment in Report	Agreed Action	Overdue Status	Client Progress Update	Moore Australia / SOA IA Comment	Status After Assessment
194	02-Dec-22	Moore Australia	Contract Management	Performance Monitoring and Reporting	The Shire Should: •Develop KPIs for monitoring compliance and performance of the contract management function based on policies, procedures and better practice principles and standards; •Ensure KPI's are approved by the Executive or relevant delegated authority; •Have a standard agenda item on a regular basis to discuss contract management matters; and •Regularly report to the Executive and Audit and Risk Committee level.	Medium	Senior Procurement Officer	Development of KPI's will be done in conjunction with Organisational Development for relevant officers	Development of KPI's will be done in conjunction with Organisational Development for relevant officers	SOA IA 21 Dec 2023 Feedback requested from Internal stakeholders 25 Oct 2023 Feedback requested from Internal stakeholders 22 Sep 2023 Draft still 25 July 2023- Draft stage, to consult with relevant departments 2023 May 23: Draft stage, to consult with relevant departments 2023 April 27: To be raised with ELT for Performance Review Period – Procurement creating a list of roles and the proposed KPI to be introduced. Progress Update as at 12 January 2023 Ongoing. Procurement to develop with Project officers and ELT	SOA IA 21 Dec 2023 In progress SOA IA 25 Oct 2023 In Progress SOA IA 25 July 2023 Remains in progress. 2023 July 4: Remains in progress. 2023 April 27: Remains in progress. 31 January 2023: No evidence provided.	In Progress
195	02-Dec-22	Moore Australia	Contract Management	Performance Monitoring and Reporting	The Shire Should: •Develop KPIs for monitoring compliance and performance of the contract management function based on policies, procedures and better practice principles and standards; •Ensure KPI's are approved by the Executive or relevant delegated authority; •Have a standard agenda item on a regular basis to discuss contract management matters; and •Regularly report to the Executive and Audit and Risk Committee level.	Medium	Senior Procurement Officer	Investigate and implement system to allow for reporting	Investigate and implement system to allow for reporting	29 Jan 2024 Drafts forwarded to MMG for comment/review as per ADCEO instructions. 21 Dec 2023 No update 25 Oct 2023 No update 22 Sep 2023 No update 25 July 2023- Once are KPI are finalised, suggestion is for these to be included into Performance review process. 2023 May 23: Once are KPI are finalised, suggestion is for these to be included into Performance review process. 2023 April 27: Ensure KPI for projects are included with any project software or forms. Progress Update as at 12 January 2023 Ongoing. Procurement to develop with Project officers and ELT	SOA IA 25 July 2023 Remains in progress. 2023 July 4: Remains in progress. 2023 April 27: Remains in progress. 31 January 2023: No evidence provided.	In Progress
196	02-Dec-22	Moore Australia	Contract Management	Performance Monitoring and Reporting	The Shire Should: •Develop KPIs for monitoring compliance and performance of the contract management function based on policies, procedures and better practice principles and standards; •Ensure KPI's are approved by the Executive or relevant delegated authority; •Have a standard agenda item on a regular basis to discuss contract management matters; and •Regularly report to the Executive and Audit and Risk Committee level.	Medium	Senior Procurement Officer	Reporting to PCG and Audit and Risk Committee.	Reporting to PCG and Audit and Risk Committee.	29 Jan 2024 Drafts forwarded to MMG for comment/review as per ADCEO instructions. SOA IA 21 Dec 2023 Ongoing 25 Oct 2023 Ongoing 22 Sep 2023 Ongoing 25 July 2023- As per Audit and Risk Committee schedule and ELT. Completed as ongoing 2023 April 27: As per Audit and Risk Committee schedule and ELT. Completed as ongoing Progress Update as at 12 January 2023 Ongoing. Procurement to develop with Project officers and ELT	SOA IA 25 Oct 2023 Remains in progress on the basis that SOA IA 25 July 2023 Remains in progress. 2023 July 4: Remains in progress. 2023 April 27: Remains in progress. 31 January 2023: No evidence provided.	In Progress
197	01-Feb-23	Moore Australia	Fraud and Corruption FY22	Fraud and Corruption Control Framework Limitations	Review, update, approve and implement the Fraud and Corruption Control Plan;	Medium	Director Corporate Services	Review and implement the draft Fraud and Corruption Control Plan in line with appropriate accounting standards, to be approved by ELT.	Review and implement the draft Fraud and Corruption Control Plan in line with appropriate accounting standards, to be approved by ELT.	29 Jan 2024 Refer to ARITAG – I am not sure where this one is at. The Shire has a Fraud & Corruption Framework that Financial Audit Controller was reviewing/updating. 20 Nov 2023 ARMC adopted a F&CCP in 2019. Financial Audit Controller currently updating	SOA IA 20 Nov 2023 Changed to In progress	In Progress
198	01-Feb-23	Moore Australia	Fraud and Corruption FY22	Fraud and Corruption Control Framework Limitations	Draft, approve and implement a Fraud and Corruption policy and procedure;	Medium	Director Corporate Services	Develop Fraud and Corruption Policy and procedures	Develop Fraud and Corruption Policy and procedures	20 Nov 2023 ARMC adopted a F&CCP in 2019. Financial Audit Controller currently updating	SOA IA 20 Nov 2023 Remains In progress	In Progress
199	01-Feb-23	Moore Australia	Fraud and Corruption FY22	Fraud and Corruption Control Framework Limitations	Draft, approve and implement a Fraud and Corruption policy and procedure;	Medium	Director Corporate Services	Identified corporate documents, i.e Financial Manual, to have reference to the Fraud and Corruption Plan, policy and procedures as required.	Identified corporate documents, i.e Financial Manual, to have reference to the Fraud and Corruption Plan, policy and procedures as required.	20 Nov 2023 ARMC adopted a F&CCP in 2019. Financial Audit Controller currently updating	SOA IA 20 Nov 2023 Transferred to In progress	In Progress

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Date of Report	Auditor	Audit Topic	Finding Title	Recommendation	Risk Rating	Recommendation Owner	Management Comment in Report	Agreed Action	Overdue Status	Client Progress Update	Moore Australia / SOA IA Comment	Status After Assessment
200	01-Feb-23	Moore Australia	Fraud and Corruption FY22	Outdated Public Interest Disclosure Information and related Policies and Procedures	All outdated policies and procedures should be reviewed and updated to reflect better practice and compliance requirements;	High	Manager Governance	Outdated Public Interest Disclosure information and related policies and procedures to be reviewed	Outdated Public Interest Disclosure information and related policies and procedures to be reviewed	SOA IA 25 Aug 2023 The Gratuity Policy and Risk Management Policy were reviewed by Council on 13/12/2022. EMP16 Grievance Investigations and Resolution was repealed by Council on 8/11/2022 and is currently being converted into a Directive. The Public Interest Disclosure information on the website and Authorisations Register are currently under review.	SOA IA 25 Aug 2023 Transferred to In Progress	In Progress
206	01-Feb-23	Moore Australia	Fraud and Corruption FY22	Lack of Oversight of Fraud and Corruption Risks	The ARMC should devote appropriate time for discussions on Fraud and Corruption risks during meetings;	Medium	Manager Governance	Include review, monitoring and reporting of fraud and corruption risks in the Fraud and Corruption Control Plan.	Include review, monitoring and reporting of fraud and corruption risks in the Fraud and Corruption Control Plan.			Not Started
207	01-Feb-23	Moore Australia	Fraud and Corruption FY22	Lack of Oversight of Fraud and Corruption Risks	The ARMC should devote appropriate time for discussions on Fraud and Corruption risks during meetings;	Medium	Manager Governance	Fraud and Corruption risks to be included in the standard agenda for ARMC.	Fraud and Corruption risks to be included in the standard agenda for ARMC.	SOA IA 25 Aug 2023 A draft scope for RFQ has been prepared for the implementation of risk management at the Shire.	SOA IA 25 Aug 2023 Transferred to In Progress	In Progress
208	01-Feb-23	Moore Australia	Fraud and Corruption FY22	Lack of Oversight of Fraud and Corruption Risks	The ARMC should improve oversight over the Shire's Executive Management team in effectively approving and implementing the FC Control Plan;	Medium	Manager Governance	Fraud and Corruption Control Plan to be approved by ARMC and Council.	Fraud and Corruption Control Plan to be approved by ARMC and Council.	20 Nov 2023 Draft updated Fraud and Corruption Control Plan prepared.	SOA IA 20 Nov 2023 Transferred to In progress	In Progress
209	01-Feb-23	Moore Australia	Fraud and Corruption FY22	Lack of a Fraud and Corruption Risk Assessment and Alignment with Standards	The Shire should perform a comprehensive fraud and corruption risk assessment and ensure proper alignment with the Australian Standards for Fraud and Corruption, AS 8001:2021;	High	Manager Governance	Undertake a risk assessment in relation to fraud and corruption.	Undertake a risk assessment in relation to fraud and corruption.	SOA IA 25 Aug 2023 A draft scope for RFQ has been prepared for the implementation of risk management at the Shire.	SOA IA 25 Aug 2023 Transferred to In Progress	In Progress
210	01-Feb-23	Moore Australia	Fraud and Corruption FY22	Lack of a Fraud and Corruption Risk Assessment and Alignment with Standards	The Shire should perform a comprehensive fraud and corruption risk assessment and ensure proper alignment with the Australian Standards for Fraud and Corruption, AS 8001:2021;	High	Manager Governance	Develop a Strategic Risk Register.	Develop a Strategic Risk Register.	SOA IA 25 Aug 2023 A draft scope for RFQ has been prepared for the implementation of risk management at the Shire.	SOA IA 25 Aug 2023 Transferred to In Progress	In Progress
213	01-Feb-23	Moore Australia	Fraud and Corruption FY22	Vendor Master File with Incomplete Records	The Vendor Master files should be reviewed and updated on a timely basis to ensure all relevant information is included;	Medium	Manager Finance	Vendor Master File requirements and practices to be reviewed and incorporated into the Shire's Financial Manual.	Vendor Master File requirements and practices to be reviewed and incorporated into the Shire's Financial Manual.			Not Started
214	01-Feb-23	Moore Australia	Fraud and Corruption FY22	Vendor Master File with Incomplete Records	Any missing information, including the ones identified in this audit should be reviewed with all relevant details included as identified;	Medium	Manager Finance	Vendor Master Files to be audited and relevant details updated.	Vendor Master Files to be audited and relevant details updated.			Not Started
215	01-Feb-23	Moore Australia	Fraud and Corruption FY22	Duplicate Cheque / ERT References	Cheque processing should be closely monitored and reviewed by management to ensure that any duplicate reference numbers, including the ones identified in the audit must be investigated and appropriately adjusted;	High	Manager Finance	Reference naming convention to be developed for reoccurring "Invoices" and documented in the finance manual.	Reference naming convention to be developed for reoccurring "Invoices" and documented in the finance manual.			Not Started
216	01-Feb-23	Moore Australia	Fraud and Corruption FY22	Employees Listed as Vendors in the Vendor Master File	Investigate the issues identified and assess the risk of fraud or error, and institute corrective action if necessary;	Medium	Manager Finance	Establish if SynergySoft is able to provide reports for the purpose of exception reporting to identify duplications. Review against approved secondary employment declarations.	Establish if SynergySoft is able to provide reports for the purpose of exception reporting to identify duplications. Review against approved secondary employment declarations.			Not Started
217	01-Feb-23	Moore Australia	Fraud and Corruption FY22	Vendors Still Being Used after Being Suspension	Vendors being used after their suspension dates should be flagged and inspected to identify why they are still being used with appropriate actions taken to address;	High	Manager Finance	Suspended Creditors procedure to be reviewed and if possible, increase measures placed on suspended creditors, including Auto Display Memo's. Finance Manual to be updated as required and incorporate monitoring and reporting measures.	Suspended Creditors procedure to be reviewed and if possible, increase measures placed on suspended creditors, including Auto Display Memo's. Finance Manual to be updated as required and incorporate monitoring and reporting measures.			Not Started
220	01-Feb-23	Moore Australia	Fraud and Corruption FY22	Creditor Expenditure Transactions Concerns	All transactions identified in this report including those with the higher rate of usage in Appendix 5 should be monitored and reviewed on a timely basis to ensure they are free from fraud or error;	High	Manager Finance	Include review, monitoring and reporting of fraud and corruption risks, including the Benford's Law test, in the Fraud and Corruption Control Plan and incorporate into the Shire's Finance Manual	Include review, monitoring and reporting of fraud and corruption risks, including the Benford's Law test, in the Fraud and Corruption Control Plan and incorporate into the Shire's Finance Manual			Not Started
221	01-Feb-23	Moore Australia	Fraud and Corruption FY22	Creditor Expenditure Transactions Concerns	Any transaction without descriptions, including the ones identified through this audit, should be reconfirmed against supporting documents and necessary descriptions made accordingly;	High	Manager Finance	An audit of the identified transactions to be conducted to confirm no fraudulent and corrupt practices have occurred. The outcome of the audit to be presented to Council and include the re-presenting of the accounts for payment information in full, including descriptions, for Council endorsement.	An audit of the identified transactions to be conducted to confirm no fraudulent and corrupt practices have occurred. The outcome of the audit to be presented to Council and include the re-presenting of the accounts for payment information in full, including descriptions, for Council endorsement.			Not Started
222	01-Feb-23	Moore Australia	Fraud and Corruption FY22	Creditor Expenditure Transactions Concerns	Consider improving the requisition process to include details of officer raising and approving transactions.	High	Manager Finance	Review systems controls, including Financial Software upgrades, that provide for the electronic record keeping of raising and approving invoices	Review systems controls, including Financial Software upgrades, that provide for the electronic record keeping of raising and approving invoices			Not Started
224	01-Feb-23	Moore Australia	Payroll & HR FY22	Absence of Human Resources Payroll Management Framework, Policies and Procedures.	Develop, approve and implement a comprehensive Workforce Strategy, Workforce Plan, Human Resources and Payroll Management framework, including associated policies and procedures;	High	Manager Organisational Development	The Shire already has the following documents in place: HR Strategic Plan (CEO endorsed), Training and Development Plan (to be executed as part of 2023/24 budget year, Shire Recruitment and Retention Strategy (due for update); HR Service Plan (previous and new draft with KPI's), earlier this year we completed Workforce Plan phase 1 we are currently working on the completion of Workforce Plan phase 2. Leading on from this is a People Plan, which is already drafted. Most of these documents were discussed with the auditors when they were on site. In addition, the Shire has already developed a draft Skills matrix, which will be aligned with training programs in the 2022/23 year. We have finalised our policy review and have already commenced with a review of all HR directives and procedures, which will be finalised in 2023, as part of an organisation-wide initiative. Agree with comments around cancellation of systems/IT access as well as recovery of Shire assets and understanding where this sit to ensure sufficient rigour and control in future. + Manager Finance	Develop, approve and implement a comprehensive Workforce Plan, Recruitment and Retention Strategy, Human Resources and Payroll Management Framework, including associated policies and procedures.	29 Jan 2024 Please move DL to end April 24. Unable to start with so much movement. Need to finalise structure assessment first, before we can focus on a glossy. Work to be done in lead up to new FY. 25 Oct 2023 Commencing Dec 23 only 25 Aug 2023 Not Started 2023 July 4: As previously mentioned, to action next year – include in 2023/2 budget – not for this FY 2023 May 24: Cost included in 2023/24 budget 28 Feb 23: Review of all HR policies complete (Governance can confirm), ready to commence with Directive review (await go ahead from Governance), yet to commence with OD Management Plan	SOA IA 25 Oct 2023 Not Started SOA IA 25 Aug 2023 Not Started 2023 May 24: Not started. 28 Feb 23: In progress.	Not Started

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227	01-Feb-23	Moore Australia	Payroll & HR FY22	Lack of reporting on Human Resources and Payroll activities	Draft approve and implement a performance measurement and reporting framework for human resources and payroll activities, including self-assessment protocols;	High	Manager Organisational Development	HR reporting to ELT has historically been done via a dashboard. Due to lack of capacity, data integrity and especially lack of appropriate software to provide automated and accurate analytics, we have been unable to provide this level of reporting. Reporting is however provided to the CEO and ELT (where required) relating to onboarding survey data, exit data and analysis, employee engagement survey results, training completion reports, Performance Improvement Plans, Workplace Investigations and our annual Performance Review Process (PRP) reporting. In addition, the Manager Organisational Development has formed an LG network with other HR teams for benchmarking purposes. Examples of this are understanding how other Councils recognise and reward their staff, gaining insight into how other Councils (at national level) perform their Workplace Health and Safety function and salary benchmarking for Managers and Executive. Manager Organisational Development has regular scheduled meetings with Shire CEO and has KPI's that aligns with the Shire's strategic community plan. This follows through to the team. All HR team members are experienced HR practitioners and members of the Australian Institute of Human Resources to ensure skills are current and they stay abreast of market and legislative changes. Each Advisor is assigned to a particular stakeholder group to enable work outcomes and individual and team accountability. There are existing KPI's within the HR Service Plan for measurement and each Advisor receives regular Net Promoter Scoring (NPS) from their relevant stakeholder group, thereby driving a culture of service delivery and accountability. We do however take onboard the comment with regards to the Office of the Auditor General report and will use this in future as additional measure. + Manager Finance	Incorporate performance measurement and reporting requirements/processes in the Human Resources and Payroll Management Framework.	Overdue	<p>29 Jan 2024 Instructed to wait for Definitiv roll-out – with Corporate Services</p> <p>25 Oct 2023 Instructed to wait for Definitiv roll-out</p> <p>22 Sep 2023 Await Definitive system implementation for HR/OD analytics and reporting, however, the following information is already reported to our CEO, which he has access to: OD team NPS service scores and feedback, Market insight, WHS, PRP, eLearning status, onboarding survey data, exit survey data, leave accruals, employee engagement survey data. Happy to show you these.</p> <p>25 Aug 2023 Waiting on Altius Payroll</p> <p>2023 July 4: As previously mentioned, to action next year – include in 2023/2 budget – not for this FY</p> <p>2023 May 24: Using existing data, which the CEO has access to for monthly reporting (EAP, EES, Exit, Onboarding, Incidents, Leave Accruals, PRP and Workers Comp). ELT receives a weekly Incident Management Report. Request for new workforce planning software submitted to ICT Committee and budget proposal submitted for 2023/24. Have been working with Pulse for a while on enhancement requests relating to their analytics capability.</p>	<p>SOA IA 25 Oct 2023 In Progress</p> <p>SOA IA 25 Aug 2023 In Progress</p> <p>2023 May 24: In progress.</p>	In Progress
228	01-Feb-23	Moore Australia	Payroll & HR FY22	Inconsistencies in payroll process and documentation	Develop, approve and implement a comprehensive Workforce Strategy, Workforce Plan, Human Resources and Payroll Management framework.	High	Manager Organisational Development	Our HR practices have evolved over the last 12 months. This means we continue to implement new and better practices as part of our business process improvement initiatives. The auditors asked the team to provide	Develop, approve and implement a comprehensive Workforce Plan, Recruitment and Retention Strategy, Human Resources and Payroll Management Framework.	Overdue	<p>22 Sep 2023 SOA IA Major progress made re internal controls – ongoing effort as we identify gaps</p>	<p>SOA IA 25 Aug 2023 In Progress</p>	In Progress
229	01-Feb-23	Moore Australia	Payroll & HR FY22	Lack of Control Procedures for Shire Access and Assets	Draft, approve and implement a comprehensive staff exit controls policy and procedures;	Medium	Manager Organisational Development	Agreed	Develop and implement an offboarding directive and procedure. Implement Pulse Offboarding module with automated exit interview notifications and reporting. Incorporate offboarding processes in the framework.	Overdue	<p>29 Jan 2024 Done - Awaiting MMG and ELT approval</p> <p>21 Dec 2023 Will be actioned in Jan 24</p> <p>20 Nov 2023 Recently approved directives</p>	<p>SOA IA 20 Nov 2023 5 Directives were verified</p> <p>SOA IA 25 Aug 2023 In Progress</p> <p>2023 May 24: In progress.</p>	In Progress
230	01-Feb-23	Moore Australia	Payroll & HR FY22	Inappropriate System Access Control	Revoke inappropriate access to the payroll system and remove ex-employee user profiles from the system; and	Low	Manager ICT	Agreed. Risk rating should be medium to high due to the significant risk relating to cyber security and potential breaches.	Conduct an audit of SynergySoft access and remove unauthorised access.	Overdue	<p>29 Jan 2024 Duplicate action. Similar ITGC management letter matter that has been responded to and will be closed out fully at next review</p>	<p>SOA IA 25 July 2023 SOA IA - Remains In Progress</p> <p>2023 May 24:</p>	In Progress
231	01-Feb-23	Moore Australia	Payroll & HR FY22	Inappropriate System Access Control	Implement a process to regularly review, monitor and maintain system access control to all Shire information systems.	Low	Manager ICT	Agreed. Risk rating should be medium to high due to the significant risk relating to cyber security and potential breaches.	Incorporate the regular review, monitoring and maintenance of system access for all Shire information system in the Cybersecurity Framework.	Overdue	<p>25 July 2023-Procedure has been drafted. Still to be reviewed. Regularly reoccurring task has been set</p>	<p>SOA IA 25 July 2023 SOA IA - Transferred to In Progress</p>	In Progress
234	10-Oct-23	SOA IA	Reg 17-2023	Accuracy and completeness of Asset Register	IA agreed to recommend improve the completeness and accuracy of assets data by improving the communication flow between Finance Department and	High	Manager Assets and Programming	Project closeout workflow and procedures to be reviewed by Assets and Programming, with approval by Finance, and endorsement by ELT. For distribution and action by Project Managers through MMG.	Project closeout workflow and procedures to be reviewed by Assets and Programming, with approval by Finance, and endorsement by ELT	Overdue	<p>29 January 2024 Refer to ARITAG and items 1 & 2 above. Significant work being done to improve quality of asset management data</p>	<p>SOA IA 21 Dec 2023 Transferred to Inprogress</p>	In Progress
235	10-Oct-23	SOA IA	Reg 17-2023	Project management	IA agreed to recommend that the project management methodology and procedures be established in terms of establishing the scope both at pre-budget level and	High	Director Infrastructure Services and Director Community Development	Comments by Director Infrastructure Services and Director Community Development Project management procedures to be reviewed and endorsed by ELT.	Develop Project Management Procedure including review of Terms and Conditions of contracts	Not Due			Not Started
236	10-Oct-23	SOA IA	Reg 17-2023	Fuel stock	IA agreed to recommend monitoring consumption on regular basis and record the monitoring and actions taken based on results.	High	Manager Fleets	Smart keys process is now in place, 60% of vehicles now include Smart Tags and percentage is climbing with new Smart Tags recently arriving.	Implementation of Smart Tags 100%	Not Due	<p>29 Jan 2024 Smart Tags are being issued to individual fleet as required. Require vehicles onsite to issue 70% Complete</p>	<p>SOA IA 29 Jan 2024 In Progress</p>	In Progress
237	10-Oct-23	SOA IA	Reg 17-2023	Fuel stock	IA agreed to recommend monitoring consumption on regular basis and record the monitoring and actions taken based on results.	High	Manager Fleets	Reconciliation by SmartFill System for Tom Price is now in place. Onslow will be completed by the target date.	Fuel Reconciliation by SmartFill System for TomPrice and Onslow non moving tanks will be implemented	Not Due	<p>29 Jan 2024 PO 80984 issued for the bulk tank upgrades and rental agreement signed by DK. Installation January</p>	<p>SOA IA 29 Jan 2024 In Progress</p>	In Progress
238	10-Oct-23	SOA IA	Reg 17-2023	Fuel stock	IA agreed to recommend monitoring consumption on regular basis and record the monitoring and actions taken based on results.	High	Manager Fleets	The Fleet Department are in the process of developing a separate worksheet to capture this data effectively for consumption monitoring.	Implementation of Fleet Fuel consumption monitoring	Not Due	<p>29 Jan 2024 Excel spreadsheet in progress. In progress</p>	<p>SOA IA 29 Jan 2024 In Progress</p>	In Progress
239	10-Oct-23	SOA IA	Reg 17-2023	Strategic Waste Management Plan	IA agreed to recommend review the Strategic Waste Management Plan to align with the new SCP and consider implementing best practices to the extent practicable with a funding strategy.	High	Director Infrastructure and Manager Waste Services	A review will commence in the next six months for the plan's alignment and a gap analysis for the decision-making process. Outcome of a new strategic plan or amended will be decided at the time of the analysis review.	Review of Strategic Waste Management plan will commence in the next six months for the plan's alignment and a gap analysis for the decision-making process. Outcome of a new strategic plan or amended will be decided at the time of the analysis review.	Not Due			Not Started
240	10-Oct-23	SOA IA	Reg 17-2023	Landfill inspection checklist	IA agreed to recommend that management review the checklist for adequacy and ensure compliant recordkeeping practices are in place.	High	Director Infrastructure and Manager Waste Services	IA agreed to recommend that management review the checklist for adequacy and ensure compliant recordkeeping practices are in place.	An internal review will commence of the checklist and undertaken a SWOT analysis of the 2010 checklist vs the outlined condensed version that is in application now	Overdue	<p>20 Nov 2023 Checklists have been reviewed, formal feedback and assessment is ongoing for next stage. GAP and SWAT analysis</p>	<p>SOA IA 20 Nov 2023 Transferred to In progress.</p>	In Progress
241	10-Oct-23	SOA IA	Reg 17-2023	Landfill inspection checklist	IA agreed to recommend that management review the checklist for adequacy and ensure compliant recordkeeping practices are in place.	High	Director Infrastructure and Manager Waste Services	IA agreed to recommend that management review the checklist for adequacy and ensure compliant recordkeeping practices are in place.	Regularise recordkeeping for checklist	Overdue	<p>20 Nov 2023 Ongoing, all new checklists are going into the digital filing system location</p>	<p>SOA IA 20 Nov 2023 Transferred to In progress</p>	In Progress

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10-Oct-23	SOA IA	Reg 17-2023	Follow up and corrective actions process of WHS	IA recommends that all WorkSafe/WHS assessments are to be logged and an appropriate follow up and corrective actions process be implemented which reports progress to ELT or relevant internal committee.	High	Manager Organisational Development	Our WHS Consultant was mobilised onsite on 1 April 2023. While the 2022 high level desktop audit findings have been reviewed, the consultant had to complete more detailed audits of each work area to fully understand the findings including some identified gaps as outlined in the 2022 report. Our onsite WHS Consulting has made great progress to date, including supporting the Shire in achieving its ISO45001 accreditation, which no doubt will address many of the identified issues in the 2022 report. Once the accreditation has been issued, then they will support us in WorkSafe accreditation, which means that everything will be addressed in due course. WHS Consultant progress to date: •Created WHS scope progress plan, socialised with Executive •WHS Dashboard created for Executive reporting •Developed WHS Master Document Register, socialised with Executive •Site audits and safety inspection reports produced by location and site and sent to Executive •Attending toolbox meetings •Workers, supervisor, manager, director coaching and support •Established WHS Committee with Terms of Reference •WHS Skills matrix developed •WHS Risk and Opportunities register developed •Drafted a number of new templates, procedures and reviewing directives •Developed WHS objectives and targets register •Busy developing a WHS Manual •Provisional ISO accreditation received •Continue to drive a safety-first culture.	Everything will be addressed in due cause. (Note By IA: IA recommendation to regularise audit action status tracking and reporting process)	Overdue	25 Jan 2024 Await ISO Certificate 20 Nov 2023 SAI Global ISO Accreditation Audit - Final stage on site 2-6 Jan 24 25 Oct 2023 SAI Global ISO Accreditation Audit confirmed for 8-10 Nov 23	SOA IA 29 Jan 2024 Non confirmation have been identified by auditor schedule dated 5 Jan 2024 SOA IA 20 Nov 2023 ISO 45000 Stage 1 (Preparation) Report/ Checklist from SAI Global was verified. SOA IA 25 Oct 2023 Transferred to In progress	In Progress
10-Oct-23	SOA IA	Reg 17-2023	Succession planning and retention of employees	IA recommends that effective succession planning and retention strategies be implemented, and programs be conducted towards improving the organisational maturity.	Medium	Manager Organisational Development	CEO and Manager OD commenced with the Shire's Succession Planning process in September 2022. A template was developed and populated by the Manager OD, guided by the CEO. The outcome of the succession planning session aligns with the individual development plans that were put in place at the time, by individual. Succession planning is again scheduled for Q2 (Oct-Dec) of the 2023/24 year, as outlined in the OD 12-month plan and as endorsed by the CEO.	Succession planning is scheduled for Q2 (Oct-Dec) of the 2023/24 year, as outlined in the OD 12-month plan and as endorsed by the CEO.	Overdue	29 Jan 2024 Have retention working group in place and will pick up succession convo's when new DCEO commences 20 Nov 2023 Meeting held with CEO – succession planning complete for ELT 25 Oct 2023 Meeting scheduled with CEO for 24 October	SOA IA 20 Nov 2023 Email confirmation was verified. SOA IA 25 Oct 2023 Transferred to In Progress	In Progress
10-Oct-23	SOA IA	Reg 17-2023	Succession planning and retention of employees	IA recommends that effective succession planning and retention strategies be implemented, and programs be conducted towards improving the organisational maturity.	Medium	Manager Organisational Development	The Shire's Recruitment and Retention Strategy is due for a review, which is scheduled for Q3 (Jan – March) for the 2023/24 year. The majority of recommendations as outlined in this strategy document and as endorsed by our CEO, have since been implemented.	The Shire's Recruitment and Retention Strategy is due for a review, which is scheduled for Q3 (Jan – March) for the 2023/24 year.	Not Due	29 Jan 2024 Have retention working group in place and will pick up succession convo's when new DCEO commences 20 Nov 2023 Focus group established, meeting on 24/11 to commence update procedure 25 Oct 2023 Recruitment and Retention Strategy review due Jan-March 24 only.	SOA IA 20 Nov 2023 Transferred to In progress. Team email communication was verified SOA IA 25 Oct 2023 Not started	In Progress
10-Oct-23	SOA IA	Reg 17-2023	Community gift cards/vouchers/gifts and grants	IA agreed to recommend that directive/procedure for gift cards/vouchers/gifts be documented and a register be developed for community grants.	Low	Manager Communities	Noted. To be completed directive/procedure/register by the end of October 2023.	Gift Cards Procedure will be developed and implement	Overdue	20 Nov 2023 DCD email dated 21 Nov 2023-"No this policy is still being reviewed" 25 Oct 2023 Registrar and Process for Grants completed – aligned to current Policy	SOA IA 20 Nov 2023 Directive drafted-In progress SOA IA 25 Oct 2023 Transferred to In progress. Procedure has been drafted side of the register. This need review and present with correct procedure format used by Shire.	In Progress
10-Oct-23	SOA IA	Reg 17-2023	Community gift cards/vouchers/gifts and grants	Noted. To be completed directive/procedure/register by the end of October 2023.	Low	Manager Communities	Noted. To be completed directive/procedure/register by the end of October 2023.	Community Grants Register will be developed and implement	Overdue	25 Oct 2023 Draft Directive complete for review.	SOA IA 25 Oct 2023 Transferred to In progress	In Progress
10-Oct-23	SOA IA	Reg 17-2023	Onslow Airport	IA recommends that regular reviews of documents, regular risk assessments and regular inspections be carried out. IA also recommends that the audit log is regular maintained (Actions Checklist) and actioned in timely manner to further strengthen controls.	Medium	Manager Airport Services	TSP Audit was not undertaken in 2020/21 due to COVID travel restrictions, noting limited aviation security auditors in WA. TSP independent biennial audit has now been undertaken in Aug 2023.	TSP biennial audit has now been included in the airports Annual Compliance checklist which is in development (this document will be finalised by 31 Oct 2023). This checklist will be monitored and actioned as needed, by Manager Airport Services (MAS), Airport Administrator and Airport Reporting Officer.	Overdue	29 Jan 2024 WIP-It is a complex and time-consuming document to draft as the regulation specific to the compliance tasks are also been included in comment boxes Completion date 31 March. 25 Oct 2023 WIP. It is a complex and time-consuming document to draft as the regulation specific to the compliance tasks are also been included in comment boxes.	SOA IA 25 Oct 2023 Transferred to In Progress	In Progress
10-Oct-23	SOA IA	Reg 17-2023	Onslow Airport	IA recommends that regular reviews of documents, regular risk assessments and regular inspections be carried out. IA also recommends that the audit log is regular maintained (Actions Checklist) and actioned in timely manner to further strengthen controls.	Medium	Manager Airport Services	The mentioned security risk register is a subsidiary document that was developed to be incorporated into the 'Transport Security Risk Assessment' for the airport back in 2014 when the airport was applying to become a screening authority. There is no regulatory requirement to run a risk register for security operations. The risk register has been superseded by the airport TSP.	The security risk register mentioned above can I be expanded upon and incorporated into the airport's existing safety management system (SMS). The airport's SMS is currently a safety-based document; however, it can be amended to include security risks as well. The risks to be included will be the risks from the initial security risk register, updated security risks (if any) and passenger screening operational risk. This action could be completed by December 31, 2023.	Overdue	25 Oct 2023 Very complex which requires the redrafting of the airport SMS and requires the assistance of a consultant	SOA IA 25 Oct 2023 Not started	Not Started
10-Oct-23	SOA IA	Reg 17-2023	Onslow Airport	IA recommends that regular reviews of documents, regular risk assessments and regular inspections be carried out. IA also recommends that the audit log is regular maintained (Actions Checklist) and actioned in timely manner to further strengthen controls.	Medium	Manager Airport Services	Technical inspection findings identified during the technical inspection are categorised based on the assessed risk implication and the recommended time frame for implementation of corrective actions. [TABLE] The airport's 'actions checklist' is designed around the risk implications in the reports received from the inspectors.	The checklists will be reviewed to consider if a 'risk acceptance' criteria can be included.	Overdue	29 Jan 2024 Technical inspection due May 2024. Assessed risk and document templated to be review in conjunction with technical inspector Completion date end 31 May 2024 25 Oct 2023 The next technical inspection is not until June next year. The new risk acceptance will commence then (Requested to change Target Completion 30 June 2024)	SOA IA 25 Oct 2023 Not started	Not Started
10-Oct-23	SOA IA	Reg 17-2023	Finance	IA is looking forward to report to ARMC on finance aspects upon completion of FMR.	High	Director corporate Services and Finance Manager	Comments by Director Corporate Services - Noted. Documents are currently being reviewed. Meetings will be arranged to meet target date.	Completion of FMR	Overdue	20 Nov 2023 Close out meetings to be scheduled now that External Audit nearing completion	SOA IA 20 Nov 2023 Remains in "Not Started" till confirm the time plan	Not Started

SOA IA 29 Apr 2024

Shire of Ashburton

OAG												Current Review Date:	
No	Date of Report	Auditor	Audit Topic	Finding Topic	Recommendation	Risk Rating	Recommendation Owner	Management Comment in Report	Agreed Action	Overdue Status	Client Progress Update	Moore Australia/ SOA IA Comment	Status After Assessment
15	30-Jun-21	OAG	Financial	Payroll controls	We recommend the Shire to: 1. Ensure that evidence of changes to the employee master file data are matched to the audit trail report as part of an independent review process; 2. Ensure that officers with a role to independently review changes in master file data do not also have the ability to modify master file data; 3. Implement a procedure to produce audit trail reports from SynergySoft, which are independently reviewed by an independent officer; and 4. Consideration be given to developing appropriate segregation of duties around payroll processes.	High	Manager Finance	A number of increase control measures have been implemented as part of the payroll review process, including the action of independent reviews of amendments to payroll Masterfile data. Review of payroll processes and procedures to be reviewed and documented, including addressing the above matters raised.	A number of increase control measures have been implemented as part of the payroll review process, including the action of independent reviews of amendments to payroll Masterfile data. Review of payroll processes and procedures to be reviewed and documented, including addressing the above matters raised.	Overdue			Not Started
22	30-Jun-21	OAG	ITGC	Network Access Management	The Shire should: Develop, document, and implement access management policies / procedures that should include: o Onboarding & offboarding of users, including privileged and generic accounts o Privileged and generic account management o Deactivate inactive/dormant accounts Ensure new user provisions are adequately documented and appropriate management approval is received before account creation Perform regular privilege user access reviews to ensure appropriate access is maintained Perform regular user access review to ensure terminated users is removed timely and identify and remove redundant or dormant accounts.	Medium	Manager ICT	A recent internal audit has identified the requirement for the review and development of several plans, including Cybersecurity Framework. Recommendations to be incorporated into the reviewed Cybersecurity Framework and will include access management principals. Operating procedures to be developed and aligned to the framework and include workflow and record keeping requirements for new, terminated and change in user accounts.	The Shire should: Develop, document, and implement access management policies / procedures that should include: o Onboarding & offboarding of users, including privileged and generic accounts o Privileged and generic account management o Deactivate inactive/dormant accounts Ensure new user provisions are adequately documented and appropriate management approval is received before account creation Perform regular privilege user access reviews to ensure appropriate access is maintained Perform regular user access review to ensure terminated users is removed timely and identify and remove redundant or dormant accounts.	Overdue	25 July 2023 - Procedure has been drafted. Still to be reviewed. Regularly reoccurring task has been set	25 July 2023 SOA IA - Transferred to In Progress	In Progress
23	30-Jun-21	OAG	ITGC	SynergySoft Financial Application Access Management	The Shire should: Document, review, approve and implement an access management policy that should include: o Onboarding & offboarding of users, including privileged and generic accounts o Generic account management o User access review requirements Ensure new user provisions are adequately documented and appropriate management approval is received before account creation Regularly review user access to the SynergySoft application to ensure terminated users are disabled timely. Ensure SoD requirements and controls are appropriately defined and implemented for the SynergySoft application.	High	Manager ICT	A recent internal audit has identified the requirement for the review and development of several plans, including Cybersecurity Framework. Recommendations to be incorporated into the reviewed Cybersecurity Framework and will include access management principles for SynergySoft. Operating procedures to be developed and aligned to the framework.	The Shire should: Document, review, approve and implement an access management policy that should include: o Onboarding & offboarding of users, including privileged and generic accounts o Generic account management o User access review requirements Ensure new user provisions are adequately documented and appropriate management approval is received before account creation Regularly review user access to the SynergySoft application to ensure terminated users are disabled timely. Ensure SoD requirements and controls are appropriately defined and implemented for the SynergySoft application.	Overdue	25 July 2023 - Procedure has been drafted. Still to be reviewed. Regularly reoccurring task has been set	25 July 2023 SOA IA - Transferred to In Progress	In Progress
24	30-Jun-21	OAG	ITGC	IT Governance - Standards, Policies & Procedures	The Shire should: Develop, document, and publish policies / procedures / guidelines / governance documents as required and ensure these documents are appropriately governed Periodically review and endorse all Shire policies / procedures / governance documents ensuring they have a documented review frequency Define, document, and implement a risk management framework that outlines key risk management processes Design and implement the BCP and IT DRP to align with the Shire's recovery requirements (i.e., Recovery scenarios, processes, and timeframes). To help maintain the effectiveness of these plans it should be regularly reviewed and appropriately tested. The IT DRP tests should be used to confirm key IT systems and services can be recovered in accordance with the agreed recovery requirements.	Medium	Manager ICT	A recent internal audit has identified the requirement for the review and development of several plans, including: Shire's Business Continuity Management Arrangements ICT Disaster Recovery Plan Cybersecurity Framework The Shire has made a commitment to review and develop the above-mentioned documents, incorporating the required standards as well as developing and documenting processes and procedures.	The Shire should: Develop, document, and publish policies / procedures / guidelines / governance documents as required and ensure these documents are appropriately governed Periodically review and endorse all Shire policies / procedures / governance documents ensuring they have a documented review frequency Define, document, and implement a risk management framework that outlines key risk management processes Design and implement the BCP and IT DRP to align with the Shire's recovery requirements (i.e., Recovery scenarios, processes, and timeframes). To help maintain the effectiveness of these plans it should be regularly reviewed and appropriately tested. The IT DRP tests should be used to confirm key IT systems and services can be recovered in accordance with the agreed recovery requirements.	Overdue			Not Started
25	30-Jun-21	OAG	ITGC	Network Security Management	The Shire should: Develop, document, review and implement a security / vulnerability assessment policy / procedure which contains the requirement to periodically perform vulnerability assessments and periodic penetration (security) testing Define, document, and implement a process for performing periodic reviews of firewall event logs and updating firewall rules accordingly.	Medium	Manager ICT	A recent internal audit has identified the requirement for the review and development of the Shire's Cybersecurity Framework and supporting operating procedures that align with the WA Government Cybersecurity Policy and the Australia Government Information Security Manual. The framework will incorporate risk assessments, monitoring, testing, and reporting requirements, which will be included in operating procedures	The Shire should: Develop, document, review and implement a security / vulnerability assessment policy / procedure which contains the requirement to periodically perform vulnerability assessments and periodic penetration (security) testing Define, document, and implement a process for performing periodic reviews of firewall event logs and updating firewall rules accordingly.	Overdue	25 July 2023 - Procedure has been drafted. Still to be reviewed. Regularly reoccurring task has been set	25 July 2023 SOA IA - Transferred to In Progress	In Progress
26	30-Jun-21	OAG	ITGC	Physical and Environmental Security Management	The Shire should: Define and document a datacentre access policy / procedure which includes the requirements to periodically perform access reviews to ensure staff are only allowed access to the datacentre based on business needs Investigate and implement appropriate physical security measures to protect against unauthorised access and modification, such as access and operation logs Investigate and implement appropriate environmental measures to protect physical sites and the data centre against environmental threats and damage. Remove potentially flammable materials from the datacentre. Document and maintain a datacentre operator logbook to record any significant events/incidents in the Data Centre and corrective action taken to solve issues.	Medium	Manager ICT	The physical security of key assets (including server rooms) has been identified as a finding within a recent Cybersecurity audit. Security measures and access restrictions to be reviewed and incorporated into the Shire's Cybersecurity Framework and implemented. This will include the monitoring and reporting of approved security measures.	The Shire should: Define and document a datacentre access policy / procedure which includes the requirements to periodically perform access reviews to ensure staff are only allowed access to the datacentre based on business needs Investigate and implement appropriate physical security measures to protect against unauthorised access and modification, such as access and operation logs Investigate and implement appropriate environmental measures to protect physical sites and the data centre against environmental threats and damage. Remove potentially flammable materials from the datacentre. Document and maintain a datacentre operator logbook to record any significant events/incidents in the Data Centre and corrective action taken to solve issues.	Overdue	25 July 2023 - Reviewing possibilities	25 July 2023 SOA IA - Transferred to In Progress	In Progress
27	30-Jun-21	OAG	ITGC	Change Management	The Shire should consider: Developing, implementing, and endorsing a change management policy to ensure that changes are appropriately requested, logged, approved, and tested. Create a change register to track and monitor all changes made to the Shire's IT infrastructure Ensuring all changes are adequately documented containing: o Approvals o Implementation testing o Backout plans o Post implementation reviews	Medium	Manager ICT	The recommendations will be included in the review and development of the Shire's Cybersecurity Framework. The framework will incorporate risk assessments, approvals, monitoring, testing, and reporting requirements, which will be included in operating procedures	The Shire should consider: Developing, implementing, and endorsing a change management policy to ensure that changes are appropriately requested, logged, approved, and tested. Create a change register to track and monitor all changes made to the Shire's IT infrastructure Ensuring all changes are adequately documented containing: o Approvals o Implementation testing o Backout plans o Post implementation reviews.	Overdue	25 July 2023 - Procedure has been drafted. Still to be reviewed.	25 July 2023 SOA IA - Transferred to In Progress	In Progress
31	30-Jun-22	OAG	Financial	Fixed Asset Depreciation Rates	The Shire should conduct a full review of the FAR to verify that the depreciation rates are consistent with the Shire's depreciation policy. The review should also include an evaluation of the asset's useful life.	High	Manager Finance	A full review of depreciation rates will be conducted in FY23 and will utilise the infrastructure valuation report due by 30 June 2023. This valuation report containing useful life and valuation will form a major part of the depreciation rates assessment.	The Shire should conduct a full review of the FAR to verify that the depreciation rates are consistent with the Shire's depreciation policy. The review should also include an evaluation of the asset's useful life.	Overdue			Not Started

SOA IA 29 Apr 2024

Shire of Ashburton

OAG												Current Review Date:	
No	Date of Report	Auditor	Audit Topic	Finding Topic	Recommendation	Risk Rating	Recommendation Owner	Management Comment in Report	Agreed Action	Overdue Status	Client Progress Update	Moore Australia/ SOA IA Comment	Status After Assessment
36	30-Jun-22	OAG	ITGC	Risk management	The Shire should: Define, document, and implement an IT risk management policy and/or procedure Create an IT risk register and use it to track/manage newly identified and existing risks. It should also detail their mitigating controls and resolution status.	Medium	Manager ICT	A recent internal audit has identified the requirement for the review and development of several plans, including Cybersecurity Framework. Recommendations have been incorporated into the reviewed Cybersecurity Framework including assessment of Risk. The document is in its final review to ensure it meets all applicable standards, best practices and matters raised within the audit process. Operating procedures to be developed and aligned to the frameworks and include workflow and record keeping requirements for An internal audit road map 2023-2026 has been developed and includes implementing Risk Management Framework ISO 31000, including develop / update operational risk registers. This will include IT Risk Management.	The Shire should: Define, document, and implement an IT risk management policy and/or procedure Create an IT risk register and use it to track/manage newly identified and existing risks. It should also detail their mitigating controls and resolution status.	Not Due			Not Started
38	30-Jun-22	OAG	ITGC	Business continuity management	The Shire should: Define, document and publish a backup policy Develop, document, test and publish a Disaster Recovery Plan and IT Business Continuity Plan Develop, document and publish an Incident Response Plan. Periodically review the above mentioned plans to ensure that they are relevant and adequate to support the Shire's operations.	Medium	Manager ICT	A recent internal audit has identified the requirement for the review and development of several plans including: Business Continuity Management Arrangements ICT Disaster recovery Plan Cybersecurity Framework. The Shire has made a commitment to review and develop the above-mentioned documents, incorporating the required standards as well as developing and documenting processes and procedures. The Cybersecurity Framework document has been prepared and is in its final review to ensure it meets all applicable standards, best practices and matters raised within the audit process. Business Continuity Plans and ICT disaster recovery plan is scheduled to commence development shortly.	The Shire should: Define, document and publish a backup policy Develop, document, test and publish a Disaster Recovery Plan and IT Business Continuity Plan Develop, document and publish an Incident Response Plan. Periodically review the above mentioned plans to ensure that they are relevant and adequate to support the Shire's operations.	Overdue			Not Started
39	30-Jun-23	OAG	Financial	Completeness of road data	The Shire should review and implement processes that involve a thorough examination of how roads data is maintained and updated in the Shire roads database.	High	Manager Assets and Programming/ Manager Finance	Noted: A review of systems, processes and controls will be conducted and updated accordingly. The Shire has already engaged an Asset Management Consultant to assist with this process.	Noted: A review of systems, processes and controls will be conducted and updated accordingly. The Shire has already engaged an Asset Management Consultant to assist with this process.	Not Due			Not Started
40	30-Jun-23	OAG	Financial	Incorrect depreciation rate used on new additions added to existing infrastructure assets	It is recommended the Shire review and revise their depreciation methodology to ensure it aligns with the Shire's Policies, depreciation expense should accurately be applied and reflect the remaining useful life of assets. Conducting a comprehensive assessment of the affected assets and adjusting the depreciation charges accordingly will help rectify the inaccuracies and improve the reliability of financial reporting. It is also recommended the Shire ensures it applies its revised depreciation	High	Manager Assets and Programming/ Manager Finance	Noted: A full review of depreciation rates to be conducted using the 2023 infrastructure valuation data. A review of system, processes and controls to be conducted to ensure correct useful lives are being applied to new additions and depreciation is correctly applied.	Noted: A full review of depreciation rates to be conducted using the 2023 infrastructure valuation data. A review of system, processes and controls to be conducted to ensure correct useful lives are being applied to new additions and depreciation is correctly applied.	Not Due			Not Started
41	30-Jun-23	OAG	Financial	Completeness of Data provided to the valuer	Ensure that all relevant and updated information, including any additions or modifications to the asset base, is communicated to the valuer. This includes changes occurring throughout the fiscal year to ensure that the valuer is working with the most current and accurate dataset.	High	Manager Assets and Programming	Noted: A review of systems, processes, and controls to be conducted and updated accordingly to ensure all new assets added during the fiscal year is provided to the valuer. It is noted Management Valuations were conducted on assets excluded from the independent valuer valuations to ensure the Shire was compliant with valuation requirements.	Noted: A review of systems, processes, and controls to be conducted and updated accordingly to ensure all new assets added during the fiscal year is provided to the valuer. It is noted Management Valuations were conducted on assets excluded from the independent valuer valuations to ensure the Shire was compliant with valuation requirements.	Not Due			Not Started
42	30-Jun-23	OAG	Financial	Review of general journals	We recommend that all manual journals raised undergo independent appropriate level of review from a staff member.	Medium	Manager Finance	Noted: As an internal control measure the Finance Manager has ensured that all journals processed are independently reviewed, as recommended by the Auditors in 2022. It should be noted that the Finance Manager was acting in the position of Director Corporate Services for the majority of the year, limiting the staff with higher hierarchy. A review of internal controls surrounding processing of journals to be develop and documented, aligning to the Shire's risk management objectives.	Noted: As an internal control measure the Finance Manager has ensured that all journals processed are independently reviewed, as recommended by the Auditors in 2022. It should be noted that the Finance Manager was acting in the position of Director Corporate Services for the majority of the year, limiting the staff with higher hierarchy. A review of internal controls surrounding processing of journals to be develop and documented, aligning to the Shire's risk management objectives.	Not Due			Not Started
43	30-Jun-23	OAG	Financial	Recording/ Provision of annual leave	The Shire should regularly review and reconcile annual leave records, implement robust internal controls, and ensure compliance with relevant labour laws and regulations. Additionally, promptly addressing and rectifying any identified inconsistencies is crucial to maintaining trust and transparency within the Shire.	Low	Manager Finance	Noted: Synergy Payroll system limitations did not allow for full internal control measures. The new payroll system has been set up with internal control measures to ensure that all leave is processed and approved via the leave system and not entered directly into the timesheets. Payroll System is to go live late December 2023 and a full review of processes and controls will be documented in line with new system capabilities.	Noted: Synergy Payroll system limitations did not allow for full internal control measures. The new payroll system has been set up with internal control measures to ensure that all leave is processed and approved via the leave system and not entered directly into the timesheets. Payroll System is to go live late December 2023 and a full review of processes and controls will be documented in line with new system capabilities.	Not Due			Not Started



Agenda Item 6.2 - Attachment 1

Internal Audit over Procurement - February 2024



Shire of Ashburton

Internal Audit over Procurement

February 2024





Acknowledgement of Country

The Shire of Ashburton acknowledges the local Indigenous people, the traditional custodians of this land. We pay respect to the elders, past, present, and emerging and extend that respect to all Aboriginal Australians living within the Shire of Ashburton.





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From: Diluka Weerasingha, Internal Auditor

To: Audit and Risk Management Committee

Subject: Internal Audit over Procurement (IAOP)

Engagement Period: 1st July 2021 to 30th November 2023

Date: 20 February 2024

Introduction

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 22nd April 2021.

Objectives Scope and Criteria

Objectives

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

Scope

Area	Control
Policy	<ul style="list-style-type: none"> • regularly review policy to assess if value thresholds and quote requirements reflect current needs • policies are clear about when and how to apply exemptions
Training	<ul style="list-style-type: none"> • provide all staff involved in the procurement process with training in relevant policy and processes • training emphasises personal accountability and how probity and transparency relate to procurement • Provide staff with refresher training
Seeking quotes	<ul style="list-style-type: none"> • that business requirements were determined prior to engaging suppliers • staff used the right purchasing method, as required by their own policies and the Regulations • that the use of exemptions was justified and documented
Tendering	<ul style="list-style-type: none"> • that tenders were advertised, opened, assessed and recorded in line with the Regulations • documentation was retained to support open, fair and transparent decisions, and show that processes have been followed • that a Tenders Register was maintained in line with Regulations
Conflict of	<ul style="list-style-type: none"> • that tender evaluation panel members provide positive assurance declarations



Area	Control
interest	<ul style="list-style-type: none"> that declarations were retained and there was a record of how they were assessed and how any conflicts were addressed
Purchase orders and approvals	<ul style="list-style-type: none"> that purchase orders were raised for the full expected amount of the procurement purchase orders were approved by staff with appropriate authority internal approvals were obtained before goods and services were purchased
Segregation of duties	<ul style="list-style-type: none"> appropriate segregation of duties across the procurement process
Variations	<ul style="list-style-type: none"> any contract variation was appropriate any contract variation was appropriately authorised
Record Management	<ul style="list-style-type: none"> documentation was retained to support open, fair and transparent decisions, and show that processes have been followed

Scope Exclusion

Scope doesn't include below controls.

Supplier Masterfile, Invoice, Receipt of Goods or Services and Payments	<ul style="list-style-type: none"> Supplier Masterfile was created and maintained with appropriate controls any differences between invoice charges and quoted or contracted rates had been reviewed and appropriately justified goods and services were received and approved by staff with appropriate authority that there were strong controls around payment of suppliers and access to bank accounts
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Use of third-party information

The use of third-party specialist reports was to leverage specialized expertise for informed recommendations.

Criteria

Criteria will consider SOA policies, directives, procedures and local government regulations. Procurement control matrix developed by DLGSC has been used to assess the procurement controls.

Significant dates

Step	Actual Date
Planning Memorandum	14 th Dec 2023
Kickoff Meeting	15 th Dec 2023



Field Work (Walkthrough, Selecting Sample, Information Request and Analysis)	02nd January -15 th February
Exit Meeting	19 th February
Issue Draft Report to include Agreed Management Action Plan	19 th February
Present Draft Report to ELT for additional comments/ actions	22nd February
Issue Final Report to Audit and Risk Management Committee	22nd February

Basis of review

Due to the inherent limitations in any internal control structure, it is possible errors or irregularities may occur and not be detected. Further, the internal control structure, within which the control procedures that have been reviewed operate, has not been reviewed in its entirety and therefore no opinion is expressed as to the effectiveness of the greater internal control structure. It should also be noted that the review was not designed to detect all weaknesses in control procedures as it was not performed continuously throughout the period subject to review.

In my professional judgment as Internal Auditor, sufficient and appropriate audit procedures have been conducted and evidence gathered to support the accuracy of the conclusions reached and contained in this report. The conclusions were based on a comparison of the situations as they existed at the time against the audit criteria. The conclusions are only applicable for the processes examined. The evidence gathered meets professional audit standards and is sufficient to provide Audit and Risk Management Committee with proof of the conclusions derived from the internal audit.

The review conclusion, Findings (Page 8-13) and Assessment (Page 13-25), and any opinion expressed in this report have been formed on the above basis.

Diluka Weerasingha CPA, CIA
 Internal Auditor
 Shire of Ashburton



Executive Summary

This report presents the findings of the Internal Audit over Procurement of the Shire for the period of 1st July 2021 to 30th 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 DLGSC. 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 25.

S/N	Finding	Control Effectiveness
1	Inadequate procurement risk assessment	Adequate
2	Inadequate quotations	Adequate
3	No previous experience records maintained/ considered in evaluation	Adequate
4	Inadequate financial evaluation in RFT	Adequate
5	Frequent variations requests	Adequate
6	Untraceable RFT exemptions	Adequate
7	Inadequate refresher training	Adequate



Findings

1	Inadequate procurement risk assessment	Control Effectiveness	
Finding, Implications and Recommendations		Adequate	
<p>Finding</p> <p>PP 100 Request for Tenders and PP101 Request for Quotations forms are approved by CEO/ Delegate to obtain approval to initiate procurement process and to consider as the procurement plan. However, no tender risk assessment was observed for RFT >\$250,000 category with high level procurements or RFQ <\$250,000 category.</p> <p>Implication</p> <p>Tenders/ Quotations evaluation does not consider risks to select best quote considering supplier strengths/ weaknesses.</p> <p>Recommendations</p> <p>Tender risk assessment has to be conducted for procurements above a threshold and include in PP100 or PP101. The evaluation criteria and weights need to consider the tender risk assessment.</p>			
Management Comment			
Agree that there is a need to assess risk for the Tender and the Companies submitting.			
Agreed Actions		Responsible Officer	Target Completion Date
Produce a Tender Specific Risk Template		Senior Procurement Officer	December 2024
Audit log ref		ELT meeting Date	22 Feb 2024

2	Inadequate quotations	Control Effectiveness			
Finding, Implications and Recommendations		Adequate			
<p>Finding</p> <p>It was noted required number of Quotations had not been obtained for the category of procurement <\$100,000. This is based on attachments to requisition in Synergy.</p> <p>Example: Synergy as of 30th November 2023.</p>					
Req No	Order No	Order Date	Name	Order Value \$	Quotes in Synergy
15285	68359	11/08/2021	CASTLEDINE GREGORY	25,000	No Quotes
15286	68360	11/08/2021	CASTLEDINE GREGORY	25,000	No Quotes
18233	71307	14/02/2022	MARKET CREATIONS AGENCY PTY LTD	38,643	Only 1 Quote
18359	71521	01/03/2022	BEING IN THE SHADOW PTY LTD	100,000	Only 1 Supplier 2 Quotes



2 Inadequate quotations				Control Effectiveness	
22409	75513	21/11/2022	PRICEWATERHOUSECOOPERS CONSULTING (AUSTRALIA) PTY LTD	88,000	Only 1 Quote
21551	74652	27/09/2022	JEROME DAVENPORT	40,084	No Quotes
24349	77501	20/04/2023	RADIO AND BROADCAST SERVICES (DICKSON FAMILY TRUST T/A)	90,145	1 Quote
25790	78961	01/08/2023	3E ADVANTAGE PTY LTD	83,077	No Quote
Implications					
Procurement at inflated price/ fraud.					
Recommendations					
Procurement department needs to monitor procurements less than \$100,000 to establish the adequacy of quotations.					
Management Comment					
Procurement have identified this and conduct weekly Purchase Order checks for all values. If required the requesting officer is contacted for explanation.					
Agreed Actions		Responsible Officer		Target Completion Date	
Continue weekly checks		Senior Procurement Officer		June 2024	
Audit log ref				ELT meeting Date 22 Feb 2024	

3 No previous experience records maintained/ considered in evaluation			Control Effectiveness
Finding, Implications and Recommendations			Adequate
Finding			
This finding link to "Contract Management" internal audit report.			
It was observed though experience of the contractor is considered for RFT evaluation, there is no formal record or scoring system maintained to consider previous performance with SOA by same contractor. It was noted from sample below contractors were evaluated for new RFTs and awarded but no evidence or record of previous performance maintained/ considered at evaluation.			
E.g. RFT Awarded for same contractor			
Contractor	2021	2022	2023
Emirge Pty Ltd	10.21	2.22	
AFGRI Equipment Australia Pty Ltd		21.22	19.23
Implications			



3	No previous experience records maintained/ considered in evaluation	Control Effectiveness	
Without such performance scores system, evaluation would not make reliable assessment on the performance based on internal information.			
Recommendations			
Procurement department, together with projects needs to develop performance score system and implement to capture performance. These scores should be considered for future evaluation of the same contractor.			
Management Comment			
Procurement will investigate a scoring matrix. However this will be dependent on Project officers providing Project Management information that is currently not being adequately captured in the Shire.			
Agreed Actions		Responsible Officer	Target Completion Date
Develop Scoring Matrix		Senior Procurement Officer	December 2024
Audit log ref		ELT meeting Date	22 Feb 2024

4	Inadequate financial evaluation in RFT	Control Effectiveness	
Finding, Implications and Recommendations		Adequate	
Finding			
It was observed though that financials are a submission requirement per RFT, the financials submitted by contractors are not either audited or supported with adequate explanations for unusual nature. Further no evaluation notes were observed for considerations on financial aspects. Further no acceptable external credit rating or document considered in supporting financial position of contractor when awarding high value contracts.			
It was further observed in RFT 02.22 - Emirge Pty Ltd awarded \$11,996,312.80 (ex-GST), that the provided financial statements are in draft nature with unusual performance. Draft accounts were certified by own accountant that shows GP% 7% in 2019 and 17% in 2020. This unusual change has not been explained and recorded at the evaluation to establish the acceptability of financials.			
Implications			
Financial losses due to dealing with insolvent/ low credit rated contractors.			
Recommendations			
Procurement needs to establish thresholds that requires submission of last audited financial statements or in absence of such needs to conduct an independent evaluation on financials to establish credit risk.			
Management Comment			
Threshold amounts to be included into Purchasing and Procurement Policy, possibly in line with Compulsory Probity Auditor engagement (all purchases >\$1 million in value). Compulsory engagement of financial audit amount to be authorised by ELT.			



4	Inadequate financial evaluation in RFT	Control Effectiveness	
Agreed Actions		Responsible Officer	Target Completion Date
Request Clarification from ELT and add Financial Audits to Policy		Senior Procurement Officer	December 2024
Audit log ref		ELT meeting Date	22 Feb 2024

5	Frequent variations requests	Control Effectiveness	
Finding, Implications and Recommendations		Adequate	
Finding			
<p>It was noted 7 out of 28 (25%) contracts are with variations recorded. Further looking into variation requests show improvement opportunities at RFT Scope level. E. g. RFT 02.22 - Emirge Pty Ltd awarded \$11,996,312.80 excluding GST. Variation Request Form mentioned as "Extension of time for 5 working days" whereas Contractor mention as "supply and deliver additional 200mm crushed rock basecourse" as the reason together with required additional 5 days for the work.</p>			
Project ID		Notes	
RFT 23.21		Post Fully executed contract variation on record	
RFT 02.22		Post Fully executed contract variation on record	
RFT 09.22		Post Fully executed contract variation on record	
RFT 01.23		Post Fully executed contract variation on record	
RFT 12.23		Post Fully executed contract variation on record	
RFT 15.23		contract still ongoing	
RFQ 02.22		Record not received	
RFQ 17.22		Post Fully executed contract variation on record	
RFQ 23.22		contract still ongoing	
RFQ 05.23		Post Fully executed contract variation on record	
RFQ 07.23		contract still ongoing	
RFQ 14.23		contract still ongoing	
Implications			
Pressure on budgets and inability to complete projects as planned.			
Recommendation			
Procurement department needs to provide training of recording positive/ negative variance and projects need to consider variance records in strengthening experience of proper scoping. E.g To include safety requirements in projects scope.			
Management Comment			



5 Frequent variations requests		Control Effectiveness	
Contract management Training to be implemented with an emphasis on Variations and their importance. Unsure with the current financial modules the Shire have to how Procurement will be able to accurately identify Variations.			
Agreed Actions		Responsible Officer	Target Completion Date
Increased Training		Senior Procurement Officer	August 2024
Audit log ref		ELT meeting Date	01 Feb 2024

6 Untraceable RFT exemptions		Control Effectiveness	
Finding, Implications and Recommendations		Adequate	
<p>Finding</p> <p>RFQ 03.21 has been exempted from RFT process using PP099 - Exemption Form without date and only signed by an RO based on the documents provided to internal audit. The value shows on the PP099 for is \$272,127. Per the PO dated 30 June 2021 for \$52,000 showing "Premium Connector-File Shares" for new record management system. However it was observed that this system had not been successfully implemented and used.</p> <p>Further no RFQ evaluation procedure was observed for RFQ 03.21 based on documents provided to internal audit.</p> <p>Further it was informed that this procurement was disputed, and SOA paid \$99,000 as closure PO 76146 dated 16 January 2023.</p> <p>Due to the nature of RFT exemption, Internal audit requested all exemptions to RFTS from procurement department. It was informed that exemptions are not informed or recorded with procurement department, hence not traceable from one source record. Internal audit did not observe exempted RFT (PP099) with disputes in the sample of RFQ audited except RFQ 03.21.</p> <p>Implications</p> <p>Untraceable RFT exemptions will lead procurement department not being able to establish acceptability of exemptions and following RFQ procedure.</p> <p>Recommendation</p> <p>Procurement department should implement exemptions tracing method and make sure all exemptions are following RFQ procedure.</p>			
Management Comment			
This Request for Quotation was one of the reasons a Procurement Officer is to be responsible for the procurement process of all purchases >\$100,000 in contract value. Unsure with the current financial modules the Shire have to how Procurement will be able to accurately trace exemptions. Procurement can only increase training in this area.			
Agreed Actions		Responsible Officer	Target Completion Date



6 Untraceable RFT exemptions		Control Effectiveness	
Increased training	Senior Procurement Officer	August 2024	
Audit log ref		ELT meeting Date	22 Feb 2024

7 Inadequate refresher training		Control Effectiveness	
Finding, Implications and Recommendations		Adequate	
<p>Finding There was a record maintained for procurement training, however there was no refresher training observed with specific regularity. Refresher training was observed with 1 year to 4 years frequencies, based on training records provided.</p> <p>Implications Noncompliance to procurement procedures</p> <p>Recommendation Procurement department should establish appropriate refresher training annually/ whenever significant change occur.</p>			
Management Comment			
Procurement to rectify this and have annual training implemented, including this in their procedures. Additional staff may need to be engaged to enable this to be realistically achieved.			
Agreed Actions	Responsible Officer	Target Completion Date	
Annual refresher training	Senior Procurement Officer	February 2025	
Audit log ref		ELT meeting Date	22 Feb 2024

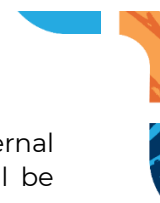
Annexure 1-Assesment of control activities against DLGSC procurement controls matrix

Control assessment was carried out per the Procurement control assessment tool recommended by WALGA. This tool has been developed in par with regulatory requirements and better practices. Three sections were identified from the tool relevant as follows:

- 1.0 Policy Framework;
- 2.0 Internal Controls and Procedures
- 3.0 Recruitment, Induction and Training

1.0 Policy Framework

A robust Policy Framework is the foundation for good governance in procurement activity. It links legislation and operational activity and prescribes the applicable integrity and accountability measures.



The Policies are an outward statement to community and suppliers and an internal statement for Councillors and employees for how procurement activity will be undertaken by the Local Government.

This section of the Self Audit examines the Purchasing Policy mandated by the *Local Government (Functions and General) Regulations 1996* as well as policies for the control of Credit / Purchasing Card activities and a Statement of Business Ethics. Local Governments may have other policies which influence procurement activity and it is recommended that these policies are also included in your Audit to ensure they align with principles for managing risk of fraud and misconduct

Section 1 –			
Policy Framework	YES	NO	Comment by Process Owner
Purchasing Policy			
<i>Functions and General Regulation 11A requires Local Governments to adopt and implement a purchasing policy.</i>			
Does the Purchasing Policy comply with the requirements of Regulation 11A of the <i>Local Government (Functions and General) Regulations 1996</i> ?	YES		
Has the Purchasing Policy been reviewed within the last 4-years (i.e. did the review consider identified risks and audit outcomes)? [FM r.5(1)(e)]	YES		
Does the Purchasing Policy contain principles for the oversight and prevention of fraud or misconduct in procurement, purchasing and payment functions?		No	Now Identified – to be included in review
Does the Purchasing Policy detail the Local Government’s commitment to ethical behaviours and integrity in procurement activities?	YES		Purchasing and Procurement Policy - 2. Ethics and integrity
Does the Purchasing Policy reference the Local Government’s “Statement of Business Ethics” and its application to the Local Government and its contractors and suppliers when undertaking procurement activities?		No	Now Identified – to be included in review and Statement of Business Ethics to be developed.



Section 1 –			
Policy Framework	YES	NO	Comment by Process Owner
Does the Purchasing Policy describe consequences for non-compliance with the Policy?	YES		Purchasing and Procurement Policy – 8. Policy non-compliance
<p>Credit / Purchasing Card Policy</p> <p><i>Regulatory reports and the Department of Local Government Operational Guideline No.11 recommend the adoption of a policy that sets the governance principles for purchasing by use of</i></p> <p><i>Credit and Purchasing Cards. This policy should extend to all Transaction Cards including fuel cards, store card and any card facility which takes the place of a cash transaction.</i></p>			
Does the Local Government have a Credit / Purchasing Card Policy? [FM r.5(1)(e)]	YES		Corporate Transaction Cards Policy
Has the Credit / Purchasing Card Policy been reviewed within the last 4-years (i.e. did the review consider risks and audit outcomes)? [FM r.5(2)(c)]	YES		14/03/2023
Does the Credit / Purchasing Card Policy describe acquittal obligations for Card Holders?	YES		
Does the Credit / Purchasing Card Policy describe consequences for misuse or non-compliance with the Policy?	YES		
Does the Credit / Purchasing Card Policy include a requirement for acquitted transaction statements to be included in the Monthly Financial Reporting to Council? [FM r.13]	YES		
<p>Statement of Business Ethics</p> <p><i>The 2013 CCC Report into IT procurement practices, recommended that the Department of Local Government and Communities formulate a “Statement of Business Ethics” and “Guide for Local Government IT Procurement”. The DLGC advises that this work has not yet commenced. Local Governments are however able to adopt policy to meet their needs and address the gap.</i></p>			



Section 1 –			
Policy Framework	YES	NO	Comment by Process Owner
Does the Local Government have a “Statement of Business Ethics”, to which its contractors and suppliers are required to adhere? [FM r.5(1)(e)]		No	Now Identified –Statement of Business Ethics to be developed.
Does the “Statement of Business Ethics” include principles for the performance of the Local Government when dealing with contractors and suppliers?		No	Now Identified – to be included in review and Statement of Business Ethics to be developed.
Does the “Statement of Business Ethics” include principles for the performance of contractors and suppliers when dealing with the Local Government?		No	Now Identified – to be included in review and Statement of Business Ethics to be developed.
Do the Local Government’s contracts require contractors and suppliers to be open for potential audits of compliance with the “Statement of Business Ethics”?		No	Now Identified – to be included in review and Statement of Business Ethics to be developed.
Does the Auditor review the Local Government’s and Supplier compliance with the principles of the “Statement of Business Ethics”?			Not applicable
Have contractors and / or suppliers been audited for compliance with the “Statement of Business Ethics” within the past 2-years?			Not applicable
Has the “Statement of Business Ethics” been reviewed within the past 4- years? [FM r.5(2)(c)]			Not applicable

2.0 Internal Controls and Procedures

The Local Government’s financial management internal controls and operational procedures are also a vital part of a good governance framework for prevention of fraud and misconduct in procurement.

The Local Government’s internal controls, including its integrity and accountability measures will be implemented via operational procedures, which specify the



sequence of activity, steps, tasks or actions required by employees when doing their work in order to comply with legislation and policy requirements.

Procedures will also explain the process for managing policy or procedure breaches and how potential fraud or misconduct will be investigated and reported. Documenting breach procedures operate as a visible deterrent and supports the CEO in meeting their obligations for reporting misconduct under the *Public Sector Management Act 1994* and the *Corruption, Crime and Misconduct Act 2003*.

Section 2 –			
Internal Controls and Procedures			
	YES	NO	Comment by Process Owner
Misconduct & Fraud Prevention			
Has the Local Government undertaken a misconduct and fraud risk assessment of its procurement activities within the past 2-years?		No	
Were the findings of the procurement misconduct and fraud risk assessment reported to the Local Government's Audit Committee? [Audit r.17(3)]		NO	
Were the findings of the procurement misconduct and fraud risk assessment used to inform the Audit Scope of internal and / or external audits? [Audit r.7(b)]		NO	
Were the findings of the procurement misconduct and fraud risk assessment used to assess the appropriateness of the Local Government's purchasing and payment policies and procedures?		NO	
Are reports prepared that detail procurement / purchasing activity level of compliance / non-compliance with legislation, policy and procedures, and are the reports provided to the CEO / Executive for review?		NO	



Section 2 –			
Internal Controls and Procedures	YES	NO	Comment by Process Owner
Has the CEO, within the past 2-years, reviewed the appropriateness and effectiveness of systems and procedures for; risk management, internal controls and legislative compliance? [Audit r.17(1) & (2)]	YES		
Were the findings of the CEO's review reported to the Local Government's Audit Committee? [Audit r.17(3)]	YES		
Do procedures require employees to disclose and record whether or not they have any actual or perceived conflicts of interest prior to participating in a purchasing, quotation or tender process?	YES		Procurement require all evaluation panel members to declare any conflict of interest and these are recorded.
Does the Local Government regularly review the Gift Register to identify patterns and risk profiles for employees who have responsibilities in purchasing or contract management processes?	YES		
Incurring Liabilities			
<p><i>Section 6.5 of the Local Government Act and Financial Management Regulation 5(1)(e) prescribe the CEO's duty to establish systems and procedures that ensure proper authorisation and records for incurring liabilities. Regulation 5(2) requires the CEO to review the effectiveness of financial management systems and procedures at least once every four years. Regulation 11 requires the Local Government to develop procedures for the approval of accounts for payment.</i></p> <p><i>These requirements form an integrated system as the approval of an account for payment will rely on evidence that the expense was properly incurred in accordance with legislation and the Local Government's policy and procedures.</i></p>			
Has the CEO documented procedures that control the process and authorise employees to incur liabilities? [FM r.5(1)(e)] For example: procedures which support compliance with legislation and purchasing policy prior to a		No	Procurement procedure yet to be approved.



Section 2 –			
Internal Controls and Procedures	YES	NO	Comment by Process Owner
<i>requisition or purchase order being issued</i>			
Do procedures detail the employees or position titles which are authorised to incur liabilities, including limits and conditions specific to individual or classes of employees? [FM r.5(1)(e)] <i>For example: the classes or position titles of employees who are able to issue requisitions or purchase orders up to specified \$values.</i>	YES		Directive FIN22 – Authority to Purchase or Procure
Have procedures for incurring liabilities been reviewed within the past 4-years and did the review consider risks and previous audit outcomes? [FM r.5(2)(c)]	YES		2023
Does the Local Government's financial management software prevent a purchase order being issued, where compliance with the Purchasing Policy has not been evidenced?		NO	
Do the procedures require purchase order values to be checked for consistency with an accepted; tender, schedule of rates or quotations, as appropriate?		NO	



Section 2 –			
Internal Controls and Procedures	YES	NO	Comment by Process Owner
Does the Local Government routinely undertake sample audits of purchase orders to monitor the level of compliance with Purchasing Policy and procedures?	YES		Procurement do weekly Purchase order checks for compliance.
Do procedures detail employee obligations for maintaining confidentiality of quotation and tender submissions? <i>For example: one supplier's information / submission is not to be distributed / provided to another supplier)?</i>		NO	Now Identified – to be included in review
Do the procedures specify requirements for evaluating specifications prior to seeking, quotations, RFQs and Tenders to ensure the scope is sufficient and to minimise risks of scope creep and cost escalations? <i>For example: contracts most at risk may include - consultancies, management service providers, design and construct contracts.</i>		NO	Now Identified – to be included in review
Has the CEO documented procedures to control the use of Credit / Purchasing Cards, including Fuel Card and any other card facility which replaces cash transactions? [FM r.5(1)(e)]		NO	
Do the procedures for Credit / Purchasing Cards include expense limitations and conditions for incurring expenses and acquittal of statements?		NO	



Section 2 –			
Internal Controls and Procedures	YES	NO	Comment by Process Owner
Have the Credit / Purchasing Card procedures been reviewed within the past 4-years and did the review consider risks and audit outcomes? [FM r.5(2)(c)]		NO	
Do the Credit / Purchasing Card procedures describe how compliance with policy and procedure will be monitored and how non-compliance will be investigated and disciplinary consequences applied where appropriate?		NO	
Separation of Roles			
<i>The CEO has a duty to review the appropriate and effectiveness of Internal Controls that contribute to minimising the risk of fraud and misconduct in accordance with Audit Regulation 17.</i>			
Has the CEO documented procedures that ensure the separation of purchasing duties? For example; an employee cannot be responsible for more than one of the following activities: <ul style="list-style-type: none"> • Initiating and approving purchases • Receiving goods • Approving invoices for payment • Review and reconciliation of transactions • Inventory 		Yes/ No	Requisition and Receipt of goods are done by requesting person. PO approval and Supplier Invoice approval is done by RO. Payment approval is done by finance department.



Section 2 –			
Internal Controls and Procedures	YES	NO	Comment by Process Owner
Has the CEO ensured that an employee who is responsible for the day-to-day accounting or financial management operations of the Local Government, is not also responsible for conducting internal audits or for supervising the person responsible for internal audits or for reviewing the outcome of internal audits? [Audit r.6]	YES		Separate Internal Auditor
Expressions of Interest (EOI) and Tenders			
Has the CEO documented procedures for undertaking expressions of interest <u>and</u> tenders? [FM r.5(1)(e)]	YES		Purchasing and Procurement Policy
Have the EOI and tender procedures been reviewed within the past 4-years and did the review consider risks and previous audit outcomes? [FM r.5(2)(c)]	YES		2022
Do the procedures require the use of standardised templates used for requests for quotes, EOIs and tenders, specifications, reports and contracts, to ensure consistent decision making by Council or under delegated authority?		NO	Now Identified – to be included in review even though used.
Prior to going to market, are EOI and Tender specifications reviewed by the subject matter expert and the evaluation team, using a risk assessment to ensure that specifications are accurate, sufficiently scoped and fit for the purposes of the procurement?		NO	Procurement Risk Assessment is not conducted.



Section 2 –			
Internal Controls and Procedures	YES	NO	Comment by Process Owner
Do the EOI / Tender procedures require an independent probity advisor to be engaged to oversee high risk / high value EOI / Tender activities?		NO	Now Identified – to be included in review even though we do use an independent Probity auditor for all purchases over \$1mil contract value.
Do the procedures implement standardised processes for EOI and Tender evaluations, which take account of selection criteria and also the risk profile of the supply?		NO	
Do the EOI / Tender evaluation procedures require a minimum of two employees for a low value supply and three employees for a high value supply, to independently evaluate EOI / Tender submissions, before meeting to determine a consensus assessment?		NO	To be amended in draft procedure
Do the EOI / Tender procedures specify record keeping requirements sufficient to evidence the evaluation process and outcomes and the rationale for the recommendation?	YES		Policy contains Record Management
Do the procedures require checks of company registration, ABN (if applicable), financial sustainability information and referee checks for each prospective supplier as part of the assessment process?		NO	Only for high level procurement (>\$100,000)- Added to procedure for all purchases
Has Council adopted a policy and delegated authority to the CEO, which defines the limits and conditions for determining <u>minor</u> variations in the goods or services required before a contract is formed? [F&G r.20]	YES		Delegation 01.01.14 for Tenders

3.0 Recruitment, Induction and Training



A Local Government's approach to employee recruitment, induction and training is another component of a good governance framework.

Recruitment practices for positions which have purchasing responsibilities should be designed to attract individuals who are not only technically experienced in procurement / purchasing, but who also understand integrity requirements and do not present misconduct risks. Recruitment advertising, position descriptions and interview practices for purchasing and procurement positions, should ensure potential employees understand the requirements of the role, the compliance obligations and the integrity and probity obligations.

Induction and training practices ensure effective implementation of policy, internal controls and procedures. Participation in induction and training ensures employees are aware and accountable for compliance with legislation and the Local Government's policy and procedures.

Employees who are well trained will more easily identify and avoid breaches. It is therefore also important for Training to address the process for reporting breaches and potential fraud and misconduct, as this too is a mitigation strategy for reducing risks.

Section 3 –			
Recruitment, Induction and Training	YES	NO	Comment by Process Owner
Do position descriptions for roles with procurement or payment responsibilities, include requirements for compliance with legislation, the Code of Conduct, ethical standards and the Local Government's policies and procedures?	Yes		
When interviewing employees for roles with procurement or payment responsibilities, are candidates questioned on ethical work practices and integrity scenarios?	Yes		
Are employees with procurement or payment responsibilities provided with induction and regular refresher training on the Code of Conduct, ethical work practices and policies and procedures relevant to purchasing and payment functions?		NO	Refresher training to be regularise per required/ better intervals



Section 3 –			
Recruitment, Induction and Training	YES	NO	Comment by Process Owner
Does the induction and regular refresher training, provide specific training for managing conflicts of interest, gifts, travel contributions and disclosure obligations?	Yes		Various shire wide training addresses this.
Does the induction and regular refresher training, provide guidance on recognising and reporting misconduct and fraud?		NO	This will be adjusted to include information on where to best report misconduct and fraud.
Does the induction and regular refresher training, address requirements for impartial and unbiased fulfilment of responsibilities and decision making?	Yes		
Are records retained of participation in induction and refresher training? <i>Note: these records support the Local Government in managing employee accountability.</i>	Yes		Procurement keep declaration of training and follow to OD, unsure to OD records.
Do procedures describe the different requirements for managing and reporting an employee who has committed a minor breach or a serious breach of legislation, policy or procedures?	Yes		Purchasing and procurement policy
Are temporary and short term contract personnel restricted as to the extent of their financial authority so as to minimise the Local Government's exposure to misconduct and fraud risks?	Yes		At termination all staff have their access removed



Annexure 2-Control Effectiveness Ratings Criteria (SOA Risk Management Framework)

Rating	Foreseeable	Description
Effective	There is little scope for improvement	Processes (Controls) operating as intended and / or aligned to Policies & Procedures; are subject to ongoing maintenance and monitoring and are being continuously reviewed and tested
Adequate	There is some scope for improvement	Whilst some inadequacies have been identified; Processes (Controls) are in place, are being addressed / complied with and are subject to periodic review and testing.
Inadequate	A need for corrective and / or improvement actions exist.	Processes (Controls) not operating as intended, do not exist, or are not being addressed / complied with, or have not been reviewed or tested for some time.

Internal Audit
Department
Shire of Ashburton



shire of Ashburton
opportunity to community



Agenda Item 6.3 - Attachment 1

Council Policy - Risk Management (proposed)



Council Policy – Risk Management

Responsible Directorate	Office of the CEO
Responsible Business Unit/s	Office of the CEO
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	All

General

1. The Shire of Ashburton (the Shire) recognises that risk management is fundamental to the organisation achieving its strategic and operational objectives, and that it plays an integral role in day-to-day management and decision making at all levels.
2. Risk management is viewed as central to the Shire’s management process, having relevance and linkage to budget planning, provision of services to the community, corporate planning, performance, quality, safety, and community strategic planning.
3. To enable the Executive Leadership Team (and to a lesser extent Council) to decide on the nature and extent of the risks it is prepared to take to meet its strategic objectives, the organisation must have an appropriate Risk Management Framework to identify and manage risk on an ongoing basis. This policy details the Shire’s requirements in relation to the management of risks.
4. Everyone has a role to play in the management of risk within the Shire, whether as a Risk Owner, a Control Owner, right down to the need for every employee to follow procedures and processes without deviation.
5. The Shire is committed to the effective management of risks and ensuring that sufficient resources are available to achieve this. Those allocated responsibility for managing risks or being accountable for critical controls must ensure appropriate monitoring and reporting occurs through the Shire’s existing management reporting and governance framework.
6. The effective management of risks plays an important role in shaping the Shire’s strategic direction and contributes to evidence-based decision-making and the successful delivery of the Shire’s objectives.



Objective

7. The purpose of this policy is to provide information and guidance regarding the management of risk to support the achievement of Shire's strategic and operational objectives, protect staff and assets, and ensure financial sustainability.
8. This policy provides the over-arching guidance and is supported by Risk Management Procedures. These documents together form the Shire's Risk Management Framework.
9. The Risk Management Framework is aligned with AS/NZS ISO 31000 2018.

Scope

10. This policy applies to all staff, volunteers, contractors, and visitors whilst they are on Shire property or engaged in business that involves the Shire.

Why Risk Management is Important to Shire

11. It is not possible to eliminate all risk, however organisations that actively identify and manage risks are more likely to be better prepared to respond quickly to take advantage of an opportunity or to re-focus effort when things go wrong.
12. Accordingly, risk management within the Shire is about creating an environment where surprises are minimised. When our management of risk goes well it often remains unnoticed. When it fails, the consequences can be significant and high profile.
13. From a Shire perspective, effective risk management can:
 - a. Protect the Shire from a range of strategic threats (strategic risks);
 - b. Prevent loss of life/injury;
 - c. Prevent damage to the Shire's reputation;
 - d. Protect assets and resources;
 - e. Allow us to deliver services and outcomes to the community that meet their expectations;
 - f. Minimise legal liability;
 - g. Prevent disruption to Shire operations;
 - h. Prevent financial loss, including through theft and fraud; and
 - i. Ensure projects are delivered on time, within budget and to the required level of quality.





14. Risk management will improve the Shire's performance by identifying and then mitigating events/incidents that would hinder the achievement of its objectives. The management and communication of risks needs to be an integral part of existing processes and procedures to realise maximum benefit.
15. The key benefit of the application of a robust Risk Management Framework, however, is to provide decision makers with the information necessary to make **risk informed decisions**.

Management Commitment

16. The Executive Leadership Team is fully committed to the maintenance of an effective Risk Management Framework. In implementing this policy, Council and the Executive Leadership Team are committed to ensuring:
 - a. That risk management is an integral part of Shire planning and decision-making processes;
 - b. There is a consistent approach to the management of risks across the Shire;
 - c. Clear roles, responsibilities and accountabilities are defined;
 - d. All staff with risk management roles and responsibilities are provided with the necessary authority to undertake these responsibilities;
 - e. All staff with risk management roles and responsibilities are provided with the necessary skills to undertake these responsibilities;
 - f. The resources necessary to achieve the policy outcomes are allocated;
 - g. Communication within the Shire's stakeholder community in relation to the identification and management of risk is promoted and encouraged; and
 - h. We are honest with ourselves and with others in relation to the risk exposures and challenges faced by the Shire.
17. We also accept that, on occasions, even with sound risk management practices, things may go wrong. On such occasions, we will take the opportunity to review the reasons for the failure and endeavour to further strengthen controls to reduce the likelihood of a reoccurrence.
18. In making this commitment, Ashburton will be well placed to meet our vision and will ensure the credibility and reputation of the organisation within our stakeholder community is of the highest order.





Approach

Heading 3

19. The approach taken by the Shire is to centralise the management of strategic and enterprise (operational) risks in order to ensure they are managed holistically, that there are no control gaps, and that duplication is significantly reduced.
20. There will be three distinct areas of focus for the Risk Management Framework within the Shire, as shown in the diagram below:

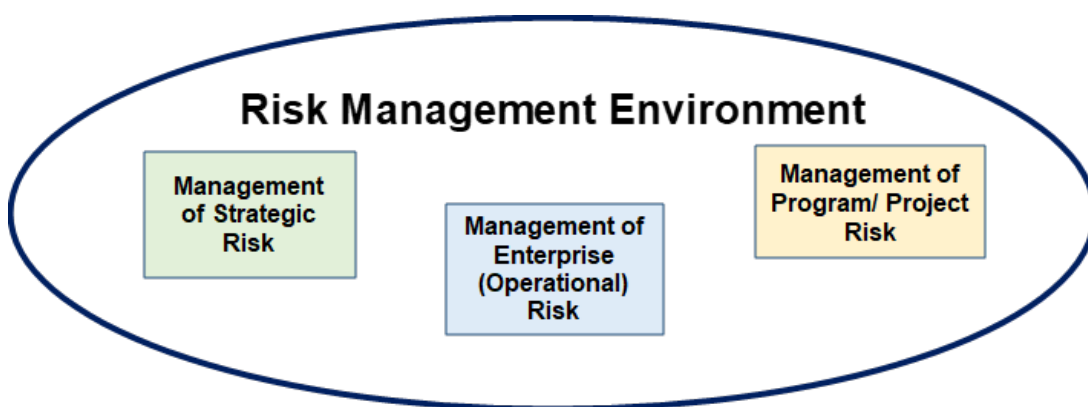


Figure 1: Areas of focus for Shire’s Risk Management Framework

21. This policy covers all these areas of focus.
22. The development and implementation of the Risk Management Framework will contribute significantly to the effective governance within Shire. The visibility of risks will provide the Executive Leadership Team with a detailed understanding of the Shire’s risk profile and will assist greatly in decision making.
23. Taking a proactive approach to risk management will enable the Shire to improve services to the community, improve identification of opportunities as well as threats and vulnerabilities, and improve its organisational resilience, operational effectiveness, and efficiency.
24. The effective implementation and ongoing maintenance of the Risk Management Framework, therefore, requires commitment and leadership from all levels of management within the Shire.





Strategic Risk

25. Strategic Risks are defined in the context of the Shire as risks where the causes/contributing factors are outside the control of the Shire but, if they were to occur, they may be serious enough to require a revision of the Shire's Strategic Community Plan. These are the external threats to the Shire, as identified in the SWOT Analysis.

Enterprise (Operational) Risk

26. Enterprise (Operational) Risks are those where the causes are either inside or outside the Shire's control, but, if they occur, they will impact on the achievement of the current the Shire's Strategic Community Plan.
27. The most important point to note is that there is no such thing as a safety risk, reputation risk, or a financial risk etc. there are just risks. These risks, if they materialise, will have multiple consequences, so categorising them as either one type of risk or another significantly detracts from the ability to manage them holistically.
28. To that end, there will be no separate risk management plans or registers for different "categories" of operational risk (e.g. safety, fraud, IT etc). All enterprise risks will be managed centrally in **one** register.

Project Risk

29. The management of risk in projects requires a unique approach given the significant difference in context. The assessment of project risk requires consideration of schedule, cost, and performance within the context of the project so utilising the corporate risk context (e.g. Consequence Matrix) is not appropriate.
30. There will, however, be inputs to the management of Enterprise Risks from projects.

Goal and Sub-goals

Goal

31. The goal of the Risk Management Framework within the Shire is:

To ensure that the risks facing the Shire of Ashburton are appropriately managed in order to: protect the interests of the organisation and its many stakeholders; assist in the decision-making process; and minimise disruption to critical business functions.





Sub-goals

32. The goal is further divided to sub-goals:
- a. To ensure that the Shire is, where possible, protected and/or prepared from threats arising from the strategic environment.
 - b. To maintain a working environment for all employees, contractors and visitors that minimises the risks to their health and safety.
 - c. To meet all compliance obligations applicable to the Shire.
 - d. To prevent fraud where possible, detect fraud as early as practicable and when discovered, demonstrate a zero tolerance to fraudulent behaviour through appropriate response.
 - e. To protect the information, systems, and assets that support the operations of the Shire.
 - f. To ensure organisational resilience through the maintenance of critical business functions during and after disruption related events.
 - g. To ensure that all information provided to critical stakeholders is accurate, complete, and provided in a timely manner.
 - h. To ensure that Shire operations do not adversely affect the environment.
 - i. To ensure all Projects delivered by the Shire are safe and fit for their intended purpose.

Policy Statement

Policy Statements

33. The following policy statements are to be adhered to by all Shire staff with roles and responsibilities in the Shire's Risk Management Framework:
- a. Risk is to be considered in any planning process undertaken within the Shire.
 - b. The criteria to be used for risk assessments are those detailed in the applicable Shire Risk Management Procedure. These procedures supersede any risk plans that have been developed previously.
 - c. Accountability for activities within the Shire's Risk Management Framework will be allocated to those with the levels of authority necessary for decision making.
 - d. All Shire risks are to be recorded and updated within the Shire's centralised risk registers (Enterprise Risk Register and Strategic Risk Register).





- e. All staff with roles and responsibilities within the Risk Management Framework are to receive appropriate training.
 - f. Those allocated responsibility for managing risks or being accountable for critical controls are to establish and maintain appropriate monitoring and reporting mechanisms.
 - g. Risks are to be reported to the Audit and Risk Management Committee and Council quarterly in accordance with the templates within the applicable Risk Management Procedure.
 - h. Adjustments to the Strategic Risk Register, including addition of risks, removal of risks, and/or changes to risk level are to be endorsed by the Audit and Risk Management Committee prior to being submitted to Council for approval.
 - i. Adjustments to the Enterprise Risk Register, including addition of risks, removal of risks, and/or changes to risk level are to be endorsed by the Executive Leadership Team prior to being submitted for approval by the Chief Executive Officer.
34. By implementing these policy statements, the Shire will have a much greater chance of achieving the objectives captured in the Strategic Community Plan.

Areas of Focus

35. As this policy covers all aspects of risk management within the Shire, the following paragraphs highlight specific areas of focus for the Risk Management Framework.

Safety

36. Safety has, and always will be, the number one priority for the Shire. Reducing workplace incidents within the Shire and incidents that may impact the safety of the community **must** be front of mind in the planning and conduct of all Shire activities and services.
37. It is critical, therefore, that safety is not only considered during each activity, but that ensuring conformance to procedures and processes is part of the Shire's assurance program.

Fraud

38. The Shire will make every effort to implement systems, procedures, and processes that prevent fraudulent and/or corrupt behaviour to the extent possible. Noting, however, that not all fraud and/or corruption can be prevented, the Shire will place a significant emphasis on detecting any instances of fraudulent/corrupt behaviour.





39. If/when fraud is identified/suspected, the Shire will thoroughly investigate and, if it is determined that fraudulent and/or corrupt behaviour has occurred, the Shire will take the appropriate actions to highlight the Shire's zero tolerance for such behaviours.

Information and Physical Security

40. The security of the Shire's information and physical assets is critical. Any unauthorised use of and/or loss of the Shire's information resources could have a significant impact on the Shire's reputation.
41. Any loss and/or theft of the Shire's physical assets could have a significant financial impact and may impact operations.

Compliance

42. Like all organisations, the Shire is required to comply with a significant amount of legislation, codes of practice, regulations, and policies. Any non-compliance with these requirements can have a significant impact and may lead to fines against the Shire and/or prosecutions against individuals.
43. It is critical, therefore, that the Shire maintains a significant focus on maintaining compliance through the management of risks that could lead to adverse compliance outcomes.

Disruption Related Risks (Business Continuity)

44. There are critical business functions within the Shire that, if they were to be disrupted, would have a significant impact on the reputation of the Shire and, in some cases, may impact on the health and safety of staff and the community. It is critical, therefore, that advanced plans of action are developed to restore any service disruption as soon as possible.

Environment

45. The climate and environment are changing and, as such, the Shire needs to adapt. A significant area of focus for the Shire, therefore, is ensuring that the Shire is prepared for any of the ensuing results of the changing climate.
46. In addition, it is critical that the Shire safeguards the environment from the actions of 3rd parties, as well as ensuring that Shire operations do not damage the environmental, cultural, heritage and/or Indigenous values within the local government district.

Project/Procurement Risks

47. The Shire spends a significant portion of its budget on projects and procurement activities. These projects are often the source of significant risk which, if not managed, can result in additional expenditure, time delays and/or projects being delivered that are not fit for purpose.





Audits

- 48. All records will be subject to ongoing assurance and audits. All records belong to the Shire. In most cases, these will be admissible as evidence and are subject to the relevant State and Federal laws.
- 49. The Internal Auditor is responsible for the development of, and audit plan, overseeing conformance to this policy.

Roles and Responsibilities

50. The following is a broad overview of the roles and responsibilities for the governance of the Risk Management Framework. Detailed roles and responsibilities relating to the management of risks are contained within the Shire’s Risk Management Procedures.

Council	The Council is responsible for the management of the Shire’s strategic risks.
Audit and Risk Management Committee	The Audit and Risk Management Committee is to: <ul style="list-style-type: none"> • Review the effectiveness of the Shire’s Risk Management Framework • Monitor performance of the program against established Key Performance Indicators • Monitor the effectiveness of critical controls • Review/endorse any changes to strategic risk levels based on reports provided by the Director Corporate Services before forwarding to the Council. • Provide reports to the Council on audit findings and ensure any recommendations are implemented where agreed.
Chief Executive Officer	The Chief Executive Officer is ultimately accountable for the management of the risk exposures within Shire. Specifically, the CEO (with input from the Executive Leadership Team) is responsible for: <ul style="list-style-type: none"> • Defining the Shire’s risk appetite • Establishing the Shire’s risk criteria • Regularly monitoring risks as part of a standing item on the consideration of governance issues • Promoting a risk management culture within the Shire.





Definitions

Risk Management Framework consists of:

- Council Policy – Risk Management, Shire of Ashburton
- Risk Management Procedure – Strategic Risks
- Risk Management Procedure – Enterprise (Operational) Risks
- Risk Management Procedure – Project Risks
- Strategic Risk Register
- Enterprise Risk Register

Relevant policies/documents

Risk Management Procedure – Strategic Risks

Risk Management Procedure – Enterprise (Operational) Risks

Risk Management Procedure – Project Risks

Strategic Risk Register

Enterprise Risk Register

Relevant legislation/local laws

Nil

Office use only				
Relevant delegations	Nil			
Council adoption	Date		Resolution #	
Reviewed/modified	Date		Resolution #	
Next review due	Date		Resolution #	





Agenda Item 6.3 - Attachment 2

Council Policy - Risk Management (current)



Council Policy – Risk Management

Responsible Directorate	Corporate Services
Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance
Affected Business Unit/s	All

Objective

The objective of this policy is to state the Shire of Ashburton’s (the Shire) intention to identify potential risks before they occur so that opportunities can be realised and impacts can be minimised to ensure the Shire achieves its strategic and corporate objectives efficiently, effectively and within good corporate governance principles.

Scope

This policy applies to Council, the Executive Leadership Team and all employees and contractors involved in any Shire operations.

Policy Statement

It is the Shire’s policy to strive to achieve the best practices it can, in the management of all risks that may affect the Shire meeting its objectives.

Risk management functions will be resourced to match the size and scale of the Shire’s operations and will form part of the strategic, operational, and project responsibilities and be incorporated within the Shire’s Risk Management Framework.

The following points provide detail on the objective specifics:

- Optimises the achievement of the Shire’s values, strategies, goals and objectives.
- Aligns with and assists the implementation of Shire policies.
- Provides transparent and formal oversight of the risk and control environment enabling effective decision-making.
- Reflects risk versus return considerations within the Shire’s risk appetite.
- Embeds appropriate and effective controls to mitigate risk.
- Achieves effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhances organisational resilience.
- Identifies and provides for the continuity of critical operations.



Roles and responsibilities

The Chief Executive Officer (CEO) is responsible for the:

- Implementation of this policy.
- Measurement and reporting on the performance of risk management.
- Review and improvement of this policy and the Shire's Risk Management Framework at least biennially, or in response to a material event or change in circumstances.

The Shire's Risk Management Framework outlines in detail all roles and responsibilities associated with managing risks within the Shire.

Risk assessment and acceptance criteria

The Shire has quantified its broad risk appetite through the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Framework.

All organisational risks are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

Monitor and review

The Shire will implement and integrate a monitor and review process to report on the achievement of the risk management objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by the Executive Leadership Team and be formally reviewed triennially.

Definitions

Executive Leadership Team includes the CEO and all Directors of the Shire.

Risk means the effect of uncertainty on objectives.

- Note 1: An effect is a deviation from the expected – positive or negative.
- Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, operational, project, product or process).

Risk management means coordinated activities to direct and control an organisation with regard to risk.





Risk management process means systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Relevant policies/documents

Shire of Ashburton Risk Management Framework
 Shire of Ashburton Risk Profile

Relevant legislation/local laws

Nil

Office use only				
Relevant delegations	Nil			
Council adoption	Date	13 December 2022	Resolution #	171/2022
Reviewed/modified	Date		Resolution #	
Next review due	Date	2024		





Agenda Item 10.1.1 - Attachment 1

Minutes of the Ordinary Council Meeting held 16 April
2024



Published Minutes

Ordinary Council Meeting

Tuesday, 16 April 2024

Date:	Tuesday 16 April 2024
Time:	2:00pm
Location:	Clem Thompson Sports Pavilion, Stadium Road, Tom Price
Distribution Date:	Friday 19 April 2024



**Shire of Ashburton
Ordinary Council Meeting**

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

K Donohoe
Chief Executive Officer
19 April 2024

These minutes were confirmed by Council as a true and accurate record of proceedings at the Ordinary Council Meeting held on Tuesday, 16 April 2024.

Presiding Member _____

Date _____

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 2:00pm.

Shire President Approval

In accordance with regulation 14C(2)(b) of the *Local Government (Administration) Regulations 1996*, approves Cr M Gallanagh and Cr A Sullivan to attend the meeting via electronic means, noting they are in instantaneous communication with the meeting.

Cr M Gallanagh Declaration

In accordance with regulation 14CA(5) of the *Local Government (Administration) Regulations 1996*, I declare that I can maintain confidentiality during the meeting or the closed part of the meeting.

Cr A Sullivan Declaration

In accordance with regulation 14CA(5) of the *Local Government (Administration) Regulations 1996*, I declare that I can maintain confidentiality during the meeting or the closed part of the meeting.

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

Nil

3 Attendance

3.1 Present

Elected Members:	SP A Smith Cr K White Cr M Gallanagh Cr L Rumble JP Cr A Sullivan Cr M Lynch Cr B Healy Cr R Kapor	Shire President Deputy Shire President, Onslow Ward Pannawonica Ward (via electronic means) Paraburdoo Ward Paraburdoo Ward (via electronic means) Tom Price Ward Tom Price Ward Tom Price Ward
Employees:	K Donohoe J Sangster R Wright I Bishop D Kennedy A Johnston J Bray A Furfaro B Van Rensburg L Milne G Taylor	Chief Executive Officer Deputy Chief Executive Officer Acting Director Community Development Acting Director Infrastructure Services Director Corporate Services Manager Media and Communications Manager Governance Governance Officer Council Support Officer ICT Coordinator Digital Communications Officer
Guests:	Nil	
Members of Public:	There were two members of the public in attendance at the commencement of the meeting.	
Members of media:	There were no members of the media in attendance at the commencement of the meeting.	

3.2 Apologies

Nil

3.3 Approved Leave Of Absence

Cr R De Pledge Ashburton-Tablelands Ward From 16 April 2024 to 16 April 2024

4 Question Time

4.1 Response To Previous Public Questions Taken On Notice

Nil

4.2 Public Question Time

Clodagh Scanlon, Paraburdo

Question:

Would like to submit a suggestion to have some gates put in place around the skate park in town, unsure if this is the correct spot, but with the main Paraburdo Road right next to it and the IGA car park with lots of traffic it would be fantastic to be able to enclose the area.

Response provided by Acting Director Community Development:

The Shire of Ashburton is dedicated in providing well maintained, and easily accessible open space facilities in Paraburdo, Tom Price and Onslow.

The Paraburdo skate park is a hub for individuals of all ages to come together and enjoy a welcoming atmosphere. To promote inclusivity, there are no plans to install fencing around the area at this time. Additionally, a new bike education track tailored for younger children is set to open in the park in the near future. This track will be fully enclosed to ensure the safety and fun of children as they learn and play.

5 Declaration By Members

5.1 Due Consideration By Elected Members To The Agenda

Elected members noted 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 Presiding Member requested the Chief Executive Officer to read aloud the following correspondence from the Department of Local Government, Sport and Cultural Industries and noted each Councillor had been provided a copy.

Ordinary Council Meeting Minutes

16 April 2024



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

Our ref AB1-7-2024-25; E24053948
Enquiries Dale Martin
Phone (08) 6552 1530
Email legislation@dlgsc.wa.gov.au

Mr Kenn Donohoe
Chief Executive Officer
Shire of Ashburton

Email: governance@ashburton.wa.gov.au

Dear Mr Donohoe

I refer to your correspondence dated 12 April 2024 and advise that, in accordance with the authority delegated by the Minister for Local Government, I have approved your application, under section 5.69(3) of the *Local Government Act 1995* (the Act),

Approval is granted to Cr Kapor, Cr Lynch and Cr Smith to fully participate in the discussion and decision making relating to the following agenda items at the Shire's Ordinary Council Meeting, to be held on 16 April 2024:

13.4 – GROSS RENTAL VALUATION (GRV) RATING OF TRANSIENT WORKFORCE ACCOMMODATION - REVIEW 2024; and

18.3 RFT 07.24 - DESIGN AND CONSTRUCTION OF PARABURDOO BIKE PARK, PARABURDOO, WA

Conditions of approval:

1. *The approval is only valid for the 16 April 2024 Ordinary Council Meeting when agenda items 13.4 and 18.3 are considered;*
2. *The abovementioned councillors must declare the nature and extent of their interests at the abovementioned meeting when the matter is considered, together with the approval provided;*
3. *The Chief Executive Officer (CEO) is to provide a copy of the Department of Local Government, Sport and Cultural Industries (DLGSC) letter of approval to the abovementioned councillors;*
4. *The CEO is to ensure that the declarations, including the approval given and any conditions imposed, are recorded in the minutes of the abovementioned meeting, when the item is considered;*
5. *The CEO is to provide a copy of the confirmed minutes of the abovementioned meeting to the DLGSC, to allow the DLGSC to verify compliance with the conditions of this approval; and*
6. *The approval granted is based solely on the interests disclosed by the abovementioned councillors, made in accordance with the application. Should other interests be identified, these interests will not be included in this approval and the financial interest provisions of the Act will apply.*

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

Yours sincerely

TIM FRASER
EXECUTIVE DIRECTOR – LOCAL GOVERNMENT

15 April 2024

The following declarations of interest are disclosed –

5.1 Signature Events and Activities Funding Applications 2023/2024	
Name	Cr B Healy
Nature of interest	Direct Financial
Interest description	As the director of From Dust Creative Arts we are being engaged to run workshops at the Open Day Event; applied for by the Tom Price Men's Shed.
Name	Jessica Murphy (Grants and Communities Administrator)
Nature of interest	Impartiality
Interest description	I am involved in the committee as a coach for my son's soccer team, and I assist with pack and set up on game day.
Name	Shire President A Smith
Nature of interest	Indirect Financial
Interest description	I am a committee member of AWARE, I am the Treasurer of AWARE and assist with the Gala.
5.2 Community Support Grant Applications Round 2 - 2023/2024	
Name	Cr B Healy
Nature of interest	Direct Financial
Interest description	As the director of From Dust Creative Arts we are being engaged to run workshops at the Open Day Event; applied for by the Tom Price Men's Shed.
Name	Jessica Murphy (Grants and Communities Administrator)
Nature of interest	Impartiality
Interest description	I am involved in the Net Set Go program in 2023 as parent help for my daughter's team, my daughter is enrolled to play Net Set Go again in Term 2 2024.
Name	Shire President A Smith
Nature of interest	Direct Financial
Interest description	Provide services to Tom Price Netball Association through my business 'Mari Makan'.

12.5 Shire of Ashburton Recruitment, Onboarding and Retention Strategy	
Name	Adele Heraty (Manager Organisational Development)
Nature of interest	Indirect Financial
Interest description	Indirect financial interest due to additional personal leave benefit to all staff.
Name	Joanne Sangster (Deputy Chief Executive Officer)
Nature of interest	Indirect Financial
Interest description	Employee

13.4 Gross Rental Valuation (GRV) Rating of Transient Workforce Accommodation - Review 2024

Name	Cr M Gallanagh
Nature of interest	Direct Financial
Interest description	My husband works for Rio Tinto, and we both have shares above the prescribed amount. My husband works for Rio Tinto, and I own shares over the prescribed amount.
Name	Cr M Lynch
Nature of interest	Indirect Financial
Interest description	I am an employee and tenant of Rio Tinto. I am paid a salary by Pilbara Iron.
Name	Cr R Kapor
Nature of interest	Indirect Financial
Interest description	My husband is employed by Rio Tinto. My family and I reside in company housing and benefit from subsidised rent and utilities.
Name	Cr L Rumble JP
Nature of interest	Direct Financial
Interest description	I am a shareholder of Rio Tinto have greater value of \$10,000. This is part of my retirement fund.
Name	Shire President A Smith
Nature of interest	Direct Financial
Interest description	My husband is a Rio Tinto employee and owns over the prescribed amount of Rio Tinto shares. I am a small business owner in the Shire of Ashburton and have had business relationship with Rio Tinto. My husband's employment with Rio Tinto provides him with subsidised housing and utilities in which I reside too. My business 'Mari Makan' has done a one-off catering service for Rio Tinto.

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Name	Cr A Sullivan
Nature of interest	Direct Financial
Interest description	I and my husband hold shares above the prescribed amount. I and my husband live in subsidised housing provided by Rio Tinto. I and my husband are employees of Rio Tinto.

18.2 RFT 07.24 - Design and Construction of Paraburdoo Bike Park, Paraburdoo, WA

Name	Cr M Lynch
Nature of interest	Indirect Financial
Interest description	I am an employee and tenant of Rio Tinto. I am paid a salary by Pilbara Iron.
Name	Cr M Gallanagh
Nature of interest	Direct Financial
Interest description	My husband works for Rio Tinto, and we both have shares above the prescribed amount.
Name	Shire President A Smith
Nature of interest	Direct Financial
Interest description	My husband is an employee of Rio Tinto and own over the prescribed amount of Rio Tinto shares. I am a small business owner and have had business relationship with Rio Tinto. My husband's employment with Rio Tinto provides him with subsidised housing and utilities in which I reside too. My business 'Mari Makan' has done a one-off catering service for Rio Tinto.
Name	Cr L Rumble JP
Nature of interest	Direct Financial
Interest description	I am a shareholder of Rio Tinto have greater value of \$10,000. This is part of my retirement fund.
Name	Cr R Kapor
Nature of interest	Indirect Financial
Interest description	My husband is employed by Rio Tinto and my family and I reside in company housing and benefit from subsidised utilities.
Name	Cr M Lynch
Nature of interest	Impartiality
Interest description	My wife, Renae Lynch is the Senior Procurement Officer for the Shire of Ashburton. The Senior Procurement Officer ensures all processes and procedures required to ensure a compliant tender process together with a fair and equitable evaluation.

Name	Cr A Sullivan
Nature of interest	Direct Financial
Interest description	I and my husband hold shares above the prescribed amount. I and my husband live in subsidised housing provided by Rio Tinto. I and my husband are employees of Rio Tinto.

6 Announcements By The Presiding Member And Councillors Without Discussion

The Shire President made the following announcements.

Congratulations to the Tom Price Emergency Services Cadets for the Department of Fire and Emergency Services, Emergency Services Awards won last month. The award winners were, Kayla Farmer for Cadet of the Year, Nicole Kelly for Instructor of the Year and Tom Price Senior High School for the Host School Award. The Shire of Ashburton is proud to be one of the major supporters to Tom Price Emergency Services Cadets.

Congratulations to Total First Aid Solutions, a local business in Onslow, for being selected as a finalist in the Sole Trader Category of the WA Regional Business Excellence Awards. Announcement will be made on 18 April 2024. We wish them all the best and good luck.

Thank you to the Shire’s Communities teams for the Welcome to Town events in Tom Price, Onslow, Paraburdoo and Pannawonica. They were wonderful events and positive feedback was received from residents.

7 Petitions / Deputations / Presentations

7.1 Petitions

Nil

7.2 Deputations

Nil

7.3 Presentations

Nil

8 Applications for Leave of Absence

Leave of Absence

Procedural Motion

Moved Cr R Kapor

Seconded Cr B Healy

That Council approve the request for Leave of Absence, for Cr Alana Sullivan, Paraburdoo Ward and Cr Melanie Gallanagh, Pannawonica Ward for the period from 21 May 2024 to 21 May 2024 inclusive.

For: A Smith, K White, M Gallanagh, L Rumble JP, A Sullivan, M Lynch, B Healy and R Kapor

Against: Nil

Carried 8/0

9 En Bloc Council Resolutions

9.1 Agenda Items Adopted En Bloc

The following confirmation of minutes, receipt of minutes and committee recommendations were adopted en bloc:

- 10.1.1 Minutes of the Ordinary Council Meeting held on 19 March 2024
- 10.2.1 Minutes Of The Economic And Tourism Development Committee Meeting Held On 19 March 2024
- 10.2.2 Minutes Of The Inland Local Emergency Management Committee Meeting Held On 26 March 2024
- 10.2.3 Minutes Of The Onslow Local Emergency Management Committee Meeting Held On 27 March 2024
- 10.2.4 Minutes Of The Pannawonica Local Emergency Management Committee Meeting Held On 27 March 2024.
- CGC.3 Confirmation of Emergency Service Providers for the Council Initiated Donation.

10 Confirmation Of Minutes

10.1 Confirmation Of Council Minutes

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

Council Decision **061/2024**

Moved **Cr K White**

Seconded **Cr L Rumble JP**

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

Carried 8/0

Resolved en bloc

10.1.2 Minutes Of The Annual General Electors Meeting Held On 19 March 2024

Officer Recommendation

That the Minutes of the Annual General Electors Meeting held 19 March 2024 (Item 10.2.2 Attachment 1) be confirmed as a true and accurate record.

Amended Recommendation

That the Minutes of the Annual General Electors Meeting held 19 March 2024 (Item 10.2.2 Attachment 1) be confirmed as a true and accurate record, subject to the following amendment:

- a). Remove Cr K White from the attendee list.

Council Decision **062/2024**

Moved **Cr L Rumble JP**

Seconded **Cr B Healy**

That the Minutes of the Annual General Electors Meeting held 19 March 2024 (Item 10.2.2 Attachment 1) be confirmed as a true and accurate record, subject to the following amendment:

- a). Remove Cr K White from the attendee list.

For: **A Smith, K White, M Gallanagh, L Rumble JP, A Sullivan, M Lynch, B Healy and R Kapor**

Against: **Nil**

Carried 8/0

Reason for change: Cr K White was not in attendance during the meeting.

10.2 Receipt Of Committee And Other Minutes

10.2.1 Minutes Of The Economic And Tourism Development Committee Meeting Held On 19 March 2024

Council Decision **063/2024**

Moved **Cr K White**

Seconded **Cr L Rumble JP**

That the Minutes of the Economic And Tourism Development Committee Meeting held 19 March 2024 (Item 10.2.1 Attachment 1) be received.

Carried 8/0
Resolved en bloc

10.2.2 Minutes Of The Inland Local Emergency Management Committee Meeting Held On 26 March 2024

Council Decision **064/2024**

Moved **Cr K White**

Seconded **Cr L Rumble JP**

That the Minutes of the Inland Local Emergency Management Committee Meeting held 26 March 2024 (Item 10.2.3 Attachment 1) be received.

Carried 8/0
Resolved en bloc

10.2.3 Minutes Of The Onslow Local Emergency Management Committee Meeting Held On 27 March 2024

Council Decision **065/2024**

Moved **Cr K White**

Seconded **Cr L Rumble JP**

That the Minutes of the Onslow Local Emergency Management Committee Meeting held 27 March 2024 (Item 10.2.4 Attachment 1) be received.

Carried 8/0
Resolved en bloc

Ordinary Council Meeting Minutes

16 April 2024

10.2.4 Minutes Of The Pannawonica Local Emergency Management Committee Meeting Held On 27 March 2024**Council Decision** **066/2024****Moved** **Cr K White****Seconded** **Cr L Rumble JP****That the Minutes of the Pannawonica Local Emergency Management Committee Meeting held 27 March 2024 (Item 10.2.5 Attachment 1) be received.****For:** **A Smith, K White, M Gallanagh, L Rumble JP, A Sullivan, M Lynch, B Healy and R Kapor****Against:** **Nil****Carried 8/0**
Resolved en bloc

11 Recommendations From Committee

Community Grants Committee Meeting held on 16 April 2024

Cr B Healy disclosed a direct financial interest in Item 5.1 (detailed in Item 5.2).

SP A Smith disclosed an indirect financial interest in Item 5.1 (detailed in Item 5.2).

At 2:21 pm, Cr Brie Healy left the meeting.

At 2:25 pm, SP Audra Smith left the meeting.

Deputy Shire President, K White, assumed position of Chair.

CGC.1 Signature Events and Activities Funding Applications 2023/2024

File Reference	GS01
Applicant or Proponent(s)	Not Applicable
Author	J Murphy, Grants & Communities Administrator
Authorising Officer	R Wright, Acting Director Community Development
Previous Meeting Reference	Ordinary Council Meeting - 9 May 2023 - (082/2023)
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	<ol style="list-style-type: none"> 1. Signature Event and Activities Applications Round 2 2023/2024 - Confidential 2. Signature Event and Activities Application Summary Round 2 2023/2024 - Confidential

Report Purpose

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

The purpose of this report is to provide the Committee the applications received for review. At the close of the application period, three applications were received for Signature Events and Activities (refer to Attachment 1).

Council is requested to receive these applications and support the Committee’s recommended outcome, for each application.

Background

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

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

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

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

Comments

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

At the close of the applications on 28 March 2023, four applications from Tom Price were received. All applications have been assessed on the:

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

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

Town	Organisation	Project	No. of years requested	Amount requested	Proposed Action	Reason
Tom Price	Tom Price Campdraft Inc	2024 Tom Price Campdraft	3	\$10,000	Approve for 2 years	Purposes assessed on broad community benefit.
Tom Price	AWARE	AWARE Gala	3	\$15,000 (cash) plus \$1,200 (In kind - use of Tom Price transit house)	Approve for 2 years	Purposes assessed on broad community benefit.
Tom Price	Mountain View Golf Club	Tom Price Annual Golf Open	3	\$10,000	Decline	Did not meet the policy criteria for a Signature Event or Activity. Included for consideration for a Community Support Grant.

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Tom Price	Tom Price Mens Shed	Annual Community Hub Open Day	3	\$5,000	Decline	Did not meet the policy criteria for a Signature Event or Activity. Included for consideration for a Community Support Grant.
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The ongoing development of the My Pilbara Home Strategy encompasses several Council strategies, including events and programs. Recognising this as a valuable opportunity, we aim to align our events and grant processes with these strategies, ensuring maximum benefit for the community. The recommendation to synchronise all Signature Events for application within the same year provides an avenue to ensure that new applications align seamlessly with the Community Strategic Plan and the overarching vision of My Pilbara Home.

Consultation

Executive Leadership Team

Relevant clubs and associations

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

- Strategic Objective 1. People - We will support opportunities for the community to be safe, socially active, and connected.
- Strategic Outcome 1.2 Communities connected with opportunities
- Strategy 4 Support and develop sustainable clubs and groups, providing opportunities for meaningful participation in arts, culture, sport, and recreation.

Council Policy

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

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

If the officer's recommendation is approved, a budget of \$26,200 will be allocated to the 2024/2025 Financial Year Signature Events and Activities in addition to those Signature Events and Activities approved by Council on 9 May 2023 [082/2023]. Totalling \$156,200 for 2024/2025. This allocation will be subject to Council adoption in July 2024.

Legislative Implications

Local Government Act 1995

Section 6.7 – Municipal fund

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

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	Unsuccessful applicants publicly criticise the Shire.	Possible (3)	Insignificant (1)	Low (1-4)	Ensure appropriate Policy procedures are in place and followed. Ensure applications are approved based on the criteria in the policy. Officers to collaborate with clubs to improve future applications.

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

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to the Signature Events and Activities Applications 2023/2024, the Community Grants Committee recommends that Council,

1. Approves the following applications:
 - (a) Tom Price Campdraft Inc for the amount of \$10,000 each year for two years (total of \$20,000), and
 - (b) Tom Price AWARE Gala for the amount of \$16,200 each year for two years (total of \$32,400).
2. Acknowledges the above applications are approved for a two-year duration, as opposed to the initially proposed three years to align with the ongoing development of the My Pilbara Home Strategy.
3. Lists the amounts detailed in point 1, for consideration in the 2024/2025 and 2025/2026 Annual Budgets.
4. Declines the following applications and lists these for consideration for Community Support Grants:
 - (a) Mountain View Golf Club, and
 - (b) Tom Price Mens Shed.

Committee Recommendation

That with respect to the Signature Events and Activities Applications 2023/2024, the Community Grants Committee recommends that Council,

1. Approves the following application, Tom Price Campdraft Inc for the amount of \$10,000 each year for two years (total of \$20,000), and
2. Acknowledges the above applications are approved for a two-year duration, as opposed to the initially proposed three years to align with the ongoing development of the My Pilbara Home Strategy.
3. Lists the amounts detailed in point 1, for consideration in the 2024/2025 and 2025/2026 Annual Budgets.
4. Declines the following applications and lists these for consideration for Community Support Grants:
 - (a) Mountain View Golf Club, and
 - (b) Tom Price Mens Shed.
5. Supports the Aware Group with use of the 7 bedroom transit house and provide them with \$2,000 funding in cash to put towards a band.

Council Decision **067/2024**

Moved **Cr L Rumble JP**

Seconded **Cr M Lynch**

That with respect to the **Signature Events and Activities Applications 2023/2024**, the **Community Grants Committee** recommends that Council,

1. Approves the following application:

Tom Price Campdraft Inc for the amount of **\$10,000** each year for two years (total of **\$20,000**), and

2. Acknowledges the above applications are approved for a two-year duration, as opposed to the initially proposed three years to align with the ongoing development of the **My Pilbara Home Strategy**.
3. Lists the amounts detailed in point 1, for consideration in the **2024/2025** and **2025/2026 Annual Budgets**.
4. Declines the following applications and lists these for consideration for **Community Support Grants**:
 - (a) **Mountain View Golf Club**, and
 - (b) **Tom Price Mens Shed**.
5. Supports the **Aware Group** with use of the **7 bedroom transit house** and provide them with **\$2,000** funding in cash to put towards a band.

For: **K White, M Gallanagh, L Rumble JP, A Sullivan, M Lynch and R Kapor**

Against: **Nil**

Carried 6/0

Reason for change: This function only benefits the residents of **Tom Price**, not the rest of our residents in our **Shire** or surrounding areas, and doesn't align with the **Shire's Strategic Community Plan**.

Cr B Healy disclosed a direct financial interest in Item 5.2 (detailed in Item 5.2).

SP A Smith disclosed a direct financial interest in Item 5.2 (detailed in Item 5.2).

CGC.2 Community Support Grant Applications Round 2 - 2023/2024

File Reference	GS01
Applicant or Proponent(s)	Not Applicable
Author	J Murphy, Grants & Communities Administrator
Authorising Officer	R Wright, Acting Director Community Development
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Impartiality
	Authorising Officer – Nil
Attachments	<ol style="list-style-type: none"> 1. 2023/2024 Round 2 Community Support Grant Applications - Confidential 2. 2023/2024 Round 2 CSG Summary - Confidential

Report Purpose

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

The purpose of this report is to provide the applications to the Committee for review. At the close of the application period, 12 applications were received for Community Support Grants (refer to Attachment 1).

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

Background

The Shire provides Community Support Grants in accordance with Council Policy – Community Donations, Grants and Funding. The grants are offered in two funding rounds each year in July and February. These grants are similar in purpose to Small Assistance Donations however, they offer a value up to \$2,500. Applications are considered by the Community Grants Committee for subsequent recommendation to Council.

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

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

- Applicants who do not submit an acquittal will not be considered for future funding and they may be requested to return unused funds.

Comments

Round 2 of the Community Support Grant funding was promoted directly to clubs and organisations via email, and notices were placed on the Shire’s public notice boards, website and social media platforms.

At the close of the Round 2, 12 applications were received, as follows:

- Onslow – three applications
- Pannawonica – two applications
- Tom Price – seven applications.

All applications have been assessed on the:

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

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

Town	Organisation	Project	Amount requested	Proposed Action	Reason
Onslow	Onslow School P&C Association	Food Safety Supervision Training	\$2,070 (cash)	Approve	Complies with funding community development through training courses.
Onslow	Onslow Sports Club	NAIDOC Darts	\$2,500 (cash)	Approve	Complies with funding Club participation in regional/state championships.
Tom Price	Tom Price Netball Association	2024 North West Netball Championships Participation	\$2,500 (cash)	Approve	Complies with funding Club participation in regional/state championships.
Tom Price	Tom Price Junior Soccer Club	2024 Northwest Regional Competition	\$2,500 (cash)	Approve	Complies with funding Club participation in regional/state championships.
Tom Price	Mountain View Golf Club	Tom Price Annual Golf Open	\$2,500 (cash)	Approve	Complies with funding Club participation in regional/state championships.

Town	Organisation	Project	Amount requested	Proposed Action	Reason
Tom Price	Tom Price Mens Shed	Annual Community Hub Open Day	\$2,500 (cash)	Approve	Complies with Community-based activities/programs.
Pannawonica	Pannawonica Playgroup	Pannawonica Playgroup Enrichment project	\$1,850 (cash)	Decline	Does not comply with policy as request is for club equipment.
Tom Price	Tom Price Steelers Rugby League Football Club	Steelers Junior Tag	\$2,470 (cash)	Decline	Does not comply with policy as request is for club equipment.
Onslow	Onslow Occys Swimming Club	24/25 Season Swimming Pool Lane Hire Fees	\$1,200 (cash)	Decline	Does not comply with policy as request is for facility hire for local competitions.
Pannawonica	Pannawonica KindyGym	New Play equipment	\$2,500 (cash)	Decline	Does not comply with policy as request is for club equipment.
Tom Price	Artistic Swimming WA	Artistic Swimming come and try/ have a go event	\$2,250 (cash)	Decline	Does not comply with policy as the group do not reside within the Shire.
Tom Price	Fusion Fitness Tom Price	Facility Flooring Upgrade	\$2,500 (cash)	Decline	Does not comply with policy as request is for general maintenance of facility.
Tom Price	Tom Price Gymnastics Club	Kindy Gym – Coach Training	\$2,500 (cash)	Decline	Does not comply with policy as an acquittal has not been received for the previous grant.
Tom Price	Tom Price Community Garden	Shade Sail and Hoop Shade	\$1,948 (cash)	Decline	Does not comply with policy as request is for club equipment.

Consultation

Executive Leadership Team

Relevant clubs and associations

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	1. People - We will support opportunities for the community to be safe, socially active, and connected.
Strategic Outcome	1.2 Communities connected with opportunities
Strategy	4 Support and develop sustainable clubs and groups, providing opportunities for meaningful participation in arts, culture, sport, and recreation.

Council Policy

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

Financial Implications

Current Financial Year

The 2023/2024 Annual Budget provides \$55,200 for both rounds of the Community Support Grants. Round 1 allocation of Community Support Grants totalled \$9,052. The remaining budget allocation for Round 2 is \$46,148.

The total of the applications recommended for approval is \$14,570. If approved as recommended GL CU24075 will have \$31,578 remaining.

Future Financial Year(s)

Nil

Legislative Implications

Local Government Act 1995

Section 6.7 – Municipal fund

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

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	Unsuccessful applicants publicly criticise the Shire.	Possible (3)	Insignificant (1)	Low (1-4)	Ensure appropriate policy and procedures are in place and followed. Officers to collaborate with clubs to improve future applications.

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

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to the Community Support Grant Applications Round 2 – 2023/2024, the Community Grants Committee recommends that Council,

1. Approves the following applications:
 - (a) Tom Price Netball Association for the amount of \$2,500,
 - (b) Onslow School P&C Association for the amount of \$2,070,
 - (c) Onslow Sports Club for the amount of \$2,500,
 - (d) Tom Price Junior soccer Club for the amount of \$2,500,
 - (e) Mountain View Golf Club for the amount of \$2,500, and
 - (f) Tom Price Mens Shed for the amount of \$2,500.
2. Declines the following applications:
 - (a) Pannawonica Playgroup,
 - (b) Tom Price Steelers Rugby League Football Club,
 - (c) Onslow Occy's Swimming Club,
 - (d) Pannawonica Kindy Gym,
 - (e) Artistic Swimming WA,
 - (f) Fusion Fitness Tom Price,
 - (g) Tom Price Gymnastics Club, and
 - (h) Tom Price Community Garden.

Committee Recommendation

That with respect to the Community Support Grant Applications Round 2 – 2023/2024, the Community Grants Committee recommends that Council,

1. Approves the following applications:
 - (a) Tom Price Netball Association for the amount of \$2,500,
 - (b) Onslow School P&C Association for the amount of \$2,070,
 - (c) Onslow Sports Club for the amount of \$2,500,
 - (d) Tom Price Junior soccer Club for the amount of \$2,500,
 - (e) Mountain View Golf Club for the amount of \$2,500, and
 - (f) Tom Price Mens Shed for the amount of \$2,500.
2. Declines the following applications:
 - (a) Pannawonica Playgroup,
 - (b) Tom Price Steelers Rugby League Football Club,
 - (c) Onslow Occy's Swimming Club,
 - (d) Pannawonica Kindy Gym,
 - (e) Artistic Swimming WA,
 - (f) Fusion Fitness Tom Price,
 - (g) Tom Price Gymnastics Club, and
 - (h) Tom Price Community Garden.
3. Requests the Chief Executive Officer to review Council Policy – Community Donations, Grants and Funding Policy in relation to funding options.

Council Decision **068/2024**

Moved **Cr M Lynch**

Seconded **Cr L Rumble JP**

That with respect to the Community Support Grant Applications Round 2 – 2023/2024, the Community Grants Committee recommends that Council,

1. Approves the following applications:

- (a) Tom Price Netball Association for the amount of \$2,500,**
- (b) Onslow School P&C Association for the amount of \$2,070,**
- (c) Onslow Sports Club for the amount of \$2,500,**
- (d) Tom Price Junior soccer Club for the amount of \$2,500,**
- (e) Mountain View Golf Club for the amount of \$2,500, and**
- (f) Tom Price Mens Shed for the amount of \$2,500.**

2. Declines the following applications:

- (a) Pannawonica Playgroup,**
- (b) Tom Price Steelers Rugby League Football Club,**
- (c) Onslow Occy's Swimming Club,**
- (d) Pannawonica Kindy Gym,**
- (e) Artistic Swimming WA,**
- (f) Fusion Fitness Tom Price,**
- (g) Tom Price Gymnastics Club, and**
- (h) Tom Price Community Garden.**

3. Requests the Chief Executive Officer to review Council Policy – Community Donations, Grants and Funding Policy in relation to funding options.

For: **K White, M Gallanagh, L Rumble JP, A Sullivan, M Lynch and R Kapor**

Against: **Nil**

Carried 6/0

Reason for change: To set clear guidelines for application criteria in relation to Council Policy – Community Donations, Grants and Funding.

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At 2:27 pm, Cr Brie Healy returned to the meeting.

At 2:27 pm, SP Audra Smith returned to the meeting and resumed position of Chair.

CGC.3 Confirmation of Emergency Service Providers for the Council Initiated Donation

File Reference	GS01
Applicant or Proponent(s)	Not Applicable
Author	J Murphy, Grants & Communities Administrator
Authorising Officer	R Wright, Acting Director Community Development
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Report Purpose

The Community Grants Committee (the Committee) is required to confirm the emergency service providers in accordance with Council Policy – Community Donations, Grants and Funding.

The purpose of this report is to confirm the nominated emergency service providers across the Shire of Ashburton (the Shire) who will receive the Emergency Services Council-initiated donation.

Council is requested to support the Committee’s recommendation for donations to the nominated emergency service providers.

Background

The Shire provides Council-initiated donations to local schools and emergency services within the Shire. These donations are approved by Council through the budget adoption process and paid to these in May of each year.

Council-initiated donations for emergency service providers are typically automated; however, it has been identified that not all emergency service providers have been receiving this donation. To address this, Council are being presented with the list of emergency service providers across the Shire, to confirm alignment with Council’s vision and to provide transparency regarding the recipients of these donations.

Comments

Over the past years, the Council-initiated donation provided to emergency services has been received by the following groups:

1. Tom Price Bushfire Brigade
2. Onslow Volunteer Marine Rescue Services
3. Tom Price SES
4. Paraburdoo Volunteer Fire and Rescue Service
5. Pannawonica Volunteer Fire and Rescue.

There are several emergency service providers that have been identified across the Shire who have not received the donation:

1. Tom Price St John Ambulance Branch
2. Onslow Price St John Ambulance Branch
3. Paraburdoo Price St John Ambulance Branch
4. Onslow Volunteer Fire and Emergency Services.

Consultation

Relevant emergency service providers

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	1. People - We will support opportunities for the community to be safe, socially active, and connected.
Strategic Outcome	1.2 Communities connected with opportunities
Strategy	4 Support and develop sustainable clubs and groups, providing opportunities for meaningful participation in arts, culture, sport, and recreation.

Council Policy

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

Financial Implications

Current Financial Year

The adopted budget provides \$10,000 for Council-initiated emergency services donations in GL CU24035. The total number of recommended emergency service providers is nine. If the recommendation presented is approved, GL CU24035 will have \$1,000 remaining.

Future Financial Year(s)

Each consecutive financial year, Council will need to consider allocating \$9,000 during the budget adoption process to ensure payments can be made to the approved emergency service providers.

Legislative Implications

Local Government Act 1995

Section 6.7 – Municipal Fund

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

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	Service providers not receiving the donation could see this as unfair and publicly criticise the Shire.	Possible (3)	Insignificant (1)	Low (1-4)	Ensure appropriate policy and procedures are in place and followed. Officers to collaborate with the providers on applications for other grants and funding opportunities.

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 Confirmation of Emergency Service Providers for the Council Initiated Donation, the Community Grants Committee recommends that Council,

1. Approves the following emergency service providers for the purpose of receiving the Council-initiated donation:
 - (a) Tom Price Bushfire Brigade
 - (b) Onslow Volunteer Marine Rescue Services
 - (c) Tom Price SES
 - (d) Paraburdoo Volunteer Fire and Rescue Service
 - (e) Pannawonica Volunteer Fire and Rescue
 - (f) Tom Price St John Ambulance Branch
 - (g) Onslow Price St John Ambulance Branch
 - (h) Paraburdoo Price St Ambulance John Branch
 - (i) Onslow Volunteer Fire and Emergency Services.
2. Notes that any further additions to the above list of emergency service providers will need to be approved by Council.

Committee Recommendation

That with respect to Confirmation of Emergency Service Providers for the Council Initiated Donation, the Community Grants Committee recommends that Council,

1. Approves the following emergency service providers for the purpose of receiving the Council-initiated donation:
 - (a) Tom Price Bushfire Brigade
 - (b) Onslow Volunteer Marine Rescue Services
 - (c) Tom Price SES
 - (d) Paraburdoo Volunteer Fire and Rescue Service
 - (e) Pannawonica Volunteer Fire and Rescue
 - (f) Onslow Volunteer Fire and Emergency Services.
2. Notes that any further additions to the above list of emergency service providers will need to be approved by Council.

Council Decision 069/2024

Moved Cr K White

Seconded Cr L Rumble JP

That with respect to Confirmation of Emergency Service Providers for the Council Initiated Donation, the Community Grants Committee recommends that Council,

1. **Approves the following emergency service providers for the purpose of receiving the Council-initiated donation:**
 - (a) Tom Price Bushfire Brigade**
 - (b) Onslow Volunteer Marine Rescue Services**
 - (c) Tom Price SES**
 - (d) Paraburdoo Volunteer Fire and Rescue Service**
 - (e) Pannawonica Volunteer Fire and Rescue**
 - (f) Onslow Volunteer Fire and Emergency Services.**
2. **Notes that any further additions to the above list of emergency service providers will need to be approved by Council.**

For: A Smith, K White, M Gallanagh, L Rumble JP, A Sullivan, M Lynch, B Healy and R Kapor

Against: Nil

Carried 8/0

Resolved en bloc

Reason for change: St John Ambulance operates as a not-for-profit organisation, relying on volunteers to deliver their services. Nevertheless, residents are still expected to cover the costs associated with these services.

12 Office of the Chief Executive Officer Reports

12.1 Snapshot of Priority Projects 2024/2025 – 2026/2027

File Reference	CM11
Applicant or Proponent(s)	Not Applicable
Author	A Johnston, Manager Media and Communications
Authorising Officer	J Sangster, Deputy Chief Executive Officer
Previous Meeting Reference	Ordinary Council Meeting 10 May 2022 - Item 11.1 – (051/2022)
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. 2024/2025 – 2026/2027 Priority Projects

Report Purpose

Council previously acknowledged the Shire’s 2022 Priority Projects as an advocacy statement to enable Shire Officers to lobby for additional funding from Federal and State Government.

The purpose of the Snapshot of Priority Projects 2024/2025 – 2026/2027 document is to provide an updated advocacy statement which aims to raise awareness of key issues and development opportunities within our region. In light of our ongoing commitment to improving community infrastructure and addressing critical needs, the Shire of Ashburton continues to advocate for additional funding from both Federal and State Governments, as well as from community and industry stakeholders.

Council is requested to endorse the Snapshot of Priority Projects 2024/2025 – 2026/2027 as an advocacy statement.

Background

The Shire's Snapshot of Priority Projects 2024/2025 – 2026/2027 serve as a comprehensive roadmap outlining key advocacy initiatives that Council is dedicated to advancing over the next three to five years. These projects, which may be in early stages or near completion, are strategically aligned with both the Council's vision for the Shire of Ashburton and the objectives outlined in the Strategic Community Plan 2022 – 2032.

Central to Council's role is the advocacy for critical projects that support future development and infrastructure needs, while also addressing challenges faced by the community. Through active engagement at both State and Federal levels, Council aims to garner support and resources necessary to bring these priority projects to fruition.

Snapshot of Priority Projects 2024/2025 – 2026/2027 document serves as a vital lobbying and advocacy tool, enabling the Shire of Ashburton to effectively communicate its vision and objectives to key stakeholders in government and the wider community.

Comments

The Shire of Ashburton continues to be a driving force of the Pilbara region and the Western Australian economy.

Our Shire delivers a sizeable 38.3%, or \$38.6B, of WA’s Gross Regional Product and 1.9% of Australia’s Gross Domestic Product of \$2.02T. Our important role in actively shaping our country’s strong economic future cannot be understated.

Our Shire holds significant potential for economic growth, benefiting both Western Australia and the broader Australian economy. However, our towns currently lack the essential funding and infrastructure required to keep pace with the increasing demands of industry and societal change.

As a local government we are dedicated to developing vibrant, active, and connected communities. In our unique Pilbara environment, opportunities can be found everywhere.

The Shire of Ashburton’s Snapshot of Priority Projects 2024/2025 – 2026/2027 highlight the many ongoing opportunities and benefits that can arise from critical funding of infrastructure projects and liveability within the Shire.

Consultation

Executive Leadership Team

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

[Council Policies » Shire of Ashburton](#)

Community Donations, Grants and Funding

Outlines terms and conditions that govern the provisions of financial support offered to community groups and clubs in the Shire of Ashburton which may be adopted to assist with outlined projects.

Industry Contribution to Social and Community Infrastructure

Outlines a governance framework which helps support social and community infrastructure within the Shire. Reflected in numerous priority projects.

Financial Implications

Current Financial Year

There are no financial implications.

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)	Substantiated, localised impact on community and stakeholder trust, with low media exposure.	Possible (3)	Moderate (3)	Moderate (5-9)	Reputation is managed by following the officer's recommendation and support to the Shire's Strategic Corporate Plan.
Financial impact	Potential misalignment between projected funding and actual budget allocations, leading to unforeseen financial burdens or constraints.	Possible (3)	Minor (2)	Low (1-4)	Regular monitoring will be undertaken for specific projects within the statement and consistently reviewed and managed.

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 Shire of Ashburton's Snapshot of Priority Projects 2024/2025 – 2026/2027, Council endorses the Snapshot of Priority Projects 2024/2025 – 2026/2027, as detailed in Attachment 1, as key advocacy matters for the Shire.

Ordinary Council Meeting Minutes

16 April 2024

Council Decision **070/2024****Moved** **Cr L Rumble JP****Seconded** **Cr B Healy**

That with respect to the Shire of Ashburton's Snapshot of Priority Projects 2024/2025 – 2026/2027, Council endorses the Snapshot of Priority Projects 2024/2025 – 2026/2027, as detailed in Attachment 1, as key advocacy matters for the Shire.

For: **A Smith, K White, M Gallanagh, L Rumble JP, A Sullivan, M Lynch, B Healy and R Kapor**

Against: **Nil**

Carried 8/0

12.2 Proposed Licence for a portion of Lot 201, Onslow Airport (Airport Terminal), Onslow WA, to Network Aviation

File Reference	ONS.0016 - TT06.21
Applicant or Proponent(s)	Network Aviation
Author	S James, Lease & Accommodation Officer
Authorising Officer	J Sangster, Deputy Chief Executive Officer
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Indicative Proposed Terminal Licence Area 2. Valuation - Confidential

Report Purpose

Council is required to consider a new commercial licence agreement for a portion of Lot 201 on Deposited Plan 422498, Onslow Airport, Onslow, Western Australia.

The purpose of this report is to consider entering into a new commercial licence agreement with Network Aviation

Council is requested to endorse the proposed commercial licence agreement.

Background

Network Aviation approached the Shire on 13 March 2024 to request a licence for use of the Onslow Airport Terminal and some ancillary storage areas as it is in discussions with Mineral Resources Limited to commence F100 operations to Onslow in April with three return flights a week.

At this point, the licence term is intended to be 6 months or a Periodic Licence, subject to confirmation from Network Aviation and negotiations with the Shire.

Attachment 1 shows approximate licence area within the Onslow Airport Terminal. This space will be shared with other current licensees who licence similar areas within the terminal. The licenced area will also include the shared use of a portion of the storage shed and storage area within the airport apron.

Comments

In March 2024 Property Valuation and Advisory (WA) undertook a valuation of the proposed licence area and indicated a licence fee of \$42,000 exc GST per year (**Attachment 2**).

Below is a table of draft terms to be finalised between all parties:

Licensee:	Network Aviation ACN: 93 533 934 838
Premises:	Portion of Lot 201, Onslow Airport, Onslow
Permitted Purpose:	Shared operational airport facilities
Licence Term:	6 months
Commencement Date:	The date of execution of the licence
Expiry date	6 months from execution
Option Term 1:	1 year
Licence Fees:	Three Thousand Five Hundred Dollars (\$3,500) per month exclusive of GST
Fit out and Services:	Licensee responsibility
Building Insurance:	Licensors responsibility
Public Liability Insurance:	Licensee responsibility - \$20 million
Maintenance:	Licensee to keep and maintain the licenced area in a clean and tidy condition.
Structural Maintenance:	Licensors responsibility
Licence preparation and costs:	The licence will be prepared by the Shire at its cost, with each party to pay its own costs for licence review and negotiation
Assignment or subletting:	No assignment or sub-licence without consent of Licensor, which cannot be unreasonably withheld or delayed. For so long as Qantas Airways Limited ACN 009 661 901 or a Related Corporation of Qantas Airways Limited ACN 009 661 901 is the Licensee, the Licensee may assign or licence part or whole of the Premises to a Related Corporation of Qantas Airways Limited ACN 009 661 901.
Special Conditions:	Check In Counters, Boarding gate Counter and Equipment – The Licensor agrees the Licensee shared use of three (3) check-in counters, including equipment on each counter being monitors, keyboards, mouse and KVA switches. The Licensee can store their own check-in equipment in the counters. Dispatch Office and Common Use Area – The Dispatch Office is to be utilised for dispatch purposes only. The Licensee will be provided with 1x desk, 1x chair, 1x cupboard (key secured), 1x power point and 1x data point. Access port to connect VHF radio (shared use of airport antenna). The Licensee is responsible for arranging, managing, and making payment for, a Telstra connection for the Licensee’s equipment. Kitchen Facilities – Shared use of kitchen facilities with other Airline Operators, Airline contractors, and Airport Personnel. Toilet Facilities – Private, shared use of toilet facilities with Airline contractors and Airport Personnel.

	<p>Communications Room – The Licensor has an allocated rack for storage and/or servers. The Licensor has provided data ports and patching to operate equipment. A Fibre Optic connection is available into the Terminal building which terminates at a Telstra device. The Licensee is responsible for arranging, managing, and making payment for, a Telstra connection for the Licensee’s equipment.</p> <p>Branding – Branding may be installed within the Terminal (only with Licensor prior written consent, which cannot be unreasonably withheld or denied).</p> <p>Storage – shared use of a portion of the storage shed, designated areas on the apron to store ground support equipment and a satellite.</p> <p>Tie Down Equipment – external tiedown structures are available for use however it is the responsibility of the Licensee to secure and tie down their own equipment during inclement weather conditions. The Licensor takes no responsibility for any equipment damage during storm events.</p> <p>No Alterations – The Licensee shall not, without the Airport Managers consent, remove damage or make any external or internal additions or alterations to any part of the Onslow Airport Terminal. At the end of the Licence Agreement, the Licensee shall remove all fixtures and fittings installed in the premise and rectify any damage caused by their removal unless otherwise agreed.</p> <p>Utilities and Cleaning – The Licensor provides electricity, water, and cleaning of the licenced area.</p> <p>Compliance with the Law – The Licensee in conducting its business in, on or upon the Onslow Airport Terminal shall:</p> <ul style="list-style-type: none"> - Observe and use its best endeavours to cause all staff or contractors to observe all Acts for the time being in force, or any by-laws or regulations made thereunder relating to public health or safety and to also observe the requirements of bodies such as the Department of Transport and Infrastructure and the Civil Aviation Safety Authority in relation thereto; and - Cause as little disruption as practicable to the everyday airport activities at the Onslow Airport Terminal.
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Consultation

Manager Airport Services
Network Aviation

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](#)

Nil

Financial Implications

Current Financial Year

If agreement is endorsed by all relevant parties and an executed license commences prior to end of financial year, it would generate the license fee as income at \$42,000 exclusive of GST per annum.

Future Financial Year(s)

Annual license fee income as above plus annual increases fixed at 3%. The licence term is 6 months followed by a further term of one year, if require by the Licensee.

Legislative Implications

Section 3.58 of the Local Government Act 1995 (Disposing of Property)

Any private treaty negotiations to licence will be required to comply with section 3.58 of the *Local Government Act 1995*, such as the advertising of the licence and valuation for a period of no less than two weeks inviting submissions.

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	No formalised licence agreement, risk to the Shire of monetary income and clear tenant obligations.	Possible (3)	Moderate (3)	Moderate (5-9)	Enter into Licence Agreement

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

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to the proposed Licence for a portion of Lot 201, Onslow Airport (Airport Terminal), Onslow WA, to Network Aviation, ACN: 93 533 934 838, Council,

1. Approves the licencing of a portion of Lot 201, Onslow Airport, Onslow.
2. Approves in principle, and subject to advertising under section 3.58 of the *Local Government Act 1995*, a new license over a portion of Lot 201, Onslow Airport (Airport Terminal) to Network Aviation for a 6 month term with one, one-year option, commencing upon execution.
3. Requests the Chief Executive Officer to advertise the local public notice of the intention to dispose of a portion of Lot 201, Onslow Airport, Onslow in accordance with section 3.58 of the *Local Government Act 1995*.
4. Authorises the Chief Executive Officer to:
 - (a) Consider any public submissions regarding item 3 above, noting that elected members will be informed of the result of the public consultation period, and
 - (b) Negotiate further commercial license terms and engross all documentation and comply with all applicable legislation, as is required to effect item 1 and 2.

Council Decision **071/2024**

Moved **Cr K White**

Seconded **Cr L Rumble JP**

That with respect to the proposed Licence for a portion of Lot 201, Onslow Airport (Airport Terminal), Onslow WA, to Network Aviation, ACN: 93 533 934 838, Council,

1. Approves the licencing of a portion of Lot 201, Onslow Airport, Onslow.
2. Approves in principle, and subject to advertising under section 3.58 of the *Local Government Act 1995*, a new license over a portion of Lot 201, Onslow Airport (Airport Terminal) to Network Aviation for a 6 month term with one, one-year option, commencing upon execution.
3. Requests the Chief Executive Officer to advertise the local public notice of the intention to dispose of a portion of Lot 201, Onslow Airport, Onslow in accordance with section 3.58 of the *Local Government Act 1995*.
4. Authorises the Chief Executive Officer to:
 - (a) Consider any public submissions regarding item 3 above, noting that elected members will be informed of the result of the public consultation period, and
 - (b) Negotiate further commercial license terms and engross all documentation and comply with all applicable legislation, as is required to effect item 1 and 2.

For: **A Smith, K White, M Gallanagh, L Rumble JP, A Sullivan, M Lynch, B Healy and R Kapor**

Against: **Nil**

Carried 8/0

12.3 Proposed Commercial Licence Agreement - Portion of Lot 67, Rocklea Road, Paraburdoo

File Reference	PR40065
Applicant or Proponent(s)	Ms Hayley Mcllroy - Ollie's Eats
Author	S James, Lease & Accommodation Officer
Authorising Officer	J Sangster, Deputy Chief Executive Officer
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	<ol style="list-style-type: none"> 1. Proposed Licence Area 2. Management Order 3. IVPA Valuer Recommendation

Report Purpose

Council is required to consider a new commercial licence agreement for a portion of Lot 67 Rocklea Road, Paraburdoo, previously licensed to Kathy McLeod trading as The Bedford Paraburdoo.

The purpose of this report is to consider granting a new commercial licence agreement for The Bedford, to Ms Hayley Mcllroy trading as Ollie's Eats, who is in the process of purchasing the business.

The current license held by Kathy McLeod has agreed to an early termination of the current license and Council is requested to endorse the proposed new commercial licence agreement.

Background

The proposed new licensee has requested that the Shire grant a new two-year license of the existing licence area (**Attachment 1**), being a portion of Lot 67 Rocklea Road, Paraburdoo (Reserve 40065) – currently known as The Bedford.

The Shire is the management body of Reserve 40065 under Management Order N795667, for the purposes of 'Public Recreation'. Under the Management Order the Shire has the power to lease and licence a portion of the Reserve (**Attachment 2**) for any term not exceeding two (2) years, subject to the approval of the Minister for Lands being obtained.

Comments

Below is a table outlining the draft terms of the licence to be negotiated with the proposed licensee, subject to Council approval and advertising:

Licensed Area:	Portion of Lot 67, Reserve 40065 comprised in Crown Land Certificate of Title Volume LR3147 Folio 284 (Attachment 1 refers)
Permitted Purpose:	Public Recreation
Licence Term:	Two (2) years
Commencement Date:	The date of execution
Licence Fee:	\$2,450.00 plus GST (per annum). (This is an indicative valuation based on the last valuation from 2022).
Outgoings (Water, Electricity, Rates and Taxes):	Licensee responsibility
Insurance:	Licensee responsibility
Public Liability Insurance (PLI):	Licensee responsibility
Maintenance:	Licensee responsibility
Licence preparation and costs	The licence will be prepared by the Shire at its cost, with each party to pay its own costs for review and negotiation.
Assignment or sublicensing	Consent of the Minister for Lands must be obtained to any assignment, sublicense, in addition to the consent of the Shire in accordance with clause 39.1; of the <i>Land Administration Act 1997</i>

Shire Officers are supportive of a new licence between the Shire and the proposed new licensee to enable the continuation of the successful Bedford business in Paraburdoo, subject to Council approval, the consent from the Minister of Lands and advertising in accordance with section 3.58 of the *Local Government Act 1995*.

As the current Management Order only allows up to two (2) years licence, and this provides uncertainty to the licensee and any future business owner/s, the Shire has requested the Minister of Lands to amend the current Management Order to allow lease and licence of the subject land for a term up to five (5) years.

The Shire has yet to receive a decision on this and therefore only allows up to a two (2) year licence.

Consultation

Ms Kathy McLeod
 Ms Hayley McIlroy
 Department of Planning, Lands and Heritage

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](#)

Nil

Financial Implications

Current Financial Year

The new Licensee will be responsible to pay approximately \$2,450.00 per annum plus GST (this figure is subject to the new valuation) for the licenced area as well as a security bond.

Future Financial Year(s)

As part of the Management Order conditions, the Department of Planning, Lands and Heritage require all revenue from the licence to be expended on the maintenance and upkeep of the remaining land on Public Recreation Reserve 40065.

Legislative Implications

Local Government Act 1995

Section 3.58 Disposing of Property

Any private treaty negotiations to licence with the licensee will be required to comply with section 3.58 of the *Local Government Act 1995*.

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	No Licence in place – sale of business does not proceed.	Possible (3)	Moderate (3)	Moderate (5-9)	Ensure licence is executed.

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

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to the proposed Commercial Licence Agreement of a Portion of Part Lot 67 (Reserve 40065), Paraburdoo, Council;

1. Supports in principle the licence of a portion of Lot 67 Rocklea Road, Paraburdoo, to Ms Hayley McIlroy (Trading as) Ollie's Eats for a term up to two (2) years commencing on execution of the licence.
2. Supports the current licence with Kathy McLeod being terminated on the execution of the new licence arrangement.
3. Authorises the Chief Executive Officer to negotiate further terms.
4. Authorises the publication of a local public notice of the intention to dispose of portion of Lot 67 Rocklea Road, Paraburdoo in accordance with Section 3.58 of *the Local Government Act 1995 (WA)*,
5. Authorises the Chief Executive Officer to,
 - (a) consider or reject any public submissions regarding item 3. above, noting that that elected members will be provided with an update by administration in relation to the responses (if any) to the local public notice; and
 - (b) subject to the Minister for Lands written consent for the proposed licence, execute all documentation and comply with all applicable legislation as is required to effect item 1, above.

Council Decision **072/2024**

Moved **Cr L Rumble JP**

Seconded **Cr B Healy**

That with respect to the proposed Commercial Licence Agreement of a Portion of Part Lot 67 (Reserve 40065), Paraburdoo, Council;

- 1. Supports in principle the licence of a portion of Lot 67 Rocklea Road, Paraburdoo, to Ms Hayley McIlroy (Trading as) Ollie's Eats for a term up to two (2) years commencing on execution of the licence.**
- 2. Supports the current licence with Kathy McLeod being terminated on the execution of the new licence arrangement.**
- 3. Authorises the Chief Executive Officer to negotiate further terms.**
- 4. Authorises the publication of a local public notice of the intention to dispose of portion of Lot 67 Rocklea Road, Paraburdoo in accordance with Section 3.58 of *the Local Government Act 1995 (WA)*,**
- 5. Authorises the Chief Executive Officer to,**
 - (a) consider or reject any public submissions regarding item 3. above, noting that that elected members will be provided with an update by administration in relation to the responses (if any) to the local public notice; and**
 - (b) subject to the Minister for Lands written consent for the proposed licence, execute all documentation and comply with all applicable legislation as is required to effect item 1, above.**

For: **A Smith, K White, M Gallanagh, L Rumble JP, A Sullivan, M Lynch, B Healy and R Kapor**

Against: **Nil**

Carried 8/0

12.4 Regional Emergency Management Support Officers

File Reference	GR20
Applicant or Proponent(s)	Not Applicable
Author	P Kuhne, Manager Regulatory Services
Authorising Officer	J Sangster, Deputy Chief Executive Officer
Previous Meeting Reference	Ordinary Council Meeting - Item – or Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Report Purpose

Council is required to consider submitting a proposed motion about Regional Emergency Management Support Officers to the National General Assembly of Local Governments.

The purpose of this report is to consider the motion to be put forward by Council.

Council is requested to endorse the proposed motion.

Background

The National General Assembly of Local Governments will be held in Canberra 2-4 July 2024. The National General Assembly of Local Governments is the national gathering of Local Governments, and provides Councils with the opportunity to come together, share ideas, debate motions, and connect Local Government to the Australian Government.

The Shire of Ashburton is sending a delegation to the 2024 National General Assembly of Local Governments. Motions to the National General Assembly of Local Governments must be submitted by Local Governments for consideration. To move a motion as part of the National General Assembly, the motion must be endorsed by Council.

The motion requested is:

This National General Assembly calls on the Australian Government to fund the establishment of a network of Regional Emergency Management Support Officers to assist Local Governments in effectively delivering their extensive emergency management roles and responsibilities for local communities.

The Western Australian Local Government Association (WALGA) in the past have supported WA Local Governments presenting motions at the national level to obtain support and funding to provide local governments with the resources they require to meet their legislative responsibilities in emergency management for their communities.

In Western Australia at present there is limited support for local governments to meet their emergency management responsibilities. The Department for Fire and Emergency Services (DFES) provides part funding for ‘Community Emergency Services Manager’ (CESM). This CESM programs primary focus is on bushfire management and does not always cover the other facets of the emergency management that rest with local governments.

The Commonwealth does not provide any direct funding for these positions but there is real potential to provide funding to local government to improve effective local emergency management, through either the Disaster Ready Funding or National Disaster Risk Reduction programs.

These positions are not eligible for funding under these programs, hence the motion to lobby the Commonwealth to reconsider their policy on resource allocation in support of local governments.

Comments

Local governments in Western Australia play a significant role in emergency management. Both Commonwealth and State Government policy identify local government as a key player in community disaster resilience, preparedness, and response.

Local government have statutory obligation to address community risk and also for recovery following an emergency affecting their community. Local governments are often under resourced to fulfill their legislative and delegated responsibilities in emergency management.

A well-resourced local government provides a more effective and consistent emergency management service to their community ensuring active preparedness, resilience and recovery from emergencies.

As the closest tier of government to the community, local governments have a significant role in emergency management, supporting their communities to prevent (mitigate), prepare for, respond to, and recover from emergencies. It is important communities have confidence in their local government's ability to support them to build disaster resilience.

Local governments face many challenges in addressing their emergency management responsibilities, and these challenges differ across the country, with varied hazard profiles, resources, capability, capacity, and emergency management maturity.

Investing in a network of Regional Emergency Management Support Officers is a cost-effective way to significantly increase the capacity of local governments to deliver their extensive emergency management roles and responsibilities.

The network would:

1. Build Local Government emergency management capability.
2. Enable collaboration and sharing of best practice in emergency management across the Australian Local Government Sector.
3. Facilitate collaborative relationships between Local, State and Commonwealth Governments to support more effective emergency management and resilient Australian communities.

Climate change is increasing the frequency and extremity of natural hazards such as bushfire and extreme weather events. Investment in local emergency management capacity is urgently required to strengthen Australia's community resilience.

Consultation

Nil

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	1. People - We will support opportunities for the community to be safe, socially active, and connected.
Strategic Outcome	1.1 Coordinated delivery of social services and projects for the community
Strategy	3 Provide safe and welcoming centres to help address social isolation in the community.

Council Policy

[Council Policies » Shire of Ashburton](#)

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
Interruption to service	There is a risk that the Shire will not meet its legislative obligations under emergency management.	Unlikely (2)	Minor (2)	Low (1-4)	

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

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to the Regional Emergency Management Support Officers, Council

1. Endorses the following motion:
 “This National General Assembly of Local Governments calls on the Australian Government to fund the establishment of a network of Regional Emergency Management Support Officers to assist Local Governments in effectively delivering their extensive emergency management roles and responsibilities for local communities”; and
2. Authorises the Chief Executive Officer to submit this motion on behalf of the Shire of Ashburton to the National General Assembly of Local Governments

Council Decision 073/2024

Moved Cr L Rumble JP

Seconded Cr R Kapor

That with respect to the Regional Emergency Management Support Officers, Council

1. **Endorses the following motion:**
 “**This National General Assembly of Local Governments calls on the Australian Government to fund the establishment of a network of Regional Emergency Management Support Officers to assist Local Governments in effectively delivering their extensive emergency management roles and responsibilities for local communities**”; and
2. **Authorises the Chief Executive Officer to submit this motion on behalf of the Shire of Ashburton to the National General Assembly of Local Governments.**

For: A Smith, K White, M Gallanagh, L Rumble JP, A Sullivan, M Lynch, B Healy and R Kapor

Against: Nil

Carried 8/0

12.5 Shire of Ashburton Recruitment, Onboarding and Retention Strategy

File Reference	EMP29
Applicant or Proponent(s)	Not Applicable
Author	A Heraty, Manager Organisational Development
Authorising Officer	J Sangster, Deputy Chief Executive Officer
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Indirect Financial
	Authorising Officer – Indirect Financial
Attachments	1. Shire of Ashburton Recruitment, Onboarding and Retention Strategy

Report Purpose

The purpose of this report is to identify contemporary recruitment, onboarding, and retention strategies to enable the successful delivery of the Shire’s Strategic Community Plan 2022-2032.

Council is requested endorse the revised Shire of Ashburton Recruitment, Onboarding and Retention Strategy (refer to Attachment 1).

Background

The Shire’s Recruitment and Retention Strategy was initially developed in 2021 and was delivered successfully. Some of the key initiatives as outlined in the 2021/22 strategy, included -

Casual Pool The Shire implemented pro-active measures to build a casual pool where candidates can indicate their interest in working for the Shire upfront to facilitate quicker resource turnaround times, which has resulted in time and cost reduction since implementation. To date, we have received a total of 109 applications and employed 22 to date.

Student Workplace Program We supported Shire schools and Curtin University by engaging seven workplace student over the last 10 months alone. Furthermore, other than attending the annual Career Expo at Tom Price High School, the Shire has taken a pro-active approach in supporting the Department of Education by engaging with senior students and parents to secure future talent and position the Shire as a future place of work for local talent. The Shire received formal recognition of thanks from the Department for our involvement and support.

Cadet/Trainee and Apprenticeship Program We have employed four Trainees and six Apprentices to date, including four Apprentices as part of our Advanced Apprenticeship Program.

Internal mobility Harnessing our own existing talent has always been a priority for the Shire. This has been achieved through our annual Performance Review Process (PRP) participation, having a formal development plan in place for each employee, offering internal secondments, additional duties, and acting positions where possible. While these efforts have been highly successful across the organisation, a stronger focus is required as outlined in our revised strategy.

Contingent workers Due to lack of internal capacity, capability and specialist skills, the Shire has successfully opted for temporary or contractor workers, which to date has provided the opportunity to quickly mobilise additional skilled resources on and off projects, which has resulted in additional capacity, resource flexibility and less organisational risk.

Local Government Collaboration This has to date proven highly successful as the Shire has collaborated with many other Local Governments. As example, the Shire shared Ranger Services with Shire of Broome and in turn had other Local Governments, such as Shire of Serpentine Jarrahdale share an IT resource with us. This has been helpful in establishing and enhancing Local Government collaboration to the benefit of the community.

External advertising The Shire has been active in it's advertising efforts in all suggested mediums, such as Seek, LinkedIn, Facebook, LG Professionals, Council Direct, LG Assist, LG Job Directory, Professional Associations, direct networking, and recruiters, including Executive Search for Senior Officer appointments.

Other recruitment and selection activities In order to ensure effective, efficient and a streamlined hiring process, the following has been implemented -

- Upfront hiring manager and organisational development consultation and support;
- Refining Shire selection processes with focus on turnaround time whilst ensuring legislative compliance. Further work has been identified in this area;
- New contemporary advertising templates were introduced;
- On site visits to vacancy town location for preferred candidates prior to offer;
- Refining onboarding processes to ensure early engagement and to set candidates up for success. This has included an online Onboarding Module, new starter and a leader handbook and onboarding checklists;
- Develop and implement a mandatory on-boarding framework; and
- Development and introduction of an onboarding survey for new starters. This is reported back to Executive on a regular basis.

Workplace buddy program A workplace buddy program was successfully introduced. While this is currently in place, more promotion and education will be required in future.

Onboarding modules A new e-Library was created with mandatory and non-mandatory training for all employees. A balanced approach of education, awareness and engagement was required, which resulted in short, micro-learning modules.

Review of all Organisational Development policies, directives, and procedures The majority of organisational development policies and directives have been reviewed and endorsed by management and executive. Reviews happen periodically with a continued focus on procedure reviews, which require further enhancements.

Revised annual performance review process A new Performance Review Program (PRP) program was introduced with specific Key Performance Indicators (KPI's) developed for staff, managers, and directors, which include Shire values. This has been successful to date with 100% participation and value add, therefore local government compliance has been achieved.

Coaching panels An Executive Coaching Panel and Manager Coaching Panel has successfully been introduced with active participation in both panels.

Employee Engagement Survey The Shire managed to conduct an employee engagement survey over two consecutive years, measuring a positive result in the employee experience with specific action plans and the introduction of a CEO Advisory Group as result.

Shire-wide Training Calendar A formal training calendar has been introduced with information drawn from a newly developed organisation-wide Skills Matrix and considering training requirements from individual development plans.

Shire-wide Health & Wellbeing Calendar This calendar has been successfully executed with a blend of education, free seminars, and charity event celebrations across the Shire. These calendar events are a result of all-staff collaboration efforts in understanding their needs.

Safe workplace The Shire engaged an external provider for 12-month onsite support. This has proven highly effective as the Shire has recently been awarded ISO 45001 accreditation, confirming that we meet international safety standards. With the transition to new WHS Act 2020 legislation, we increased our focus on psychosocial safety in the workplace through relevant training, staff feedback and having mental health first aiders on site.

In order to sustain itself as a future place of work and as a result of tighter market conditions and a continued war for talent, a recent review was conducted and as a result, this document was rebranded as Shire of Ashburton Recruitment, Onboarding and Retention Strategy. This document was developed as a result of a collaborative effort through a Technical Advisory Group (TAG), consisting of members of the Shire’s management group. In addition, consultation occurred with the Executive Leadership Team, including the Deputy Chief Executive Officer and Chief Executive Officer, all of whom endorsed this document.

Comments

This document serves not only as an informing strategy as part of the Shire’s integrated planning framework, but also as the Shire’s roadmap to successfully attract, recruit, onboard and retain key talent to achieve strategic outcomes.

While there is no direct cost implications, the following should be highlighted:

Initiative	Cost	Comment
Introduce and Promote Updated Relocation and Repatriation Policy	Existing with marginal change from existing policy	Council Item to be presented at next Council meeting
Developing an Emerging Leaders program	No additional cost	Cost to be included in the Learning and Development (training) budget for 2024/25
Offer One Additional Paid Personal Leave Day (mental health day)	No direct cost	Productivity impact only - In the event of 100% uptake, will equate to approximately 1,500 hours of paid time
Two days Paid Travel Time for travel outside of Shire (for death of a direct family member)	No direct cost	Productivity impact only - Estimated at approximately 320 hours
Document publishing cost	Approximately \$2,000	Confirmed available media budget

It is worth noting that the cost of inaction will by far exceed the cost of these identified initiatives, which will have a major impact on the Shire’s ability to deliver on major projects as well as impact on employee engagement and morale. This could lead to further increased turnover, burnout, mental health issues and community reputational damage.

Consultation

Chief Executive Officer
 Deputy Chief Executive Officer
 Director Corporate Services
 Acting Director Infrastructure Services
 Acting Director Community Development
 Middle Management Group
 Strategy TAG 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	4.5 Safe, engaged, inclusive, and productive workforce culture
Strategy	1 Enable a learning culture, and high performing and engaged teams, by building organisational capability through education, development, and empowerment of our workforce.

Council Policy

[Council Policies » Shire of Ashburton](#)

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Any direct cost of initiatives included within this document will be considered during the 2024/25 budget period.

Legislative Implications

Work Health and Safety Act 2020

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
People	Inability to deliver on the Shire Community Strategic Plan 2022-2032 Increased staff turnover Disgruntled community Reputational damage Low staff morale Increased workload with no capacity to deliver Increased mental health issues Safety breaches resulting in penalties and/or manslaughter charges Disengaged workforce	Likely (4)	Major (4)	High (10-16)	Council to endorse the Shire's revised Recruitment, Onboarding and Retention Strategy.

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

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to the revised Shire of Ashburton Recruitment, Onboarding and Retention Strategy, Council, endorses the strategy as detailed in Attachment 1.

Council Decision **074/2024**

Moved **Cr K White**

Seconded **Cr R Kapor**

That with respect to the revised Shire of Ashburton Recruitment, Onboarding and Retention Strategy, Council, endorses the strategy as detailed in Attachment 1.

For: **A Smith, K White, M Gallanagh, L Rumble JP, A Sullivan, M Lynch, B Healy and R Kapor**

Against: **Nil**

Carried 8/0

12.6 Onslow Airport Future Business Precinct – Determination of Road Names

File Reference	ONS.0016
Applicant or Proponent(s)	Not Applicable
Author	J Hunter, Acting Executive Manager Land, Property & Regulatory Services
Authorising Officer	J Sangster, Deputy Chief Executive Officer
Previous Meeting Reference	Ordinary Council Meeting 20 August 2014 - Item 14.2 – Minute 11845 Ordinary Council Meeting 15 October 2014 - Item 14.1 – Minute 11866 Ordinary Council Meeting 27 September 2016 - Item 18.1 – Minute 45
Disclosure(s) of interest	Author – Nil Authorising Officer – Nil
Attachments	1. WAPC Approved Subdivision Plan and Un-named Roads 2. Extract from Landgate Naming Policy and AS4819 3. Proposed Street/ Road Names

Report Purpose

To consider names for existing roads and new roads that will be created as part of the subdivision of Lot 9500 McAullay Road, Onslow (the subject land) to create the Onslow Airport Business Precinct.

Background

The subject land is located immediately north-west of the Onslow Airport (see Figure 1 below) and is vacant. An unnamed access road is located within the subject land, which connects the Airport to McAullay Road.



Figure 1: Location Plan (Landgate Map Viewer Plus)

On 21 September 2021, the Western Australian Planning Commission (WAPC) approved a subdivision of Lot 9500 McAullay Road (Attachment 1), as shown in the Figure 2 below, subject to 11 conditions.

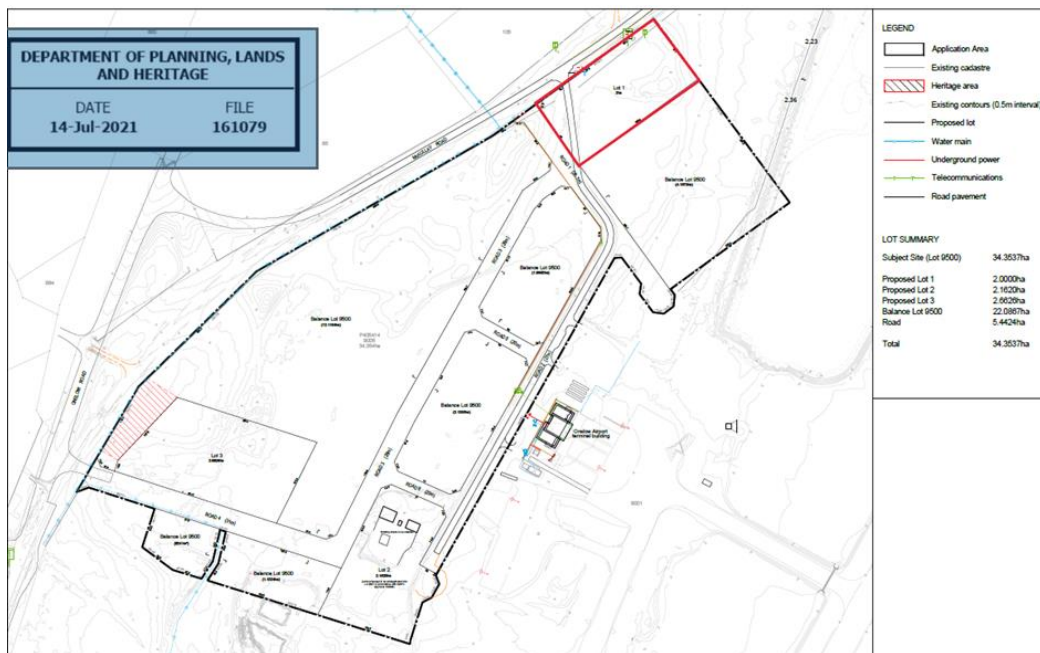


Figure 2: Approved Subdivision Plan

The Shire is staging the subdivision and pursuing the creation of Lot 1 (located in the north-eastern corner, shown in red Figure 2 above) before creating the other approved lots. The Shire is required to re-align part of Road 1 to the south, as it currently bisects proposed Lot 1, and gazette it as a public road.

A public road is any road that is opened, dedicated, or declared to be a public road, whether under the *Land Administration Act 1977* (the Act), or any other Act. Road 1 will remain as the entry road to Onslow Airport and can be dedicated as a public road by depicting it on the deposited plan for Lot 1 alongside a preferred street name, in accordance with the *Planning and Development Act 2005*.

Once Council selects a name for each road within the subdivision area, the Shire will submit it to Landgate and the Geographical Names Committee (GNC). The GNC provides independent expert advice and recommendations to the Minister for Lands (the Minister) and to Landgate on:

- Geographic naming policy and principles;
- Contentious or complex geographic naming matters; and
- Geographic naming issues of regional, State and national significance.

Comments

There are six roads within the Onslow Airport Business Precinct that require naming. The headings below discuss the requirements for street naming and the proposed road names for roads 1 – 6 (inclusive).

Requirements for Street Names

When proposing street names for roads 1 – 6, each name will need to be in accordance with Landgate’s ‘Policies and Standards for Geographical Naming in Western Australia’ and Australian Standard AS4819:2011: ‘Rural and Urban Addressing’. Excerpts from these documents are within Attachment 2.

The names contained within Attachment 3 are generally in conformance with these requirements. Based on AS4819:2011, there are four different road types applicable to the Onslow Airport Business Precinct roads, which are defined in the table below.

Road Type	Abbreviation	Description	Applicable Onslow Airport Business Precinct Road
Approach	App	Roadway leading to an area of community interest.	1
Lane	Lane	Narrow way between walls, buildings or a narrow country or city roadway.	5 – 6
Road	Rd	Open way or public passage primarily for vehicles.	1 – 4
Way	Way	Roadway affording passageway from one place to another. Usually not as straight as an avenue or street.	1

Following Council’s decision, the Shire is required to ensure that each proposal includes the following information.

1. The reason for the proposal;
2. Origin of each road name and its source;
3. A location by local government, locality and estate name if known;
4. Identification on a map clearly indicating extent and precise start and end points;
5. Photographs or sketches and any other supporting information such as historic articles, reference materials, publications etc;
6. Where applicable, evidence of landowner, family or community support; and
7. If the name is Aboriginal in origin, evidence of support from relevant Aboriginal Community.

Under the provisions in the Act, the Minister has the authority for officially naming and un-naming roads in Western Australia. Should the Shire adopt road names for roads in the Onslow Airport Business Precinct, they will need to be submitted to Landgate in accordance with section 26A(3) of the Act. Landgate has delegated authority to act on the Minister's behalf to undertake administrative responsibilities, including the development of policies and procedures, required for the formal approval of road names.

After submitting road names to Landgate, in accordance with section 26A(4) of the Act, Landgate (on behalf of the Minister) may –

1. Approve the proposed name; or
2. Direct the local government to reconsider the proposed name, having regard to such matters as the Minister may mention in the direction; or
3. Refuse to approve the proposed name.

If the Shire is advised that the selected names have not been approved, a further report will be presented to Council.

Future Street Names for Roads 1 – 6

There are many naming options available for Council to consider for roads 1 – 6 in the Onslow Airport Business Precinct. Attachment 3 contains a comprehensive list, including names that will be discussed under the categories below.

1) Aircraft

The Onslow Airfield and Aerodrome have accommodated a variety of aeroplanes and helicopters over the years.

The Bristol Tourers were used by Sir Norman Brearley (discussed further below) as some of the earliest aeroplanes to traverse the Pilbara, as part of the weekly service between Geraldton and Derby, landing at Carnarvon, Onslow, Roebourne, Port Headland and Broome, which commenced in 1921. This service was extended to Perth in 1924. By 1928, the de Havilland 50 became the most popular plane to continue this flight path.

Both types of aeroplanes were important for mail delivery and travel purposes, which increased access to the Onslow townsite. Accordingly, they could be used as the basis for road names within the Onslow Airport Business Precinct.

In more recent times, the Pilatus PC aeroplanes have been utilised by the Royal Flying Doctor Service to provide emergency medical and primary health care services to people living in rural and remote Australia. These aeroplanes have been catered for by the Onslow Airport and could be used as a road name.

2) Historical Figures

Sir Norman Brearley was one of the first to have realised possibilities of aviation in Western Australia and particularly the north-west. In 1921, Brearley won a Federal Government contract to operate a mail and passenger service in the north-west, which stopped in Onslow. Sir Norman Brearley appointed Onslow Clark to be a local agent in Onslow for the flight network. Prior to the introduction of the 1921 mail service, Onslow relied upon messages being physically carried over great distances of rough terrain up until 1917 when telephones were introduced, and two-way radios become more commonly used.

Should Council wish to name a road after Sir Norman Brearley, it is recommended that a different road type be used, as the City of Belmont named a road connecting to Perth Airport, Brearley Avenue.

3) Onslow Townsite

The original subdivision of the Onslow Townsite included 116 lots that were serviced by 14 streets. The majority of these streets were named after family members of Chief Magistrate, Sir Alexander Campbell Onslow, and could be used as names for roads within Onslow Airport Business Precinct. It is recommended that the names Arthur and Pooley, who were both descendants of the Onslow Family, be used as names for road 5 and 6, respectively.

4) Previously approved Street Names

At its Ordinary Council Meeting held on 15 October 2014, Council approved a list of 61 names that could be used by LandCorp (now DevelopmentWA) for Barrarda Onslow, deciding:

“That Council:

1. *Approved the following additional street names for use in Barrarda Estate or elsewhere in Onslow should any additional street names be required in future:*

- | | |
|------------|-------------|
| • Crawford | • Highham |
| • Cane | • McAullay |
| • Stewart | • Tucker |
| • Blair | • Joy |
| • Ahmat | • Hayes |
| • Herbert | • Depledge |
| • Grant | • Mullins |
| • Kempton | • Fazeldene |
| • Gray | • Wiru |
| • Stroud | • Juru |

2. *Approved the final street names selected by LandCorp as per ATTACHMENT 14.1B on the ‘Barrarda Lot Plan’ to allow consideration by the Geographic Names Committee.*

The following names are included:

- | | |
|-------------------|-----------------|
| • Scully Road | • Carlyn Street |
| • Kempton Avenue | • Wimbil Street |
| • Stewart Street | • Tonkin Avenue |
| • Crawford Street | • Mirri Lane |
| • Ahmat Road | • Yardi Street |
| • Hayes Street | • Garla Road |
| • Marna Road | • Parker |
| | • Tink |

3. *Should any of the preferred names selected in Part 2 of this determination not be acceptable to the Geographic Names Committee, then any suitable alternative from the selection of names approved in Part 1 of this determination or those approved in the previous Council meeting (August 2014) may be used."*

Following this decision, eight of these names were used within the Barrarda Estate. The remaining names are included in Attachment 3 as a list of potential names for Roads 1 – 6 in the Onslow Airport Business Precinct.

In September 2016, Council considered possible road names for the Onslow Ring Road and renaming a portion of Onslow Road and decided to name Onslow Ring Road 'Onslow Road' and rename a section of Onslow Road to McAullay Road.

Attachment 3 reflects this decision, and it is recommended that Council selects road names for roads 1 – 6 from this attachment.

Consultation

Landgate has advised that community consultation is not required for new road names that are endorsed by Council.

Acting Executive Manager Land, Property and Regulatory Services
Executive Leadership Team

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	2. Place - We will provide sustainable, purposeful, and valued built and natural environment opportunities for the community.
Strategic Outcome	2.8 Safe and interconnected transport networks for the community
Strategy	2 Manage roads, pathways, and other transport infrastructure according to need and use.

Council Policy

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

Land Administration Act 1997

Section 26A. Names of roads and areas in new subdivision

Planning and Development Act 2005

Section 168. Road, creation of etc. on subdivision etc.

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Project (time)	If road names are not selected, the Shire will be unable to proceed with the dedication of road 1 as a public road.	Possible (3)	Moderate (3)	Moderate (5-9)	Endorse the officer's recommendation.

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

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to street names for Roads 1 – 6 within the Onslow Airport Future Business Precinct, identified in Attachment 1, Council, requests that the Minister for Lands names:

1. Road 1, Brearley Way.
2. Road 2, Havilland Approach.
3. Road 3, Tourer Road.
4. Road 4, Pilatus Road.
5. Road 5, Pooley Lane.
6. Road 6, Arthur Lane.

Ordinary Council Meeting Minutes

16 April 2024

Council Decision **075/2024****Moved** **Cr K White****Seconded** **Cr B Healy**

That with respect to street names for Roads 1 – 6 within the Onslow Airport Future Business Precinct, identified in Attachment 1, Council, requests that the Minister for Lands names:

- 1. Road 1, Brearley Way.**
- 2. Road 2, Havilland Approach.**
- 3. Road 3, Tourer Road.**
- 4. Road 4, Pilatus Road.**
- 5. Road 5, Pooley Lane.**
- 6. Road 6, Arthur Lane.**

For: **A Smith, K White, M Gallanagh, L Rumble JP, A Sullivan, M Lynch, B Healy and R Kapor**

Against: **Nil**

Carried 8/0

13 Corporate Services Reports

13.1 Monthly Financial Statements - March 2024

File Reference	FM03
Applicant or Proponent(s)	Not Applicable
Author	T Dayman, Manager Finance
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Monthly Financial Statements - March 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 31 March 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).

There are no further 2023/2024 Budget amendments recommended.

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.

Ordinary Council Meeting Minutes

16 April 2024

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

Voting Requirements

Simple Majority

Officer Recommendation

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

Council Decision **076/2024**

Moved **Cr M Lynch**

Seconded **Cr R Kapor**

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.

For: **A Smith, K White, M Gallanagh, L Rumble JP, A Sullivan, M Lynch, B Healy and R Kapor**

Against: **Nil**

Carried 8/0

13.2 Monthly Schedule of Accounts Paid - March 2024

File Reference	FM03
Applicant or Proponent(s)	Not Applicable
Author	T Dayman, Manager Finance
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Schedule of Accounts Paid - March 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 March 2024,
- Trust Fund Payments for March 2024, and
- Corporate Credit Card and Payment Card Reconciliations for February 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 \$
Municipal Fund	
Electronic Funds Transfers	5,171,718.87
BPay/Credit Cards	226,145.16
Cheques	0
Payroll	929,049.86
Bank Fees and Charges	2,903.87

Ordinary Council Meeting Minutes

16 April 2024

<u>Municipal Fund Total</u>	
<u>Trust Fund</u>	
Electronic Funds Transfers	0.00
<u>Trust Fund Total</u>	0.00
Payment Cards	
Credit Cards	21,347.35
Fuel Cards – Ampol	1,478.90
Fuel Cards – Viva / Shell	8,062.5
Fuel Cards – Wex Motorpass	53.70
Taxi Cards – Cabcharge	235.21
<u>Payment Cards Total</u>	31,177.66

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 March 2024, as included at Attachment 1.

Council Decision **077/2024**

Moved **Cr R Kapor**

Seconded **Cr B Healy**

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 March 2024, as included at Attachment 1.

For: **A Smith, K White, M Gallanagh, L Rumble JP, A Sullivan, M Lynch, B Healy and R Kapor**

Against: **Nil**

Carried 8/0

13.3 Memorial Request - Purple Bench, Tom Price

File Reference	PH17
Applicant or Proponent(s)	Nintirri Centre
Author	J Bray, Manager Governance
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Report Purpose

The purpose of this report is to present the application for the installation of a Purple Bench in memorial of victims of domestic and family violence, submitted by the Nintirri Centre.

Council is requested to approve the installation of a Purple Bench on Crown Reserve No. 46292, Lot 34 on Deposited Plan 195131, nearest intersection Central Road (Tom Price Shopping Precinct) and provide a co-contribution of \$3,212.80 for this project to the Nintirri Centre.

Background

The Purple Bench Project supports the installation of purple benches in public spaces to honour all victims killed as a result of domestic and family violence (DFV). The purple bench initiative began in Nova Scotia, Canada, where purple benches are located in public parks to honour the memory of women murdered by their partner and to provide help numbers for people experiencing DFV. They are known as Barb’s Benches and were launched in 2015 to mark the 25-year anniversary of the murder of Barb Ballie by her husband.

The Purple Bench Project was brought to Western Australia (WA) by the Women’s Council for Domestic and Family Violence Services WA, the previous peak body for domestic and family violence services, now known as Centre for Women’s Safety and Wellbeing (CWSW).

The project has become a prominent place-based initiative which honours victims killed as a result of DFV, raises awareness of DFV in the community and provides the details of crisis phonelines that can provide assistance. An example of a Purple Bench is provided at Figure 1 below.



Figure 1: example of a Purple Bench


Council Policy – Memorials on Shire Land states as follows:

“The Shire will consider applications for the placement of seats with plaques in appropriate locations, such as beside paths and in accordance with any Land Management Orders that may operate for the reserve. Applications must be made in writing to the CEO with a clear description of the proposed location. All applications will require Council approval.

The purchase and placement of the seat will be at the expense of the applicant and the seat will be to Shire specifications and the location as determined by Council.”

Comments

An application for a memorial was received by the Shire on 13 February 2024. The application details are as follows.

Applicant	Nintirri Centre
Memorial recipient	Victims of domestic or family violence.
Memorial location	Doug Talbot Park, Tom Price
Memorial significance	To honour victims killed as a result of DFV, raises awareness of DFV in the community and provides the details of crisis phonedlines that can provide assistance.
New or restoration of an existing memorial	New
Memorial type	Seat
Seat construction	Dimensions: 1800mm L Slats: reinforced extruded anodised aluminium (dark violet). Frame: cast aluminium, powder coated finish (dark violet). Suited for external placement and weather conditions.
Plaque construction	316 Stainless steel (0.9mm), laser etched, radiused corners
Plaque size	190mm (w) x 55mm (l)
Plaque wording	In honour of the victims of domestic homicide. For advice and support, phone the Women’s DV helpline on 1800 737 732 

The Nintirri Centre have been successful in securing a \$300 grant from Linkwest and are able to contribute a further \$1003 towards this project. A financial contribution from the Shire is requested to deliver the Purple Bench project.

Shire officers met with officers from the Nintirri Centre on 14 March 2024 to view two possible location options being:

1. Crown Reserve No. 41388, Lot 317 on Deposited Plan 67300, Central Road, Tom Price (Doug Talbot Park), and
2. Crown Reserve No. 46292, Lot 34 on Deposited Plan 195131, nearest intersection Central Road (Tom Price Shopping Precinct).

Option 1 – Doug Talbot Park

The Nintirri Centre’s application requested the Purple Bench be installed in Doug Talbot Park due to the nature of the park, being a memorial garden and it being the finishing location of the annual White Ribbon Day march.

The proposed location for the installation of the Purple Bench is along the left side of the footpath (refer to Figure 2) to allow for viewing the memorial garden when seated.

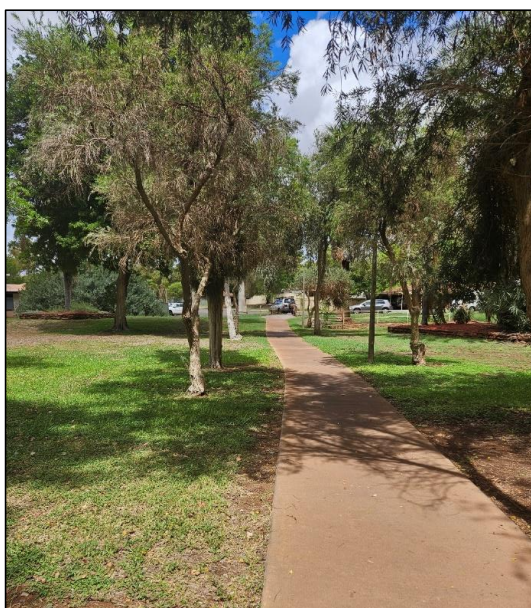


Figure 2: Doug Talbot Park proposed location

Upon reviewing the suitability of this location, several site-specific issues were identified as detailed below.

Safety

The park is dimly lit, raising concerns about safety. Given the low visibility and lack of foot traffic, installing the bench in this location could potentially pose safety risks to individuals using the area, especially during the evening or nighttime hours.

Vandalism and damage

The area is prone to vandalism due to its dimly lit and secluded nature. Installing a bench in such an environment increases the likelihood of it being subjected to vandalism, leading to damage or defacement.

The sprinklers in the park will cause calcium build-up and staining, which will affect the aesthetic of the bench. Regular maintenance would be required to mitigate the impact of water damage.

The presence of bats in the area poses a significant concern. Bat guano, known for its acidic properties, may cause damage to the bench over time, potentially compromising its structural integrity and appearance.

Cost

The cost estimate received for laying a concrete slab adjacent to the footpath and installing the bench is \$8,360.

Proposed future works

Proposed future works to widen the footpath could disrupt the installed bench or necessitate its relocation, leading to additional costs and inconvenience.

Due to the reasons set out above, Doug Talbot Park is not the preferred location.

Option 2 - Tom Price Shopping Precinct

The proposed location for the installation of the Purple Bench is along the wall near the chemist (refer to Figure 3) to allow for viewing of the Shopping Precinct gardens when seated.



Figure 3: Tom Price Shopping Precinct proposed location

The Tom Price Shopping Precinct is the preferred location for the Purple Bench for reasons detailed below.

Safety

The area is well lit, equipped with CCTV surveillance, and experiences high foot traffic, ensuring a safe environment for bench users.

Vandalism and damage

With the presence of CCTV surveillance and high foot traffic, the likelihood of vandalism to the bench is significantly reduced.

Unlike Doug Talbot Park, there is no risk of damage from sprinklers or bats in the Shopping Precinct.

Cost

Given that concrete is already laid, the bench can be installed by Shire officers, at an estimated cost of \$600.

Proposed Future Works

The area designated for bench installation will not be affected by the proposed future works within the Shopping Precinct.

The Tom Price Shopping Precinct is the preferred location for the Purple Bench, primarily due to its safety features and reduced risk of vandalism and damage. These factors ensure the Purple Bench's usability, longevity, and accessibility for members of the community. The Nintirri Centre have advised they are supportive of the placement of the Purple Bench in the Tom Price Shopping Precinct.

The applicant will be responsible for ordering and arranging the delivery of the Purple Bench. The Shire will arrange installation and will be responsible for any future maintenance. This is expected to be minimal.

The Nintirri Centre has invited the Hon. Sabine Winton MLA (Minister for Early Childhood Education, Child Protection, Prevention of Family and Domestic Violence, Community Services) to attend the White Ribbon Day event in November 2024. It is anticipated that the Purple Bench will be unveiled at this event.

Incidents of domestic and family violence negatively impact families directly and more widely the broader community. Briefly, published WA Government statistics suggest:

- One in six Australian women have experienced physical and/or sexual violence by a current or previous partner since the age of 15.
- In 2022, 37% of homicide and related offences in WA were family and domestic violence related (18 victims).
- In 2022, the number of victims of assault in WA increased by 7% to 38,743 victims, the highest number in 30 years. Sixty-four per cent of assaults were family and domestic violence related (24,896 victims).
- Intimate partners are responsible for almost 80 per cent of the hospitalisations of women from family and domestic violence in WA, with 20 per cent of perpetrators being other family members.

Supporting the application submitted for this Purple Bench project is a positive opportunity to increase family and domestic violence awareness.

A Purple Bench was previously installed in 2020 outside of the Karingal Neighbourhood Centre in Paraburdo. Applications for similar projects elsewhere in the district could also be supported in the future, if suitable Shire managed locations can be identified and local groups initiate applications.

Consultation

The Shire has liaised with the Nintirri Centre in regards the application including on-site meetings to view possible locations. During the onsite discussions it was agreed that Tom Price Shopping Precinct) as shown in Figure 3 of this report, is the preferred location.

The Chief Executive Officer has considered the application and is supportive of the memorial installation.

Town Maintenance and Facilities have been consulted in regard to this Purple Bench project.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

[Council Policies » Shire of Ashburton](#)

Council Policy – Memorials on Shire Land provides guidelines on what memorials may be placed in public places and the process that needs to be followed to gain consent for the placement of a memorial.

Financial Implications

Current Financial Year

The cost of this Purple Bench project is itemised below.

Item	Cost
Purple Bench	\$2,912.80
Delivery	\$1,003.00
Installation	(Shire in-kind support) \$600.00
Plaque	((donated by the supplier) No cost
Total	\$4,515.80

The Nintirri Centre have been successful in securing a \$300 grant from Linkwest for the project and are able to contribute a further \$1003 from their own funds.

The remaining \$3,212.80 is requested to be contributed to by the Shire. EM24035 – Council Donations has sufficient funds available to meet the costs of the contribution.

Future Financial Year(s)

Ongoing maintenance costs are expected to be minimal.

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)	Negative perception of the Shire for not supporting the memorial.	Unlikely (2)	Moderate (3)	Moderate (5-9)	Provide sufficient information in the report to ensure elected members make an informed decision.

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

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to the Memorial Request - Purple Bench, Tom Price, Council acknowledges the negative impact of domestic and family violence; and

1. Approves and proudly supports the Nintirri Centre’s request for the installation of a Purple Bench at Crown Reserve No. 46292, Lot 34 on Deposited Plan 195131, nearest intersection Central Road (Tom Price Shopping Precinct) as shown in Figure 3 of this report.
2. Approves a contribution of \$3,212.80 from EM24035 – Council Donations, towards the purchase and installation of the Purple Bench.

Council Decision	078/2024
Moved	Cr B Healy
Seconded	Cr M Lynch

That with respect to the Memorial Request - Purple Bench, Tom Price, Council acknowledges the negative impact of domestic and family violence; and

- 1. Approves and proudly supports the Nintirri Centre’s request for the installation of a Purple Bench at Crown Reserve No. 46292, Lot 34 on Deposited Plan 195131, nearest intersection Central Road (Tom Price Shopping Precinct) as shown in Figure 3 of this report.**
- 2. Approves a contribution of \$3,212.80 from EM24035 – Council Donations, towards the purchase and installation of the Purple Bench.**

For: A Smith, K White, M Gallanagh, L Rumble JP, A Sullivan, M Lynch, B Healy and R Kapor

Against: Nil

Carried 8/0

Cr M Gallanagh disclosed an impartiality interest in Item 13.4 (detailed in Item 5.2).
Cr M Lynch disclosed an indirect financial interest in Item 13.4 (detailed in Item 5.2).
Cr R Kapor disclosed an indirect financial interest in Item 13.4 (detailed in Item 5.2).
Cr L Rumble JP disclosed a direct financial interest in Item 13.4 (detailed in Item 5.2).
SP A Smith disclosed a direct financial interest in Item 13.4 (detailed in Item 5.2).
Cr A Sullivan disclosed a direct financial interest in Item 13.4 (detailed in Item 5.2).

At 2:44 pm, Cr Linton Rumble JP left the meeting.

At 2:44 pm, Cr Melanie Gallanagh left the meeting.

At 2:44 pm, Cr Alana Sullivan left the meeting.

13.4 Gross Rental Valuation (GRV) Rating of Transient Workforce Accommodation - Review 2024

File Reference	RV01
Applicant or Proponent(s)	Not Applicable
Author	D Kennedy, Director Corporate Services
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Ordinary Council Meeting 20 February 2024 - Item 13.3 – 020/2024
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	<ol style="list-style-type: none"> 1. Rio Tinto Submission - Mesa H_Western Ranges_Marandoo - Confidential 2. API Submission - Mt Elvire Camp - Confidential 3. Rio Tinto - Marandoo Consultation Letter March 2024 - Confidential 4. Rio Tinto - Marandoo Technical Land Description 5. Rio Tinto - Western Ranges Consultation Letter March 2024 - Confidential 6. Rio Tinto - Western Ranges Technical Land Description 7. Rio Tinto - Mesa H Consultation Letter March 2024 - Confidential 8. Rio Tinto - Mesa H Technical Land Description 9. MRL - Onslow Fly Camp Consultation Letter March 2024 - Confidential 10. MRL - Onslow Fly Camp Technical Land Description 11. FMG - Castle Camp Consultation Letter March 2024 - Confidential 12. FMG - Castle Camp Technical Land Description 13. Hancock Prospecting - Mulga Downs Consultation Letter March 2024 - Confidential 14. Hancock Prospecting - Mulga Downs Technical Land Description

	<p>15. API Management - Mt Elvire Consultation Letter March 2024 - Confidential</p> <p>16. API Management - Mt Elvire Technical Land Description</p> <p>17. MRL - Kens Bore - Existing Camps Consultation Letter March 2024 March - Confidential</p> <p>18. MRL - Ken's Bore Existing Camps Technical Land Description</p>
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Report Purpose

Council is required to consider any submissions received during the consultation period with respect to changing the basis of rating on several Transient Workforce Accommodation (TWA) facilities within the Shire from unimproved valuation (UV) to gross rental valuation (GRV) identified in a recent audit.

The purpose of this report is to complete the statutory process in accordance with the guidelines issued by the Department of Local Government, Sport and Cultural Industries (DLGSC).

Council is requested to approve the Chief Executive Officer making an application to the Minister for Local Government (the Minister) to change the basis of rating on the properties listed in the body of the report.

Background

At its meeting held on 20 February 2024, Council resolved as follows:

“That with respect to the Gross Rental Valuation (GRV) Rating of Transient Workforce Accommodation - Review 2024, Council,

1. *Notes that the Punurunha Village – Marandoo, Western Ranges – Paraburadoo, and Mesa H – Pannawonica transient workforce accommodation facilities operated by Rio Tinto are not currently rated using the Gross Rental Valuation basis;*
2. *Notes that the Eliwana Flying Fish Fly Camp and the Solomon Hub Castle transient workforce accommodation facilities operated by Fortescue Metals Group are not currently rated using the Gross Rental Valuation basis;*
3. *Notes that the multiple camps at Ken’s Bore and the Onslow Iron Fly transient workforce accommodation facilities operated by Mineral Resources Limited are not currently rated using the Gross Rental Valuation basis;*
4. *Notes that the Mulga Downs Exploration Camp, operated by Hancock Prospecting, is not currently rated using the Gross Rental Valuation basis;*
5. *Notes that the Mt Elvire Exploration Camp, operated by API Management, is not currently rated using the Gross Rental Valuation basis;*
6. *Supports the Chief Executive Officer in commencing the gazettal process to change the method of valuation on the above Transient Workforce Accommodation facilities from Unimproved Value to Gross Rental Value;*
7. *Requests the Chief Executive Officer, to consult with the property owners to inform them of Council’s intention to make an application to the Minister for Local Government to change the basis of rating to Gross Rental Value and provide a 28-day submission period;*

8. Requests the Chief Executive Officer prepare a further report to Council at the conclusion of the consultation period; and
9. Notes that the Wandoo Camp and Pannawonica Village located within the Pannawonica town site boundary and operated by Rio Tinto will be converted from GRV Commercial to GRV Transient Workforce Accommodation from 1 July 2024.

Comments

In accordance with Council Resolution from the 20 February 2024 Ordinary Council Meeting, consultation has occurred with all stakeholders.

Formal submissions were received from Rio Tinto and API Management.

A summary of these responses is provided below for Council consideration.

Name	Indicative GRV	Comments
Punurunha Village – Marandoo (Rio Tinto)	\$3,200,000	<p>This camp has been established for many years but has <u>never</u> been rated.</p> <p>The December 2018 agenda item to Council made the below reference which has subsequently been determined to be incorrect:</p> <p><i>“The remaining TWAs identified during the application process are those located in the Shire’s town-sites, including one located outside the Tom Price town site (Punurunha Village – Marandoo). These TWAs are currently rated GRV Commercial/Industrial, and it is intended they be grouped alongside those recently approved by the Minister under a new rating category: GRV Transient Workforce Accommodation”.</i></p> <p>The Marandoo site has not been gazetted to GRV. Legislation does not allow back rating to recover the ~\$3m in foregone rates when converting the basis of rating from UV to GRV. It appears that one of two assessments relating to the Windawarri Lodge in Tom Price has incorrectly been mistaken for the Punurunha Village.</p>
Western Ranges – (Rio Tinto)	\$4,000,000	<p>New 1600-person camp constructed in 2023.</p> <p>Becomes rateable from July 2024, being 12 months following completion.</p>
Mesa H (Rio Tinto)	\$1,600,000	<p>500-person camp constructed in 2019.</p> <p>Became rateable from December 2020</p> <p>Foregone rates of ~\$1m</p>
<p><u>Rio Tinto Response</u> – (Attachment 1)</p> <p>Provided a combined response for the 3 facilities.</p>		

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Rio Tinto confirmed that they do not object to the proposed change in the basis of rating to apply to the facilities. They also confirmed that they were agreeable for the Shire to commence rating of the Mesa H and Marandoo facilities from 1 July 2023.

Rio also confirmed:

"In addition to the rates payments, we are pleased to work in partnership with the Shire through Inspire and other agreements to provide funding to improve the liveability of the towns of Tom Price, Paraburdoo and Pannawonica in which our employees and families live."

Officer Recommendation

That Council proceed with the proposed change in the basis of rating with the support of Rio Tinto.

Eliwana Flying Fish Camp (FMG)	\$850,000	<p>Newly established temporary 250-person camp in December 2023. This camp is accommodating workers as part of bigger construction of the Flying Fish Construction Camp.</p> <p>Becomes rateable from December 2024 and the Flying Fish Construction Camp will become rateable 12 months after it is first occupied.</p>
<p>Consultation to occur closer to December 2024.</p>		
Onslow Iron Fly Camp (MRL)	\$750,000	<p>200-person Fly-Camp with occupancy certificate issued in September 2023.</p> <p>Becomes rateable from September 2024.</p> <p>Believed to be being used for the Onslow Iron haul road construction so may only be short-term.</p>
<p>MRL acknowledged receipt of correspondence and enquired when interim rates notices would be issued. No formal response received regarding the change to the basis of rating.</p>		
Castle Mining Camp Solomon Hub (FMG)	\$235,000	<p>Technical Land Description was obtained for this camp in 2018 however it was not gazetted to GRV. It appears that this camp has been in care and maintenance for several years and directly adjoins the Dally Camp in the FMG Solomon Mine Hub.</p> <p>Recent investigations have indicated that FMG are reopening up to 80 beds in this facility and therefore gazettal will occur so that some rating can be obtained.</p>
<p>No response received from FMG</p>		
Mulga Downs Exploration Camp (Hancock Prospecting)	\$125,000	<p>Exploration camp originally constructed in 2012.</p> <p>Extended in 2014 and 2019.</p> <p>Was not picked up as part of the 2018 review so has never been rated or converted to GRV</p>

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No response received from Hancock Prospecting		
Mt Elvire (API Management)	\$50,000	In 2018, application to Minister to gazette as GRV was declined on the basis that camp was “temporary”. Shire EHO continues to inspect camp so after 5 years will request gazettal again as “temporary” no longer valid.
<p><u>API Management Response</u> (Attachment 2)</p> <p>API objects to the proposed basis of rating to GRV for the following reasons:</p> <ul style="list-style-type: none"> • Facility remains temporary in nature. • Facility is located on an Exploration Licence that is already rated on a UV basis unlike facilities that are developed on Miscellaneous Licences that are not currently rated. • Camp is not of contemporary standard. • Camp does not support any mining or minerals production. • Camp is only used intermittently during the year for approximately 3 months. <p><u>Officers Recommendation</u></p> <p>Taking into account the justifications provided by API Management, it is recommended that Council defer applying to the Minister to change the basis of rating on the Mt Elvire facility and that the status of the camp be reviewed on an annual basis. Should any of the above circumstances change it would be brought back to Council for further consideration.</p>		
Wandoo Camp & Pannawonica Village (Rio Tinto)	N/A	<p>In 2018, the Wandoo Camp was identified as being rated under the GRV Commercial category as its located within the Pannawonica Town site boundary. The GRV Transient Workforce Accommodation Rating category was supposed to apply from 2018 however it appears that this was not changed administratively which will be corrected for the 2024/25 rating year.</p> <p>The Pannawonica Village was not identified in the 2018 review and is rated under the GRV Commercial category. Like the Wandoo Camp this will be corrected to the GRV Transient Workforce Accommodation category for the 2024/25 rating year.</p>
No comment sought on the above. Already rated GRV with internal administration change to GRV Transient Workforce Accommodation to take effect from 1 July 2024.		
Ken’s Bore (Existing) (MRL)	\$2,500,000	The Ken’s Bore project has several small camps that have been developed in recent years. These camps are rateable as soon as the gazettal process is completed. Some of this infrastructure maybe removed in the future as the main resort camp becomes fully operational.
Ken’s Bore – “Resort” (MRL)	\$6,500,000	The Ken’s Bore Resort Camp is nearing completion and will become rateable within the next 12 months. The gazettal process will be commenced so there is no delay in the raising of rates.
MRL acknowledged receipt of the correspondence and enquired when interim rates notices would be issued. No formal response received regarding the change to the basis of rating.		

Consultation for Ken's Bore will be required 12 months after this facility is completed.		
Total	\$19,810,000	

Consultation

Consultation has occurred with the stakeholders who are operating Transient Workforce Accommodation that is nearing or exceeded 12 months of occupation.

Formal responses were received from Rio Tinto and API Management that have been summarised in the body of the report. Refer Attachment 1 & 2 for full submissions.

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

[Council Policies » Shire of Ashburton](#)

Gross Rental Value Rating of Mining Tenements – Policy (Minister for Local Government 2015).

Financial Implications

Current Financial Year

Additional rates revenue in the region of \$2 million will be received before 30 June 2024 subject to the Minister approving the individual applications.

Future Financial Year(s)

The Shire has a healthy pipeline of development projects that will assist the Shire's long term financial sustainability.

Legislative Implications

Local Government Act 1995 (the Act)

Section 6.29 – Valuation and rates on mining and petroleum interests.

Basis of rating is to be the unimproved value of the land unless the following applies:

Capital improvements for the purpose of section 6.29(2) of the Act means:

- (a) Accommodation, recreation and administration facilities and associated buildings; and
- (b) Maintenance workshops existing within 100 metres of facilities listed above; provided that these facilities have been in place for at least 12 months.

Department of Local Government Rating Policy: Valuation of Land – Mining under which an application is to be made for the spot rating of TWA's and other structures located on Mining Tenements and other land outside the town boundaries.

Section 6.39(2) of the Act allows for amendments to the rate record, including to amend for the 5 years prior to the current financial year. This will allow the Shire to issue interim rate notices back to 1 July 2023 in some instances.

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	Failure to identify rateable properties correctly therefore having a negative impact on revenue.	Possible (3)	Major (4)	High (10-16)	Process has been established to monitor DMIRS tenement register and Building applications on an ongoing basis to ensure gazettal process commences soon after a camp is established.

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

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to the Gross Rental Valuation (GRV) Rating of Transient Workforce Accommodation - Review 2024, Council,

- Notes that Rio Tinto were consulted with regards to the proposed basis of rating to apply to Punurunha Village – Marandoo, Western Ranges – Paraburdoo, and Mesa H – Pannawonica transient workforce accommodation facilities and that the submission received has been considered;
- Notes that Fortescue Metals Group were consulted with regards to the proposed basis of rating to apply to the Solomon Hub Castle transient workforce accommodation facilities and that no submission was received;
- Notes that Mineral Resources Limited were consulted with regards to the proposed basis of rating to apply to the multiple camps at Ken’s Bore and Onslow Iron Fly transient workforce accommodation facilities and that no submission was received;
- Notes that Hancock Prospecting were consulted with regards to the proposed basis of rating to apply to the Mulga Downs Exploration Camp and that no submission was received;
- Notes that API Management were consulted with regards to the proposed basis of rating to apply to the Mt Elvire Exploration Camp and that the submission received has been considered;

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6. Approves the Chief Executive Officer making an application to the Minister for Local Government to apply the Gross Rental Valuation basis of rating to the area contained within the Technical Land Description for the Punurunha Village – Marandoo (Attachment 4);
7. Approves the Chief Executive Officer making an application to the Minister for Local Government to apply the Gross Rental Valuation basis of rating to the area contained within the Technical Land Description for the Western Ranges Village - Paraburadoo (Attachment 6);
8. Approves the Chief Executive Officer making an application to the Minister for Local Government to apply the Gross Rental Valuation basis of rating to the area contained within the Technical Land Description for the Mesa H Village - Pannawonica (Attachment 8);
9. Approves the Chief Executive Officer making an application to the Minister for Local Government to apply the Gross Rental Valuation basis of rating to the area contained within the Technical Land Description for the Solomon Hub – Castle Village (Attachment 12);
10. Approves the Chief Executive Officer making an application to the Minister for Local Government to apply the Gross Rental Valuation basis of rating to the area contained within the Technical Land Description for the Ken’s Bore (existing) (Attachment 18);
11. Approves the Chief Executive Officer making an application to the Minister for Local Government to apply the Gross Rental Valuation basis of rating to the area contained within the Technical Land Description for the Onslow Iron Fly Camp Village (Attachment 10);
12. Approves the Chief Executive Officer making an application to the Minister for Local Government to apply the Gross Rental Valuation basis of rating to the area contained within the Technical Land Description for the Mulga Downs Exploration Camp (Attachment 14);
13. Defers making an application to the Minister for Local Government to apply the Gross Rental Valuation basis of rating to the area contained within the Technical Land Description for the Mt Elvire Exploration Camp (Attachment 16);
14. Requests the Chief Executive Officer to review the operation of the Mt Elvire Exploration Camp on an annual basis, and bring back to Council for further consideration if warranted;
15. Requests the Chief Executive Officer to take all necessary steps to commence rating the above properties upon notification that the Minister for Local Government has approved the application to change the basis of rating on the above properties to Gross Rental Valuation and that the gazettal process has been completed.

Council Decision **079/2024**

Moved **Cr B Healy**

Seconded **Cr R Kapor**

That with respect to the Gross Rental Valuation (GRV) Rating of Transient Workforce Accommodation - Review 2024, Council,

- 1. Notes that Rio Tinto were consulted with regards to the proposed basis of rating to apply to Punurunha Village – Marandoo, Western Ranges – Paraburdoo, and Mesa H – Pannawonica transient workforce accommodation facilities and that the submission received has been considered;**
- 2. Notes that Fortescue Metals Group were consulted with regards to the proposed basis of rating to apply to the Solomon Hub Castle transient workforce accommodation facilities and that no submission was received;**
- 3. Notes that Mineral Resources Limited were consulted with regards to the proposed basis of rating to apply to the multiple camps at Ken’s Bore and Onslow Iron Fly transient workforce accommodation facilities and that no submission was received;**
- 4. Notes that Hancock Prospecting were consulted with regards to the proposed basis of rating to apply to the Mulga Downs Exploration Camp and that no submission was received;**
- 5. Notes that API Management were consulted with regards to the proposed basis of rating to apply to the Mt Elvire Exploration Camp and that the submission received has been considered;**
- 6. Approves the Chief Executive Officer making an application to the Minister for Local Government to apply the Gross Rental Valuation basis of rating to the area contained within the Technical Land Description for the Punurunha Village – Marandoo (Attachment 4);**
- 7. Approves the Chief Executive Officer making an application to the Minister for Local Government to apply the Gross Rental Valuation basis of rating to the area contained within the Technical Land Description for the Western Ranges Village - Paraburdoo (Attachment 6);**
- 8. Approves the Chief Executive Officer making an application to the Minister for Local Government to apply the Gross Rental Valuation basis of rating to the area contained within the Technical Land Description for the Mesa H Village - Pannawonica (Attachment 8);**
- 9. Approves the Chief Executive Officer making an application to the Minister for Local Government to apply the Gross Rental Valuation basis of rating to the area contained within the Technical Land Description for the Solomon Hub – Castle Village (Attachment 12);**
- 10. Approves the Chief Executive Officer making an application to the Minister for Local Government to apply the Gross Rental Valuation basis of rating to the area contained within the Technical Land Description for the Ken’s Bore (existing) (Attachment 18);**

11. Approves the Chief Executive Officer making an application to the Minister for Local Government to apply the Gross Rental Valuation basis of rating to the area contained within the Technical Land Description for the Onslow Iron Fly Camp Village (Attachment 10);
12. Approves the Chief Executive Officer making an application to the Minister for Local Government to apply the Gross Rental Valuation basis of rating to the area contained within the Technical Land Description for the Mulga Downs Exploration Camp (Attachment 14);
13. Defers making an application to the Minister for Local Government to apply the Gross Rental Valuation basis of rating to the area contained within the Technical Land Description for the Mt Elvire Exploration Camp (Attachment 16);
14. Requests the Chief Executive Officer to review the operation of the Mt Elvire Exploration Camp on an annual basis, and bring back to Council for further consideration if warranted;
15. Requests the Chief Executive Officer to take all necessary steps to commence rating the above properties upon notification that the Minister for Local Government has approved the application to change the basis of rating on the above properties to Gross Rental Valuation and that the gazettal process has been completed.

For: A Smith, K White, M Lynch, B Healy and R Kapor

Against: Nil

Carried 5/0

At 2:45 pm, Cr Linton Rumble JP returned to the meeting.

At 2:46 pm, Cr Alana Sullivan returned to the meeting.

At 2:46 pm, Cr Melanie Gallanagh returned to the meeting.

13.5 Long Term Financial Plan 2024 - 2039

File Reference	GV04
Applicant or Proponent(s)	Not Applicable
Author	D Kennedy, Director Corporate Services
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Special Council Meeting 28 July 2022 - Item 6.1 – 099/2022
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Long-Term Financial Plan 2024 - 2039

Report Purpose

The purpose of this report is for Council to consider the draft Long-Term Financial Plan 2024 – 2039.

Council is requested to endorse the Long-Term Financial Plan as provide at Attachment 1, as an informing strategy that will be updated annually.

Background

Planning for the future is a legislative requirement in accordance with section 5.56 of the *Local Government Act 1995*.

To assist Council in meeting their strategic planning responsibilities, the Department of Local Government (Department) has developed an Integrated Planning and Reporting (IPR) Framework.

A key component of the IPR framework is the Long-Term Financial Plan (LTFP). The LTFP is a 15-year rolling financial plan and is created based on a series of assumptions that consider strategic direction, priorities and services identified throughout the Shire’s Strategic Community Plan and Corporate Business Plan.

The LTFP integrates with other important IPR components such as rating strategies (differential rates), the capital expenditure program, asset management plans and workforce plans. The LTFP plays an important informing role to the annual budget process and aims to ensure that a balance is achieved between short-, medium- and long-term needs of the community.

Shire staff have been preparing the LTFP over the course of the previous 6 months and a presentation was made to Council at the workshop held on 19 March 2024 prior to formal endorsement. Moving forward it is proposed that the LTFP be updated on an annual basis prior to commencing the Annual Budget process. Updating the LTFP has been ad hoc in the past however with unprecedented growth and the challenges that this brings having a current LTFP is an essential informing strategy.

Comments

Long Term Financial Plan Summary: 2024 – 2039

The following information provides a summary of the LTFP 2024 – 2039, that should be read in conjunction with the underlying assumptions detailed in the full version of the LTFP 2024 – 2039. (Attachment 1)

Planning for a Sustainable and Stable Future

The Shire of Ashburton is planning for a positive future with strong growth in the district. The Shire seeks to where possible, improve service levels into the future while ensuring a healthy financial position.

Long term maintenance and renewal of the shire’s infrastructure remains a significant challenge and requires external funding to ensure the economic and social benefits of the Shire’s infrastructure to the broader region and Western Australia are not impacted.

Significant Issues

The continued provision of community infrastructure remains one of the key priorities and major expenditure items for the Shire.

Road maintenance and renewal remain a high priority for the Shire due to the strategic economic benefit the road network provides to the district and broader region. Associated with the road network is the maintenance and renewal of drainage infrastructure.

Adequate maintenance, renewal and upgrading of the road network remains highly dependent on the receipt of external grants and contributions. Added to this is the financial uncertainty regarding remediation of the asbestos contamination on Roebourne–Wittenoom Road and the risk that this poses.

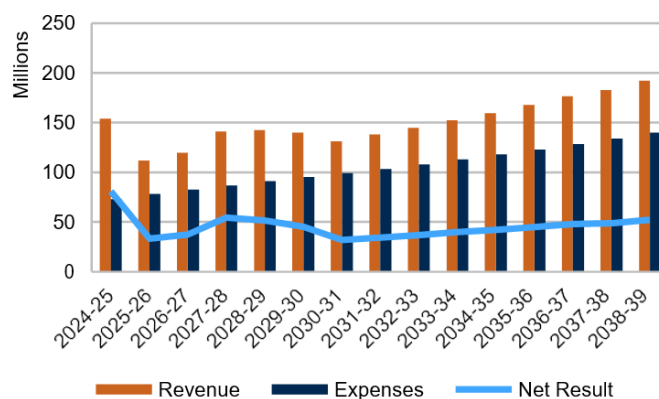
Provision of adequate and appropriate housing for staff to continue to supply services is a major issue for the Shire and requires significant investment. A Staff Accommodation Strategy has been developed to address this issue and is integrated into this Plan.

Forecast Revenue, Expenses and Net Result

The Shire is reliant on receiving more than \$85.2m over the next 15 years in untied operating grants, subsidies, and contributions to maintain the current level of operations and services.

Non-operating grants are expected to remain relatively stable for road renewal with significant additional grants required as Council seeks to increase the level of service of community infrastructure.

A steady increase in operating revenue and expenditure is forecast over the 15 years of the Plan.



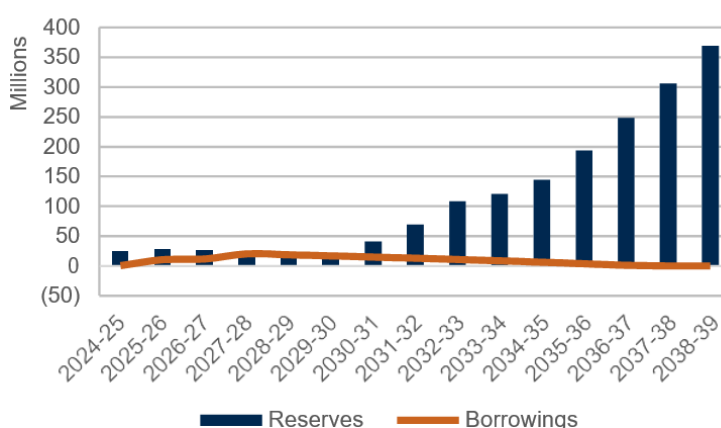
Rates Revenue

Due to development within the district and an increase in rateable assessments, rate revenue is forecast to increase above the standard increase in 2024/25 and 2025/26, thereafter rate revenue is forecast to increase at 5% (CPI 3.5%+1.5%) for the remainder of the Plan. These increases are to assist in the long-term financial viability of the Shire and to increase the level of services to the community where possible.

These increases will be reviewed annually when setting future budgets.

Rates are expected to generate \$68.4m in 2024-25 before increasing at 7.5% in 2025-26 and thereafter increasing at 5% per annum to \$138.8m in 2038-39 and comprise 72% of operating revenue over the term of the Plan.

Forecast Borrowings and Cash Reserves



In general, the finances of the Shire are expected to remain stable over the long term. Reserves will be utilised to fund asset renewals initially resulting in the decrease in reserve levels before increasing as the Shire saves for major forecast future asset renewals and in line with the priorities identified in the Strategic Community Plan, as shown in the chart above.

Negligible new borrowings have been included in the plan, however Council has the option of using short term borrowings as a strategy to cashflow and bring forward capital expenditure projects if required.

Capital Expenditure

Planned capital expenditure of \$676m has been included in the LTFP per the table below. Over \$100m has been included as part of the Staff Housing Strategy and a significant ongoing investment in road infrastructure maintenance and renewal has been forecast. It should be noted that projects in the LTFP each need to progress through various stages of due diligence before Council makes a final investment decision. Many of the larger projects are also contingent on the Shire successfully leveraging grant funding or receiving support from third party stakeholders.

	2024 – 2039 Amount (\$)
Furniture and Equipment	7,500,000
Plant and Equipment	19,206,597
Drainage	43,112,927
Roads	215,307,972
Buildings	200,446,620
Airport	55,878,000
Parks and Recreation	32,404,078
Coastal Infrastructure	47,098,029
Town Infrastructure	29,000,000
Regional Waste Facility	10,000,000
Pathways	16,000,000
Grand Total	675,954,223

Forecast Operating Ratios 2024 – 2039

Monitoring the Shire’s financial rigidity and financial position along with its asset management performance is undertaken by preparing and monitoring various statutory ratios.

	Current	Operating Surplus	Own Source Revenue Coverage	Debt Service Cover
Target Range	1.0-1.2	1%-15%	40%-60%	3-5
Average	0.84	25.65%	127.23%	56.24
2024-25	0.95	21.49%	119.78%	74.32
2025-26	0.67	24.60%	124.81%	439.65
2026-27	0.62	24.79%	125.44%	7.95
2027-28	0.84	25.14%	125.94%	6.38
2028-29	0.84	24.60%	125.33%	16.59
2029-30	0.83	24.68%	125.36%	17.36
2030-31	0.83	24.77%	125.75%	18.06
2031-32	0.82	25.46%	126.78%	19.14
2032-33	0.82	25.91%	127.80%	20.63
2033-34	0.81	26.65%	128.95%	21.91
2034-35	0.81	26.80%	129.48%	22.89
2035-36	0.80	27.27%	130.18%	24.11
2036-37	0.92	27.76%	131.32%	25.48
2037-38	1.00	27.22%	130.23%	72.82
2038-39	1.00	27.68%	131.31%	-

As expected for a Shire with a forecast balanced funding surplus position and current borrowing liabilities, the current ratio is marginally less than target range of 1.0. The trend is not considered to indicate a threat to the Shire’s long term financial position and excludes the Shire’s reserve funds.

The Shire is in a strong overall position with the capacity to renew and maintain existing asset infrastructure, whilst also considering new capital projects that will enhance the liveability of our Shire and the services provided.

Consultation

Internal

- Elected Members
- Executive Leadership Team
- Manager Finance

External

- Moore Australia

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

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

Council Policy

[Council Policies » Shire of Ashburton](#)

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

Endorsing the financial implications contained within the LTFP does not result in approval being given to implement any actions contained within it. Priorities will be deliberated annually as part of the Shire budget process. The LTFP reflects the Council’s broad strategic financial direction over the next 15 years, in line with its Strategic Community Plan and Corporate Business Plan.

Legislative Implications

Local governments are required as per Section 5.56 of the *Local Government Act 1995* to plan for the future of its district. Regulations 19C and 19DA of the *Local Government (Administration) Regulations 1996* provide specific guidance to local governments in relation to planning for the future.

The Department has issued an IPR framework and supporting Guidelines. The LTFP prepared is consistent with these requirements.

The IPR framework looks to integrate matters relating to resources, including asset management, workforce planning and long-term planning. The LTFP is a guiding tool used within this framework.

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	Financial Misstatement	Possible (3)	Insignificant (1)	Low (1-4)	Regular annual reviews to retain currency and relevance of the LTFP as an informing strategy.

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 Long-Term Financial Plan 2024 – 2039, Council in accordance with section 5.56 of the *Local Government Act 1995*, endorses the Long-Term Financial Plan, as provided at Attachment 1, as an informing strategy of Council.

Council Decision **080/2024**

Moved **Cr R Kapor**

Seconded **Cr B Healy**

That with respect to the Long-Term Financial Plan 2024 – 2039, Council in accordance with section 5.56 of the *Local Government Act 1995*, endorses the Long-Term Financial Plan, as provided at Attachment 1, as an informing strategy of Council.

For: **A Smith, K White, M Gallanagh, L Rumble JP, A Sullivan, M Lynch, B Healy and R Kapor**

Against: **Nil**

Carried 8/0

14 Infrastructure Services Reports

Nil

15 Community Development Reports

Nil

16 Councillor Agenda Items / Notices of Motion

Nil

17 New Business Of An Urgent Nature Introduced By Council Decision

Nil

18 Confidential Matters

Procedural Motion

Moved Cr B Healy

Seconded Cr M Lynch

That Council move behind closed doors at 2:54pm, pursuant to clause 6.2 of the *Shire of Ashburton Standing Orders Local Law 2012* to consider the following confidential items.

18.1 Property Purchase - Onslow

18.2 RFT 07.24 - Design and Construction of Paraburdoo Bike Park, Paraburdoo, WA

18.3 Tom Price Hospital Advocacy Campaign Costing Analysis

18.4 Virgin Regional Airlines Pty Ltd - In Administration - Finalisation of Insolvency

Pursuant to sub section 5.23(2)(c) of the *Local Government Act 1995* which provides:

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting
- (e) a matter that if disclosed, would reveal –
 - (i) a trade secret; or
 - (ii) information that has a commercial value; or
 - (iii) information about the business, professional, commercial or financial affairs of a person

For: A Smith, K White, M Gallanagh, L Rumble JP, A Sullivan, M Lynch, B Healy and R Kapor

Against: Nil

Carried 8/0

18.1 Property Purchase - Onslow

File Reference	OTW.0088
Applicant or Proponent(s)	Not Applicable
Author	J Hunter, Acting Executive Manager Land, Property & Regulatory Services
Authorising Officer	J Sangster, Deputy Chief Executive Officer
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Valuation - Confidential

Reason for Confidentiality

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

Report Purpose

The purpose of this report is to inform Council of an opportunity which has arisen for the purchase of a property for staff housing purposes in Onslow.

Council is requested to consider purchasing the property and progression to an offer to purchase.

Voting Requirements

Simple Majority

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Council Decision **081/2024****Moved** **Cr L Rumble JP****Seconded** **Cr R Kapor**

That with respect to the residential property purchase in Onslow for employee accommodation purposes, Council,

1. Authorises the Chief Executive Officer to sign and submit a formal offer and acceptance contract to purchase Lot 88 (11B) Otway Court, Onslow in fee simple for an amount not exceeding the amount provided for within the body of this report.
2. Authorises the Chief Executive Officer on acceptance of the offer for Lot 88 (11B) Otway Court, Onslow and following all necessary due diligence, to engage a suitably qualified property conveyancer to finalise the purchases on behalf of the Shire of Ashburton.
3. Approves the expenditure to purchase the property, as outlined in point 1 and 2 and as detailed in the body of this report, from GL X3430.
4. Approves for any transfer of land documents that arise to be endorsed by the Chief Executive Officer under s.9.49 of the *Local Government Act 1995*, or where there is a formal requirement for the Common Seal, authorise the Shire President and Chief Executive Officer to engross all documents associated with the purchases.

For: **A Smith, K White, M Gallanagh, L Rumble JP, A Sullivan, M Lynch, B Healy and R Kapor**

Against: **Nil**

Carried 8/0

Cr M Lynch disclosed an indirect financial interest in Item 18.2 (detailed in Item 5.2).
 Cr M Gallanagh disclosed a direct financial interest in Item 18.2 (detailed in Item 5.2).
 SP A Smith disclosed a direct financial interest in Item 18.2 (detailed in Item 5.2).
 Cr L Rumble JP disclosed a direct financial interest in Item 18.2 (detailed in Item 5.2).
 Cr R Kapor disclosed an indirect financial interest in Item 18.2 (detailed in Item 5.2).
 Cr M Lynch disclosed an impartiality interest in Item 18.2 (detailed in Item 5.2).
 Cr A Sullivan disclosed a direct financial interest in Item 18.2 (detailed in Item 5.2).

At 2:55 pm, Cr Linton Rumble JP left the meeting.

At 2:55 pm, Cr Melanie Gallanagh left the meeting.

At 2:55 pm, Cr Alana Sullivan left the meeting.

18.2 RFT 07.24 - Design and Construction of Paraburdoo Bike Park, Paraburdoo, WA

File Reference	CM07.24
Applicant or Proponent(s)	Not Applicable
Author	R Wright, Acting Director Community Development
Authorising Officer	J Sangster, Deputy Chief Executive Officer
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Evaluation Panel Recommendation Report - Confidential

Reason for Confidentiality

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

Report Purpose

Council is required to consider the award of tender RFT 07.24 Design and Construction of Paraburdoo Bike Park, Paraburdoo WA.

The purpose of this report is to provide the Tender Evaluation and Recommendation Report for RFT 07.24 Design and Construction of Paraburdoo Bike Park in Paraburdoo WA to allow Council to award or reject RFT 07.24.

Based on the tender evaluation panel’s assessment, Council is requested to award RFT 07.24 to Tenderer 1.

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Voting Requirements

Absolute Majority

Council Decision **082/2024****Moved** **Cr R Kapor****Seconded** **Cr M Lynch****That with respect to Request for Tender 07.24 Design and Construction of Paraburdoo Bike Park, Paraburdoo, WA, Council.**

- 1. Accepts the Evaluation Panel's Recommendation and the most advantageous tender being submitted by Tenderer 1 to form a contract for Request for Tender 07.24 Design and Construction of Paraburdoo Bike Park, Paraburdoo, WA, in accordance with the schedule of rates detailed in Confidential Attachment 1.**
- 2. Authorises the Chief Executive Officer to enter into a formal contract with Tenderer 1 for the tendered works.**

For: A Smith, K White, M Lynch, B Healy and R Kapor**Against: Nil****Carried By Absolute Majority 5/0**

At 2:57 pm, Cr Linton Rumble JP returned to the meeting.

At 2:57 pm, Cr Melanie Gallanagh returned to the meeting.

At 2:57 pm, Cr Alana Sullivan returned to the meeting.

18.3 Tom Price Hospital Advocacy Campaign Costing Analysis

File Reference	PH11
Applicant or Proponent(s)	Not Applicable
Author	A Johnston, Manager Media and Communications
Authorising Officer	J Sangster, Deputy Chief Executive Officer
Previous Meeting Reference	Ordinary Council Meeting 20 February 2024 - Item 17.2 – 7/0 or Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Tom Price Hospital Campaign Strategy and Brand Concepts - Confidential 2. Phase Once - Week by Week Costs - Confidential

Reason for Confidentiality

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

Report Purpose

Council is required to approve the concept design and proposed advocacy campaign for the new Tom Price Hospital, and the expenditure of \$140,672.40 (including GST) from the Chief Executive Officer’s budget, code GL3156, Consultancies, to fund phase one of the advocacy campaign.

The purpose of this report is to request Council to review the proposed earned and paid media initiatives; print, social media advertising, advertising, TV, radio, mobile billboards and consultancy fees for phase one implementation of the hospital advocacy campaign.

Council is requested to review and approve the following branding concepts and costing analysis for the new Tom Price Hospital advocacy campaign.

Voting Requirements

Simple Majority

Council Decision	083/2024
Moved	Cr R Kapor
Seconded	Cr B Healy
That with respect, to the Tom Price Hospital Advocacy Campaign Costing Analysis, Council,	
<ol style="list-style-type: none"> 1. Approves the proposed design and branding concept for the new Tom Price Hospital advocacy campaign, as provided at Attachment 1. 2. Approves expenditure of \$140,672.40 (including GST) from the Chief Executive Officer's budget, account code GL3156, Consultancies, to fund phase one of the advocacy campaign for the new Tom Price Hospital. 	
For:	A Smith, K White, M Gallanagh, L Rumble JP, A Sullivan, M Lynch, B Healy and R Kapor
Against:	Nil
Carried 8/0	

18.4 Virgin Regional Airlines Pty Ltd - In Administration - Finalisation of Insolvency

File Reference	FM17
Applicant or Proponent(s)	Not Applicable
Author	D Kennedy, Director Corporate Services
Authorising Officer	D Kennedy, Director Corporate Services
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	<ol style="list-style-type: none"> 1. Deloitte - Final Notice to Creditors December 2023 - Confidential 2. Avdata - Write-off request March 2024 - Confidential

Reason for Confidentiality

Section under the Act	<i>This matter is to be considered behind closed doors pursuant to s.5.23(2)(e) of the Local Government Act 1995 as the subject matter relates to:</i>
Sub-clause and Reason:	<i>“s.5.23(2)(e) a matter that if disclosed, would reveal –</i> <ol style="list-style-type: none"> <i>(i) a trade secret; or</i> <i>(ii) information that has a commercial value; or</i> <i>(iii) information about the business, professional, commercial or financial affairs of a person.”</i>

Report Purpose

The purpose of this report is to advise Council of the finalisation of the Virgin Regional Airlines Pty Ltd insolvency.

Council is requested to approve the write-off of the remaining debt outstanding of \$369,352.65 as all recovery options have been exhausted.

Voting Requirements

Simple Majority

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Council Decision **084/2024****Moved** **Cr L Rumble JP****Seconded** **Cr K White****That with respect to Virgin Regional Airlines Pty Ltd - In Administration - Finalisation of Insolvency, Council, approve the write-off of \$369,352.65.****For:** **A Smith, K White, M Gallanagh, L Rumble JP, A Sullivan, M Lynch, B Healy and R Kapor****Against:** **Nil****Carried 8/0****Procedural Motion****Moved** **Cr K White****Seconded** **Cr B Healy****That Council re-open the meeting to the public at 2:59pm.****For:** **A Smith, K White, M Gallanagh, L Rumble JP, A Sullivan, M Lynch, B Healy and R Kapor****Against:** **Nil****Carried 8/0**

19 Next Meeting

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

20 Closure Of Meeting

There being no further business, the Presiding Member closed the meeting at 3:00pm.



Agenda Item 10.2.1 - Attachment 1

Minutes of the Community Grants Committee Meeting held
16 April 2024



Published Minutes

Community Grants Committee Meeting

Tuesday, 16 April 2024

Date: Tuesday 16 April 2024
Time: 8:30am
Location: Clem Thompson Sports Pavilion, Onslow Shire Complex,
Stadium Road, Tom Price
Distribution Date: Friday 19 April 2024



**Shire of Ashburton
Community Grants Committee Meeting**

The Chief Executive Officer recommends the endorsement of these minutes at the next Community Grants Committee Meeting.

K Donohoe
Chief Executive Officer
19 April 2024

These minutes were confirmed by Council as a true and accurate record of proceedings at the Community Grants Committee Meeting held on Tuesday, 16 April 2024.

Presiding Member _____

Date _____

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 Chief Executive Officer declared the meeting open at 8:31am.

Shire President Approval

In accordance with regulation 14C(2)(b) of the *Local Government (Administration) Regulations 1996*, approves Cr M Gallanagh to attend the meeting via electronic means, noting she is in instantaneous communication with the meeting.

Cr M Gallanagh Declaration

In accordance with regulation 14CA(5) of the *Local Government (Administration) Regulations 1996*, I declare that I can maintain confidentiality during the meeting or the closed part of the meeting.

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

Nil

3 Attendance

3.1 Present

Elected Members:	Cr K White	Onslow Ward
	Cr M Gallanagh	Pannawonica Ward
	Cr B Healy	Tom Price Ward
	Cr M Lynch	Tom Price Ward
Observers:	President A Smith	Shire President
	Cr R Kapor	Tom Price Ward
	Cr L Rumble	Paraburdoo Ward

Community Grants Committee Meeting Minutes

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Employees:	K Donohoe J Sangster A Johnston T Taylor J Bray A Furfaro B Van Rensburg J Murphy L Milne	Chief Executive Officer Deputy Chief Executive Officer Manager Media and Communications Manager Communities Manager Governance Governance Officer Council Support Officer Grants and Communities Administrator ICT Coordinator
Guests:	Nil	
Members of Public:	There were no members of the public in attendance at the commencement of the meeting.	
Members of media:	There were no members of the media in attendance at the commencement of the meeting.	

3.2 Apologies

Nil

3.3 Approved Leave Of Absence

Nil

3.4 Election of the Presiding Member and Deputy Presiding Member

The Chief Executive Officer to preside at the meeting in accordance with clause 3, Schedule 2.3 of the *Local Government Act 1995*, until the offices detailed are filled.

Election of Presiding Member

In accordance with section 5.12(1) and clause 2, Schedule 2.3 of the *Local Government Act 1995*, the office of Presiding Member is to be filled as the first matter dealt with at the first meeting of the committee after an ordinary election.

How elected:

The election of the Presiding Member is to be conducted in accordance with clause 4, Schedule 2.3 of the *Local Government Act 1995* as follows:

1. The committee is to elect a committee member to fill the office.
2. The election is to be conducted by the CEO in accordance with the procedure prescribed.
3. Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.
4. Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.
5. If a committee member is nominated by another committee member the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.
6. The committee members are to vote on the matter by secret ballot as if they were electors voting at an election.
7. Subject to clause 5(1), the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 (which deals with determining the result of an election) as if those votes were votes cast at an election.
8. As soon as is practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any.

The Chief Executive Officer called for nominations for the position of Presiding Member.

One nomination was received, in writing, by the Chief Executive Officer for Cr K White.

The Chief Executive Officer, as the returning officer, informed the committee that Cr K White was elected unopposed as the Presiding Member of the Community Grants Committee.

Cr K White assumed the chair.

Election of Deputy Presiding Member

How elected

The election of the Deputy Presiding Member is to be conducted in accordance with clause 8, Schedule 2.3 of the *Local Government Act 1995* as follows:

1. The committee is to elect a committee member (other than the presiding member) to fill the office.
2. The election is to be conducted in accordance with the procedure prescribed by the presiding member, or if he or she is not present, by the CEO.
3. Nominations for the office are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.
4. Nominations close at the meeting at a time announced by the person conducting the election, which is to be a sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.
5. If a committee member is nominated by another committee member the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.
6. The committee members are to vote on the matter by secret ballot as if they were electors voting at an election.
7. Subject to clause 9(1) the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.
8. As soon as is practicable after the result of the election is known, the person conducting the election is to declare and give notice of the result in accordance with regulations, if any.

The Presiding Member called for nominations for the position of Deputy Presiding Member.

One nomination was received, in writing, by the Chief Executive Officer for Cr M Lynch.

The Chief Executive Officer, as the returning officer, informed the committee that Cr M Lynch was elected unopposed as the Deputy Presiding Member of the Community Grants Committee.

4 Declaration By Members

4.1 Due Consideration By Elected Members To The Agenda

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

4.2 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 –

5.1 Signature Events and Activities Funding Applications 2023/2024	
Name	Cr B Healy
Nature of interest	Direct Financial
Interest description	As the director of From Dust Creative Arts we are being engaged to run workshops at the Open Day Event; applied for by the Tom Price Men's Shed.
Name	Jessica Murphy (Grants and Communities Administrator)
Nature of interest	Impartiality
Interest description	I am involved in the committee as a coach for my Son's soccer team, and I assist with pack and set up on Game day.
5.2 Community Support Grant Applications Round 2 - 2023/2024	
Name	Cr B Healy
Nature of interest	Direct Financial
Interest description	As the director of From Dust Creative Arts we are being engaged to run workshops at the Open Day Event; applied for by the Tom Price Men's Shed.
Name	Jessica Murphy (Grants and Communities Administrator)
Nature of interest	Impartiality
Interest description	I am involved in the Net Set Go program in 2023 as parent help for my daughters team, my daughter is enrolled to play Net Set Go again in Term 2 2024.

5 Public Agenda Items

Cr B Healy disclosed a direct financial interest in Item 5.1 (detailed in Item 4.2).

Jessica Murphy disclosed an impartiality interest in Item 5.1 (detailed in Item 4.2).

At 8:36 am, Cr Brie Healy left the meeting.

5.1 Signature Events and Activities Funding Applications 2023/2024

File Reference	GS01
Applicant or Proponent(s)	Not Applicable
Author	J Murphy, Grants & Communities Administrator
Authorising Officer	R Wright, Acting Director Community Development
Previous Meeting Reference	Ordinary Council Meeting - 9 May 2023 - (082/2023)
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	<ol style="list-style-type: none"> 1. Signature Event and Activities Applications Round 2 2023/2024 - Confidential 2. Signature Event and Activities Application Summary Round 2 2023/2024 - Confidential

Report Purpose

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

The purpose of this report is to provide the Committee the applications received for review. At the close of the application period, three applications were received for Signature Events and Activities (refer to Attachment 1).

Council is requested to receive these applications and support the Committee’s recommended outcome, for each application.

Background

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

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

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

- Applicant is to reside or operate within the Shire or be able to show a direct and substantial benefit to residents within the Shire.
- Assistance is not available retrospectively.

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- Funds are to be used only for the purpose for which they are given or via agreed variations.
- Successful applicants are required to complete an acquittal report and submit this to the Shire within three months on the agreed completion date.

Comments

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

At the close of the applications on 28 March 2023, four applications from Tom Price were received. All applications have been assessed on the:

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

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

Town	Organisation	Project	No. of years requested	Amount requested	Proposed Action	Reason
Tom Price	Tom Price Campdraft Inc	2024 Tom Price Campdraft	3	\$10,000	Approve for 2 years	Purposes assessed on broad community benefit.
Tom Price	AWARE	AWARE Gala	3	\$15,000 (cash) plus \$1,200 (In kind - use of Tom Price transit house)	Approve for 2 years	Purposes assessed on broad community benefit.
Tom Price	Mountain View Golf Club	Tom Price Annual Golf Open	3	\$10,000	Decline	Did not meet the policy criteria for a Signature Event or Activity. Included for consideration for a Community Support Grant.

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Tom Price	Tom Price Mens Shed	Annual Community Hub Open Day	3	\$5,000	Decline	Did not meet the policy criteria for a Signature Event or Activity. Included for consideration for a Community Support Grant.
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The ongoing development of the My Pilbara Home Strategy encompasses several Council strategies, including events and programs. Recognising this as a valuable opportunity, we aim to align our events and grant processes with these strategies, ensuring maximum benefit for the community. The recommendation to synchronise all Signature Events for application within the same year provides an avenue to ensure that new applications align seamlessly with the Community Strategic Plan and the overarching vision of My Pilbara Home.

Consultation

Executive Leadership Team
 Relevant clubs and associations

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

- Strategic Objective 1. People - We will support opportunities for the community to be safe, socially active, and connected.
- Strategic Outcome 1.2 Communities connected with opportunities
- Strategy 4 Support and develop sustainable clubs and groups, providing opportunities for meaningful participation in arts, culture, sport, and recreation.

Council Policy

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

Financial Implications

Current Financial Year

Nil

Future Financial Year(s)

If the officer’s recommendation is approved, a budget of \$26,200 will be allocated to the 2024/2025 Financial Year Signature Events and Activities in addition to those Signature Events and Activities approved by Council on 9 May 2023 [082/2023]. Totalling \$156,200 for 2024/2025. This allocation will be subject to Council adoption in July 2024.

Legislative Implications

Local Government Act 1995

Section 6.7 – Municipal fund

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

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	Unsuccessful applicants publicly criticise the Shire.	Possible (3)	Insignificant (1)	Low (1-4)	Ensure appropriate Policy procedures are in place and followed. Ensure applications are approved based on the criteria in the policy. Officers to collaborate with clubs to improve future applications.

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

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to the Signature Events and Activities Applications 2023/2024, the Community Grants Committee recommends that Council,

1. Approves the following applications:
 - (a) Tom Price Campdraft Inc for the amount of \$10,000 each year for two years (total of \$20,000), and
 - (b) Tom Price AWARE Gala for the amount of \$16,200 each year for two years (total of \$32,400).
2. Acknowledges the above applications are approved for a two-year duration, as opposed to the initially proposed three years to align with the ongoing development of the My Pilbara Home Strategy.
3. Lists the amounts detailed in point 1, for consideration in the 2024/2025 and 2025/2026 Annual Budgets.
4. Declines the following applications and lists these for consideration for Community Support Grants:
 - (a) Mountain View Golf Club, and
 - (b) Tom Price Mens Shed.

Alternative Recommendation

That with respect to the Signature Events and Activities Applications 2023/2024, the Community Grants Committee recommends that Council,

1. Approves the following application, Tom Price Campdraft Inc for the amount of \$10,000 each year for two years (total of \$20,000), and
2. Acknowledges the above applications are approved for a two-year duration, as opposed to the initially proposed three years to align with the ongoing development of the My Pilbara Home Strategy.
3. Lists the amounts detailed in point 1, for consideration in the 2024/2025 and 2025/2026 Annual Budgets.
4. Declines the following applications and lists these for consideration for Community Support Grants:
 - (a) Mountain View Golf Club, and
 - (b) Tom Price Mens Shed.
5. Supports the Aware Group with use of the 7 bedroom transit house and provide them with \$2,000 funding in cash to put towards a band.

Committee Decision**Moved** Cr K White**Seconded** Cr M Lynch

That with respect to the Signature Events and Activities Applications 2023/2024, the Community Grants Committee recommends that Council,

1. Approves the following applications:
Tom Price Campdraft Inc for the amount of \$10,000 each year for two years (total of \$20,000), and
2. Acknowledges the above applications are approved for a two-year duration, as opposed to the initially proposed three years to align with the ongoing development of the My Pilbara Home Strategy.
3. Lists the amounts detailed in point 1, for consideration in the 2024/2025 and 2025/2026 Annual Budgets.
4. Declines the following applications and lists these for consideration for Community Support Grants:
 - (a) Mountain View Golf Club, and
 - (b) Tom Price Mens Shed.
5. Supports the Aware Group with use of the 7 bedroom transit house and provide them with \$2,000 funding in cash to put towards a band.

For: M Lynch, K White and M Gallanagh

Against: Nil

Carried 3/0

Reason for change: This function only benefits the residents of Tom Price, not the rest of residents on our Shire or surrounding areas, and doesn't align with the Shire's Strategic Community Plan.

*Cr B Healy disclosed a direct financial interest in Item 5.2 (detailed in Item 4.2).
Jessica Murphy disclosed an impartiality interest in Item 5.2 (detailed in Item 4.2).*

5.2 Community Support Grant Applications Round 2 - 2023/2024

File Reference	GS01
Applicant or Proponent(s)	Not Applicable
Author	J Murphy, Grants & Communities Administrator
Authorising Officer	R Wright, Acting Director Community Development
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Impartiality
	Authorising Officer – Nil
Attachments	1. 2023/2024 Round 2 Community Support Grant Applications - Confidential 2. 2023/2024 Round 2 CSG Summary - Confidential

Report Purpose

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

The purpose of this report is to provide the applications to the Committee for review. At the close of the application period, 12 applications were received for Community Support Grants (refer to Attachment 1).

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

Background

The Shire provides Community Support Grants in accordance with Council Policy – Community Donations, Grants and Funding. The grants are offered in two funding rounds each year in July and February. These grants are similar in purpose to Small Assistance Donations however, they offer a value up to \$2,500. Applications are considered by the Community Grants Committee for subsequent recommendation to Council.

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

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

Comments

Round 2 of the Community Support Grant funding was promoted directly to clubs and organisations via email, and notices were placed on the Shire’s public notice boards, website and social media platforms.

At the close of the Round 2, 12 applications were received, as follows:

- Onslow – three applications
- Pannawonica – two applications
- Tom Price – seven applications.

All applications have been assessed on the:

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

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

Town	Organisation	Project	Amount requested	Proposed Action	Reason
Onslow	Onslow School P&C Association	Food Safety Supervision Training	\$2,070 (cash)	Approve	Complies with funding community development through training courses.
Onslow	Onslow Sports Club	NAIDOC Darts	\$2,500 (cash)	Approve	Complies with funding Club participation in regional/state championships.
Tom Price	Tom Price Netball Association	2024 North West Netball Championships Participation	\$2,500 (cash)	Approve	Complies with funding Club participation in regional/state championships.
Tom Price	Tom Price Junior Soccer Club	2024 Northwest Regional Competition	\$2,500 (cash)	Approve	Complies with funding Club participation in regional/state championships.
Tom Price	Mountain View Golf Club	Tom Price Annual Golf Open	\$2,500 (cash)	Approve	Complies with funding Club participation in regional/state championships.
Tom Price	Tom Price Mens Shed	Annual Community Hub Open Day	\$2,500 (cash)	Approve	Complies with Community-based activities/programs.

Community Grants Committee Meeting Minutes

16 April 2024

Town	Organisation	Project	Amount requested	Proposed Action	Reason
Pannawonica	Pannawonica Playgroup	Pannawonica Playgroup Enrichment project	\$1,850 (cash)	Decline	Does not comply with policy as request is for club equipment.
Tom Price	Tom Price Steelers Rugby League Football Club	Steelers Junior Tag	\$2,470 (cash)	Decline	Does not comply with policy as request is for club equipment.
Onslow	Onslow Occys Swimming Club	24/25 Season Swimming Pool Lane Hire Fees	\$1,200 (cash)	Decline	Does not comply with policy as request is for facility hire for local competitions.
Pannawonica	Pannawonica KindyGym	New Play equipment	\$2,500 (cash)	Decline	Does not comply with policy as request is for club equipment.
Tom Price	Artistic Swimming WA	Artistic Swimming come and try/ have a go event	\$2,250 (cash)	Decline	Does not comply with policy as the group do not reside within the Shire.
Tom Price	Fusion Fitness Tom Price	Facility Flooring Upgrade	\$2,500 (cash)	Decline	Does not comply with policy as request is for general maintenance of facility.
Tom Price	Tom Price Gymnastics Club	Kindy Gym – Coach Training	\$2,500 (cash)	Decline	Does not comply with policy as an acquittal has not been received for the previous grant.
Tom Price	Tom Price Community Garden	Shade Sail and Hoop Shade	\$1,948 (cash)	Decline	Does not comply with policy as request is for club equipment.

Consultation

Executive Leadership Team

Relevant clubs and associations

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	1. People - We will support opportunities for the community to be safe, socially active, and connected.
Strategic Outcome	1.2 Communities connected with opportunities
Strategy	4 Support and develop sustainable clubs and groups, providing opportunities for meaningful participation in arts, culture, sport, and recreation.

Council Policy

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

Financial Implications

Current Financial Year

The 2023/2024 Annual Budget provides \$55,200 for both rounds of the Community Support Grants. Round 1 allocation of Community Support Grants totalled \$9,052. The remaining budget allocation for Round 2 is \$46,148.

The total of the applications recommended for approval is \$14,570. If approved as recommended GL CU24075 will have \$31,578 remaining.

Future Financial Year(s)

Nil

Legislative Implications

Local Government Act 1995

Section 6.7 – Municipal fund

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

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	Unsuccessful applicants publicly criticise the Shire.	Possible (3)	Insignificant (1)	Low (1-4)	Ensure appropriate policy and procedures are in place and followed. Officers to collaborate with clubs to improve future applications.

Community Grants Committee Meeting Minutes

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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 Community Support Grant Applications Round 2 – 2023/2024, the Community Grants Committee recommends that Council,

1. Approves the following applications:
 - (a) Tom Price Netball Association for the amount of \$2,500,
 - (b) Onslow School P&C Association for the amount of \$2,070,
 - (c) Onslow Sports Club for the amount of \$2,500,
 - (d) Tom Price Junior soccer Club for the amount of \$2,500,
 - (e) Mountain View Golf Club for the amount of \$2,500, and
 - (f) Tom Price Mens Shed for the amount of \$2,500.
2. Declines the following applications:
 - (a) Pannawonica Playgroup,
 - (b) Tom Price Steelers Rugby League Football Club,
 - (c) Onslow Occy's Swimming Club,
 - (d) Pannawonica Kindy Gym,
 - (e) Artistic Swimming WA,
 - (f) Fusion Fitness Tom Price,
 - (g) Tom Price Gymnastics Club, and
 - (h) Tom Price Community Garden.

Amended Recommendation

That with respect to the Community Support Grant Applications Round 2 – 2023/2024, the Community Grants Committee recommends that Council,

1. Approves the following applications:
 - (a) Tom Price Netball Association for the amount of \$2,500,
 - (b) Onslow School P&C Association for the amount of \$2,070,
 - (c) Onslow Sports Club for the amount of \$2,500,
 - (d) Tom Price Junior soccer Club for the amount of \$2,500,
 - (e) Mountain View Golf Club for the amount of \$2,500, and
 - (f) Tom Price Mens Shed for the amount of \$2,500.
2. Declines the following applications:
 - (a) Pannawonica Playgroup,
 - (b) Tom Price Steelers Rugby League Football Club,
 - (c) Onslow Occy's Swimming Club,
 - (d) Pannawonica Kindy Gym,
 - (e) Artistic Swimming WA,
 - (f) Fusion Fitness Tom Price,
 - (g) Tom Price Gymnastics Club, and
 - (h) Tom Price Community Garden.
3. Requests the Chief Executive Officer to review Council Policy – Community Donations, Grants and Funding Policy in relation to funding options.

Committee Decision**Moved** Cr M Lynch**Seconded** Cr M Gallanagh**That with respect to the Community Support Grant Applications Round 2 – 2023/2024, the Community Grants Committee recommends that Council,**

- 1. Approves the following applications:**
 - (a) Tom Price Netball Association for the amount of \$2,500,**
 - (b) Onslow School P&C Association for the amount of \$2,070,**
 - (c) Onslow Sports Club for the amount of \$2,500,**
 - (d) Tom Price Junior soccer Club for the amount of \$2,500,**
 - (e) Mountain View Golf Club for the amount of \$2,500, and**
 - (f) Tom Price Mens Shed for the amount of \$2,500.**
- 2. Declines the following applications:**
 - (a) Pannawonica Playgroup,**
 - (b) Tom Price Steelers Rugby League Football Club,**
 - (c) Onslow Occy's Swimming Club,**
 - (d) Pannawonica Kindy Gym,**
 - (e) Artistic Swimming WA,**
 - (f) Fusion Fitness Tom Price,**
 - (g) Tom Price Gymnastics Club, and**
 - (h) Tom Price Community Garden.**
- 3. Requests the Chief Executive Officer to review Council Policy – Community Donations, Grants and Funding in relation to funding options.**

For: M Lynch, K White and M Gallanagh**Against: Nil****Carried 3/0****Reason for change: To set clear guidelines for application criteria in relation to Council Policy – Community Donations, Grants and Funding.**

At 8:47 am, Cr Brie Healy returned to the meeting.

5.3 Confirmation of Emergency Service Providers for the Council Initiated Donation

File Reference	GS01
Applicant or Proponent(s)	Not Applicable
Author	J Murphy, Grants & Communities Administrator
Authorising Officer	R Wright, Acting Director Community Development
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	Nil

Report Purpose

The Community Grants Committee (the Committee) is required to confirm the emergency service providers in accordance with Council Policy – Community Donations, Grants and Funding.

The purpose of this report is to confirm the nominated emergency service providers across the Shire of Ashburton (the Shire) who will receive the Emergency Services Council-initiated donation.

Council is requested to support the Committee’s recommendation for donations to the nominated emergency service providers.

Background

The Shire provides Council-initiated donations to local schools and emergency services within the Shire. These donations are approved by Council through the budget adoption process and paid to these in May of each year.

Council-initiated donations for emergency service providers are typically automated; however, it has been identified that not all emergency service providers have been receiving this donation. To address this, Council are being presented with the list of emergency service providers across the Shire, to confirm alignment with Council’s vision and to provide transparency regarding the recipients of these donations.

Comments

Over the past years, the Council-initiated donation provided to emergency services has been received by the following groups:

1. Tom Price Bushfire Brigade
2. Onslow Volunteer Marine Rescue Services
3. Tom Price SES
4. Paraburdoo Volunteer Fire and Rescue Service
5. Pannawonica Volunteer Fire and Rescue.

Community Grants Committee Meeting Minutes

16 April 2024

There are several emergency service providers that have been identified across the Shire who have not received the donation:

1. Tom Price St John Ambulance Branch
2. Onslow Price St John Ambulance Branch
3. Paraburdoo Price St John Ambulance Branch
4. Onslow Volunteer Fire and Emergency Services.

Consultation

Relevant emergency service providers

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	1. People - We will support opportunities for the community to be safe, socially active, and connected.
Strategic Outcome	1.2 Communities connected with opportunities
Strategy	4 Support and develop sustainable clubs and groups, providing opportunities for meaningful participation in arts, culture, sport, and recreation.

Council Policy

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

Financial Implications

Current Financial Year

The adopted budget provides \$10,000 for Council-initiated emergency services donations in GL CU24035. The total number of recommended emergency service providers is nine. If the recommendation presented is approved, GL CU24035 will have \$1,000 remaining.

Future Financial Year(s)

Each consecutive financial year, Council will need to consider allocating \$9,000 during the budget adoption process to ensure payments can be made to the approved emergency service providers.

Legislative Implications

Local Government Act 1995

Section 6.7 – Municipal Fund

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

Risk Management

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

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	Service providers not receiving the donation could see this as unfair and publicly criticise the Shire.	Possible (3)	Insignificant (1)	Low (1-4)	Ensure appropriate policy and procedures are in place and followed. Officers to collaborate with the providers on applications for other grants and funding opportunities.

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 Confirmation of Emergency Service Providers for the Council Initiated Donation, the Community Grants Committee recommends that Council,

1. Approves the following emergency service providers for the purpose of receiving the Council-initiated donation:
 - (a) Tom Price Bushfire Brigade
 - (b) Onslow Volunteer Marine Rescue Services
 - (c) Tom Price SES
 - (d) Paraburdoo Volunteer Fire and Rescue Service
 - (e) Pannawonica Volunteer Fire and Rescue
 - (f) Tom Price St John Ambulance Branch
 - (g) Onslow Price St John Ambulance Branch
 - (h) Paraburdoo Price St Ambulance John Branch
 - (i) Onslow Volunteer Fire and Emergency Services.
2. Notes that any further additions to the above list of emergency service providers will need to be approved by Council.

Amended Recommendation

That with respect to Confirmation of Emergency Service Providers for the Council Initiated Donation, the Community Grants Committee recommends that Council,

1. Approves the following emergency service providers for the purpose of receiving the Council-initiated donation:
 - (a) Tom Price Bushfire Brigade
 - (b) Onslow Volunteer Marine Rescue Services
 - (c) Tom Price SES
 - (d) Paraburdoo Volunteer Fire and Rescue Service
 - (e) Pannawonica Volunteer Fire and Rescue
 - (f) Onslow Volunteer Fire and Emergency Services.
2. Notes that any further additions to the above list of emergency service providers will need to be approved by Council.

Committee Decision

Moved Cr M Lynch

Seconded Cr K White

That with respect to Confirmation of Emergency Service Providers for the Council Initiated Donation, the Community Grants Committee recommends that Council,

1. **Approves the following emergency service providers for the purpose of receiving the Council-initiated donation:**
 - (a) **Tom Price Bushfire Brigade**
 - (b) **Onslow Volunteer Marine Rescue Services**
 - (c) **Tom Price SES**
 - (d) **Paraburdoo Volunteer Fire and Rescue Service**
 - (e) **Pannawonica Volunteer Fire and Rescue**
 - (f) **Onslow Volunteer Fire and Emergency Services.**
2. **Notes that any further additions to the above list of emergency service providers will need to be approved by Council.**

For: M Lynch, K White and M Gallanagh

Against: B Healy

Carried 3/1

Reason for change: St John Ambulance operates as a not-for-profit organisation, relying on volunteers to deliver their services. Nevertheless, residents are still expected to cover the costs associated with these services.

6 New Business Of An Urgent Nature Introduced By Council Decision

Nil

7 Next Meeting

The next Community Grants Committee meeting is tentatively scheduled to be held at Barry Lang Centre, Pannawonica on 17 September 2024 at 9:00am.

8 Closure Of Meeting

There being no further business, the Presiding Member closed the meeting at 8:54am.



Agenda Item 10.2.2 - Attachment 1

Tom Price Sporting Working Group Meeting Minutes



Community Services

Tom Price Sporting Working Group Meeting – Minutes

Date: May 7, 2024 Time: 7:00pm – 8:30pm		Location/s: Shire of Ashburton – Administration Meeting Room
Attendees:	Shire of Ashburton <ul style="list-style-type: none"> • Cr. Matthew Lynch (ML) • Cr. Roseanne Kapor (RK - via Teams) • Phil Kuhne, Manager Regulatory Services (PK) • Kris-Tee Halliwell, Coordinator Environmental Health Services, Regulatory Services (KH) • Tina Taylor, Manager Communities (TT) • Matt Bishop, Club Development Lead (MB) Sport Representatives <ul style="list-style-type: none"> • Adam Hitchcock (AH) • Bria Bovell (BB) • Carley Anthony (CA) • Flick Guthrie (FG) • Joel Taylor (JT) • Kieren Day (KD) • Tracey Rogers (TR) 	
Apologies:	Kieren Day, Tina Taylor	
Item No:	Description	
1.	Welcome and Acknowledgement of Country The meeting was opened by MB at 7.10pm.	
2.	Introductions All representatives introduced themselves, shared their connection to sport in Tom Price and what their goals are for the committee. <ul style="list-style-type: none"> • MB: He is new to Tom Price and the club development role, but he has a genuine interest in and deep connection with community sporting clubs. He wants to ensure the Shire delivers the best level of support for clubs, and he looks forward to working with the Committee. 	

Shire of Ashburton

www.ashburton.wa.gov.au



	<ul style="list-style-type: none"> • AH: Fusion Fitness, Townsite Eagles Cricket Club, Soccer. It is great to have a good representation of sports in Tom Price and he looks forward to collaborating with the group. • TR: Swim Club, Tennis, Fusion Fitness, Netball. She is very interested in what direction the group takes in addressing common issues. • BB: Netball, Tee Ball, Touch Footy and Steelers Rugby. She is looking forward to more collaboration between clubs and working toward common solutions for issues. • FG – Basketball and Tee Ball mainly, some involvement with other sports. Looking forward to groups working together to be more effective and efficient in dealing with issues. • CA – Little Athletics and Swimming. Increase the use of facilities and explore ways to engage more volunteers. • ML – Diamond Club, Men’s Softball, Drive-In. Holistic collaborative approach to initiatives and issues. • JT – FNFL, Basketball. Working together to solve issues, raise funding and to better utilise facilities. • RK – Little Athletics and Swimming. Looking to collaborate with other sports and clubs where she is not currently involved.
<p>3. Working Group Purpose</p>	<ul style="list-style-type: none"> • Acknowledgement of TOR • Goals for each committee member <p>MB reminded the group that this is an official Shire Committee, so participation comes with a level of responsibility and obligation. The group was reminded of the Terms of Reference, particularly the purpose of the Committee, and the Committee Code of Conduct.</p> <p>Finally, the group was reminded that positions on the Committee are for 2 years and that they are to align with Council elections. The current terms will end on October 18, 2025.</p>
<p>4. Election of Chairperson and Deputy Chairperson</p>	<p>The Terms of Reference outline a requirement for the Committee to elect a Chairperson and Deputy Chairperson.</p> <p><i>Election of the Chairperson</i></p> <ul style="list-style-type: none"> • Facilitated by MB. • ML self-nominated, the nomination was seconded by FG. • No further nominations were received. • ML was endorsed at the Chairperson unanimously.



	<p>ML assumed the position of Chairperson for the remainder of the meeting.</p> <p><i>Election of the Deputy Chairperson</i></p> <ul style="list-style-type: none"> • Facilitated by ML. • TR self-nominated, the nomination was seconded by AH. • No further nominations were received. • TR was endorsed at the Deputy-Chairperson unanimously.
<p>5. Shire Update</p>	<p><i>Regulatory Services</i></p> <p>PH addressed the committee, with support from KH, and presented the following information:</p> <ul style="list-style-type: none"> • Regulatory Services are here to help by assisting clubs to deliver events that benefit the community. • Over 200 event applications are received across the Shire. • They are governed by the Department of Health regarding community safety, e.g. such as food regulations, construction of temporary structures, the use of inflatables, etc. • If a club or group is planning an event that will impact the local community, they should contact Regulatory Services as early as possible. • This is particularly important as events require approval, in particular road closures, the sale of food and/or alcohol, etc. • A risk assessment must be completed and approved for all events so the longer the lead time the better. This way there is time to address any issues. • Fireworks are a major hazard and require approval from several regulatory departments. • Drone use requires approval. • It is important that clubs with high turnovers of volunteers make appropriate plans for handovers etc. • It is important to note that repeat events can be submitted on one application, therefore only fee is paid. All dates need to be included in the application. • The application process is paper based, however there are plans to bring this online. • Send questions to events@ashburton.wa.gov.au • The presentation and Shire of Ashburton Public Events Guide are included with the minutes.



ACTION: MB to distribute the Public Events Guide documents with the minutes of the meeting.

MB provided an overview of the following items:

My Pilbara Home Strategy

WSP Australia is currently preparing an overall strategy after an extensive community outreach process, which includes six informing strategies. The Youth and CAIP strategies are already published. The other four to be written include a Reconciliation Action Plan, Arts Strategy, Events and Programs Strategy, and a Club Development Strategy. The aim is to finalise and publish them by July.

Shire Grants Program

We currently have 3 grants, Small Assistance Donations, Community Support Program (CSP) and Significant Events. There is a significant amount of confusion on the purpose of the grants and what can be funded. A review of the grant policies is underway, to be completed by July in time for the next round of CSP's. A youth grant program is also being established.

Sport Field Lighting Audit

An audit of Lights at Clem Thompson Oval in Tom Price, Peter Sutherland Oval in Paraburdoo and Thalanyji Oval in Onslow was conducted in November, 2023. The audit highlighted that the lights in Onslow and Paraburdoo are poor quality and Clem Thompson is declining. The longer-term options are being considered in terms of replacement. In the meantime, repairs are being made where possible. Peter Sutherland is a major issue with all 2024 footy games being relocated to Tom Price. Repairs have been made and Facilities are looking at options to improve the lighting, however they may not be enough to meet Australian Standards.

Minna Oval Redevelopment

The project is scheduled to commence in Quarter 4 of 2024 and will take approximately 12 months. ML informed the group of his involvement with this project and that the intent was to create a home for all "rectangle" sports. The question of public consultation was raised, which ML addressed stating that all relevant sporting groups were involved.

ACTION: MB to share the Minna Oval redevelopment plans with the Committee, if permitted.

Shire Finance Overview

Held over until the next meeting.



<p>6. Upcoming Significant Events</p>	<p>MB provided an overview of the following items, highlighting the opportunity for clubs to be involved in these events locally:</p> <p><i>Volunteer Week</i></p> <p>Events are scheduled for all towns to celebrate contributions by volunteers the weekend of May 24-26.</p> <p><i>Reconciliation Week</i></p> <p>May 27 to June 3. Opportunity for clubs to be involved in the future. NAIDOC Week and Youth Week are also opportunities for club involvement.</p> <p><i>Rio Tinto Picnic Day</i></p> <p>Scheduled for June 28, to be held at Clem Thompson. The event has an impact on sporting fixtures. An agreement is being formed with Rio to manage the impact on the playing field.</p> <p>Other significant events that clubs can contribute to include NAIDOC Week, Youth Week, School Holiday Programs, etc.</p> <p>AH informed the Committee of an opportunity to utilise Rio Tinto workers as part of a Volunteering WA program.</p> <p>ACTION: MB to share the Rio Tinto Volunteering Program flyer with the Committee.</p>
<p>7. General Business</p>	<ul style="list-style-type: none"> • JT raised the idea of utilising the pavilion at Clem Thompson better and believes there is an opportunity to turn it into venue that benefits the clubs that utilise the space, as well as the community. • MB asked the Committee to advise of him of training and development needs. After a discussion it was agreed that governance and compliance workshops would be beneficial. Succession planning was also raised.
<p>8. Photo & Media Release</p>	<p>MB informed the Committee that a media release about the Sporting Working Group will be produced for distribution.</p> <p>ACTION: MB to work with Media & Communications to create a media release for the Working Group.</p>
<p>Next Meeting</p>	

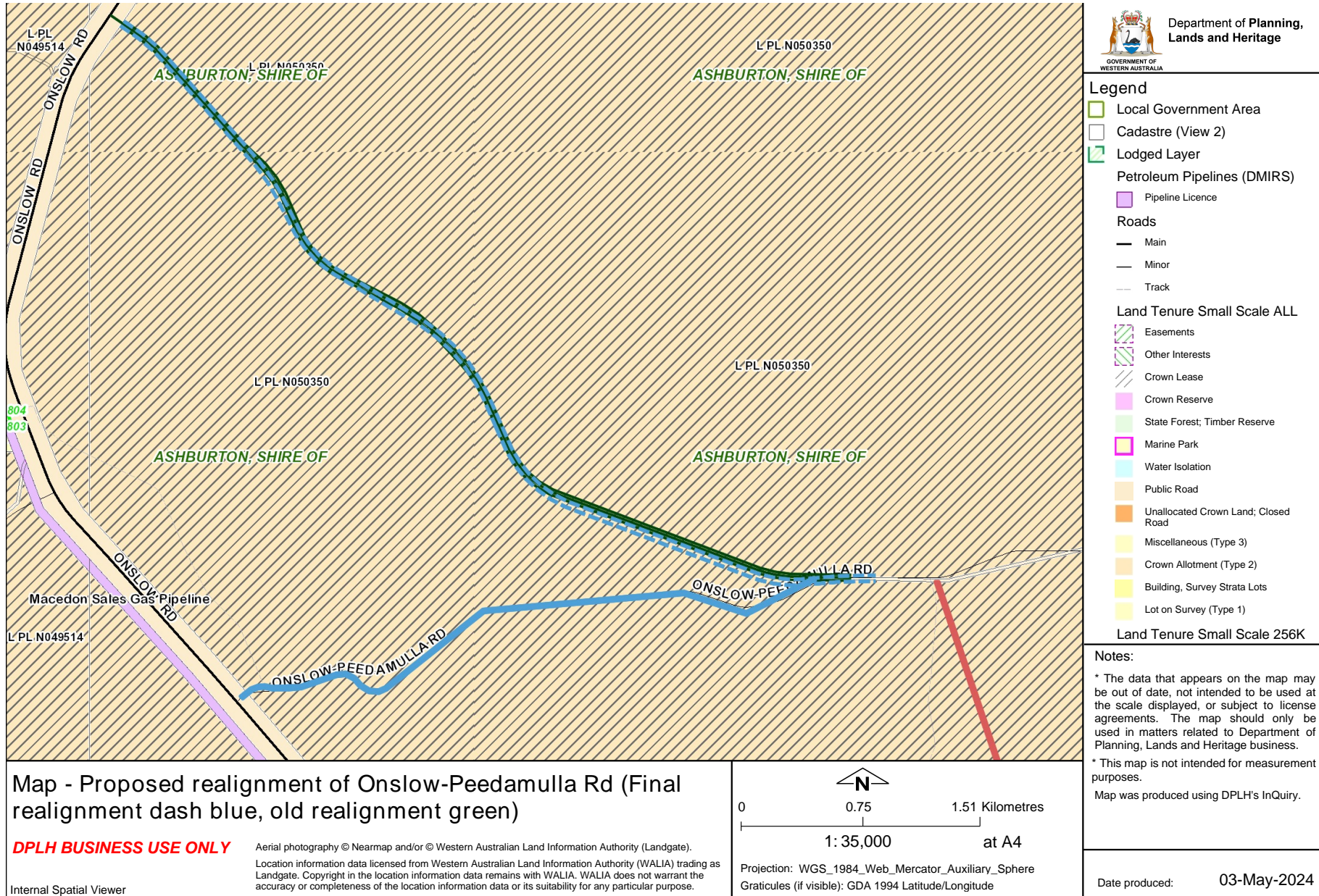


- | | |
|--|---|
| | <ul style="list-style-type: none">• Meetings are to be held quarterly on the first Tuesday of the month.• The next meeting date is August 6 at 7pm.• The meeting was closed by ML at 8.19pm |
|--|---|



Agenda Item 12.1 - Attachment 1

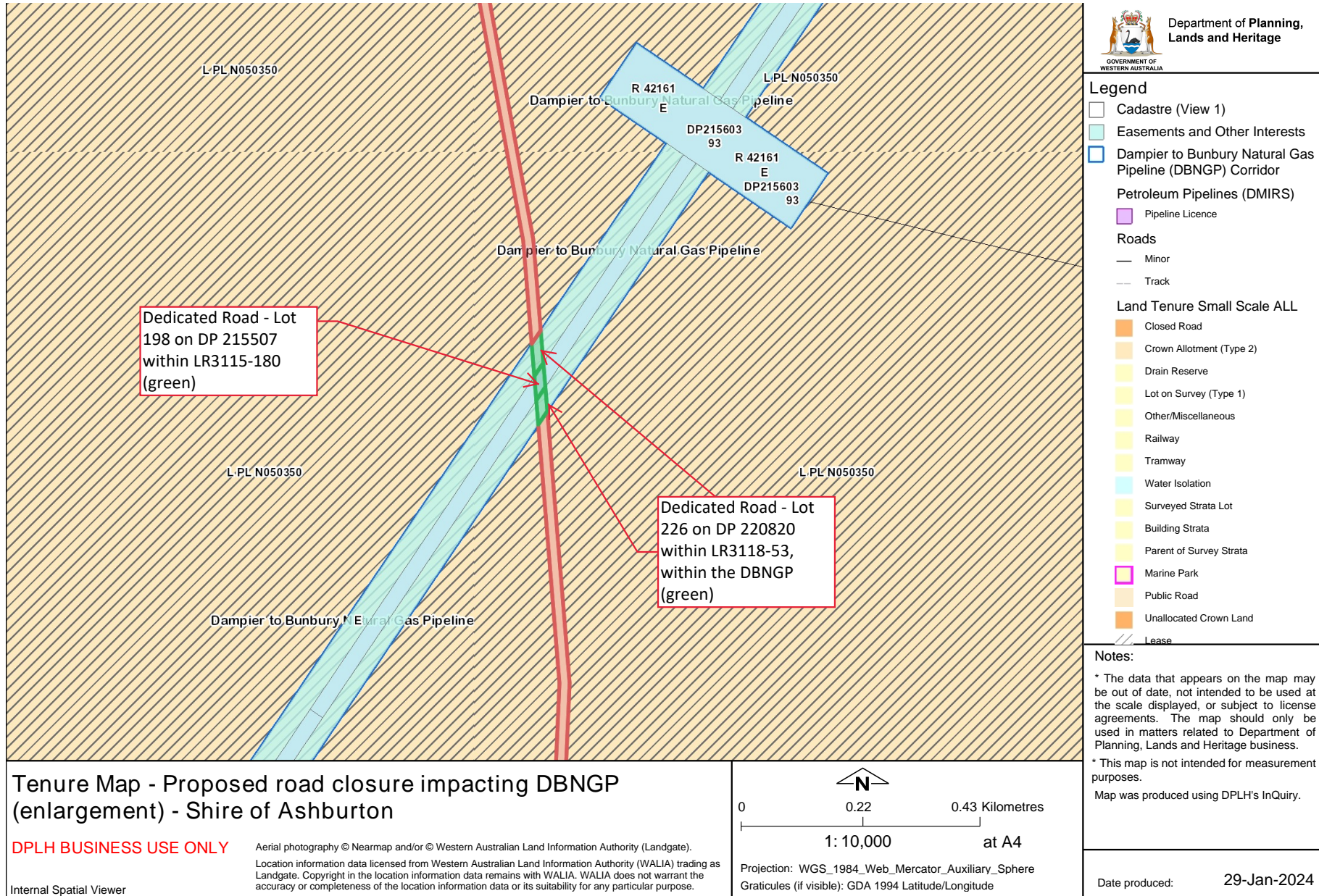
Final and previous alignment





Agenda Item 12.1 - Attachment 2

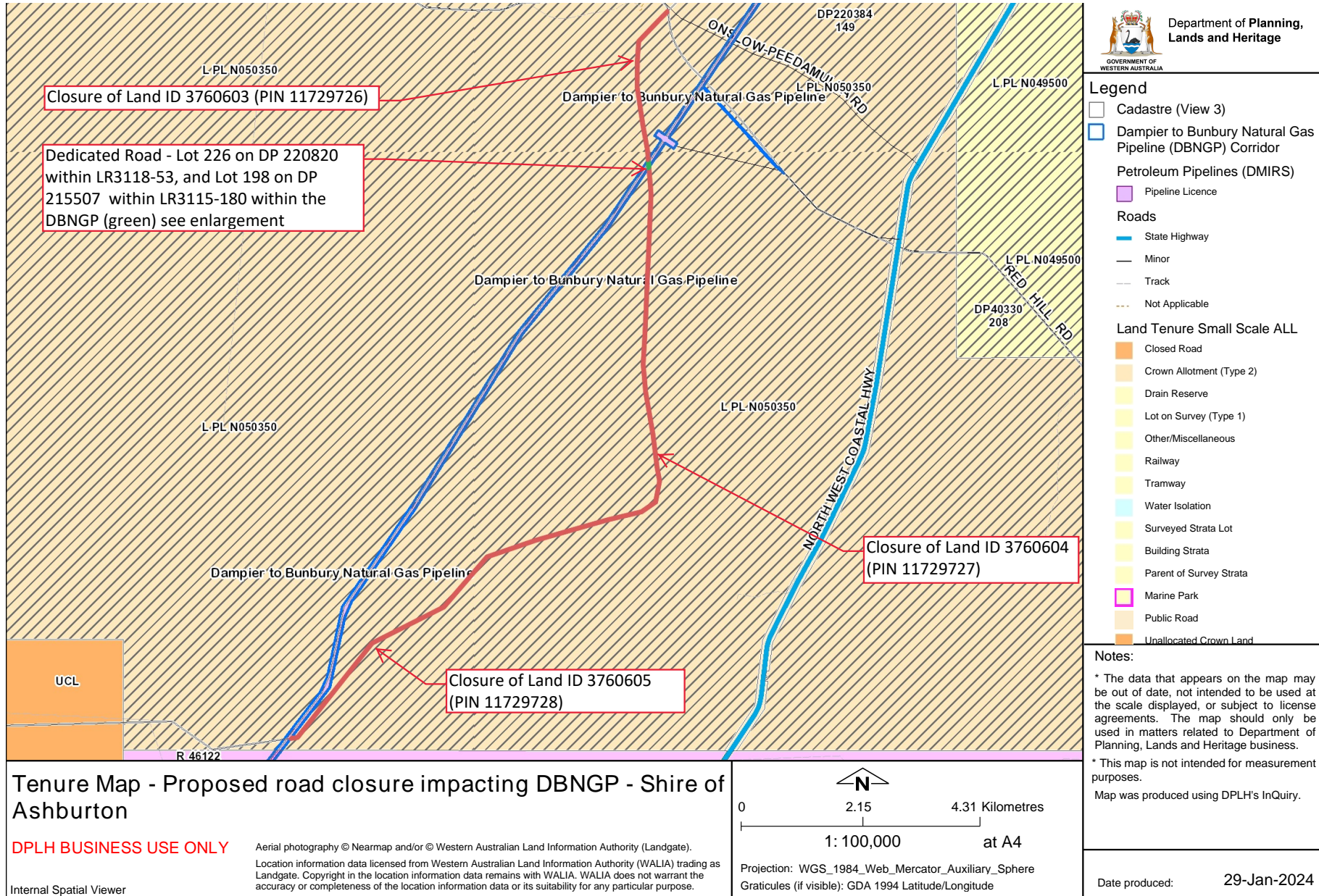
Proposed additional road closures (enlarged)





Agenda Item 12.1 - Attachment 3

Proposed additional road closure (zoomed out)





Agenda Item 13.1 - Attachment 1

Monthly Financial Report April 2024

SHIRE OF ASHBURTON
MONTHLY FINANCIAL REPORT
(Containing the required statement of financial activity and statement of financial position)
FOR THE PERIOD ENDED 30 APRIL 2024

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**SHIRE OF ASHBURTON
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

	Supplementary Information	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	56,939,319	56,689,319	56,579,393	(109,926)	(0.19%)	▼
Grants, subsidies and contributions		5,117,040	2,809,465	722,209	(2,087,256)	(74.29%)	▼
Fees and charges		10,698,632	9,114,781	9,197,609	82,828	0.91%	▲
Interest revenue		3,445,700	2,501,075	1,944,801	(556,274)	(22.24%)	▼
Other revenue		2,546,571	1,911,805	1,569,361	(342,444)	(17.91%)	▼
Profit on asset disposals	6	652,700	652,700	0	(652,700)	(100.00%)	▼
		79,399,962	73,679,145	70,013,373	(3,665,772)	(4.98%)	
Expenditure from operating activities							
Employee costs		(22,782,226)	(18,848,552)	(17,390,855)	1,457,697	7.73%	▲
Materials and contracts		(30,928,900)	(23,776,102)	(15,411,101)	8,365,001	35.18%	▲
Utility charges		(1,733,693)	(1,442,872)	(1,184,982)	257,890	17.87%	▲
Depreciation		(14,105,200)	(11,751,611)	0	11,751,611	100.00%	▲
Finance costs		(43,000)	(32,753)	(25,685)	7,068	21.58%	▲
Insurance		(1,838,859)	(1,838,446)	(1,848,073)	(9,627)	(0.52%)	
Other expenditure		(1,066,900)	(755,507)	(472,124)	283,383	37.51%	▲
Loss on asset disposals	6	(81,900)	(81,900)	0	81,900	100.00%	▲
		(72,580,678)	(58,527,743)	(36,332,820)	22,194,923	37.92%	
Non-cash amounts excluded from operating activities	Note 2(b)	13,534,400	11,180,811	0	(11,180,811)	(100.00%)	▼
Amount attributable to operating activities		20,353,684	26,332,213	33,680,553	7,348,340	27.91%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		12,064,888	1,167,615	1,090,000	(77,615)	(6.65%)	▼
Proceeds from disposal of assets	6	965,609	0	0	0	0.00%	
		13,030,497	1,167,615	1,090,000	(77,615)	(6.65%)	
Outflows from investing activities							
Payments for property, plant and equipment	5	(15,519,475)	(10,427,075)	(8,374,567)	2,052,508	19.68%	▲
Payments for construction of infrastructure	5	(35,067,429)	(20,100,937)	(3,645,046)	16,455,891	81.87%	▲
		(50,586,904)	(30,528,012)	(12,019,613)	18,508,399	60.63%	
Amount attributable to investing activities		(37,556,407)	(29,360,397)	(10,929,613)	18,430,784	62.77%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	4	6,984,515	0	0	0	0.00%	
		6,984,515	0	0	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	11	(426,500)	(390,222)	(390,222)	0	0.00%	
Payments for principal portion of lease liabilities	12	(67,600)	(50,483)	(50,483)	0	0.00%	
Transfer to reserves	4	(8,320,700)	0	(747,646)	(747,646)	0.00%	▼
		(8,814,800)	(440,705)	(1,188,350)	(747,646)	(169.65%)	
Amount attributable to financing activities		(1,830,285)	(440,705)	(1,188,350)	(747,646)	(169.65%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		19,033,008	19,033,008	19,033,009	1	0.00%	
Amount attributable to operating activities		20,353,684	26,332,213	33,680,553	7,348,340	27.91%	▲
Amount attributable to investing activities		(37,556,407)	(29,360,397)	(10,929,613)	18,430,784	62.77%	▲
Amount attributable to financing activities		(1,830,285)	(440,705)	(1,188,350)	(747,646)	(169.65%)	▼
Surplus or deficit after imposition of general rates		0	15,564,119	40,595,599	25,031,480	160.83%	▲

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF ASHBURTON
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 APRIL 2024**

	Supplementary Information	30 June 2023 \$	30 April 2024 \$
CURRENT ASSETS			
Cash and cash equivalents	3	71,645,962	100,697,352
Trade and other receivables		3,704,752	4,663,531
Inventories	8	139,889	341,111
Other assets	8	1,910,958	(22,420)
TOTAL CURRENT ASSETS		77,401,561	105,679,574
NON-CURRENT ASSETS			
Inventories		715,042	715,042
Property, plant and equipment		187,261,616	195,636,183
Infrastructure		413,187,896	416,832,943
Right-of-use assets		117,353	117,353
TOTAL NON-CURRENT ASSETS		601,424,514	613,444,128
TOTAL ASSETS		678,826,075	719,123,702
CURRENT LIABILITIES			
Trade and other payables	9	2,969,226	3,062,607
Other liabilities	13	7,788,294	12,889,125
Lease liabilities	12	67,589	17,107
Borrowings	11	426,437	36,215
Employee related provisions	13	1,684,601	2,457,875
TOTAL CURRENT LIABILITIES		12,936,147	18,462,929
NON-CURRENT LIABILITIES			
Lease liabilities	12	52,174	52,174
Borrowings	11	872,578	872,578
Employee related provisions		292,126	292,126
Other provisions		4,189,919	4,189,919
TOTAL NON-CURRENT LIABILITIES		5,406,797	5,406,797
TOTAL LIABILITIES		18,342,944	23,869,726
NET ASSETS		660,483,131	695,253,976
EQUITY			
Retained surplus		303,234,668	339,020,616
Reserve accounts	4	45,926,431	46,674,076
Revaluation surplus		311,322,030	309,559,282
TOTAL EQUITY		660,483,129	695,253,974

This statement is to be read in conjunction with the accompanying notes.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 15 May 2024

**SHIRE OF ASHBURTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Amended Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 30 April 2024
		\$	\$	\$
Current assets				
Cash and cash equivalents	3	71,628,996	71,645,962	100,697,351
Trade and other receivables		2,600,585	3,704,752	4,663,531
Inventories	8	289,815	139,889	341,111
Other assets	8	1,167,241	1,910,958	(22,420)
		75,686,637	77,401,561	105,679,571
Less: current liabilities				
Trade and other payables	9	(2,705,745)	(2,969,226)	(3,062,607)
Other liabilities	13	(7,780,809)	(7,788,294)	(12,889,125)
Lease liabilities	12	(67,600)	(67,589)	(17,107)
Borrowings	11	(426,500)	(426,437)	(36,215)
Employee related provisions	13	(2,068,376)	(1,684,601)	(2,457,875)
		(13,049,030)	(12,936,147)	(18,462,929)
Net current assets		62,637,607	64,465,414	87,216,642
Less: Total adjustments to net current assets	Note 2(c)	(44,654,487)	(45,432,405)	(46,620,755)
Closing funding surplus / (deficit)		17,983,120	19,033,009	40,595,887

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Non-cash amounts excluded from operating activities		Amended Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(652,700)	(652,700)	(652,700)
Add: Loss on asset disposals	6	81,900	81,900	81,900
Add: Depreciation		14,105,200	11,751,611	14,105,200
Total non-cash amounts excluded from operating activities		13,534,400	11,180,811	13,534,400

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

Adjustments to net current assets		Amended Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 30 April 2024
		\$	\$	\$
Less: Reserve accounts	4	(44,647,747)	(45,926,431)	(46,674,077)
- Current financial assets at amortised cost - self supporting loans				
- Land held for resale		(108,733)	0	(108,733)
- Other liabilities [describe]		(392,107)	0	(392,107)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	11	426,500	426,437	36,215
- Current portion of lease liabilities	12	67,600	67,589	17,107
Total adjustments to net current assets	Note 2(a)	(44,654,487)	(45,432,405)	(46,620,755)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

**SHIRE OF ASHBURTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2023-24 year is \$40,000 or 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
General rates			
Variance in valuations and Mining tenements status resulting in Variance in rates raised	(109,926)	(0.19%)	▼
		Permanent	
Grants, subsidies and contributions			
Budget profile timing on receipt of grants, including			
WTO Funding \$200,000			
Inspire Funding \$882,950			
Road Flood Damage Funding \$962K			
CHUB Funding \$282K			
		Timing	
	82,828	0.91%	▲
Fees and charges			
Increase in Revenue, including			
Ocean View Caravan Park \$248K			
Sun Chalet Revenue - \$443K			
		Permanent	
Budget profile timing, pending receipt of fees and charges, including			
Airport fees and charges (\$652K)			
Main Roads Private works (\$500K)			
Waste Revenue \$340K			
Increase in Building fees income \$258K, \$250K Permanent, Remainder timing			
		Timing	
		Permanent	
Interest revenue	(556,274)	(22.24%)	▼
Budget profile timing. Interest earnings on Municipal funds			Timing
Other revenue			
General Reimbursements -\$200K - Prindam Retention currently pending receipt	(342,444)	(17.91%)	▼
General Reimbursements \$100K - Contract retention currently pending receipt			Timing
Regional Waste Facility Revenue (\$969K)			Timing
Profit on asset disposals	(652,700)	(100.00%)	▼
Profit profile timing on vehicle trades			Timing
Expenditure from operating activities			
Employee costs			
Salary and wages, Superannuation and allowances \$151K	1,457,697	7.73%	▲
Budget Profile timing on various other employee costs for training, recruitment \$1.4M			Timing
Materials and contracts			
Budget Profile on consultancy \$1.94M	8,365,001	35.18%	▲
Budget Profile on Airport operations \$460K			
Budget Profile on Legal Costs \$5895K			
Budget Profile on Inspire Program Delivery \$323K			
		Timing	
Budget Profile on Tourism Initiatives \$123K			
Budget Profile on Private Works Main Roads \$250K			Timing
Budget profile on Ovals \$435K			Timing
Budget Profile on Sports Facilities \$299K			

Description	Var. \$	Var. %	
	\$	%	
Budget Profile Regional Roads \$1.2M			Timing
Flood Damage Repairs - Declared Events \$763K			Timing
Budget Profile on Town Streets \$577K			Timing
Budget Profile on Compliance Enforcement \$300K			Timing
Private Works - Main Roads \$497K - Works pending			Timing
Budget Profile on Parks and Open Space \$339K			
Vairance on Internal allocations due to variance with income and expenditure throughout			Permanent
<u>Events expenditure occurring earlier than expected</u>			
Budget Profile on Regional Waste Facility operation \$723K			Timing
Budget Profile on Housing Shire owned \$184k			Timing
Budget Profile on Waste Facilities \$664K			Timing
Budget Profile on Waste Collection (\$81K)			
Budget Profile on Community Initiatives \$135K			Timing
Utility charges	257,890	17.87%	▲
Budget Profile on various utility charges			Timing
Depreciation	11,751,611	100.00%	▲
Pending processing of monthly Depreciation			Timing
Finance costs	7,068	21.58%	▲
Reversal of accrued interest			Timing
Other expenditure	283,383	37.51%	▲
Budget timing of expenditure of commuity grants			Timing
Loss on asset disposals	81,900	100.00%	▲
Non-cash amounts excluded from operating activities	(11,180,811)	(100.00%)	▼
Pending monthly Depreciation			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(77,615)	(6.65%)	▼
Pending Roads to Recovery funding payment \$736K			Timing
Men's shed funding received earlier than expected (\$270K)			Timing
Onslow Bike Park funding received earlier than expected (\$500K)			Timing
RRG - Nameless Valley Drive (\$320K) Received earlier than expected			Timing
Outflows from investing activities			
Payments for property, plant and equipment	2,052,508	19.68%	▲
Various budget profile timing on capital expenditure			Timing
Payments for construction of infrastructure	16,455,891	81.87%	▲
Various budget profile timing on capital expenditure			Timing
Delays in commencement of capital works			Timing
Some capital works currently on hold			Timing
Outflows from financing activities			
Transfer to reserves	(747,646)	0.00%	▼
Surplus or deficit after imposition of general rates	25,031,480	160.83%	▲
Due to variances described above			

SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
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**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024**

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$19.03 M	\$19.03 M	\$19.03 M	\$0.00 M
Closing	\$0.00 M	\$15.56 M	\$40.60 M	\$25.03 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Total	\$100.70 M	
Unrestricted Cash	\$54.02 M	53.6%
Restricted Cash	\$46.67 M	46.4%

Refer to 3 - Cash and Financial Assets

Payables		% Outstanding
	\$	
Total	\$3.06 M	
Trade Payables	\$1.83 M	
0 to 30 Days		81.4%
Over 30 Days		18.6%
Over 90 Days		(0.3%)

Refer to 9 - Payables

Receivables		
	\$	% Collected
Total	\$4.11 M	
Rates Receivable	\$0.55 M	99.0%
Trade Receivable	\$4.11 M	% Outstanding
Over 30 Days		7.3%
Over 90 Days		(3.3%)

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$20.35 M	\$26.33 M	\$33.68 M	\$7.35 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$56.58 M	
YTD Budget	\$56.69 M	(0.2%)

Refer to 10 - Rate Revenue

Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.72 M	
YTD Budget	\$2.81 M	(74.3%)

Fees and Charges		
	\$	% Variance
YTD Actual	\$9.20 M	
YTD Budget	\$9.11 M	0.9%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$37.56 M)	(\$29.36 M)	(\$10.93 M)	\$18.43 M

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.00 M	
Amended Budget	\$0.97 M	(100.0%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$3.65 M	
Amended Budget	\$35.07 M	(89.6%)

Refer to 5 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$1.09 M	
Amended Budget	\$12.06 M	(91.0%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.83 M)	(\$0.44 M)	(\$1.19 M)	(\$0.75 M)

Refer to Statement of Financial Activity

Borrowings	
	\$
Principal repayments	(\$0.39 M)
Interest expense	(\$0.02 M)
Principal due	\$0.91 M

Refer to 11 - Borrowings

Reserves	
	\$
Reserves balance	\$46.67 M
Interest earned	\$0.44 M

Refer to 4 - Cash Reserves

Lease Liability	
	\$
Principal repayments	(\$0.05 M)
Interest expense	(\$0.00 M)
Principal due	\$0.07 M

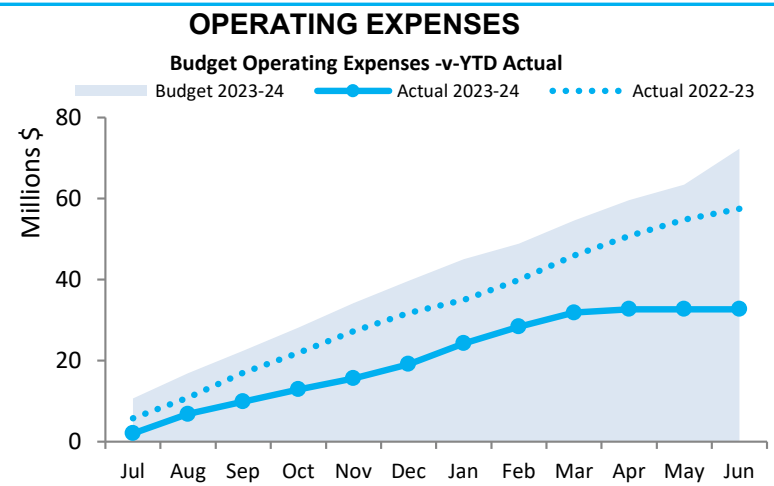
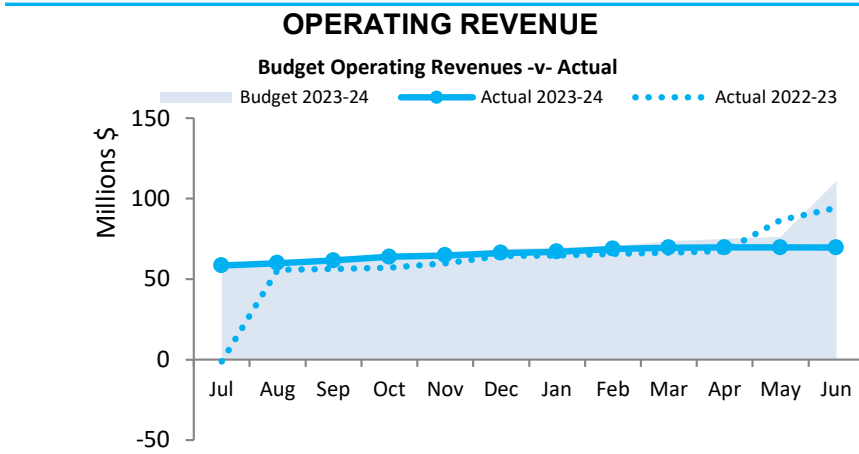
Refer to Note 12 - Lease Liabilities

This information is to be read in conjunction with the accompanying Financial Statements and notes.

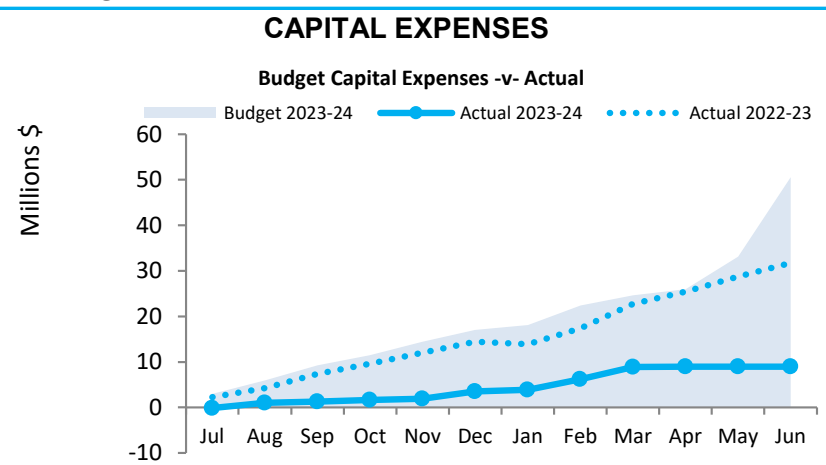
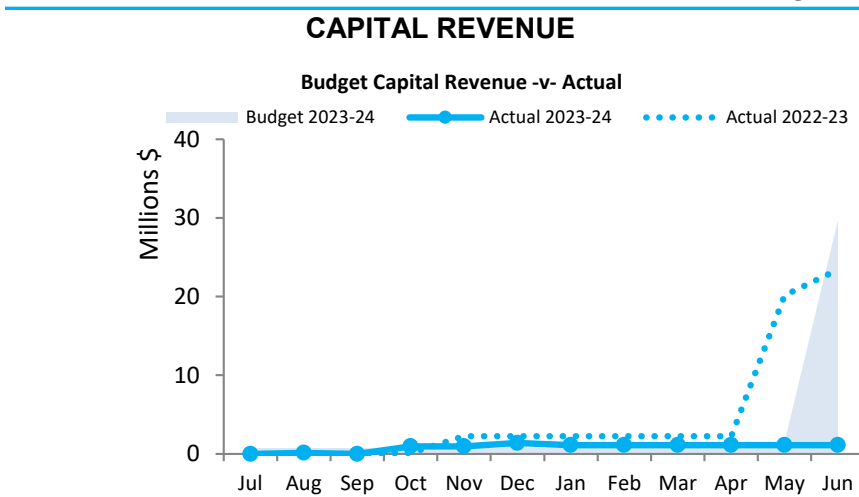
**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024**

2 KEY INFORMATION - GRAPHICAL

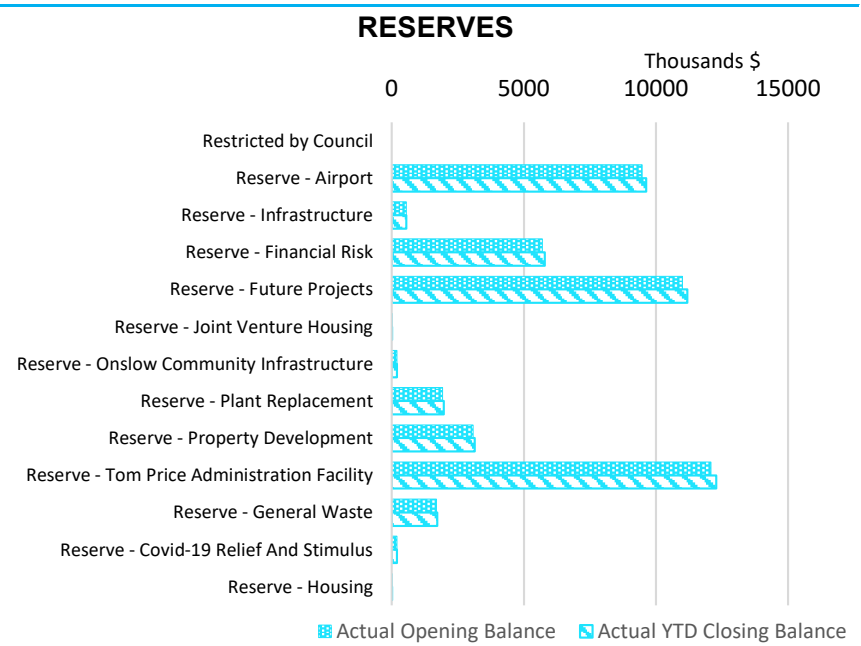
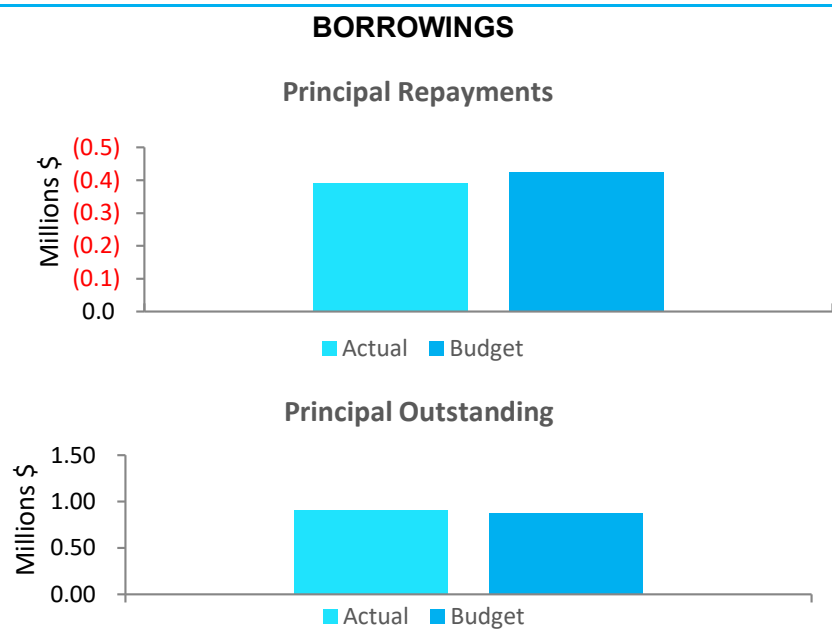
OPERATING ACTIVITIES



INVESTING ACTIVITIES



FINANCING ACTIVITIES



**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024**

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Westpac	Cash and cash equivalents	31,526,484	184,527	31,711,011		Westpac	4.10%	On-call
Commonwealth Bank	Cash and cash equivalents	2,492,090		2,492,090		CBA	4.10%	On-call
Term Deposit	Cash and cash equivalents	5,000,000		5,000,000		CBA	5.55%	08/2024
Term Deposit	Cash and cash equivalents	5,000,000		5,000,000		CBA	5.55%	08/2024
Term Deposit	Cash and cash equivalents	10,000,000		10,000,000		Auswide	5.40%	05/2024
Cash on hand	Cash and cash equivalents	4,700		4,700		-	-	-
Trust	Cash and cash equivalents	0			6,017	Westpac	0.00%	On-call
Term Deposit	Cash and cash equivalents	0	3,172,744	3,172,744		NAB	4.90%	07/2024
Term Deposit	Cash and cash equivalents	0	5,197,500	5,197,500		AMP	5.45%	06/2024
Term Deposit	Cash and cash equivalents	0	3,470,321	3,470,321		NAB	5.00%	06/2024
Term Deposit	Cash and cash equivalents	0	4,193,603	4,193,603		AMP	5.65%	06/2024
Term Deposit	Cash and cash equivalents	0	3,172,744	3,172,744		NAB	4.90%	07/2024
Term Deposit	Cash and cash equivalents	0	3,121,415	3,121,415		NAB	5.10%	08/2024
Term Deposit	Cash and cash equivalents	0	5,214,081	5,214,081		NAB	5.10%	09/2024
Term Deposit	Cash and cash equivalents	0	10,426,307	10,426,307		NAB	5.10%	09/2024
Term Deposit	Cash and cash equivalents	0	3,520,836	3,520,836		Auswide	5.50%	11/2024
Term Deposit	Cash and cash equivalents	0	5,000,000	5,000,000		AMP	5.40%	12/2024
Total		54,023,274	46,674,078	100,697,352	6,017			
Comprising								
Cash and cash equivalents		54,023,274	46,674,078	100,697,352	6,017			
		54,023,274	46,674,078	100,697,352	6,017			

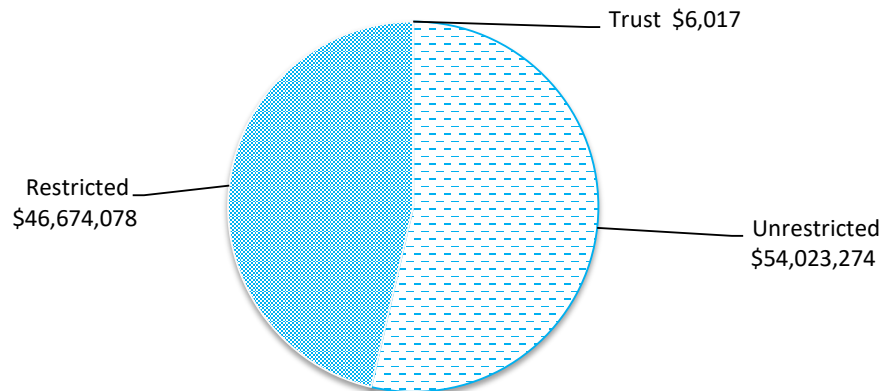
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other



**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024**

4 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual YTD
	Opening Balance	Interest Earned	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Interest Earned	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Reserve - Airport	9,483,608	455,500	0	(2,253,106)	7,686,002	9,483,608	91,063	64,010	0	9,638,681
Reserve - Infrastructure	549,260	28,700	0	0	577,960	549,260	5,490	3,492	0	558,242
Reserve - Financial Risk	5,693,606	298,200	0	(1,000,000)	4,991,806	5,693,606	56,905	36,195	0	5,786,706
Reserve - Future Projects	11,003,696	266,900	6,000,000	0	17,270,596	11,003,696	72,426	107,503	0	11,183,625
Reserve - Joint Venture Housing	5,200	200	0	0	5,400	5,200	52	33	0	5,285
Reserve - Onslow Community In	203,659	8,100	0	0	211,759	203,659	0	0	0	203,659
Reserve - Plant Replacement	1,931,871	130,900	0	(2,062,123)	648	1,931,871	22,912	8,677	0	1,963,460
Reserve - Property Development	3,086,616	161,700	0	0	3,248,316	3,086,616	30,849	19,622	0	3,137,087
Reserve - Tom Price Administrat	10,302,094	449,400	0	0	10,751,494	12,080,778	147,443	50,099	0	12,278,320
Reserve - General Waste	1,694,979	75,600	0	(1,669,286)	101,293	1,694,979	14,705	13,010	0	1,722,695
Reserve - Covid-19 Relief And S	193,084	500	0	0	193,584	193,084	761	2,396	0	196,241
Reserve - Housing	500,074	0	445,000	0	945,074	74	1	1	0	75
	44,647,747	1,875,700	6,445,000	(6,984,515)	45,983,932	45,926,431	442,608	305,038	0	46,674,077

**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land - freehold land	1,150,000	1,150,000	99,453	(1,050,547)
Buildings - specialised	8,655,890	5,203,490	5,967,804	764,314
Furniture and equipment	1,446,508	916,508	481,747	(434,761)
Plant and equipment	4,267,077	3,157,077	1,825,562	(1,331,515)
Acquisition of property, plant and equipment	15,519,475	10,427,075	8,374,567	(2,052,508)
Infrastructure - roads	4,560,600	2,090,600	78,305	(2,012,295)
Infrastructure - Pathways	1,028,000	1,028,000	23,516	(1,004,484)
Infrastructure - Drainage	3,860,187	1,445,000	552,426	(892,574)
Infrastructure - Coastal Infrastructure	1,150,000	1,150,000	130,949	(1,019,051)
Infrastructure - Parks and Recreation	13,676,553	6,032,353	1,537,159	(4,495,194)
Infrastructure - Town Infrastructure	3,438,900	2,810,900	179,157	(2,631,743)
Infrastructure - General Waste	40,000	40,000	34,467	(5,533)
Infrastructure - Airport	1,814,248	105,143	44,576	(60,567)
Infrastructure - Regional Waste Facility	5,498,941	5,398,941	1,064,492	(4,334,449)
Acquisition of infrastructure	35,067,429	20,100,937	3,645,046	(20,560,908)
Total capital acquisitions	50,586,904	30,528,012	12,019,613	(22,613,416)
Capital Acquisitions Funded By:				
Capital grants and contributions	12,064,888	1,167,615	1,090,000	(77,615)
Other (disposals & C/Fwd)	965,609	0	0	0
Reserve accounts				
Reserve - Airport	2,253,106	0	0	0
Reserve - Financial Risk	1,000,000	0	0	0
Reserve - Future Projects	0	0	0	0
Reserve - Plant Replacement	2,062,123	0	0	0
Reserve - Tom Price Administration Facility	0	0	0	0
Reserve - General Waste	1,669,286	0	0	0
Contribution - operations	30,571,892	29,360,397	10,929,613	(18,430,784)
Capital funding total	50,586,904	30,528,012	12,019,613	(18,508,399)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

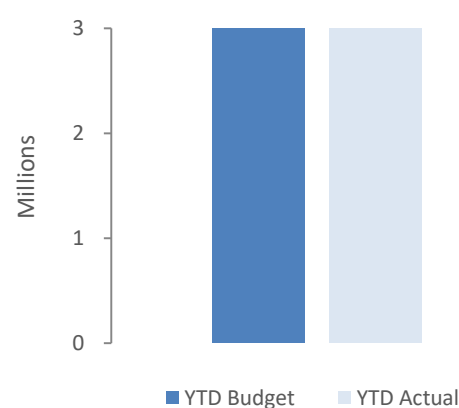
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Payments for Capital Acquisitions



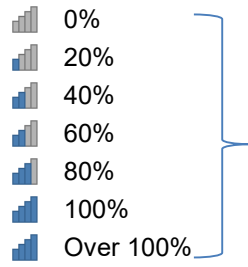
**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators








Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

	Account Description	Amended		YTD Actual	Variance (Under)/Over
		Budget	YTD Budget		
		\$	\$	\$	\$
	X2315 Hangar Ablution Block Restoration	25,000	0	4,398	(4,398)
	X2827 Airside Civil Works	370,000	0	0	0
	X2828 Aviation Area Development	363,300	0	0	0
	X2319 Hangar Car Park Construction	100,000	0	0	0
	X3431 Explosive Trace Detector (ETD)	35,000	35,000	24,500	10,500
	X2320 Taxiway Echo Construction	850,805	0	8,535	(8,535)
	X3438 Paraburdoo One Tree Daycare Shade Sails	20,000	20,000	0	20,000
	X3439 Ashburton Hall Door Renewal	50,000	50,000	0	50,000
	X3437 Onslow MPC Refurb / Painting	110,000	110,000	0	110,000
	X3440 Civic Centre Security Upgrade	100,000	100,000	0	100,000
	X2909 Onslow Gymnasium Equipment Renewal	25,000	25,000	20,602	4,398
	X3436 Ashburton Hall Alfresco Furniture Replacement	8,000	8,000	7,423	577
	X3442 Peter Sutherland Cricket Pitch + Encloser Maintenance	85,000	85,000	0	85,000
	X3443 Paraburdoo Skatepark BBQ Renewal	21,000	21,000	20,946	54
	X3444 Doug Talbot BBQ + Switchboard Renewal	25,000	25,000	22,248	2,752
	X3445 Lions Park Drink Fountain Renewal	30,000	30,000	31,288	(1,288)
	X3446 Lions Park Switchboard Renewal	20,000	20,000	20,323	(323)
	X3447 Tjiluna Oval Softball Fence Renewal	81,000	81,000	81,053	(53)
	X2893 Minna Oval Bollards Renewal	214,003	214,003	0	214,003
	X2894 Minna Oval Irrigation Renewal	220,000	0	0	0
	X3265 Clem Thompson Oval Scoreboard	32,000	32,000	31,615	385
	X3521 Meeka Park BBQ Renewal	21,000	21,000	20,946	54
	X3448 Onslow Community Garden Lighting Upgrade	37,000	37,000	36,282	718
	X3449 Paraburdoo Skate Park Shade	50,000	50,000	20,413	29,588
	X3450 Nature Park BBQ Area Shade Sail	32,000	32,000	31,951	49
	X3451 Peter Sutherland Cricket Encloser Lighting	28,000	28,000	0	28,000
	X3512 Expression Swing for Peter Sutherland Oval, Paraburdoo	29,500	29,500	8,632	20,868
	X3513 Expression Swing for Meeka Park	29,500	29,500	8,632	20,868
	X2326 Onslow Cartoon Tank Works	16,000	8,000	18,148	(10,148)
	X3453 Paraburdoo High School Bus Shelter & Lighting	100,000	100,000	44	99,956
	X3452 Paraburdoo Mall Lighting Renewal	15,000	15,000	0	15,000
	X3441 CHUB Bollard Pathway Lighting	28,000	28,000	0	28,000
	X3570 Paraburdoo Childcare Renewal	27,000	27,000	26,325	675
	X3078 Tractor With Reach Arm Deck	417,210	417,210	0	417,210
	X3469 Wheel Loader	390,000	390,000	390,000	0
	X3470 Road Sweeper	456,500	456,500	0	456,500
	X3471 Tractor - EBN978	77,000	77,000	0	77,000
	X3472 Tri axle side tipper trailer - TDP9	138,490	138,490	0	138,490
	X3063 Side Loader - GPU60	392,300	392,300	392,728	(428)
	X1320 Tom Price Administration Centre Construction	127,000	0	9,164	(9,164)
	X2328 Onslow Men's Shed Construction	11,315	11,315	28,510	(17,195)
	X2344 Foreshore Masterplan Works	2,181,850	2,181,850	0	2,181,850
	X3479 Minna Oval Sports Pavilion	32,000	0	36,769	(36,769)
	X3480 Onslow Bike Park	3,000,000	200,000	20,974	179,026
	X3481 Pannawonica Bike / Pump Track and Playground	2,000,000	200,000	0	200,000
	X3482 Paraburdoo Bike / Pump Track	2,000,000	200,000	19,295	180,705
	X2331 Vic Hayton Swimming Pool Shed	20,000	20,000	0	20,000

	Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
	X3522 Tom Price Bowling green upgrade	500,000	0	0	0
	X3478 Onslow Skate Park	1,500,000	1,030,000	4,300	1,025,701
	X2339 Ocean View Caravan Park - Stage 3	1,637,900	1,637,900	58,264	1,579,636
	X3475 Pathway Failure CBD - Tom Price	1,000,000	1,000,000	23,516	976,484
	X3476 Onslow Drainage	500,000	500,000	259,308	240,692
	X3523 Onslow Jetty - Planning	1,000,000	1,000,000	76,890	923,110
	X3483 Onslow Jetty	0	0	18,325	(18,325)
	X3497 Pool Cleaner	7,100	7,100	6,486	614
	X3498 Pool Cleaner	3,203	3,203	2,801	402
	X2321 Ashburton Hall Window Treatments Renewal	29,930	29,930	29,930	0
	X3496 Retractable Shade Sail Repair - Onslow Aquatic Centre	182,000	182,000	81,857	100,143
	X2334 Seawall Extension	150,000	150,000	35,735	114,265
	X3045 Millstream - Pannawonica Road - 92.90	200,000	0	0	0
	X2990 Local Cattle Grids Renewal	270,000	270,000	292,328	(22,328)
	X3047 Paraburdoo Cenotaph	1,140,000	1,140,000	1,143,850	(3,850)
	X3025 Onslow Basin Beautification	0	0	1,242	(1,242)
	X3043 Barrarda Estate Irrigation Tanks	40,000	40,000	0	40,000
	X3037 Millstream - Pannawonica Road Resheet (TBD)	1,557,600	757,600	55,415	702,185
	X0173 Mine Road Reconstruct and Reprofile	148,000	148,000	0	148,000
	X0160 Nameless Valley Drive Road Works	270,000	0	22,835	(22,835)
	X3517 Nameless Valley Drive Road Resealing	1,200,000	400,000	0	400,000
	X3514 Road Electronic Signage	600,000	0	0	0
	X3515 Killawarra Drive Asphalt Overlay	690,000	690,000	0	690,000
	X3516 Asphalt Overlay Rocklea Road	95,000	95,000	0	95,000
	X3506 Tom Price Mall - Reticulation	100,000	100,000	0	100,000
	X3504 Cricket Pitch Tile Covers	45,000	45,000	39,780	5,220
	X3505 Replace Onslow Reticulation Tank	120,000	120,000	0	120,000
	X3501 Mine Road Pipes Upgrade	500,000	500,000	0	500,000
	X3502 Drainage Renewals - Camp Road	35,000	35,000	0	35,000
	X3503 Drainage Renewals - Rocklea Road	40,000	40,000	0	40,000
	X0174 Bedford Fire Truck Restoration	70,000	70,000	22,727	47,273
	X3508 Water Tank - Tom Price Waste Facility	40,000	40,000	34,467	5,533
	X3580 Regional Waste Facility Construction	631,041	631,041	227,088	403,953
	X0185 Waste Site CCTV System	45,900	45,900	0	45,900
	X0179 Liquid Waste Facility	1,285,000	1,285,000	93	1,284,907
	X3228 PRWMF - Dome Shelter	50,000	50,000	45,426	4,574
	X3230 PRWMF - Cell 2	308,000	308,000	0	308,000
	X3231 PRWMF - Hazardous Liquid Waste Treatment	100,000	0	7,840	(7,840)
	X3500 PRWMF Evaporation Ponds and Drying Bed	3,079,000	3,079,000	784,045	2,294,955
	X3454 Tom Price Depot - Office Soundproofing	60,000	60,000	26,898	33,102
	X3588 Onslow Streetscape Preliminary Design Concept	1,500,000	900,000	102,700	797,300
	X3430 Residential Housing	0	0	7,732	(7,732)
	X3584 1/5 Anketell Court, Onslow	610,000	610,000	610,000	0
	X3585 1119 Warrina Place, Tom Price	675,000	675,000	650,000	25,000
	X3586 3 Forrest Count, Onslow	540,000	540,000	540,000	0
	X3587 4 Anketell Court, Onslow	675,000	675,000	675,000	0
	X3574 27 Lilac Street	0	0	17,896	(17,896)
	X3484 3/19 Allambi Way, Tom Price partial refurb	142,100	0	10,448	(10,448)
	X3485 15 First Ave, Onslow Major Refurb and Veranda	450,000	450,000	2,509	447,491
	X3486 17 Lilac Street Storeroom Improvements	8,225	8,225	8,225	0
	X3487 22 Lilac Street Tom Price partial refurb	156,292	156,292	7,863	148,429
	X3488 126 Cedar Street, Tom Price partial refurb	126,200	126,200	106,013	20,187
	X3489 397 Acalypha Street Tom Price partial refurb	183,800	183,800	10,972	172,828
	X3260 Paraburdoo (King Avenue, 586) , Capital Renewal	3,893	3,893	3,893	0
	X3490 Patio Insulation - 1166 Tarwonga Circuit, Tom Price	17,881	17,881	6,490	11,391
	X3493 Property Renewals - Budget Only	500,000	416,700	0	416,700
	X3494 Property Renewals - Air conditioners - Budget Only	100,000	100,000	0	100,000
	X3491 605 Boolee Street - Air Conditioner replacement	17,245	17,245	17,245	0
	X3492 653 Kiah Street - Air Conditioner replacement	17,874	17,874	17,874	(0)
	X3571 1166 Tarwonga Circuit - Air Conditioner	0	0	17,694	(17,694)
	X3595 14 Payne Ave, Onslow Purchase	0	0	920,000	(920,000)
	X3596 Paraburdoo (Pilbara Ave, 81) - Purchase	0	0	590,000	(590,000)
	X3622 11B Otway Court, Onslow	0	0	891,382	(891,382)
	X3626 Accomodaton Strategy - Onslow, Watson Drive	0	0	2,000	(2,000)
	X3248 Tom Price (Kulai Street, 797) , Capital Renewal	15,341	15,341	14,351	990
	X3575 Tom Price (Warrina Place, 1119), Capital Renewal	0	0	4,390	(4,390)
	X3422 Paraburdoo (Brockman Street, 571), Capital Renewal	52,349	52,349	52,349	0
	X3578 Paraburdoo (Capricorn Avenue, 193) - Capital Renewal	0	0	30,005	(30,005)

	Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
 X0180	Storage Solution	10,000	10,000	9,845	155
 X3432	Christmas Decorations	100,000	100,000	31,470	68,530
 X3433	Event Equipment - Breathe Bell Tents	15,380	15,380	15,380	(0)
 X3434	Communities Events Equipment	56,500	56,500	0	56,500
 X3226	Digital Sign TP & Onslow	11,750	11,750	11,750	(0)

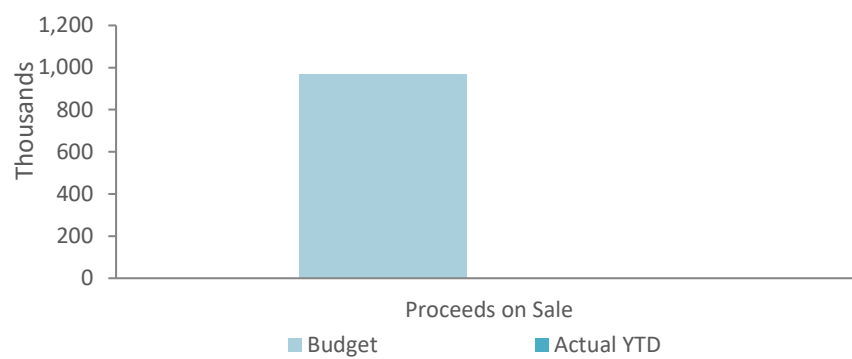
		Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
	X3264	Live Streaming Equipment	325,000	325,000	325,996	(996)
	X3509	Disaster Recovery Hardware Replacement	150,000	150,000	0	150,000
	X3435	Visit Ashburton Tourism Signage	100,000	100,000	0	100,000
	X3562	Old Onslow Additional Road Signage	46,000	46,000	0	46,000
	X3563	Old Onslow Contingency Works	15,500	15,500	0	15,500
	X3564	Old Onslow Heritage Street Signs	13,000	13,000	192	12,808
	X3565	Old Onslow Pedestrian And Parking Access	46,000	46,000	0	46,000
	X3566	Old Onslow Information App	22,200	0	10,000	(10,000)
	X3507	Tom Price Visitor Centre - Furniture & Display Renewal	10,000	10,000	4,692	5,308
	X3263	Tom Price - Commercial Property	503,000	503,000	503,000	0
	X3457	Temporary Office Refurbishment	700,000	170,000	52,404	117,596
	X3455	Onslow Airport Business Park Subdivision	800,000	800,000	76,258	723,742
	X3456	PRWMF Expansion Land	350,000	350,000	23,195	326,805
	X3499	Mobile Electronic Messaging Board System	50,000	50,000	0	50,000
	X2317	Terminal Lighting Renewal	7,143	7,143	7,143	0
	X2327	Sun Chalets Upgrade	29,055	29,055	29,055	0
	X2353	Tom Price Sports Court Cover	0	0	(81,296)	81,296
	X3241	Onslow (First Avenue, 15) , Capital Renewal	5,390	5,390	5,390	0
	X0177	Accommodation Strategy	3,100,000	0	3,500	(3,500)
	X3027	Ashburton Downs Road Resheet - 24.00 To 29.00	0	0	55	(55)
	X3046	Anzac Park Foreshore	0	0	2,125	(2,125)
	X2292	Tom Price Skate Park Expansion	0	0	5,600	(5,600)
	X2853	Information And Communication Technology	34,575	34,575	2,742	31,833
	X3054	4Wd Dual Cab Utility - As9370	57,810	57,810	57,810	0
	X3056	4Wd Extra Cab Utility - As9359	52,091	52,091	1,000	51,091
	X3057	Dual Cab Utility - As9107	56,854	56,854	56,854	0
	X3060	Extra Cab Utility - As340	51,815	51,815	0	51,815
	X3061	Extra Cab Utility - As002	41,856	41,856	41,856	0
	X3064	4Wd Vehicle - As8718	56,408	56,408	56,408	(0)
	X3066	4Wd Single Cab - As136	74,017	74,017	79,374	(5,357)
	X3458	Utility - Road Plant Operator	60,000	0	0	0
	X3460	Generator - Road Crew	27,000	27,000	23,954	3,046
	X3461	Workshop Service Trailer	57,137	57,137	54,842	2,295
	X3462	12Kva Genset - Pgn12 Replacement	19,836	19,836	19,836	0
	X3463	12Kva Genset - Pgn13 Replacement	22,683	22,683	22,683	(0)
	X3464	Utility As9110 - Put102	30,108	30,108	30,183	(75)
	X3465	Utility - As9161 Put120	56,408	56,408	56,408	(0)
	X3466	Utility - As9367 Put138	56,408	56,408	56,408	(0)
	X3467	Six Tonne Tipper - As684 Ptr24	94,630	94,630	0	94,630
	X3468	Utility - As9506 Put144	56,854	56,854	56,854	0
	X3473	Sweeper Attachement For Skidsteer Loader	9,262	9,262	9,262	(0)
	X3067	4Wd Vehicle - 1004As	67,080	67,080	67,080	0
	X3071	4Wd Vehicle - As9358	50,910	50,910	50,910	0
	X3072	4Wd Vehicle - As9374	52,355	52,355	52,355	(0)
	X3073	4Wd Vehicle - 1001As	66,543	66,543	66,543	(0)
	X3074	4Wd Vehicle - 1002As	67,034	67,034	67,034	(0)
	X3075	4Wd Vehicle - 1005As	67,080	67,080	67,080	0
	X3065	4Wd Dual Cab - As9355	0	0	1,975	(1,975)
	X3583	Truck Tyre Changer	23,398	23,398	23,399	(1)
	X3621	Wash Bay Oil Sperator	20,000	0	0	0
	X3610	New Utility - Waste Facility	60,000	0	0	0
	X3613	Hooklift Truck - Prwf	300,000	0	0	0
	X3614	Hooklift Bins 3 X 30M3	50,000	0	0	0
	X3615	Water Unit For Hooklift Truck	100,000	0	0	0
	X3616	16Tn Forklift	320,000	0	0	0
	X3617	Telehandler With Rotating Forks	200,000	0	0	0
	X3618	Standpipe	20,000	0	0	0
	X3593	Onslow Stormwater Cleaning And Relining - Second And Third A	500,000	0	0	0
	X3591	Onslow Ocean Outfalls	765,187	0	790	(790)
	X3592	Onslow Stormwater Pipe Upgrade- Third Avenue	950,000	0	0	0
	X2831	Cctv Camera Expansion	63,000	63,000	0	63,000
			0	0	0	0
			50,586,904	30,528,012	12,019,613	18,508,399

**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024**

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Budget Review adjustment	79,809	0	2,091	(81,900)				
PE508	Toyota Fortuner: 2018	25,000	31,818	6,818	0			0	0
PE537	Hilux 4x4 T/D D/C: 2019	14,500	32,000	17,500	0			0	0
PE462	Isuzu D max E/C : 2016	6,600	18,000	11,400	0			0	0
PE518	Hilux 4x4 T/D D/C: 2018	14,400	32,000	17,600	0			0	0
PE544	Hilux 4x4 T/D D/C: 2019	14,220	30,000	15,780	0			0	0
PE538	Hilux 4x4 T/D E/C: 2019	4,700	41,700	37,000	0			0	0
PE576	Toyota Prado GXL: 2020	34,880	55,000	20,120	0			0	0
PE517	Toyota Fortuner: 2018	27,500	32,000	4,500	0			0	0
PE574	Toyota Prado GXL: 2020	34,980	54,545	19,565	0			0	0
PE577	Toyota Prado GXL: 2020	35,640	56,364	20,724	0			0	0
PE575	Toyota Prado GXL: 2020	34,880	56,364	21,484	0			0	0
PE450	Hilux W/Mate D/C: 2016	4,200	10,909	6,709	0			0	0
PE089	HP 20 Tonne float: 2006	9,750	10,000	250	0			0	0
PE375	Isuzu Dmax 4x2 T/C: 2014	5,400	18,000	12,600	0			0	0
PE524	Landcruiser D/C GXL: 2019	24,050	60,000	35,950	0			0	0
PE539	LC 70 4x4 S/C: 2019	5,700	50,000	44,300	0			0	0
PE437	Utility - PUT102	0	12,000	12,000	0			0	0
PE486	Utility - PUT120	0	28,182	28,182	0			0	0
PE545	Utility - PUT138	0	32,000	32,000	0			0	0
PE338	Six Tonne Tipper - PTR24	15,600	32,000	16,400	0			0	0
PE566	Utility - PUT144	0	32,727	32,727	0			0	0
PE313	Wheel Loader	0	80,000	80,000	0			0	0
PE458	Road Sweeper	0	130,000	130,000	0			0	0
PE323	Tractor - TTC07	0	20,000	20,000	0			0	0
PE138	Tri axle side tipper trailer	3,000	10,000	7,000	0			0	0
		394,809	965,609	652,700	(81,900)	0	0	0	0



**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024**

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable	30 June 2023	30 Apr 2024
	\$	\$
Opening arrears previous years	535,274	550,955
Levied this year	56,579,393	56,579,393
Less - collections to date	(56,563,712)	(56,579,393)
Gross rates collectable	550,955	550,955
Net rates collectable	550,955	550,955
% Collected	99.0%	99.0%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(57,486)	3,712,681	58,345	360,741	(129,494)	3,944,787
Percentage	(1.5%)	94.1%	1.5%	9.1%	(3.3%)	
Balance per trial balance						
Trade receivables	(57,486)	3,712,681	58,345	360,741	(129,494)	3,944,787
GST receivable		463,474				463,474
Allowance for credit losses of trade receivables					(295,685)	(295,685)
Total receivables general outstanding						4,112,576

Amounts shown above include GST (where applicable)

KEY INFORMATION

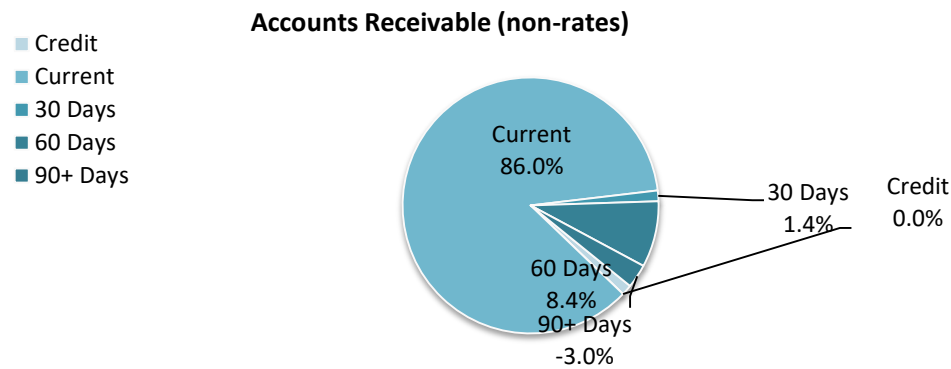
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 30 April 2024
	\$	\$	\$	\$
Other current assets				
Inventory				
Fuel & Oils	43,757	201,222		244,979
Tom Price Tourist Bureau	96,132	0		96,132
Other assets				
Prepayments	263,484		(437,186)	(173,702)
Accrued income	1,647,474		(1,496,192)	151,282
Total other current assets	2,050,847	201,222	(1,933,378)	318,691
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024**

FINANCING ACTIVITIES

11 BORROWINGS

Repayments - borrowings

Information on borrowings	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Particulars		\$	\$	\$	\$	\$	\$	\$	\$	
Onslow Transfer Station	122	720,537	0	0	(354,763)	(354,800)	365,774	365,737	(8,731)	(4,200)
Airport Upgrade	119	71,938	0	0	(11,071)	(22,500)	60,867	49,438	(2,288)	(19,500)
Onslow Administration Centre	124	506,540	0	0	(24,388)	(49,200)	482,152	457,340	(5,377)	(16,400)
Total		1,299,015	0	0	(390,222)	(426,500)	908,793	872,515	(16,396)	(40,100)
Current borrowings		426,500					36,215			
Non-current borrowings		872,515					872,578			
		1,299,015					908,793			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024**

FINANCING ACTIVITIES

12 LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2023	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Photocopier lease	1	\$ 119,764	\$ 0	\$ 0	\$ (50,483)	\$ (67,600)	\$ 69,281	\$ 52,164	\$ (2,411)	\$ (2,900)
Total		119,764	0	0	(50,483)	(67,600)	69,281	52,164	(2,411)	(2,900)
Current lease liabilities		67,589					17,107			
Non-current lease liabilities		52,174					52,174			
		119,763					69,281			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024

OPERATING ACTIVITIES

10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual	
	\$ (cents)	Properties	Value	Revenue	Interim	Revenue	Revenue	Rate Revenue	Total Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
Residential / Community	0.09756	2,239	49,004,416	4,780,871	0	4,780,871	4,673,225	(2,095)	4,671,13
Commercial / Industrial	0.08907	140	14,430,474	1,285,322	0	1,285,322	1,289,697		1,289,69
Transient Workforce Accom.	0.17814	20	18,795,480	3,348,227	0	3,348,227	3,348,227		3,348,22
Unimproved value									
Pastoral	0.13529	31	6,794,989	919,294	0	919,294	947,948		947,94
Non-Pastoral	0.38568	651	110,942,453	42,788,285	1,000,000	43,788,285	45,285,654	(59,733)	45,225,92
Sub-Total		3,081	199,967,812	53,121,999	1,000,000	54,121,999	55,544,751	(61,828)	55,482,92
Minimum payment	Minimum Payment \$								
Gross rental value									
Residential / Community	1,310	351	3,151,704	459,810		459,810	454,570		454,57
Commercial / Industrial	1,310	43	259,119	56,330		56,330	51,090		51,09
Transient Workforce Accom.	1,310	4	80	5,240		5,240	2,620		2,62
Unimproved value									
Pastoral	1,310	3	9,529	3,930		3,930	6,550		6,55
Non-Pastoral	1,310	466	711,718	610,460		610,460	581,640		581,64
Sub-total		867	4,132,150	1,135,770	0	1,135,770	1,096,470	0	1,096,47
Amount from general rates						55,257,769			56,579,39
Ex-gratia rates						11,300			
Total general rates						55,269,069			56,579,39

**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024**

OPERATING ACTIVITIES

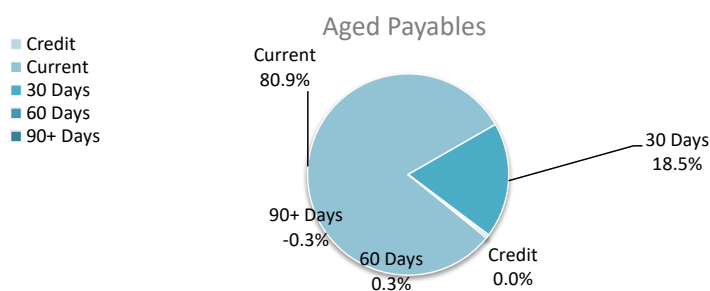
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	1,488,198	340,854	5,544	(5,295)	1,829,30
Percentage	0.0%	81.4%	18.6%	0.3%	-0.3%	
Balance per trial balance						
Sundry creditors		1,488,198	340,854	5,544	(5,295)	1,829,30
Accrued salaries and wages		0				
ATO liabilities		414,708	(40,698)			532,35
Other payables		0	0	0	192,769	192,76
Payroll Creditors		5,778	(2,161)	2,029	4,836	10,48
Bonds And Deposits Not Held In Trust		82,329	0	(0)	361,439	443,76
Prepaid Rates - Excess Rates		26,993	6,763	8,465	11,717	53,93
Total payables general outstanding						3,062,60

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



**SHIRE OF ASHBURTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024**

OPERATING ACTIVITIES

13 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 April 2024
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Contract liabilities		3,640,998	0	6,200,000	0	9,840,998
Capital grant/contributions liabilities		4,079,018	0	0	(1,371,183)	2,707,835
Monies held in trust		68,278	0	905,687	(633,673)	340,292
Total other liabilities		7,788,294	0	7,105,687	(2,004,856)	12,889,125
Employee Related Provisions						
Provision for annual leave		1,074,930	0	491,085	133,146	1,699,161
Provision for long service leave		609,671	0	149,043	0	758,714
Total Provisions		1,684,601	0	640,128	133,146	2,457,875
Total other current liabilities		9,472,895	0	7,745,815	(1,871,710)	15,347,000

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13 and 13

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.



Agenda Item 13.2 - Attachment 1

Schedule of Accounts Paid - April 2024

Shire of Ashburton

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

List of Payments - Payment Detail for Month of April 2024

Pursuant to the regulation:

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

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

Description	Amount
<u>Municipal Fund</u>	
EFT	\$ 6,470,010.57
Credit Cards/Bpay	\$ 250,918.85
Cheque	\$ -
Payroll	\$ 946,883.21
Bank Fees and Charges	\$ 4,565.23
Grand Total	\$ 7,672,377.86

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2024

FT Payment	Date	Name	Description	Amount
T70227	05/04/2024	A4 Projects	Project management consultancy services	32610.66
T70228	05/04/2024	Acumentis Pty Ltd	Desk top valuation report	300.00
T70229	05/04/2024	Aero Associates	Hardware Onslow Airport	522.00
T70230	05/04/2024	AIM Construction Group	Repairs and maintenance Tom Price	58422.10
T70231	05/04/2024	Alana Sullivan	Councillor payment	6773.89
T70232	05/04/2024	Aroc Training	Aeronautical Radio Operator Certificates	1200.00
T70233	05/04/2024	Audra Smith	Councillor payment	25261.85
T70234	05/04/2024	Ausco Modular Pty Ltd	Equipment hire	10257.39
T70235	05/04/2024	Australian Audit	Probity audit services	869.00
T70236	05/04/2024	AIM WA	Training services	863.50
T70237	05/04/2024	Australian Taxation Office	Monthly PAYG	317350.00
T70238	05/04/2024	AVCRM Group	Platinum Subscription for AVCRM	5500.00
T70239	05/04/2024	BCA Consultants	Design services	660.00
T70240	05/04/2024	Blackwoods Pty Ltd	Staff PPE and cleaning products	67.39
T70241	05/04/2024	Blue Diamond Machinery Pty Ltd	Vehicle parts, maintenance and repairs	77.00
T70242	05/04/2024	Blue Force Pty Ltd	ICT Maintenance	209.00
T70243	05/04/2024	Brandworx Australia	Staff uniforms	806.38
T70244	05/04/2024	Brie Healy	Councillor travel expenses	6773.89
T70245	05/04/2024	Broome Gallery	Merchandise for onsale	1778.70
T70246	05/04/2024	BS Building Maintenance	Repairs and maintenance Tom Price	9098.10
T70247	05/04/2024	Burbury Consulting Pty Ltd	Design services	19536.00
T70248	05/04/2024	Byblos Constructions-Tom Price	Repairs and maintenance Tom Price	16066.54
T70249	05/04/2024	C Munro Contractors	Repairs and maintenance Onslow	4134.70
T70250	05/04/2024	Campbells Canning Vale	Refreshments for onsale	1124.26
T70251	05/04/2024	Carroll & Richardson Flagworld	Merchandise for Paraburdoo event	1287.36
T70252	05/04/2024	Castledine Gregory	Legal services	74757.94
T70253	05/04/2024	Chefmaster Australia	Cleaning products	356.31
T70254	05/04/2024	Cleverpatch Pty Ltd	Craft items for programs	1371.12
T70255	05/04/2024	Coca-Cola Amatil	Refreshments for onsale	1124.39
T70256	05/04/2024	Corporate Travel Management	Travel	14106.92
T70257	05/04/2024	Creative ADM	Report design services	3135.00
T70258	05/04/2024	Datacom Systems (Au) Pty Ltd	Windows server licences	31481.82
T70259	05/04/2024	David Panting (Emp #1848)	Staff reimbursement	649.00
T70260	05/04/2024	Dice Solutions	Electrical repairs and maintenance Onslow	531.63
T70261	05/04/2024	Eftsure Pty Ltd	Annual EFTsure service renewal	11787.89

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2024

IFT Payment	Date	Name	Description	Amount
T70262	05/04/2024	Exmouth Aviation Services	Refund of Airport terminal bond	2600.00
T70263	05/04/2024	Firaol Negeri	Refund of overcharged bond	35.00
T70264	05/04/2024	Focus Consulting WA Pty Ltd	Electrical consulting services	3300.00
T70265	05/04/2024	GHD Pty Ltd	Landfill compliance water monitoring services	16926.86
T70266	05/04/2024	Grace Removals	Relocation services	12226.62
T70267	05/04/2024	Greenfield Technical Services	Engineering services	62133.50
T70268	05/04/2024	Herseys Safety Pty Ltd	Vehicle parts, maintenance and repairs	546.70
T70269	05/04/2024	Hodge Collard Preston Architects	Architectural services	21945.00
T70270	05/04/2024	Horizon Power	Electricity consumption	25229.51
T70271	05/04/2024	HWL Ebsworth Lawyers	Legal services	2926.00
T70272	05/04/2024	Independent Fuel Solutions Pty Ltd	Fuel	10021.46
T70273	05/04/2024	Integrity Coachlines	Ticket sales at TP Visitor centre	188.02
T70274	05/04/2024	IW Projects Pty Ltd	Project consultancy services	64647.00
T70275	05/04/2024	JJ's Cleaning Tom Price Pty Ltd	Cleaning services	275.00
T70276	05/04/2024	Karratha Florist	Wreaths for ANZAC Day 2024	1665.44
T70277	05/04/2024	Kerry White	Councillor payment	10882.10
T70278	05/04/2024	KHB Mobile Mechanical Pty Ltd	Vehicle parts, maintenance and repairs	1815.06
T70279	05/04/2024	Koh Living	Merchandise for on-sale	2690.55
T70280	05/04/2024	Komatsu Australia Pty Ltd	Vehicle parts, maintenance and repairs	1091.79
T70281	05/04/2024	Linton Rumble	Councillor payment	6773.89
T70282	05/04/2024	LK Advisory Pty Ltd	Consultancy services	30080.18
T70283	05/04/2024	Lo-Go Appointments	Labour hire contracting services	7720.79
T70284	05/04/2024	Matthew Lynch	Councillor payment	6773.89
T70285	05/04/2024	McLeods Barristers & Solicitors	Legal services	8842.35
T70286	05/04/2024	Melanie Gallanagh	Councillor payment	6773.89
T70287	05/04/2024	Mindful Movement With Ali	Refund of bond	600.00
T70288	05/04/2024	MKJ Logistics	Freight	1012.64
T70289	05/04/2024	Monsterball Amusements	Event facilitators	15240.01
T70290	05/04/2024	Napa (Gpc Asia Pacific T/As)	Vehicle parts, maintenance and repairs	1966.16
T70291	05/04/2024	Omnicom Media Group Australia	Tender advertising	1573.72
T70292	05/04/2024	Paladin Risk Management Services	Risk management services	26950.00
T70293	05/04/2024	Pathwest Laboratory Medicine WA	Pathology services	49.50
T70294	05/04/2024	Paul Hanlon	Staff reimbursement	265.51
T70295	05/04/2024	PFD Food Services Pty Ltd	Food items for onsale	1650.70
T70296	05/04/2024	Pilbara Copy Service	Photocopier meterplan	2522.85
T70297	05/04/2024	Pilbara Trees	Arborist services	2112.00

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2024

FT Payment	Date	Name	Description	Amount
T70298	05/04/2024	Pivotel Satellite Pty Ltd	Monthly spot trackers subscription	951.25
T70299	05/04/2024	Platinum Surveys	Surveying services	2420.00
T70300	05/04/2024	Premier Truck Painters Pty Ltd	Bedford Truck restoration project	5000.00
T70301	05/04/2024	Pulse Software	Training software	3135.00
T70302	05/04/2024	Ray White Exmouth	Rent	3041.67
T70303	05/04/2024	Redfish Technologies Pty Ltd	Acoustic panels for Tom Price works demountable	12428.28
T70304	05/04/2024	Rio Tinto	Water and Electricity consumption	142.98
T70305	05/04/2024	Rory De Pledge	Councillor payment	6773.89
T70306	05/04/2024	Rosanne Kapor	Councillor payment	1265.45
T70307	05/04/2024	Sinch Messagemedia	Monthly fee for SMS notifications	53.90
T70308	05/04/2024	Skilled Resources Group Aust	Senior Admin/Plant Operator for PRWMF	5034.05
T70309	05/04/2024	Sodexo Remote Sites Australia	Pannawonica consumables	300.00
T70310	05/04/2024	SpacetoCo Pty Ltd	Partner Pro bundle	165.00
T70311	05/04/2024	St John Ambulance WA	First Aid supplies	2299.00
T70312	05/04/2024	State Wide Turf Services	Renovation works for Tom Price and Paraburdoo ovals	31625.00
T70313	05/04/2024	Sustainability In Practice	Advisory services	15400.00
T70314	05/04/2024	T.J. Depiazzi & Sons	Gardening supplies	92372.44
T70315	05/04/2024	Telstra Limited	Telephone and communication charges	102539.49
T70316	05/04/2024	Tenderlink.Com	Public tender advertising	184.80
T70317	05/04/2024	Tessa Collins Design	Design services	5000.00
T70318	05/04/2024	The Uniform Guys Pty Ltd	Staff uniforms	586.73
T70319	05/04/2024	Thomas Blackley	Staff reimbursement	80.32
T70320	05/04/2024	TNT Express (Fedex Express T/As)	Freight	250.27
T70321	05/04/2024	Tom Price Guardian Pharmacy	Vaccine's for staff	430.00
T70322	05/04/2024	Tom Price Tyres	Vehicle parts, maintenance and repairs	1100.00
T70323	05/04/2024	Trivialicious Trivia Packs	Items for Tom Price program	34.95
T70324	05/04/2024	Visimax (Bucci Holdings Pty Ltd T/A)	Staff uniforms and PPE	5622.89
T70325	05/04/2024	Vizi Design	Architectural design and drafting services	968.00
T70326	05/04/2024	Water Corporation	Water consumption	11.47
T70327	05/04/2024	West Australian Newspapers Limited	Advertising	330.00
T70328	05/04/2024	Westrac Pty Ltd	Vehicle parts, maintenance and repairs	3082.12
T70329	05/04/2024	Wurth Australia	Consumables for Tom Price Depot	1457.85
T70330	09/04/2024	Byblos Constructions-Tom Price	Repairs and maintenance Tom Price	2882.00
T70331	09/04/2024	Easifleet Pty Ltd	Staff novated lease	3444.62
T70332	09/04/2024	Integrity Coachlines	Ticket sales at TP Visitor centre	102.94
T70333	09/04/2024	Karijini Eco Retreat	Catering	1402.50

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2024

IFT Payment	Date	Name	Description	Amount
T70334	09/04/2024	Netlink Group Pty Ltd	Barracuda Total Email Protection	4786.76
T70335	09/04/2024	Reward Hospitality	Linen for Onslow Chalets and Caravan Park	1722.58
T70336	09/04/2024	Schlam Engineering	Vehicle parts, maintenance and repairs	2324.60
T70337	09/04/2024	Stratagreen	Reticulation supplies	3886.08
T70338	11/04/2024	3E Advantage Pty Ltd	Printer leasing	6464.83
T70339	11/04/2024	Abco Products	Cleaning products	1029.84
T70340	11/04/2024	Aboriginal Enterprises Australia (WA)	Construction services	48152.78
T70341	11/04/2024	ACEAM Pty Ltd	Asset management services	22765.05
T70342	11/04/2024	Acumentis Pty Ltd	Desktop appraisal	440.00
T70343	11/04/2024	AEC Group Pty Ltd	Consultancy services	27526.40
T70344	11/04/2024	Airports Consultancy Group Pty Ltd	Review of Geotechnical data for Onslow Airport	2000.00
T70345	11/04/2024	Alba Vicho Sanchez	Refund of Bond	15.00
T70346	11/04/2024	Amanda Dunn	Staff reimbursement	3439.00
T70347	11/04/2024	AMEK Engineering Pty Ltd	Electrical repairs and maintenance	198.00
T70348	11/04/2024	Ann-Louise Dobe Emp# 2069	Staff reimbursement	99.99
T70349	11/04/2024	Arne Van Den Bussche	Refund of bond	15.00
T70350	11/04/2024	ASM Eclipse Pty Ltd	Merchandise for onsale	2220.39
T70351	11/04/2024	Auscoinswest	Merchandise for onsale	1067.00
T70352	11/04/2024	Australia Day Council Of WA	Citizen of the Year awards	51.80
T70353	11/04/2024	Australian Audit	Probity audit services	1738.00
T70354	11/04/2024	Australian Institute Of Management WA	Training services	1161.00
T70355	11/04/2024	Bennco Group	Repairs and maintenance Tom Price	4108.50
T70356	11/04/2024	Blackwoods Pty Ltd	Staff PPE and cleaning products	770.21
T70357	11/04/2024	Bo Anna Bar	Refund of Bond	15.00
T70358	11/04/2024	Brandworx Australia	Staff uniforms	1097.19
T70359	11/04/2024	Bree Maher Emp#2006	Staff reimbursement	170.00
T70360	11/04/2024	Brother Of Mine Coffee Roasters Pty Ltd	Coffee supplies for onsale	300.00
T70361	11/04/2024	Brownes Dairy	Refreshment supplies for onsale	493.23
T70362	11/04/2024	BS Building Maintenance	Repairs and maintenance Tom Price	8708.70
T70363	11/04/2024	Bunnings Group Limited	Hardware and cleaning products	1815.38
T70364	11/04/2024	Byblos Constructions-Tom Price	Repairs and maintenance Tom Price	520.30
T70365	11/04/2024	C Munro Contractors	Repairs and maintenance Onslow	1801.10
T70366	11/04/2024	Cabcharge Payments Pty Ltd	Cabcharges	1162.48
T70367	11/04/2024	Campbells Canning Vale	Refreshments for onsale	826.15
T70368	11/04/2024	Centurion Transport Co Pty Ltd	Freight	873.88
T70369	11/04/2024	Child Support Agency	Payroll Deductions/Contributions	1062.29

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2024

IFT Payment	Date	Name	Description	Amount
T70370	11/04/2024	Clayton Utz	Legal services	9421.00
T70371	11/04/2024	Cleverpatch Pty Ltd	Craft items for programs	427.01
T70372	11/04/2024	Compu-Stor	Off-site storage and destruction of archive boxes	2642.72
T70373	11/04/2024	Crushing Services International	Refund of accommodation bookings	41098.30
T70374	11/04/2024	Dept of Planning, Lands and Heritage	Section 18 Application fee	5346.00
T70375	11/04/2024	Direct Trades Supply Pty Ltd	Hardware supplies	5105.97
T70376	11/04/2024	Dt Works	Refund of development application	147.00
T70377	11/04/2024	E & Mj Rosher Pty Ltd	Vehicle parts, maintenance and repairs	2931.16
T70378	11/04/2024	Easifleet Pty Ltd	Novated lease	1591.54
T70379	11/04/2024	Fujifilm Business Innovation	SES Printer Lease/rental	133.10
T70380	11/04/2024	GC Sales WA	Waste supplies	4936.10
T70381	11/04/2024	GHD Pty Ltd	Consultancy services	4083.48
T70382	11/04/2024	Go West Tours	Airport transfers	1679.49
T70383	11/04/2024	Greenfield Technical Services	Engineering services	59903.26
T70384	11/04/2024	HWL Ebsworth Lawyers	Legal services	8372.10
T70385	11/04/2024	IW Projects Pty Ltd Atf The Carmel Trust	Consultancy services	6030.75
T70386	11/04/2024	Jack Hunter (Emp)	Staff reimbursement	275.95
T70387	11/04/2024	Joanne Sangster (Emp)	Staff reimbursement	744.64
T70388	11/04/2024	JP Promotions Pty Ltd	Shire branded merchandise	966.30
T70389	11/04/2024	Karratha Florist	Wreaths and delivery ANZAC day events	2888.82
T70390	11/04/2024	Kerry White	Councillor payment	925.66
T70391	11/04/2024	Kez's Place (Kerrie Hooper T/A)	Catering	18.00
T70392	11/04/2024	KHB Mobile Mechanical Pty Ltd	Vehicle parts, maintenance and repairs	4893.79
T70393	11/04/2024	Kleenheat Gas	Bulk LPG	262.85
T70394	11/04/2024	LA3 Pty Ltd	Design and production services	5280.00
T70395	11/04/2024	Labour Right Services	Repairs and maintenance Tom Price	264.00
T70396	11/04/2024	LGIS	Motor vehicle insurance contribution	8486.40
T70397	11/04/2024	Lo-Go Appointments	Labour hire contracting services	3964.73
T70398	11/04/2024	Mandalay Technologies Pty Ltd	EFTPOS integration at Shire Waste sites	4680.50
T70399	11/04/2024	Market Creations Agency Pty Ltd	Corporate website update services	8511.80
T70400	11/04/2024	Matt Bishop	Staff reimbursement	967.98
T70401	11/04/2024	McLeods Barristers & Solicitors	Legal services	703.45
T70402	11/04/2024	McMahon Burnett Transport	Freight	557.85
T70403	11/04/2024	Melanie Gallanagh	Councillor payment	878.29
T70404	11/04/2024	Milestone Realty Dalkeith Nedlands	Deposit for property purchase	10000.00
T70405	11/04/2024	Mills Oakley	Legal services	484.00

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2024

FT Payment	Date	Name	Description	Amount
T70406	11/04/2024	Miranda Ingram	Refund of Bond	15.00
T70407	11/04/2024	MKJ Logistics	Freight	4468.20
T70408	11/04/2024	McMullen Nolan Group	Surveying services	116776.00
T70409	11/04/2024	Modern Teaching Aids Pty Ltd	Items for Paraburdoo Library programs	615.73
T70410	11/04/2024	Netlink Group Pty Ltd	Exclaimer Cloud Email Signature licence	882.75
T70411	11/04/2024	Network Express Aust. Pty Ltd	Freight	333.22
T70412	11/04/2024	Norwest Contracting	Contracting services	445283.60
T70413	11/04/2024	Officeworks Superstores Pty Ltd	Stationery	201.00
T70414	11/04/2024	PFD Food Services Pty Ltd	Food items for onsale	1056.45
T70415	11/04/2024	Pilbara Food Services	Food items for onsale	1577.96
T70416	11/04/2024	Rachael Wright Emp #1895	Staff reimbursement	144.17
T70417	11/04/2024	Redfish Technologies Pty Ltd	Installation of Live Streaming and recording equipment	167323.52
T70418	11/04/2024	Reece Pty Ltd	Reticulation supplies	5100.86
T70419	11/04/2024	Rockend Technology Pty Ltd	Property Tree subscription	308.00
T70420	11/04/2024	Rory De Pledge	Councillor payment	848.86
T70421	11/04/2024	Rosanne Kapor	Councillor payment	171.84
T70422	11/04/2024	Seton Australia	Hardware supplies	503.80
T70423	11/04/2024	Shirlene's Facepainting	Event facilitator	250.00
T70424	11/04/2024	Shop For Shops	Shop fittings for Tom Price Visitor Centre	1055.40
T70425	11/04/2024	Skilled Resources Group Aust Pty Ltd	Senior Admin/Plant Operator for PRWMF	8159.00
T70426	11/04/2024	Songline Skateboarding	Event facilitator	8560.00
T70427	11/04/2024	Sonic Healthplus Pty Ltd	Pre-employment medical assessments	622.60
T70428	11/04/2024	Sunny Sign Company Pty Ltd	Signage	1378.30
T70429	11/04/2024	Tamara Mott	Staff reimbursement	205.00
T70430	11/04/2024	Team Global Express (A/C# 2085060)	Freight	6173.47
T70431	11/04/2024	Team Global Express (A/C# 2085599)	Freight	527.19
T70432	11/04/2024	Telstra Limited	Telephone and communication charges	3754.86
T70433	11/04/2024	The Federation Press	Books for Onslow Library	44.95
T70434	11/04/2024	Them Earthmoving Pty Ltd	Road works	462715.00
T70435	11/04/2024	Tom Price Autopro	Vehicle parts, maintenance and repairs	683.00
T70436	11/04/2024	Tom Price Betta Home Living	Linen for Tom Price housing	99.00
T70437	11/04/2024	Tom Price Mowing	Garden maintenance services	650.00
T70438	11/04/2024	Tom Price Physio Pty Ltd	Pre-employment medical assessments	400.00
T70439	11/04/2024	Tourism Council WA	Accredited information for Tom Price Visitor Centre	484.00
T70440	11/04/2024	Tristan Bird	Refund of bond	15.00
T70441	11/04/2024	Water 2 Water	Water system servicing	165.00

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2024

IFT Payment	Date	Name	Description	Amount
T70442	11/04/2024	WALGA	Training services	638.00
T70443	11/04/2024	Western Environmental Approvals	Project Management services	4733.45
T70444	11/04/2024	Westpeak Engineering Pty Ltd	Engineering services	295.63
T70445	11/04/2024	Westrac Pty Ltd	Vehicle parts, maintenance and repairs	477.93
T70446	11/04/2024	Wicked Strategies Pty Ltd	Consultancy services	5222.25
T70447	18/04/2024	A4 Projects	Project management consultancy services	37607.87
T70448	18/04/2024	Abco Products	Cleaning products	6205.35
T70449	18/04/2024	Acumentis Pty Ltd	Valuation reports	880.00
T70450	18/04/2024	AIM Construction Group WA Pty Ltd	Repairs and maintenance Tom Price	37796.00
T70451	18/04/2024	Amar Auto Electrics	Vehicle parts, maintenance and repairs	5137.00
T70452	18/04/2024	Ampol Australia Petroleum Pty Ltd	Fuel usage	3267.28
T70453	18/04/2024	Aerodrome Management Services	Passenger and baggage screening services	250.00
T70454	18/04/2024	Amy Brokenshire	Refund of bond	15.00
T70455	18/04/2024	Andrew Grey	Refund of bond	15.00
T70456	18/04/2024	Andrew Price Emp #1551	Staff reimbursement	89.95
T70457	18/04/2024	APS Power	Vehicle parts, maintenance and repairs	452.21
T70458	18/04/2024	Australia Post	Postal Charges	90.44
T70459	18/04/2024	Avantgarde Technologies	Senior Consultant services	22550.00
T70460	18/04/2024	Bennco Group	Repairs and maintenance Tom Price	5263.95
T70461	18/04/2024	Blackwoods Pty Ltd	Staff PPE and cleaning products	2447.88
T70462	18/04/2024	BOC Gases	BOC container services	378.85
T70463	18/04/2024	Bop Industries Pty Ltd	Event facilitator	15400.00
T70464	18/04/2024	Boya Equipment	Vehicle parts, maintenance and repairs	1622.50
T70465	18/04/2024	Brandworx Australia	Staff uniforms	1510.79
T70466	18/04/2024	Brooks Hire Service Pty Ltd	Machinery hire	38840.56
T70467	18/04/2024	Brunel Pilbara Pty Ltd	Repairs and maintenance Paraburdo	9837.29
T70468	18/04/2024	Bunnings Group Limited	Kitchen refurb items for Tom Price houses	15916.16
T70469	18/04/2024	Byblos Constructions-Tom Price	Repairs and maintenance Tom Price	13948.00
T70470	18/04/2024	C Munro Contractors	Repairs and maintenance Onslow	3371.94
T70471	18/04/2024	Castle Civil	Cattle grid removal, installation and maintenance works	13825.94
T70472	18/04/2024	Chefmaster Australia	Cleaning products	415.26
T70473	18/04/2024	Chloe Burgess	Refund of bond	30.00
T70474	18/04/2024	City of Karratha	Building certification services	2069.29
T70475	18/04/2024	Cleverpatch Pty Ltd	Craft items for programs	2465.50
T70476	18/04/2024	Coca-Cola Amatil (Aust) Pty Ltd	Refreshments for onsale	1760.49
T70477	18/04/2024	Commercial Aquatics Australia Pty Ltd	Maintenance items for pool repairs	1056.00

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2024

IFT Payment	Date	Name	Description	Amount
T70478	18/04/2024	Connect Call Centre Services	After-hours Call centre service	330.73
T70479	18/04/2024	Connop Networking	ICT services	500.00
T70480	18/04/2024	Corporate Travel Management Pty Ltd	Travel	4776.01
T70481	18/04/2024	Cyrus Coehn	Refund of bond	30.00
T70482	18/04/2024	Dale Evans	Meal allowance for contractor	2220.00
T70483	18/04/2024	Datacom Systems (Au) Pty Ltd	Microsoft 365 licences	10770.67
T70484	18/04/2024	Direct Trades Supply Pty Ltd	Hardware supplies	359.00
T70485	18/04/2024	Duraquip	Vehicle parts, maintenance and repairs	1504.25
T70486	18/04/2024	Emerge Associates	Landscape design and contract services	52250.00
T70487	18/04/2024	Environex International	Chemicals	708.05
T70488	18/04/2024	Eurofins Arl	Onslow WWTP water sampling	606.10
T70489	18/04/2024	Ewan Schmerl	Refund of bond	15.00
T70490	18/04/2024	FMG Pilbara Pty Ltd	Rates refund	1009.73
T70491	18/04/2024	Freshworks Inc	Fresh service Enterprise annual plan	7440.00
T70492	18/04/2024	Gemma Bickler	Refund of cancelled accommodation booking	229.00
T70493	18/04/2024	GHD Pty Ltd	Landfill Compliance Water Monitoring	39781.50
T70494	18/04/2024	Grace Willis	Refund of bond	15.00
T70495	18/04/2024	Greenfield Technical Services	Engineering services	1963.50
T70496	18/04/2024	Harvey Norman Karratha	Coffee machine for Onslow Aquatic centre kiosk	499.00
T70497	18/04/2024	Hedland Property Shop	Rent	8762.93
T70498	18/04/2024	Herseys Safety Pty Ltd	Vehicle parts, maintenance and repairs	2110.90
T70499	18/04/2024	Human Performance Technology	Training for Communities Staff	8167.50
T70500	18/04/2024	HWL Ebsworth Lawyers	Legal services	7677.89
T70501	18/04/2024	Hydraulink CCR	Vehicle parts, maintenance and repairs	68.77
T70502	18/04/2024	Initial Hygiene / Pink Hygiene Solutions	Cleaning products for Tom Price facilities	2092.99
T70503	18/04/2024	James Bennett Pty Ltd	Library stock	1164.79
T70504	18/04/2024	Jamieson Transport	Freight charges to be on charged	34270.50
T70505	18/04/2024	Japanese Truck & Bus Spares	Vehicle parts, maintenance and repairs	440.75
T70506	18/04/2024	Jonathan Rowe	Refund of cancelled accommodation booking	408.00
T70507	18/04/2024	Julie Tracy	Staff reimbursement	4653.00
T70508	18/04/2024	Karratha Ballet Academy	Event facilitator	900.00
T70509	18/04/2024	Karratha Florist	Wreaths and delivery for ANZAC Day events	893.20
T70510	18/04/2024	Karratha Smash Repairs Pty Ltd	Insurance excess payment	300.00
T70511	18/04/2024	Katie Woutton	Refund of bonds	150.00
T70512	18/04/2024	Kez's Place (Kerrie Hooper T/A)	Catering	97.00
T70513	18/04/2024	KHB Mobile Mechanical Pty Ltd	Vehicle parts, maintenance and repairs	1703.63

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2024

IFT Payment	Date	Name	Description	Amount
T70514	18/04/2024	Kmart Karratha	Supplies for Onslow school holiday programs	571.50
T70515	18/04/2024	Labour Right Services	Repairs and maintenance Tom Price	2138.50
T70516	18/04/2024	Leidos Security Enterprise Solutions	Airport security equipment	26950.00
T70517	18/04/2024	Lo-Go Appointments	Labour hire contracting services	7136.51
T70518	18/04/2024	LG Professionals Australia WA	Project management essentials training course	955.00
T70519	18/04/2024	Manny's Music & Store DJ	Items for Paraburdoo events	769.00
T70520	18/04/2024	Mark Szalkowski	Refund of bond	50.00
T70521	18/04/2024	Matt Hale Hypnotist	Event facilitator	2500.00
T70522	18/04/2024	Matthew Powell	Refund of bond	15.00
T70523	18/04/2024	McMahon Burnett Transport	Freight	2990.61
T70524	18/04/2024	Michael Gilbert	Refund of cancelled accommodation booking	153.00
T70525	18/04/2024	Mindful Movement With Ali	Refund of bond	600.00
T70526	18/04/2024	Modern Teaching Aids Pty Ltd	Items for Paraburdoo Library	65.95
T70527	18/04/2024	Moore Australia	Training services	13076.38
T70528	18/04/2024	Napa (Gpc Asia Pacific T/As)	Vehicle parts, maintenance and repairs	202.40
T70529	18/04/2024	National Tyre & Wheel Pty Ltd	Vehicle parts, maintenance and repairs	8130.93
T70530	18/04/2024	Netlink Group Pty Ltd	ICT services	1645.14
T70531	18/04/2024	Network Express Aust. Pty Ltd	Freight	348.48
T70532	18/04/2024	Norwest Refrigeration Services	Electrical repairs and maintenance Tom price	2121.90
T70533	18/04/2024	Omnicom Media Group Australia	Tender advertising	428.44
T70534	18/04/2024	Onslow Contracting	Repairs and maintenance Onslow	2573.29
T70535	18/04/2024	Onslow General Store	Catering, consumables and hardware for Onslow	11557.62
T70536	18/04/2024	Onslow Primary School	Water consumption	14497.89
T70537	18/04/2024	Paraburdoo Amateur Swimming Club	Assistance at Paraburdoo event	350.00
T70538	18/04/2024	Patricio Fuentes	Refund of bond	15.00
T70539	18/04/2024	Paul Hanlon	Refund of bond	15.00
T70540	18/04/2024	Peoplesense By Altius	Workplace training	420.00
T70541	18/04/2024	PFD Food Services Pty Ltd	Food items for onsale	943.85
T70542	18/04/2024	Pilbara Food Services	Food items for onsale	2164.23
T70543	18/04/2024	Pilbara Mitre10	Hardware	4715.99
T70544	18/04/2024	Pilbara Motor Group / Karratha Toyota	Vehicle purchases, parts and maintenance	81689.51
T70545	18/04/2024	Pilbara Trees	Arborist services	1668.19
T70546	18/04/2024	Platinum Surveys	Surveying services	792.00
T70547	18/04/2024	Poolshop Online Pty Ltd	Swimming Pool supplies	4582.05
T70548	18/04/2024	Premier Truck Painters Pty Ltd	Bedford Truck restoration project	5000.00
T70549	18/04/2024	PTM Pilbara Traffic Management Pty Ltd	Traffic management plans	165.00

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2024

IFT Payment	Date	Name	Description	Amount
T70550	18/04/2024	QIT Plus Pty Ltd	Disaster Dashboard upgrades	2200.00
T70551	18/04/2024	Ray White Exmouth	Rent	3831.63
T70552	18/04/2024	RC Vegetation Services Pty Ltd	Garden maintenance services	3459.50
T70553	18/04/2024	Rema Tip Top Automotive	Vehicle purchases, parts and maintenance	195.75
T70554	18/04/2024	Rentokil Pest Control	Pest inspections and treatments	462.00
T70555	18/04/2024	Rio Tinto - Pilbara Iron	Water and Electricity consumption	50703.13
T70556	18/04/2024	Rohan Corpus	Refund of bond	35.00
T70557	18/04/2024	Rosanne Kapor	Refund of Extraordinary election nomination fee	100.00
T70558	18/04/2024	SAS Locksmiths	Security supplies	543.82
T70559	18/04/2024	Seton Australia	Hardware supplies	2117.98
T70560	18/04/2024	Shire Of Ashburton	Forfeited Onslow gym swipe card bonds	808.72
T70561	18/04/2024	Shire Of Ashburton (Payroll Deductions)	Payroll Deductions/Contributions	3215.00
T70562	18/04/2024	Shirlene's Facepainting	Event facilitator	350.00
T70563	18/04/2024	Sigma Chemicals	Chemicals	302.50
T70564	18/04/2024	Skilled Resources Group Aust	Senior Admin/Plant Operator for PRWMF	7201.13
T70565	18/04/2024	Sodexo - Rental Payments	Rent	823.33
T70566	18/04/2024	Southern Cross Austereo Pty Ltd	Radio advertising	2193.40
T70567	18/04/2024	St John Ambulance WA	First Aid supplies	16.92
T70568	18/04/2024	Strategic Settlements	Property settlements	882587.17
T70569	18/04/2024	Sunny Sign Company Pty Ltd	Signage for Onslow Aquatic Centre	432.30
T70570	18/04/2024	Sustainability In Practice Pty Ltd	Advisory services	42399.24
T70571	18/04/2024	Talis Consultants Pty Ltd	Onslow closed landfill monitoring services	3018.46
T70572	18/04/2024	Team Global Express (A/C# 2085060)	Freight	1592.57
T70573	18/04/2024	Team Global Express (A/C# 2085599)	Freight	674.20
T70574	18/04/2024	Telstra Limited	Telephone and communication charges	97427.00
T70575	18/04/2024	The Pilbara Gaming Hub	Refund of Extraordinary election nomination fee	100.00
T70576	18/04/2024	Tom Price Mowing (Aaron Cowen T/A)	Garden maintenance services	500.00
T70577	18/04/2024	Tom Price Senior High School	Electricity consumption	16220.04
T70578	18/04/2024	Toyo Tyres Australia	Vehicle parts, maintenance and repairs	5133.15
T70579	18/04/2024	Travis Hayto Photography	Video editing and production services	660.00
T70580	18/04/2024	Vanguard Print	Distribution and storage of Visit Ashburton guide	351.53
T70581	18/04/2024	Victoria Latu	Refund of bond	15.00
T70582	18/04/2024	Viva Energy Australia Pty Ltd	Fuel usage	24632.64
T70583	18/04/2024	Vizi Design	Architectural design services	3630.00
T70584	18/04/2024	Vorgee Pty Ltd	Safety supplies for Onslow Aquatic Centre	448.80
T70585	18/04/2024	WA Library Supplies	Supplies for Paraburdoo Library	915.24

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2024

IFT Payment	Date	Name	Description	Amount
T70586	18/04/2024	WA Rangers Association Inc	Membership renewal	240.00
T70587	18/04/2024	WA Reticulation Supplies	Reticulation supplies	2989.77
T70588	18/04/2024	Water 2 Water	Water system supplies and servicing	1405.00
T70589	18/04/2024	Water Corporation	Water consumption	79148.77
T70590	18/04/2024	Water Infrastructure Science & Engineering	Onslow Airport WWTP Audit	1901.08
T70591	18/04/2024	Western Australian Treasury Corporation	Loan repayment	187122.12
T70592	18/04/2024	Wex Australia Pty Ltd (Motorpass)	Fuel usage and card fees	42.96
T70593	18/04/2024	Wildflower H & H	Catering	189.00
T70594	18/04/2024	William Greene	Refund of bond	35.00
T70595	18/04/2024	Winc Australia Pty Limited	Stationery and refreshments	2111.17
T70596	18/04/2024	WSP Australia Pty Limited	Community Development strategy services	68345.48
T70597	18/04/2024	Wurth Australia	Consumables for Tom Price Depot	114.14
T70598	18/04/2024	Wyloo Metals Pty Ltd	Rates refund	730.16
T70599	24/04/2024	Abco Products	Cleaning products	3348.81
T70600	24/04/2024	Adrian Baumgarten	Staff reimbursement	1040.19
T70601	24/04/2024	Afgri Equipment Australia Pty Ltd	Vehicle parts, maintenance and repairs	429000.00
T70602	24/04/2024	Alchemy Corporate Consulting Services	Provision of Acting DCEO	51448.75
T70603	24/04/2024	Aerodrome Management Services	Passenger and baggage screening services	44059.19
T70604	24/04/2024	APS Power	Diesel generator for road crew	20849.40
T70605	24/04/2024	Ask Waste Management	Waste management service delivery review	5676.00
T70606	24/04/2024	Australian Audit	Probity audit services	1738.00
T70607	24/04/2024	Blackwoods Pty Ltd	Staff PPE and cleaning products	450.67
T70608	24/04/2024	Brandworx Australia	Staff uniforms	2040.74
T70609	24/04/2024	C Munro Contractors	Repairs and maintenance Onslow	3665.04
T70610	24/04/2024	Cabcharge Payments Pty Ltd	Cabcharges	2162.58
T70611	24/04/2024	Campbells Canning Vale	Refreshments for onsale	735.17
T70612	24/04/2024	Castledine Gregory	Legal services	175377.77
T70613	24/04/2024	Child Support Agency	Payroll Deductions/Contributions	1062.29
T70614	24/04/2024	Cleverpatch Pty Ltd	Craft items for programs	746.15
T70615	24/04/2024	Corporate Travel Management Pty Ltd	Travel	2493.68
T70616	24/04/2024	Crave Juice Bar (Cassie Blackwell T/A)	Catering	462.28
T70617	24/04/2024	Darren Moore Emp#1985	Staff reimbursement	827.14
T70618	24/04/2024	DC Liddicoat Contracting	Vehicle parts, maintenance and repairs	460.00
T70619	24/04/2024	Dice Solutions	Electrical repairs and maintenance Onslow	4562.99
T70620	24/04/2024	Dunnart Picture Framing	Frame assorted weavings for Paraburdoo event	10998.90
T70621	24/04/2024	E & MJ Rosher Pty Ltd	Vehicle parts, maintenance and repairs	480.82

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2024

IFT Payment	Date	Name	Description	Amount
T70622	24/04/2024	Easifleet Pty Ltd	Novated lease	1591.54
T70623	24/04/2024	First National Real Estate Karratha	Rent	6083.33
T70624	24/04/2024	From Dust Creative Arts	Event facilitator	660.00
T70625	24/04/2024	GC Sales WA	Waste supplies	528.00
T70626	24/04/2024	Gregory Hubbard	Staff reimbursement	1136.41
T70627	24/04/2024	Herseys Safety Pty Ltd	Vehicle parts, maintenance and repairs	1076.90
T70628	24/04/2024	Houspect WA	Pre-purchase house inspections	1520.00
T70629	24/04/2024	HWL Ebsworth Lawyers	Legal services	12966.69
T70630	24/04/2024	IHub Solutions Pty Ltd	D&C of Logistics/collections tracking module	18920.00
T70631	24/04/2024	Institute of Public Works	Staff training	3872.00
T70632	24/04/2024	Iris Consulting Group Pty Ltd	Councillor training	418.00
T70633	24/04/2024	IW Projects Pty Ltd	Design and documentation services	8624.00
T70634	24/04/2024	Japanese Truck & Bus Spares	Vehicle parts, maintenance and repairs	272.25
T70635	24/04/2024	JJs Cleaning Tom Price Pty Ltd	Cleaning services	1450.01
T70636	24/04/2024	Joanne Sangster (Emp)	Staff reimbursement	184.80
T70637	24/04/2024	Journey Of Something	Items for Paraburdoo programs	255.00
T70638	24/04/2024	Kerry White	Councillor payment	993.79
T70639	24/04/2024	KHB Mobile Mechanical Pty Ltd	Vehicle parts, maintenance and repairs	8000.43
T70640	24/04/2024	Kmart Karratha	Items for Pannawonica programs	247.00
T70641	24/04/2024	L.E's Photography - Pilbara Colours By Le	Photography services for Tom Price event	1005.00
T70642	24/04/2024	Labour Right Services	Repairs and maintenance Tom Price	1720.40
T70643	24/04/2024	Linton Rumble	Councillor payment	165.63
T70644	24/04/2024	Lo-Go Appointments (Helene Pty Ltd T/A)	Labour hire contracting services	3964.73
T70645	24/04/2024	M Offroad	Vehicle parts, maintenance and repairs	3491.26
T70646	24/04/2024	Major Motors Pty Ltd	Isuzu side loading refuse truck with compactor	431959.27
T70647	24/04/2024	McLeods Barristers & Solicitors	Legal services	2000.00
T70648	24/04/2024	Monsterball Amusements	Event facilitators	6495.01
T70649	24/04/2024	Napa	Vehicle parts, maintenance and repairs	1098.53
T70650	24/04/2024	Norwest Refrigeration Services	Electrical repairs and maintenance Tom price	13792.59
T70651	24/04/2024	Officeworks Superstores Pty Ltd	Stationery	1533.86
T70652	24/04/2024	Onslow Beach Resort	Vouchers for Onslow Keepers event	665.00
T70653	24/04/2024	Onslow General Store	Catering, consumables and hardware for Onslow	886.38
T70654	24/04/2024	OSH Group Pty Ltd	Fitness for Work Assessment	3623.40
T70655	24/04/2024	Pilbara Food Services	Food items for onsale	49.94
T70656	24/04/2024	Pimmy'S Kitchen	Catering	3750.00
T70657	24/04/2024	Porter Consulting Engineers	Design and documentation services	5500.00

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2024

EFT Payment	Date	Name	Description	Amount
T70658	24/04/2024	Ray White Exmouth	Rent	3693.45
T70659	24/04/2024	Retravisio Karratha	Electronic goods for Onslow Transit housing	4890.00
T70660	24/04/2024	Rio Tinto	Water and Electricity consumption	192.08
T70661	24/04/2024	RR Coffee Love Pty Ltd	Catering	589.00
T70662	24/04/2024	SAI Global Pty Ltd	ISO annual registration	550.00
T70663	24/04/2024	SAS Locksmiths	Security supplies	441.05
T70664	24/04/2024	Scope Training	Staff training	3560.00
T70665	24/04/2024	Shire Of Ashburton	Payroll Deductions/Contributions	3075.00
T70666	24/04/2024	Sodexo Remote Sites	Pannawonica consumables	300.00
T70667	24/04/2024	Sodexo Remote Sites - Rental Payments	Rent	5269.52
T70668	24/04/2024	Stihl Shop Osborne Park	Garden maintenance supplies	308.00
T70669	24/04/2024	Surveytech Traffic Surveys Pty Ltd	Surveying services for Onslow Airport subdivision	7590.00
T70670	24/04/2024	Talis Consultants Pty Ltd	Onslow closed landfill monitoring services	3984.70
T70671	24/04/2024	Team Global Express (A/C# 2085060)	Freight	751.40
T70672	24/04/2024	Tenderlink.Com	Public tender advertising	369.60
T70673	24/04/2024	Tom Price Hotel/Motel	Accommodation for facilitators	2100.00
T70674	24/04/2024	Torque Tech Mechanical & Tyre	Vehicle parts, maintenance and repairs	612.00
T70675	24/04/2024	Urban Retreat Garden Design	Landscaping design and documentation services	2125.00
T70676	24/04/2024	WA Library Supplies	Stationery for Pannawonica Library	314.60
T70677	24/04/2024	WA Reticulation Supplies	Reticulation supplies	2941.70
T70678	24/04/2024	Water Corporation	Water consumption	7174.45
T70679	24/04/2024	WALGA	Training services	1072.50
T70680	24/04/2024	Westrac Pty Ltd	Vehicle parts, maintenance and repairs	220.56
T70681	24/04/2024	Wildflower H & H	Catering	208.00
T70682	24/04/2024	Winc Australia Pty Limited	Stationery and refreshments	997.15
T70683	24/04/2024	Wormald Australia	Fire equipment testing and servicing	754.26
T70684	24/04/2024	Wurth Australia	Consumables for Tom Price Depot	506.02
			EFT Total	\$ 6,470,010.57
cards/Bpay	Date	Name	Description	Amount
20333.1	02/04/2024	Avdata Australia	Data and billing service fees and charges - ABR data	3652.35
20379.1	02/04/2024	Westpac	Monthly credit card purchases	245.95
20380.1	02/04/2024	Westpac	Monthly credit card purchases	166.00
20381.1	02/04/2024	Westpac	Monthly credit card purchases	3404.54
20391.1	02/04/2024	Westpac	Monthly credit card purchases	12331.93

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2024

IFT Payment	Date	Name	Description	Amount
20373.1	18/04/2024	Beam Clearing House	Superannuation for Pay run 25/03/2024 - 07/04/2024	115549.62
20426.1	26/04/2024	Beam Clearing House	Superannuation for Pay run 08/04/2024 - 21/04/2024	115568.46
			Credit card/Bpay Total	\$ 250,918.85
Payroll	Date	Name	Description	Amount
24-10.08	11/04/2024	Shire of Ashburton	Staff payroll P/E 07/04/2024	\$ 474,369.80
24-10.14	25/04/2024	Shire of Ashburton	Staff payroll P/E 21/04/2024	\$ 472,513.41
			Total payroll	\$ 946,883.21

Shire of Ashburton

**13A Payments by Employees via purchasing cards
Government (Financial Management) Regulation 1996 13A**

**Corporate Credit Cards
Payment Total for Month of March 2024**

Pursuant to the regulation:

- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared -

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

- (2) A list prepared under subregulation (1) must be -

- (a) presented to the council at the next ordinary meeting of Council after the list is prepared; and
- (b) recorded in the minutes of that meeting

Description	Amount
Director Community Development	\$ 3,404.54
Director Corporate Services	\$ 12,331.93
Director Infrastructure Services	\$ -
Manager Finance	\$ 166.00
Manager Human Resources	\$ 245.95
Grand Total	\$ 16,148.42

Trans No.	Date	Name	Description	Payment
DIRECTOR COMMUNITY DEVELOPEMENT - \$10,000				
CM-APR-24-01	04/03/2024	RMS COMMERCIAL	Monthly fee for OVCP online booking software 01/02/2024 - 29/02/2024	164.03
CM-APR-24-02	05/03/2024	SPROUT SOCIAL	Sprout social subscription 04/03/2024 - 04/04/2024	2063.80
CM-APR-24-03	06/03/2024	RMS COMMERCIAL	Monthly fee for OSC online booking software 01/03/2024 - 31/03/2024	227.99
CM-APR-24-04	07/03/2024	DISCOUNT PARTY SUPPLIES	Prizes for Tom Price Welcome to town Bingo night 23/03/2024	66.41
CM-APR-24-05	08/03/2024	THALANYJI MANAGEMENT ONSLOW	30.38L Unleaded petrol for PUT118 - Toyota Hilux Workmate (AS9154)	69.88
CM-APR-24-06	08/03/2024	THALANYJI MANAGEMENT ONSLOW	63.69L Unleaded petrol for Onslow depot small plant	146.49
CM-APR-24-07	08/03/2024	THALANYJI MANAGEMENT ONSLOW	65.22L Unleaded petrol for PUT151 - Toyota Hilux Workmate 4x2	150.00
CM-APR-24-08	08/03/2024	THALANYJI MANAGEMENT ONSLOW	58.88L Unleaded petrol for PUT117 - Toyota Hilux Workmate (AS9159)	135.43
CM-APR-24-09	08/03/2024	ONSLow FOOD & FUEL	58.82L Unleaded petrol for PUT105 - 2015 Toyota Hilux Workmate (AS9112)	140.00
CM-APR-24-10	12/03/2024	ASIC	Online purchase of correct company ownership information	10.00
CM-APR-24-11	18/03/2024	ONSLow FOOD & FUEL	35.85L Unleaded petrol for Onslow facilities Blower vac	82.45
CM-APR-24-12	18/03/2024	MAILCHIMP	Monthly subscription fee for online software	92.06
CM-APR-24-13	20/03/2024	ONSLow FOOD & FUEL	60.87L Unleaded petrol for PUT105 - 2015 Toyota Hilux Workmate (AS9112)	140.00
CM-APR-24-14	13/03/2024	THE WEST AUSTRALIAN	Digital newspaper yearly subscription 1 month refund	-84.00
			Total	\$ 3,404.54
DIRECTOR CORPORATE SERVICES - \$10,000				
DK-APR-24-01	04/03/2024	FACEBOOK META	Facebook advertising for Visit Ashburton awareness campaign	23.65
DK-APR-24-02	06/03/2024	GO WEST TOURS	Airport transfers for Communications officer	39.74
DK-APR-24-03	07/03/2024	ECU JOONDALUP	Student tuition fees for Manager of Governance	4266.00
DK-APR-24-04	07/03/2024	FACEBOOK META	Facebook advertising for Visit Ashburton awareness campaign	72.10
DK-APR-24-05	08/03/2024	DRI COMPELSON	Mobiledit forensic software for multiple users	3545.85
DK-APR-24-06	08/03/2024	COLES	Catering for Internation Womens day event Tom Price	54.86
DK-APR-24-07	11/03/2024	BRUMBYS BAKERY	Catering for Internation Womens day event Tom Price	31.20
DK-APR-24-08	11/03/2024	FACEBOOK META	Facebook advertising for Visit Ashburton awareness campaign	72.10
DK-APR-24-09	11/03/2024	RR COFFEE LOVE	Catering for Internation Womens day event Tom Price	340.00
DK-APR-24-10	12/03/2024	PILBARA MITRE 10	Liquid nails, glue gun and glue for live streaming upgrades	83.95
DK-APR-24-11	12/03/2024	PILBARA MITRE 10	Mounting blocks for live streaming upgrades	41.35
DK-APR-24-12	13/03/2024	OFFICEWORKS	Workstation for communications officer	428.95
DK-APR-24-13	13/03/2024	THE SSL STORE	SSL security certificate renewal for Shire website	185.43
DK-APR-24-14	14/03/2024	LESTOKTO	Airport transfers for Manager of Governance and Records Coordinator	158.96
DK-APR-24-15	15/03/2024	KMART AUSTRALIA	Furniture and delivery to 3 Forrest Crt for Manager ICT	159.98
DK-APR-24-16	18/03/2024	FACEBOOK META	Facebook advertising for Visit Ashburton awareness campaign	103.00
DK-APR-24-17	19/03/2024	WEST AUSTRALIAN	Refund on digital subscription overcharge	-239.37
DK-APR-24-18	19/03/2024	COLES	Supplies for Paraburdoo council meeting 19/03/2024	123.12
DK-APR-24-19	20/03/2024	FACEBOOK META	Facebook advertising for Visit Ashburton awareness campaign	103.00
DK-APR-24-20	20/03/2024	PARABURDOOS TABLE	Coffee's for Paraburdoo council meeting 19/03/2024	104.68
DK-APR-24-21	22/03/2024	COLES	Catering and supplies for Tom Price Welcome to Town event 23/03/2024	122.24
DK-APR-24-22	25/03/2024	FACEBOOK META	Facebook advertising for Visit Ashburton awareness campaign	103.00
DK-APR-24-23	28/03/2024	LESTOKTO	Airport transfers for Governance officer	79.48

DK-APR-24-24	28/03/2024	FACEBOOK META	Facebook advertising for Visit Ashburton awareness campaign	154.50
DK-APR-24-25	02/04/2024	LIGHTSPEED	Hardware items for Onslow Aquatic centre	790.02
DK-APR-24-26	02/04/2024	STARLINK INTERNET	Starlink monthly subscription 18/03/2024 - 17/04/2024	174.00
DK-APR-24-27	02/04/2024	WATERCHOICE	Monthly rental of Reverse osmosis water filtration system for PRWMF	65.00
DK-APR-24-28	02/04/2024	FACEBOOK META	Facebook advertising for Visit Ashburton awareness campaign	155.14
DK-APR-24-29	02/04/2024	MOORE AUSTRALIA	2023/2024 Rates comparison report for SoA rates modeling	990.00
			Total	\$ 12,331.93
MANAGER FINANCE - \$10,000				
TD-APR-24-01	08/03/2024	WAPOL LICENSING	Renewal of Shire corporate firarms licence	166.00
			Total	\$ 166.00
MANAGER HUMAN RESOURCES - \$5,000				
AH-APR-24-01	22/03/2024	AWARDS AND TROPHIES	Trophies for Employee of the month recognition	245.95
			Total	\$ 245.95
			Total Credit Cards	\$ 16,148.42

Shire of Ashburton

**13A Payments by Employees via purchasing cards
Government (Financial Management) Regulation 1996 13A**

**Other Payment Cards
Payment Total for Month of March 2024**

Pursuant to the regulation:

- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared -

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

- (2) A list prepared under subregulation (1) must be -

- (a) presented to the council at the next ordinary meeting of Council after the list is prepared; and
- (b) recorded in the minutes of that meeting

Description	Amount
Cabcharge	\$ 1,162.48
Ampol	\$ 3,267.28
Shell	\$ 24,632.64
Wex Motorpass	\$ 53.70
Grand Total	\$ 29,116.10

OTHER PAYMENT CARDS FOR THE MONTH OF MARCH 2024				
Supplier	Date	Card Holder	Description	Amount
Cabcharge	21/02/2024	Kenn Donohoe	Taxi Travel	\$ 53.10
Cabcharge	21/02/2024	Audra Smith	Taxi Travel	\$ 81.36
Cabcharge	22/02/2024	Joanne Sangster	Taxi Travel	\$ 21.11
Cabcharge	22/02/2024	Audra Smith	Taxi Travel	\$ 95.34
Cabcharge	22/02/2024	Kenn Donohoe	Taxi Travel	\$ 13.64
Cabcharge	22/02/2024	Kenn Donohoe	Taxi Travel	\$ 18.38
Cabcharge	22/02/2024	Kenn Donohoe	Taxi Travel	\$ 13.97
Cabcharge	22/02/2024	Kenn Donohoe	Taxi Travel	\$ 10.50
Cabcharge	22/02/2024	Audra Smith	Taxi Travel	\$ 70.14
Cabcharge	23/02/2024	Joanne Sangster	Taxi Travel	\$ 21.00
Cabcharge	23/02/2024	Joanne Sangster	Taxi Travel	\$ 14.81
Cabcharge	23/02/2024	Joanne Sangster	Taxi Travel	\$ 18.90
Cabcharge	23/02/2024	Joanne Sangster	Taxi Travel	\$ 31.61
Cabcharge	23/02/2024	Joanne Sangster	Taxi Travel	\$ 15.23
Cabcharge	23/02/2024	Audra Smith	Taxi Travel	\$ 47.78
Cabcharge	23/02/2024	Kenn Donohoe	Taxi Travel	\$ 52.40
Cabcharge	24/02/2024	Joanne Sangster	Taxi Travel	\$ 14.85
Cabcharge	24/02/2024	Joanne Sangster	Taxi Travel	\$ 30.03
Cabcharge	24/02/2024	Joanne Sangster	Taxi Travel	\$ 18.27
Cabcharge	25/02/2024	Joanne Sangster	Taxi Travel	\$ 55.34
Cabcharge	25/02/2024	Joanne Sangster	Taxi Travel	\$ 14.81
Cabcharge	1/03/2024	Joanne Sangster	Taxi Travel	\$ 16.59
Cabcharge	1/03/2024	Joanne Sangster	Taxi Travel	\$ 11.03
Cabcharge	1/03/2024	Joanne Sangster	Taxi Travel	\$ 74.55
Cabcharge	2/03/2024	Joanne Sangster	Taxi Travel	\$ 50.51
Cabcharge	14/03/2024	Joanne Sangster	Taxi Travel	\$ 64.79
Cabcharge	15/03/2024	Joanne Sangster	Taxi Travel	\$ 32.83
Cabcharge	15/03/2024	Joanne Sangster	Taxi Travel	\$ 31.50
Cabcharge	15/03/2024	Joanne Sangster	Taxi Travel	\$ 47.46
Cabcharge	16/03/2024	Joanne Sangster	Taxi Travel	\$ 67.52
Cabcharge	17/03/2024	Phil Kuhne	Taxi Travel	\$ 53.13
Ampol	3/03/2024	PSW108	Fuel purchases	\$ 201.02
Ampol	4/03/2024	PSW108	Fuel purchases	\$ 92.65
Ampol	4/03/2024	PSW103	Fuel purchases	\$ 167.50
Ampol	4/03/2024	PSW104	Fuel purchases	\$ 245.53
Ampol	9/03/2024	PUT156	Fuel purchases	\$ 84.44
Ampol	20/03/2024	PUT159	Fuel purchases	\$ 229.08
Ampol	22/03/2024	PSW101	Fuel purchases	\$ 183.80
Ampol	22/03/2024	PUT156	Fuel purchases	\$ 21.40
Ampol	26/03/2024	PSW108	Fuel purchases	\$ 260.87
Ampol	27/03/2024	PSW115	Fuel purchases	\$ 95.89
Ampol	28/03/2024	PSW101	Fuel purchases	\$ 219.26
Ampol	28/03/2024	PSW114	Fuel purchases	\$ 200.44
Ampol	28/03/2024	PSW114	Fuel purchases	\$ 219.16
Ampol	28/03/2024	PUT156	Fuel purchases	\$ 31.96
Ampol	28/03/2024	PUT131	Fuel purchases	\$ 141.41
Ampol	28/03/2024	PUT131	Fuel purchases	\$ 209.05
Ampol	29/03/2024	PUT131	Fuel purchases	\$ 118.03
Ampol	30/03/2024	PSW104	Fuel purchases	\$ 293.98
Ampol	30/03/2024	PSW104	Fuel purchases	\$ 117.94
Ampol	30/03/2024	PSW104	Fuel purchases	\$ 133.87
Shell	1/03/2024	PUT124	Fuel Purchases	\$ 104.70
Shell	1/03/2024	PUT115	Fuel Purchases	\$ 28.30
Shell	1/03/2024	PTR32	Fuel Purchases	\$ 19.50
Shell	4/03/2024	PSW107	Fuel Purchases	\$ 39.25
Shell	5/03/2024	PRM19	Fuel Purchases	\$ 58.07
Shell	5/03/2024	S001	Fuel Purchases	\$ 978.60
Shell	5/03/2024	PUT121	Fuel Purchases	\$ 124.82
Shell	5/03/2024	PUT142	Fuel Purchases	\$ 163.49

Supplier	Date	Card Holder	Description	Amount
Shell	5/03/2024	PRM18	Fuel Purchases	\$ 86.94
Shell	7/03/2024	PUT140	Fuel Purchases	\$ 122.47
Shell	7/03/2024	PUT146	Fuel Purchases	\$ 112.76
Shell	7/03/2024	S001	Fuel Purchases	\$ 978.60
Shell	7/03/2024	PTR32	Fuel Purchases	\$ 23.70
Shell	9/03/2024	PSW95	Fuel Purchases	\$ 192.82
Shell	10/03/2024	PSW105	Fuel Purchases	\$ 283.70
Shell	11/03/2024	PUT147	Fuel Purchases	\$ 154.55
Shell	12/03/2024	PSD11	Fuel Purchases	\$ 128.51
Shell	13/03/2024	PSW110	Fuel Purchases	\$ 65.37
Shell	14/03/2024	PTR32	Fuel Purchases	\$ 27.14
Shell	16/03/2024	PUT142	Fuel Purchases	\$ 139.98
Shell	18/03/2024	PUT163	Fuel Purchases	\$ 171.37
Shell	18/03/2024	PUT102	Fuel Purchases	\$ 97.67
Shell	18/03/2024	PRM19	Fuel Purchases	\$ 63.79
Shell	18/03/2024	PRM18	Fuel Purchases	\$ 83.60
Shell	18/03/2024	PTR37	Fuel Purchases	\$ 346.29
Shell	18/03/2024	PUT157	Fuel Purchases	\$ 141.62
Shell	19/03/2024	PSW95	Fuel Purchases	\$ 173.98
Shell	19/03/2024	PUT123	Fuel Purchases	\$ 139.87
Shell	19/03/2024	PUT162	Fuel Purchases	\$ 228.40
Shell	19/03/2024	PSW104	Fuel Purchases	\$ 299.30
Shell	19/03/2024	PUT156	Fuel Purchases	\$ 297.57
Shell	20/03/2024	P575	Fuel Purchases	\$ 66.85
Shell	20/03/2024	PUT140	Fuel Purchases	\$ 65.77
Shell	20/03/2024	PUT161	Fuel Purchases	\$ 153.31
Shell	20/03/2024	S001	Fuel Purchases	\$ 978.60
Shell	20/03/2024	PTR21	Fuel Purchases	\$ 97.44
Shell	20/03/2024	PUT157	Fuel Purchases	\$ 151.35
Shell	20/03/2024	PUT124	Fuel Purchases	\$ 113.01
Shell	20/03/2024	PTR37	Fuel Purchases	\$ 264.54
Shell	20/03/2024	P575	Fuel Purchases	\$ 129.35
Shell	20/03/2024	P575	Fuel Purchases	\$ 149.56
Shell	21/03/2024	PUT163	Fuel Purchases	\$ 218.04
Shell	21/03/2024	PUT158	Fuel Purchases	\$ 313.93
Shell	21/03/2024	PUT136	Fuel Purchases	\$ 157.40
Shell	21/03/2024	S010	Fuel Purchases	\$ 978.60
Shell	21/03/2024	PUT131	Fuel Purchases	\$ 287.89
Shell	21/03/2024	PTR32	Fuel Purchases	\$ 508.03
Shell	21/03/2024	PTR32	Fuel Purchases	\$ 25.55
Shell	21/03/2024	PUT133	Fuel Purchases	\$ 62.48
Shell	21/03/2024	PUT154	Fuel Purchases	\$ 203.39
Shell	22/03/2024	PUT153	Fuel Purchases	\$ 82.70
Shell	22/03/2024	PSW105	Fuel Purchases	\$ 112.81
Shell	22/03/2024	PRM19	Fuel Purchases	\$ 61.20
Shell	22/03/2024	PUT146	Fuel Purchases	\$ 174.69
Shell	22/03/2024	PUT160	Fuel Purchases	\$ 248.12
Shell	23/03/2024	PUT136	Fuel Purchases	\$ 101.78
Shell	23/03/2024	PUT163	Fuel Purchases	\$ 209.75
Shell	23/03/2024	S002	Fuel Purchases	\$ 978.60
Shell	23/03/2024	S002	Fuel Purchases	\$ 978.60
Shell	23/03/2024	S002	Fuel Purchases	\$ 978.60
Shell	23/03/2024	S002	Fuel Purchases	\$ 978.60
Shell	24/03/2024	PUT158	Fuel Purchases	\$ 261.04
Shell	24/03/2024	PSW95	Fuel Purchases	\$ 254.06
Shell	24/03/2024	PSW105	Fuel Purchases	\$ 273.56
Shell	25/03/2024	P575	Fuel Purchases	\$ 209.91
Shell	25/03/2024	PSW106	Fuel Purchases	\$ 92.11
Shell	25/03/2024	PUT166	Fuel Purchases	\$ 178.40
Shell	25/03/2024	PUT157	Fuel Purchases	\$ 185.97
Shell	25/03/2024	PUT121	Fuel Purchases	\$ 123.07
Shell	25/03/2024	PTR32	Fuel Purchases	\$ 115.83
Shell	25/03/2024	PUT150	Fuel Purchases	\$ 223.89

Supplier	Date	Card Holder	Description	Amount
Shell	25/03/2024	PTR37	Fuel Purchases	\$ 369.03
Shell	25/03/2024	S008	Fuel Purchases	\$ 978.60
Shell	26/03/2024	PLD14	Fuel Purchases	\$ 420.71
Shell	26/03/2024	PSD11	Fuel Purchases	\$ 93.30
Shell	26/03/2024	PUT142	Fuel Purchases	\$ 163.60
Shell	26/03/2024	PUT115	Fuel Purchases	\$ 137.54
Shell	26/03/2024	PUT163	Fuel Purchases	\$ 252.42
Shell	26/03/2024	PSW90	Fuel Purchases	\$ 148.30
Shell	26/03/2024	S001	Fuel Purchases	\$ 978.60
Shell	27/03/2024	PSW93	Fuel Purchases	\$ 125.52
Shell	27/03/2024	S010	Fuel Purchases	\$ 779.01
Shell	27/03/2024	S010	Fuel Purchases	\$ 936.63
Shell	27/03/2024	PUT163	Fuel Purchases	\$ 78.05
Shell	27/03/2024	PTR37	Fuel Purchases	\$ 292.96
Shell	27/03/2024	PUT102	Fuel Purchases	\$ 77.20
Shell	28/03/2024	PTR32	Fuel Purchases	\$ 513.99
Shell	28/03/2024	PTR32	Fuel Purchases	\$ 31.66
Shell	28/03/2024	PTR37	Fuel Purchases	\$ 200.09
Shell	29/03/2024	PUT156	Fuel Purchases	\$ 204.82
Shell	31/03/2024	P575	Card fee	\$ 2.75
Shell	31/03/2024	P575	Card fee	\$ 2.75
Shell	31/03/2024	P575	Card fee	\$ 2.75
Shell	31/03/2024	P575	Card fee	\$ 2.75
Shell	31/03/2024	PFL03	Card fee	\$ 2.75
Shell	31/03/2024	PPM02	Card fee	\$ 2.75
Shell	31/03/2024	PRM14	Card fee	\$ 2.75
Shell	31/03/2024	PRM18	Card fee	\$ 2.75
Shell	31/03/2024	PRM19	Card fee	\$ 2.75
Shell	31/03/2024	PRS04	Card fee	\$ 2.75
Shell	31/03/2024	PRS06	Card fee	\$ 2.75
Shell	31/03/2024	PSD09	Card fee	\$ 2.75
Shell	31/03/2024	PSD10	Card fee	\$ 2.75
Shell	31/03/2024	PSD11	Card fee	\$ 2.75
Shell	31/03/2024	PSW101	Card fee	\$ 2.75
Shell	31/03/2024	PSW103	Card fee	\$ 2.75
Shell	31/03/2024	PSW104	Card fee	\$ 2.75
Shell	31/03/2024	PSW105	Card fee	\$ 2.75
Shell	31/03/2024	PSW106	Card fee	\$ 2.75
Shell	31/03/2024	PSW107	Card fee	\$ 2.75
Shell	31/03/2024	PSW108	Card fee	\$ 2.75
Shell	31/03/2024	PSW109	Card fee	\$ 2.75
Shell	31/03/2024	PSW110	Card fee	\$ 2.75
Shell	31/03/2024	PSW87	Card fee	\$ 2.75
Shell	31/03/2024	PSW89	Card fee	\$ 2.75
Shell	31/03/2024	PSW90	Card fee	\$ 2.75
Shell	31/03/2024	PSW91	Card fee	\$ 2.75
Shell	31/03/2024	PSW92	Card fee	\$ 2.75
Shell	31/03/2024	PSW93	Card fee	\$ 2.75
Shell	31/03/2024	PSW94	Card fee	\$ 2.75
Shell	31/03/2024	PSW95	Card fee	\$ 2.75
Shell	31/03/2024	PSW98	Card fee	\$ 2.75
Shell	31/03/2024	PTC07	Card fee	\$ 2.75
Shell	31/03/2024	PTR18	Card fee	\$ 2.75
Shell	31/03/2024	PTR21	Card fee	\$ 2.75
Shell	31/03/2024	PTR24	Card fee	\$ 2.75
Shell	31/03/2024	PTR27	Card fee	\$ 2.75
Shell	31/03/2024	PTR28	Card fee	\$ 2.75
Shell	31/03/2024	PTR31	Card fee	\$ 2.75
Shell	31/03/2024	PTR32	Card fee	\$ 2.75
Shell	31/03/2024	PTR34	Card fee	\$ 2.75
Shell	31/03/2024	PTR35	Card fee	\$ 2.75
Shell	31/03/2024	PTR37	Card fee	\$ 2.75
Shell	31/03/2024	PUT102	Card fee	\$ 2.75

Supplier	Date	Card Holder	Description	Amount
Shell	31/03/2024	PUT112	Card fee	\$ 2.75
Shell	31/03/2024	PUT115	Card fee	\$ 2.75
Shell	31/03/2024	PUT116	Card fee	\$ 2.75
Shell	31/03/2024	PUT120	Card fee	\$ 2.75
Shell	31/03/2024	PUT121	Card fee	\$ 2.75
Shell	31/03/2024	PUT122	Card fee	\$ 2.75
Shell	31/03/2024	PUT123	Card fee	\$ 2.75
Shell	31/03/2024	PUT124	Card fee	\$ 2.75
Shell	31/03/2024	PUT129	Card fee	\$ 2.75
Shell	31/03/2024	PUT131	Card fee	\$ 2.75
Shell	31/03/2024	PUT136	Card fee	\$ 2.75
Shell	31/03/2024	PUT137	Card fee	\$ 2.75
Shell	31/03/2024	PUT138	Card fee	\$ 2.75
Shell	31/03/2024	PUT140	Card fee	\$ 2.75
Shell	31/03/2024	PUT141	Card fee	\$ 2.75
Shell	31/03/2024	PUT142	Card fee	\$ 2.75
Shell	31/03/2024	PUT146	Card fee	\$ 2.75
Shell	31/03/2024	PUT147	Card fee	\$ 2.75
Shell	31/03/2024	PUT148	Card fee	\$ 2.75
Shell	31/03/2024	PUT149	Card fee	\$ 2.75
Shell	31/03/2024	PUT150	Card fee	\$ 2.75
Shell	31/03/2024	PUT152	Card fee	\$ 2.75
Shell	31/03/2024	PUT153	Card fee	\$ 2.75
Shell	31/03/2024	PUT154	Card fee	\$ 2.75
Shell	31/03/2024	PUT155	Card fee	\$ 2.75
Shell	31/03/2024	PUT156	Card fee	\$ 2.75
Shell	31/03/2024	PUT157	Card fee	\$ 2.75
Shell	31/03/2024	PUT158	Card fee	\$ 2.75
Shell	31/03/2024	PUT159	Card fee	\$ 2.75
Shell	31/03/2024	PUT160	Card fee	\$ 2.75
Shell	31/03/2024	PUT161	Card fee	\$ 2.75
Shell	31/03/2024	PUT162	Card fee	\$ 2.75
Shell	31/03/2024	PUT163	Card fee	\$ 2.75
Shell	31/03/2024	PUT164	Card fee	\$ 2.75
Shell	31/03/2024	PUT166	Card fee	\$ 2.75
Shell	31/03/2024	PUT168	Card fee	\$ 2.75
Shell	31/03/2024	S001	Card fee	\$ 2.75
Shell	31/03/2024	S002	Card fee	\$ 2.75
Wex Motorpass	15/03/2024	POD02	Card fee	\$ 3.58
Wex Motorpass	15/03/2024	PSW95	Card fee	\$ 3.58
Wex Motorpass	15/03/2024	PLT14	Card fee	\$ 3.58
Wex Motorpass	15/03/2024	PTR31	Card fee	\$ 3.58
Wex Motorpass	15/03/2024	PUT129	Card fee	\$ 3.58
Wex Motorpass	15/03/2024	PUT133	Card fee	\$ 3.58
Wex Motorpass	15/03/2024	PUT136	Card fee	\$ 3.58
Wex Motorpass	15/03/2024	PUT158	Card fee	\$ 3.58
Wex Motorpass	15/03/2024	P575	Card fee	\$ 3.58
Wex Motorpass	15/03/2024	PUT151	Card fee	\$ 3.58
Wex Motorpass	15/03/2024	P575	Card fee	\$ 3.58
Wex Motorpass	15/03/2024	PUT118	Card fee	\$ 3.58
Wex Motorpass	15/03/2024	PUT148	Card fee	\$ 3.58
Wex Motorpass	15/03/2024	PUT117	Card fee	\$ 3.58
Wex Motorpass	15/03/2024	PUT105	Card fee	\$ 3.58
			Total Other Payment Cards	\$ 29,116.10



Agenda Item 13.3 - Attachment 1

Objects and Reasons for Differential Rates 2024 - 2025



Notice of Intention to Levy Differential Rates 2024-2025

Statement of Objects and Reasons





In accordance with section 6.36 of the *Local Government Act 1995* (the Act) the Shire of Ashburton (the Shire) is required to publish its Objects and Reasons for implementing Differential Rates.

1. Overall Objective

The purpose of the levying of rates is to meet the Council's budget requirements each financial year to deliver services, community infrastructure and to enhance liveability within the Shire of Ashburton.

Annual revenue required from rates is informed by the Shire's comprehensive Integrated Planning and Reporting Framework that includes the following Strategic Plans:

- Long Term Financial Plan 2024 – 2039;
- Strategic Community Plan 2022 – 2032;
- Corporate Business Plan 2023 – 2027;
- Asset Management Plans; and
- Workforce Plan

These Strategic Plans can be viewed on the Shire's Website from the below link:

[Strategic Plans - Shire of Ashburton](#)

Council has considered the Key Values contained within the Rating Policy: Differential Rates released by the Department of Local Government, Sport and Cultural Industries, being:

- Objectivity;
- Fairness and equity;
- Consistency; and
- Transparency and administrative efficiency.

A copy of this policy is available from:

[Rating Policy: Differential Rates \(dlgsc.wa.gov.au\)](http://dlgsc.wa.gov.au)

Council has determined its required rates yield after reviewing all revenue sources, expenditure, and efficiency measures as part of the 2024/25 budget deliberations.

In accordance with the Long-Term Financial Plan 2024 – 2039, that Council adopted at the Ordinary Meeting of Council held on 16 April 2024, total rates required for 2024/25 will be in the region of \$68.2 million.



2. Efficiency Measures

Council has reviewed its expenditure, own source revenue generating capacity and considered efficiency measures as part of its budget deliberations. In particular, the following actions have been undertaken:

- Reviewed position descriptions and remuneration as vacancies arise;
- Remote work arrangements being considered for positions where housing is limited, and the role can be undertaken offsite;
- Condition assessments of all assets undertaken to better inform asset renewal priorities;
- Continued use of local suppliers whenever possible and appropriate;
- Pilbara Regional Waste Management Facility operations brought back in house at a significant operating cost saving;
- Commenced the Shire's digitisation journey with a view to delivering vastly improved systems and processes over the next 3 – 5 years.
- Robust review of insurance services that has identified future opportunities to self-insure.
- Negotiated new banking arrangements with reduced transaction fees and increased investment interest rates;
- Multiple budget reviews conducted;
- Ongoing investment in additional properties to provide for growing workforce requirements and mitigate current housing shortage across the Pilbara;
- Discussions with Main Roads WA and relevant government agencies regarding Roebourne – Wittenoom Road ownership and maintenance obligations.
- Lobbying State and Federal Governments and the private sector for greater infrastructure investment. – i.e. Tom Price Hospital renewal.

3. Planned Service Improvements

- Onslow Airport runway lengthening and upgrades planning well advanced to accommodate the retirement of the Fokker 100 Fleet and the anticipated larger aircraft to be used in the future.
- Minna Oval Sports Pavilion Construction – Tom Price.
- Ocean View Caravan Park Stage 3 Construction – Onslow
- \$10 million investment to improve the condition of the rural road network.
- Continued investment in residential housing to increase the stock of staff accommodation.
- Heating of swimming pools in Onslow, Paraburdoo and Tom Price.



- Increased liquid waste capacity at the Pilbara Regional Waste Management Facility to meet the needs of the Onslow community.
- Onslow Streetscape Development Stage 1.

4. Methods of Rating

The Act specifies where land is used predominantly for rural purposes, the rate levied shall be based upon its Unimproved Value (UV); and where land is predominantly for non-rural purposes, the rate levied shall be on its Gross Rental Value (GRV). UV land may also contain mining activity where rights to conduct mining-related activity occur, hence one physical patch of land may be rated twice, or more (once for rural purposes and once, or more, for mining-related purposes).

A change in valuation methodology for a property must be made by a recommendation of Council to the State Government Department responsible for Local Government. The Minister responsible for Local Government must then approve or decline a change in the valuation methodology for a property, based on the information provided by the Department.

In accordance with the Act the Shire of Ashburton uses both GRV and UV valuations in the striking of annual rates. Typically, assessments with a GRV are re-valued every three (3) years and those with a UV are re-valued annually. Valuations are supplied by the Valuer General (Landgate) in accordance with legislation.

Interim valuations are issued to the Shire from Landgate for property assessments where changes have occurred because of, amongst other reasons, subdivisions, building construction / demolition, additions and / or property rezoning. In such instances, the Shire is required to amend the rates for the property assessments concerned and issue an amended rate notice to the owner.

5. Differential Rating

Differential rating provides flexibility in the level of rates being raised from specifically identified property assessments, or groups of property assessments, within the district. It is common for councils to base differential rating for property assessments on Town Planning Scheme zonings, however other criteria such as land-use may also be used.

The aim of the Council of the Shire of Ashburton is to ensure rate revenue is collected on a perceived equitable basis from all property assessments. For this



reason, the Council has proposed to adopt differential rates for the upcoming financial year.

Section 6.33 of the Act makes provision for the Shire to be able to levy differential rates based on several criteria.

A local government may impose differential general rates according to any, or a combination, of the following characteristics –

- The purpose for which the land is zoned, or
- A purpose for which the land is held or used as determined by the local government, or
- Whether or not the land is vacant land, or
- Any other characteristic or combination of characteristics prescribed.

Section 6.33 of the Act prevents Council from levying a differential rate that is greater than twice the lowest differential rate without Ministerial approval.

6. Differential Rating Categories

The following are the proposed Differential General Rates Categories 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
GRV Residential/Commercial/Industrial	0.09830	\$1,350	10%
GRV Transient Worker Accommodation	0.19500	\$1,350	12%
UV Pastoral	0.19290	\$1,350	2%
UV Non-Pastoral	0.38568	\$1,350	76%



The Shire's 2024-2025 rating will be based on land use, being;

- GRV – Residential / Commercial / Industrial
- GRV – Transient Workforce Accommodation
- UV – Pastoral
- UV – Non-Pastoral

The objects and reasons for differential rate charges are as follows:

6.1 GRV – Residential / Commercial / Industrial

This category incorporates residential single dwellings, duplex, multi-unit, strata improved properties and vacant land.

It also incorporates properties having a predominant land use of light industry, general industry, commercial including hotel/motel, shops, restaurants, offices, roadhouses, tourist centres, caravan parks, holiday accommodation and mixed-use properties.

The GRV rate in the dollar applied is to reflect the financial impact and costs to provide community services and activities as well as maintain the Shire's infrastructure and to further the Shire's strategic goals to encourage and support residential / commercial and industrial development in the town sites and organisations which contribute toward a safe, healthy, cohesive, and vibrant community.

6.2 GRV – Transient Workforce Accommodation

This incorporates all mass accommodation facilities provided for a workforce that is not permanently located within the Shire.

Temporary workers and the operators of Transient Workforce Accommodation are consumers of Shire services but unless they are also property owners within the Shire, are not contributing to the cost of services which they use and have access to.

Mass accommodation properties have the potential to have a greater impact on Shire services and assets than other property types due to their number of occupants in a relatively small land parcel.

Council is focussed on sustainably managing its community services and infrastructure assets across 4 towns through the funding of renewal and replacement asset programs. These programs include but are not limited to investment in the resealing and resheeting of roads, replacement, and development of footpath networks and drainage, recreational assets such as



sporting ovals, parks and swimming pools, refurbishing public ablutions, considering the future impacts of climate change and other building maintenance programs.

The diverse range of services and programs and associated infrastructure/facilities required for developed residential and urban areas are available to FIFO workers in the same manner as they are available to all other residents of the Shire and the contribution from this category has been set at a level that reflects this fact.

6.3 UV – Pastoral

This incorporates all properties:

- That has been granted a pastoral lease under the repealed Land Act 1993; or
- Renewal of pastoral leases (administered by the Department of Lands); or
- Land predominately used for pastoral activities as defined in the Land Administration Act 1997; or
- Land that does not have the characteristics of any other UV differential rate category.

The object of this differential rate is to be the base rate by which all other UV rated properties are assessed.

The Pastoral - UV rate in the dollar applied is lower than the UV Non-Pastoral rate in the dollar to recognise -

- The impact economic and climatic fluctuations have on financial capacity to pay,
- The lower overall level of impact pastoral activities generally has on infrastructure and facilities such as road infrastructure and recreation facilities, and
- The permanent nature of pastoral businesses relevant to mining and other non- pastoral businesses.

6.4 UV – Non-Pastoral

This rating category covers:

- All Mining Leases and Licenses, Exploration Licenses, Prospecting Licences, Retention Licenses, General Purpose Leases, Special Prospecting Licenses for Gold and Miscellaneous Licenses as defined under the Mining Act 1978 that have been granted; or



- Predominately used for the purpose of resource processing; or
- Predominately used for the purpose of stock piling.

The object of this differential rate is to reflect and raise revenue to manage the impact on the Shire by the mining and resource sectors.

The objective is to raise rates reflective of the ongoing costs involved in maintaining the road network across the Shire, and towards supporting 4 diverse regional communities spread out over a large geographical area, half the size of Victoria.

7. Minimum Payments

Section 6.35 of the Act allows Council to impose a minimum rate, which may not apply to more than 50% of rateable properties within a rating category.

Every property, regardless of size, value, and use, receives some minimum level of benefit from the Shire's works and services. Minimum rates ensure that all ratepayers make a reasonable contribution to essential services and infrastructure.

A proposed minimum rate of \$1,350 has been applied to all rating categories for 2024/25.

8. Important Note

As at the date of publication of this document the Valuer General's Office continue to supply interim valuations to the Shire, which are effective for the coming financial year. This may impact the final applied rates in the dollar and minimum payments for each of the categories.

9. Invitation for Submissions

Submissions are invited from any elector or ratepayer with respect to the proposed differential rates, and any related matters.

Submissions should be addressed to:

Chief Executive Officer
Shire of Ashburton PO Box 567
Tom Price WA 6751

Alternatively, by email to:



soa@ashburton.wa.gov.au

All submissions are to be received by no later than 4:00 pm, Wednesday 12 June 2024.

Kenn Donohoe
Chief Executive Officer



Agenda Item 13.4 - Attachment 1

Letter of Offer to Cr Healy from WALGA



26 April 2024

Cr Brie Healy

brie.healy@ashburton.wa.gov.au

0422 892 587

Student ID: 14537441

Shire of Ashburton

City of Swan

Lot 246 Poinciana Street

TOM PRICE

WA 6751 Australia

CEO: Kenn Donohoe

RE: Letter of Offer

Diploma of Local Government - Elected Member

Dear Cr Healy,

WALGA Training is delighted to offer you a place in the below listed course. This letter is issued provisionally subject to WALGA Training receiving a signed Acceptance of Offer and payment of fees and charges as below.

Course Code: LGA50220

Course Name: Diploma of Local Government - Elected Member

Credit Transfer: Nil

Course Start Date: 2 September 2024

Withdrawal Date: 25 November 2024

Expected Completion Date: Graduation August 2025

Duration: 11 months

Type of Program: Fee for Service

Course Fee: \$10,170.00

Delivery Mode: Blended Delivery

Entry Requirements: Completion of Council Member Essentials Training and Intermediate Computer Skills

Pre-Requisites: Nil

WALGA Training (RTO 51992)

ONE70, LV1, 170 Railway Parade, West Leederville, WA 6007

T: (08) 9213 2000 F: (08) 9213 2077

info@walga.asn.au

www.walga.asn.au



Skills Self-Assessment

The Diploma of Local Government – Elected Member program requires students to be self-motivated, organised, have sound time management skills and be committed to this program.

Students must possess intermediate level study skills including:

- research, critical thinking and problem-solving
- ability to read legislative text and then analyse and comprehend information
- intermediate level of digital literacy skills to navigate between documents, open web browsers and platforms.
-

IT Equipment Set Up

It is highly recommended that students have access to a PC or laptop, at least 2 monitor screens, high speed WIFI and a computer mouse to easily click, point, drag and drop.

It is important that students always check their emails as they may land in the SPAM mail due to high security settings at your Local Government.

Professional Standards

Students are expected to uphold high ethical standards, demonstrating respectful debate, active contribution, appropriate behaviour and a positive attitude within our educational environment. This includes making a time commitment for classes and assessment due dates, communicating effectively and reaching out for help early to avoid falling behind. For example, if you are not confident with ZOOM or navigating your laptop, then make an appointment with Student Services so we can assist you.

Please provide the following documents:

- Enrolment form – *please complete and return*
- USI Number – *please supply*
- Acceptance of Offer – *please accept and sign*
- PO Number – *please provide or if paying yourself, contact WALGA Training for a payment plan*

WALGA Training (RTO 51992)
ONE70, LV1, 170 Railway Parade, West Leederville, WA 6007
T: (08) 9213 2000 F: (08) 9213 2077

info@walga.asn.au
www.walga.asn.au



Conditions and Acceptance of Offer

I have read the Letter of Offer and confirm that I am fully informed about the course & study requirements, recommended IT equipment, the Training and Assessment plan including Assessment due dates and the total course fee.

- I understand and accept the provided Training and Assessment Plan.
- I have read the Student Handbook and understand:
 - I must apply for any Credit Transfers prior to the course start and provide original evidence with this Acceptance of the Offer.
 - I have read and feel comfortable with the Skill Self-Assessment requirements and that if I require additional help, that I reach out in writing to seek support.
 - If I wish to cancel my enrolment and withdraw from the course, I am not entitled to a refund after the listed withdrawal date.

I accept the total course fee of \$ 10,170.00 and I have arranged the following:

Local Government Purchase Order number

PO:

\$ 10,170.00

I will pay my own fees

*If you wish to split payments or arrange for a payment plan, please contact
WALGA Training*

\$

By signing the Acceptance of Offer, I accept the terms and condition of enrolment.

Please sign, scan and return the Acceptance of Offer to training@walga.asn.au

Full name	<input style="width: 100%; height: 30px;" type="text"/>
Signature	<input style="width: 100%; height: 30px;" type="text"/>
Date	<input style="width: 100%; height: 30px;" type="text"/>
Local Government Representative Signature	<input style="width: 100%; height: 30px;" type="text"/>

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 ONE70, LV1, 170 Railway Parade, West Leederville, WA 6007
 T: (08) 9213 2000 F: (08) 9213 2077

info@walga.asn.au
 www.walga.asn.au



Training and Assessment Plan

Please read and check the proposed Training and Assessment Plan for the Diploma of Local Government - Elected Member course (LGA50220).

If you have any questions or you would like to change the program, please contact WALGA Training by email training@walga.asn.au within 7 days.

The first three (3) units are based on the Council Member Essentials (CME) training (shaded grey) you have already attended. The mentoring session are a refresher of the content and prepare you for the comprehensive assessment tasks.

By signing the Acceptance of Offer you are **accepting all nominated dates** including all workshops, mentoring and assessment due dates. Ensure that you schedule all dates in your diary.

Study Term	UoC	Workshop Name & Dates	Study Term & Holidays	UoC
Study Term 1	LGAMEM001 Meet elected member responsibilities	<i>You are required to attend all listed mentoring sessions and submit all assessments for each UoC on the nominated due date.</i>	ZOOM session: Mon 2 & 9 Sept 2024 (5 pm)	Assessment Due Date 13 Oct 2024
	LGAMEM002 Perform elected member functions		ZOOM session: Mon 14 & 21 Oct 2024 (5 pm)	Assessment Due Date 10 Nov 2024
	LGACOR011 Analyse financial reports and budgets		ZOOM session: Mon 25 Nov 2024 (5 pm)	Assessment Due Date 15 Dec 2024
	PSPGEN075 Build and maintain community relationships	Effective Community Leadership 10 Dec 2024 @ WALGA 9am – 4:30pm	ZOOM session: Mon 16 Dec 2024 (5 pm)	Assessment Due Date 12 January 2025

WALGA Training (RTO 51992)
ONE70, LV1, 170 Railway Parade, West Leederville, WA 6007
T: (08) 9213 2000 F: (08) 9213 2077

info@walga.asn.au
www.walga.asn.au



Study Term	UoC	Workshop Name & Dates	Study Term & Holidays	UoC
Study Term 2	LGAPLA003 Assess development applications and implement planning scheme	Planning Essentials Fri 28 Feb 2025 @ ZOOM and Planning Advanced 14 March 2025 @ WALGA 9am – 4:30pm	ZOOM session: Mon 17 March 2025 (5 pm)	Assessment Due Date 13 April 2025
	LGAMEM003 Contribute to high level strategic decision making	Strategic Decision Making (IPR) 27 March 2025 @ WALGA 9am – 4:30pm	ZOOM session: Mon 31 March 2025 (5 pm)	Assessment Due Date 27 April 2025
	PSPGEN032 Deal with conflict and BSBPEF502 Develop and use emotional intelligence	Dealing with Conflict (2 days) 10 & 11 April @ WALGA 9am – 4:30pm	ZOOM session: Mon 14 April 2025 ((5 pm for 2 Hours)	Assessment Due Date 11 May 2025
Study Term	UoC	Workshop Name & Dates	Study Term & Holidays	UoC
Study Term 3	LGACOR010 Oversee asset management strategy	Oversee Asset Management Strategies 8 May 2025 @ WALGA 9am – 4:30pm	ZOOM session: Mon 12 May 2025 (5 pm)	Assessment Due Date 15 June 2025
	PSPPCY001 Contribute to policy development	Strategic Policy Development 21 May 2025 @ ZOOM 9am – 4:30pm	ZOOM session: Mon 26 May 2024 (6:10 pm)	Assessment Due Date 22 June 2025

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Agenda Item 13.6 - Attachment 1

DLGSC Standardised Meeting Procedures Consultation
Paper



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

Local Government Reform

Consultation Paper

Standardised Meeting Procedures

February 2024



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Privacy statement

Submissions will be treated as public documents unless explicitly requested otherwise.

If you do not consent to your submission being treated as a public document, you should mark it as confidential or specifically identify the confidential information, and include an explanation.

Even if your submission is treated as confidential, it may still be required to be disclosed in accordance with the requirements of the [Freedom of Information Act 1992](#) (WA) or any other applicable written law.

The Department of Local Government, Sport and Cultural Industries reserves the right to redact any content that could be regarded as racially vilifying, derogatory or defamatory to an individual or an organisation.

Introduction

The State Government is implementing a number of reforms to the [Local Government Act 1995](#) (the Act) to improve transparency and accountability in local government in Western Australia and deliver benefits to ratepayers and residents.

Standardising council and committee procedures is part of these reforms. Establishing a consistent approach to all local government council and committee meetings will make it easier and simpler for people to participate in and observe council meetings, wherever they are held.

Establishing one standard is expected to simplify and improve training for council members and local government staff. It can also strengthen the enforcement of breaches of meeting procedures (for instance, if a person repeatedly and unreasonably disrupts a meeting).

Currently, it is usual practice for local governments to have local laws and policies in place to govern the conduct of council meetings. However, this approach means that there can be variation in how members of the public can engage with council meetings.

The [Local Government Amendment Act 2023](#) inserts section 5.33A, to allow standardised meeting procedures for all local governments to be made in the form of Regulations or model provisions.

The State Government intends under section 5.33A to make Regulations that apply to all local governments and an order of the Governor under section 3.17 of the Act to repeal all existing local government meetings procedures, standing orders or council meeting local laws.

It is intended that the new standard meeting procedures (also known as “standing orders”) apply to all council and committee meetings held by local governments. It is also intended that Regulations will contain consistent rules for how meetings are held.

It is envisaged that relevant elements of Parts 2 and 3 of the [Local Government \(Administration\) Regulations 1996](#) (the Regulations) would be incorporated into the new standardised meeting procedures.

The Department of Local Government, Sport and Cultural Industries (DLGSC) will also develop reference materials for council members, local government staff and communities to assist in ensuring consistency throughout the sector.

Note: Unless otherwise specified in this paper, the word **meeting** refers to both a council or a committee meeting and the word **member** refers to both a council and a committee member.

Consultation process

You may choose to answer all or some of the questions in the consultation paper, and/or provide a submission that raises related matters not included in this consultation paper.

The DLGSC invites local governments, council members, Chief Executive Officers (CEOs), local government employees, groups and associations, and members of the community to consider the proposals and provide feedback.

Our preferred method for providing a submission is our [online feedback form](#).

Specific questions have been targeted to certain meeting procedure topics to better understand the variety of existing approaches currently used by the sector. The DLGSC is interested in learning more about how existing approaches work well in practice; and how reforms can be structured to improve transparency and public involvement, simplify the way meetings are conducted, and promote uniformity throughout the sector.

Although it is preferred that the feedback form is used to guide responses, general submissions and suggestions on any relevant topic can be provided via email to actreview@dlgsc.wa.gov.au

Part 1: General meeting process

1. Calling meetings

The calling of council meetings is outlined in sections 5.5 to 5.7 of the Act, and in existing regulations 12 to 14. Amendments are proposed to add new requirements for the oversight of special council meetings that are held at short notice and prevent any meeting from being held at an unreasonable time of day. It is important that special meetings are only convened in appropriate circumstances. Regulations are proposed to require:

- a minimum of 24 hours' notice to convene a special council meeting
- that notice to convene a special council meeting may be done with less than 24 hours' notice if an absolute majority of council members call the meeting
- that a meeting cannot commence any earlier than 8 am or later than 8 pm.

1. Is it suitable to allow for a special council meeting to be convened with less than 24 hours' notice if an absolute majority of council members call the meeting? Yes / No

(a) If no, please provide a suggested alternative.

2. Are there any circumstances where meetings must start earlier than 8 am or later than 8 pm? Yes / No

(a) If yes, please provide examples and the suggested alternative.

2. Agendas and order of business

It is proposed to broadly retain existing requirements for local governments to publish meeting agendas.

It is proposed that the general order of meetings be outlined in the Regulations for consistency across the local government sector. However, a council or committee may decide to consider business in a different order, provided that the other requirements of the Regulations (such as public question time being held before any decisions are made) are still met.

Regulations are proposed to outline the following order of business:

- opening (local governments will still be able to continue their own practices for opening meetings, such as making acknowledgements, prayers, opening statements, etc.)
- recording attendance
- public question time (see section 6)
- public presentations and petitions (see sections 7 and 8)
- members' question time (see section 12)
- confirmation of previous minutes (see section 15)
- reports from committees and the CEO
- motions from members
- urgent business
- matters for which the meeting may be closed
- closure.

3. Is the proposed order of business suitable? Yes / No

(a) If no, please provide a suggested alternative.

3. Urgent business

Currently, individual local governments' meeting local laws and policies may vary in how urgent business is raised at a meeting. Existing local laws and policies provide various procedures for urgent business to be considered at a council meeting. Broadly, these procedures seek to limit the use of urgent business to only the most exceptional circumstances.

Regulations are proposed to allow the CEO to introduce an item without notice in cases of urgency if:

- an absolute majority of the council resolve to hear the matter at the meeting, and
- the item is clearly marked as urgent business.

It is proposed that DLGSC must be notified each time this occurs, within 7 calendar days, to ensure this process is only used in exceptional circumstances.

Urgent business may only be heard after public question time (see section 6).

4. Are the proposed requirements for urgent business suitable? Yes / No

(a) If no, please provide a suggested alternative.

4. Quorum

Existing regulation 8 addresses the process for when there isn't a quorum at a meeting.

Amendments are proposed to provide for the following where a quorum is lost or not present:

- if no quorum is present within 30 minutes of the time set for the meeting, the meeting lapses
- where quorum is lost during a meeting:
 - the meeting proceeds to the next item of business if it is due to members leaving because of a financial or proximity interest
 - the meeting is adjourned for 15 minutes for any other reason and if quorum cannot be reformed, the meeting is closed
- where quorum is lost, the names of the members then present are to be recorded in the minutes.

5. Are the proposed requirements for when a quorum is not present or lost suitable? Yes / No

(a) If no, please explain why and the suggested alternative, if any.

5. Adjourning a meeting

Currently, individual local governments' meeting local laws or policies may contain processes for adjourning a meeting. It is intended to adopt similar rules, while also addressing concerns regarding meetings of council that run late. Regulations are proposed to provide that:

- council may decide to adjourn a meeting to another day, time and place to resume from the point it adjourned
- a presiding member may adjourn a meeting for 15 minutes to regain order of a meeting that has been disrupted
- if a meeting is adjourned for a second time due to disruption, a presiding member must adjourn the meeting to another day, time or place (not on the same day), with notice being published on the local government's website.

It is also proposed that if a meeting is continuing and it reaches 10:45 pm:

- the council or committee may decide to either extend the meeting for a further 15 minutes to allow for any remaining business to be concluded or determine to adjourn the meeting

- if any business remains at 11 pm, the meeting must adjourn to a day and time which is at least 10 hours later to deal with any outstanding agenda items and a notice must be published on the local government's website listing when the meeting will resume.

6. Is 11 pm an appropriate time for when a meeting must be adjourned? Yes / No

(a) If no, what is the suggested alternative?

Part 2: Public participation

6. Public question time

Currently, the Act and Regulations require that public question time is to be made available at every council meeting and certain committee meetings.

Regulation 6 requires that at least 15 minutes is to be made available for public questions at those meetings. However, question time may be extended if there are further questions; the time may also be used for other business if there are no further questions.

Regulation 7 also provides that question time must be held before substantive decisions are made at that meeting.

Currently, the practice at many local governments is that a person who wishes to ask a question attends the meeting (either physically in-person or by electronic means) to ask their question. However, it is proposed that regulations allow for a personal representative of a person to ask a question. This provides an alternative avenue for someone who may be unable to attend a meeting to have their question raised.

Currently, individual local governments meeting local laws and policies may contain processes for members of the public to raise questions. Some requirements, such as rules requiring a person to lodge a question in writing before a meeting, may prevent a person who is not familiar with those requirements from being able to ask a question.

New standardised requirements are proposed to expand the existing Regulations to require that:

- a member of the public only needs to provide their name and suburb/locality (and not any other information) before asking a question
- a person is not required to lodge a question in writing in advance of a meeting (although a person may choose to do so, for instance if they have a very specific or technical question)
- a local government may still require a person, or their personal representative, to attend a meeting to ask a question lodged in writing in advance of the meeting for it to be addressed at that meeting
- questions must not take more than 2 minutes to ask, including a relevant preamble, unless the presiding member grants an extension of time
- if other people are waiting to ask questions, the presiding member will seek to provide equal opportunity for people to ask questions (for instance, by moving to the next person waiting after someone has asked 3 questions, and returning to the first person if time allows)
- any questions are to be answered by the presiding member, or a relevant member (nominated by the presiding member), the CEO, or an employee nominated by the CEO
- if a question, or a question of a similar nature, was asked and answered in the previous 6 months, the presiding member may direct the member of the public to the minutes of the meeting that contains the question and answer
- no debate of a question or answer is to take place
- questions may be taken on notice by the person who is answering the question
- when a question is taken on notice, a response is to be given to the member of the public in writing and a copy of the answer is to be included in the agenda of the next ordinary meeting
- the presiding member may reject questions that contain offensive language or reflect adversely on others but must provide opportunities for the question to be rephrased.

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- 7. Is the existing minimum allocation of 15 minutes for public question time sufficient? Yes / No**
 (a) If no, what minimum time limit do you suggest?
- 8. Is 2 minutes enough time for a member of the public to ask a question? Yes / No**
 (a) If no, what time limit or other method of allocating questions do you suggest?
- 9. Should any other standard requirements for public question time be established? Yes / No**
 (a) If yes, please provide details.
- 10. Should a personal representative be able to ask a question on behalf of another person? Yes / No**
 (a) If no, please provide your reasons.

7. Presentations at council

Local governments commonly allow for presentations (also known as deputations) to be made to inform council decisions. Councils may set a policy for whether they hear presentations at council meetings and/or committee meetings, or at other meetings, and the circumstances in which a presentation may be heard.

It is proposed that local governments will continue to have discretion to choose whether and when to hear presentations.

To allow for a decision to be made in advance of the meeting, it is proposed that either the presiding member or CEO will make the decision on whether a presentation is heard at a meeting, based on any policy established by the council.

Accordingly, it is proposed that a council may establish a policy that determines:

- the types of meetings at which presentations may be heard
- whether the responsibility for making decisions on presentation requests sits with either the presiding member or CEO
- any other matters to guide the presiding member or CEO's decision making towards requests.

New Regulations are also proposed to:

- allow a person, or group of people, to lodge a request in accordance with the council's policy to provide a presentation at least 48 hours before the meeting
- require the presiding member or CEO to decide and provide a response to the person requesting the presentation by 12 noon the day of the meeting
- provide that if the presiding member or CEO refuses an application, they are to provide their reasons to the applicant and advise of the refusal at the meeting
- limit presentations to 5 minutes (not including questions) unless there is a resolution to extend the time limit
- allow council and committee members to ask questions of presenters.

- 11. Should the Regulations specify that a request to make a presentation must relate to an item on the agenda for the relevant meeting? Yes / No**
 (a) If no, please provide reasons.
- 12. Is 48 hours of notice sufficient to administer an application from a member of the public to present to a meeting? Yes / No**
 (a) If no, please provide reasons and suggest an alternative.

13. Should a standard time limit be set for public presentations? Yes / No

(a) If no, please provide reasons.

14. Would 5 minutes be a suitable time limit for public presentations? Yes / No

(a) If no, please provide reasons and suggest an alternative.

8. Petitions

Many local governments have a tradition of accepting petitions, mirroring the practice of Parliament.

Regulations are proposed to:

- enable any person to petition a local government by lodging a petition to the council on any matter, including petitions which may be critical of actions or decisions of the local government
- require the lead petitioner to provide their contact details
- require any person signing a petition to state their suburb/town, and declare whether they are residents and/or electors of the district
- require the petitioner to tally the number of signatories
- limit rejection of a petition to only when it is not in the prescribed form
- require that the council is to consider each petition and must determine how it is to respond, such as by seeking a report from the CEO
- allow local governments to establish an electronic petitioning system if they wish
- require all petitions received and outcomes from petitions to be summarised in a report to the annual meeting of electors.

15. Do the proposed regulations provide an effective system for managing petitions? Yes / No

(a) If no, please provide reasons and suggested alternatives.

Part 3: Conduct of debate

9. Orderly conduct of meetings

New Regulations are proposed to create a duty for all people present at a meeting to:

- ensure that the business of the meeting is attended to efficiently and without delay
- conduct themselves courteously at all times
- allow opinions to be heard within the requirements of the meetings procedures.

It is also proposed that the Regulations:

- allow members to raise points of order to bring the presiding member's attention to a departure from procedure
- provide that it is a minor breach for a presiding member to preside in a manner which is unreasonable or contravenes the requirements of the Act or Regulations
- empower the presiding member to call a person to order and:
 - should a member not comply with a third call to order, the presiding member may direct them to speak no further (but they may continue to cast their vote) for the remainder of the meeting, with failure to adhere to the direction being a minor breach

- if any other person does not comply with one call to order, the presiding member may direct them to leave the meeting, with failure to do so being an offence
- provide that a council may vote to rescind a direction made by a presiding member for a member to not speak further during a meeting
- provide that a member who has had a direction made against them to not speak further cannot move or second a motion that attempts to rescind the decision.

16. Do these measures provide a suitable framework to maintain order in meetings? Yes / No
 (a) If no, what are the suggested changes?

10. Motions and amendments

Existing meeting procedures address many matters relating to the processes of decision making. This includes motions and amendments (including foreshadowed and alternate motions), notices of motion by members, reasons for changes to the CEO’s recommended motion, passing motions “en bloc”, and how voting occurs. The existing system of motions (including foreshadowed, amendment, alternate and revocation motions) are proposed to be broadly maintained.

Council members may raise motions that are not part of the agenda of a meeting to recommend a proposal for consideration. For instance, a motion might propose a new policy or decision.

Local governments commonly require notice of a motion to be provided in advance of a council meeting. This is to allow council members time to review the motion and for the CEO and administration to provide advice needed to assist council members with making a decision on a motion.

Providing notice to other council members, the CEO and administration can support a more fulsome consideration of the motion.

Regulations are proposed to require council members to provide written notice of motions at least 1 calendar week before the council meeting commences. This would generally allow those motions to be included in the meeting agenda, which must be published 72 hours before the commencement of the meeting.

It is proposed that council members will still be able to move amendments and alternative motions during debate on agenda items without providing written notice in advance of the meeting. This provides for members to be able to consider all options and suggestions for an item included in the agenda of a meeting.

It is proposed that reasons for notices of motion, amendments and other decisions that are changed at a meeting would still be required.

17. Is a period of 1 calendar week an appropriate notice period for motions? Yes / No
 (a) If no, what is your suggested alternative?
18. Are these proposals for motions suitable? Yes / No
 (a) If no, please provide reasons.

11. Debate on a motion

The practice of motions being moved and seconded and debate alternating between speakers for and against the motion is used in meeting procedures statewide.

Some local governments have a further requirement where if a motion is not opposed, no debate occurs, and the motion is recorded as passing unanimously.

Regulations are proposed to provide for the following rules for formal debate on a motion or amendment:

- any motion must be seconded before it may be debated (or carried without debate)
- a motion is carried without debate if no member is opposed to the motion

- if a member is opposed, the mover and seconder may speak and are followed by alternating speakers against and for the motion, with a final right of reply for the mover
- speeches must be relevant to the motion under debate and no member must speak twice – except for the mover’s right of reply, or if the council decides to allow further debate
- no member can speak for longer than 5 minutes without the approval of the meeting.

19. Do you support these rules for formal debate on a motion or amendment? Yes / No

(a) If no, what is your suggested alternative?

20. Is 5 minutes a suitable maximum speaking time during debate? Yes / No

(a) If no, what should be the default maximum speaking time?

21. Is a general principle against speaking twice on the same motion suitable? Yes / No

(a) If no, please provide reasons.

12. Questions by members

The current practices for members asking formal questions at meetings varies throughout the sector. Some local governments have a “questions from council members” period; other local governments allow members to place questions on notice for future meetings.

Regulations are proposed to provide that:

- council members can ask the CEO questions related to any item on an agenda by providing the question in writing by 12 noon the day before the meeting
- council member questions are to be answered during the “questions from council members” agenda item
- council members must seek permission from the presiding member to ask the CEO clarifying questions during debate.

22. Should the new standardised provisions include a maximum time limit for the “questions from council members” agenda item? Yes / No

(a) If no, please provide details.

23. Is 1 day of notice for a question from a council member sufficient? Yes / No

(a) If no, what is your suggested alternative and why?

24. Is it appropriate for the presiding member to consider whether to allow a member to ask clarifying questions during debate? Yes / No

(a) If no, what is your suggested alternative and why?

13. Procedural motions

Various procedural motions are provided for in each local governments’ meeting procedures. They help with managing a meeting effectively and democratically.

Regulations are proposed to provide for the following procedural motions to be put without debate:

- a motion to vary the order of business (e.g. to move a report in the order of business so it is considered earlier)
- a motion to adjourn debate to another time
- a motion to adjourn the meeting
- a motion to put the question (close debate)

- a motion to extend a member’s speaking time
- a motion to extend public question time
- a motion to extend the time for a public presentation
- a motion to refer a motion to a committee or for the CEO to provide a new or updated report to a future meeting
- a motion of dissent in the presiding member’s ruling (for example, to overturn the presiding member’s direction that a member does not speak further)
- a motion to close a meeting to the public in accordance with the Act.

25. Should any of these procedural motions not be included? Yes / No
 (a) If yes, please identify which motions and why they should not be included.

26. Are any additional procedural motions needed? Yes / No
 (a) If yes, please provide suggestions and explain why.

14. Adverse reflection

In addition to aspects of the model code of conduct, existing meeting procedures seek to prevent inappropriate language and adverse reflections from occurring at meetings.

Regulations are proposed to provide that:

- a person, including a member, cannot reflect adversely on the character of members, employees or other persons – if they do so they must withdraw their remark
- members cannot adversely reflect on the decisions of the council, except in making a motion to revoke or change a decision
- failure to withdraw adverse reflection is to be dealt with as disorderly conduct (including as a potential minor breach)
- a member who is concerned about a remark that may be an adverse reflection may raise a point of order with the presiding member.

27. Are there any circumstances where a person should be able to adversely reflect on another council member, an employee or a decision of the local government? Yes / No
 (a) If yes, please provide more information to explain the circumstances.

Part 4: Other matters

15. Meeting minutes and confirmation

Existing meeting procedures provide for the method of confirmation of the minutes. It is proposed to amend the Regulations to provide a clear process for correcting minutes by:

- allowing a member who identifies errors with unconfirmed minutes to provide a CEO with any proposed corrections by 12 noon the day before a meeting at which the minutes are to be confirmed
- requiring any proposed corrections to the minutes to be presented to council for a decision with a recommendation from the CEO
- Requiring DLGSC to be notified if a local government fails to adopt or defers confirmation of the minutes of a meeting.

28. Is 1 day sufficient notice for a proposed correction to the minutes? Yes / No

(a) If no, how much notice should be required and why?

16. Electronic meetings and attendance

In 2020, Regulations were introduced in response to the COVID-19 pandemic to enable councils to hold meetings electronically and for council members to attend using electronic means. This allowed councils to continue making critical decisions during the pandemic. The use of videoconferencing and the adoption of livestreaming has also encouraged public access and participation in local government.

On 9 November 2022, the [Local Government \(Administration\) Amendment Regulations 2022](#) took effect, meaning local governments could conduct council and committee meetings electronically outside of emergency situations and that council and committee members could attend in-person meetings using electronic means, such as videoconferencing.

The State Government committed to a public consultation process to gain feedback on the effect of these changes following 12 months of operation.

29. Has the change to enable electronic meetings to occur outside of emergency situations been helpful? Yes / No / Unsure or unable to comment

(a) If no, please explain why.

30. Has the ability for individual members to attend meetings electronically been beneficial? Yes / No / Unsure or unable to comment

(a) If no, please explain why.

31. Do you think any changes to electronic meetings or electronic attendance are required? Yes / No / Unsure or unable to comment

(a) If yes, please provide details of the changes and explain why they are needed.

17. Council committees

Sections 5.8 to 5.18 of the Act provide for the establishment of committees that may assist with decision-making. Section 7.1A provides for the establishment of an audit committee. The standardised meeting procedures will only apply to those committees established under sections 5.8 and 7.1A.

It is proposed that provisions for committees be similar to requirements for council meetings. Committees may need to provide a more flexible meeting environment, in terms of time limitations and procedure, to facilitate the consideration of issues in detail. This is reflected in meeting procedures across the State.

Regulations are proposed to provide that:

- a committee meeting is to be called when requested by the presiding member of the committee, the mayor or president, or a third of the committee's members
- certain meeting procedures such as the order of debate, speaking twice and time limits do not apply to a committee
- a committee is answerable to the council and must provide at least 1 report to council on its activities each year.

32. Are any other modifications needed for committee meetings? Yes / No

(a) If yes, please provide details of the modifications and explain why.

18. Meetings of electors

The Act establishes that the mayor or president is to preside at electors' meetings, and any resolutions passed by an electors' meeting are considered at a following council meeting.

As electors' meetings are quite different to council meetings, comment is sought about whether parts of the proposed standard should apply for electors' meetings.

33. Should parts of the proposed standard apply at electors' meetings? Yes / No

(a) If yes, please explain what may be required.

19. Any other matters

Feedback is welcome on any other element of local government meetings for consideration in the further development of the new Regulations.

34. Do you have any other comments or suggestions for the proposed new Regulations?

(a) If yes, please explain what may be required.

Appendix: Example timeline for an ordinary council meeting

For this example, the local government holds its ordinary council meetings on the second Tuesday of every month. March 2024 has been used as an example.

Day/time	Task	Requirements
Tue 5 March 6 pm	Deadline for council members to provide written notice of motions.	<ul style="list-style-type: none"> Council members must provide written notice of motions at least 1 calendar week before the day of an ordinary council meeting.
Sat 9 March 6 pm	Deadline for publishing ordinary council meeting agenda. In practice, the local government publishes the agenda prior to close of business Friday.	<ul style="list-style-type: none"> An ordinary council meeting agenda must be published at least 72 hours before the commencement of a meeting.
Sun 10 March 6 pm	Deadline for member of the public to lodge a request to present on an agenda item.	<ul style="list-style-type: none"> A person or group of people can lodge a request with the CEO to provide a presentation on an agenda item but must do so at least 48 hours before the meeting.
Mon 11 March 12 noon	Deadline for council members to provide written notice of questions that will be asked about agenda items at the ordinary council meeting.	<ul style="list-style-type: none"> Council members must submit questions about agenda items to the CEO in writing by 12 noon the day before the meeting.
Tue 12 March 12 noon	Presiding member or CEO (in accordance with policy) to decide whether members of the public can present on agenda items and provide a response to people making requests.	<ul style="list-style-type: none"> The presiding member or CEO must decide and provide a response to a person requesting to make a presentation on an agenda item by 12 noon the day of the meeting. If an application is refused, the presiding member or CEO must provide their reasons and advise of the refusal at the meeting.
Tue 12 March 6 pm	Ordinary council meeting.	<ul style="list-style-type: none"> Meeting must finish by 11 pm.
Wed 13 March 9 am	Adjourned meeting can begin if scheduled meeting was adjourned due to reaching 11 pm.	<ul style="list-style-type: none"> If a meeting needs to be adjourned because it reaches 11 pm, the meeting to deal with outstanding items must be at least 10 hours after the original meeting was adjourned.
Tue 19 March 6 pm	Deadline for notifying DLGSC of any urgent business considered at the ordinary council meeting.	<ul style="list-style-type: none"> The DLGSC must be notified within 7 calendar days each time urgent business is considered at an ordinary council meeting.
Sat 6 April 6 pm	Responses to questions on notice included in agenda for next ordinary council meeting.	<ul style="list-style-type: none"> When a question is taken on notice, a response is to be given to members of the public in writing and the answer is to be included in the agenda of the next ordinary council meeting. An ordinary council meeting agenda must be published at least 72 hours before the commencement of a meeting.
Mon 8 April 12 noon	Deadline for council members dissatisfied with unconfirmed minutes to provide the CEO with corrected wording.	<ul style="list-style-type: none"> A council member dissatisfied with unconfirmed minutes can provide a CEO with corrected wording by 12 noon the day before a meeting at which the minutes are to be confirmed.
Tue 9 April 6 pm	Ordinary council meeting	<ul style="list-style-type: none"> Meeting must finish by 11 pm.



Agenda Item 13.6 - Attachment 2

Standardised Meeting Procedures - Shire submission



Standardised Meeting Procedures Consultation Submission – April 2024

Part 1: General meeting process

Subject	Question	Response	Comment
1. Calling meetings	1. Is it suitable to allow for a special council meeting to be convened with less than 24 hours' notice if an absolute majority of council members call the meeting? Yes / No (a) If no, please provide a suggested alternative.	Yes	
	2. Are there any circumstances where meetings must start earlier than 8 am or later than 8 pm? Yes / No (a) If yes, please provide examples and the suggested alternative.	No	
2. Agendas and order of business	3. Is the proposed order of business suitable? Yes / No (a) If no, please provide a suggested alternative.	No	Consider separating reports from committees and the CEO for clarity of order. It's not clear from the consultation paper, where: <ul style="list-style-type: none"> • application for leaves of absence, and • en bloc resolutions, would be considered.



Subject	Question	Response	Comment
	4. Are the proposed requirements for urgent business suitable? Yes / No (a) If no, please provide a suggested alternative.	No	Local governments are created as body corporates and have a power of general competence. It's not understood why the Department would need to be advised of any urgent business (late items) considered. No definition is provided in the consultation paper as to what would and would not constitute 'urgent business'. Urgent business would need to be exempt from the proposed members question time as there may not be ability to present questions 24 hours prior. Support the requirement for an absolute majority decision to introduce urgent business.
3. Quorum	5. Are the proposed requirements for when a quorum is not present or lost suitable? Yes / No (a) If no, please explain why and the suggested alternative, if any.	Yes	



Subject	Question	Response	Comment
4. Adjourning a meeting	6. Is 11 pm an appropriate time for when a meeting must be adjourned? Yes / No (a) If no, what is the suggested alternative?	Yes	

Part 2: Public Participation

Subject	Question	Response	Comment
5. Public question time	7. Is the existing minimum allocation of 15 minutes for public question time sufficient? Yes / No (a) If no, what minimum time limit do you suggest?	Yes	
	8. Is 2 minutes enough time for a member of the public to ask a question? Yes / No (a) If no, what time limit or other method of allocating questions do you suggest?	Yes	
	9. Should any other standard requirements for public question time be established? Yes / No (a) If yes, please provide details.	Yes	It needs to be clear whether public participation via electronic means will be allowed.



Subject	Question	Response	Comment
	10. Should a personal representative be able to ask a question on behalf of another person? Yes / No (a) If no, please provide your reasons.	Yes	Where a member of the public has advised of their representative in advance, it seems reasonable to allow their representative to ask question/s on their behalf. Alternatively, if a person can't attend the meeting, the presiding member or CEO could read the question on their behalf.
6. Presentations at council	11. Should the Regulations specify that a request to make a presentation must relate to an item on the agenda for the relevant meeting? Yes / No (a) If no, please provide reasons.	Yes	It needs to be clear whether the public can join meetings electronically to make deputations/presentations.
	12. Is 48 hours of notice sufficient to administer an application from a member of the public to present to a meeting? Yes / No (a) If no, please provide reasons and suggest an alternative.	Yes	
	13. Should a standard time limit be set for public presentations? Yes / No (a) If no, please provide reasons.	Yes	



Subject	Question	Response	Comment
	14. Would 5 minutes be a suitable time limit for public presentations? Yes / No (a) If no, please provide reasons and suggest an alternative.	Yes	
7. Petitions	15. Do the proposed regulations provide an effective system for managing petitions? Yes / No (a) If no, please provide reasons and suggested alternatives.	No	Petitions can be received either prior to the meeting or at the meeting. Having a requirement for council to determine how to respond at the meeting it is received does not allow time for council to consider the request. A report should be submitted to the following ordinary council meeting on the action (if any) to be taken in regards to the petition. If the petition has been dealt with as above, it seems unnecessary for a report to be submitted to the annual meeting of electors. Only electors should be able to sign a petition.



Part 3: Conduct of debate

Subject	Question	Response	Comment
8. Orderly conduct of meetings	16. Do these measures provide a suitable framework to maintain order in meetings? Yes / No (a) If no, what are the suggested changes?	Yes	It's unclear from the consultation paper how this is workable for members of the public from an enforcement perspective.
9. Motions and amendments	17. Is a period of 1 calendar week an appropriate notice period for motions? Yes / No (a) If no, what is your suggested alternative?	Yes	
	18. Are these proposals for motions suitable? Yes / No (a) If no, please provide reasons.	Yes	A limit on the number of live foreshadow motions at any one time should be considered.
10. Debate on a motion	19. Do you support these rules for formal debate on a motion or amendment? Yes / No (a) If no, what is your suggested alternative?	Yes	
	20. Is 5 minutes a suitable maximum speaking time during debate? Yes / No (a) If no, what should be the default maximum speaking time?	Yes	



Subject	Question	Response	Comment
	21. Is a general principle against speaking twice on the same motion suitable? Yes / No (a) If no, please provide reasons.	Yes	
11. Questions by members	22. Should the new standardised provisions include a maximum time limit for the “questions from council members” agenda item? Yes / No (a) If no, please provide details.	No	Asking questions about agenda items prior to voting on them is essential to making informed decisions.
	23. Is 1 day of notice for a question from a council member sufficient? Yes / No (a) If no, what is your suggested alternative and why?	Yes	However, it shouldn't be mandatory to submit questions one day prior. Questions should be able to be raised at any time prior to voting on an item to ensure informed decisions are made.
	24. Is it appropriate for the presiding member to consider whether to allow a member to ask clarifying questions during debate? Yes / No (a) If no, what is your suggested alternative and why?	Yes	Asking questions is an important part of democracy. Questions should be able to be asked during an item.
12. Procedural motions	25. Should any of these procedural motions not be included? Yes / No (a) If yes, please identify which motions and why they should not be included.	Yes	A 'motion to put the question (close debate)' shouldn't be required as the mover exercising their right of reply closes debate.



Subject	Question	Response	Comment
	26. Are any additional procedural motions needed? Yes / No (a) If yes, please provide suggestions and explain why.	Yes	Motions to 're-open the meeting to the public' and 'accept late/urgent business' should be included.
13. Adverse reflection	27. Are there any circumstances where a person should be able to adversely reflect on another council member, an employee or a decision of the local government? Yes / No (a) If yes, please provide more information to explain the circumstances.	No	

Part 4: Other matters

Subject	Question	Response	Comment
14. Meeting minutes and confirmation	28. Is 1 day sufficient notice for a proposed correction to the minutes? Yes / No (a) If no, how much notice should be required and why?	Yes	



Subject	Question	Response	Comment
15. Electronic meetings and attendance	29. Has the change to enable electronic meetings to occur outside of emergency situations been helpful? Yes / No / Unsure or unable to comment (a) If no, please explain why.	Yes	
	30. Has the ability for individual members to attend meetings electronically been beneficial? Yes / No / Unsure or unable to comment (a) If no, please explain why.	Yes	
	31. Do you think any changes to electronic meetings or electronic attendance are required? Yes / No / Unsure or unable to comment (a) If yes, please provide details of the changes and explain why they are needed.	Yes	The Shire rotates its meetings across four towns. The distance between Onslow and Tom Price is approximately 450km. At times our elected members would use the previous provisions to attend via phone or electronic means if they weren't able to travel to the meeting location. This is now hindered by the 50% rule. Reintroduction of the distance provisions would be helpful. It would also be helpful to not have the restrictions applied to Special Council Meetings as these are often called at short notice resulting in



Subject	Question	Response	Comment
			elected members not being able to travel to the meeting location.
16. Council committees	32. Are any other modifications needed for committee meetings? Yes / No (a) If yes, please provide details of the modifications and explain why.	Yes	If a committee has no delegation, all reports go to Council for decision. Those with delegation are required to be open to the public and minutes are available on the website. Introducing a requirement for the committee to report annually to Council doesn't provide any benefit.
17. Meetings of electors	33. Should parts of the proposed standard apply at electors' meetings? Yes / No (a) If yes, please explain what may be required.	Yes	A standard order of business should be implemented.
18. Any other matters	34. Do you have any other comments or suggestions for the proposed new Regulations? (a) If yes, please explain what may be required.	No	



Agenda Item 13.7 - Attachment 1

Corporate Strategies Quarterly Reporting - Q3 2023/2024

Corporate Business Plan 2023-2027

Strategic Theme	Strategic Objective	Strategy Outcome	CBP Action	Year/s to be delivered	Responsible Department	Progress	Comment
People	1.1 Coordinated delivery of social services and projects for the community	1.1.1 Develop and maintain key social services partnerships, both internally and externally, to support Council's vision.	1.1.1.1 Collaborate with key stakeholders.	Ongoing	Communities / Libraries	In Progress	The Communities team continues to collaborate with stakeholders in the delivery of programs and events to the communities. 'Whats On' groups started in Tom Price and Paraburdoo.
People	1.1 Coordinated delivery of social services and projects for the community	1.1.2 Lead and empower employees to seek and attain performance excellence.	1.1.2.1 Provide appropriate tools and development opportunities to employees to be successful in their role.	Ongoing	Organisational Development	In Progress	Working with Aboriginal People staff training held in February 2024.
People	1.1 Coordinated delivery of social services and projects for the community	1.1.3 Provide professional leadership and advice to assist Council.	1.1.3.1 Engage with, and provide, regular updates to Council on projects, initiatives and events.	Ongoing	Communities / Libraries	In Progress	Presentation provided to Council in March 2024 on the development of the 'My Pilbara Home' strategy.
People	1.2 Communities connected with opportunities	1.2.1 Foster and strengthen partnerships with local networks to drive social prosperity.	1.2.1.1 Collaborate with local organisations to drive social prosperity.	Ongoing	Communities	In Progress	No update.
People	1.2 Communities connected with opportunities	1.2.2 Drive community engagement to provide input to enhance opportunities aligned with community needs.	1.2.2.1 Engage with the community on the development of Shire strategies and plans.	Ongoing	Communities	In Progress	WSP awarded contract for development of My Pilbara Home. Project plan provided to the Shire. Stakeholder Engagement commencing from February 2024. Site visits took place in March 2024. Draft Strategy will be ready by end of May 2024.
People	1.2 Communities connected with opportunities	1.2.2 Drive community engagement to provide input to enhance opportunities aligned with community needs.	1.2.2.2 Review the Youth Strategy.	2025/2026	Communities	Not Started	N/A
People	1.2 Communities connected with opportunities	1.2.3 Provide, promote, and deliver social and cultural community celebrations, events, and activities.	1.2.3.1 Develop an Art Strategy.	2023/2024	Communities	In Progress	WSP awarded contract for development of My Pilbara Home. Project plan provided to the Shire. Stakeholder Engagement commencing from February 2024. Site visits took place in March 2024. Draft Strategy will be ready by end of May 2024.
People	1.2 Communities connected with opportunities	1.2.3 Provide, promote, and deliver social and cultural community celebrations, events, and activities.	1.2.3.2 Deliver the Youth Strategy.	2023/2024 2024/2025 2025/2026	Communities	In Progress	See the Youth Strategy quarterly report for a breakdown of activities undertaken for the period.
People	1.2 Communities connected with opportunities	1.2.3 Provide, promote, and deliver social and cultural community celebrations, events, and activities.	1.2.3.3 Develop an Events Strategy.	2023/2024	Communities	In Progress	WSP awarded contract for development of My Pilbara Home. Project plan provided to the Shire. Stakeholder Engagement commencing from February 2024. Site visits took place in March 2024. Draft Strategy will be ready by end of May 2024.
People	1.2 Communities connected with opportunities	1.2.4 Support and develop sustainable clubs and groups, providing opportunities for meaningful participation in arts, culture, sport, and recreation.	1.2.4.1 Develop a Club Development Plan.	2023/2024	Communities	In Progress	WSP awarded contract for development of My Pilbara Home. Project plan provided to the Shire. Stakeholder Engagement commencing from February 2024. Site visits took place in March 2024. Draft Strategy will be ready by end of May 2024.
People	1.2 Communities connected with opportunities	1.2.5 Recognise the uniqueness of the community, and the diverse cultures, and welcome all residents to participate in, share, and celebrate their backgrounds and traditions.	1.2.5.1 Deliver a Reconciliation Action Plan.	2023/2024	Communities	In Progress	WSP awarded contract for development of My Pilbara Home. Project plan provided to the Shire. Stakeholder Engagement commencing from February 2024. Site visits took place in March 2024. Membership renewed with Reconciliation Australia to facilitate templates and information to progress engagement. Draft Reconciliation Action Plan due by end of May 2024.
People	1.2 Communities connected with opportunities	1.2.5 Recognise the uniqueness of the community, and the diverse cultures, and welcome all residents to participate in, share, and celebrate their backgrounds and traditions.	1.2.5.2 Deliver the Annual Event Plan.	Ongoing	Communities	In Progress	Delivery of events as per plan.

ople	1.2 Communities connected with opportunities	1.2.6 Encourage and provide a range of opportunities for residents to volunteer and build a sense of belonging in the community.	1.2.6.1 Deliver the Youth Strategy.	2023/2024 2024/2025 2025/2026	Communities	In Progress	See the Youth Strategy quarterly report for a breakdown of activities undertaken for the period.
ople	1.2 Communities connected with opportunities	1.2.6 Encourage and provide a range of opportunities for residents to volunteer and build a sense of belonging in the community.	1.2.6.2 Deliver the Club Development Plan.	2024/2025 2025/2026 2026/2027	Communities	Not Started	N/A
ople	1.3 Individual and community learning opportunities	1.3.1 Provide libraries and support their use as community hubs and centres of information, learning, creativity, and innovation.	1.3.1.1 Purchase new physical and eResource stock in accordance with policy and community needs.	Ongoing	Library Services	In Progress	All purchasing for the financial year has been completed, awaiting arrival of items. Continuing to promote eresources. LOTE4kidz is a new eresource for those families where English is not their first language.
ople	1.3 Individual and community learning opportunities	1.3.1 Provide libraries and support their use as community hubs and centres of information, learning, creativity, and innovation.	1.3.1.2 Provide resources to people in the community who may not have access to internet, printing, scanning and photocopying.	Ongoing	Library Services	In Progress	Access to free Wifi, scanning, printing, and photocopying is popular within our libraries. Staff are also continuing to help community members fill in online forms and navigate websites.
ople	1.3 Individual and community learning opportunities	1.3.2 Encourage and provide programs to foster learning and participation in the community.	1.3.2.1 Promote and deliver a variety of library programs to the community.	Ongoing	Library Services	In Progress	Term 2 programs are now set with all libraries participating in providing programs such as story time, rhyme time, LEGO club, Craft Club, adult Book Club and
ople	1.3 Individual and community learning opportunities	1.3.2 Encourage and provide programs to foster learning and participation in the community.	1.3.2.2 Collaborate where possible with community groups, schools and the Communities team to delivery joint programs to the community.	Ongoing	Library Services	In Progress	Easter Treasure Hunt, Art Awards, school holiday programs and Teddy Bears Picnic were held during this quarter.
ople	1.3 Individual and community learning opportunities	1.3.3 Provide accessible literature and life-long learning resources through library and information services which meet changing community expectations.	1.3.3.1 Implement a new cloud/web-based Library Management System which is easily accessible for the community.	2023/2024	Library Services	In Progress	Training on test database has been completed. Live implementation date is 23 July for Paraburdoo and Tom Price and 25 July for Pannawonica and 26 July for Onslow Library.
ople	1.3 Individual and community learning opportunities	1.3.3 Provide accessible literature and life-long learning resources through library and information services which meet changing community expectations.	1.3.3.2 Develop a Local History database.	2023/2024 2024/2025	Library Services	In Progress	Continuing to research various records in the Shire's recordkeeping system and add them to the local history collection. Undertook a review of eight archive boxes from Perth storage to determine if they are local history.
ople	1.3 Individual and community learning opportunities	1.3.3 Provide accessible literature and life-long learning resources through library and information services which meet changing community expectations.	1.3.3.3 Purchase library stock that meets the needs and requirements of the Shire's Community Access and Inclusion Plan.	Ongoing	Library Services	In Progress	1171 items are in large print and audio.
ople	1.3 Individual and community learning opportunities	1.3.3 Provide accessible literature and life-long learning resources through library and information services which meet changing community expectations.	1.3.3.4 Provide information services to people researching the history of the Shire of Ashburton.	Ongoing	Library Services	In Progress	Local History Strategy survey was actively promoted during this period. The survey sought the community's priorities in collecting and perserving local history.
ople	1.3 Individual and community learning opportunities	1.3.4 Provide safe and welcoming centres to help address social isolation in the community.	1.3.4.1 Promote the library as an alternative community space.	Ongoing	Library Services	In Progress	School holiday programs were partly done in the libraries.
ice	2.1 Coordinated delivery of natural and built environment services and projects for the community	2.1.1 Develop and maintain key natural and built environment services partnerships, both internally and externally, to support Council's vision.	2.1.1.1 Collaborate with key stakeholders.	Ongoing	Land, Property and Regulatory Services / Town Maintenance / Assets and Programming / Waste Services / Facilities / Roads and Civil Projects	In Progress	Collaborating with the Western Australian Local Government Association (WALGA) on the Australian Local Government Association National General Assembly motion for more funding of Emergency Service Support Officers. Collaborating with WALGA and the Department of Fire and Emergency Services on development of the Shire's Bush Fire Risk Mangement Plan. Consulting with Rio Tinto and other mining entities on mosquito management.
ice	2.1 Coordinated delivery of natural and built environment services and projects for the community	2.1.2 Lead and empower employees to seek and attain performance excellence.	2.1.2.1 Provide appropriate tools and development opportunities to employees to be successful in their role.	Ongoing	Organisational Development	In Progress	Individual training plan developed for each employee.
ice	2.1 Coordinated delivery of natural and built environment services and projects for the community	2.1.3 Provide professional leadership and advice to assist Council.	2.1.3.1 Engage with, and provide, regular updates to Council on projects, initiatives and events.	Ongoing	Land, Property and Regulatory Services / Town Maintenance / Assets and Programming / Waste Services / Facilities / Roads and Civil Projects	In Progress	Council briefing on the Onslow Cartoon Tank Masterplan held in February 2024. Road Upgrade Requests for Tender presented to Council for decision to award. Road User Agreement presented to Council for extension.

ice	2.2 Appropriate, inviting, and diverse employee accommodation and land management opportunities	2.2.1 Manage and oversee compliance of land assembly and development.	2.2.1.1 Manage and oversee compliance of planning/development and building and land management.	Ongoing	Land, Property and Regulatory Services	In Progress	Regular Development Control Unit meetings with applicable stakeholders (internal and LK Advisory) held during the quarter.
ice	2.2 Appropriate, inviting, and diverse employee accommodation and land management opportunities	2.2.1 Manage and oversee compliance of land assembly and development.	2.2.1.2 Collaborate with the Department of Planning, Lands and Heritage.	Ongoing	Land, Property and Regulatory Services	In Progress	Met with Department of Planning, Lands and Heritage to get traction on land projects.
ice	2.2 Appropriate, inviting, and diverse employee accommodation and land management opportunities	2.2.2 Provide diversity for residential employee accommodation.	2.2.2.1 Actively seek acquirement of strategic land parcels.	Ongoing	Land, Property and Regulatory Services	In Progress	Four new properties settled this month in Tom Price, Onslow and Paraburadoo, including strategic parcels acquired from Rio Tinto Iron Ore for Staff
ice	2.2 Appropriate, inviting, and diverse employee accommodation and land management opportunities	2.2.2 Provide diversity for residential employee accommodation.	2.2.2.2 Manage the capital works budget for new builds and undertake maintenance and upgrades to existing assets to ensure housing is to a high standard.	Ongoing	Land, Property and Regulatory Services	In Progress	Four new properties settled this month in Tom Price, Onslow and Paraburadoo, including strategic parcels acquired from Rio Tinto Iron Ore for Staff Accommodation Strategy.
ice	2.2 Appropriate, inviting, and diverse employee accommodation and land management opportunities	2.2.2 Provide diversity for residential employee accommodation.	2.2.2.3 Implement the Staff Housing Strategy.	Ongoing	Land, Property and Regulatory Services	In Progress	Four new properties settled this month in Tom Price, Onslow and Paraburadoo, including strategic parcels acquired from Rio Tinto Iron Ore for Staff
ice	2.2 Appropriate, inviting, and diverse employee accommodation and land management opportunities	2.2.3 Assess mining and resource tenure and agreements to ensure the community is not negatively impacted.	2.2.3.1 Provide feedback and raise concerns on mining and resource tenure and agreements where deemed necessary.	Ongoing	Land, Property and Regulatory Services	In Progress	No mining tenements received this quarter.
ice	2.2 Appropriate, inviting, and diverse employee accommodation and land management opportunities	2.2.3 Assess mining and resource tenure and agreements to ensure the community is not negatively impacted.	2.2.3.2 Improve relationships with Department of Mines, Industry Regulation and Safety and mining stakeholders in all towns.	Ongoing	Land, Property and Regulatory Services	In Progress	No update.
ice	2.3 Attractive and sustainable townscapes offering opportunities for all communities	2.3.1 Provide attractive, well-maintained streetscapes, verges, parks, and reserves.	2.3.1.1 Maintain streetscapes, verges, parks and reserves in line with approved service levels.	Ongoing	Town Maintenance	In Progress	Regular maintenance activities completed to present town in best possible condition.
ice	2.3 Attractive and sustainable townscapes offering opportunities for all communities	2.3.2 Ensure parks, gardens, and open spaces are appropriately managed according to their need and use.	2.3.2.1 Review existing maintenance schedules to ensure they are adequately resourced.	Ongoing	Town Maintenance	In Progress	Works programme constantly being reviewed to align with available resources.
ice	2.3 Attractive and sustainable townscapes offering opportunities for all communities	2.3.3 Maintain town centres for the enjoyment of locals and visitors, which the community can take pride in.	2.3.3.1 Maintain town centres in line with approved service levels.	Ongoing	Town Maintenance	In Progress	Regular maintenance activities completed to present town in best possible condition.
ice	2.4 Effective, compliant, and sustainable management of community assets and infrastructure	2.4.1 Implementation of cost-effective contemporary Asset Management Practices aligned to international standards.	2.4.1.1 Complete a drainage network condition assessment for Paraburadoo.	2023/2024	Roads and Civil Projects	In Progress	First stage completed in June 2023. The data and conditions will be uploaded in to Mydata (Shire Asset Database) in 2024.
ice	2.4 Effective, compliant, and sustainable management of community assets and infrastructure	2.4.1 Implementation of cost-effective contemporary Asset Management Practices aligned to international standards.	2.4.1.2 Review recommendations from the drainage studies for Tom Price and Onslow townsites to consider for implementation.	2024/2025	Roads and Civil Projects	In Progress	N/A
ice	2.4 Effective, compliant, and sustainable management of community assets and infrastructure	2.4.1 Implementation of cost-effective contemporary Asset Management Practices aligned to international standards.	2.4.1.3 Deliver the Strategic Asset Management Plan.	Ongoing	Assets and Programming	In Progress	The Strategic Asset Management Plan 2023-2028 was adopted by Council on 13 June 2023. Review and Report due June 2024.
ice	2.4 Effective, compliant, and sustainable management of community assets and infrastructure	2.4.1 Implementation of cost-effective contemporary Asset Management Practices aligned to international standards.	2.4.1.4 Review Asset Management Plans.	2023/2024	Assets and Programming	Not Started	Asset Management Working Groups to be established for review and measure of effectiveness for current Asset Management Plan practices. Placed on hold until new Manager starts in early March 2024.
ice	2.4 Effective, compliant, and sustainable management of community assets and infrastructure	2.4.1 Implementation of cost-effective contemporary Asset Management Practices aligned to international standards.	2.4.1.5 Implement a program for compliance and scheduled maintenance activities.	2023/2024	Assets and Programming	Not Started	Asset Management Working Groups to be established for review and measure of effectiveness for current Asset Management Plan practices. Placed on hold until new Managers started in early March 2024.
ice	2.4 Effective, compliant, and sustainable management of community assets and infrastructure	2.4.2 Develop, manage, and maintain Council's asset management framework to support organisational strategies.	2.4.2.1 Develop an asset management audit process.	2023/2024	Assets and Programming	In Progress	Draft document prepared for Manager approval. Placed on hold until new Manager starts in early March 2024.

ice	2.4 Effective, compliant, and sustainable management of community assets and infrastructure	2.4.3 Develop and deliver a fit-for-purpose asset maintenance management strategy and systems solution.	2.4.3.1 Review capability of existing asset maintenance management systems.	2024/2025	Assets and Programming	Not Started	Asset consultant visited in December 2023 and ran education sessions and recommended roadmap for improvements. This will be further developed for implementation with commencement of new Manager in early March 2024.
ice	2.4 Effective, compliant, and sustainable management of community assets and infrastructure	2.4.4 Develop effective and attainable long-term asset management programs.	2.4.4.1 Actively seek external funding to support future demand and identified renewal gaps.	Ongoing	Infrastructure / Community Development / Airport Services	Not Started	No update.
ice	2.4 Effective, compliant, and sustainable management of community assets and infrastructure	2.4.5 Implementation of effective financial forecasting methodology to achieve Council's vision for the benefit of the community.	2.4.5.1 Develop asset inspection program and condition audit.	2023/2024	Assets and Programming	Not Started	Asset Management Working Groups to be established in 2024 for review and measure of effectiveness for current program. Condition audits for Road Infrastructure has been scheduled for March/April 2024 with Land and Building Audits including revaluations by June 2024.
ice	2.4 Effective, compliant, and sustainable management of community assets and infrastructure	2.4.5 Implementation of effective financial forecasting methodology to achieve Council's vision for the benefit of the community.	2.4.5.2 Conduct valuations in accordance with the Strategic Asset Management Plan.	Ongoing	Assets and Programming	In Progress	Financial Audit completed December 2023. A road condition audit is occurring in March/April 2024 which may result in the need for a further revaluation. Due to the increase in the number of buildings owned by the Shire, the whole building class will be revalued by June 2024.
ice	2.4 Effective, compliant, and sustainable management of community assets and infrastructure	2.4.5 Implementation of effective financial forecasting methodology to achieve Council's vision for the benefit of the community.	2.4.5.3 Develop a process to review asset types, useful life and unit rates used in predicting future renewal requirements.	2024/2025	Assets and Programming	Not Started	N/A
ice	2.4 Effective, compliant, and sustainable management of community assets and infrastructure	2.4.5 Implementation of effective financial forecasting methodology to achieve Council's vision for the benefit of the community.	2.4.5.4 Conduct regular reviews of the Long-Term Financial Plan.	Ongoing	Assets and Programming	In Progress	Draft Long-Term Financial Plan 2024-2039 presentation delivered to a Council briefing session in March 2024.
ice	2.5 Enhanced community opportunities for sustainable waste management	2.5.1 Provide and facilitate community education and engagement programs to increase awareness of, and encourage the adoption of, specific, positive waste behaviours and attitudes.	2.5.1.1 Provide and facilitate regular waste management community education and engagement programs.	Ongoing	Waste Services	In Progress	Correct waste disposal social media posts in January 2024 reminding the community to about the proper disposal of gas bottles, batteries and fire extinguishers.
ice	2.5 Enhanced community opportunities for sustainable waste management	2.5.2 Facilitate service reviews to assess alignment with better practice standards.	2.5.2.1 Conduct a biennial waste management service review.	2024/2025 2026/2027	Waste Services	In Progress	Meetings held to review outcomes of the project. Project estimated to be completed by December 2024.
ice	2.5 Enhanced community opportunities for sustainable waste management	2.5.3 Develop processes for better management and control of waste within the community and local businesses.	2.5.3.1 Investigate opportunities for better management and control of waste within the community and local businesses.	2023/2024	Waste Services	In Progress	The Shire has taken the Pilbara Regional Waste Management Facility operations back inhouse on 29 February 2024 with intent to improve operations and develop business opportunities for this commercial facility.
ice	2.5 Enhanced community opportunities for sustainable waste management	2.5.4 Provide strategies and act to strengthen regional collaboration and cooperation in the delivery of waste management practices across the region.	2.5.4.1 Investigate opportunities to strengthen regional collaboration and cooperation in the delivery of waste management practices across the region.	2024/2025	Waste Services	Not Started	N/A
ice	2.5 Enhanced community opportunities for sustainable waste management	2.5.5 Work with the community to develop an understanding of why waste avoidance, reuse and recycling are important in relation to environmental impact.	2.5.5.1 Provide and facilitate regular waste reuse and recycling community education and engagement programs.	Ongoing	Waste Services	Not Started	To be developed in 2024.
ice	2.6 Land use opportunities to benefit current and future communities	2.6.1 Plan for diverse land, housing, and development opportunities.	2.6.1.1 Work with relevant stakeholders to ensure diversity in land, housing and development opportunities.	Ongoing	Land, Property and Regulatory Services	In Progress	Met with Rio Tinto Iron Ore, Ashburton North Strategic Industrial Area working group and Department of Planning, Lands and Heritage to discuss housing across Ashburton towns, development opportunities and compliance issues.
ice	2.6 Land use opportunities to benefit current and future communities	2.6.2 Incorporate appropriate planning controls for land use planning and development.	2.6.2.1 Incorporate appropriate planning controls for land use planning and development in the new Local Planning Scheme.	2023/2024	Land, Property and Regulatory Services	In Progress	Draft Local Planning Scheme No.8 and amended Local Planning Strategy was presented to Council in October 2023. Waiting on Environmental Protection Agency and WA Planning Commission response to Shire's submission.

ice	2.6 Land use opportunities to benefit current and future communities	2.6.3 Review and implement planning frameworks and strategies to ensure appropriate development outcomes.	2.6.3.1 Review the Local Planning Strategy.	2023/2024	Land, Property and Regulatory Services	In Progress	Draft Local Planning Scheme No.8 and amended Local Planning Strategy was presented to Council in October 2023. Waiting on Environmental Protection Agency and WA Planning Commission response to Shire's submission.
ice	2.6 Land use opportunities to benefit current and future communities	2.6.3 Review and implement planning frameworks and strategies to ensure appropriate development outcomes.	2.6.3.2 Develop a new Local Planning Scheme.	2023/2024	Land, Property and Regulatory Services	In Progress	Draft Local Planning Scheme No.8 and amended Local Planning Strategy was presented to Council in October 2023. Waiting on Environmental Protection Agency and WA Planning Commission response to Shire's submission.
ice	2.6 Land use opportunities to benefit current and future communities	2.6.3 Review and implement planning frameworks and strategies to ensure appropriate development outcomes.	2.6.3.3 Review Local Planning Policies.	2024/2025	Land, Property and Regulatory Services	Not Started	Local Planning Policies will be reviewed following the adoption of Local Planning Scheme No.8.
ice	2.7 Quality, well-maintained, and purposeful community facilities	2.7.1 Provide high-standard sport and recreation facilities across the Shire.	2.7.1.1 Deliver the Strategic Asset Management Plan for recreation facilities.	Ongoing	Facilities	In Progress	Cricket pitch renewal at Peter Sutherland Oval.
ice	2.7 Quality, well-maintained, and purposeful community facilities	2.7.2 Maintain facilities in a strategic manner, ensuring community needs are met.	2.7.2.1 Deliver the Strategic Asset Management Plan for community facilities.	Ongoing	Facilities	In Progress	Maintenance schedule planning for 2024/2025.
ice	2.7 Quality, well-maintained, and purposeful community facilities	2.7.3 Look beyond the facility itself ensuring spaces link with other land uses, both on-site and surrounding areas.	2.7.3.1 Develop the Onslow Town Centre Revitalisation Masterplan.	2023/2024	Community Development	In Progress	30% design for entire project and 100% landscape design for Stage 1 has been delivered and is currently under review. Onsite meeting with Town Maintenance staff/landscape consultant (Shane Caddy) has been arranged for 15 April 2024. Final update of landscape plans by end of April with civil design to follow in May/June 2024. Design of preliminary works (unsealed carpark near Beach Resort/Chemist, relocation of fire services main, relocation of street lights and portion of Third Street drainage project) is progressing. Stage 1 (Simpson St to Third St) to be tendered in second half of 2024 for commencement of construction in May 2025 and completion in Jan 2026. Relocation of water main not practical as Preliminary Works due to amount of reinstatement work required. Those works will now form part of the main contract. Project timeline being revised. Budget bid for project submitted with PIP (as the business case) and Council report as supporting information. Overall budget \$32m. Stage 1 budget - \$16.2m (includes \$800K of Preliminary Works).
ice	2.7 Quality, well-maintained, and purposeful community facilities	2.7.3 Look beyond the facility itself ensuring spaces link with other land uses, both on-site and surrounding areas.	2.7.3.2 Continue to source funding for the implementation of the Onslow Foreshore Promenade Masterplan.	Ongoing	Community Development	In Progress	The Anzac Memorial extension has been funded by the Shire and will commence in 2024. Currently awaiting section 18 approval from Minster for Lands.
ice	2.7 Quality, well-maintained, and purposeful community facilities	2.7.3 Look beyond the facility itself ensuring spaces link with other land uses, both on-site and surrounding areas.	2.7.3.3 Develop a Community Lifestyle and Infrastructure Plan.	2023/2024	Community Development	In Progress	The proposed Community Lifestyle and Infrastructure Plan is now complete with the document design being completed.
ice	2.7 Quality, well-maintained, and purposeful community facilities	2.7.4 Ensure, where possible, the access and inclusion of people with a disability is considered in facility and recreational design, ensuring everybody can participate.	2.7.4.1 Deliver the Community Access and Inclusion Plan.	Ongoing	Facilities	In Progress	See the Community Access and Inclusion Plan quarterly report for a breakdown of activities undertaken for the period.
ice	2.8 Safe and interconnected transport networks for the community.	2.8.1 Improve road safety and connectivity to provide a safe and efficient road network.	2.8.1.1 Implement adopted road maintenance grading plans and continue to source external funding to meet the expectations of the community.	Ongoing	Road and Civil Projects / Town Maintenance	In Progress	Maintenance grading programme reviewed and updated for 2024/25, maintenance grading practice improved to install guide posts on all roads once grading completed.
ice	2.8 Safe and interconnected transport networks for the community.	2.8.1 Improve road safety and connectivity to provide a safe and efficient road network.	2.8.1.2 Participate and engage with external agencies to maintain contemporary road safety practices.	Ongoing	Road and Civil Projects / Town Maintenance	In Progress	Staff participated in a Road Safety Audit of Manuwarra Red Dog Hwy intersections in Tom Price and Paraburdoo Tom Price Rd intersection with Rocklea Rd in Paraburdoo.

ice	2.8 Safe and interconnected transport networks for the community.	2.8.1 Improve road safety and connectivity to provide a safe and efficient road network.	2.8.1.3 Review urban and rural roads for inclusion in the Roads 2040 Strategy.	Ongoing	Road and Civil Projects / Town Maintenance	In Progress	Additional roads are being presented to Main Roads WA State Advisory Council in April 2024 for inclusion in Roads 2040 Strategy.
ice	2.8 Safe and interconnected transport networks for the community.	2.8.2 Manage roads, pathways, and other transport infrastructure according to need and use.	2.8.2.1 Maintain roads, pathways and other infrastructure in accordance with Strategic Asset Management Plan.	Ongoing	Road and Civil Projects / Town Maintenance	In Progress	Pothole repairs carried out on various roads, maintenance grading of Hamersley-Mt Bruce Rd, flood damage repairs Ashburton Downs-Meekatharra Rd.
ice	2.8 Safe and interconnected transport networks for the community.	2.8.3 Advocate for improvements to the region's State road network.	2.8.3.1 Advocate to the State government for improvements to the region's State road network.	Ongoing	Roads and Civil Projects	In Progress	Staff participated in a Road Safety Audit of Manuwarra Red Dog Hwy intersections in Tom Price and Paraburdoo Tom Price Rd intersection with Rocklea Rd in Paraburdoo.
ice	2.8 Safe and interconnected transport networks for the community.	2.8.4 Advocate to, and partner with, State government and industry to improve Strategic Regional Roads.	2.8.4.1 Advocate to, and partner with, State government and industry to improve Strategic Regional Roads.	Ongoing	Roads and Civil Projects	In Progress	Staff participated in a Road Safety Audit of Manuwarra Red Dog Hwy intersections in Tom Price and Paraburdoo Tom Price Rd intersection with Rocklea Rd in Paraburdoo.
ice	2.8 Safe and interconnected transport networks for the community.	2.8.5 Advocate for increased funding and equitable cost sharing arrangements for Strategic Regional Roads.	2.8.5.1 Advocate for increased funding and equitable cost sharing arrangements for Strategic Regional Roads.	Ongoing	Roads and Civil Projects	In Progress	Infrastructure Services staff members of Main Roads WA Regional Road Group Technical Group meetings, engaged consultant to review new Multi Criteria Assessment guidelines for future funding.
prosperity	3.1 Coordinated delivery of economic services and projects for the community	3.1.1 Develop and maintain key economic services partnerships, both internally and externally, to support Council's vision.	3.1.1.1 Collaborate with key stakeholders.	Ongoing	Business and Economic Development / Regulatory Services / Airport Services	In Progress	No update.
prosperity	3.1 Coordinated delivery of economic services and projects for the community	3.1.2 Lead and empower employees to seek and attain performance excellence.	3.1.2.1 Provide appropriate tools and development opportunities to employees to be successful in their role.	Ongoing	Organisational Development	In Progress	Individual training plan developed for each employee.
prosperity	3.1 Coordinated delivery of economic services and projects for the community	3.1.3 Provide professional leadership and advice to assist Council.	3.1.3.1 Engage with, and provide, regular updates to Council on projects, initiatives and events.	Ongoing	Business and Economic Development / Regulatory Services / Airport Services	In Progress	No update.
prosperity	3.2 Aviation transport opportunities for the community	3.2.1 Improve the regional economic impact of the Onslow airport through building collaborative partnerships.	3.2.1.1 Collaborate with relevant stakeholders.	Ongoing	Airport Services	In Progress	Engage in continuous and ongoing collaboration with key stakeholders through participation in industry forums, staying updated on industry developments, and conducting regular meetings with stakeholders such as the Department of Transportation, Civil Aviation Safety Authority and resource companies.
prosperity	3.2 Aviation transport opportunities for the community	3.2.2 Focus on, and deliver, safe and enhanced services and facilities	3.2.2.1 Develop the runway to a length of 2200 metres to manage new aircraft types into the airport.	2025/2026	Airport Services	In Progress	Business case has been developed. Discussions with resource companies has commenced for funding contributions.
prosperity	3.2 Aviation transport opportunities for the community	3.2.2 Focus on, and deliver, safe and enhanced services and facilities	3.2.2.2 Develop a long term parking facility for airport users.	2025/2026	Airport Services	Not Started	N/A
prosperity	3.2 Aviation transport opportunities for the community	3.2.3 Deliver a business model of self-sufficiency using effective marketing, smart growth and revenue generating initiatives.	3.2.3.1 Finalise construction of taxiway echo and new general aviation apron to allow access to the General Aviation Hangars.	2023/2024	Airport Services	In Progress	Project has been awarded and contractor is currently mobilising equipment and plant to site. Aiming to have project completed by end of June 2024.
prosperity	3.2 Aviation transport opportunities for the community	3.2.4 Promote opportunities for air services, aviation facilities, associated businesses, and future expansion.	3.2.4.1 Seek external funding to develop headworks for the Airport Business Precinct.	Ongoing	Airport Services	In Progress	Airport Business Plan and Master Plan endorsed by Council in February 2024. These documents can be used as resource and advisory materials for funding opportunities.
prosperity	3.3 Clean, safe, and accessible communities	3.3.1 Develop and maintain the Public Health Plan.	3.3.1.1 Deliver the Mosquito Management Plan.	Ongoing	Regulatory Services	In Progress	Mosquito Management Plan in place and implemented by the Environmental Health Services Team. To be reviewed in 2026.
prosperity	3.3 Clean, safe, and accessible communities	3.3.1 Develop and maintain the Public Health Plan.	3.3.1.2 Develop the Shire of Ashburton Public Health Plan in accordance with the Public Health Act 2016 and Department of Health guidelines.	2024/2025	Regulatory Services	In Progress	Update received from Department of Health regarding Stage 5 implementation of the <i>Public Health Act 2016</i> . The Shire's Public Health Plan to be completed by June 2025. Consultant to be sourced to assist with the development of the plan.

prosperity	3.3 Clean, safe, and accessible communities	3.3.2 Review and maintain Local Emergency Management Arrangements for the community.	3.3.2.1 Develop a Bush Fire Risk Management Plan.	2023/2024	Regulatory Services	In Progress	First draft of the plan has been circulated to stakeholders for comment. First draft is with the Office of Bush Fire Risk Management for their approval to proceed with Council endorsement.
prosperity	3.3 Clean, safe, and accessible communities	3.3.2 Review and maintain Local Emergency Management Arrangements for the community.	3.3.2.2 Review the Shire of Ashburton Local Emergency Management Arrangements annually.	Ongoing	Regulatory Services	In Progress	Review of the Local Emergency Management Arrangements is in progress. Expected to be completed by December 2024.
prosperity	3.3 Clean, safe, and accessible communities	3.3.2 Review and maintain Local Emergency Management Arrangements for the community.	3.3.2.3 Identify and develop appropriate emergency management plans that support community safety.	Ongoing	Regulatory Services	In Progress	Due to priority work in relation to the Local Emergency Management Arrangements, Recovery and Bush Fire Risk Management Plan review and development, this action wont be completed this financial year and need
prosperity	3.3 Clean, safe, and accessible communities	3.3.3 Lead, and partner with, other agencies on community safety and programs for community wellbeing	3.3.3.1 Collaborate with stakeholders to establish a Mosquito Management Control forum.	2023/2024	Regulatory Services	Completed	Quarterly meetings are scheduled and the forum is well attended to discuss mosquito management issues. Minutes of the meeting are recorded.
prosperity	3.3 Clean, safe, and accessible communities	3.3.3 Lead, and partner with, other agencies on community safety and programs for community wellbeing	3.3.3.2 Liaise with identified stakeholders on public health issues impacting the community.	Ongoing	Regulatory Services	In Progress	Action deferred due to work on Mosquito Management, Pool Barrier Inspections and drafting an interim Public Health Plan being prioritised.
prosperity	3.3 Clean, safe, and accessible communities	3.3.3 Lead, and partner with, other agencies on community safety and programs for community wellbeing	3.3.3.3 Upgrade and consolidate the Shire's CCTV cameras and systems.	2024/2025	ICT	In Progress	A CCTV System, Framework and procedure has been created. Existing and new CCTV Sites are moving to the new System over the 2024/25 financial year. Sites this financial year are Onslow Airport and the Pilbara Waste Management Facility.
prosperity	3.3 Clean, safe, and accessible communities	3.3.4 Work with the community in maintaining safety and amenity in the district.	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.	2023/2024	Regulatory Services	Completed	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.
prosperity	3.3 Clean, safe, and accessible communities	3.3.4 Work with the community in maintaining safety and amenity in the district.	3.3.4.2 Complete the refurbishment of the historic Wittenoom Bedford Fire Truck and develop a management plan for the use of the truck in support of community engagement and safety.	2023/2024	Regulatory Services	In Progress	The restoration project is progressing, most of the truck has had the final paint layer applied. Motor trimming and electrical wiring is in progress. Delivery of the completed project is on track for December 2024. Discussion with the Tom Price Volunteer Bush Fire Brigade to manage the truck and store it at the new co-located emergency services facility is progressing. Management plan is being developed.
prosperity	3.3 Clean, safe, and accessible communities	3.3.4 Work with the community in maintaining safety and amenity in the district.	3.3.4.3 Maintain and report on the Disaster Dashboard platform for community safety communications.	Ongoing	Regulatory Services	In Progress	The Disaster Dashboard is operational and being managed for operational updates and cyber safety upgrades. The Dashoard is being utilised by the community, emergency services, tourists and commercial entities.
prosperity	3.3 Clean, safe, and accessible communities	3.3.5 Work with key agencies, and the community, to promote positive crime prevention and safety initiatives	3.3.5.1 Develop a forum involving the WA Police and other key stakeholders to facilitate discussion on community safety issues.	2023/2024	Regulatory Services	Completed	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.

Prosperity	3.3 Clean, safe, and accessible communities	3.3.5 Work with key agencies, and the community, to promote positive crime prevention and safety initiatives	3.3.5.2 Develop a communication plan for informing the community on safety and compliance issues.	2023/2024	Regulatory Services	Completed	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.
Prosperity	3.4 Sustainable commerce and tourism opportunities	3.4.1 Support initiatives to add value to, and improve marketing of, local business.	3.4.1.1 Review the Economic and Tourism Development Strategy.	2023/2024	Business and Economic Development	In Progress	The Economic and Tourism Development Strategy is being drafted. It is proposed to be presented to the Economic and Tourism Development Committee in September 2024.
Prosperity	3.4 Sustainable commerce and tourism opportunities	3.4.1 Support initiatives to add value to, and improve marketing of, local business.	3.4.1.2 Collaborate with the Onslow Chamber of Commerce and Industry and Pilbara Inland Chamber of Commerce and Industry.	Ongoing	Business and Economic Development	In Progress	Work on the 'Why Leave Town' initiative endorsed by Council in March 2024, underway.
Prosperity	3.4 Sustainable commerce and tourism opportunities	3.4.2 Ensure Shire processes support the development of strong and sustainable local business opportunities.	3.4.2.1 Become a Small Business Friendly local government.	2024/2025	Business and Economic Development	In Progress	Council endorsed becoming a Small Business Friendly Local Government in December 2023.
Prosperity	3.4 Sustainable commerce and tourism opportunities	3.4.3 Work collaboratively with tourism sector providers, Australia's North-West Tourism and Tourism WA to increase visitor spend, and length of stay, in the Shire.	3.4.3.1 Leverage the Visit Ashburton Reef to Range tourism brand to deliver actions identified in the Shire of Ashburton Economic and Tourism Development Strategy.	Ongoing	Business and Economic Development	In Progress	The Visit Ashburton team are currently redeveloping the Visitor Guide for 2024, the visitor website and extending the Visit Ashburton App to the inland. Engaged contractor to create content for tourism marketing.
Prosperity	3.4 Sustainable commerce and tourism opportunities	3.4.4 Partner with the Pilbara Development Commission, key resource industry partners and State Government to target investment opportunities designed at stimulating more diversified business and economic development to benefit the community.	3.4.4.1 Develop strategic documents and project investment prospectuses.	Ongoing	Business and Economic Development	In Progress	Airport Business Plan and Master Plan endorsed by Council in February 2024. Snapshot of Priority Projects 2024-2027 being developed. To be submitted to Council in April 2024 for endorsement. These documents can be used as resource and advisory materials for funding opportunities.
Performance	4.1 Coordinated delivery of organisational leadership and performance excellence for the benefit of the community	4.1.1 Develop and maintain key leadership services partnerships, both internally and externally, to support Council's vision.	4.1.1.1 Collaborate with key stakeholders.	Ongoing	Office of the CEO / Finance Services / Media and Communications / ICT / Governance / Organisational Development	In Progress	Information Services surveyed the Executive Leadership Team, Middle Management Group and other key stakeholders to review current service levels that will feed into the development of an Information Services Strategy.
Performance	4.1 Coordinated delivery of organisational leadership and performance excellence for the benefit of the community	4.1.2 Lead and empower employees to seek and attain performance excellence.	4.1.2.1 Provide appropriate tools and development opportunities to employees to be successful in their role.	Ongoing	Organisational Development	In Progress	Staff training sessions held during the quarter were: - Managing Mental Health whilst Managing Performance - Psychological Safety: A Necessity for Organisations to Thrive - Local Government Act Essentials - Mentoring Skills - Effective Communication - Fire Warden Training - Compliance, Evaluation and Contract Award - Work Health and Safety Contractor Management - WALGA Tax GST Workshop
Performance	4.1 Coordinated delivery of organisational leadership and performance excellence for the benefit of the community	4.1.3 Provide professional leadership and advice to assist Council.	4.1.3.1 Engage with, and provide, regular updates to Council on projects, initiatives and events.	Ongoing	Office of the CEO / Finance Services / Media and Communications / ICT / Governance / Organisational Development	In Progress	Briefings to Council on Key Worker Accommodation and governance matters in February 2024 and the draft 2024-2039 Long-Term Financial Plan and Rating in March 2024.
Performance	4.1 Coordinated delivery of organisational leadership and performance excellence for the benefit of the community	4.1.4 Advocate for the community at Regional, State and Federal levels.	4.1.4.1 Advocate to Federal and State government agencies for improved services and facilities for the community.	Ongoing	Office of the CEO	In Progress	No update.
Performance	4.2 Appropriate, sustainable, and transparent management of community funds	4.2.1 Provide cost-effective financial management and value for money.	4.2.1.1 Actively seek external funding for Shire projects.	Ongoing	Finance Services	In Progress	\$10 million contribution to Minna Oval Sports Pavilion confirmed from Rio Tinto.

rformance	4.2 Appropriate, sustainable, and transparent management of community funds	4.2.1 Provide cost-effective financial management and value for money.	4.2.1.2 Develop a grant application and management process.	2023/2024	Finance Services	Not Started	Action deferred. Register of Contract Liability is in place for audit purposes however, development of improved internal processes has been reprioritised.
rformance	4.2 Appropriate, sustainable, and transparent management of community funds	4.2.1 Provide cost-effective financial management and value for money.	4.2.1.3 Develop a business case template for major projects.	2023/2024	Finance Services	In Progress	Templates currently being drafted and a Project Management Framework to support, is being developed.
rformance	4.2 Appropriate, sustainable, and transparent management of community funds	4.2.1 Provide cost-effective financial management and value for money.	4.2.1.4 Develop a directive for the consideration of major works/projects that includes quantified justification on whole of life costings and how it links to the Strategic Community Plan and other informing strategies.	2023/2024	Finance Services	In Progress	Programming of 2024/25 Capex program is being driven by improved asset management data. Capex justification and prioritisation is being linked back to Strategic Community Plan and Corporate Business Plan objectives.
rformance	4.2 Appropriate, sustainable, and transparent management of community funds	4.2.2 Ensure a financially sustainable, aware, and supportive organisation.	4.2.2.1 Undertake a comprehensive review of rating revenue streams to generate fair rating revenue.	2023/2024	Finance Services	Completed	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.
rformance	4.2 Appropriate, sustainable, and transparent management of community funds	4.2.2 Ensure a financially sustainable, aware, and supportive organisation.	4.2.2.2 Review the Rating Strategy.	2023/2024	Finance Services	Completed	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.
rformance	4.2 Appropriate, sustainable, and transparent management of community funds	4.2.3 Plan effectively for financial sustainability.	4.2.3.1 Develop and implement an Investment Strategy.	2023/2024	Finance Services	In Progress	Funds are being invested in accordance with Council's Investment Policy. The investment portfolio is diversified across a number of banks with strong risk free returns being obtained.
rformance	4.2 Appropriate, sustainable, and transparent management of community funds	4.2.3 Plan effectively for financial sustainability.	4.2.3.2 Review the Long-Term Financial Plan.	Ongoing	Finance Services	In Progress	Draft Long-Term Financial Plan 2024-2039 presentation delivered to a Council briefing session in March 2024.
rformance	4.2 Appropriate, sustainable, and transparent management of community funds	4.2.4 Ensure financial transactions are accurate and timely.	4.2.4.1 Investigate innovative solutions to improve efficiencies in financial management.	2023/2024	Finance Services	In Progress	New fully electronic payroll system successfully implemented. Credit Card expense management system on track to be rolled out during May 2024. Several financial systems have been explored. IT improvements and roadmap required to place the shire in the position to proceed with an ERP system incorporating a fulling integrating financial system. IT improvements have commenced and will be rolled out over the next 12 months.
rformance	4.2 Appropriate, sustainable, and transparent management of community funds	4.2.4 Ensure financial transactions are accurate and timely.	4.2.4.2 Undertake a Financial Management Review.	2023/2024 2026/2027	Audit Services	In Progress	The Financial Management Review was adopted by Council on 20 February 2024. Action completed for 2023/2024.
rformance	4.3 A range of effective opportunities for the community to receive information in a timely manner	4.3.1 Grow awareness, understanding and engagement in Shire activities and Council decisions.	4.3.1.1 Promote and encourage public participation in Council meeting processes and decisions.	Ongoing	Media and Communications / Governance	In Progress	Consistent social media and website updates announcing public participation for Council meetings and to review Council meetings and agendas. The Inside Ashburton monthly newsletter includes links to the above to encourage participation.
rformance	4.3 A range of effective opportunities for the community to receive information in a timely manner	4.3.1 Grow awareness, understanding and engagement in Shire activities and Council decisions.	4.3.1.2 Review the Marketing and Communications Strategy.	2023/2024	Media and Communications	In Progress	Harby Studios has been engaged to help produce the 2024 Communications and Marketing Strategy. This document is due for adoption in the 2024/25 financial year, with Council and community consultation planned.
rformance	4.3 A range of effective opportunities for the community to receive information in a timely manner	4.3.2 Regulate and provide information and community communication in accordance with statutory requirements, messaging, and branding standards.	4.3.2.1 Ensure heightened visibility and improved accessibility for community communications.	Ongoing	Media and Communications	In Progress	A website refresh was undertaken in February 2024, adding Google translate to increase accessibility for a variety of users.
rformance	4.3 A range of effective opportunities for the community to receive information in a timely manner	4.3.2 Regulate and provide information and community communication in accordance with statutory requirements, messaging, and branding standards.	4.3.2.2 Undertake statutory community engagement through various media channels.	Ongoing	Media and Communications	In Progress	The Shire's website, Facebook and LinkedIn were used to encourage engagement for the Extraordinary Election; from voting to announcing the new Tom Price elected member to the community.

Performance	4.3 A range of effective opportunities for the community to receive information in a timely manner	4.3.3 Provide the community with relevant and timely information through a range of media.	4.3.3.1 Share community information through various media channels.	Ongoing	Media and Communications	In Progress	Social media channels have been used to promote the Tom Price Hospital campaign, mosquito management, Extraordinary Election results, Easter activities, School Holiday Programs, weather updates (cyclone and extreme heat warnings) and more, ensuring information is shared in a timely manner. Inside Ashburton has been moved from a print magazine quarterly, to a monthly newsletter to ensure currency of news and updates.
Performance	4.3 A range of effective opportunities for the community to receive information in a timely manner	4.3.4 Promote the Shire to the community.	4.3.4.1 Promote the Shire's services to the community.	Ongoing	Media and Communications	In Progress	Radio advertising has been used to promote the pool inspection program, and Facebook advertising has been used to encourage people to complete surveys regarding the Local History and My Pilbara Home Strategies.
Performance	4.4 Information systems to aid delivery of services to the community are robust, reliable, and secure	4.4.1 Provide continuous implementation of improvements in Information and Communication Technology solutions to best support the needs of Councillors, employees and, where appropriate, the community.	4.4.1.1 Develop an ICT Strategy.	2023/2024	ICT	In Progress	The new 2024-2029 Information Services Strategic Plan is currently being developed. It is due for Executive Leadership Team endorsement by the end of June 2024, prior to presenting to Council.
Performance	4.4 Information systems to aid delivery of services to the community are robust, reliable, and secure	4.4.1 Provide continuous implementation of improvements in Information and Communication Technology solutions to best support the needs of Councillors, employees and, where appropriate, the community.	4.4.1.2 Develop a Cybersecurity Framework.	2023/2024	ICT	Completed	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.
Performance	4.4 Information systems to aid delivery of services to the community are robust, reliable, and secure	4.4.1 Provide continuous implementation of improvements in Information and Communication Technology solutions to best support the needs of Councillors, employees and, where appropriate, the community.	4.4.1.3 Develop an Information and Communication Technology Disaster Recovery Plan.	2023/2024	ICT	In Progress	A draft ICT Disaster Recovery Plan is currently being reviewed and will be implemented by the end of June 2024.
Performance	4.4 Information systems to aid delivery of services to the community are robust, reliable, and secure	4.4.1 Provide continuous implementation of improvements in Information and Communication Technology solutions to best support the needs of Councillors, employees and, where appropriate, the community.	4.4.1.4 Implement an improved Customer Service System.	2023/2024 2024/2025	ICT / Governance	In Progress	The new 2024-2029 Information Services Strategic Plan will incorporate a new customer services system, the implementation of a new system will also see the review of current customer service processes and procedures prior to implementing.
Performance	4.5 Safe, engaged, inclusive, and productive workforce culture	4.5.1 Enable a learning culture, and high performing and engaged teams, by building organisational capability through education, development, and empowerment of our workforce.	4.5.1.1 Develop and promote a 12-month training calendar aligned with the organisation-wide skills matrix and individual development goals.	Annually	Organisational Development	In Progress	2024 Training Calendar has been socialised with all staff and available on AIMS. Action completed for 2023/2024.
Performance	4.5 Safe, engaged, inclusive, and productive workforce culture	4.5.1 Enable a learning culture, and high performing and engaged teams, by building organisational capability through education, development, and empowerment of our workforce.	4.5.1.2 Continue with Executive Leadership Team and Middle Management Group coaching panels and Organisational Development 1:1 coaching.	Annually	Organisational Development	In Progress	Coaching panels for 2023/2024 have been made available. Action completed for 2023/2024.
Performance	4.5 Safe, engaged, inclusive, and productive workforce culture	4.5.1 Enable a learning culture, and high performing and engaged teams, by building organisational capability through education, development, and empowerment of our workforce.	4.5.1.3 Implement Work Health and Safety on-site support, assessment, education, implementation, action and reporting.	Ongoing	Organisational Development	In Progress	Occupational Health and Safety (ISO45001) accreditation achieved in February 2024. Preparation for WorkSafe accreditation. New Work Health and Safety Advisor commenced offering coaching, mentoring and support across all Shire locations.
Performance	4.5 Safe, engaged, inclusive, and productive workforce culture	4.5.2 Implement and drive people programs to enhance attraction, engagement, and retention of the workforce.	4.5.2.1 Review the Recruitment and Retention Strategy.	2024/2025	Organisational Development	In Progress	Review complete. Report to Council for adoption to be submitted to the April 2024 Council meeting.
Performance	4.5 Safe, engaged, inclusive, and productive workforce culture	4.5.3 Provide a high standard of workplace health and safety, including education, coaching and workplace support.	4.5.3.1 Develop and promote a 12-month health and safety calendar, including psychosocial hazard and other related education and awareness training.	Annually	Organisational Development	In Progress	A biannual Health and Wellbeing Calendar for January-June 2024 is in place and available to all staff. Action completed for 2023/2024.

rformance	4.5 Safe, engaged, inclusive, and productive workforce culture	4.5.3 Provide a high standard of workplace health and safety, including education, coaching and workplace support.	4.5.3.2 Review Workplace Health and Safety related directives and procedures.	2023/2024	Organisational Development	In Progress	Revised Work Health and Safety Policy endorsed by Council in February 2024. Fitness for Work, Smoking and Discrimination and Harassment Directives consultation undertaken during the period. Procedures being finalised.
rformance	4.5 Safe, engaged, inclusive, and productive workforce culture	4.5.3 Provide a high standard of workplace health and safety, including education, coaching and workplace support.	4.5.3.3 Obtain International Standard for Occupational Health and Safety (ISO45001) accreditation.	2023/2024	Organisational Development	Completed	Occupational Health and Safety (ISO45001) accreditation achieved in February 2024.
rformance	4.5 Safe, engaged, inclusive, and productive workforce culture	4.5.3 Provide a high standard of workplace health and safety, including education, coaching and workplace support.	4.5.3.4 Obtain WorkSafe accreditation.	2023/2024	Organisational Development	In Progress	Preparations for upcoming Worksafe accreditation audit.
rformance	4.5 Safe, engaged, inclusive, and productive workforce culture	4.5.3 Provide a high standard of workplace health and safety, including education, coaching and workplace support.	4.5.3.5 Conduct regular safety audits.	Ongoing	Organisational Development	In Progress	Occupational Health and Safety (ISO45001) comprehensive Shire-wide audit completed 2-8 January 2024.
rformance	4.5 Safe, engaged, inclusive, and productive workforce culture	4.5.4 Ensure recruitment processes support the alignment of Shire values and is inclusive of diversity and people with disabilities.	4.5.4.1 Deliver the Community Access and Inclusion Plan.	Ongoing	Organisational Development	In Progress	New Disability and Inclusion Directive drafted and out for internal consultation. Diversity, Equity, Disability and Inclusion training arranged for staff in June 2024. Worked with consultant on the development of the Shire's Reconciliation Action Plan, including the importance of disability access and support.
rformance	4.5 Safe, engaged, inclusive, and productive workforce culture	4.5.5 Provide organisational and strategic workforce development opportunities.	4.5.5.1 Develop a strategic Workforce Plan.	2023/2024	Organisational Development	In Progress	The has engaged KPMG to develop a new Workforce Plan.
rformance	4.5 Safe, engaged, inclusive, and productive workforce culture	4.5.5 Provide organisational and strategic workforce development opportunities.	4.5.5.2 Continue to meet legislative requirements and make program enhancements to ensure an engaged workforce.	Ongoing	Organisational Development	In Progress	New Pulse dashboard/employee self-serve homepage implemented.
rformance	4.5 Safe, engaged, inclusive, and productive workforce culture	4.5.5 Provide organisational and strategic workforce development opportunities.	4.5.5.3 Review recruitment and other related directives and procedures.	2023/2024	Organisational Development	In Progress	Five organisational development related directives endorsed by the Chief Executive Officer during this period.
rformance	4.6 Visionary community leadership with sound, diligent and accountable governance	4.6.1 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.	4.6.1.1 Deliver integrity-based training to elected members and employees.	Ongoing	Governance / Organisational Development	In Progress	Accountable and Ethical Decision Making training held for staff February 2024.
rformance	4.6 Visionary community leadership with sound, diligent and accountable governance	4.6.1 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.	4.6.1.2 Review the Code of Conduct for Council Members, Committee Members and Candidates, and the Code of Conduct for Employees.	2023/2024	Governance / Organisational Development	In Progress	The review of the Council Members, Committee Members and Candidates Code of Conduct was adopted by Council on 12 December 2023. Review of the Employee Code of Conduct has commenced.
rformance	4.6 Visionary community leadership with sound, diligent and accountable governance	4.6.2 Provide, and lead in the development of, meaningful policies and processes to ensure sound and compliant delivery of services to the community.	4.6.2.1 Review the Customer Service Charter.	2023/2024	Governance	In Progress	Updated Customer Service Charter approved by the Executive Leadership Team in March 2024. Communications plan being developed to promote the new Charter.
rformance	4.6 Visionary community leadership with sound, diligent and accountable governance	4.6.2 Provide, and lead in the development of, meaningful policies and processes to ensure sound and compliant delivery of services to the community.	4.6.2.2 Develop a review schedule for all Council policies, directives, procedures and forms.	2023/2024	Governance	In Progress	A draft review schedule for Council policies has been prepared and is currently being reviewed.
rformance	4.6 Visionary community leadership with sound, diligent and accountable governance	4.6.3 Deliver best practice governance and risk management.	4.6.3.1 Review the Fraud and Corruption Control Plan.	2023/2024	Corporate Services	In Progress	Review of the Fraud and Corruption Control Plan delayed until July 2024.
rformance	4.6 Visionary community leadership with sound, diligent and accountable governance	4.6.3 Deliver best practice governance and risk management.	4.6.3.2 Develop an annual Internal Audit Plan.	Annually	Governance	In Progress	The Strategic Internal Audit Plan was adopted by Council on 8 August 2023. Action completed for 2023/2024.
rformance	4.6 Visionary community leadership with sound, diligent and accountable governance	4.6.3 Deliver best practice governance and risk management.	4.6.3.3 Review the Risk Management Framework.	2023/2024	Governance	In Progress	New Risk Management Policy being prepared. Risk Management workshops to Council and staff have been scheduled for April 2024.

Community Access and Inclusion Plan 2023-2027

Outcome	Strategy	Action	Responsible Department	Progress	Comment
People with disability have the same opportunities as other to access the services of, and any events organised by, a local authority.	Advocacy – Shire advocacy and partnerships address access and inclusion solutions for regional communities	Review advocacy stakeholder groups to address priority access including medical, education, and accommodation	Council, ELT	Not Started	
People with disability have the same opportunities as other to access the services of, and any events organised by, a local authority.	Advocacy – Shire advocacy and partnerships address access and inclusion solutions for regional communities	Maintain, enhance and establish partnerships with key agencies and peak bodies across health, disability, aged care allied services and education, to leverage local and state networks, shared knowledge and community solutions	Council, CEO, ELT, Economic Development, Community Development, Media and Comms	In Progress	Engaging local service providers in Onslow to deliver Chair Yoga session, the over 55's in the community to support seniors health and wellbeing. Working collaboratively with Pannawonica Sonic Health for Welcome to Town and Breast Cancer Awareness initiatives has created a strong partnership, working to engage the Pannawonica community on the topic of health services.
People with disability have the same opportunities as other to access the services of, and any events organised by, a local authority.	Services – Internal planning incorporates access and inclusion across service delivery	Ensure the Shire's policies, plans, strategies and processes are consistent with the CAIP	Governance, Organisational Development, Procurement	In Progress	Organisational Development policies and directives are under review, including Recruitment and Selection, new onboarding directive and Bullying, Harassment and Discrimination.
People with disability have the same opportunities as other to access the services of, and any events organised by, a local authority.	Services – Internal planning incorporates access and inclusion across service delivery	Provide alternative formats of library resources	Libraries	In Progress	We have a total of 1171 items of stock that are either large print font or audio within our library catalogue.
People with disability have the same opportunities as other to access the services of, and any events organised by, a local authority.	Services – Internal planning incorporates access and inclusion across service delivery	Review emergency management arrangements to enhance information access	Regulatory Services	In Progress	Will be considered and incorporated into the review of the Local Emergency Management Arrangements and Recovery Plan set for 2024-2025.
People with disability have the same opportunities as other to access the services of, and any events organised by, a local authority.	Technology – Digital, equipment and technology enhancements are identified	Research technology options to enhance accessibility of Shire services	ICT, Community Development, Media and Comms	In Progress	To ensure senior residents are aware of upcoming events the Shire personally invite them via email along with delivering flyers to the seniors units and those who are less mobile/technology minded. Youth focused events are delivered directly via paper copy through different channels to capture the audience such as Onslow School and Swans Youth Shed. Discussions have commenced with Acting Manager Communities, Manager ICT and Manager Business & Economic Development with regards to the Digital Plan for the Pilbara to ensure that CAIP actions are considered in community consult and planning.
People with disability have the same opportunities as other to access the services of, and any events organised by, a local authority.	Events – Access and inclusion is considered in the planning and delivery of all Shire and community led events.	Review the Shire events program to enhance access and inclusion	Communities	In Progress	- Seniors participating in Onslow Keepers have been undertaking regular surveys seeking their feedback on events and requesting their ideas on future events/activities. - Accessibility is always considered when planning events, especially when it comes to Senior's events, ensuring participants will be comfortable and can easily access the venue. - When planning activities at events the Shire has worked on providing a variety of events to include everyone ensuring to include activities for able and disabled people. This action is considered in all program/event proposals. - This action will be considered and included in the upcoming Events Strategy as part of "My Pilbara Home" Community Development Strategy.

<p>People with disability have the same opportunities as others to access the services of, and any events organised by, a local authority.</p>	<p>Events – Access and inclusion is considered in the planning and delivery of all Shire and community led events.</p>	<p>Develop access and inclusion requirements for community led events</p>	<p>Regulatory Services</p>	<p>Completed</p>	<p>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.</p>
<p>People with disability have the same opportunities as others to access the services of, and any events organised by, a local authority.</p>	<p>Events – Access and inclusion is considered in the planning and delivery of all Shire and community led events.</p>	<p>Introduce sensory spaces at relevant Shire events</p>	<p>Communities, Media and Comms</p>	<p>In Progress</p>	<p>The Pannawonica team have begun introducing sensory play at programs as well as generating quiet spaces to accommodate the need of neurodiverse children within the community.</p> <p>This action will be considered and included in the upcoming Events Strategy as part of "My Pilbara Home" Community Development Strategy.</p> <p>Sensory Programs planned for June/July SHP across all towns.</p>
<p>People with disability have the same opportunities as others to access the services of, and any events organised by, a local authority.</p>	<p>Events – Access and inclusion is considered in the planning and delivery of all Shire and community led events.</p>	<p>Review outdoor and green spaces used for Shire events</p>	<p>Facilities, Infrastructure, Communities, Economic Development</p>	<p>In Progress</p>	<p>The Pannawonica team have introduced more shaded seating options at outdoor events to cater to individuals with disabilities.</p> <p>Community Access and Inclusion Plan considered in all program and event proposals.</p> <p>This action will be considered and included in the upcoming Events Strategy as part of "My Pilbara Home" Community Development Strategy.</p>
<p>People with disability have the same opportunities as others to access the buildings and other facilities of a public building.</p>	<p>Awareness – Access and inclusion awareness is enhanced among Shire staff, contractors and agents</p>	<p>Provide training for relevant staff on contemporary access and inclusion practices, models and design guides</p>	<p>Facilities, Infrastructure, Organisational Development</p>	<p>Not Started</p>	
<p>People with disability have the same opportunities as others to access the buildings and other facilities of a public building.</p>	<p>Awareness – Access and inclusion awareness is enhanced among Shire staff, contractors and agents</p>	<p>Review contractor and agent information to enhance awareness of the CAIP and their obligations in meeting the relevant requirements</p>	<p>Procurement, Facilities, Infrastructure</p>	<p>Not Started</p>	
<p>People with disability have the same opportunities as others to access the buildings and other facilities of a public building.</p>	<p>Library – Sensory spaces are developed for accessible learning</p>	<p>Review library spaces and allocate availability for sensory play and learning</p>	<p>Libraries</p>	<p>In Progress</p>	<p>Continued to update library spaces by purchasing of sensory table in Pannawonica, Paraburdoo, Onslow, sensory space in Tom Price Library.</p>
<p>People with disability have the same opportunities as others to access the buildings and other facilities of a public building.</p>	<p>Wayfinding and Building Signage – Signage is enhanced to support increased accessibility</p>	<p>Review wayfinding and building signage to identify accessibility enhancements</p>	<p>Facilities, Infrastructure, Planning</p>	<p>Not Started</p>	
<p>People with disability have the same opportunities as others to access the buildings and other facilities of a public building.</p>	<p>Pathways – Shared paths are enhanced for increased connectivity</p>	<p>Conduct hot spot mapping of pathways with high usage to identify access enhancements</p>	<p>Facilities, Infrastructure, Communities</p>	<p>Not Started</p>	
<p>People with disability have the same opportunities as others to access the buildings and other facilities of a public building.</p>	<p>Facilities – Shire facilities are more accessible to the community</p>	<p>Review Shire facilities to identify access enhancements</p>	<p>Facilities, Infrastructure</p>	<p>Not Started</p>	
<p>People with disability have the same opportunities as others to access the buildings and other facilities of a public building.</p>	<p>Facilities – Shire facilities are more accessible to the community</p>	<p>Review scope requirements for new, replacement, upgrades or redevelopment of parks and playgrounds, to ensure access and inclusion is a standard component</p>	<p>Facilities, Procurement</p>	<p>In Progress</p>	<p>Two expression swings installed at Federation Park and Meeka Park in Paraburdoo.</p>
<p>People with disability have the same opportunities as others to access the buildings and other facilities of a public building.</p>	<p>Facilities – Shire facilities are more accessible to the community</p>	<p>Develop a toilet strategy to address future access requirements</p>	<p>Infrastructure, Facilities</p>	<p>Not Started</p>	
<p>People with disability have the same opportunities as others to access the buildings and other facilities of a public building.</p>	<p>Aquatic centres and water access – Shire pools and recreational activities are more accessible to the community</p>	<p>Review Shire pool and water access to identify enhancements and upgrades</p>	<p>Aquatics</p>	<p>In Progress</p>	<p>Currently advertised on pool posters that the centres are Companion Card and wheelchair friendly. Concession rates offered. Onslow Aquatic Centre was designed with walk in entry with handrail, where removable pool entry steps were purchased for the Tom Price and Paraburdoo Swimming Pools.</p>

People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.	Building Design – Shire buildings are more accessible to the community	Review Shire buildings to identify accessibility enhancements	Planning, Facilities, Infrastructure	Not Started	
People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.	Building Design – Shire buildings are more accessible to the community	Review scope requirements for new, replacement, upgrades or redevelopment of buildings, to ensure access and inclusion is a standard component	Facilities, Procurement	In Progress	Ashburton Hall door renewal completed in February 2024. The new doors provide better wheelchair access and patron flow.
People with disability receive information from the relevant authority in a format that will enable them to access the information as readily as other people are able to access it.	General Information – Shire information is more accessible to the community including in alternative formats	Review the accessibility of Shire information to identify enhancements	Media and Comms, Communities, Procurement	In Progress	The website has included a Google translate functionality, as of Feb 2024. In Q4 a process will be discussed with the Media Team for social media channels and print documents on how we can enhance visibility.
People with disability receive information from the relevant authority in a format that will enable them to access the information as readily as other people are able to access it.	General Information – Shire information is more accessible to the community including in alternative formats	New, and relevant Shire documents include a statement that they are available in alternative formats, on request	Media and Comms, Governance	Not Started	Due to commence in Q4 after meeting with the Governance team to discuss what this will look like and delivery options/integration into current processes.
People with disability receive information from the relevant authority in a format that will enable them to access the information as readily as other people are able to access it.	Communication channels – Shire communication channels meet enhanced accessibility standards	Review Shire website and develop a roadmap to enhance access	Media and Comms	In Progress	The website has included a Google translate functionality, as of Feb 2024, and a quote has been sourced to include text-to-read function which is being considered in the Media and Communications budget.
People with disability receive information from the relevant authority in a format that will enable them to access the information as readily as other people are able to access it.	Communication channels – Shire communication channels meet enhanced accessibility standards	Digital access to Shire photographs and videos is enhanced	Media and Comms	In Progress	A video and photo library is currently being established, and this will be communicated with external photographers and included in their output brief. The Media and Communications team will revise a way for this to be accessible to the public.
People with disability receive information from the relevant authority in a format that will enable them to access the information as readily as other people are able to access it.	Achievements – The Shire promotes its achievements in enhancing access and inclusion	Progress and achievements in access and inclusion are promoted to staff and the community	Communities, Media and Comms	Not Started	
People with disability receive information from the relevant authority in a format that will enable them to access the information as readily as other people are able to access it.	Aboriginal culture – Local Aboriginal history and heritage is promoted to enhance inclusion	Progress engagement with Aboriginal people and groups, to identify and promote the history and heritage of local Aboriginal cultures	Tourism, Communities, Media and Comms	Not Started	During Reconciliation Week, the Pannawonica Team provided activities and information in various media formats such as audio links, printed leaflets and visual demonstrations/instructions, to ensure that hearing/vision impaired individuals are provided the same opportunities. To be considered as part of the upcoming Reconciliation Action Plan through the My Pilbara Home Community Development Strategy.
People with disability receive information from the relevant authority in a format that will enable them to access the information as readily as other people are able to access it.	Aboriginal culture – Local Aboriginal history and heritage is promoted to enhance inclusion	Review existing signage and identify locations for new and prominent signage or appropriate cultural acknowledgements	Tourism, Facilities	Not Started	
People with disability receive information from the relevant authority in a format that will enable them to access the information as readily as other people are able to access it.	Aboriginal culture – Local Aboriginal history and heritage is promoted to enhance inclusion	Develop marketing assets to promote Aboriginal cultural awareness and inclusion in the community	Tourism, Media and Comms	Not Started	
People with disability receive the same level and quality of service from the staff of a public authority as other people receive from that public authority.	Staff Training – The Shire supports the community with high quality service, achieved through staff training	Continue to provide disability awareness, access and inclusion training for employees	Organisational Development	In Progress	The following Shire-wide training has been arranged: Managing Mental Health whilst Managing Performance, Psychological Safety and Working with Aboriginal People training sessions held in January and February 2024.
People with disability receive the same level and quality of service from the staff of a public authority as other people receive from that public authority.	Staff Training – The Shire supports the community with high quality service, achieved through staff training	Provide disability awareness, access and inclusion training for Elected members	Governance	Not Started	Suitable training being sourced.
People with disability receive the same level and quality of service from the staff of a public authority as other people receive from that public authority.	Staff Training – The Shire supports the community with high quality service, achieved through staff training	Provide specific communication and interaction training for staff in front line service roles	Governance, Organisational Development	In Progress	The following Shire-wide training has been arranged: Working with Aboriginal People and Effective Communication training sessions held in January and February 2024.

People with disability receive the same level and quality of service from the staff of a public authority as other people receive from that public authority.	Staff Training – The Shire supports the community with high quality service, achieved through staff training	Update the Customer Service Charter to include access and inclusion.	Governance	In Progress	Updated Customer Service Charter approved by the Executive Leadership Team in March 2024. Communications plan being developed to promote the new Charter.
People with disability receive the same level and quality of service from the staff of a public authority as other people receive from that public authority.	Staff Training – The Shire supports the community with high quality service, achieved through staff training	Continue to review the onboarding process for new employees to ensure information on access and inclusion is included	Organisational Development	In Progress	A Diversity Questionnaire has been included in our online onboarding module. Directives updated and available on the Onboarding module. Diversity question included in our exit survey which is reported to the Executive Leadership Team. Standing desks are available for purchase, via the relevant manager.
People with disability receive the same level and quality of service from the staff of a public authority as other people receive from that public authority.	Staff Training – The Shire supports the community with high quality service, achieved through staff training	Review the onboarding process for contractors to ensure information on access and inclusion is included	Procurement	Not Started	
People with disability receive the same level and quality of service from the staff of a public authority as other people receive from that public authority.	Staff Training – The Shire supports the community with high quality service, achieved through staff training	Review the onboarding process for Elected Members to ensure information on access and inclusion is included	Governance	Not Started	
People with disability receive the same level and quality of service from the staff of a public authority as other people receive from that public authority.	Staff Training – The Shire supports the community with high quality service, achieved through staff training	Enhance the access and inclusion information available on the staff intranet	Communities	Not Started	
People with disability receive the same level and quality of service from the staff of a public authority as other people receive from that public authority.	Advocacy – The Shire’s quality of service is enhanced to ensure access and inclusion for the wider community	Establish an internal Access and Inclusion Reference Group to review and report on progress	ALL	Not Started	
People with disability receive the same level and quality of service from the staff of a public authority as other people receive from that public authority.	Achievements – The Shire promotes its achievements in enhancing access and inclusion	Progress and achievements in access and inclusion are promoted to staff and the community	Communities, Media and Comms	Not Started	
People with disability have the same opportunities as other people to make complaints to a public authority.	Management – The Shire’s complaints management is enhanced to ensure access and inclusion for the wider community	Provide specialised training for relevant staff on the receipt and management of complaints, to enhance access for people with disability	Governance, Organisational Development	Not Started	
People with disability have the same opportunities as other people to make complaints to a public authority.	Management – The Shire’s complaints management is enhanced to ensure access and inclusion for the wider community	Establish a dedicated page on the website for all community feedback	Media and Comms	Completed	Shire website has a complaints page activated.
People with disability have the same opportunities as other people to make complaints to a public authority.	Management – The Shire’s complaints management is enhanced to ensure access and inclusion for the wider community	Review the Complaints Management Policy to include access and inclusion, ensuring a coordinated approach to complaints management	Governance	Not Started	
People with disability have the same opportunities as other people to participate in any public consultation by a public authority.	Practices and Policy – The Shire supports enhanced community and consultation for the wider community	Review scope requirements for engagement consultants, to ensure access and inclusion is a standard component	Communities, Media and Comms, Tourism	Not Started	
People with disability have the same opportunities as other people to participate in any public consultation by a public authority.	Practices and Policy – The Shire supports enhanced community and consultation for the wider community	Review the Engagement Policy to include access and inclusion, ensuring a coordinated approach to community consultation	Media and Comms, Communities	Not Started	This will form part of the 2024 revised Communications and Marketing Strategy to collect data which will help guide the best way to enhance accessibility of communication channels and processes, ensuring that all community members have equal opportunities to provide feedback and contribute to decision-making.

<p>People with disability have the same opportunities as others to participate in any public consultation by a public authority.</p>	<p>Methods and Tools – Community consultation participation opportunities are more accessible to the wider community</p>	<p>Establish innovative ways to consult with the community</p>	<p>Media and Comms, Communities</p>	<p>In Progress</p>	<p>Seniors participating in Onslow Keepers have been undertaking regular surveys seeking their feedback on events and requesting their ideas on future events/activities.</p> <p>The Pannawonica community have been engaged through initiatives such as "cookie for your thoughts" "Lucky Dip Feedback" and "provide your feedback to win a prize" initiatives to develop community consultation strategies that are accessible to the whole community.</p> <p>Paid advertising has been utilised for March and April 2024 for the My Pilbara Home and Local History strategies to encourage survey participation and reach new audiences.</p>
<p>People with disability have the same opportunities as others to participate in any public consultation by a public authority.</p>	<p>Methods and Tools – Community consultation participation opportunities are more accessible to the wider community</p>	<p>Establish a dedicated page on the website for community consultation projects</p>	<p>Media and Comms</p>	<p>In Progress</p>	<p>Current website pages under review by Manager Media and Communications.</p>
<p>People with disability can obtain and maintain employment public authority.</p>	<p>Practices – Recruitment practices are enhanced to support enhanced inclusion in employment</p>	<p>Ensure all position descriptions state that workplace diversity, access and inclusion is a shared responsibility of all staff</p>	<p>Organisational Development</p>	<p>Completed</p>	<p>The following statement has been included in all new/revised position descriptions: "Workplace Safety and Diversity, Access and Inclusion is a shared responsibility of all staff."</p>
<p>People with disability can obtain and maintain employment public authority.</p>	<p>Practices – Recruitment practices are enhanced to support enhanced inclusion in employment</p>	<p>Review recruitment processes to ensure people with disability can succeed in their roles</p>	<p>Organisational Development</p>	<p>In Progress</p>	<p>New Recruitment Procedure offers additional support to the Hiring Manager, where the successful candidate has a declared disability, to ensure any reasonable adjustments are in place and can be maintained. Busy arranging recruitment training for all hiring managers.</p>
<p>People with disability can obtain and maintain employment public authority.</p>	<p>Workplace – Build an accessible and dignified workplace to enable people with disability to succeed</p>	<p>Review the Equal Employment Opportunity Policy to include guidelines on access and inclusion</p>	<p>Organisational Development</p>	<p>Not Started</p>	<p>This timeline has moved to 1 June due to budgets, org design and our WFP delivery, which has now commenced.</p>
<p>People with disability can obtain and maintain employment public authority.</p>	<p>Workplace – Build an accessible and dignified workplace to enable people with disability to succeed</p>	<p>Provide annual training to staff about their obligations under the Disability Discrimination Act</p>	<p>Organisational Development</p>	<p>In Progress</p>	<p>Diversity, Equity, Disability and Inclusion training as well as Equal Employment Opportunity training scheduled as per the Shire-wide training calendar for 2023/24. Action completed for 2023/2024.</p>
<p>People with disability can obtain and maintain employment public authority.</p>	<p>Workplace – Build an accessible and dignified workplace to enable people with disability to succeed</p>	<p>Include questions on access and inclusion relating to personal requirements, in staff surveys</p>	<p>Organisational Development</p>	<p>Completed</p>	<p>Employee Exit Survey updated.</p>

Youth Strategy 2023-2025

Theme	Goal	Action	Town - Ons	Town - Panna	Town - Para	Town - TP	Shire Role	Other Stakeholders	2023	2024	2025	Progress	Comments
ces and activities	1.1 - Young people have safe places and accessible spaces that they can spend time with their peers	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		X			Facilitator Partner	Funding Partners	X			In Progress	Initial conversations started with Pannawonica Youth Club on assisting in setting up their committee to be compliant and assisting in developing a program to be implemented at the Youth Centre. Shire staff to assist initially and upskill Youth Centre volunteers.
ces and activities	1.1 - Young people have safe places and accessible spaces that they can spend time with their peers	1.1.2 - Develop policies and procedures that enable young people to independently access indentified existing community facilities (i.e. gym, recreation centres, community centres)	X	X	X	X	Provider	Funding Partners	X	X		In Progress	YACWA engaged to provide annual youth survey which covers access to spaces, art and culture, YAG participation, Youth Zones @ events, Training and Development, Employment and Inclusivity. Gym partnership with Onslow school providing access for 2024 after successful pilot in 2023.
ces and activities	1.1 - Young people have safe places and accessible spaces that they can spend time with their peers	1.1.3 - Expand youth-friendly, accessible spaces within Shire facilities and places	X	X	X	X	Provider		X	X	X	In Progress	YACWA engaged to provide annual youth survey which covers access to spaces, art and culture, YAG participation, Youth Zones @ events, Training and Development, Employment and Inclusivity. Youth Zones set up at larger events. Pannawonica Library launched Youth Chill Zone. Trial to potentially roll out across all towns.
ces and activities	1.2 - Young people are offered, and supported to participate in a diverse range of activities and events	1.2.1 - Work cohesively to develop youth programs inclusive of arts, culture, and life skills development	X	X	X	X	Partner	TPYSA Community Orgs	X	X	X	In Progress	Music workshops delivered in Onslow and Pannawonica November 2023. Dance Classes delivered in Onslow November 2023. Hip Hop artist event in Tom Price November 2023. CDO's continue to support Youth Centre staff in Onslow. Skateboarding workshops held in Tom Price and Paraburdoo April 2024. Discussions continue with key stakeholders in delivery of these programs in partnership.
ces and activities	1.2 - Young people are offered, and supported to participate in a diverse range of activities and events	1.2.2 - Develop and promote 'youth zones' and youth activities at Shire and community events	X	X	X	X	Provider Facilitator	Community Orgs	X	X	X	In Progress	Youth Zones activated at Welcome to Town Events Further conversations with Youth about what they would like to have at Youth Zones.
ces and activities	1.2 - Young people are offered, and supported to participate in a diverse range of activities and events	1.2.3 - Identify opportunities that support community members to initiate and run youth activities	X	X	X	X	Provider Facilitator Partner	Community Orgs, Schools & Parents		X	X	In Progress	PoP Youth Zone run by external organisations including headspace and Mineral Resources. The Shire provided them with materials and procedures to deliver the space. Youth Zones set up at Welcome to Town Events across all towns in March 2024.
ces and activities	1.2 - Young people are offered, and supported to participate in a diverse range of activities and events	1.2.4 - Develop an awareness campaign that increases the understanding of parents/caregivers of the need to support their children to engage in youth initiatives	X	X	X	X	Facilitator	Community Orgs, Schools & Parents			X	Not Started	
ilth and wellbeing	2.1 - Young people have increased access to health and wellbeing support	2.1.1 - Continue to support and advocate for youth mental health services (including culturally appropriate services) to be accessible in each Town	X	X	X	X	Facilitator Advocate	Mental health orgs, Community orgs, ACCO's & Schools	X	X	X	In Progress	Visited Pannawonica with new headspace Roaming Youth Wellbeing Worker to introduce to stakeholders. Liasing with EPIC Karratha to encourage them to outreach to the Shire. Liasing with Tom Price Senior High School on increased Headspace presence in the Shire. Meeting held with Headspace and Anglicare regarding service delivery in Tom Price and Paraburdoo, potential to extend this to Pannawonica.
ilth and wellbeing	2.1 - Young people have increased access to health and wellbeing support	2.1.2 - Advocate for initiatives that attract youth health professionals to the Town and/or provide greater access in alternate ways (i.e. telehealth, web-based)	X	X	X	X	Facilitator	Community Orgs	X	X	X	In Progress	Regular contact with Headspace and High Schools. Regular updates at working groups and stakeholder forums. Headspace are invited to all youth related programs in each town.
ilth and wellbeing	2.2 - Community organisations, groups and individuals have increased skills and capacity to respond to young people's health and wellbeing needs	2.2.1 - Develop and support initiatives (i.e. campaigns, workshops, resources) that build youth mental health awareness, knowledge, and skills across the community	X	X	X	X	Provider, Partner & Facilitator	Mental health orgs, Health orgs, Community Orgs & Schools		X	X	In Progress	Working with Media and Communications to share relevant services available to local communities. Sharing of service information through What's On meetings.
ilth and wellbeing	2.2 - Community organisations, groups and individuals have increased skills and capacity to respond to young people's health and wellbeing needs	2.2.2 - Support organisations to deliver initiatives that address bullying between young people			X	X	Partner Advocate	Schools, Police, Youth Orgs & Parents	X	X	X	In Progress	Tabled at Tom Price and Paraburdoo stakeholder forum as item for discussion. Dolly's Dream contracted to deliver Bullying Awareness workshops in partnership with Tom Price Senior High School for Bullying No Way Day.

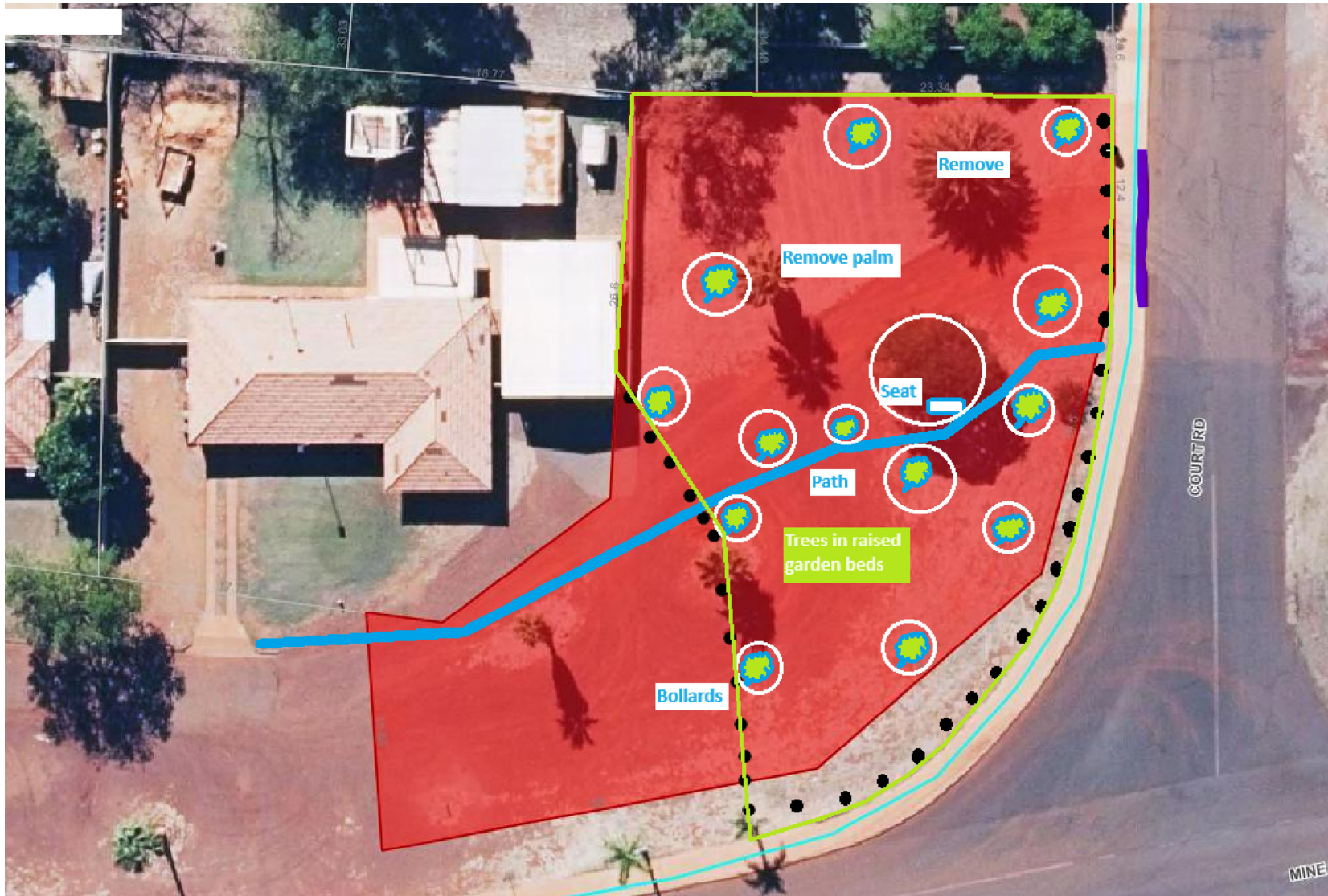
Health and wellbeing	2.3 - Health and wellbeing information is available and accessed by young people and those that support them	2.3.1 - Improve communications that direct young people, parents, and community organisations to health support services	X	X	X	X	Provider Facilitator	Schools, Youth Org, Mental Health Orgs	X	X	X	In Progress	Visiting services shared on Shire media channels where appropriate. Calendar for visiting services created shared at What's on meetings. Whats On groups launched in Tom Price and Paraburdoo in May.
Career pathways and employment	3.1 - Young people have an increased exposure to, awareness of, and access to employment and career opportunities and pathways	3.1.1 - Advocate for a broader range of skill development and RTO programs to be available for young people	X	X	X	X	Advocate	Schools, RTO's, TAFE/unis	X	X	X	In Progress	BOP Industries to deliver Youth Entrepreneurship program in all towns in May. Working in partnership with OCCI, PICCI, Schools and Youth Centres.
Career pathways and employment	3.1 - Young people have an increased exposure to, awareness of, and access to employment and career opportunities and pathways	3.1.2 - Facilitate skill development programs and workshops to improve career and employability skills	X	X	X	X	Facilitator Partners	Local businesses, Career, development, orgs		X	X	In Progress	Discussions occurred with Nintirri CRC who are exploring running upskilling workshops for youth in career readiness. Considering delivery for late 2024. Linked Onslow School and Pannawonica School secondary students the Karratha Careers Expo Barista courses offered in Onslow.
Career pathways and employment	3.1 - Young people have an increased exposure to, awareness of, and access to employment and career opportunities and pathways	3.1.3 - Design and implement a program for delivering innovation and enterprise skills for young people	X				Facilitator Fund	Youth orgs, Entrepreneurs & innovation orgs	X	X	X	In Progress	Initial discussions occurred with Onslow Chamber of Commerce and Industry (OCCI). Further planning in this space to take place after BOP industries workshops and how to expand on this.
Career pathways and employment	3.1 - Young people have an increased exposure to, awareness of, and access to employment and career opportunities and pathways	3.1.4 - Develop and maintain an online directory with development opportunities for young people in the Shire, with a specific focus on opportunities focused on careers, study, leadership, and entrepreneurship	X	X	X	X	Facilitator	RTOs, TAFE/unis		X	X	In Progress	Youth Community Development Officer part of the Shire website review Technical Advisory Group to incorporate Youth Strategy Actions in the updated website.
Career pathways and employment	3.1 - Young people have an increased exposure to, awareness of, and access to employment and career opportunities and pathways	3.1.5 - Develop a fund which supports young people to participate in career, leadership, and personal development opportunities outside of the Shire	X	X	X	X	Deliver Facilitator Fund	Funding Partners		X	X	In Progress	Community Donations, Grants and Funding Policy reviewed in December 2023, and elected members updated on need for Youth Specific Grant inclusion. Policy review underway.
Career pathways and employment	3.1 - Young people have an increased exposure to, awareness of, and access to employment and career opportunities and pathways	3.1.6 - Collectively develop recruitment practices that support and prioritise current or previous young residents to work in the Shire	X	X	X	X	Deliver Partner	Key employers and businesses		X	X	Not Started	
Career pathways and employment	3.2 - Young people disengaged from education, training and employment have opportunities to participate in tailored and supportive alternatives	3.2.1 - Advocate for the exploration of an alternative education model for disengaged young people in each Town, including the utilisation of Youth Centres as bases for alternative education	X			X	Facilitator Advocate	Schools, DOE, Youth Orgs		X	X	Not Started	
Career pathways and employment	3.2 - Young people disengaged from education, training and employment have opportunities to participate in tailored and supportive alternatives	3.2.2 - Explore the development of a culturally appropriate mentoring program to support Aboriginal young people to explore career and education pathways	X	X	X	X	Partner Funder	Schools, Waalitj Foundation, ACCO's	X	X	X	In Progress	Youth Community Development Officer attended the DBCA Turtle Monitoring Camp on Thevenard Island in December 2023 to learn more about the on-country learning program and two way science, whilst establishing a relationship with DBCA for future mentoring/engagement opportunities.
Youth empowerment	4.1 - Young people have the skills, and are provided opportunities to be involved in initiatives and community decisions that impact them	4.1.1 - Develop the skills and capacity of Shire staff and community organisations and groups to better involve young people in plans and decisions	X	X	X	X	Provider Facilitator	Youth Orgs, Community Orgs, Schools	X	X	X	In Progress	YACWA engaged to provide a "Youth Engagement Toolkit" to support the Shire's Community Development Officer's in Co-design with young people. Community Development Officer training taking place in February 2024, with Toolkit to be rolled out across all towns throughout 2024.
Youth empowerment	4.1 - Young people have the skills, and are provided opportunities to be involved in initiatives and community decisions that impact them	4.1.2 - Identify micro and project-based opportunities for supported youth involvement and co-design in youth initiatives	X	X	X	X	Provider	Youth Orgs, Community Orgs, Schools & ACCOs		X	X	Not Started	
Youth empowerment	4.1 - Young people have the skills, and are provided opportunities to be involved in initiatives and community decisions that impact them	4.1.3 - Recruit at least two annual Shire Youth Ambassadors who engage with their peers and advise on projects and key youth issues	X	X	X	X	Provider Partner	Schools, Youth Orgs & ACCOs	X			Not Started	
Youth empowerment	4.1 - Young people have the skills, and are provided opportunities to be involved in initiatives and community decisions that impact them	4.1.4 - Actively engage key employers and ACCOs within the Shire in the Strategy roll out to ensure the needs of Aboriginal young people and young people aged 18 to 25 considered and included	X	X	X	X	Facilitator Partners	ACCOs & Waalitj	X	X	X	Not Started	
Youth empowerment	4.1 - Young people have the skills, and are provided opportunities to be involved in initiatives and community decisions that impact them	4.1.5 - Engage with young people annually to assess Strategy progress	X	X	X	X	Deliver Partner	Schools, Youth Orgs & ACCOs	X	X	X	In Progress	YACWA engaged to provide annual youth survey which covers access to spaces, art and culture, YAG participation, Youth Zones @ events, Training and Development, Employment and Inclusivity.

ith empowerment	4.2 - Young people are informed and aware of youth events, activities, and opportunities	4.2.1 - Media/Communications and Communities team are trained in relevant and up to date engagement strategies and social trends for young people	X	X	X	X	Deliver	Social Media & Marketing Training Orgs	X	X	X	In Progress	Ongoing promotion of Youth Events and exploring options to reach young audience using certain social media channels. Media and Communications strategy currently being developed and Youth will be a focus area of this strategy.
ith representation and ty	5.1 - Young people are seen, heard, respected, and represented in their communities	5.1.1 - Facilitate opportunities for young people, especially those from minority demographics, to connect and access formal, peer lead and mentoring support	X	X	X	X	Deliver Partner	Community Orgs, Schools, Funding Partners	X	X	X	Not Started	
ith representation and ty	5.1 - Young people are seen, heard, respected, and represented in their communities	5.1.2 - Engage young people from each Town to design a piece of merchandise or artwork that celebrates a shared vision and identity of young people in their Town	X	X	X	X	Provider Facilitator	Local artists and creatives		X	X	In Progress	Media and Communications team helped execute the Youth Week 2024 Logo Competition, finalising a design to be used as marketing collateral.
ith representation and ty	5.1 - Young people are seen, heard, respected, and represented in their communities	5.1.3 - Design and deliver a marketing campaign to elevate the brand and perceptions of young people in the Shire	X	X	X	X	Provider		X			Not Started	
ith representation and ty	5.2 - Young people experience opportunities to connect to country and each other	5.2.1 - Explore the development of initiatives (i.e., sport, holiday programs, festivals) that celebrates and exposes young people to the unique identity and experiences of each Town	X	X	X	X	Deliver Partner	Community Orgs, Schools, Funding Partners	X	X	X	In Progress	Youth Zone at PoP saw young people from towns all over the Pilbara having a place to meet and get to know each other. Youth Development Officer supported the Tri School Carnival with kids from Onslow, Pannawonica and Roebourne present. Exploring opportunity for intertown youth leadership engagement opportunities. Youth Week Flyers and Programs promoted on social media to spread awareness and engage event participation. Youth Week 2024 Initiatives held across all towns in collaboration with local services. Events included sunset dinners, movie nights, skate workshops, basketball clinics, free pool entry and library activations.



Agenda Item 14.1 - Attachment 1

Proposed Landscaping Upgrade - Lot 247 Coolibah St,
Tom Price





Agenda Item 15.1 - Attachment 1

2024 February Onslow Sports Club Council letter



20 February 2024

Shire of Ashburton Council Members
PO Box 567
Tom Price, Western Australia 6751
soa@ashburton.wa.gov.au

Dear Shire of Ashburton Council Members,

Onslow Sports Club backdated power bills – donation request

The Onslow Sports Club (lessee) has been in recent consultation with the Shire of Ashburton (lessor) to resolve discrepancies in invoicing from the Shire of Ashburton for services (power and water). During this process it has been recognised that there is a substantial period where the Shire of Ashburton has paid the power bills without passing the charge on to the Onslow Sports Club, per the lease agreement. This period was from 22nd July 2021 to 7th December 2023 and equates to \$53,642.82.

The Shire of Ashburton has indicated that the payments were not passed onto the Onslow Sports Club for this period due to staffing issues. The magnitude of having to pay this sum of money back is detrimental to the Onslow Sports Club which operates on a delicate balance sheet. The Onslow Sports Club is a not-for-profit club that is supported by a volunteer committee. The committee have met to understand the impact of paying the sum, and the future of the Onslow Sports Club would be uncertain with such a significant financial deduction. The committee wish to request that the Ashburton Shire Council consider the value of the historic power bills as a donation to the Onslow Sports Club.

The Onslow Sports Club provides important facilities for it's members and the community and the 2024 committee are determined to strengthen the member base and increase the Onslow Sports Club utilisation. The facilities are already utilised for significant events each year, including private functions, Shire events and Sporting club events. Your support in the uninterrupted operations of the Onslow Sports Club would be greatly appreciated.

If you would like to contact me or arrange a meeting to discuss this matter further, please do not hesitate to contact me on 0428 441 761.

Yours Sincerely

A handwritten signature in black ink, appearing to read "Mel Seymour".

Mel Seymour
President, Onslow Sports Club