



EAST PILBARA SHIRE COUNCIL

AGENDA

ORDINARY COUNCIL MEETING

NOTICE IS HEREBY GIVEN that an
ORDINARY Meeting of the Council will be held,
in Council Chambers, Newman,
10:00AM, FRIDAY, 11 DECEMBER 2020.

Jeremy Edwards
CHIEF EXECUTIVE OFFICER



DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of East Pilbara for any act, omission or statement or intimation occurring during Council or Committee Meetings. The Shire of East Pilbara disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee Meeting does so at that person's or legal entity's own risk.

In particular and without derogating any planning application or application of a licence, any statement or intimation of approval made by any member or Officer of the Shire of East Pilbara during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of East Pilbara.

The Shire of East Pilbara warns that anyone who has any application lodged with the Shire of East Pilbara must obtain and should only rely on

WRITTEN CONFIRMATION

of the outcome of the application and any conditions attaching to the decision made by the Shire of East Pilbara in respect of the application.

Signed: _____
Jeremy Edwards
Chief Executive Officer

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1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at XX.

The Shire President acknowledges the traditional custodians throughout our region on whose land we are meeting today, and pays our respects to Elders past, present and emerging.

2 RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE

2.1 ATTENDANCES

Councillors

Cr Lynette Craigie OAM	Shire President
Cr Geraldine Parsons	Deputy Shire President
Cr Anthony Middleton	Councillor
Cr Anita Grace	Councillor
Cr Adrienne Mortimer	Councillor
Cr Langtree Coppin OAM	Councillor
Cr Holly Pleming	Councillor
Cr Karen Lockyer	Councillor
Cr Stacey Smith	Councillor

Officers

Mr Jeremy Edwards	Chief Executive Officer
Mr Ben Lewis	Executive Manager Commercial Services
Ms Lisa Clack	Executive Manager Customer & Community Services
Mr Raees Rasool	Executive Manager Infrastructure Services
Mrs Lisa Davis	Acting Executive Manager Corporate Services
Mrs Kylie Bergmann	Acting Manager Governance
Ms Kristen Milne	Governance Administration Officer

Public Gallery

2.2 APOLOGIES

Councillor Apologies

Officer Apologies

2.3 LEAVE OF ABSENCE

3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

4 PUBLIC QUESTION TIME

5 PETITIONS/DEPUTATIONS/PRESENTATIONS

6 APPLICATIONS FOR LEAVE OF ABSENCE

7 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING

7.1 20 NOVEMBER 2020

[Minutes November 20 2020 Council](#)

THAT the minutes of the Ordinary Meeting of Council held on 20 November 2020, be confirmed as a true and correct record of proceedings.

7.2 25 NOVEMBER 2020

[Minutes November 25 2020 Special Council](#)

THAT the minutes of the Special Meeting of Council held on 25 November 2020, be confirmed as a true and correct record of proceedings.

8 MEMBERS REPORT

8.1 ITEMS FOR RECOMMENDATION

8.2 ITEMS FOR INFORMATION

Cr Lynne Craigie OAM

•

Cr Geraldine Parsons

•

Cr Anita Grace

•

Cr Anthony Middleton

•

Cr Holly Pleming

•

Cr Karen Lockyer

•

Cr Langtree Coppin OAM

•

Cr Stacey Smith

•

Cr Adrienne Mortimer

•

Cr Carol Williams

•

9 OFFICER'S REPORTS

9.1 CHIEF EXECUTIVE OFFICER

9.1.1 STATUS OF COUNCIL DECISIONS NOVEMBER 2020

Attachments:	Appendix 1 – Council Resolution Register – Nov 2020
Responsible Officer:	Mr Jeremy Edwards Chief Executive Officer
Author:	Ms Kristen Milne Governance Administration Officer
Proposed Meeting Date:	11 December 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

To inform Council of the action taken in relation to Council decisions.

BACKGROUND

Council requested to be informed of the progress and completion of previous Council resolutions and decisions.

COMMENTS/OPTIONS/DISCUSSIONS

The status of Council decisions is included as an attachment (***Appendix 1 refers***).

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

RISK MANAGEMENT CONSIDERATIONS

In order to remain transparent and to facilitate timely and appropriate decision making, it is requested that action items be reviewed at each Council meeting.

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION

That the “Status of Council Decisions” report for the month of November be received.

**Appendix 1
Council Resolutions Register November 2020**

**SHIRE OF EAST PILBARA - COUNCIL RESOLUTIONS REGISTER
20/11/2020 - Ordinary Council Meeting**

Item No	Responsible Officer	Report Title	Accepted Recommendation	Risk Consideration	Council Resolution No.	Actioning Officer	Comments / Action Taken	Residual Risk	Completion Date
CHIEF EXECUTIVE OFFICER									
7.1	Kylie Bergmann	Confirmation of minutes	THAT the minutes of the Ordinary Meeting of Council held on 23 October 2020, be confirmed as a true and correct record of proceedings, except for the following amendments: • Item 12.1.2 – Recruitment of Chief Executive Officer That Cr Coppin OAM, Cr Middleton and Cr Mortimer be noted as opposing Item 1 of the Resolution.	Nil	202021/73	Kylie Bergmann	Noted. Amendments have been made to the October Minutes as noted in the resolution.	N/A	25/11/2020
9.1.1	Jeremy Edwards	Status of Council Decisions October 2020	That the 'Status of Council Decisions' report for the month of October 2020 be received.	In order to remain transparent and to facilitate timely and appropriate decision making, it is requested that action items be reviewed at each Council meeting.	202021/74	Kristen Milne	Noted.	N/A	25/11/2020
9.1.2	Jeremy Edwards	Status of Capital Projects as at 31 October 2020	That Council receive the Capital Works Program Status update for the period 1 July 2020 to 31 October 2020.	Reputational - Low	202021/75	Kylie Bergmann	Noted.	N/A	25/11/2020
9.1.3	Jeremy Edwards	Extraordinary Election - Central Ward	That Council: 1. Fix the 24 February 2021 as the date for conducting an extraordinary election to fill the vacancy in the Central Ward, due to the resignation of Councillor Dean Hatwell. 2. Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the extraordinary election on 24 February 2021. 3. Decide, in accordance with section 4.61(2) of the Local Government Act 1995, that the method of conducting the election will be as a postal election.	Pursuant to section 4.9 of the Local Government Act 1995 Council must fix a date for the extraordinary election within one month after the vacancy occurs. Council must also fix a day for the election no later than 4 months after the vacancy occurs.	202021/76	Kylie Bergmann	Noted. Letter sent to WAEC advising of Council's resolution.	N/A	25/11/2020
9.1.4	Jeremy Edwards	Setting the date for Special Meeting of Council to Approve Short Listed Applicants for CEO role	That: 1. Council hold a Special Meeting of Council, at 4:00pm on Wednesday 25th November 2020, for the purpose of approving the short-listed applicants for the CEO role. 2. The Special Council Meeting be held by way of teleconference, pursuant to regulation 14D of the Local Government (Administration) Regulations 1996. 3. Local public notice of the Special Council Meeting is given in accordance with regulation 12(4) of the Local Government (Administration) Regulations 1996.	Council must give local public notice in accordance with regulation 12(2) of the Local Government (Administration) Regulations 1996. Failure to do so will result in non-compliance.	202021/77	Kylie Bergmann	Actioned in accordance with the resolution.	N/A	25/11/2020
9.1.5	Jeremy Edwards	Alternative Queen's Birthday Public Holiday	THAT Council does not seek to change the date for the Queen's Birthday Public Holiday and celebrate it on Monday 27 September 2021 along with the rest of the State.	That there has been no proper public consultation with the community, other than the Facebook poll, regarding the alternative date for the Queen's Birthday Public Holiday	202021/78	Kylie Bergmann	Noted. No further action required.	N/A	25/11/2020

9.1.6	Jeremy Edwards	Approval to enter into a new Agreement with Newman Scouts	That Council 1. Approve entering into a new lease agreement with Newman Scouts Inc for portion of North Newman Reserve for a term of 5 years, commencing on the 1st December 2020 to the 30th November 2025 with 1 x 5 year option term to 30th November 2030. 2. Refer the lease to the Minister for lands for approval.	Failure to enter into a new lease agreement will result in the building remaining vacant, this will be an ongoing cost that The Shire will bear to keep the property maintained. It will also have a higher chance of being vandalised.	202021/79	Emma Allinson	Noted	NIL	1/12/2020
9.1.7	Jeremy Edwards	Shire of East Pilbara Commitment to Cultural Impact	That Council sign as a partner to the Cultural Compact to walk a new pathway of mutual respect with Nyiyaparli Traditional Owners and Martu Custodians.	Nil	202021/80	Jeremy Edwards	Completed.	Nil	25/11/2020
EM CORPORATE SERVICES									
9.2.1	Lisa Davis	Monthly Financial Statements for the Period ending Sept 2020	That the monthly financial statements for the period 1st July 2020 to 30th September 2020 of the 2020/2021 financial year as presented be received.	Demonstrated accountability and corporate governance. G1 Provide efficient, accountable and ethical governance. G1.1 Enhance governance capability to deliver sustainable outcomes, roads and buildings	202021/81	Lisa Davis	Completed.	Nil	25/11/2020
9.2.2	Lisa Davis	Creditors for Payment	<p>THAT Council endorse the payments:</p> <p>FUND VOUCHER AMOUNT EFT Payments Credit Cards EFT55430 – EFT55786 TBA \$2,239,940.45 \$13,023.61</p> <p>Total \$ 2,252,964.06</p> <p>Cheque Payments Manual Cheques Superannuation Bulk Fuel 25049 – 25091 336 DD14145.1 – DD14224.24 Nil \$229,457.00 \$200.00 \$104,588.92 \$0.00</p> <p>Total \$ 334,245.92</p> <p>GRAND TOTAL \$ 2,587,209.98</p>	Legislative - Medium	202021/82	Teresa Southwell	Completed.	Nil	25/11/2020
EM INFRASTRUCTURE SERVICES									

9.3.1	Raees Rasool	Land Between Nardoo Loop and Bondini Drive - Lot 1995 on Deposited Plan 216764	<p>That Council</p> <ol style="list-style-type: none"> 1. Install bollards and chains to limit vehicular access only to Lot 1995. 2. Note the Shire's Community Safety Staff (Rangers) will monitor Lot 1995 when available during patrolling and notify the police of antisocial behaviour if observed. 	Risk considerations have been outlined in the main body of this report	202021/83	Raees Rasool																																			
9.3.2	Raees Rasool	Shire response to Petition- Safety Measures on Newman Drive	<p>That Council</p> <ol style="list-style-type: none"> 1. Write to Main Roads Western Australia and request that special consideration and approval be given for a non-signalised zebra pedestrian crossing to facilitate safer crossing of Newman Drive (near the shopping centre) based on community support and risk of injury to children. 2. Refer the matter of the request for Traffic Wardens to the Newman Senior High School and South Newman Primary School to action. 3. Refer the matter of road users speeding to the Newman Police for enforcement. 4. Write to Main Roads Western Australia and request that the speed limits along Newman Drive and Kalgan Drive as outlined in Appendix 4 - Speed Reductions, be reduced to 50km/hr. This includes the sections of road along Kalgan Drive (between McLennan Drive and Newman Drive) and Newman Drive (between Kurra Street and Howard Drive) 5. Advise the petition initiator accordingly of Councils resolution. 	There are two main balancing risks relating to this report. The risk that a pedestrian is injured when crossing Newman Drive balanced against the risks and costs of speed limit reductions and pedestrian crossings. These have been explained within the comments section of this report.	202021/84	Raees Rasool																																			
9.3.3	Raees Rasool	Acceptance of Waste Authority Grant	<ol style="list-style-type: none"> 1. Approve acceptance of a grant from the Waste Authority for 'Engaging Newman in Waste Management' project for the amount of \$23,085. 2. Approve unbudgeted expenditure of \$23,085 within the 2020/21 budget for the 'Engaging Newman in Waste Management' 3. Amend its Budget for the 2020/21 Financial Year in accordance with the following table: <table border="1"> <thead> <tr> <th>Account Description</th> <th>Current Budget</th> <th>\$</th> <th>Revised Budget</th> <th>\$</th> <th>Surplus</th> <th>Deficit</th> <th>\$</th> </tr> </thead> <tbody> <tr> <td>102019 Income for Waste and Recycling Education Tools</td> <td>\$5000</td> <td></td> <td>\$28,085</td> <td></td> <td>+\$23,085</td> <td></td> <td></td> </tr> <tr> <td>New Expenditure for Waste and Recycling Education Tools</td> <td>Nil</td> <td></td> <td>\$23,085</td> <td></td> <td>-\$23,085</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Net Effect</td> <td></td> <td>NIL</td> </tr> </tbody> </table>	Account Description	Current Budget	\$	Revised Budget	\$	Surplus	Deficit	\$	102019 Income for Waste and Recycling Education Tools	\$5000		\$28,085		+\$23,085			New Expenditure for Waste and Recycling Education Tools	Nil		\$23,085		-\$23,085								Net Effect		NIL	Nil	20202/85	Saphron Stapleton			
Account Description	Current Budget	\$	Revised Budget	\$	Surplus	Deficit	\$																																		
102019 Income for Waste and Recycling Education Tools	\$5000		\$28,085		+\$23,085																																				
New Expenditure for Waste and Recycling Education Tools	Nil		\$23,085		-\$23,085																																				
					Net Effect		NIL																																		
CONFIDENTIAL MATTERS																																									

13.1	Jeremy Edwards	Covid 19 Delegations to CEO	That Council: 1. Note the update on the COVID-19 Economic Relief Package; 2. Note that \$6,200 has been returned to the Shire, being unspent monies from the COVID-19 grant allocation to Allied Health essential services in Newman; and 3. Receive the report on delegated decisions made by the Chief Executive Officer, in relation to the COVID-19 Economic Relief Package, for the period 8th October 2020 – 6th November 2020.		202021/86	Kylie Bergmann	Noted.	N/A	25/11/2020
13.2	Lisa Clack	RFT 05-20/21 Request for Tender NRC Fitness Centre supply of Gym Equipment and Servicing	That Council 1. Award Tender RFT 05-2020/21 for the supply of gym equipment for NRC Fitness Centre and servicing to Technogym for: a. The outright purchase of selected equipment (as per attached recommendation report) from alternative tender at \$214,105.18 ex. GST; b. The maintenance and servicing contract as scheduled for Newman, Marble Bar and Nullagine gyms at \$16,357.57 ex. GST per year for a five (5) year period for a total of \$81,787.85. 2. Approve unbudgeted expenditure of \$237,283.97 within the 2020/21 budget for: a. Capital funds for the outright purchase of equipment: \$214,105.18 ex. GST b. Operational funds for the servicing contract for part of year one (1): \$8178.79 ex. GST c. Operational funds for minor refurbishment and refreshment of the fitness centre: \$15,000.00 ex. GST 3. Notes the budget changes as listed in point 2 above will be reflected in the 2020/21 budget review. 4. Approve the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the Contract/s between the Shire and Technogym Australia with respect to this Tender.		202021/87	Paul Howrie	Developing contract with successful company.		24/11/2020
13.3	Lisa Clack	Volunteer and Citizen of the Year awards	THAT Council approves the resolution as contained within the Confidential Minutes.		202021/88	Chloe Townsend	Noted.	N/A	24/11/2020
13.4	Jeremy Edwards	CEO Recruitment & Selection Panel minutes	That Council receive the Minutes from the CEO Recruitment & Selection Panel meetings held on 29 October 2020 and 5 November 2020 as attached at Appendix 1 and 2.		202021/89	Kylie Bergmann	Noted.	N/A	25/11/2020

9.1.2 STATUS OF CAPITAL PROJECTS AS AT 30 NOVEMBER 2020

Attachments:	Appendix 1 – Status of Capital Projects November 2020
Responsible Officer:	Mr Jeremy Edwards Chief Executive Officer
Author:	Mrs Kylie Bergmann Acting Manager Governance
Proposed Meeting Date:	11 December 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

To provide Council with the year to date position of the capital works program as set out in the 2020/21 budget, for the period ending 30 November 2020.

BACKGROUND

The attached report details the status of all capital works projects as set out in the 2020/21 budget, accepted by Council at the 24 July 2020 Ordinary Council Meeting, for the period 1 July 2020 to the 30 November 2020 (**Appendix 1 refers**).

COMMENTS/OPTIONS/DISCUSSIONS

The report includes a summary of the status of projects Shire wide and also includes comments from officers regarding progress. Seventy-three capital projects are reported on.

Reportable variations in accordance with accounting requirements are as follows:

- 52% of projects are on target.
- 38% of projects are currently behind target levels and are being monitored.
- 5% of projects are currently at risk of falling behind and are being monitored.
- 4% of projects have been deferred and have not been reported on.

In monetary terms the total budget for capital projects in the approved budget is \$23,927,600. Of this amount actual expenditure to the 30th November 2020 is \$3,646,743, with funds committed being approximately \$2,366,822. Total spent/committed funds to the 30th November 2020 is approximately \$6,013,296.

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil.

POLICY IMPLICATIONS

Nil.

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

G1.1 Enhance governance capability to deliver sustainable outcomes, roads and buildings

RISK MANAGEMENT CONSIDERATIONS

Reputational - Low

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION

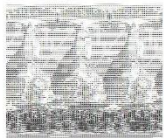
That Council receive the Capital Works Program Status update for the period 1 July 2020 to 30 November 2020.

Appendix 1
Status of Capital Projects November 2020



Action and Task Progress Report

Shire of East Pilbara

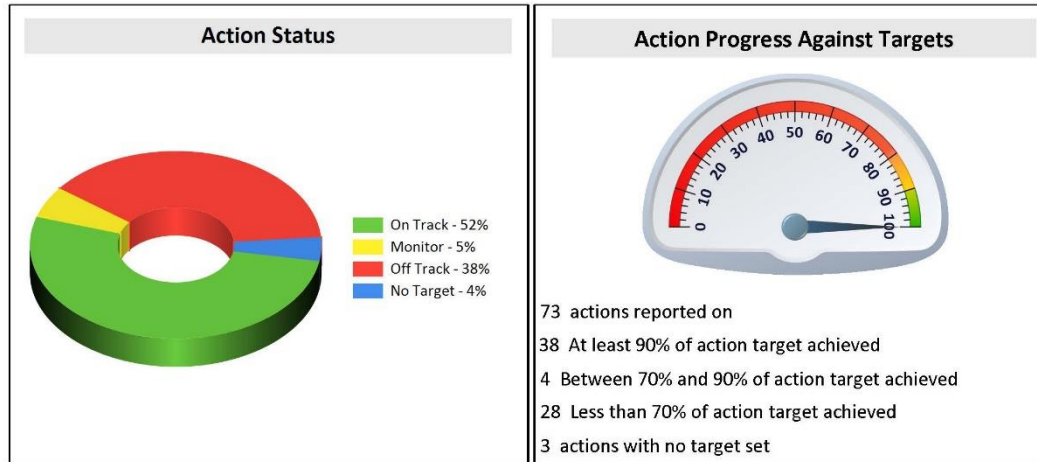


SHIRE OF EAST PILBARA

Print Date: 03-Dec-2020



OVERVIEW



ACTION PLANS



GREEN

At least 90% of action target achieved



AMBER

Between 70% and 90% of action target achieved



RED

Less than 70% of action target achieved



No target set

* Dates have been revised from the Original dates


Commercial Services

Airport Services

6.1 Airport Asset Management


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.2.3 CP49033- 20/21 Marble Bar Public Art	Ben Lewis - Executive Manager- Commercial Services	Deferred	01-Jul-2020	30-Jun-2021	1.00%	0.00%	GREEN
ACTION PROGRESS COMMENTS: 12/08/20 - The proposed location will be the entry statement into the Marble Bar airport and will be located on the new entry road which will be constructed in the 2021/22 year. Installation of the art will form part of the entry road and carpark works 1/9/20 - Works deferred until next financial year when the airport upgrade is in progress 1/10/20 - Works deferred 4/11/20 - Works deferred 27/11/20 - Works deferred Last Updated: 27-Nov-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.128 CP129401 - 20/21 Services - Access Roads, Car Parks	Ben Lewis - Executive Manager- Commercial Services	Not Started	26-Jul-2020	30-Jun-2021	0.00%	0.00%	GREEN
ACTION PROGRESS COMMENTS: 12/08/20 - Works will be undertaken in conjunction with road works in Newman 01/09/20 - Works will be identified once the airport master plan is endorsed by council							

4/11/20 - Apron works are commencing this week and expected to be completed by the end of November
27/11/20 - Apron works have been moved to January / February to coincide with other works
Last Updated: 27-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.129 CP129402 - 20/21 Services - Water Including RO	Ben Lewis - Executive Manager- Commercial Services	In Progress	26-Jul-2020	30-Jun-2021	5.00%	0.00%	


ACTION PROGRESS COMMENTS:

12/08/20 - The draft scope of works for the design phase has commenced.
01/09/20 - Scope of works still in progress
04/11/20 - Consultants are currently onsite assessing water production system
27/11/20 - Draft report completed with recommendations
Last Updated: 27-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.130 CP129404 - 20/21 Services - Waste	Ben Lewis - Executive Manager- Commercial Services	In Progress	26-Jul-2020	30-Jun-2021	5.00%	0.00%	

ACTION PROGRESS COMMENTS:

12/08/20 - The draft scope of works for the design phase has commenced.
01/09/20 - scope of works still in progress
04/11/20 - scope of works still in progress
27/11/20 - scope of works still in progress
Last Updated: 27-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.131 CP129419 - 20/21 Safety & Security - Lighting	Ben Lewis - Executive Manager- Commercial Services	In Progress	26-Jul-2020	30-Jun-2021	5.00%	0.00%	

ACTION PROGRESS COMMENTS:

12/08/20 - Planning and scoping has commenced for draft RFT
01/09/20 - scope of works still in progress
04/11/20 - scope of works still in progress

27/11/20 - scope of works still in progress


Last Updated: 27-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.132 CP129426 - 20/21 ASCE Plant and Equipment (Scanner)	Ben Lewis - Executive Manager - Commercial Services	In Progress	26-Jul-2020	30-Jun-2021	50.00%	0.00%	 GREEN

ACTION PROGRESS COMMENTS:

12/08/20 - Body scanner is onsite and waiting for installation. Checked baggage screening is on back order delayed due to Covid
01/09/20 - Body scanner scheduled for installation in late October. Checked baggage scheduled for November 2020
04/11/20 - Body scanner installation delayed, checked baggage is now scheduled for delivery in December 2020
27/11/20 - Works still on track for December delivery and installation

Last Updated: 27-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.133 CP129427 - 20/21 Plant & Equipment - Machinery	Ben Lewis - Executive Manager - Commercial Services	Completed	26-Jul-2020	30-Jun-2021	100.00%	0.00%	 GREEN

ACTION PROGRESS COMMENTS:

12/08/20 - Equipment is on order and has been delayed due to Covid anticipated delivery October / November
01/09/20 - Still anticipating delivery October / November
04/11/20 - All equipment has been delivered

Last Updated: 05-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.134 CP129431 - 20/21 Public Structures	Ben Lewis - Executive Manager - Commercial Services	Not Started	26-Jul-2020	30-Jun-2021	0.00%	0.00%	 GREEN

ACTION PROGRESS COMMENTS:


01/09/20 - Capital upgrade of air-conditioning plant for the terminal will be undertaken in consultation with the terminal expansion as part of the master plan
04/11/20 - Scope of works commenced for architectural design for the terminal expansion which will include HVAC system
27/11/20 - Scope of works in draft

Last Updated: 27-Nov-2020

Corporate Services

Information Systems


23.1 Information Communication and Technology

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.165 CP49001 - 20/21 Computer Equipment	Lisa Davis - Manager Corporate Services	In Progress	24-Jul-2020	30-Jun-2021	40.00%	40.00%	 GREEN
<p>ACTION PROGRESS COMMENTS: 31/07/2020 - Quotes for new server received and purchase order issued. 30/09/2020 - New server installed. Server job complete. Other capital purchases will occur as per AMP. Last Updated: 08-Oct-2020</p>							

Customer and Community Services

Community Safety


12.3 Surveillance and Security

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.1.21 CP59022 - 20/21 CCTV and Lighting Upgrades	Brent Stein - Manager Community Safety	In Progress	26-Jul-2020	30-Jun-2021	25.00%	40.00%	 RED
<p>ACTION PROGRESS COMMENTS: Initial data collected and project planning underway - 21/08/2020 Scope of works created for consultant to be hired and utilised to assist with formal Infrastructure/IT Scope and RFQ - 06/10/2020 Last Updated: 06-Oct-2020</p>							

Recreation and Events

15.4 Aquatic Centres


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

3.1.1.8 CP119067 - 20/21 Newman Aquatic Centre - P&E	Melissa Warren - Coordinator Aquatic Centre	In Progress	26-Jul-2020	30-Jun-2021	75.00%	40.00%	 GREEN
ACTION PROGRESS COMMENTS: In progress Two new 50m re-circulation pumps being installed 07/09/2020 Last Updated: 01-Dec-2020							


Executive Services

Procurement and Contracts

9.1 Procurement


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.1.19 CP59010 - 20/21 Ranger Vehicle - 2WD (51112)	Oliver Schaer - Manager Technical Services - Rural	In Progress	26-Jul-2020	30-Jun-2021	90.00%	40.00%	 GREEN

ACTION PROGRESS COMMENTS: 05/08/2020 - Specification under development 02/09/2020 - Purchase Order Issued 08/10/2020 - Build in progress and waiting on delivery into AU 02/11/2020 - No change 27/11/2020 - Build complete, awaiting transport to Newman Last Updated: 27-Nov-2020							
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ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.1.22 CP119029 - 20/21 CRS Vehicle - 2WD (111675)	Oliver Schaer - Manager Technical Services - Rural	Comple ted	26-Jul-2020	30-Jun-2021	100.00%	40.00%	 GREEN

ACTION PROGRESS COMMENTS: 05/08/2020 - Specification under development 02/09/2020 - Purchase Order Issued 08/10/2020 - Build in progress and waiting on delivery into AU 02/11/2020 - No change 27/11/2020 - Delivered - Completed							
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Last Updated: 27-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.15 CP129079 - 20/21 P&G Vehicle - 4WD (2812)	Oliver Schaer - Manager Technical Services - Rural	Completed	26-Jul-2020	30-Jun-2021	100.00%	40.00%	 GREEN

ACTION PROGRESS COMMENTS:

05/08/2020 - Specification under development
02/09/2020 - Purchase Order Issued
08/10/2020 - Build in progress and waiting on delivery into AU
02/11/2020 - No change
27/11/2020 - Delivered - Completed


Last Updated: 27-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.17 CP129096 - 20/21 P&G Vehicle Newman - 2WD (2807)	Oliver Schaer - Manager Technical Services - Rural	Completed	26-Jul-2020	30-Jun-2021	100.00%	40.00%	 GREEN

ACTION PROGRESS COMMENTS:

05/08/2020 - Specification under development
02/09/2020 - Purchase Order Issued
08/10/2020 - Vehicle ready for delivery and awaiting transport to Newman
02/11/2020 - Delivered and completed

Last Updated: 02-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.18 CP129097 - 20/21 P&G Vehicle Newman - 2WD (2810)	Oliver Schaer - Manager Technical Services - Rural	Completed	26-Jul-2020	30-Jun-2021	100.00%	40.00%	 GREEN

ACTION PROGRESS COMMENTS:

05/08/2020 - Specification under development
02/09/2020 - Purchase Order Issued
08/10/2020 - Vehicle ready for delivery and awaiting transport to Newman

02/11/2020 - Delivered and completed

Last Updated: 02-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.123 CP129098 - 20/21 Canter Tipper with Kevrek (2704)	Oliver Schaer - Manager Technical Services - Rural	In Progress	26-Jul-2020	30-Jun-2021	50.00%	40.00%	 GREEN


ACTION PROGRESS COMMENTS:

05/08/2020 - Specification development in progress
02/09/2020 - Procurement Process Commenced - RFQ issued and awaiting response from suppliers
07/10/2020 - RFQ submissions under assessment
02/11/2020 - Purchase order issued, waiting for truck to be delivered into WA for build
27/11/2020 - No change
Last Updated: 27-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.125 CP129723 - 20/21 Canter Tipper with Kevrek (2727)	Oliver Schaer - Manager Technical Services - Rural	In Progress	26-Jul-2020	30-Jun-2021	50.00%	40.00%	 GREEN

ACTION PROGRESS COMMENTS:


05/08/2020 - Specification development in progress
02/09/2020 - Procurement Process Commenced - RFQ issued and awaiting response from suppliers
07/10/2020 - RFQ submissions under assessment
02/11/2020 - Purchase order issued, waiting for truck to be delivered into WA for build
27/11/2020 - No change
Last Updated: 27-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.126 CP129732 - 20/21 Sideshift Backhoe (2751)	Oliver Schaer - Manager Technical Services - Rural	Completed	26-Jul-2020	30-Jun-2021	100.00%	40.00%	 GREEN

ACTION PROGRESS COMMENTS:


05/08/2020 - Specification development in progress
02/09/2020 - Procurement Process Commenced - RFQ issued and awaiting response from suppliers

07/10/2020 - Purchase Order Issued to Westrac for a Caterpillar 444 Backhoe - delivery 3-4 weeks
02/11/2020 - Delivered and completed
Last Updated: 02-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.127 CP129745 - 20/21 Fuso Canter 815 Tipper (2825)	Oliver Schaer - Manager Technical Services - Rural	In Progress	26-Jul-2020	30-Jun-2021	50.00%	40.00%	

ACTION PROGRESS COMMENTS:


05/08/2020 - Specification development in progress
02/09/2020 - Procurement Process Commenced - RFQ issued and awaiting response from suppliers
07/10/2020 - RFQ submissions under assessment
02/11/2020 - Purchase order issued, waiting for truck to be delivered into WA for build
27/11/2020 - No change
Last Updated: 27-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.1.8 CP109040 - 20/21 GEWS Vehicle - 2WD (101401)	Oliver Schaer - Manager Technical Services - Rural	Completed	26-Jul-2020	30-Jun-2021	100.00%	40.00%	

ACTION PROGRESS COMMENTS:

05/08/2020 - Specification development in progress
02/09/2020 - Purchase Order Issued
07/10/2020 - Vehicle in build process and awaiting delivery into AU
02/11/2020 - No change
27/11/2020 - Delivered - Completed


Last Updated: 01-Dec-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.169 CP49030 - 20/21 CBS Vehicle - 4WD (41229)	Oliver Schaer - Manager Technical Services - Rural	Completed	26-Jul-2020	30-Jun-2021	100.00%	40.00%	 GREEN
ACTION PROGRESS COMMENTS: 05/08/2020 - Specification development in progress 02/09/2020 - Purchase Order Issued 07/10/2020 - Vehicle in build process and awaiting delivery into AU 02/11/2020 - No change 27/11/2020 - Delivered - Completed Last Updated: 27-Nov-2020							

Infrastructure Services

Infrastructure Services


19.1 Open Space - Newman

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.13 CP119704 - 20/21 Minor Equipment - Parks and Gardens Newman	Oliver Schaer - Manager Technical Services - Rural	Ongoing	26-Jul-2020	30-Jun-2021	-	40.00%	
ACTION PROGRESS COMMENTS: 05/08/2020 - Purchases as required - ongoing 02/09/2020 - No change 08/10/2020 - No change 02/11/2020 - No change							

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27/11/2020 - No change
Last Updated: 27-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.121 CP129619 - 20/21 Streetscape Projects / Landscaping - Parnawarri Carpark Verge	Conrad Short - Works Supervisor - Parks & Gardens	In Progress	26-Jul-2020	30-Jun-2021	25.00%	40.00%	 RED
<p>ACTION PROGRESS COMMENTS: 10/08/2020 - Scoping projects to commence during August. 01/09/2020 - Worked out water flow rate and designing Irrigation plan for Installation this month. 07/10/2020 - No further update. Project Manager currently on leave. 02/11/2020 - Reticulation parts ordered and starting to level the site and Dial before you dig plans ready. 24/11/2020 - Reticulation parts have arrived and the lawn is being sourced. Last Updated: 24-Nov-2020</p>							

19.2 Transport - Newman

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.124 CP129722 - 20/21 Minor Equipment Newman	Oliver Schaer - Manager Technical Services - Rural	Ongoing	26-Jul-2020	30-Jun-2021	-	40.00%	
<p>ACTION PROGRESS COMMENTS: 05/08/2020 - As required and coordinated by Works Supervisors Newman 02/09/2020 - No change 07/10/2020 - No change 27/11/2020 - No change Last Updated: 27-Nov-2020</p>							

19.3 Open Space - Rural

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.16 CP129084 - 20/21 Minor Equipment - Rural	Oliver Schaer - Manager Technical Services - Rural	Ongoing	26-Jul-2020	30-Jun-2021	-	40.00%	

ACTION PROGRESS COMMENTS:

05/08/2020 - Purchases as required - ongoing
02/09/2020 - No change
08/10/2020 - No change
02/11/2020 - No change
27/11/2020 - No change
Last Updated: 27-Nov-2020

19.4 Transport - Rural

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.103 CP129545 - 20/21 Marble Bar/Woodstock	Oliver Schaer - Manager Technical Services - Rural	In Progress	26-Jul-2020	30-Jun-2021	25.00%	40.00%	 RED




ACTION PROGRESS COMMENTS:

05/08/2020 - Due to commence Aug/Sep - Council Crew
02/09/2020 - No change
08/10/2020 - Minor sheeting works and floodway repairs due to commence 3rd week of October
02/11/2020 - Minor works to Shaw River crossing completed further works pending
27/11/2020 - Culverts have been purchased
Last Updated: 27-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.104 CP129546 - 20/21 Jigalong Road	Oliver Schaer - Manager Technical Services - Rural	In Progress	26-Jul-2020	30-Jun-2021	15.00%	40.00%	 RED

ACTION PROGRESS COMMENTS:

05/08/2020 - Sign Maintenance component completed - East Pilbara Earthmoving. Minor road formation and gravel sheeting works commencement not yet determined as this would depend on progress with other projects and weather events over the wet season
02/09/2020 - No change
08/10/2020 - No change
02/11/2020 - No change
27/11/2020 - No change
Last Updated: 27-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.105 CP129547 - 20/21 Warragine Road	Oliver Schaer - Manager Technical Services - Rural	Not Started	26-Jul-2020	30-Jun-2021	0.00%	40.00%	 RED
<p>ACTION PROGRESS COMMENTS: 05/08/2020 - Due to commence towards the end of 2020 once ore carting has been completed and remaining stockpiles have been removed from the Spinifex Ridge Site. 02/09/2020 - No change 08/10/2020 - Carting by Mining Company to remove existing stockpiles from Spinifex Ridge has been completed. Road Works due to commence late November at this stage when Youngs Earthmoving have completed the desert road works. 02/11/2020 - No change 27/11/2020 - No change Last Updated: 27-Nov-2020</p>							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.106 CP129548 - 20/21 Muccan Shay Gap Road	Oliver Schaer - Manager Technical Services - Rural	Not Started	26-Jul-2020	30-Jun-2021	0.00%	20.00%	 RED
<p>ACTION PROGRESS COMMENTS: 05/08/2020 - Due to commence towards the end of 2020 in conjunction with the Warrawagine Rd project . 02/09/2020 - No change 08/10/2020 - No change 02/11/2020 - No change 27/11/2020 - No change Last Updated: 27-Nov-2020</p>							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.107 CP129549 - 20/21 Goldsworthy Road	Oliver Schaer - Manager Technical Services - Rural	Not Started	26-Jul-2020	30-Jun-2021	0.00%	0.00%	 GREEN
<p>ACTION PROGRESS COMMENTS: 05/08/2020 - Due to commence early 2021 following completion of the Warrawagine Rd and Muccan Shay Gap Rd projects. 02/09/2020 - No change 08/10/2020 - No change</p>							

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02/11/2020 - No change
27/11/2020 - No change
Last Updated: 27-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.108 CP159551 - 20/21 Woodie Woodie Road	Oliver Schaer - Manager Technical Services - Rural	Not Started	26-Jul-2020	30-Jun-2021	0.00%	40.00%	 RED

ACTION PROGRESS COMMENTS:

05/08/2020 - Due to commence following Desert Road Works completion estimated October/November 2020
02/09/2020 - No change
08/10/2020 - No change
02/11/2020 - No change
27/11/2020 - Works scope changed following inspection to reseal works - to be scheduled following the wet season.
Last Updated: 27-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.109 CP129555 - 20/21 Hillside-Marble Bar Road	Oliver Schaer - Manager Technical Services - Rural	In Progress	26-Jul-2020	30-Jun-2021	15.00%	0.00%	 GREEN





ACTION PROGRESS COMMENTS:

05/08/2020 - Currently waiting on confirmation from Atlas as to them sealing the section between Marble Bar and the new bypass road. Commencement and location of works will depend on Atlas's agreed works scope. Commencement most likely in March/April 2021.
02/09/2020 - No change
08/10/2020 - No change
02/11/2020 - Works to construct detour commenced. Still waiting on confirmation from Atlas as to their ability to complete the works utilising their contractors and sealing crew and at their cost. Commencement will depend on Atlas's decision and extent of what they are able to do and the availability of contractors should Council have to complete the works.
27/11/2020 - Culverts purchased - Atlas have confirmed they will be completing the earthworks using their contractors - Staff are monitoring developments and once works have commenced funding will be utilised to improve other sections along this road.
Last Updated: 27-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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Shire of East Pilbara

Action and Task Progress Report


3.1.3.110 CP129557 - 20/21 Skull Springs Road	Oliver Schaer - Manager Technical Services - Rural	In Progress	26-Jul-2020	30-Jun-2021	10.00%	0.00%	 GREEN
ACTION PROGRESS COMMENTS: 05/08/2020 - At this stage due to commence May/June 2021 but will be determined by the progress of other projects and the wet season 02/09/2020 - No change 08/10/2020 - No change 02/11/2020 - Commenced - Reconstruction and cement stabilisation of 5 Mile Crossing. Reconstruction and widening of causeway between the 1 mile and 5 mile crossings. 27/11/2020 - Works have commenced Last Updated: 27-Nov-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.111 CP129559 - 20/21 Goldsworthy Shay Gap Road	Oliver Schaer - Manager Technical Services - Rural	Not Started	26-Jul-2020	30-Jun-2021	0.00%	0.00%	 GREEN
ACTION PROGRESS COMMENTS: 05/08/2020 - Not funded in 20/21 Last Updated: 02-Sep-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.112 CP129537 - 20/21 Kiwikurra Road	Oliver Schaer - Manager Technical Services - Rural	Completed	26-Jul-2020	30-Jun-2021	100.00%	40.00%	 GREEN
ACTION PROGRESS COMMENTS: 05/08/2020 - Completed Last Updated: 05-Aug-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.113 CP129538 - 20/21 Punmu Road	Oliver Schaer - Manager Technical Services - Rural	In Progress	26-Jul-2020	30-Jun-2021	70.00%	40.00%	 GREEN
ACTION PROGRESS COMMENTS: 05/08/2020 - Due to commence September/October							

02/09/2020 - No change
08/10/2020 - Due to commence within the last week of October
02/11/2020 - Commenced re construction and gravel sheeting of various sections
27/11/2020 - Works have commenced
Last Updated: 27-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.114 CP129539 - 20/21 Talawana Track	Oliver Schaer - Manager Technical Services - Rural	Not Started	26-Jul-2020	30-Jun-2021	0.00%	0.00%	 GREEN


ACTION PROGRESS COMMENTS:

05/08/2020 - Minor road formation and gravel sheeting works commencement not yet determined as this would depend on progress with other projects and weather events over the wet season as well as tying in with the Jigalong Rd project
02/09/2020 - No change
08/10/2020 - No change
02/11/2020 - No change
27/11/2020 - No change
Last Updated: 27-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.115 CP129540 - 20/21 Jupiter Well Access Road	Oliver Schaer - Manager Technical Services - Rural	Completed	26-Jul-2020	30-Jun-2021	100.00%	0.00%	 GREEN

ACTION PROGRESS COMMENTS:

05/08/2020 - Completed
Last Updated: 05-Aug-2020


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.116 CP129542 - 20/21 Kunawaritji Access Road	Oliver Schaer - Manager Technical Services - Rural	Completed	26-Jul-2020	30-Jun-2021	100.00%	40.00%	 GREEN

ACTION PROGRESS COMMENTS:

02/09/2020 - Due to commence mid September 2020 following completion of the Desert Road project
08/10/2020 - Due for completion within the next 2 weeks

02/11/2020 - Completed

Last Updated: 02-Nov-2020


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.117 CP129543 - 20/21 Desert Road	Oliver Schaer - Manager Technical Services - Rural	Completed	26-Jul-2020	30-Jun-2021	100.00%	40.00%	 GREEN

ACTION PROGRESS COMMENTS:


02/09/2020 - Project on target and close to completion within the next couple of weeks

08/10/2020 - Completed

Last Updated: 08-Oct-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.119 CP129562 - 20/21 Local Road & Infrastructure Federal Grant - Entry, Carpark and Toilet Block for Marble Bar Airport.	Jeremy Edwards - Chief Executive Officer	Not Started	26-Jul-2020	30-Jun-2021	0.00%	40.00%	 RED

Last Updated: 26-Jul-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.120 CP129601 - 20/21 Nullagine Entry Statements	Helen Likiliki - Coordinator Technical & Development Services	In Progress	26-Jul-2020	30-Jun-2021	50.00%	40.00%	 GREEN

ACTION PROGRESS COMMENTS:

07/08/2020 - Signs have been delivered and are stored in Newman. The RFQ for installation has been awarded. MRWA have approved and we are awaiting secondary approval from the DPLH. Installation to commence thereafter.

01/09/2020 - No further updates to report. Weekly contact is being made to the DPLH as approval has not been received. Continuing to follow up.

06/10/2020 - The Manager Land Use and Strategy is currently looking into the process and assisting with obtaining approval. Building applications are in progress and once approval has been received installation will occur.

05/11/2020 - Alternative location of signs have been reviewed due to delay with native title claimants approval. Main Roads will be updated with new location for approval. Once approved the signs will be installed.

25/11/2020 - Main Roads have approved our alternate location for the sign. There is an existing sign currently at the location, which we will have replaced with the new sign. A

contractor has been engaged and PO issued, timeframe for works will be confirmed this week.

Last Updated: 01-Dec-2020

Project and Asset Management

11.1 Project Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.2.5 CP119729 - 20/21 Coaches Benches and Boxes	Michael Zion - Coordinator Asset Management	In Progress	26-Jul-2020	30-Apr-2021	15.00%	40.00%	 RED

ACTION PROGRESS COMMENTS:

01/08/20 - Quotes received for supply of shelters and options being reviewed. it is anticipated that shelters will be ordered mid October and installed by 18 December.
01/09/20 - no change to project status, awaiting feedback from stakeholders.
15/09/20 - no change to project status, advised that feedback from stakeholders will be provided in next week or so.
06/10/20 - Feedback has been received from stakeholders.
4/11/20 - quote requests sent out to three shelter suppliers.
25/11/20 - Quote requests closed for supply of player shelters and expect to award by the end of November. Quote requests for install of the player shelters will close on Friday 11th December. Shelters due to arrive and be installed in January 2021.

Last Updated: 25-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.1.9 CP119063 - 20/21 Playground Equipment - Rural	Michael Zion - Coordinator Asset Management	In Progress	26-Jul-2020	26-Mar-2021	20.00%	40.00%	 RED

ACTION PROGRESS COMMENTS:

01/08/20 - RFQ's being prepared for supply of Playground and Shelter
01/09/20 - RAC funding applied for, RFQ documents being drafted
14/09/20 - Lotterywest funding applied for, RFQ documents completed and will be advertised soon.
06/10/20 - RFQ's have been advertised for quotes.
30/10/20 - RFQ has closed for playground equipment and submissions assessed. recommendation report forwarded to CEO for award.
06/11/20 - Tender for playground shelter closed and will be reviewed next week. Lotterywest Grant Funding application underway.
25/11/20 - Recommendation reports completed and forwarded to CEO for approval to award contract to supply and install playground equipment and shade shelter. Contracts currently being prepared. Works still awaiting Funding confirmation from Lotterywest.


Last Updated: 25-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.1.10 CP119740 - 20/21 Gallop Park Dump Point	Allan Giles - Coordinator Building Services	In Progress	26-Jul-2020	30-Jun-2021	10.00%	40.00%	 RED

ACTION PROGRESS COMMENTS:

06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August.
02/09/20 - Scoping of works underway.
06/10/20 - Site visit completed. Awaiting quotes from contractors.
04/11/20 - The requirements have changed based on stakeholder feedback. Scope of works development underway.
19/11/20 - Request for quotes to be completed by end of November




Last Updated: 23-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.1.11 CP119742 - 20/21 Nrth Newman Reserve - Water Supply Connection	Daniel Hay-Hendry - Graduate Engineer Projects & Assets	In Progress	26-Jul-2020	30-Jun-2021	28.00%	40.00%	 AMBER

ACTION PROGRESS COMMENTS:

04/08/2020 - Contacted contractor to assist in scoping. Site visit to be conducted.
01/09/2020 - Site visit has been conducted and quotes have been received. Alternative routes/connections are being investigated before installation commences.
07/10/2020 - Market testing completed, final scope of works has been confirmed. RFQ prepared and ready to be advertised.
02/11/2020 - RFQ advertisement closed; submission evaluation underway.
23/11/2020 - Works have been awarded to successful Contractor. Site works to commence January 2021.

Last Updated: 23-Nov-2020


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.1.12 CP119746 - 20/21 Water Tank Scheme Connection	Daniel Hay-Hendry - Graduate Engineer Projects & Assets	In Progress	26-Jul-2020	30-Jun-2021	60.00%	40.00%	 GREEN
<p>ACTION PROGRESS COMMENTS: 04/08/2020 - Received quote to upgrade water meter and flow rates. Contacted contractor to assist in scoping the additional connections to storage tanks. 01/09/2020 - Scoping of additional connections to East Newman and Capricorn Oval storage tanks has been completed. Water Corporation to upgrade water meter at East Newman. Contractor to install connection from water meters to storage tanks. 05/10/2020 - East Newman redundancy connection has been commissioned. Installation and commissioning of the redundancy connection to Capricorn Oval storage tank to be completed by 9th October. 02/11/2020 - Capricorn Oval connection has been delayed; connection to be completed by 6th November. 23/11/2020 - Redundancy connections have been installed at both Capricorn Oval and East Newman. Quotes sourced for final works to be completed before Project Completion. Last Updated: 23-Nov-2020</p>							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.1.13 CP139203 - 20/21 Cape K Potable Water	Daniel Hay-Hendry - Graduate Engineer Projects & Assets	In Progress	26-Jul-2020	30-Jun-2021	30.00%	40.00%	 AMBER
<p>ACTION PROGRESS COMMENTS: 04/08/2020 - RFQ to be advertised this week. Sourcing quotes for required site preparation works. 01/09/2020 - RFQ closed and submissions are being evaluated. 05/10/2020 - All submissions for the previous RFQ exceeded the RFQ limit. Scope of works re-advertised via RFT. RFT closed and submissions are currently being evaluated. 02/11/2020 - RFT has been awarded to the successful contractor and kickoff meeting has been completed. Waiting on contractor to supply updated delivery schedule. 23/11/2020 - Updated delivery schedule has been provided by Contractor; detailed design documentation still to be provided. Quotes being sourced for required site works. Last Updated: 25-Nov-2020</p>							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.1.14 CP139220 - 20/21 Newman Caravan Park	Philip Charley - Senior Projects Manager	In Progress	26-Jul-2020	30-Jun-2021	12.00%	40.00%	 RED
<p>ACTION PROGRESS COMMENTS: 15/08/20 - Feature Survey Completed. Stage 1 Design Drawing Completed. Stage 1 drawings submitted to council for review. 02/09/20 - Development Application Submission for Stage 1 underway. Scope of works for Stage 1 works underway.</p>							

01/10/20 - BHP have completed a statutory declaration handing back the site to Department of Lands and Heritage (DPL&H). DPL&H has advised the Shire will be granted a management order over the site in 4 weeks, which will then allow the Development Application for Stage to be lodged.
 04/11/20 - Request for Tender Document (RFT) for Engagement of Design Consultant 80% complete. Due to be advertised mid November. Development Application for Stage 1 will be lodged when land management order is granted.
 23/11/20 - Change in caravan park scope of works and design following Council inspection on 19/11/20 - Stage 1 Design amended. New Stage 1 Construction Request for Tender document started.
 Last Updated: 23-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.14 CP119722 - 20/21 Newman Chlorination, Recirculation & Tank	Daniel Hay-Hendry - Graduate Engineer Projects & Assets	In Progress	26-Jul-2020	30-Jun-2021	42.00%	40.00%	 GREEN

ACTION PROGRESS COMMENTS:


04/08/2020 - RFT has been awarded and contract signed. Working with contractor to finalise design ready for manufacture.
 01/09/2020 - Draft design drawings have been reviewed and feedback provided to Contractor. Awaiting final design drawings.
 05/10/2020 - Updated draft design drawings have been submitted, reviewed and returned to the Contractor to update further, as not adequate.
 02/11/2020 - Resolution reached with contractor; awaiting updated design drawings.
 23/11/2020 - Updated design drawings have been received; Contractor has proceeded to procurement and manufacture.
 Last Updated: 23-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.1.10 CP109002 - 20/21 Sewerage Plant Capital Improvements	Philip Charley - Senior Projects Manager	In Progress	26-Jul-2020	30-Jun-2021	25.00%	40.00%	 RED


ACTION PROGRESS COMMENTS:

22/07/20 - A Request For Tender (RFT) for Consultancy and preliminary design has been completed and advertised on 22/07/20.
 19/08/20 - Tender submissions received. Tender evaluation underway.
 02/09/20 - Contract awarded and issued to contractor. Contract negotiations underway.
 01/10/20 - Contract negotiation completed and contract signed. Kick off meeting held on 24/09/20. Contractor Investigation works underway.
 04/11/20 - Design Consultant developing upgrade options for inclusion in recommendations report.
 23/11/20 - Design Consultant finalising the recommendations report which is due at the end of November 2020.
 Last Updated: 23-Nov-2020

11.2 Asset Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.118 CP129530 - 20/21 Newman Town Streets - Reseals	Michael Zion - Coordinator Asset Management	In Progress	26-Jul-2020	30-Apr-2021	90.00%	40.00%	 GREEN
<p>ACTION PROGRESS COMMENTS: 03/07/20 - Tender award letter sent to contractor, works program being confirmed from site inspections. 01/08/20 - Contract document being prepared, updated Gantt chart requested based on confirmed program. 27/08/20 - Project startup meeting, Contractor signed Contract Documents. 01/09/20 - Contractor scheduled to commence work on site 19 October. 15/09/20 - no change to project status, awaiting TMP, OSH, insurance information from contractor. 06/10/20 - Works due to commence on the 19th of October. TMP, OSH, insurance information from contractor now provided. 04/11/20 - Works currently underway and on schedule with completion planned for Monday 9 November. 9/11/20 - Contractor has completed the 2020 Asphalt program and now requested to undertake crack patching on Newman streets. Contractor has advised that they will not be able to complete the crack patching in 2020 and has asked their sub-contractor to quote for the works. 25/11/20 - Crack sealing contractor inspecting town streets and will provide quote to complete crack patching. Line marking roads where covered with asphalt will be completed by mid December.</p> <p>Last Updated: 25-Nov-2020</p>							

24.1 Built Infrastructure - Newman

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.2.4 CP119021 - 20/21 EPAC Building Works	Allan Giles - Coordinator Building Services	In Progress	01-Jul-2019	30-Sep-2022	15.00%	40.00%	 RED
<p>ACTION PROGRESS COMMENTS: 06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August. 02/09/20 - Scoping of works underway 06/10/20 - Issues have been investigated. Exploring options. 04/11/20 - Scope of works completed, to be included in Public Building Capital Works RFT. Finalising of RFT underway due to be advertised in mid November. 23/11/20 - RFT advertised on Tenderlink, submissions due back Mid December.</p>							


Last Updated: 23-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.1.23 CP119611 - 20/21 Rec Centre Bin Compound	Allan Giles - Coordinator Building Services	In Progress	26-Jul-2020	30-Jun-2021	15.00%	40.00%	 RED

ACTION PROGRESS COMMENTS:

06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August.
02/09/20 - Scoping of works underway
06/10/20 - Exploring options & liaising with relevant stakeholders to develop mode of delivery.
04/11/20 - Scope of works completed, to be included in Public Building Capital Works RFT. Finalising of RFT underway, due to be advertised in mid November.
23/11/20 - RFT advertised on Tenderlink, submissions due back Mid December.


Last Updated: 23-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.2.6 CP139130 - 20/21 Newman Visitors Centre	Allan Giles - Coordinator Building Services	In Progress	26-Jul-2020	30-Jun-2021	10.00%	40.00%	 RED

ACTION PROGRESS COMMENTS:

06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August.
02/09/20 - Scoping of works underway
06/10/20 - Further site investigations required. Tender writing started.
04/11/20 - Scope of Works defined. Further quotations to be sourced, due to cost.
19/11/20 - Request for quotes due to be completed by end of November.

Last Updated: 23-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.1.9 CP119310 - 20/21 Newman Community Library - L&B	Allan Giles - Coordinator Building Services	In Progress	26-Jul-2020	30-Jun-2021	15.00%	40.00%	 RED

ACTION PROGRESS COMMENTS:

06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August.
02/09/20 - Scoping of works underway.
06/10/20 - Site investigation completed. Stakeholders feedback received. Writing of scope of works underway.
04/11/20 - Scope of works completed, to be included in Public Building Capital Works RFT. Finalising of RFT underway, due to be advertised in mid November.
23/11/20 - RFT advertised on Tenderlink, submissions due back Mid December.


Last Updated: 23-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.6 CP89026 - 20/21 Newman Youth Centre	Allan Giles - Coordinator Building Services	In Progress	26-Jul-2020	30-Jun-2021	15.00%	40.00%	 RED

ACTION PROGRESS COMMENTS:

06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August.
02/09/20 - Scoping of works underway.
06/10/20 - Further site investigations required. Tender writing started.
04/11/20 - Scope of works completed, to be included in Public Building Capital Works RFT. Finalising of RFT underway, due to be advertised in mid November.
23/11/20 - RFT advertised on Tenderlink, submissions due back Mid December.

Last Updated: 23-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.1.7 CP119041 - 20/21 Newman Aquatic Centre Infrastructure	Allan Giles - Coordinator Building Services	In Progress	26-Jul-2020	30-Jun-2021	15.00%	40.00%	 RED


ACTION PROGRESS COMMENTS:

06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August.
02/09/20 - Scoping of works underway.
06/10/2020 - Preliminary investigation completed. Further site investigation required.
04/11/20 - Scope of works completed, to be included in Public Building Capital Works RFT. Finalising of RFT underway, due to be advertised in mid November.
23/11/20 - RFT advertised on Tenderlink, submissions due back Mid December.

Shire of East Pilbara

Action and Task Progress Report

Last Updated: 23-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.102 CP119732 - 20/21 Newman Junior Sports Doors & Security	Allan Giles - Coordinator Building Services	Completed	26-Jul-2020	30-Jun-2021	100.00%	40.00%	 GREEN

ACTION PROGRESS COMMENTS:

06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August.
02/09/20 - Scoping of works underway.
07/10/20 - Works fully completed

Last Updated: 07-Oct-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.122 CP129595 - 20/21 Newman Depot Building Works	Allan Giles - Coordinator Building Services	In Progress	26-Jul-2020	30-Jun-2021	17.00%	40.00%	 RED

ACTION PROGRESS COMMENTS:




06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August.
02/09/20 - Scoping of works underway.
04/11/20 - Scope of works completed, to be included in Public Building Capital Works RFT. Finalising of RFT underway, due to be advertised in mid November.
19/11/20 - RFT advertised on Tenderlink and other Media , closes Mid December

Last Updated: 20-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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Shire of East Pilbara

Action and Task Progress Report

4.1.1.11 CP109051 - 20/21 Header Tank Roof	Philip Charley - Senior Projects Manager	In Progress	26-Jul-2020	30-Jun-2021	10.00%	40.00%	 RED
<p>ACTION PROGRESS COMMENTS: 06/07/20 - Review of minor investigative reports completed. 03/08/20 - Review and options report prepared. 02/09/20 - Preparation of Consultant design brief underway, which will allow Contractor to be engaged to draft new tank roof drawings. Drawings will limit scope, simplify quote comparison and reduce cost and project duration by allowing off site fabrication of the roof and access components. 01/10/20 - Negotiations underway with contractor to provide quote for roof design and drawings of structure showing needed repairs. 04/11/20 - Due to high prices received on quotes, additional quotes are now required. Additional Quotes from specialist design Consultants are currently being sourced. 23/11/20 - Consultants have advised the cost of design and construction works to repair the header tank may exceed the cost of a new tank. Project is on hold until further analysis of re-use system is undertaken. Last Updated: 23-Nov-2020</p>							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.166 CP49003 - 20/21 Furniture & Equipment	Marisa Wolfenden - Coordinator Property Services	In Progress	26-Jul-2020	30-Jun-2021	31.00%	40.00%	 AMBER
<p>ACTION PROGRESS COMMENTS: 07/08/20 - Orders as required 02/09/20 - Orders as required 06/10/20 - Orders as required 04/11/20 - Orders as required 01/12/20 - Orders as required Last Updated: 12-Nov-2020</p>							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.167 CP49016 - 20/21 Newman Admin Building	Allan Giles - Coordinator Building Services	In Progress	24-Jul-2020	30-Jun-2021	10.00%	40.00%	 RED
<p>ACTION PROGRESS COMMENTS: 06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August. 02/09/20 - Scoping of works underway 06/10/20 - Developing scope of works.</p>							

04/11/20 - Scope of Works Defined. Quotes currently being sourced.
19/11/20 - Request for quotes due to be completed by end of November


Last Updated: 23-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.8 CP99020 - 20/21 Staff Housing	Marisa Wolfenden - Coordinator Property Services	In Progress	26-Jul-2020	30-Jun-2021	50.00%	40.00%	 GREEN

ACTION PROGRESS COMMENTS:

07/08/20 - Commencing the Scope of Works for tender
02/09/20 - Tender writing underway
06/10/20 - Tender writing underway
04/11/20 - Rural capital works to be completed in Marble Bar mid December, Newman capital works tender to be advertised in November.
01/12/20 - Rural capital work on track to be completed mid December. Newman Housing Tender currently advertised, due back mid December.

Last Updated: 23-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.9 CP99022 - 20/21 Staff Housing - Airport	Marisa Wolfenden - Coordinator Property Services	In Progress	26-Jul-2020	30-Jun-2021	10.00%	40.00%	 RED

ACTION PROGRESS COMMENTS:

07/08/20 - Commencing the Scope of Works for tender
02/09/20 - Tender currently being scoped
06/10/20 - Tender currently being scoped
04/11/20 - Tender to be advertised in November
01/12/20 - Tender currently advertised, due back mid December




Last Updated: 23-Nov-2020

24.2 Built Infrastructure - Rural

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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Shire of East Pilbara

Action and Task Progress Report

2.1.1.20 CP59012 - 20/21 BFB Shed Upgrade	Michael Zion - Coordinator Asset Management	In Progress	26-Jul-2020	18-Dec-2020	95.00%	95.00%	 GREEN
<p>ACTION PROGRESS COMMENTS: 01/08/20 - RFQ awarded. Gantt chart received from Contractor which shows completion by early October. 01/09/20 - Contractor arrived on site today and has commenced work with scheduled completion on 30 September. 18/09/20 - Contractor has completed internal structure, fixtures, tiling with plumbing and electrical work to be completed by 28/09/20 06/10/20 - Construction works completed. Some defects still outstanding before practical completion is issued. 4/11/20 - Contractor has ordered materials to repair defects, now awaiting advice on when they will return to site to finalise repairs. 20/11/20 - Contractor commenced the repair of defects on 17 November and completed today. A final PC inspection was conducted, with some minor defects sighted. Practical completion will be issued once Contractor has completed the defects and site cleanup. 25/11/20 - waiting for contractors advice of completion and invoice for payment.</p> <p>Last Updated: 01-Dec-2020</p>							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET %	ON TARGET %
2.1.2.4 CP89023 - 20/21 CRC Marble Bar	Allan Giles - Coordinator Building Services	In Progress	26-Jul-2020	30-Jun-2021	15.00%	40.00%	 RED
<p>ACTION PROGRESS COMMENTS: 06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August. 02/09/20 - Scoping of works underway. 10/06/20 - Feedback has been received from relevant stakeholders and site investigations completed. Writing of scope of works underway. 04/11/20 - Scope of works completed, to be included in Public Building Capital Works RFT. Finalising of RFT underway, due to be advertised in mid November. 23/11/20 - RFT advertised on Tenderlink, submissions due back Mid December.</p> <p>Last Updated: 23-Nov-2020</p>							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET %	ON TARGET %
5.1.1.168 CP49026 - 20/21 M/Bar Admin Building	Allan Giles - Coordinator Building Services	In Progress	26-Jul-2020	30-Jun-2021	15.00%	40.00%	 RED
<p>ACTION PROGRESS COMMENTS: 06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August. 02/09/20 - Scoping of works underway. 06/10/20 - External painting works completed. Awaiting quotes from contractors for internal works.</p>							

04/11/20 - Scope of works completed, to be included in Public Building Capital Works RFT. Finalising of RFT underway, due to be advertised in mid November.
23/11/20 - RFT advertised on Tenderlink, submissions due back Mid December.

Last Updated: 23-Nov-2020

Waste Management

21.1 Landfill Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.1.6 CP109037 - 20/21 Newman Landfill Fencing	Daniel Hay-Hendry - Graduate Engineer Projects & Assets	In Progress	26-Jul-2020	30-Jun-2021	10.00%	40.00%	 RED

ACTION PROGRESS COMMENTS:

12/08/2020 - Investigated and tender scope commencing on the 19th of August.
31/08/2020 - Tender scoping and review.
07/10/2020 - The project has been handed over to the new project manager. Tender being developed and reviewed.
02/11/2020 - Investigation is underway to determine if scope of works requires any further revision.
23/11/2020 - Scope of works has been defined. RFT is being developed; some further site investigation to be carried out.


Last Updated: 25-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.1.7 CP109038 - 20/21 Newman Landfill Signage	Daniel Hay-Hendry - Graduate Engineer Projects & Assets	In Progress	26-Jul-2020	30-Jun-2021	25.00%	40.00%	 RED


ACTION PROGRESS COMMENTS:

12/08/2020 - Investigated and project hand over completed.
31/08/2020 - Quotation scoping, review. Obtained one quote, obtaining another two quotes (as per Council's purchasing policy) week ending Friday 12th Sept 2020.
07/10/2020 - A Contractor has been engaged to complete a review of the landfill site for traffic signage, quotes will then be obtained for the required signage based from Contractor's findings.
04/11/2020 - Review is ongoing with recommendation report in progress.
25/11/2020 - Review is ongoing with recommendation report in progress.

Last Updated: 25-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.1.12 CP109039 - 20/21 Newman Landfill Bore	Daniel Hay-Hendry - Graduate Engineer Projects & Assets	In Progress	26-Jul-2020	30-Jun-2021	15.00%	40.00%	 RED
ACTION PROGRESS COMMENTS:							
<p>12/08/2020 - Project handover complete but scoping work yet to commence. all required licenses (Bore construction and groundwater extraction) have been approved and received as well as a location for the bore identified by DWER.</p> <p>31/08/2020 - Quotation scoping and review in progress. Planned to advertise for the week ending Friday 12th Sept 2020.</p> <p>07/10/2020 - The project has been handed over to the new project manager. Tender being developed and reviewed. Is is expected that the Request for Quotation will be advertised by the end of the month.</p> <p>02/11/2020 - RFQ has been advertised.</p> <p>23/11/2020 - RFQ has closed; no submissions were received. Negotiations with suitable Contractors has commenced.</p> <p>Last Updated: 25-Nov-2020</p>							

21.2 Waste Collection and Recycling

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.1.9 CP109042 - 20/21 CDS Admin Office and Toilets	Daniel Hay-Hendry - Graduate Engineer Projects & Assets	In Progress	26-Jul-2020	30-Jun-2021	28.00%	40.00%	 AMBER
ACTION PROGRESS COMMENTS:							
<p>12/08/2020 - RFQ advertised, closing on the 2nd of September.</p> <p>31/08/2020 - Award of work by Friday 4th September. With the works set to commence on the 7th of September.</p> <p>07/10/2020 - Project has been handed over to the new project manager. No responses to the formal RFQ, negotiations have started with contractors that have shown interest. The Scope of Works is being reviewed to assure value for money.</p> <p>02/11/2020 - Scope of works are being revised and negotiations with contractors are being finalised before award.</p> <p>23/11/2020 - Works have been awarded to the successful Contractor. Site works to commence in December 2020.</p> <p>Last Updated: 25-Nov-2020</p>							

9.1.3 AFFIXING COMMON SEAL UNDER DELEGATED AUTHORITY

Responsible Officer: Mr Jeremy Edwards
Chief Executive Officer

Author: Ms Emma Allinson
Coordinator Contracts and Leasing

Proposed Meeting Date: 11 December 2020

Location/Address: N/A

Name of Applicant: N/A

Author Disclosure of Interest: Nil

REPORT PURPOSE

This report is to advise Council of the documents that have had the Shire of East Pilbara's Common Seal affixed under delegated authority since the last Council meeting on the 20th November 2020.

BACKGROUND

There has been two documents that has had the Shire's Common Seal affixed under delegated authority since the last Council Meeting.

COMMENTS/OPTIONS/DISCUSSIONS

Document	Details	Parties	TC No.	Price Gst Inc
Contract	RFQ 06-2020/21 - Consultancy, detailed design & superintendency for Newman Liquid Waste Facility	Water Infrastructure Science & Engineering	TC2020743	\$234,853.75
Contract	RFQ 04-2020/21 - East Pilbara Strategic Recreation Master Plan	M & M Family Trust t/a CCS Strategic	TC2020738	\$127,325

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government Act 1995, Part 9, Division 3, s9.49A. Execution of documents.

POLICY IMPLICATIONS

4.5 Execution of Documents – Item 9.1.2 – 27th July 2018.

And

Authorisations and Delegations Manual

The Chief Executive Officer or Executive Manager may only sign documents where:

- The Council has authorised entering into a formal contract; or
- A formal contract is required as a part of the day to day operation of the Council; or
- A formal contract is authorised under delegated authority of the Council.

The Chief Executive Officer or Executive Manager has no power to sub-delegate the authority to sign documents on behalf of the local government (s5.43 (ha) of the Act).

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

RISK MANAGEMENT CONSIDERATIONS

Should Council not be informed of the documents that have had the Common Seal affixed under delegated authority, the Shire will fail to abide by their Execution of Documents Policy which clearly states that *Use of the common seal is to be recorded in the common seal register and must have the Council resolution number included and the date that the deal was applied*".

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION

That Council have been advised that the Common Seal has been affixed under delegated authority to the Contracts between the Shire of East Pilbara and Water Infrastructure Science & Engineering for RFQ 06-2020/21 and M & M Family Trust for RFQ 04/2020/21.

**9.1.4 PROPOSED NEW LEASE OF OFFICE SPACE AT NEWMAN HOUSE –
CREATING COMMUNITIES**

Attachments:	Appendix 1 – Floor Plan of Newman House Appendix 2 – Expression of Interest – Creating Communities
Responsible Officer:	Mr Jeremy Edwards Chief Executive Officer
Author:	Ms Emma Allinson Coordinator Contracts and Leasing
Proposed Meeting Date:	11 December 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

To seek Council approval to enter into a new lease agreement between the Shire of East Pilbara and Creating Communities for office accommodation at Newman House for one (1) year with three (3) x one year options and to apply the common seal of the Shire of East Pilbara to the new lease agreement.

BACKGROUND

Creating Communities is a Perth based consultancy company that works alongside organisations and communities to develop outcomes and strategies that help communities succeed.

Creating Communities has over 100 projects in the Pilbara region, including the Newman Futures Strategy and the Home in East Newman. They would like to secure office accommodation to be able to provide services out of Newman. Office 21 which is a total of 12 SQM is Creating Communities first preference, followed by Office 5.

Newman House primary use is for not for profit organisations, but the Access Eligibility and Space Allocation criteria are as follows;

Eligible Tenants

The Shire of East Pi/barra commits itself to the principal goal of providing office accommodation to not for profit organisations, and such organisation shall be given preference over all other organisations.

Space a/location shall be made by the Shire of East Pilbara on the basis of first priority to be given to al NFP organisations. Should there be more NFP organisations seeking tenancy that the available spaces, then the SoEP shall have the discretion to select such tenants which it believes would be in the

best interests of the people of Newman community, and taking into account the circumstances of the prospective tenant's accommodation issues.

Other organisation shall be offered tenancy agreements of not more than 12 month period. Such agreements can be extended on if there of insufficient NFP organisations proposing to take up tenancy in the building.

COMMENTS/OPTIONS/DISCUSSIONS

Newman House occupancy is currently at 60%. To date there has been minimal interest from organisations to lease office accommodation.

The Rental rate for both offices is as follows.

One Office		SQM	12		
3% annual rental increase		Rate	\$625.00		
		Total	\$7,500.00		
Newman House - Rental Rate - Commercial					
			3.0%		
Periods - invoice annually	Rental Rate	Yrly Fee Gst Exc	Yrly Fee Gst Inc	Monthly Fee Gst Exc	Monthly Fee Gst Inc
11 January 2021 - 10 January 2022	\$ 625.00	\$ 7,500.00	\$ 8,250.00	\$ 625.00	\$ 687.50
11 January 2022 - 10 January 2023	\$ 643.75	\$ 7,725.00	\$ 8,497.50	\$ 643.75	\$ 708.13
11 January 2023 - 10 January 2024	\$ 663.06	\$ 7,956.75	\$ 8,752.43	\$ 663.06	\$ 729.37
11 January 2024 - 10 January 2025	\$ 682.95	\$ 8,195.45	\$ 9,015.00	\$ 682.95	\$ 751.25

One Office		SQM	16		
3% annual rental increase		Rate	\$625.00		
		Total	\$10,000.00		
Newman House - Rental Rate - Commercial					
Periods - invoice annually		Yrly Fee Gst Exc	Yrly Fee Gst Inc	Monthly Fee Gst Exc	Monthly Fee Gst Inc
11 January 2021 - 10 January 2022	\$ 625.00	\$ 10,000.00	\$ 11,000.00	\$ 833.33	\$ 916.67
11 January 2022 - 10 January 2023	\$ 643.75	\$ 10,300.00	\$ 11,330.00	\$ 858.33	\$ 944.17
11 January 2023 - 10 January 2024	\$ 663.06	\$ 10,609.00	\$ 11,669.90	\$ 884.08	\$ 972.49
11 January 2024 - 10 January 2025	\$ 682.95	\$ 10,927.27	\$ 12,020.00	\$ 910.61	\$ 1,001.67

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government Act 1995

Part 9 – Miscellaneous provisions (Division 3 – Documents) 9.49A. Execution of documents (pg 320)

POLICY IMPLICATIONS

4.5 EXECUTION OF DOCUMENTS

STRATEGIC COMMUNITY PLAN

2: Social

Harmonious communities sharing strong community connections.

S3 Advocate and partner to improve access to services.

S3.1 Facilitate services for families and children, youth and aged (inclusive of all demographic types including people living with a disability, Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and LGBTI).

S3.2 Continue to develop or advocate for new services or programs to meet unmet needs

RISK MANAGEMENT CONSIDERATIONS

If Newman House continues to have limited occupancy the financial burden will increase for Council.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

VOTING REQUIREMENTS

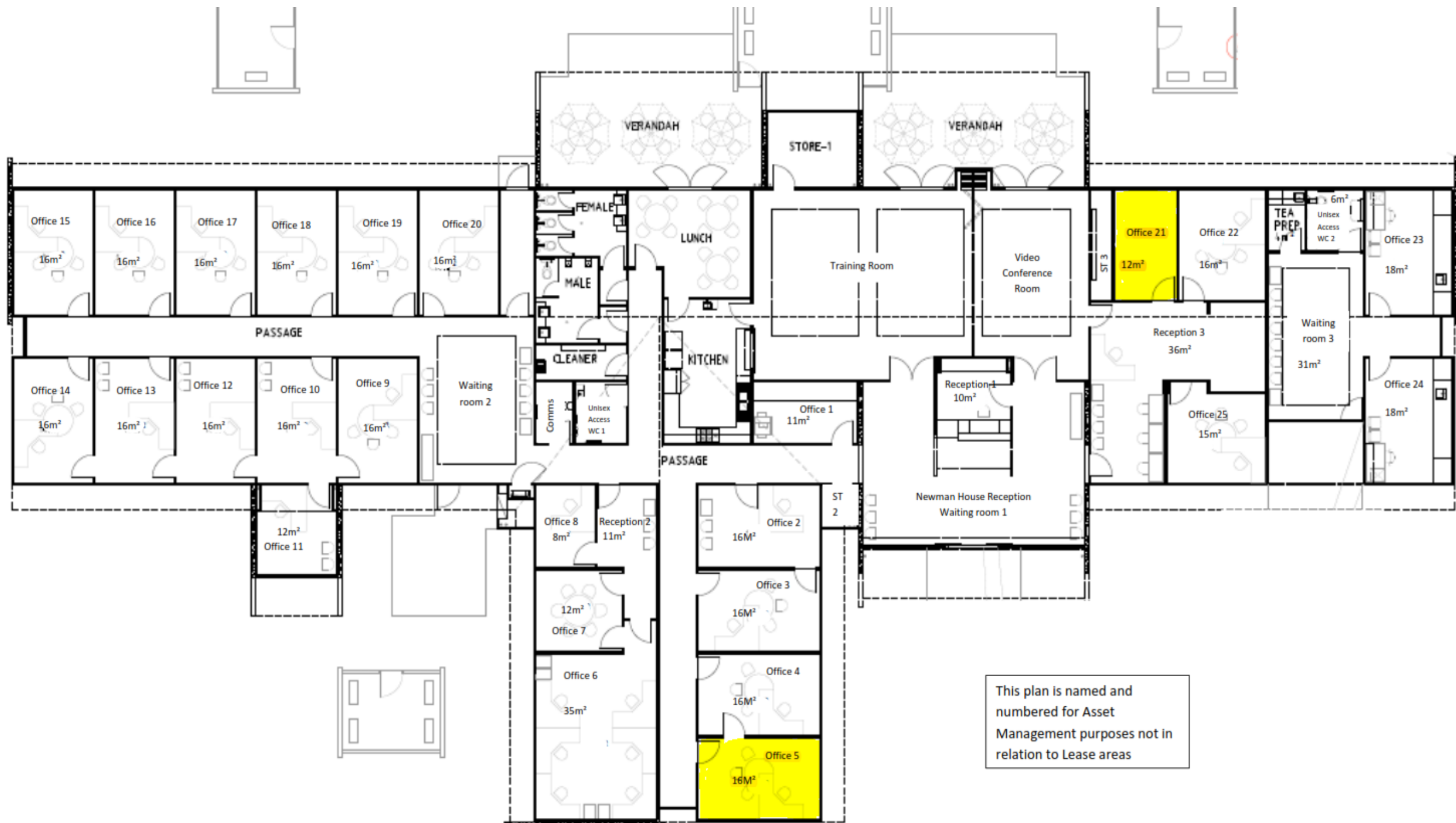
Simple.

OFFICER'S RECOMMENDATION

That Council

- 1. Approves entering into a lease agreement with Creating Communities for office accommodation at Newman House for a term of 1 year, commencing 11th January 2021 with an Option Term of 3 x 1 year extensions pending availability.**
- 2. Approves affixing the Shire of East Pilbara common seal to the lease agreement between the Shire of East Pilbara and Creating Communities.**

Appendix 1
Floor Plan – Newman House



Appendix 2
Expression of Interest – Creating Communities

**Creating
Communities**

Jeremy Edwards
CEO
The Shire of East Pilbara
PMB 22
Newman WA 6753

100 Jersey Street
Jolimont WA 6014
(08) 9284 0910

30th October 2021

Dear Jeremy,

RE: Expression of Interest: Office Space at Newman House

Creating Communities is a Perth-based consultancy that works alongside organisations and communities to develop outcomes and strategies that help communities thrive. We have worked on over 100 projects in the Pilbara including our current work on the Newman Futures strategy and most recently the Home in East Newman with the Shire of East Pilbara.

We wish to express interest in leasing an office space at Newman House, our first preference is for a 12m² space, second preference being 16m².

The proposed commencement date would be from 11th January 2021 with a lease period of one year with an option for three years.

We appreciate the opportunity to further deepen our work in Newman by enabling Creating Communities to have local office space from which to work.

Sincerely,



Donna Shepherd
Managing Director

9.1.5 AUDIT COMMITTEE MINUTES – 11 DECEMBER 2020

Responsible Officer: Mr Jeremy Edwards
Chief Executive Officer

Author: Mrs Kylie Bergmann
Acting Manager Governance

Proposed Meeting Date: 11 December 2020

Location/Address: N/A

Name of Applicant: N/A

Author Disclosure of Interest: Nil

TO BE DISTRIBUTED ON 11 DECEMBER 2020, PRIOR TO THE COUNCIL MEETING

**9.1.6 SETTING THE DATE FOR A SPECIAL COUNCIL MEETING TO RECEIVE
2019/20 ANNUAL REPORT AND DETERMINATION OF DATE FOR 2020
ANNUAL GENERAL MEETING OF ELECTORS**

Responsible Officer:	Mr Jeremy Edwards Chief Executive Officer
Author:	Mrs Kylie Bergmann Acting Manager Governance
Proposed Meeting Date:	11 December 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

To consider calling a Special Council Meeting to receive the 2019/20 Annual report, and setting a date and venue for the 2020 Annual General Meeting of Electors.

BACKGROUND

The *Local Government Act 1995* (the Act) imposes a number of time-sensitive requirements on local governments with respect to the acceptance of the Annual Report and the subsequent holding of an Annual General Meeting of Electors (AGM). The Annual Report must be adopted by Council prior to 31 December 2020. However, the Annual Report cannot be prepared until the audited financial statement and audit report are received by Council. Furthermore, the AGM must be held not more than 56 days after acceptance by Council of the Annual Report and a minimum of 14 days' public notice must be given of the AGM.

The audited financial statements were presented to the Audit Committee at 8:00am on 11 December 2020. A copy of the Minutes from the Audit Committee, along with the audited financial statements for the 2019/20 financial year, are included within the agenda for this Council Meeting.

The Executive have indicated they would like to hold the AGM in Newman on Friday 29th January 2021, prior to the Council Meeting on that date.

It is therefore suggested that:

1. A Special Meeting of Council be held on 23rd December 2020, in order to adopt the 2019/20 Annual Report (this can be via teleconference provided there is still a State of Emergency current for Western Australia); and
2. The Annual Meeting of Electors be scheduled for 29 January 2021 at 9:00am at Newman Council Chambers.

COMMENTS/OPTIONS/DISCUSSIONS

The Annual General Meeting of Electors (AGM) has traditionally been held in Newman or Marble Bar. Over the past 7 years, the AGM has been held at:

Date	Location
31 January 2014	Newman
22 May 2015	Newman
11 March 2016	Marble Bar
9 December 2016	Newman
2 February 2018	Newman
14 December 2018	Newman
24 January 2020	Newman

It has been suggested that the AGM be scheduled for 29 January 2021, to coincide with the Council Meeting on that date. However, Council can choose an alternative date/location if they wish.

Council should bear in mind that the AGM is preferred to be held in Newman as the weather is unpredictable in the summer months which can make it difficult to travel.

Council will recall that on 16 April 2020, the Parliament passed legislation in relation to Electors' special meetings during COVID-19. The Minister for Local Government subsequently made an Order prohibiting Electors' General Meetings during a State of Emergency.

On 3 November 2020, the Minister amended that Order noting that electors' general meetings can now take place, if they operate in a COVID-19 safe environment. This includes following good hygiene habits and complying with physical distancing measures.

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government Act 1995

Division 5	Annual reports and planning
Subdivision 4	Electors' meetings
s5.27	Electors' general meetings
s5.29	Convening electors' meetings

POLICY IMPLICATIONS

Nil.

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

RISK MANAGEMENT CONSIDERATIONS

If the Annual Report is not accepted prior to 31 December and/or if the Annual General Meeting of Electors is not held within 56 days after Council adopting the Annual Report, Council risks non-compliance with the legislation.

FINANCIAL IMPLICATIONS

Statutory and additional advertising costs for Council's Annual General Meeting of Electors will be funded from the General Advertising Account (41146). The cost of refreshments and incidentals will be funded from the Members – Refreshments & Receptions account (41037).

The cost of advertising and the provision of refreshments are minimal and are not considered material to Council's budget.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION

That Council:

1. **Hold a Special Meeting of Council, at _____ on Wednesday 23rd December 2020, for the purpose of adopting the 2019/20 Shire of East Pilbara Annual Report;**
2. **The Special Council Meeting be held by way of teleconference, pursuant to regulation 14D of the *Local Government (Administration) Regulations 1996*;**
3. **Local public notice of the Special Council Meeting is given in accordance with regulation 12(4) of the *Local Government (Administration) Regulations 1996*; and**
4. **Hold the Shire of East Pilbara's 2020 Annual General Meeting of Electors at 9:00am, on Friday 29 January 2021, at the Newman Council Chambers.**

9.1.7 AMENDMENTS TO DELEGATIONS REGISTER

Attachments:	Appendix 1 – Amendments to delegation 4.2 – Appoint Authorised Persons
	Appendix 2 – Amendments to delegation 6.1 – Community Assistance Grants
Responsible Officer:	Mr Jeremy Edwards Chief Executive Officer
Author:	Mrs Kylie Bergmann Acting Manager Governance
Proposed Meeting Date:	11 December 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

To make amendments to the Shire of East Pilbara Authorisations and Delegations Manual, in accordance with amendments to the *Local Government Act 1995*.

BACKGROUND

The *Local Government Regulations Amendment Regulations (No. 2) 2020* were published in the Government Gazette on 6 November 2020.

Under these regulations, the process for appointing authorised persons (under a range of legislation) has been harmonised through an amendment to section 9.10 of the *Local Government Act 1995*, which now means the Chief Executive Officer (CEO) is the prescribed decision maker to make appointments.

This Act amendment means that delegated authority from the Council to the CEO to appoint authorised persons under the *Local Government Act 1995*, *Cat Act 2011* and *Dog Act 1976* is no longer required, and must be removed from the Delegations Register.

COMMENTS/OPTIONS/DISCUSSIONS

The following delegations have been removed from the Shire of East Pilbara Authorisations and Delegations Manual, in accordance with the amendments to the *Local Government Act 1995* noted above:

Reference	Title
3.3	Cat Act 2011 – Appointments
3.5	Dog Act 1976 – Appointments

The following delegation has been amended in accordance with the amendments to the *Local Government Act 1995*:

Reference	Title
4.2	Appoint Authorised Persons
	<p>Amendment as follows:</p> <p>1. Authority to appoint persons or classes of persons as authorised persons [s.3.24 and s.9.10] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations:</p> <p>(a) <i>Local Government Act 1995</i> and its subsidiary legislation, including <i>Local Government Act Regulations</i>, the <i>Local Government (Miscellaneous Provisions) Act 1960</i> and <i>Local Laws</i> made under the <i>Local Government Act</i>..</p> <p>(b) <i>Caravan Parks and Camping Grounds Act 1995</i>; € <i>Cat Act 2011</i>;</p> <p>(d) <i>Cemeteries Act 1986</i>; € <i>Control of Vehicles (Off-road Areas) Act 1978</i>;</p> <p>(f) <i>Dog Act 1976</i>;</p> <p>(g) <i>Graffiti Vandalism Act 2016</i> – refer s.15; and € any other legislation prescribed for the purposes of s.9.10 of the <i>Local Government Act 1995</i>.</p> <p>2. Authority to appoint authorised persons for the purposes of section 9.16 of the <i>Local Government Act 1995</i>, as a precondition for appointment as authorised officers in accordance with Regulation 70(2) of the <i>Building Regulations 2012</i> and section 6(b) of the <i>Criminal Procedure Act 2004</i>.</p>

Community Assistance Grants

In addition, delegation 6.1 – Community Assistance Grants – has been amended so that it aligns with the current policy on community assistance grants.

Council will recall that on 28 August 2020 the Community Assistance Grants policy was amended to align with the Community Strategic Plan, to reduce re-tape and to allow for sponsorship agreements.

Currently the Chief Executive Officer has authority to approve community assistance grants up to an amount of \$1000. All other applications will come to Council. The intent is to also have Executive Managers sign off on community grants up to an amount of \$1,000. This is to align with our current policy and guidelines.

The new delegation will be as follows:

6.1 Community Assistance Grants

Express power to delegate

Local Government Act 1995

s5.42 Delegation of some powers or duties to the CEO

s5.43 Limitations on delegations to the CEO

Function

Fast Track Grants

Authority to approve fast-track grants up to an amount of \$1,000.

Applications that do not fit the criteria but can demonstrate merit and benefit may be assessed at the CEO's discretion for up to an amount of \$1,000.

Fast Track Grants - Schools

Authority to approve fast-track grants (schools) up to an amount of \$500.

Fast Track Grants - Country Week

Authority to approve fast-track grants (country week) up to an amount of \$100 per applicant, or \$500 if 5 or more individuals are attending from the same sporting association.

Excellence Grants

Authority to approve excellence grants up to an amount of \$500.

Delegates

CEO

Executive Manager Commercial Services

Executive Manager Corporate Services

Executive Manager Customer & Community Services

Executive Manager Infrastructure Services

Conditions

Applicants must complete the relevant application forms and approvals must be in accordance with budget allocations.

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government Regulations Amendment Regulations (No. 2) 2020

POLICY IMPLICATIONS

Nil.

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

RISK MANAGEMENT CONSIDERATIONS

Compliance – low.

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION

That Council:

- 1. Remove the following delegations from the Shire of East Pilbara Authorisations and Delegations Manual:**
 - a. 3.3 – Cat Act 2011 – Appointments**
 - b. 3.5 – Dog Act 1976 – Appointments**
- 2. Amend delegation 4.2 – Appoint Authorised Persons – as presented in Appendix 1.**
- 3. Amend delegation 6.1 – Community Assistance Grants – as presented in Appendix 2.**

Appendix 1
Amendments to delegation 4.2 – Appoint
Authorised Persons



Delegation of authority

Delegation	4.2 Appoint Authorised Persons (DRAFT)
Category	B. EXECUTIVE SERVICES
Delegator	CEO
Express power to delegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government Act 1995</i> s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land] s.9.10 Appointment of authorised persons
Function	<p>1. Authority to appoint persons or classes of persons as authorised persons [s.3.24 and s.9.10] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations:</p> <p>(a) <i>Local Government Act 1995</i> and its subsidiary legislation, including Local Government Act Regulations, the Local Government (Miscellaneous Provisions) Act 1960 and Local Laws made under the Local Government Act.</p> <p>(b) <i>Caravan Parks and Camping Grounds Act 1995</i>;</p> <p>(c) <i>Cat Act 2011</i>;</p> <p>(d) <i>Cemeteries Act 1986</i>;</p> <p>(e) <i>Control of Vehicles (Off-road Areas) Act 1978</i>;</p> <p>(f) <i>Dog Act 1976</i>;</p> <p>(g) <i>Graffiti Vandalism Act 2016</i> – refer s.15; and</p> <p>(e) any other legislation prescribed for the purposes of s.9.10 of the <i>Local Government Act 1995</i>.</p> <p>2. Authority to appoint authorised persons for the purposes of section 9.16 of the <i>Local Government Act 1995</i>, as a precondition for appointment as authorised officers in accordance with Regulation 70(2) of the <i>Building Regulations 2012</i> and section 6(b) of the <i>Criminal Procedure Act 2004</i>.</p>
Delegates	Executive Manager Commercial Services Executive Manager Corporate Services Executive Manager Customer & Community Services Executive Manager Infrastructure Services
Conditions	<ol style="list-style-type: none"> 1. A register of Authorised Persons is to be maintained as a Local Government Record. 2. Only persons who are appropriately qualified and trained may be appointed as Authorised persons. 3. The local government is to issue each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person [s.9.10(2) <i>Local Government Act 1995</i>].



Shire of EAST
Pilbara
AUSTRALIA'S LARGEST SHIRE

Delegation of authority

Statutory framework	<p><i>Local Government Act 1995</i></p> <p>s3.18 (1) A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under this Act.</p>
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Amendments			
Approved	Type	Amendment	References
29 Jun 2018	---	Under conditions add the following: A register of Authorised Persons, appointed to administer local laws, is to be maintained.	Nil
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
11 Dec 2020	Amended delegation	Delegation amended in accordance with amendments to the Local Government Act 1995, as contained within the Local Government Legislation Amendment Act 2019, and gazetted on 6 November 2020.	Nil

Appendix 2
Amendments to Delegation 6.1 –
Community Assistance Grants



Shire of **EAST
Pilbara**
AUSTRALIA'S LARGEST SHIRE

Delegation of authority

Delegation	6.1 Community Assistance Grants (DRAFT)
Category	An error has occurred while processing HtmlTextBox 'htmlTextBox1': An error occurred while parsing EntityName. Line 1, position 20.
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Function	<p>Fast Track Grants Authority to approve fast-track grants up to an amount of \$1,000.</p> <p>Applications that do not fit the criteria but can demonstrate merit and benefit may be assessed at the CEO's discretion for up to an amount of \$1,000.</p> <p>Fast Track Grants - Schools Authority to approve fast-track grants (schools) up to an amount of \$500.</p> <p>Fast Track Grants - Country Week Authority to approve fast-track grants (country week) up to an amount of \$100 per applicant, or \$500 if 5 or more individuals are attending from the same sporting association.</p> <p>Excellence Grants Authority to approve excellence grants up to an amount of \$500.</p>
Delegates	CEO Executive Manager Commercial Services Executive Manager Corporate Services Executive Manager Customer & Community Services Executive Manager Infrastructure Services
Conditions	Applicants must complete the relevant application forms and approvals must be in accordance with budget allocations.
Statutory framework	<i>Local Government (Financial Management) Regulations 1996</i> r12(1) A payment may only be made from the municipal fund or the trust fund — (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO.
Policy	Nil



Shire of EAST
Pilbara
AUSTRALIA'S LARGEST SHIRE

Delegation of authority

Amendments			
Approved	Type	Amendment	References
28 Jun 2019	---	In paragraphs 1 and 2 under conditions remove the word "Director" and replace with "Executive Manager."	Nil
11 Dec 2020	Amended delegation	Amended delegation to align with the current policy on Community Grants. Add all Executive Managers as delegateses so that they have authority to sign off on Community Grants up to \$1000 in accordance with the delegation.	Nil

DRAFT

9.1.8 POLICY MANUAL UPDATES

Attachments:	Appendix 1 – Fraud and Corruption Control Policy amendments Appendix 2 – Gratuity Policy amendments
Responsible Officer:	Mr Jeremy Edwards Chief Executive Officer
Author:	Mrs Kylie Bergmann Coordinator Governance
Proposed Meeting Date:	11 December 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

For Council to make some minor amendments to the following Policies:

1. Fraud and Corruption Control Policy;
2. Gratuity Policy.

And for Council to remove the following Policies from the Policy Manual:

1. Local Planning Policy No. 1 – East Newman Master Plan
2. Local Planning Policy No. 2 – Newman Town Centre Plan
3. Local Planning Policy No. 4 – Vehicle Parking Standards
4. Local Planning Policy No. 5 – Newman Revitalisation Strategy
5. Local Planning Policy No. 8 – Residential Development Policy
6. Local Planning Policy No. 9 – Newman Town Centre Style Guide and Design Guidelines
7. Home Occupations

BACKGROUND

Fraud and Corruption Control Policy

The Committee will recall that the Fraud & Corruption Control Plan was reviewed at the Ordinary Council Meeting on 26 June 2020. The Plan was adopted with the following 5 priorities identified for actioning within the next 12 months:

1. Identify fraud and corruption risks within a separate risk register.
 2. Undertake 'vendor audits' of high-risk providers.
 3. Implement a policy for the active protection of whistleblowers.
 4. Ensure there is a policy/procedure for how allegations of fraud and corrupt conduct should be reported to the police, other appropriate law enforcement agencies, or other government bodies.
 5. Develop a policy requiring that recovery action be undertaken where there is clear evidence of fraud and corruption and where the likely benefits of such recovery will exceed the funds and resources invested in the recovery action.
-

In relation to items 3, 4 and 5, a paragraph has been included within the Fraud and Corruption Control Policy, as presented in **Appendix 1**. An internal procedure has also been developed in relation to:

- Reporting Serious and Minor Misconduct; and
- Conducting Investigations into Allegations of Serious Misconduct

Gratuity Policy

Under the heading 'Prescribed amounts for gratuity payments' amend the GL accounts as follows:

Funds for staff farewell morning teas to be sourced from **Account OG0014, Cost Centre 0188** (if Newman Admin Building), **Element Type 321**.

Staff contributions for farewell gifts to be banked into GL 444314.

Gift items to be purchased by an account (invoice to be issued).

When authorising the invoice, it is to be coded by two expense accounts:

- 444314 – portion of staff contribution
- **Account OG0014, Cost Centre 0188, Element Type 454** – balance of invoice

Local Planning Policies

Given that Local Planning Policies are made under a separate head of power to normal Council Policies, and tend to have a different format (as well as being much longer and complex), officers recommend removing Local Planning Policies from the Council Policy Manual.

Local Planning Policies are already included in a separate manual – the Local Planning Policy Manual – which is maintained by the Shire's planning department. Each of the policies contained within that Local Planning Policy Manual have been presented to, and adopted by Council at various dates.

Having the Local Planning Policies in two separate manuals only causes confusion and increased risk of errors should the policies be updated/changed in one manual and not the other.

COMMENTS/OPTIONS/DISCUSSIONS

A copy of the changes to the Fraud and Corruption Control Policy is attached at **Appendix 1**.

A copy of the changes to the Gratuity Policy is attached at **Appendix 2**.

Council has three options:

1. Accept the changes as presented;

2. Make changes;
3. Reject the changes.

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil.

POLICY IMPLICATIONS

New Policy Making Guidelines:

1. Draft policies are to be in standard format and include policy objectives and policy statement.
2. Discuss reasons for the policy with your supervisor and prepare an amendment/final draft.
3. The Policy is to be presented and discussed at the Executive Management meeting.
4. The Policy is to be presented at the Corporate Discussion for input from Councillors.
5. The Policy will then be presented to Council for adoption and inclusion in the Policy Manual.

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

- G1 Provide efficient, accountable and ethical governance.

RISK MANAGEMENT CONSIDERATIONS

Nil.

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION

That Council approve the following amendments to the Policy Manual:

1. Accept the changes to the Fraud and Corruption Control Policy as presented at Appendix 1.
2. Accept the changes to the Gratuity Policy as presented at Appendix 2.
3. Remove the following policies from the Policy Manual:
 - a. Local Planning Policy No. 1 – East Newman Master Plan
 - b. Local Planning Policy No. 2 – Newman Town Centre Plan
 - c. Local Planning Policy No. 4 – Vehicle Parking Standards
 - d. Local Planning Policy No. 5 – Newman Revitalisation Strategy
 - e. Local Planning Policy No. 8 – Residential Development Policy
 - f. Local Planning Policy No. 9 – Newman Town Centre Style Guide and Design Guidelines
 - g. Home Occupations

Appendix 1
Fraud and Corruption Control Policy
Amendments

1.1 Fraud and Corruption Control Policy

Responsible Directorate	Executive Services
Responsible Officer	Chief Executive Officer
File Number	LEG 2-1

Objective

The objective of this policy is to articulate the Shire of East Pilbara's ("the Shire") commitment to the prevention, detection, response and monitoring of fraud and corrupt activities.

Policy Scope

This policy applies to all employees, Elected Members and contractors.

Fraud and corruption control is the responsibility of everyone in or associated with the Shire.

Definitions

fraud is defined by Australian Standard AS8001-2008 as:

"Dishonest activity causing actual or potential financial loss to any person or entity including theft of monies or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity."

CCM Act means the Corruption, Crime and Misconduct Act 2003.

CEO means the Chief Executive Officer of the Shire of East Pilbara.

corruption is defined by Australian Standard AS8001-2008 as:

"Corruption is dishonest activity in which an employee or contractor of the entity acts contrary to the interests of the entity and abuses their position of trust in order to achieve some personal gain or advantage for themselves or for another person or organisation. The concept of 'corruption' can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity."

Corruption is any deliberate or intentional wrongdoing that is improper, dishonest or fraudulent and may include:

- Conflict of interest;
- Failure to disclose acceptance of gifts or hospitality;
- Acceptance of a bribe;
- Misuse of internet or email; or
- Release of confidential or private information or intellectual property.

corrupt conduct tends to show a deliberate intent or an improper purpose and motivation and may involve conduct such as the deliberate failure to perform the functions of office properly; the exercise of a power or duty for an improper purpose; or dishonesty.

FW Act means the Fair Work Act 2009

minor misconduct as defined by the *Corruption, Crime and Misconduct Act 2003*, means conduct that:

- a) adversely affects the honest or impartial performance of the functions of a public authority or public officer, whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct; or
- b) involves the performance of functions in a manner that is not honest or impartial; or
- c) involves a breach of the trust placed in the public officer; or
- d) involves the misuse of information or material that is in connection with their functions as a public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person;
and
- e) constitutes, or could constitute, a disciplinary offence providing reasonable grounds for termination of a person's office or employment.

Public authority as defined by the *Corruption, Crime and Misconduct Act 2003*, includes an authority, board, corporation, commission, council, committee, local government, regional local government or similar body established under a written law.

public interest information as defined by the *Public Interest Disclosure Act 2003*, means information that tends to show, in relation to its public function, a public authority, a public officer, or a public sector contract is, has been, or proposes to be involved in:

- a) improper conduct; or
- b) an act or omission that constitutes an offence under a written law; or
- c) a substantial unauthorised or irregular use of, or substantial mismanagement of, public resources; or
- d) an act done or omission that involves a substantial and specific risk of –
 - (i) injury to public health; or
 - (ii) prejudice to public safety; or
 - (iii) harm to the environment;
- e) a matter of administration that can be investigated under section 14 of the *Parliamentary Commissioner Act 1971*.

public officer as defined by the *Corruption, Crime and Misconduct Act 2003*, includes a member, officer, or employee of an authority, board, corporation, commission, local government, council, committee or other similar body established for a public purpose under an Act.

serious misconduct as defined by the *Corruption, Crime and Misconduct Act 2003*, means:

- a) a public officer corruptly acts or corruptly fails to act in the performance of the functions of the public officer's office or employment; or
- b) a public officer corruptly takes advantage of the public officer's office or employment as a public officer to obtain a benefit for himself or herself or for another person or to cause a detriment to any person; or
- c) a public officer whilst acting or purporting to act in his or her official capacity, commits an offence punishable by two or more years' imprisonment

Policy Statement

Fraud and corruption is illegal, and contrary to the organisational values of the Shire of East Pilbara. The Shire aims to foster a culture which upholds trust and honesty as part of its core values. In doing so, the Shire will ensure that the effective prevention of fraud and corruption is an integral part of its operating activities.

All employees are accountable for, and have a role to play in, fraud and corruption prevention and control. The Shire encourages staff to disclose actual or suspected fraudulent or corrupt activity. When identified, any suspected fraudulent or corrupt activity will be promptly investigated, and where appropriate legal remedies available under the law will be pursued. All alleged incidences will be investigated thoroughly. Where appropriate, the Shire will protect the anonymity of those responsible for reporting the activity.

The Shire will ensure that systems and procedures are in place to prevent, detect, report and investigate incidents of fraudulent or corrupt behaviour or activities. It will also ensure that staff are trained in and aware of their responsibilities in respect to the prevention, detection, reporting and investigation of fraudulent or corrupt behaviour.

A Fraud and Corruption Control Plan ("the Plan") has been developed to assist to meet the objectives of this policy. The Plan will ensure that the Shire has thorough and up-to-date procedures in place to mitigate the risk of fraud or corruption occurring in the organisation.

Chief Executive Officer's Duty to Notify

As a principal officer of a notifying authority the Chief Executive Officer is required by the *Corruption, Crime and Misconduct Act 2003* to notify the Corruption and Crime Commission or the Public Sector Commission in writing of any matter that they suspect, on reasonable grounds, to be either serious or minor misconduct.

Reporting internally

~~Any employee may report suspected fraud and corruption incidents internally through the Grievance Settlement Procedure.~~

~~The grievance Settlement Procedures contains an informal and formal stage.~~

~~The informal stage allows for grievances to be resolved directly and promptly by the key people involved, with or without the assistance of others, keeping procedural requirements to a minimum.~~

~~Where satisfactory resolution of the issues is not achieved, the matter may progress to the formal stage. The formal stage commences when an aggrieved party details a complaint in writing to either their direct Manager, the HR Manager or the CEO.~~

Anyone, including employees, customers, contractors or members of the public can make a complaint about fraud, misconduct and corruption or suspected wrongdoing.

If a complaint or allegation is:

- a) A service complaint, the Shire's customer service officer's will log and action the complaint in accordance with the Shire's Customer Complaint's Policy (*still to be developed*).
- b) A grievance issue, the Shire's Manager Human Resources will action in accordance with the Grievance Settlement Procedure.
- c) Considered minor or serious misconduct under the CCM Act or FW Act, is to be referred to the CEO.

Complaints may be lodged by telephone, hard copy correspondence or through the Shire's electronic form available of the Shire's website.

The following procedures explain how to report suspected wrongdoing, including fraud, misconduct and corruption:

- Reporting Serious and Minor Misconduct Management Procedure.
- Receiving and Conducting Investigations into Allegations of Misconduct under the Corruption and Crime Misconduct Act 2003.
- Grievance Settlement Procedure.

Reporting ~~Serious or Minor Misconduct~~Externally

The Shire's Public Interest Disclosure Guidelines provide clear direction in regards to reporting any suspected fraudulent or corrupt conduct to any external enforcement agency.

The Western Australian public sector integrity framework includes several independent statutory bodies which promote accountability, integrity and good governance. These include:

- Public Sector Commission (PSC);
- Crime and Corruption Commission (CCC);
- Western Australian Police Force.

These agencies offer a range of external reporting channels and advice, depending on the nature and scope of the alleged misconduct. In addition, the Shire has an external reporting responsibility to the PSC for minor misconduct and the CCC for serious misconduct, in accordance with the *Corruption, Crime and Misconduct Act 2003*.

The Manager Governance should be contacted prior to any matter being reported to an external agency, for advice on the correct reporting protocols.

A public officer or any other person may report to the Corruption and Crime Commission or the Public Sector Commission any matter which that person suspects on reasonable grounds, to be, or they suspect to be, serious or minor misconduct that:

- a) has or may have occurred; or
- b) is or may be occurring; or
- e) is or may be about to occur; or

~~d) is likely to occur.~~

Public Interest Disclosure

Any person may make an appropriate disclosure of public interest information to a proper authority (including a local government). The legislation which governs such disclosures is the *Public Interest Disclosure Act 2003*.

A disclosure can be made by anyone and may be made anonymously. If disclosures are made in accordance with the Act, the person making them is protected from reprisal. This means that the person enjoys immunity from civil or criminal liability and is protected from any disciplinary action or dismissal.

The Act also requires local governments to appoint persons, known as the Public Interest Disclosure Officer's (PID Officer), to whom disclosures may properly be made. The PID Officer should be consulted when considering whether to make a disclosure.

Information on public interest disclosures and the Shire's PID Officers are found in the Shire's Public Interest Disclosure Guidelines, which are maintained on the Document Centre and the Shire's website.

Whistle-blower Protection

Persons disclosing misconduct or corruption related matters are protected from reprisal or detrimental action by the CCM act and other 'whistle-blower' protection laws.

Recovery Action

The Shire will seek to recover any losses it may have suffered through fraudulent or corrupt conduct, where there is clear evidence, and where the likely benefits of such recovery will exceed the funds and resources required to be invested in the recovery action.

Review

This Fraud and Corruption Control Policy shall be reviewed every two years.

References	Australian Standard 8001-2003 Fraud and Corruption Control <i>Local Government Act 1995</i> <i>Corruption, Crime and Misconduct Act 2003</i> <i>Public Interest Disclosure Act 2003</i>		
Related Procedures	Fraud Management Framework Fraud and Corruption Control Plan Fraud Improvement Plan Minor and Serious Misconduct Management Procedure Receiving and Conducting Investigations into Allegations of Misconduct under the Corruption and Crime Misconduct Act 2003		
Date Adopted by Council	28 June 2013	Item No	9.1.4
Review/Amendment Date	13 April 2018	Item No	9.2.5
Review/Amendment Date	22 November 2019	Item No.	9.1.4
Review/Amendment Date	26 June 2020	Item No	
Review/Amendment Date	11 December 2020	Item No.	
Next Review	April 2020 June 2021		

Appendix 2
Gratuity Policy Amendments

2.1 Gratuity Policy

Responsible Directorate	Corporate Services
Responsible Officer	Manager Human Resources
File Number	ADM 11-8

Objective

When an employee leaves their employment or is made redundant, they may be given a good or service as a token of appreciation for their commitment and service to the Shire of East Pilbara.

This Gratuity Policy outlines the circumstances in which gratuity payments may be made to an employee. This policy should be read in conjunction with section 5.50 of the *Local Government Act 1995* and *Local Government Administration Regulations 1996*, specifically regulation 19a. A gratuity payment is paid in addition to any amount which an employee is entitled to under a contract of employment or industrial instrument. This policy does not form a contractual entitlement for any employee of the Local Government.

Commitment

The Shire of East Pilbara is committed to recognising long serving employees within the parameters set by the *Local Government Act 1995* and the associated regulations.

Eligibility for Gratuity Payments

An employee may be entitled to a gratuity payment as outlined within this policy based on the completed years of service when an employee's services are ceasing with the Local Government for any of the reasons identified below:

- Resignation (not as a result of any performance management or investigation being conducted by the Local Government);
- Retirement; or

- Redundancy.

An employee who has been dismissed by the Shire of East Pilbara for any reason other than redundancy, will not be eligible to receive any Gratuity Payment under this policy

The Chief Executive Officer is authorised to approve payments in accordance with the limits prescribed by this policy. Funds will be allocated as part of the Local Government's budget preparation process and unexpended amounts will be returned to general revenue.

Prescribed Amounts for Gratuity Payments

Number of Years' Service	Amount of Gratuity
Continuous service less than 6 months.	Morning tea provided by Council and card to be signed by work colleagues.
Continuous service between 6 months to 2 years.	Morning tea provided by Council, card signed by work colleagues and a request for contribution to gift (from staff). If less than \$100 collected, Council will make up the difference.
Continuous service between 2 years to 5 years.	Morning tea provided by Council, card to be signed by work colleagues and a request for contribution to gift (from staff). Council will contribute \$150 towards the gift.
Continuous service between 5 years to 10 years.	Morning tea provided by Council, card to be signed by work colleagues and a request for contribution to gift (from staff). Council will contribute \$200 towards the gift.
Continuous service greater than 10 years.	Morning tea provided by Council, card to be signed by work colleagues and a request for contribution to gift (from staff). Council will contribute up to \$250 towards the gift.

After 10 years continuous service, additional funds will be at the discretion of the Chief Executive Officer.

Gift preference to be an item representing the Shire of East Pilbara i.e. art, photos etc.

~~Funds for staff farewell morning teas to be sourced from **Account OG0014, Cost Centre 0188** (if Newman Admin Building), **Element Type 321**.~~

~~Staff contributions for farewell gifts to be banked into GL 444314.~~

~~Gift items to be purchased by an account (invoice to be issued).~~

~~When authorising the invoice, it is to be coded by two expense accounts:~~

- ~~• 444314 – portion of staff contribution~~
- ~~• **Account OG0014, Cost Centre 0188, Element Type 454** – balance of invoice~~

~~Funds to be sourced from Staff Recruitment Account (41124).~~

~~Staff contributions to be banked into GL 444314.~~

~~Gift items to be purchased by an account (invoice to be issued).~~

~~When authorising invoice, it is to be coded by 2 expense accounts:~~

- ~~• 444314 – portion of staff contribution~~
- ~~• 41124 – balance of invoice~~

Acknowledgement

The Shire of East Pilbara acknowledges that at the time this policy was introduced, employees may be entitled to payments in addition to this policy as a result of accrued unused long service leave benefits, redundancy payments or notice periods as prescribed by legislation or a relevant industrial instrument. The Shire of East Pilbara has considered these provisions when setting the prescribed amount of any gratuity payment in this policy.

Determining Service

For the purpose of this policy, continuous service shall be deemed to include:

- Any period of absence from duty on annual leave, long service leave, paid compassionate
- leave, accrued paid personal leave and public holidays;
- Any period of authorised paid absence from duty necessitated by sickness of or injury to the employee up to a maximum of three months in each calendar year, but not including leave without pay or parental leave; or

- Any period of absence that has been supported by an approved workers compensation claim up to a maximum absence of 12 months.

For the purpose of this policy, continuous service shall not include:

- Any period of unauthorised absence from duty unless Shire of East Pilbara determines otherwise;
- Any period of unpaid leave unless the Shire of East Pilbara determines otherwise; or
- Any period of absence from duty on parental leave unless the Shire of East Pilbara determines otherwise.

Financial Liability for Taxation

The employee accepts full responsibility for any taxation payable on a gratuity payment, and agrees to fully indemnify the Shire of East Pilbara in relation to any claims or liabilities for taxation in relation to the gratuity payment.

Payments in addition to this Policy

The Shire of East Pilbara agrees not to make any gratuity payment in addition to that contained within this policy until the Policy has been amended to reflect the varied amount and the Shire of East Pilbara has caused local public notification to be given in relation to the variation.

Financial Implications

The Shire of East Pilbara acknowledges that at the time the policy was introduced, the financial implications to the Shire of East Pilbara were understood and that these financial implications had been investigated based on the workforce position current at that time.

The Shire of East Pilbara will take reasonable steps to notify employees prior to the variation of this policy or the introduction of any new gratuity policy.

Consequences for Breaching this Policy

The policy constitutes a lawful instruction to anyone involved in administering a gratuity payment. Any breaches of the policy may lead to disciplinary action.

Variations to this Policy

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

References	Section 5.50 of the Local Government Act 1995 Local Government Administration Regulations 1996 r 19A		
Related Procedures	Nil		
Date Adopted by Council	27 June 2003	Item No	9.1.3
Review/Amendment Date	21 April 2017	Item No	9.2.6
<u>Review/Amendment Date</u>	<u>11 December 2020</u>		
Next Review			

9.2 EM CORPORATE SERVICES

9.2.1 MONTHLY FINANCIAL STATEMENTS FOR PERIOD ENDING OCTOBER 2020

Attachments:	Appendix 1 – Monthly Financials – October 2020
Responsible Officer:	Mrs Lisa Davis Acting Executive Manager Corporate Services
Author:	Mrs Lisa Davis Acting Executive Manager Corporate Services
Proposed Meeting Date:	11 December 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

To provide Councillors with a monthly financial statement on the operations of Council.

BACKGROUND

The attached 34-page report details the financial activities of the Council for the period 1 July 2020 to 31 October 2020 of the 2020/2021 financial year.

There are 4 sections of the monthly report:

1. Monthly Health Checks and Summary Graphs;
2. Statutory Reports – Rate Setting Statement, Operating Statement, Cash Flow;
3. Various other Notes to give Council an overview of the Shire's current financial situation, including Material Variances for Programs and Nature and Type as per the budget the council adopted variance threshold limits of 10% or \$10,000 whichever is greater; and
4. A detailed Capital Projects schedule detailing all expenditure.

COMMENTS/OPTIONS/DISCUSSIONS

The Executive Manager Corporate Services will provide an overview and explanation as required of how to interpret the financial statement at the meeting.

Reportable variations in accordance with the materiality threshold as per Council resolution.

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government Act 1995

Part 6 Financial Management
Division 4 General financial provisions
Section 6.4(2)

“The financial report is to –

- (a) be prepared and presented in the manner and form prescribed; and*
- (b) contain the prescribed information.”*

Local Government (Financial Management) Regulations 1996
Part 4 Financial reports
Reg 34(1)

POLICY IMPLICATIONS

3.1 ACCOUNTING POLICIES

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

G1.1 Enhance governance capability to deliver sustainable outcomes, roads and buildings

RISK MANAGEMENT CONSIDERATIONS

FINANCIAL IMPLICATIONS

This report discloses financial activities or the period under review.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION

That the monthly financial statements for the period 1st July 2020 to 31st October 2020 of the 2020/2021 financial year as presented be received.

Appendix 1
Monthly Financials October 2020

Shire Of East Pilbara

Monthly Financial Statements

(Containing the Statement of Financial Activity)

For The Period Ending 31st October 2020

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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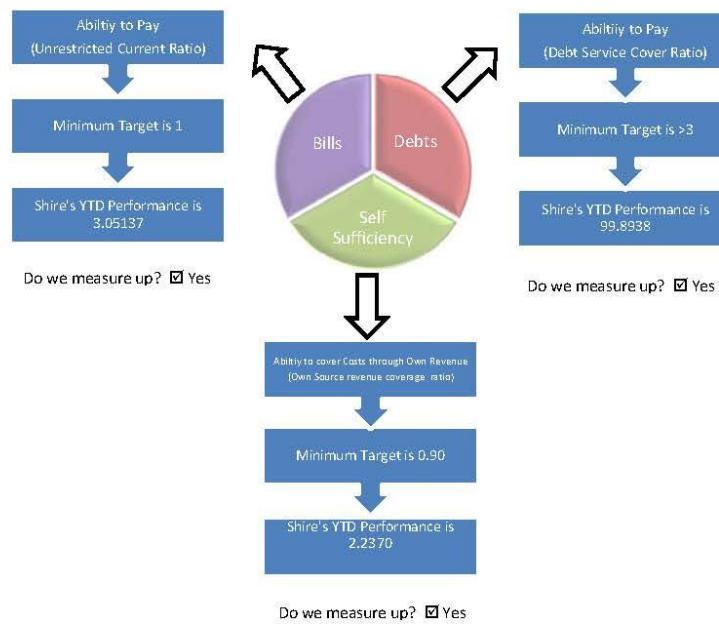
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MONTHLY FINANCIAL HEALTH CHECKS

For The Period Ending 31st October 2020

Highlighting how the Shire of East Pilbara is tracking against
financial ratios



How are we tracking against our budget targets?

Adjusted Operating Surplus

- A measure of the Shire's ability to cover its operational costs including depreciation and have funds left over to cover capital expenditure (including principal loan repayments) without relying on debt or reserves

Minimum Target is 1%

Shire's YTD Performance is
0.70373

Do we meet the target? No

Adjusted operating surplus and self sufficient ratios are high due to rates being fully funded at the beginning of the financial year. However as the year progresses, operating expenditure will continue to draw on this revenue source reducing to target by 30 June 2021

It should be noted that the increase in depreciation (following the revaluation of assets at fair value over the last four years) has significantly increased the annual depreciation and puts pressure on the operating surplus result.

Asset Sustainability Ratio

- Measures if the Shire is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out

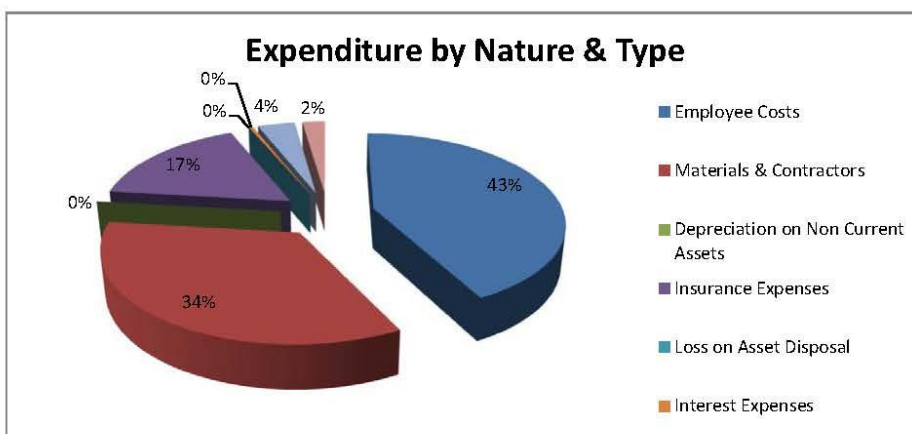
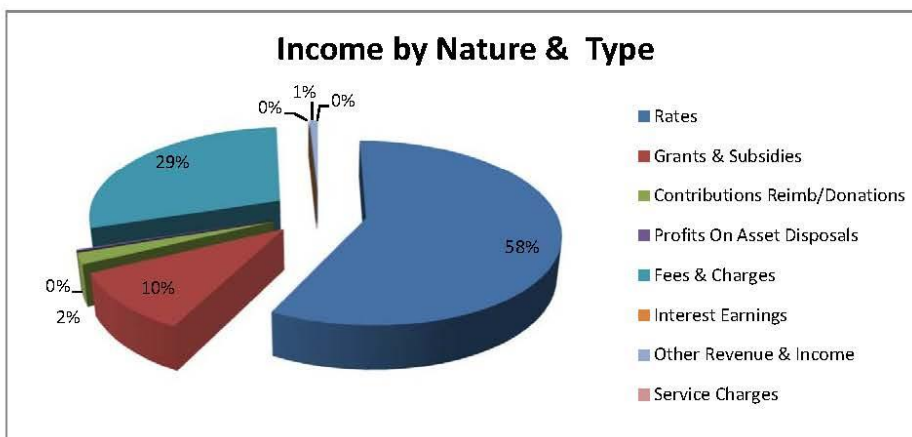
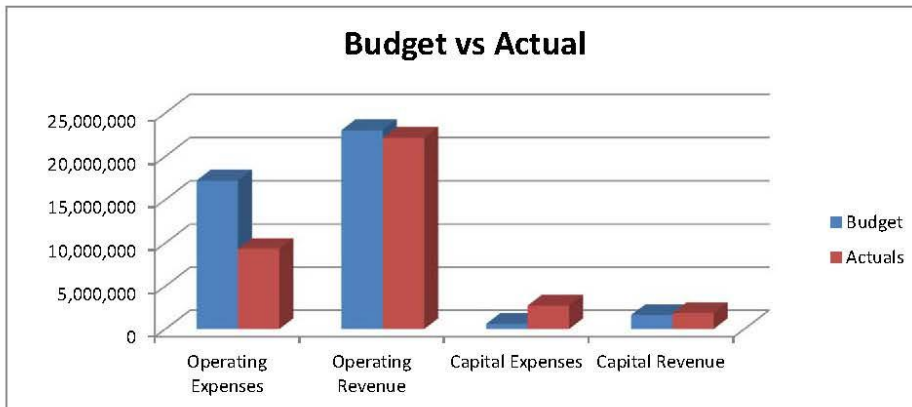
Minimum Target is 90%

Shire's YTD Performance is

Do we meet the target? N/A

Shire Of East Pilbara
Financial Graphs

For The Period Ending 31st October 2020



**SHIRE OF EAST PILBARA
ORDINARY COUNCIL MEETING AGENDA**

11 DECEMBER 2020

Shire Of East Pilbara Operating Revenue and Expenses For The Period Ending 31st October 2020										
Function, Sub-Function Department Name and	Budget Annual Revenue	Budget YTD Revenue	Actual YTD Revenue	Monthly Budget vs Actual \$ Variance	Monthly Bud vs Actual % Variance	Budget Annual Expenditure	Budget YTD Expenditure	Actual YTD Expenditure	Monthly Budget vs Actual \$ Variance	Monthly Bud vs Actual % Variance
General Purpose Funding										
Rates	14,062,600	13,873,020	13,894,109.14	(21,089.14)	(0.15)	385,400	114,053	42,329.16		
Other General Purpose Funding	2,050,000	316,668	296,916.42	19,751.58	6.24	-	-	-		
Total General Purpose Funding	16,112,600	14,189,688	14,191,025.56			385,400	114,053	42,329.16	71,723.84	62.89
Governance										
Members of Council	100	-	-			856,400	269,464	152,559.75		
Other Governance	108,700	27,036	1,792.64			1,009,500	617,824	1,064,711.78		
Corporate Governance	-	-	-			328,400	109,468	103,175.14		
Customer Service	-	-	-			439,700	146,568	71,083.08		
Marketing, Media and Publication	-	-	-			146,300	48,764	16,443.31		
Stakeholder Management	-	-	-			157,800	52,600	17,108.78		
Financial Services	-	-	-			908,300	283,368	180,165.32		
Records Management	-	-	-			169,400	56,464	63,109.85		
Human Resources	-	-	-			1,017,600	357,536	267,254.19		
Occupational Health and Safety	-	-	-			148,700	49,568	46,045.52		
Information and Technology	-	-	-			807,300	269,100	288,704.78		
IPR, Strategic and Business Planning	-	-	-			1,214,800	413,400	125,766.43		
Procurement and Contract Management	-	-	-			307,900	102,636	79,941.02		
Asset Management	-	-	-			333,300	167,496	85,754.94		
Fixed Assets	8,000	-	-			502,500	167,496	-		
Allocations To Other Functions	-	-	-			(7,647,700)	(2,549,236)	-		
Total Governance	116,800	27,036	1,792.64	25,243.36	93.37	700,200	562,516	2,561,823.89	(1,999,307.89)	(355.42)
Law, Order & Public Safety										
Fixed Assets	2,700	-	-			178,200	59,400	-		
Ranger Services	26,000	10,912	12,371.63			571,700	192,568	119,240.07		
Emergency Management	147,100	5,000	5,111.62			295,900	100,832	202,315.60		
Security and Surveillance	500,000	-	-			216,500	72,168	54,967.50		
Total Law, Order & Public Safety	675,800	15,912	17,483.25	(1,571.25)	(9.87)	1,262,300	424,968	376,523.17	48,444.83	11.40
Health										
Fixed Assets	-	-	-			13,400	4,468	-		
Health Inspection and Administration	68,800	18,930	15,701.88			443,800	150,454	80,325.77		
Preventative Services	18,000	-	8,238.40			83,000	24,686	15,585.17		
Total Health	86,800	18,930	23,940.28	(5,010.28)	(26.47)	540,200	179,608	95,910.94	83,697.06	46.60

**SHIRE OF EAST PILBARA
ORDINARY COUNCIL MEETING AGENDA**

11 DECEMBER 2020

Function, Sub-Function and Department Name	Budget Annual Revenue	Budget YTD Revenue	Actual YTD Revenue	Monthly Budget vs Actual \$ Variance	Monthly Bud vs Actual % Variance	Budget Annual Expenditure	Budget YTD Expenditure	Actual YTD Expenditure	Monthly Budget vs Actual \$ Variance	Monthly Bud vs Actual % Variance
Education & Welfare										
Fixed Assets	-	-	-			408,000	136,000	-		
Place Based Services (Newman)	5,000	1,668	-			592,700	136,314	80,681.68		
Youth & Family Services	5,500	1,832	-			941,300	302,818	193,624.20		
Place Based Services (Rural)	-	-	-			576,900	191,535	92,341.62		
Total Education & Welfare	10,500	3,500	-	3,500.00	na	2,518,900	766,667	366,647.50	400,019.50	52.18
Housing										
Fixed Assets	-	-	-			452,200	150,732	-		
Staff Housing - Newman	179,600	59,868	74,277.56			179,600	69,929	260,558.12		
Staff Housing - Marble Bar	35,000	11,668	8,327.85			35,000	11,668	34,209.14		
Martumili Housing	14,500	4,836	3,580.00			14,500	4,833	5,901.83		
Built Infrastructure	72,500	24,168	27,561.36			100,000	33,333	17,664.93		
Total Housing	301,600	100,540	113,746.77	(13,206.77)	(13.14)	781,300	270,496	318,334.02	(47,838.35)	(17.69)
Community Amenities										
Fixed Assets	2,000	-	-			633,400	211,132	-		
Waste Collection & Recycling	671,900	622,034	611,891.64			878,200	288,336	113,500.22		
Landfill Management	4,128,500	699,665	763,510.46			2,600,700	878,304	412,208.39		
Waste Water Management	1,133,200	878,700	855,765.62			1,181,000	349,288	308,433.76		
Energy & Biodiversity	-	-	-			-	700	9,236.56		
Town Planning & Regional Develop't	101,000	16,998	2,347.00			203,100	284,392	45,628.93		
Land Strategy	-	-	-			184,200	61,396	54,117.74		
Built Infrastructure - Newman	-	-	-			108,000	37,668	15,974.80		
Built Infrastructure (other communities)	6,500	2,168	2,518.20			134,200	41,423	16,870.72		
Total Community Amenities	6,043,100	2,219,565	2,236,032.92	(16,467.92)	(0.74)	5,922,800	2,152,639	975,971.12	1,176,667.88	54.66
Recreation & Culture										
Fixed Assets	2,700	-	-			2,091,200	697,068	-		
Built Infrastructure - Newman	-	-	-			518,000	101,532	171,349.14		
Built Infrastructure - Rural	101,400	33,796	23,050.64			244,400	90,396	46,669.54		
Aquatic Centres	172,400	59,336	26,358.93			1,951,600	662,524	173,223.31		
TV & Radio Re Broadcasting	-	-	-			30,400	11,404	5,642.84		
Recreation Centre - Newman	254,700	84,896	114,505.45			1,708,600	589,174	279,789.55		
Libraries	7,000	2,332	1,755.48			517,600	155,932	100,461.10		
Club Development	5,000	1,668	-			131,100	45,700	42,249.31		
Open Space Assets - Newman	83,100	27,700	29,050.91			3,291,700	1,105,756	670,543.00		
Other Culture	300	100	22.73			300	100	-		
Martumili	1,286,700	312,236	347,276.44			1,511,700	392,343	353,895.54		
Culture & the Arts	-	-	-			208,900	37,964	49,551.13		
Events	270,300	36,665	1,000.00			697,800	179,064	83,791.63		
Other Operating expenses for R&E Reallocatio	-	-	-			-	1,318	4,541.22		
Total Recreation & Culture	2,183,600	558,729	543,020.58	15,708.42	2.81	12,903,300	4,070,275	1,981,707.31	2,088,567.69	51.31

**SHIRE OF EAST PILBARA
ORDINARY COUNCIL MEETING AGENDA**

11 DECEMBER 2020

Function, Sub-Function and Department Name	Budget Annual Revenue	Budget YTD Revenue	Actual YTD Revenue	Monthly Budget vs Actual \$ Variance	Monthly Bud vs Actual % Variance	Budget Annual Expenditure	Budget YTD Expenditure	Actual YTD Expenditure	Monthly Budget vs Actual \$ Variance	Monthly Bud vs Actual % Variance
Transport										
Fixed Assets	18,200	66,516	61,326.36			7,862,200	2,608,904	-		
Sts/Rds/Bridges/Depots - Construction	6,614,800	1,628,925	1,849,645.95			-	-	-		
Sts/Rds/Bridges/Depots - Maintenance	960,000	240,000	224,317.75			3,692,200	1,260,574	1,123,457.21		
Road Plant Purchases	23,200	7,732	-			-	-	-		
Aerodromes	14,455,700	5,135,360	4,268,783.18			10,833,300	3,782,296	1,376,526.38		
Total Transport	22,071,900	7,078,533	6,404,073.24	674,459.43	9.53	22,387,700	7,651,774	2,499,983.59	5,151,790.41	67.33
Economic Services										
Fixed Assets	-	-	-			632,300	210,768	-		
Tourism and Area Promotion	155,400	126,800	112,121.59			546,100	177,364	119,565.11		
Building Control	163,200	129,400	91,991.42			238,500	84,034	45,117.48		
Rural Services	133,500	44,500	33,107.05			173,100	57,700	39,986.03		
Economic Development	1,535,000	-	-			798,900	152,968	50,160.52		
Newman House	164,200	54,736	51,722.62			157,700	52,572	67,554.72		
Total Economic Services	2,151,300	355,436	288,942.68	66,493.32	18.71	2,546,600	735,406	322,383.86	413,022.14	56.16
Other Property & Services										
Fixed Assets	-	-	-			45,800	15,268	-		
Private Works	5,000	1,668	363.64			5,000	1,723	460.00		
Public Works Overheads	5,200	1,732	1,800.00			5,200	34,989	(446,272.45)		
Plant Operation Costs	-	-	-			-	28,686	18,496.56		
Salaries and Wages	10,000	3,332	8,548.52			10,000	3,332	9,350.51		
Project Management	-	-	-			1,142,700	130,900	64,679.85		
Unclassified	190,000	63,332	160,972.33			190,000	69,996	131,485.51		
Total Other Property & Services	210,200	70,064	171,684.49	(101,620.49)	(145.04)	1,398,700	284,894	(221,800.02)	506,694.02	177.85
Total Revenue & Expenditure										
As Per Operating Statement	49,964,200	24,637,933	23,991,742.41			51,347,400	17,213,296	9,319,814.54		

SHIRE OF EAST PILBARA
Statement of Financial Activity By Nature and Type
For The Period Ending 31st October 2020

Description	2020/2021 Budget	2020/2021 YTD Budget	2020/2021 YTD Actual	Monthly Budget vs Actual \$ Variance	Monthly Bud vs Actual % Variance
OPERATING REVENUE					
Rates	13,619,600	13,619,600	13,793,354.31	173,754.31	(1.28)
Grants And Subsidies	8,772,400	2,924,133	2,470,573.11	(453,560.22)	15.51
Contributions, Reimbursements and Donations	2,566,000	855,333	471,065.27	(384,268.06)	44.93
Gain On Asset Disposals	128,600	42,867	61,326.36	18,459.69	(43.06)
Fees and Charges	17,530,200	5,843,400	6,989,928.29	1,146,528.29	(19.62)
Interest	1,113,500	371,167	4,124.17	(367,042.50)	98.89
Other Revenue/Income	934,000	311,333	197,644.70	(113,688.63)	36.52
Service Charges	0	0	0.00	-	na
<i>Total Operating Revenue</i>	\$44,664,300	\$23,967,833	23,988,016.21	20,182.88	(0.08)
Less: OPERATING EXPENDITURE					
Employee Costs	13,963,850	4,654,617	3,960,944.19	(693,672.48)	14.90
Materials And Contracts	14,756,800	4,918,933	3,213,374.45	(1,705,558.88)	34.67
Depreciation On Non Current Assets	16,848,900	5,616,300	0.00	(5,616,300.00)	na
Insurance Expenses	986,400	986,400	1,566,077.71	579,677.71	(58.77)
Loss On Asset Disposal	31,100	10,367	0.00	(10,366.67)	na
Interest Expenses	386,000	128,667	36,442.05	(92,224.62)	71.68
Utilities (Gas, Electricity, Water Etc)	2,299,800	766,600	349,715.21	(416,884.79)	54.38
Other Expenditure	682,250	227,417	211,926.71	(15,489.96)	6.81
<i>Sub Total</i>	\$49,955,100	\$17,309,300	9,338,480.32	(7,970,819.68)	46.05
Less: Applicable To Capital Expenditure	0	0	0.00	-	na
<i>Total Operating Expenditure</i>	\$49,955,100	\$17,309,300	9,338,480.32	(7,970,819.68)	46.05
NET PROFIT/(LOSS) RESULT	(\$5,290,800)	\$6,658,533	14,649,535.89	7,991,002.56	na
Other Comprehensive Income	\$0		0.00		
TOTAL COMPREHENSIVE INCOME	(\$5,290,800)	\$6,658,533	14,649,535.89	7,991,002.56	na

Rate Setting Statement
Operating Revenue and Expenses
For The Period Ending 31st October 2020

OPERATING REVENUE	Budget	YTD Budget	YTD Actual
General Purpose Funding	16,112,600	14,189,688	14,191,025.56
Governance	116,800	27,036	1,792.64
Law, Order & Public Safety	98,500	15,912	17,483.25
Health	86,800	18,930	23,940.28
Education & Welfare	10,500	3,500	-
Housing	301,600	100,540	113,746.77
Community Amenities	5,893,100	2,219,565	2,236,032.92
Recreation and Culture	2,183,600	558,729	543,020.58
Transport	15,459,800	5,450,508	4,554,427.29
Economic Services	1,651,300	355,436	288,942.68
Other Property & Services	210,200	70,064	171,684.49
Total Operating Revenue	42,124,800	23,009,908	22,142,096.46
Less: OPERATING EXPENSES			
General Purpose Funding	385,400	114,053	42,329.16
Governance	700,200	562,516	2,561,823.89
Law, Order & Public Safety	1,262,300	424,968	376,523.17
Health	540,200	179,608	95,910.94
Education & Welfare	2,518,900	766,667	366,647.50
Housing	781,300	270,496	318,334.02
Community Amenities	5,922,800	2,152,639	975,971.12
Recreation and Culture	12,903,300	4,070,275	1,981,707.31
Transport	22,387,700	7,651,774	2,499,983.59
Economic Services	2,546,600	735,406	322,383.86
Other Property & Services	1,398,700	284,894	(221,800.02)
Total Operating Expenditure	51,347,400	17,213,296	9,319,814.54
Add:			
Capital Grants and Contributions	7,839,400	1,628,025	1,849,645.95
Sale of Assets	233,000	66,516	61,326.36
<i>Non - cash amounts excluded from operating activities</i>	14,793,235	4,931,078.33	(17,606.00)
	22,865,635	6,625,619	1,893,366.31
Less: CAPITAL WORKS PROGRAMME			
Governance	345,000	81,668	64,833.45
Law, Order & Public Safety	619,300	18,723	52,500.00
Health	-	-	-
Education & Welfare	60,000	-	-
Housing	1,269,700	-	206,058.04
Community Amenities	7,336,400	40,668	113,778.46
Recreation and Culture	960,000	171,668	85,537.79
Transport	12,487,200	293,676	2,194,039.56
Economic Services	850,000	-	17,812.11
	23,927,600	606,403	2,734,559.41
Less: OTHER			
Repayments of Debentures	1,209,500	110,798	110,798.45
<i>Less Contributions to Loan Principal</i>	-	-	-
Transfers to Reserves	2,890,800	28,801	-
	4,100,300	139,599	110,798.45
Add: FUNDING SOURCES			
Reserves Utilised	3,183,600	265,300	-
Proceeds from New Debentures	4,700,000	-	-
Estimated Surplus/(Deficit) July 1 b/fwd	5,227,957	4,245,000	3,412,874.42
	13,111,557	4,510,300	3,412,874.42
Estimated Surplus/(Deficit) June 30 c/fwd	(1,273,308)	16,186,529	15,283,164.79

CASHFLOW
For The Period Ending 31st October 2020

Municipal Fund

Cashflows From Operating Activities

Receipts from Operations	21,583,529.30
Less: Payments for Operations	-8,027,382.33
Net Cash Provided by Operating Activities	13,556,146.97

Cashflow from Investing Activities

Interest received	4,124.17
Payment for Property, Plant & Equipment	-2,673,233.05
Less: Proceeds - Sale of Assets	0.00
Net Cash Used by Investing Activities	-2,669,108.88

Cashflows from Financing Activities

Interest Paid	-36,442.05
Repayment of Borrowings	-110,798.45
Proceeds from Borrowings	0.00
Net Cash Used by Financing Activities	-147,240.50

Net Increase in Cash Held **\$10,739,797.59**

Municipal Fund Cash at Beginning of Year - 01/07/19 59,681,931.44

Municipal Fund Cash at End of Period - 30/06/2019 70,421,729.03

Net Increase in Cash Held **\$10,739,797.59**

Total Cash Balances

Municipal Fund		
- Cash At Bank	13,699,296.77	
- Cash Floats	13,596.33	
- Cash Invested	5,378,816.15	19,091,709.25
Reserve Fund - Cash Invested		51,330,019.78
Total Cash Held		\$70,421,729.03

Shire Of East Pilbara
Acquisition & Construction of Assets
For The Period Ending 31st October 2020

A/c No	Function/Sub Function	Budget	Monthly Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD	Note
Governance								
Other Governance								
49001	Computer Equipment	80,000	0	28,688.45		-	28,688.45	
49003	Furniture and Equipment - Newman	25,000	0	-		-	-	
49016	Nwm Admin Building	55,000	55,000	-		-	-	
49026	M/Bar Admin Building	80,000	26,668	36,145.00		28,990.00	65,135.00	
49030	CBS Vehicle - 4WD (41229)	55,000	0	-		54,050.09	54,050.09	
49033	Marble Bar Public Art	50,000	0	-		-	-	
49039	Nmw Admin Blg Security Upgrade	0	0	-		-	-	
Total Governance		\$345,000	\$81,668	64,833.45	20.61	\$83,040.09	\$147,873.54	
Law, Order & Public Safety								
Fire Prevention/Emergency Services								
59010	Ranger Vehicle - 4WD (51112)	65,000	0	-		-	-	
59012	Nullagine BFB - Ablution Block	54,300	18,723	52,500.00		500.00	53,000.00	
		\$119,300	\$18,723	52,500.00		\$500.00	\$53,000.00	
Other Law, Order and Public Safety								
59022	** BHP - CCTV	500,000	0	-		-	-	
		\$500,000	\$0	-		\$0.00	\$0.00	
Total Law, Order, P/Safety		\$619,300	\$18,723	52,500.00	-180.40	\$500.00	\$53,000.00	
Health								
79001	MHRS Vehicle - 4WD (71090)	0	0	-		-	-	
Total Health		\$0	\$0	-	na	\$0.00	\$0.00	

Shire Of East Pilbara
Acquisition & Construction of Assets
For The Period Ending 31st October 2020

A/c No	Function/Sub Function	Budget	Monthly Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD	Note
Education and Welfare								
Community Services								
89023	CRC Marble Bar	10,000	0	-		-	-	
89026	Newman Youth Centre	50,000	0	-		-	-	
Total Education and Welfare		\$60,000	\$0	-	na	\$0.00	\$0.00	
Housing								
Staff Housing								
99020	Staff Housing Capital - ALL	1,190,700	0	73,530.79		105,305.71	178,836.50	
99019	Staff Housing Capital - M/Bar and Null	0	0	132,527.25		405,793.42	538,320.67	
99028	Staff Housing Capital - Airport	79,000	0	-		-	-	
Total Housing		\$1,269,700	\$0	206,058.04	na	\$512,194.18	\$718,252.22	
Community Amenities								
Sewerage								
109002	Sewerage Plant Capital Improv'ts	6,259,400	0	100,917.55		280,520.09	381,437.64	
109009	Chlorination System	0	0	-		-	-	
109051	Header Tank Roof	30,000	0	-		-	-	
		\$6,289,400	\$0	100,917.55		\$280,520.09	\$381,437.64	
Sanitation Other								
109037	Newman Landfill Fencing	650,000	0	-		-	-	
109038	Newman Landfill Signage	20,000	0	-		-	-	
109039	Newman Landfill Bore	200,000	0	-		-	-	
109040	GEWS Vehicle - 2WD (101401)	55,000	0	-		-	-	
109042	CDS Admin Office & Toilets	122,000	40,668	12,860.91		50,530.24	63,391.15	
		\$1,047,000	\$40,668	12,860.91		\$50,530.24	\$63,391.15	

Shire Of East Pilbara
Acquisition & Construction of Assets
For The Period Ending 31st October 2020

A/c No	Function/Sub Function	Budget	Monthly Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD	Note
Other Community Amenities								
109022	Public Toilets	0	0	-		-	-	
109033	Nullagine Public Toilets	0	0	-		14,230.00	14,230.00	
		0	0	-		\$14,230.00	\$14,230.00	
Total Community Amenities		\$7,336,400	\$40,668	113,778.46	-179.77	\$345,280.33	\$459,058.79	
Recreation And Culture								
119012	Marble Bar Civic Centre	0	0	38,590.00		38,590.00	77,180.00	
119021	EPAC Building Works	15,000	5,000	-		-	-	
Public Halls & Civic Centre		\$15,000	\$5,000	38,590.00		\$38,590.00	\$77,180.00	
119067	Newman Aquatic Centre - P&E	30,000	0	15,740.00		-	15,740.00	
119041	Newman Aquatic Centre - INFR	50,000	50,000	-		-	-	
Swimming Areas / Beaches		\$80,000	\$50,000	15,740.00		\$0.00	\$15,740.00	
119310	Newman Community Library - L&B	15,000	0	-		-	-	
Libraries		\$15,000	\$0	-		\$0	\$0	
119029	CRS Vehciel - Wagon (111675)	55,000	0	-		-	-	
119611	Rec Centre Bin Compound	35,000	11,668	-		-	-	
Recreation Centre		\$90,000	\$11,668	-		\$0.00	\$0.00	
119063	Playground Equipment - Rural	250,000	0	-		-	-	
119704	Minor Equipment - Parks & Gardens	50,000	50,000	-		-	-	
119722	Oval Reticulation Automation	260,000	0	14,631.37		204,777.61	219,408.98	

**SHIRE OF EAST PILBARA
ORDINARY COUNCIL MEETING AGENDA**

11 DECEMBER 2020

**Shire Of East Pilbara
Acquisition & Construction of Assets
For The Period Ending 31st October 2020**

A/c No	Function/Sub Function	Budget	Monthly Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD	Note
119729	Capricorn Oval Benches	50,000	50,000	-		-	-	
119732	Newman - Junior Sports Doors & Security	25,000	0	-		-	-	
119740	Gallop Park Dump Point	15,000	5,000	-		12,936.36	12,936.36	
119742	North Newman Reserve - Water Supply Con.	50,000	0	-		67,735.85	67,735.85	
119746	Water Tank Scheme Connection	60,000	0	16,576.42		15,957.00	32,533.42	
	Ovals, Parks and Other Reserves	\$760,000	\$105,000	31,207.79		\$301,406.82	\$332,614.61	
	Total Recreation And Culture	\$960,000	\$171,668	85,537.79	50.17	\$339,997	\$425,535	

Transport

129545	Marble Bar / Woodie Woodie Road	281,600	0	84,978.21		32,571.60	117,549.81	
129546	Jigalong Road	530,000	0	22,454.95		-	22,454.95	
129547	Warrawagine Road	600,000	0	-		-	-	
129548	Muccan Shay Gap Road	300,000	0	4,457.21		2,686.23	7,143.44	
129549	Goldworthy Road	77,200	0	-		-	-	
129551	Woodie Woodie Road	300,000	0	2,913.96		-	2,913.96	
129555	Hillside Marbe Bar Road	659,700	0	-		32,571.60	32,571.60	
129557	Skull Springs Road	500,000	0	-		528,654.40	528,654.40	
129559	Goldsworth Shay Gap Road	439,600	0	-		-	-	
	Road Construction	\$3,688,100	\$0	114,804.33		\$596,483.83	\$711,288.16	

Shire Of East Pilbara
Acquisition & Construction of Assets
For The Period Ending 31st October 2020

A/c No	Function/Sub Function	Budget	Monthly Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD	Note
129537	Kiwirrkurra Access Road	690,600	0	469,741.90		100,000.00	569,741.90	
129538	Punmu Access Road	180,000	0	-		149,422.50	149,422.50	
129539	Talawana Track	180,000	0	-		-	-	
129540	Jupiter Well Access Road	75,000	0	-		-	-	
129542	Kunnawarritji Access	720,000	0	746,792.50		-	746,792.50	
129543	Desert Road	548,000	0	530,740.00		-	530,740.00	
	Aboriginal Access Roads	\$2,393,600	\$0	1,747,274.40		\$249,422.50	\$1,996,696.90	
129530	Newman Town Streets - Reseals	561,000	0	242,898.00		-	242,898.00	
129562	Local Road & Infrastructure Projects	1,196,500	0	-		-	-	
129601	Nullagine Entry Statement	30,000	10,344	638.00		29,667.75	30,305.75	
129595	Newman Depot - Land & Building	50,000	0	1,858.69		-	1,858.69	
129619	Streetscape Projects/ Landscaping - Various	100,000	33,332	402.03		-	402.03	
	Other Construction	\$1,937,500	\$43,676	245,796.72		\$29,667.75	\$275,464.47	
129079	WS P&G Vehicle - 4WD (2812)	55,000	0	-		-	-	
129084	Minor Equipment - Rural	73,000	0	-		-	-	
129096	Parks & Gardens Vehicle - 2WD (2807)	38,000	0	29,520.59		-	29,520.59	
129097	Parks & Gardens Vehicle - 2WD (2810)	38,000	0	29,553.84		-	29,553.84	
129098	Canter Tipper with Kevrek (2704)	98,000	0	-		65,170.00	65,170.00	
129722	Minor Equipment - Newman	30,000	0	-		-	-	
129723	Canter Tipper with Kevrek (2727)	98,000	0	-		79,210.00	79,210.00	
129732	Sideshift Backhow (2751)	190,000	0	-		-	-	

Shire Of East Pilbara
Acquisition & Construction of Assets
For The Period Ending 31st October 2020

A/c No	Function/Sub Function	Budget	Monthly Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD	Note
129745	Fuso Canter 815 Tipper (2825)	98,000	0	-		63,250.00	63,250.00	
	Road Plant Purchases	\$718,000	\$0	59,074.43		\$207,630.00	\$266,704.43	
129401	Services - Access Roads, Car Parks	200,000	0	-		-	-	
129402	Services - Water Inc Ro	250,000	250,000	2,791.50		19,020.84	21,812.34	
129404	Services - Waste	500,000	0	-		-	-	
129419	Safety & Security - Lighting	2,000,000	0	-		-	-	
129426	ASCE Plant & Equipment	250,000	0	-		168,337.00	168,337.00	
129427	Plant & Equipment - Machinery	150,000	0	24,298.18		19,772.73	44,070.91	
129431	Public Structures	400,000	0	-		-	-	
	Landside Expenses	\$3,750,000	\$250,000	27,089.68		\$207,130.57	\$234,220.25	
	Total Airport	\$3,750,000	\$250,000	27,089.68		\$207,130.57	\$234,220.25	
	Total Transport	\$12,487,200	\$293,676	2,194,039.56	-647.10	\$1,290,334.65	\$3,484,374.21	

Shire Of East Pilbara

Acquisition & Construction of Assets

For The Period Ending 31st October 2020

A/c No	Function/Sub Function	Budget	Monthly Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD	Note
<u>Economic Services</u>								
139818	RPT Troop Carrier (131166)	0	0	-		-	-	
	Rural Services	\$0	\$0	-		\$0.00	\$0.00	
139130	Newman Visitors Centre	70,000	0	-		-	-	
139203	Cape K - Caretakers Residence Potable Water	280,000	0	767.61		281,191.64	281,959.25	
139220	Newman Caravan Park	500,000	0	17,044.50		6,564.00	23,608.50	
	Tourism & Area Promotion	\$850,000	\$0	17,812.11		\$287,755.64	\$305,567.75	
	Total Economic Services	\$850,000	\$0	17,812.11	na	\$287,755.64	\$305,567.75	
<u>Other Works & Services</u>								
149014	Toyota Prado	0	0	-		-	-	
	Total Other Works & Services	\$0	\$0	-	na	\$0.00	\$0.00	
	Totals of All Assets	\$23,927,600	\$606,403	2,734,559.41	-350.95	\$2,859,101.71	\$5,593,661.12	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For The Period Ending 31st October 2020

OPERATING ACTIVITIES
NOTE 1
ADJUSTED NET CURRENT ASSETS

Adjusted Net Current Assets	Budget 2020/2021	YTD Actuals 2020/2021
Current Assets	\$	\$
Cash		
Municipal Fund Cash At Bank	153,600	13,699,296.77
Municipal Fund Cash On Hand	18,000	13,596.33
Municipal Fund Cash Invested	969,600	5,378,816.15
Reserve Funds	37,482,900	51,330,019.78
Total Cash	\$38,624,100	\$70,421,729.03
Stock on Hand		
Fuels	50,000	76,194.06
History Books	15,000	12,139.86
Martumili Baskets	15,000	17,859.60
Total Stock	\$80,000	\$106,193.52
Debtors		
Rates	210,000	3,623,220.72
Sundry Debtors	40,000	3,201,460.07
ATO	0	111,938.11
Aust Securities Commission	200	0.00
Total Debtors	\$250,200	\$6,936,618.90
Total Current Assets	\$38,954,300	\$77,464,541.45
Current Liabilities		
Creditors & Provisions		
Sundry Creditors	(\$500,000)	(\$2,011,181.40)
Accruals - Employee Entitlements	(\$773,100)	(\$1,326,799.23)
Accruals - Other	\$0	(\$6,222,230.29)
Trust Accounts	\$0	(\$1,218,243.15)
Tax Liability	\$0	(\$18,848.09)
ESL Levy	\$15,000	(\$61,108.89)
Other Liabilities	\$0	\$0.00
Total Current Liabilities	(\$1,258,100)	(\$10,858,411.05)
Total Net Current Assets	\$37,696,200	\$66,606,130.40
Less Restricted Cash - Reserves	\$37,482,900	\$51,330,019.78
Net Current Assets less Restricted Cash	\$213,300	\$15,276,110.62

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

NOTE 2

For The Period Ending 31st October 2020

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 budget materially.

The material variance adopted by Council for the 2020/21 year is \$10,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
VARIANCE BY FUNCTION & ACTIVITY					
	\$	%			
<u>Revenue from operating activities</u>					
Governance	25,243.36	93.37	▼	Timing	Reserve income not complete
General Purpose Funding - Rates	NA	NA			
General Purpose Funding - Other	NA	NA			
Law, Order & Public Safety	NA	NA			
Health	(5,010.28)	(26.47)	▼	Timing	Timing Only - Food Licences
Education and Welfare	NA	NA			
Housing	(13,206.77)	(13.14)	▲	Permanent	Refund for Solar Panels
Community Amenities	NA	NA			
Recreation and Culture	NA	NA			
Transport	NA	NA			
Economic Services	NA	NA			
Other Property and Services	(101,620.49)	(145.04)	▲	Permanent	Insurance Recoups higher then budgeted
<u>Expenditure from operating activities</u>					
Governance	(1,999,307.89)	(355.42)	▲	Timing	Administration Allocation not completed
General Purpose Funding	71,723.84	62.89	▼	Timing	Expenditure down over function - timing only
Law, Order and Public Safety	48,444.83	11.40			
Health	83,697.06	46.60	▼	Timing	Expenditure down over function - timing only
Education and Welfare	400,019.50	52.18	▼	Timing	Expenditure down over function - timing only
Housing	(47,838.35)	(17.69)	▲	Timing	Expenditure up over function - timing only
Community Amenities	1,176,667.88	54.66	▼	Timing	Expenditure down over function - timing only
Recreation and Culture	2,088,567.69	51.31	▼	Timing	Expenditure down over function - timing only
Transport	5,151,790.41	67.33	▼	Timing	Expenditure down over function - timing only
Economic Services	413,022.14	56.16	▼	Timing	Expenditure down over function - timing only
Other Property and Services	506,694.02	177.85	▼	Timing	Expenditure down over function - timing only

VARIANCE BY NATURE & TYPE

Operating Revenue

Rates	NA	NA			
Grants And Subsidies	(453,560.22)	15.51	▼	Timing	Income Down - Timing only
Contributions, Reimb. & Donations	(384,268.06)	44.93	▼	Timing	Income Down - Timing only
Gain On Asset Disposals	18,459.69	(43.06)	▲	Timing	Timing only
Fees and Charges	1,146,528.29	(19.62)	▲	Timing	Income Up - Timing Only
Interest	(367,042.50)	98.89	▼	Timing	Income Down - Timing only
Other Revenue/Income	(113,688.63)	36.52	▼	Timing	Income Down - Timing only
Service Charges					

Operating Expenditure

Employee Costs	(693,672.48)	14.90	▲	Timing	Employment Costs Down
Materials And Contracts	(1,705,558.88)	34.67	▲	Timing	Expenditure down - timing only
Depreciation On Non Current Assets	NA	NA			
Insurance Expenses	579,677.71	(58.77)	▼	Timing	Timing Only - Further Investigation
Loss On Asset Disposal	NA	NA			
Interest Expenses	(92,224.62)	71.68	▲	Timing	Expenditure down - timing only
Utilities (Gas, Electricity, Water Etc)	(416,884.79)	54.38	▲	Timing	Expenditure down - timing only
Other Expenditure	NA	NA			

10320130 - Interim/Prorata Rates - UV Mun (18/19)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For The Period Ending 31st October 2020

OPERATING ACTIVITIES

NOTE 3

RATE REVENUE

General Rate Revenue	Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV - Other	7.3662	2038	75,644,134	5,572,139			5,572,139	5,042,888	-120,362	-19,738	4,902,788
UV - Pastoral/Special Leases	8.5900	46	8,282,212	711,442			711,442	320,356			320,356
UV - Other (General, Mining & Petroleum)	17.1800	1141	44,215,816	7,596,277	190,000		7,786,277	7,673,071	70,943	29,881	7,773,895
							0				0
Minimums	Minimum \$										
GRV - Other	\$ 650	690	2,223,748	457,470			457,470	457,470			457,470
UV - Pastoral/Special Leases	\$ 230	21	8,107	4,830			4,830	4,830			4,830
UV - Other (General, Mining & Petroleum)	\$ 430	795	872,276	341,850	0		341,850	337,120			337,120
							0				0
Sub-Totals		4,731	131,246,293	14,684,008	190,000	0	14,874,008	13,835,734	-49,419	10,143	13,796,459
Discount							0				0
Concession					910,408		(910,408)				
Amount from General Rates							13,963,600				13,796,459
Ex-Gratia Rates							0				-
Total General Rates							13,963,600				13,796,459

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

NOTE 2

For The Period Ending 31st October 2020

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 budget materially.

The material variance adopted by Council for the 2020/21 year is \$10,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
VARIANCE BY FUNCTION & ACTIVITY					
Revenue from operating activities					
Governance	25,243.36	93.37	▼	Timing	Reserve income not complete
General Purpose Funding - Rates	NA	NA			
General Purpose Funding - Other	NA	NA			
Law, Order & Public Safety	NA	NA			
Health	(5,010.28)	(26.47)	▼	Timing	Timing Only - Food Licences
Education and Welfare	NA	NA			
Housing	(13,206.77)	(13.14)	▲	Permanent	Refund for Solar Panels
Community Amenities	NA	NA			
Recreation and Culture	NA	NA			
Transport	NA	NA			
Economic Services	NA	NA			
Other Property and Services	(101,620.49)	(145.04)	▲	Permanent	Insurance Recoups higher then budgeted
Expenditure from operating activities					
Governance	(1,999,307.89)	(355.42)	▲	Timing	Administration Allocation not completed
General Purpose Funding	71,723.84	62.89	▼	Timing	Expenditure down over function - timing only
Law, Order and Public Safety	48,444.83	11.40			
Health	83,697.06	46.60	▼	Timing	Expenditure down over function - timing only
Education and Welfare	400,019.50	52.18	▼	Timing	Expenditure down over function - timing only
Housing	(47,838.35)	(17.69)	▲	Timing	Expenditure up over function - timing only
Community Amenities	1,176,667.88	54.66	▼	Timing	Expenditure down over function - timing only
Recreation and Culture	2,088,567.69	51.31	▼	Timing	Expenditure down over function - timing only
Transport	5,151,790.41	67.33	▼	Timing	Expenditure down over function - timing only
Economic Services	413,022.14	56.16	▼	Timing	Expenditure down over function - timing only
Other Property and Services	506,694.02	177.85	▼	Timing	Expenditure down over function - timing only

VARIANCE BY NATURE & TYPE

Operating Revenue

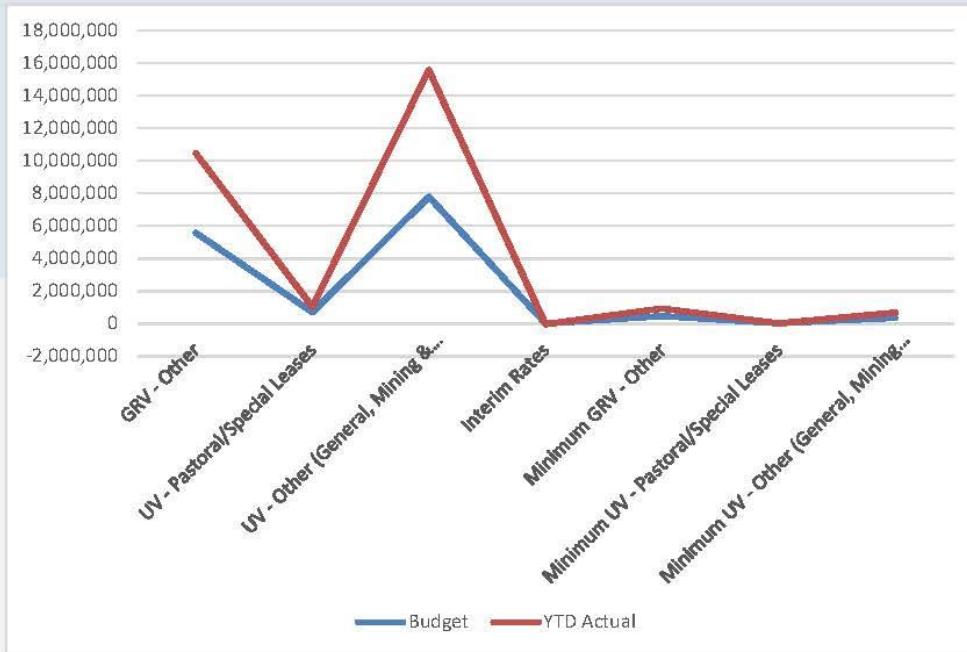
Rates	NA	NA			
Grants And Subsidies	(453,560.22)	15.51	▼	Timing	Income Down - Timing only
Contributions, Reimb. & Donations	(384,268.06)	44.93	▼	Timing	Income Down - Timing only
Gain On Asset Disposals	18,459.69	(43.06)	▲	Timing	Timing only
Fees and Charges	1,146,528.29	(19.62)	▲	Timing	Income Up - Timing Only
Interest	(367,042.50)	98.89	▼	Timing	Income Down - Timing only
Other Revenue/Income	(113,688.63)	36.52	▼	Timing	Income Down - Timing only
Service Charges					

Operating Expenditure

Employee Costs	(693,672.48)	14.90	▲	Timing	Employment Costs Down
Materials And Contracts	(1,705,558.88)	34.67	▲	Timing	Expenditure down - timing only
Depreciation On Non Current Assets	NA	NA			
Insurance Expenses	579,677.71	(58.77)	▼	Timing	Timing Only - Further Investigation
Loss On Asset Disposal	NA	NA			
Interest Expenses	(92,224.62)	71.68	▲	Timing	Expenditure down - timing only
Utilities (Gas, Electricity, Water Etc)	(416,884.79)	54.38	▲	Timing	Expenditure down - timing only
Other Expenditure	NA	NA			

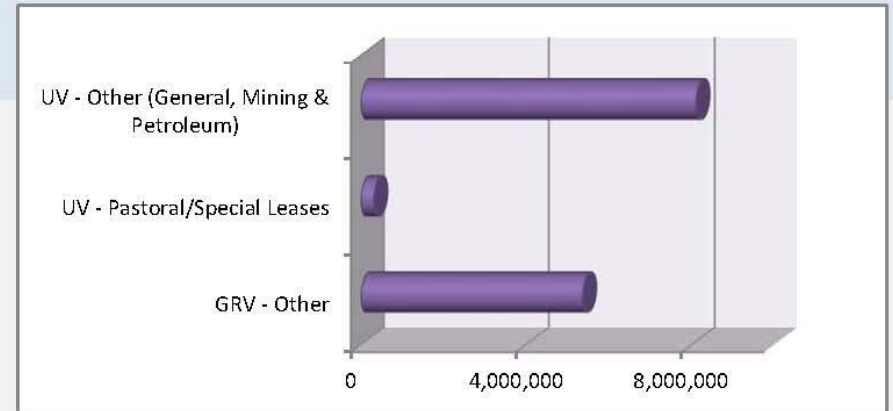
SIGNIFICANT ACCOUNTING POLICIES

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over



KEY INFORMATION

General Rates		
Budget	YTD Actual	%
\$13.96 M	\$13.8 M	99%



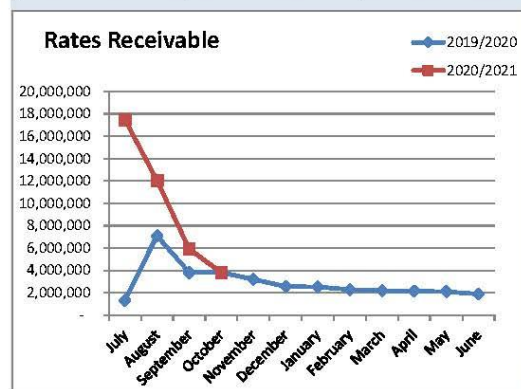
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For The Period Ending 31st October 2020

Rates Receivable	1 July 2019	31 Oct 20
	\$	\$
Opening Arrears Previous Years	1,349,994	1,893,659
Levied this year	16,670,389	17,546,238
Less Collections to date	(16,126,724)	(15,619,794)
Equals Current Outstanding	1,893,659	3,820,103
Net Rates Collectable	1,893,659	3,820,103
% Collected	96.74%	89.02%

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.



Collected	Rates Due
89%	\$3,820,103

OPERATING ACTIVITIES

NOTE 4

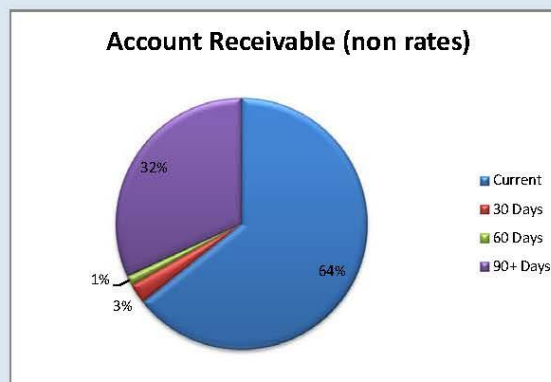
RECEIVABLES

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	1,429,155	56,989	27,408	707,806	2,221,358
Percentage	64%	3%	1%	32%	
Balance per Trial Balance					
Sundry debtors					2,221,358
Total Receivables General Outstanding					2,221,358

Amounts shown above include GST (where applicable)

SIGNIFICANT ACCOUNTING POLICIES

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. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



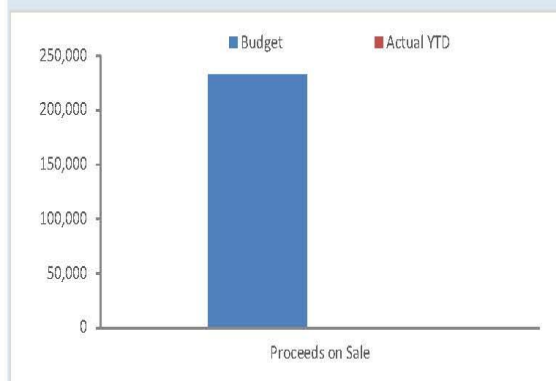
Debtors Due
\$2,221,358
Over 30 Days
36%
Over 90 Days
32%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For The Period Ending 31st October 2020

OPERATING ACTIVITIES
NOTE 5
DISPOSAL OF ASSETS

Asset Ref.	Asset Description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Program 4 Governance									
41229B	Toyota Hilux 4x4	9,000	17,000	8,000					
Program 5 Law, Order & Public Safety									
P51112E	Toyota Hilux	22,300	25,000	2,700					
Program 10 Community Amenities									
121212A	GEWS Vehicle	13,000	15,000	2,000					
Program 11 Culture and Recreation									
111576D	CRS Vehicle	22,300	25,000	2,700					
Program 12 Transport									
2704C	Fuso Canter	32,300	27,000		(5,300)				
2727C	Fuso Canter	38,000	27,000		(11,000)				
2751A	Backhoe	9,200	25,000	15,800					
2807E	Holden Colorado	14,200	9,000		(5,200)				
2810E	Holden Colorado	14,200	9,000		(5,200)				
2812C	Toyota Hilux	24,600	27,000	2,400					
2825A	Toyota 79 Series	35,800	27,000		(8,800)				
Program 13 Economic Services									
Program 14 Other Works and Services									
		234,900	233,000	25,600	(35,500)	0	0	0	0

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$233,000	\$0	0%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For The Period Ending 31st October 2020

FINANCING ACTIVITIES
NOTE 6
BORROWINGS

Information on Borrowings Particulars	Opening Bal 2020/2021	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing									
Staff Housing	193,958			46,199	93,900	147,759	100,058	6,275	11,100
Staff Housing	929,661			64,599	131,300	865,062	798,361	-	1,200
								30,167	58,200
								-	7,200
Community Amenities									
Sewerage Plant	1,354,944			0	125,200	1,354,944	1,229,744	-	59,500
Sewerage Plant	823,455			0	92,400	823,455	731,055	-	10,000
Sewerage Plant	0	0	4,700,000	0	271,600	0	4,428,400	-	24,400
								-	6,400
								-	92,700
								-	17,900
Transport									
Newman Airport Precinct	495,142			0	495,100	495,142	42	-	13,300
							0	-	8,700
	3,797,160	0	4,700,000	110,798	1,209,500	3,686,362	7,287,660	36,442	310,600
Self supporting loans							0		
	0	0	0	0	0	0	0	0	0
Total	3,797,160	0	4,700,000	110,798	1,209,500	3,686,362	7,287,660	36,442	310,600

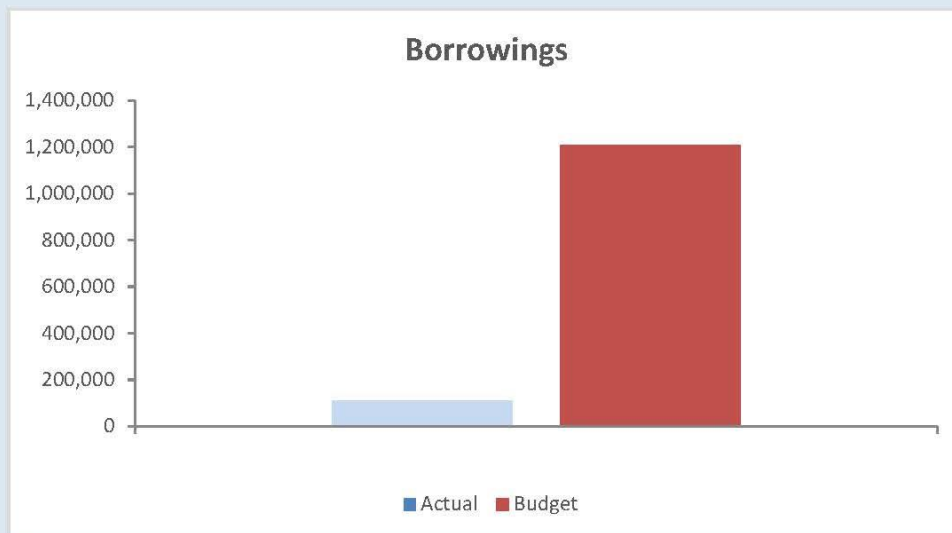
All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.



note:
Interest
Accrual -
As per
Auditors
Request

Interest Earned	Principal Repayments
\$3,942	\$110,798
Reserves Bal	Interest Expense
\$51.33 M	\$36,442
	Loans Due
	\$3.69 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For The Period Ending 31st October 2020

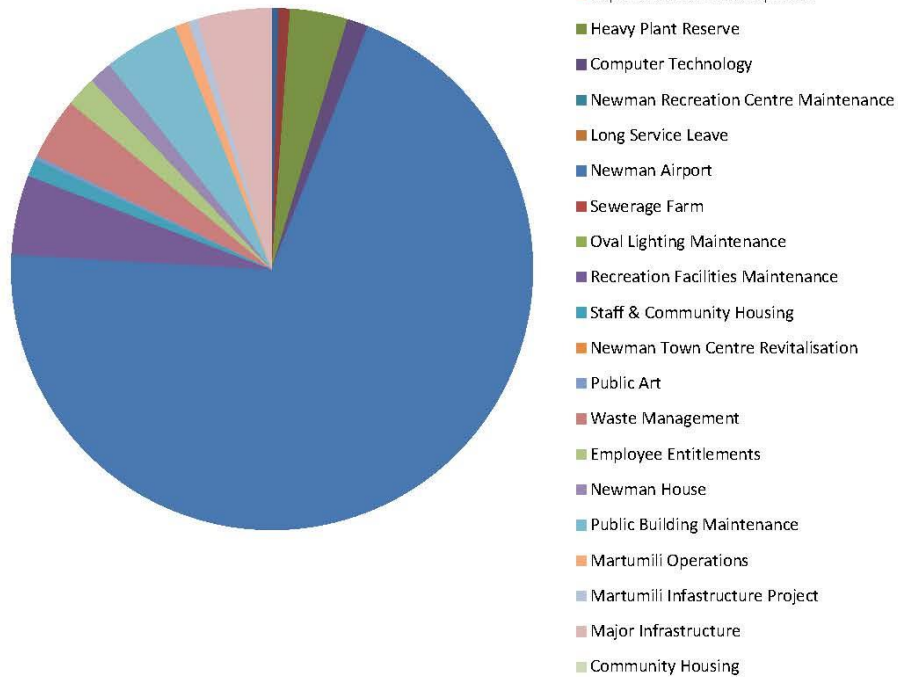
CASH AND INVESTMENTS
NOTE 7

Cash Backed Reserve

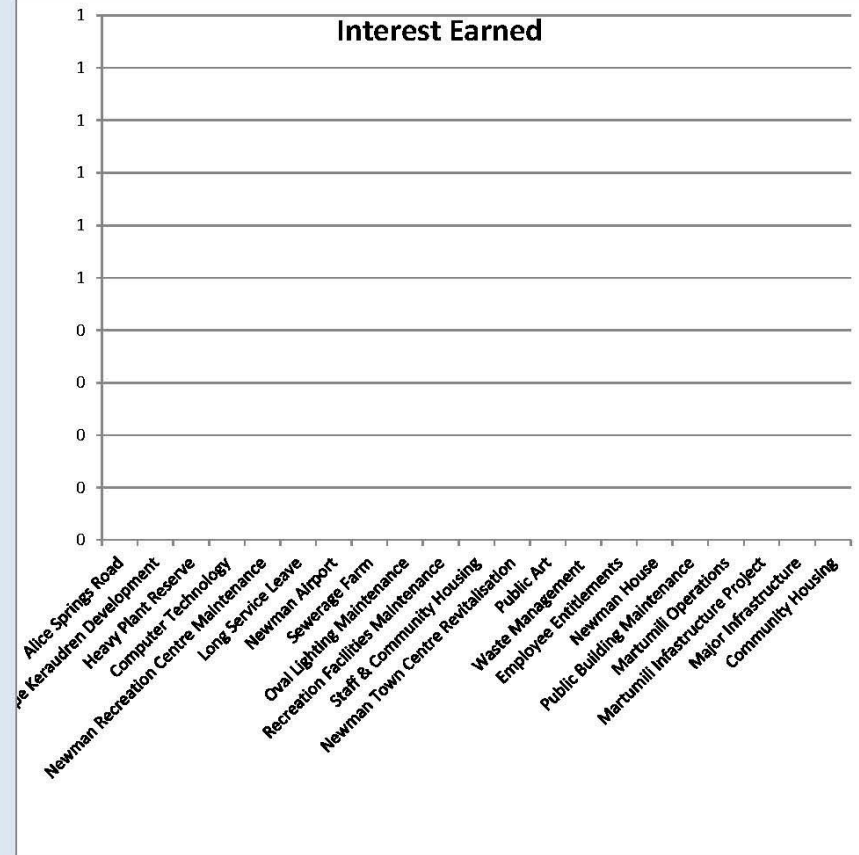
Reserve Name	Opening Balance - 01.07.2020	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Alice Springs Road	215,871	5,300	0	0	0	0	0	221,171	215,871
Cape Keraudren Development	363,798	8,900	0	0	0	(180,000)	0	192,698	363,798
Heavy Plant Reserve	1,837,817	60,800	0	0	0	(850,000)	0	1,048,617	1,837,817
Computer Technology	668,455	13,400	0	0	0	(100,000)	0	581,855	668,455
Newman Recreation Centre Maintenance	0	0	0	0	0	(127,535)	0	(127,535)	0
Long Service Leave	0	0	0	0	0	(464,411)	0	(464,411)	0
Newman Airport	35,879,532	674,900	0	2,080,100	0	(435,700)	0	38,198,832	35,879,532
Sewerage Farm	0	0	0	0	0	(115,770)	0	(115,770)	0
Oval Lighting Maintenance	0	0	0	0	0	(13,201)	0	(13,201)	0
Recreation Facilities Maintenance	2,537,321	58,000	0	342,178	0	(2,011,442)	0	926,057	2,537,321
Staff & Community Housing	557,666	29,300	0	1,180,964	0	(1,156,681)	0	611,249	557,666
Newman Town Centre Revitalisation	0	0	0	0	0	(337,000)	0	(337,000)	0
Public Art	124,801	2,400	0	0	0	0	0	127,201	124,801
Waste Management	1,959,403	31,700	0	2,791,176	0	(663,964)	0	4,118,315	1,959,403
Employee Entitlements	968,504	23,800	0	959,185	0	(494,774)	0	1,456,715	968,504
Newman House	730,710	16,700	0	0	0	0	0	747,410	730,710
Public Building Maintenance	2,390,433	63,300	0	0	0	(200,000)	0	2,253,733	2,390,433
Martumili Operations	441,756	13,500	0	0	0	(267,000)	0	188,256	441,756
Martumili Infrastructure Project	309,934	3,900	0	50,000	0	0	0	363,834	309,934
Major Infrastructure	2,344,018	0	0	0	0	0	0	2,344,018	2,344,018
Community Housing	0	0	0	0	0	(24,283)	0	(24,283)	0
	51,330,020	1,005,900	0	7,403,603	0	(7,441,760)	0	52,297,762	51,330,020

KEY INFORMATION

Reserve Balances



Interest Earned



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

GRANTS & CONTRIBUTIONS

For The Period Ending 31st October 2020

NOTE 8

Non Operating Grants & Contributions For The Development Of Assets

Grant Source	Purpose	2020/2021	2020/2021	2020/2021	Variance (Under)/Over
		Estimated	Budget	Actual	
		\$	\$	\$	
State Grants					
FESA	NBFB Shed Grant	0.00	77,300.00	0.00	na
WA Grants Commission	Aboriginal Access Roads	166,675.00	666,700.00	172,502.75	-3.50
Main Roads WA	Aboriginal Access Roads	83,325.00	333,300.00	183,333.20	-120.02
Main Roads WA	Regional Road Group	260,850.00	1,043,400.00	416,957.00	-59.85
WA Grants Commission	Untied Road Grants	155,300.00	621,200.00	0.00	100.00
Main Roads WA	Direct Grants	110,325.00	441,300.00	501,853.00	-354.89
State Government	Discovery Drive Sign Project	0.00	0.00	0.00	na
		\$ 776,475.00	\$ 3,183,200.00	\$ 1,274,645.95	-64.16
Federal Grants					
Federal Dep't Of Transport	Roads To Recovery	289,925.00	1,159,700.00	0.00	100.00
Federal Dep't Of Transport	Roads to Recovery - Additional	212,500.00	850,000.00	475,000.00	-123.53
Federal Dep't Of Transport	Local Roads & Community Infrast.	299,125.00	1,196,500.00	0.00	100.00
		\$ 801,550.00	\$ 3,206,200.00	\$ 475,000.00	40.74
Contributions					
BHP	Collective Impact - Community Safety	500,000.00	500,000.00	0.00	100.00
BHP	Sewerage Pant Upgrade Funding	0.00	150,000.00	0.00	na
Private Mine Contributions	Woodie Woodie Road	50,000.00	200,000.00	100,000.00	-100.00
BHP	Landscaping Project	0.00	100,000.00	0.00	na
BHP	Newman Caravan Park Grant	0.00	500,000.00	0.00	na
		\$ 550,000.00	\$ 1,450,000.00	\$ 100,000.00	81.82
Non-Operating grants, subsidies and contributions Total		\$ 2,128,025.00	\$ 7,839,400.00	\$ 1,849,645.95	13.08

**SHIRE OF EAST PILBARA
ORDINARY COUNCIL MEETING AGENDA**

11 DECEMBER 2020

Grants & Contributions Toward Operating Expenditure

Grant Source	Purpose	2020/2021	2020/2021	2020/2021	Variance
		Estimated	Budget	Actual	(Under)/Over
		\$	\$	\$	
State Grants					
WA Grants Commission	General Purpose Grants	-300,000.00	2,000,000.00	292,792.25	197.60
CRSFF	Recreation Plan	0.00	25,000.00	0.00	na
FESA	FESA Grant - SES	4,000.00	4,000.00	4,000.00	0.00
FESA	FESA Grant - Nullagine VBFB	5,000.00	20,000.00	1,111.62	77.77
Dept of Health	Mosquito Control	0.00	18,000.00	8,238.40	na
State Grants	Youth	1,000.00	3,000.00	0.00	100.00
DSR	Club Development	1,668.00	5,000.00	0.00	100.00
Art Enterprise Activities (NACIS)	Martumilli Arts Project	145,000.00	290,000.00	138,863.64	4.23
Dept Environmen. & Heritage	Martumilli Arts Project	35,000.00	70,000.00	35,000.00	0.00
Tourism WA	Fusion Festival	15,000.00	15,000.00	0.00	na
State Grants	Events	12,497.00	34,800.00	1,000.00	na
Lotterywest	Fusion Festival	6,668.00	20,000.00	0.00	100.00
WA Grants Commission	Untied Road Grants	225,000.00	900,000.00	205,988.75	8.45
PDC	Regional Economic Dev (RED) Grant	0.00	35,000.00	0.00	na
State Dep't of Transport	RPT Bus Service Subsidy	39,832.00	119,500.00	29,932.50	24.85
		\$ 190,665.00	\$ 3,559,300.00	716,927.16	24.85
Contributions					
Water Corporation	Newman Sewerage Farm	143,500.00	143,500.00	142,778.21	0.50
BHP	Newman Retreated Water Plan	0.00	100,000.00	0.00	na
BHP	Events Partnership - Newman	0.00	193,000.00	0.00	na
BHP	Martumili - Community Support	0.00	530,000.00	0.00	na
BHP	Regional Service Hub Planning	0.00	500,000.00	0.00	na
BHP	Newman Caravan Park Planning	0.00	500,000.00	0.00	na
		\$ 143,500.00	\$ 1,966,500.00	\$ 142,778.21	0.50
Operating grants, subsidies and contributions Total		\$ 334,165.00	\$ 5,525,800.00	\$ 859,705.37	24.85

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For The Period Ending 31st October 2020

NOTE 9
TRUST FUND

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2018	Amount Received	Amount Paid	Closing Balance 31 Oct 2020
	\$	\$	\$	\$
Public Open Space	231,500	0	0	231,500
Cash in Lieu of Parking	526,724	0	0	526,724
	758,224	0	0	758,224



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For The Period Ending 31st October 2020

NOTE 10
BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption		Opening Surplus	\$	\$	\$	\$ 0
	Permanent Changes						
	Unbudgeted Expenditure - FBT Policy Reform Strategy	202021/56	Operating Expenses			34,000	34,000
				0	0	34,000	

KEY INFORMATION

9.2.2 CREDITORS FOR PAYMENT

File No: FIN10-2
Attachments: Appendix 1 – Cheque Payments
Appendix 2 – Directs Payments
Appendix 3 – EFT Payments
Responsible Officer: Mrs Lisa Davis
Acting Executive Manager Corporate Services
Author: Mr Kaiser Uddin
Expenditure Finance Officer
Proposed Meeting Date: 11 December 2020
Location/Address: N/A
Name of Applicant: N/A
Author Disclosure of Interest: Nil

REPORT PURPOSE

Council endorsement of payment to creditors.

BACKGROUND

As per the attachment list, outlines payments made to creditors since the Council meeting on the 20th Of November 2020.

COMMENTS/OPTIONS/DISCUSSIONS

FUND	VOUCHER	AMOUNT
EFT Payments	EFT55787-EFT56051	1970402.59
Credit Card	TBA	TBA
	Total	\$1,970,402.59
Cheque Payments	25092-25102	5360.74
Superannuation	DD14297.1-DD14298.28	127310.12
BP Fuel		0
	Total	\$132670.86
	GRAND TOTAL	\$2103073.45

Please note the computer system allows for only a limited field for the description of goods/services purchased, therefore the description shown on the attached Schedule of Accounts may not show the entire description entered for the goods/services purchased.

CANCELLED AND UNUSED CHEQUES:

UNUSED CHEQUES

CANCELLED CHEQUES & EFTS

EFT55827, EFT55832, EFT55851, EFT55897, EFT55911, EFT55921, EFT55987 and EFT56046

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government (Financial Management) Regulations 1996
Part 2 – General financial management
Reg 11

- (1) *A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of –*
- (a) *cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and*
 - (b) *petty cash systems.*

Local Government (Financial Management) Regulations 1996
Part 2 – General financial management
Reg 12

- (1) *A payment may only be made from the municipal fund or the trust fund –*
- (a) *if the local government has delegated to the CEO the exercise of its power to make payments from those funds – by the CEO; or*
 - (b) *otherwise, if the payment is authorised in advance by a resolution of the council.*
- (2) *The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.*

POLICY IMPLICATIONS

STRATEGIC COMMUNITY PLAN

Nil

RISK MANAGEMENT CONSIDERATIONS

Medium Legislative

FINANCIAL IMPLICATIONS

Total expenses of \$2103073.45

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION

THAT Council endorse the payments:

FUND	VOUCHER	AMOUNT
EFT Payments	EFT55787-EFT56051	1970402.59
Credit Card	TBA	TBA
	Total	\$1,970,402.59
Cheque Payments	25092-25102	5360.74
Superannuation	DD14297.1-DD14298.28	127310.12
BP Fuel		0
	Total	\$132670.86
	 GRAND TOTAL	 <u>\$2103073.45</u>

Appendix 1 Cheque Payments

SHIRE OF EAST PILBARA
Cheque Payments

Chq/EFT	Date	Name	Description	Amount
25092	05/11/2020	BOOKABURNA MINERALS PTY LTD	Rate refund	-829.79
25093	05/11/2020	Carawine Resources Limited	Rate refund	-588.27
25094	05/11/2020	Julie Coffin	Rate refund	-600.00
25095	05/11/2020	Pandell Pty Ltd	Rate refund	-196.65
25096	05/11/2020	SOEP - CASH	Footy Tipping money for distribution to winners	-400.00
25097	12/11/2020	BEATONS CREEK GOLD PTY LTD	Rates refund	-391.32
25098	12/11/2020	NEWMAN HEALTH SERVICES	Rates refund	-1011.11
25099	12/11/2020	Paul William Fawkes	Rates refund	-527.20
25100	12/11/2020	SoEP - Container Deposit Scheme - Float	float Recoup	-336.40
25101	19/11/2020	ANTIPA RESOURCES PTY LTD	Rates refund	-430.00
25102	19/11/2020	SOEP - CASH	Footy Tipping money distridution to winners	-50.00
TOTAL				-\$5,360.74

Appendix 2 Directs Payments

SHIRE OF EAST PILBARA

Direct Debit Payments

Chq/EFT	Date	Name	Description	Amount
Fuel Payments Total				0.00
DD14297.1	01/11/2020	LGIA Super	Superannuation contributions	-257.91
DD14297.2	01/11/2020	EDWARDS J E AND A J SUPERANNUATION FUND	Superannuation contributions	-1077.24
DD14297.3	01/11/2020	LUCRF SUPER	Superannuation contributions	-256.16
DD14297.4	01/11/2020	UNISUPER	Payroll deductions	-570.06
DD14297.5	01/11/2020	Care Super	Superannuation contributions	-316.56
DD14297.6	01/11/2020	The Trustee for PRIME SUPER	Superannuation contributions	-80.42
DD14297.7	01/11/2020	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-281.96
DD14297.8	01/11/2020	ESSENTIAL SUPER	Superannuation contributions	-274.36
DD14297.9	01/11/2020	REST SUPERANNUATION	Superannuation contributions	-951.21
DD14298.1	15/11/2020	LGIA Super	Superannuation contributions	-257.91
DD14298.2	15/11/2020	EDWARDS J E AND A J SUPERANNUATION FUND	Superannuation contributions	-1077.24
DD14298.3	15/11/2020	LUCRF SUPER	Superannuation contributions	-256.16
DD14298.4	15/11/2020	UNISUPER	Payroll deductions	-570.06
DD14298.5	15/11/2020	Care Super	Superannuation contributions	-348.72
DD14298.6	15/11/2020	The Trustee for PRIME SUPER	Superannuation contributions	-19.30
DD14298.7	15/11/2020	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-281.96
DD14298.8	15/11/2020	ESSENTIAL SUPER	Superannuation contributions	-274.36
DD14298.9	15/11/2020	MLC MASTERKEY SUPER FUNDAMENTALS	Superannuation contributions	-44.25
DD14316.1	15/11/2020	AUSTRALIAN SUPER	Superannuation contributions	617.00
DD14317.1	15/11/2020	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Superannuation contributions	-454.34
DD14317.2	19/11/2020	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll deductions	-156.67
DD14318.1	15/11/2020	AUSTRALIAN SUPER	Superannuation contributions	-62.96
DD14297.10	01/11/2020	ING DIRECT	Payroll deductions	-493.42
DD14297.11	01/11/2020	HESTA SUPER FUND	Superannuation contributions	-511.24
DD14297.12	01/11/2020	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll deductions	-39228.76
DD14297.13	01/11/2020	IOOF Investments Services Ltd	Superannuation contributions	-250.68

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DD14297.14	01/11/2020	ING Superannuation Fund	Superannuation contributions	-457.68
DD14297.15	01/11/2020	Shane Donation Super Fund	Superannuation contributions	-250.43
DD14297.16	01/11/2020	Freedom of Choice	Payroll deductions	-513.43
DD14297.17	01/11/2020	Statewide Superannuation Trust	Superannuation contributions	-284.11
DD14297.18	01/11/2020	NORTH PERSONAL SUPER FUND	Superannuation contributions	-68.85
DD14297.19	01/11/2020	SUNSUPER	Superannuation contributions	-563.16
DD14297.20	01/11/2020	Hostplus	Superannuation contributions	-3598.31
DD14297.21	01/11/2020	AUSTRALIAN SUPER	Superannuation contributions	-3208.63
DD14297.22	01/11/2020	COLONIAL FIRST STATE	Superannuation contributions	-282.37
DD14297.23	01/11/2020	AMP	Superannuation contributions	-631.92
DD14297.24	01/11/2020	BT SUPER FOR LIFE	Superannuation contributions	-684.02
DD14298.10	15/11/2020	REST SUPERANNUATION	Superannuation contributions	-926.01
DD14298.11	15/11/2020	ING DIRECT	Payroll deductions	-479.65
DD14298.12	15/11/2020	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll deductions	-54130.69
DD14298.13	15/11/2020	Future Super Fund	Superannuation contributions	-99.81
DD14298.14	15/11/2020	HESTA SUPER FUND	Superannuation contributions	-462.94
DD14298.15	15/11/2020	IOOF Investments Services Ltd	Superannuation contributions	-250.68
DD14298.16	15/11/2020	ING Superannuation Fund	Superannuation contributions	-457.66
DD14298.17	15/11/2020	ANZ SMART CHOICE SUPER	Superannuation contributions	-94.44
DD14298.18	15/11/2020	Shane Donation Super Fund	Superannuation contributions	-226.05
DD14298.19	15/11/2020	Freedom of Choice	Payroll deductions	-513.43
DD14298.20	15/11/2020	Statewide Superannuation Trust	Superannuation contributions	-433.64
DD14298.21	15/11/2020	QSuper	Payroll deductions	-1221.95
DD14298.22	15/11/2020	NORTH PERSONAL SUPER FUND	Superannuation contributions	-100.81
DD14298.23	15/11/2020	SUNSUPER	Superannuation contributions	-563.16
DD14298.24	15/11/2020	Hostplus	Payroll deductions	-3542.36
DD14298.25	15/11/2020	AUSTRALIAN SUPER	Superannuation contributions	-3928.71
DD14298.26	15/11/2020	COLONIAL FIRST STATE	Superannuation contributions	-282.37
DD14298.27	15/11/2020	AMP	Superannuation contributions	-631.93
DD14298.28	15/11/2020	BT SUPER FOR LIFE	Superannuation contributions	-684.01

Appendix 3 EFT Payments

SHIRE OF EAST PILBARA

EFT Payments

Chq/EFT	Date	Name	Description	Amount
EFT55787	05/11/2020	BUGAI WHYOULTER	Artist Payment Ref # 7238	-37500.00
EFT55788	05/11/2020	JAKAYU BILJABU	Artist Payment Ref # 7258	-300.00
EFT55789	05/11/2020	Annabel Petersen	Artist Payment Ref # 7237	-147.40
EFT55790	05/11/2020	BILLY ATKINS	Artist Payment Ref # 7256	-200.00
EFT55791	05/11/2020	BUGAI WHYOULTER	Artist Payment Ref # 7255	-1000.00
EFT55792	05/11/2020	CORBAN CLAUSE WILLIAMS	Artist Payment Ref # 7242	-1000.00
EFT55793	05/11/2020	Derrick Butt	Artist Payment Ref # 7243	-300.00
EFT55794	05/11/2020	JASON TINKER	Artist Payment Ref # 7249	-300.00
EFT55795	05/11/2020	JUDITH ANYA SAMSON	Artist Payment Ref # 7240	-500.00
EFT55796	05/11/2020	KUMPAYA GIRGIRBA	Artist Payment Ref # 7257	-300.00
EFT55797	05/11/2020	MARIANNE BURTON	Artist Payment Ref # 7241	-1000.00
EFT55798	05/11/2020	Mary Larry	Artist Payment Ref # 7239	-99.20
EFT55799	05/11/2020	Muuki Taylor	Artist Payment Ref # 7251	-500.00
EFT55800	05/11/2020	NGAMARU BIDU	Artist Payment Ref # 7254	-887.50
EFT55801	05/11/2020	NOLA TAYLOR	Artist Payment Ref # 7248	-1000.00
EFT55802	05/11/2020	Nuria Shirley Jadai	Artist Payment Ref # 7244	-430.00
EFT55803	05/11/2020	PAULINE WILLIAMS	Artist Payment Ref # 7246	-393.00
EFT55804	05/11/2020	ROMA GIBSON	Artist Payment Ref # 7247	-246.40
EFT55805	05/11/2020	ANALYTICAL REFERENCE LABORATORY (WA)	Testing of asbestos in sample	-60.50
EFT55806	05/11/2020	Australian Local Government Job Directory	LG Job Directory advertisement	-247.50
EFT55807	05/11/2020	BEN LEWIS	Payout of Lotto Syndicates	-872.56
EFT55808	05/11/2020	BRIGHTSTONE PRODUCTIONS (Tracker Development)	Assistance with Recruitment	-858.00
EFT55809	05/11/2020	BRUCE ROCK ENGINEERING	Mechanical Repairs	-4884.00
EFT55810	05/11/2020	Blackwoods	Payment of Multiple Invoices	-943.51
EFT55811	05/11/2020	Bruce Gilbert	Payout of Lotto Syndicates	-325.01
EFT55812	05/11/2020	CARLY DAY	Staff Reimbursement	-171.18
EFT55813	05/11/2020	CJD EQUIPMENT	Supply 2 x UHF TX3500S Radios as per quote No 0050267528	-804.17
EFT55814	05/11/2020	COATES HIRE	CDS Portaloos and Temporary A/C units as per quote# 1152375	-948.39
EFT55815	05/11/2020	COLS EXCAVATOR HIRE	August 2020 monthly PO - Parks and Gardens	-4950.00

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EFT55816	05/11/2020	CUSTOMER FIRST CONTRACTING PTY LTD	Payment of Multiple Invoices	-21213.73
EFT55817	05/11/2020	Candice Murphy	Payout of Lotto Syndicates	-22.50
EFT55818	05/11/2020	Corporate Travel Management Group Pty Ltd	Payment of Multiple Invoices	-1944.33
EFT55819	05/11/2020	Creations by Amber Rose	Large Wreath - Bloody Slow Cup 24 October 2020	-100.00
EFT55820	05/11/2020	DAVID EVRETT	Payout of Lotto Syndicates	-712.29
EFT55821	05/11/2020	DEANS AUTOGLASS	Windscreen Replacement	-1259.50
EFT55822	05/11/2020	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	Emergency service Levy	-12813.66
EFT55823	05/11/2020	DESIGNA AUSTRALIA PTY LTD	Supply and deliver CN Designa Tickets 6.35mm mag stripe per 1000 as per Quote # 3981 to Newman Airport	-1914.00
EFT55824	05/11/2020	Dawn Ronchi	Payout of Lotto Syndicates	-106.80
EFT55825	05/11/2020	Dunnings	Supply and delivery of 8,000 litres of diesel fuel to the Newman Shire Depot	-6782.91
EFT55826	05/11/2020	EAST PILBARA VETERINARY SERVICE	Sentinel Chicken Program	-2835.30
EFT55828	05/11/2020	Eva Rodrigo	Payout of Lotto Syndicates	-47.29
EFT55829	05/11/2020	Finmec - t/a Earthmoving Maintenance Solutions (EMS)	Mchanical Repairs	-3591.52
EFT55830	05/11/2020	GALVINS PLUMBING SUPPLIES	Payment of Multiple Invoices	-2220.27
EFT55831	05/11/2020	GARY EDWARDS PLUMBING & GAS	Payment of Multiple Invoices	-616.00
EFT55833	05/11/2020	GYMCARE	Running Belt 95T Elevation Series	-4253.45
EFT55834	05/11/2020	Gail Sharrett	Reimbursement - Charged for Newman membership not a rural membership	-285.00
EFT55835	05/11/2020	HARRIS TECHNOLOGY	Supply and deliver Printer Consumables as per Quote # 248529	-4760.00
EFT55836	05/11/2020	HART SPORT	As per quote 10078714 Basketball backboard, ring and metal net	-568.90
EFT55837	05/11/2020	HERSEY JR & A	Payment of Multiple Invoices	-1289.88
EFT55838	05/11/2020	Incite Security Pty Ltd	Security panel and repair reset System.	-330.00
EFT55839	05/11/2020	JEANETTE BESSELL	Payout of Lotto Syndicates	-570.05
EFT55840	05/11/2020	JOANNA EADES	Payout of Lotto Syndicates	-325.01
EFT55841	05/11/2020	KMART AUSTRALIA LTD	White mugs, t-shirts and water guns for October school holidays as arranged over the phone with Maria at South Hedland Kmart.	-366.25
EFT55842	05/11/2020	KOMATSU AUSTRALIA PTY LTD	Mechanical Repairs	-1913.75
EFT55843	05/11/2020	LEIGH DAVID MULHOLLAND	Payout for Lotto Syndicate	-562.42
EFT55844	05/11/2020	LISA DAVIS	Payout of Lotto Syndicates	-106.80
EFT55845	05/11/2020	Lisa Hall (Bliss Yoga Mumma)	October Yoga Classes	-425.00

EFT55846	05/11/2020	MARBLE BAR TRAVELLERS REST	Accomodation	-282.20
EFT55847	05/11/2020	MARKETFORCE	Payment of Multiple Invoices	-9902.72
EFT55848	05/11/2020	MEGAN ANNE LESLIE	Payout of Lotto Syndicates	-455.48
EFT55849	05/11/2020	MEMORY MANDAZA	Payout of Lotto Syndicates	-416.59
EFT55850	05/11/2020	Marisa Leanne Wolfenden	Payout of Lotto Syndicates	-106.80
EFT55852	05/11/2020	NEWMAN CLEANING RESOURCES P/L	Payment of Multiple Invoices	-2005.30
EFT55853	05/11/2020	NEWMAN HOME HARDWARE & ICE PLUS	Payment of Multiple Invoices	-355.06
EFT55854	05/11/2020	PILBARA ELECTRICAL	Payment of Multiple Invoices	-2424.00
EFT55855	05/11/2020	Newman Teeball Association	Sustainable Litter Collection Program - Newman Teeball Association 14 September 2020 - 4 October 2020	-1500.00
EFT55856	05/11/2020	OFFICE LINE	Newman Admin Office Furniture as per quote	-3726.80
EFT55857	05/11/2020	OFFICEWORKS BUSINESS DIRECT	Payment of Multiple Invoices	-1795.37
EFT55858	05/11/2020	Oz Airports Pty Ltd	Airport Management Fees	-24096.60
EFT55859	05/11/2020	PACIFIC BIOLOGICS	10xA AUM WG 500G VECTOLEX - NULLAGINE AND MARBLE BAR - MOSQUITO CONTROL PROGRAM	-536.80
EFT55860	05/11/2020	PERMEATE PARTNERS PTY LTD	Please undertake operational and defect support over 24 months as per your proposal	-7258.90
EFT55861	05/11/2020	PILBARA MOTOR GROUP	Mechanical Repairs	-996.13
EFT55862	05/11/2020	Paul Howrie	Payout of Lotto Syndicates	-46.47
EFT55863	05/11/2020	Phoebe Jones	Yoga Classes October	-1700.00
EFT55864	05/11/2020	RGR ROAD HAULAGE (NEWMAN)	Freight charges	-506.00
EFT55865	05/11/2020	ROSHER E & M J PTY LTD	Supply and deliver various parts for Kubota as per Quote 1115607	-720.52
EFT55866	05/11/2020	ROYAL LIFE SAVING SOCIETY AUSTRALIA	Staff Training Fees	-1821.00
EFT55867	05/11/2020	Rebecca Naisbitt	Reimbursement Fuel and Repair	-60.48
EFT55868	05/11/2020	Robin Austen	Payout of Lotto Syndicates	-232.17
EFT55869	05/11/2020	SB Machinery Subway	Catering	-300.00
EFT55870	05/11/2020	SCHAER, OLIVER	Payout of Lotto Syndicates	-674.88
EFT55871	05/11/2020	SONIC HEALTHPLUS PTY LTD	medical expenses	-2495.90
EFT55872	05/11/2020	SUE GROSSE	Payout for Lotto Syndicate	-872.56
EFT55873	05/11/2020	Shanna Stroud	Payout of Lotto Syndicates	-46.47
EFT55874	05/11/2020	Sian Appleton	Payout for Lotto Syndicate	-106.80
EFT55875	05/11/2020	Susanne Millar	Payout of Lotto Syndicates	-157.51
EFT55876	05/11/2020	TECHBRAIN	IT Equipment	-3001.8
EFT55877	05/11/2020	THE ORS GROUP	Payment of Multiple Invoices	-1828.75

EFT55878	05/11/2020 TOLL EXPRESS	Freight charges	-124.73
EFT55879	05/11/2020 TYREPOWER NEWMAN	Mechanical Repairs	-11983.14
EFT55880	05/11/2020 Teresa Southwell	Payout of Lotto Syndicates	-87.12
EFT55881	05/11/2020 WIDEGLIDE CONSTRUCTIONS	Payment of Multiple Invoices	-60656.48
EFT55882	05/11/2020 WURTH AUSTRALIA PTY LTD	Goods as per quote	-1446.41
EFT55883	05/11/2020 Woolworths (WA) Ltd	Groceries for volunteer Pascale- Week 2	-262.14
EFT55884	06/11/2020 BHP BILLITON IRON ORE PTY LTD	Power Consumption charges 08/08/20-13/10/20	-491.87
EFT55885	06/11/2020 Marsh Pty Ltd	Lisa Unger Registration Incident Investigation MasterClass LGIS August 2020	-973.50
EFT55886	06/11/2020 TELSTRA	Data Charges - September 2020 0428 655 040	-4304.24
EFT55887	11/11/2020 3 MONKEYS AUDIOVISUAL	Supply TOA 250 Watt 4 Channel Digital Power Amplifier 250 watt per channel 100V Line and Labour (1 day) for 1 x Technician to install new amplifier and perform full test on PA system at Newman Airport	-4927.00
EFT55888	11/11/2020 AHRENS GROUP PTY LTD	Supply and Installation of air conditioning unit in the Irrigation Pump Shed at Capricorn Oval.	-5452.01
EFT55889	11/11/2020 ALLIED PICKFORDS (SIRVA PTY LTD)	Relocation Hay-Hendry Baldivis to Newman	-1210.00
EFT55890	11/11/2020 ALYKA PTY LTD	Digital Support Alyka for 2020/21 financial year	-385.00
EFT55891	11/11/2020 AMY MUKHERJEE	Reimbursement for travel to Perth for Martumili Trip - Ignatius Taylor	-198.46
EFT55892	11/11/2020 ANALYTICAL REFERENCE LABORATORY (WA)	October 2020 Monthly PO ARL Depot Main Account	-1705.55
EFT55893	11/11/2020 Allan Giles	Power Consumption 08/08/20-12/10/20	-155.35
EFT55894	11/11/2020 Aquatic Services WA Pty Ltd	Supply and Install of two (2) Rgent 125/26 Dinbloc Motor Pump, fitted with: - API Seal Flush - Stainless Steel Shaft Molybond Protective coating	-25482.60
EFT55895	11/11/2020 Australian Taxation Office (PAYG)	PAYG - PPE 01.11.20	-103456.60
EFT55896	11/11/2020 BAI Communications	Self Help RCP Radio 01/07/20 - 30/06/21	-284.77
EFT55898	11/11/2020 BEN LEWIS	Data Allowance - 14/05/20 to 14/10/20	-250.00
EFT55899	11/11/2020 BHP BILLITON IRON ORE PTY LTD	Power Consumption 15/08/20 - 14/10/20	-12850.74
EFT55900	11/11/2020 BROOKS HIRE SERVICES PTY LTD	Water cart hire for the months of July, August and September 2020	-11341.09
EFT55901	11/11/2020 Blackwoods	Matting Notrax Rubber Mats and Nabber Nifty Litter Picker per quote 10086982100	-1430.72
EFT55902	11/11/2020 Blue Diamond Machinery Pty Ltd	Medium mobile Evaporative Air Conditioner up to 200m2 Slim Desi CDS Freight excluded - organised through RGR.	-3000.01

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EFT55903	11/11/2020 Brent Stein	Power Subsidy - 10/08/20 to 12/10/20	-710.18
EFT55904	11/11/2020 Bruce Gilbert	Power Subsidy - 09/08/20 to 10/10/20	-181.01
EFT55905	11/11/2020 CCS Australasia Group	Supply and deliver 12xDowsil (2xboxes) 890-SL silicone joint sealant 857ml cartridges.	-519.20
EFT55906	11/11/2020 CLEANAWAY PTY LTD (acct 53651165)	Newman SES - Commercial Refuse Collection November 2019 - January 2020	-2957.25
EFT55907	11/11/2020 CLEANAWAY PTY LTD (acct 53651265)	Newman Town Litter Collection, PO # 33943	-57535.72
EFT55908	11/11/2020 CONRAD SHORT	Power Subsidy - 08/08/20 to 07/10/20	-441.86
EFT55909	11/11/2020 CUSTOMER FIRST CONTRACTING PTY LTD	35 Mullgunbah Ave Supply and Install New 3Kw	-31745.48
EFT55910	11/11/2020 Candice Murphy	Power Subsidy - 19/08/20 to 10/10/20	-146.09
EFT55912	11/11/2020 Corporate Travel Management Group Pty Ltd	Accommodation - Susanne Millar	-715.61
EFT55913	11/11/2020 DAVID EVRETT	Power Consumption 08/08/20-12/10/20	-403.19
EFT55914	11/11/2020 DEAN HATWELL	Councillor's Sitting Fees - 2nd Qtr Early Payment due to councillor resignation (For the month of October)	-2188.41
EFT55915	11/11/2020 David Kular	Payout for Lotto Syndicate #1, #2 & #3	-632.43
EFT55916	11/11/2020 David Olney	Reimbursement for fuel as SOEP card had expired and company unable to take PO	-433.53
EFT55917	11/11/2020 EM ELECTRICAL MOVEMENT	Installation of Telstra connection at Newman Airport Shire Office	-1237.69
EFT55918	11/11/2020 ENVIRONMENTAL INDUSTRIES	High pressure cleaning at the Square for the month of October 2020.	-3778.11
EFT55919	11/11/2020 GALJO PTY LTD T/A EAST PILBARA TYRE SERVICE	Supply & Fit Two Tyres To 145 EPS Fuso Canter Truck	-836.00
EFT55920	11/11/2020 GHD PTY LTD	RFT 01-2020/21 Contract to engage GHD Pty Ltd to undertake Consultancy, preliminary design and supervision for the Newman Waste Water Treatment Plant Upgrade	-90049.91
EFT55922	11/11/2020 HAYS SPECIALIST RECRUITMENT	Extension of wages for Kimberly Parks in relation to contracted work. \$79.22 per hour	-430.21
EFT55923	11/11/2020 Hopgood Ganim Lawyers	Legal advice on Ministers powers to amend reserve land for Newman Industrial Area	-4580.40
EFT55924	11/11/2020 Ixom Operations Pty Ltd	Service Fee - August 2020	-1268.19

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EFT55925	11/11/2020 JGC Group Pty Ltd	Service: The development and delivery of a customised club development workshop under the title of 'Securing your club's future – recovery and bouncing back' – scheduled for the 12th August 2020 Fixed fee as agreed: \$1400.00 Perth return airfare (1/7th contribution) \$100.00 Car hire (1/7th contribution) \$286.00 Meal allowance (1/7th contribution) \$100.00 Road travel (1/7th contribution) \$100.00 Accommodation – Newman – 12/08/2020 \$240.00	-2448.60
EFT55926	11/11/2020 Jarod Mellor	Power Subsidy - 16/09/20 to 08/10/20	-234.39
EFT55927	11/11/2020 KLEENHEAT GAS	45KG VAP CYL- Cylinder Charge Fee	-85.80
EFT55928	11/11/2020 Kunawarritji Aboriginal Corporation	Diesel for all 3 vehicles	-2061.60
EFT55929	11/11/2020 LEIGH DAVID MULHOLLAND	Power Consumption 07/08/20-08/10/20	-541.08
EFT55930	11/11/2020 LGIS Liability Scheme	LGIS Property _ To be broken down to individual GL's	-480167.00
EFT55931	11/11/2020 LISA DAVIS	Power Subsidy - 10/08/20 to 12/10/20	-711.91
EFT55932	11/11/2020 LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Sam Hawkins Weaving Tapestry Workshop LG Professionals 15.10.2020	-385.00
EFT55933	11/11/2020 Lang Tree Eric Coppin	Travel Allowance to allend OCM 23/10/2020	-973.96
EFT55934	11/11/2020 Lindon Mellor	Data Allowance - October & November	-337.65
EFT55935	11/11/2020 Lisa George	Power Subsidy - 12/08/20 to 09/10/20	-479.04
EFT55936	11/11/2020 MARKETFORCE	SEEK advertisement - 202 Human Resources Officer - TEMP	-209.31
EFT55937	11/11/2020 Manning Pavement Services Pty Ltd t/a Karratha Asphalt	Profiling and Asphalt works at Iron Ore Parade and Iron Ore Pde/Calcott St Roundabout which includes reduced area of 143m2	-253828.41
EFT55938	11/11/2020 Melissa Warren	Power Consumption 11/08/20-16/09/20- and 17/09/20- 13/10/20	-396.48
EFT55939	11/11/2020 Michael Zion	Power Subsidy - 09/08/20 to 10/10/20	-61.02
EFT55940	11/11/2020 NEWMAN CLEANING RESOURCES P/L	T4 Marilanna - Short term accommodatin Unit to be cleaned, has been transferred from 11 Forrest Wideglide moving furniture beginning of next week, so sometime at the end of next week if possible Unit to be cleaned and set up for guests	-198.00

EFT55941	11/11/2020 NEWMAN HOME HARDWARE & ICE PLUS	Assorted Hardware supplies - Dianne Crisp, Jake Flood and Mel Warren permission to purchase	-787.91
EFT55942	11/11/2020 PILBARA ELECTRICAL	BIRKO / 1017020INT - commercial 20L URN CONCEALED	-398.00
EFT55943	11/11/2020 NULLAGINE HOTEL GENERAL STORE	Supply Accommodation and Meals for one person from Finmec for two nights - 28th & 29th of October	-560.00
EFT55944	11/11/2020 Newman Visitors Centre	Accommodation for Paul and Diane Miller Check in 20/10/2020 check out 21/10/2020	-175.00
EFT55945	11/11/2020 Oz Airports Pty Ltd	Supply staff for management of Airport operations as emergency backfill - WE 04/10/20	-41849.10
EFT55946	11/11/2020 PILBARA MAINTENANCE & GARDEN SERVICES	Tree Removal at Galop Park Nullagine	-6847.50
EFT55947	11/11/2020 PILBARA MOTOR GROUP	Provide and replace front headlight on Safety 2 REGO 122EPS	-19.86
EFT55948	11/11/2020 PIRTEK NEWMAN	Air fittings for compressor	-34.96
EFT55949	11/11/2020 Paul Howrie	Power Subsidy - 19/08/20 to 10/10/20	-95.36
EFT55950	11/11/2020 Pitipan Sutiwan	Power Subsidy - 07/08/20 to 08/10/20	-307.54
EFT55951	11/11/2020 RENTOKIL INITIAL GROUP	July 2020	-13711.53
EFT55952	11/11/2020 ROBERT WEIR	Power Subsidy - 10/08/20 to 13/10/20	-554.24
EFT55953	11/11/2020 Raees Rasool	Power Subsidy - 13/08/20 to 13/10/20	-157.56
EFT55954	11/11/2020 Robin Austen	Data Allowance - 08/08/20 to 07/09/20 and 08/10/20 to 07/11/20	-200.00
EFT55955	11/11/2020 SABAH DUBAKH	Power Subsidy - 10/08/20 to 12/10/20	-425.14
EFT55956	11/11/2020 SONIC HEALTHPLUS PTY LTD	Payment for NW 242783 - David Mulholland ONLY	-78.90
EFT55957	11/11/2020 STEPHEN AGETT	Power Subsidy - 14/07/20 to 13/10/20	-606.44
EFT55958	11/11/2020 Sian Appleton	Power Subsidy - 17/06/20 to 10/08/20 and 08/08/20 to 16/09/20	-561.40
EFT55959	11/11/2020 Stacey Smith	Travel allowance to attend OCM 23/10/2020	-405.79
EFT55960	11/11/2020 Steven Tweedie	Governance, Integrity & Ethics Training 12-16 October 2020	-9661.61
EFT55961	11/11/2020 Stewart Dallas	Consultant Services - Domestic greywater reuse in Newman	-4400.00
EFT55962	11/11/2020 TECHBRAIN	IT Managed Service - RFT 14 - 17/18 Extended under new legislation	-1944.80
EFT55963	11/11/2020 TOLL EXPRESS	Connote 8586111554 Aquacorp to Auswater system Newman	-773.55
EFT55964	11/11/2020 Tom Wheeler	Fuel Reimbursement as there were no BP's	-441.04
EFT55965	11/11/2020 UNIFORMS AT WORK PTY LTD	Uniforms@Work Samples Women's as per quote 2055	-2227.50

**SHIRE OF EAST PILBARA
ORDINARY COUNCIL MEETING AGENDA**

11 DECEMBER 2020

EFT55966	11/11/2020 VISIMAX	quick capture pvc coated multi strand leads PN 40031	-242.60
EFT55967	11/11/2020 WA LOCAL GOVERNMENT ASSOC.	Southwell Teresa Accounts Receivable for LG WALGA Training 03.11.2020	-778.00
EFT55968	11/11/2020 WACOSS	Refund to duplicate payment of booking	-387.60
EFT55969	11/11/2020 WATER CORPORATION	Water Consumption Charges 01/09/20 - 31/10/20	-18620.18
EFT55970	11/11/2020 Wijittra Kaewrawang	Operator error - Overcharged when signing up for membership	-55.00
EFT55971	11/11/2020 Woolworths (WA) Ltd	Groceries for AGM	-855.77
EFT55972	11/11/2020 Youngs Earthmoving	Supply of Hired Road Construction Plant with Operators for Road Construction/Road Upgrade Project to Punmu Road 8120244. Rates as per tender submission RFT 8-2017/18 - Supply of Hired Road Construction Plant with Operators.	-254938.75
EFT55973	12/11/2020 Coca-Cola Amatil (acct 6745685)	Drink Stock for Newman Aquatic Centre	-2571.12
EFT55974	12/11/2020 HORIZON POWER	Power Consumption Charges 12.08.2020 - 09.10.2020 26 Station St, Marble Bar	-3615.52
EFT55975	12/11/2020 JAKAYU BILJABU	Artist Payment Ref # 7300 -Payment goes into Gladys ac	-600.00
EFT55976	12/11/2020 THELMA JUDSON	Artist Payment Ref # 7299- payment goes into Trevina ac	-300.00
EFT55977	12/11/2020 BILLY ATKINS	Artist Payment Ref # 7305	-200.00
EFT55978	12/11/2020 BUGAI WHYOUTLER	Artist Payment Ref # 7304	-2512.00
EFT55979	12/11/2020 CAROL WILLIAMS	Artist Payment Ref # 7298	-132.00
EFT55980	12/11/2020 CORBAN CLAUSE WILLIAMS	Artist Payment Ref # 7267	-1000.00
EFT55981	12/11/2020 GLADYS BIDU	Artist Payment Ref # 7301	-399.82
EFT55982	12/11/2020 JASON TINKER	Artist Payment Ref # 7302	-400.00
EFT55983	12/11/2020 JUDITH ANYA SAMSON	Artist Payment Ref # 7265	-900.00
EFT55984	12/11/2020 KAREN ROGERS	Artist Payment Ref # 7266	-550.00
EFT55985	12/11/2020 KUMPAYA GIRGIRBA	Artist Payment Ref # 7306	-300.00
EFT55986	12/11/2020 LYNELLE GIBBS	Artist Payment Ref # 7275	-300.00
EFT55988	12/11/2020 RONELLE SIMPSON	Artist Payment Ref # 7269	-198.00
EFT55989	13/11/2020 Lorelle Bundabar	Artist Payment for Basket Ref # 7294	-219.60
EFT55990	13/11/2020 MARIANNE BURTON	Artist Payment Ref # 7303	-800.00
EFT55991	19/11/2020 BEVERLEY ROGERS	Artist Payment Ref # 7309	-259.00
EFT55992	19/11/2020 BILLY ATKINS	Artist Payment Ref # 7324	-200.00
EFT55993	19/11/2020 BUGAI WHYOUTLER	Artist Payment Ref # 7323	-1000.00

**SHIRE OF EAST PILBARA
ORDINARY COUNCIL MEETING AGENDA**

11 DECEMBER 2020

EFT55994	19/11/2020 CORBAN CLAUSE WILLIAMS	Artist Payment Ref # 7319	-1100.00
EFT55995	19/11/2020 Derrick Butt	Artist Payment Ref # 7322	-400.00
EFT55996	19/11/2020 GLADYS BIDU	Artist Payment Ref # 7316	-300.00
EFT55997	19/11/2020 HELEN DALE SAMSON	Artist Payment Ref # 7334	-500.00
EFT55998	19/11/2020 JAKAYU BILJABU	Artist Payment Ref # 7326	-300.00
EFT55999	19/11/2020 JASON TINKER	Artist Payment Ref # 7331	-382.40
EFT56000	19/11/2020 JUDITH ANYA SAMSON	Artist Payment Ref # 7312	-1800.00
EFT56001	19/11/2020 KUMPAYA GIRGIRBA	Artist Payment Ref # 7325	-300.00
EFT56002	19/11/2020 LILY JATARR LONG	Artist Payment Ref # 7313	-450.80
EFT56003	19/11/2020 LORNA LINMURRA	Artist Payment Ref # 7318	-1685.97
EFT56004	19/11/2020 MARY ROWLANDS	Artist Payment Ref # 7332	-1100.00
EFT56005	19/11/2020 NOREENA KADIBIL	Artist Payment Ref # 7321	-639.00
EFT56006	19/11/2020 TAMISHA WILLIAMS	Artist Payment Ref # 7328	-170.00
EFT56007	19/11/2020 THELMA JUDSON	Artist Payment Ref # 7315	-500.00
EFT56008	19/11/2020 A & M MEDICAL SERVICES PTY LTD	First Aid Service - Defib and Oxygen	-592.09
EFT56009	19/11/2020 ALL-RID PEST MANAGEMENT	ANNUAL PEST INSPECTION/TREATMENT UNIT 1 BOHEMIA SPQ	-660.00
EFT56010	19/11/2020 AMIAD WATER SYSTEMS	Supply Two x 200 Micron Filters To Suit 8 Inch Inline Steel Filters	-1940.40
EFT56011	19/11/2020 CHAPMAN & BAILEY	Contract - Supply of High quality Art Materials Martumili - RFT 03-2017/18 Chapman and Bailey	-4175.45
EFT56012	19/11/2020 CHILD SUPPORT AGENCY	Payroll deductions	-1471.52
EFT56013	19/11/2020 CLEANAWAY PTY LTD (acct 53651165)	Newman Depot	-2840.52
EFT56014	19/11/2020 COLS EXCAVATOR HIRE	Emergency works Newman WWTP	-23965.81
EFT56015	19/11/2020 CUSTOMER FIRST CONTRACTING PTY LTD	19A Kurra - Conrad Short 0439942704 SAI new dishwasher, dispose of old unit	-4224.98
EFT56016	19/11/2020 Chloe Townsend	Electricity Reimbursement 01/08/20 - 12/10/20	-333.77
EFT56017	19/11/2020 Christopher John McNamara	Reimbursment for travel, parking and stationary	-621.35
EFT56018	19/11/2020 Cleanaway (Acct 53652829)	Newman WWTP - Liquid waste removal for the month of October.	-10660.00
EFT56019	19/11/2020 Darryl Wayne Ball	Power Subsidy - 12/08/20 to 09/10/20	-237.41
EFT56020	19/11/2020 Dean Jespersen	Robbers Dog on 31/10/2020 for Newman Neon Fun Night - PA Sound and Lighting Hire	-1100.00
EFT56021	19/11/2020 ENVIRONMENTAL INDUSTRIES	Newman Airport inc Park area near housing, and Car Park - Landscape Maintenance	-36555.64

EFT56022	19/11/2020 Emma Alinson	reimbursement Food and Transport expenses related to Training	-474.89
EFT56023	19/11/2020 Finmec - t/a Earthmoving Maintenance Solutions (EMS)	Service and repairs to Mitsubishi Fuso Canter Rubbish Truck 1EZ5786	-3394.18
EFT56024	19/11/2020 Fuji Xerox Australia Pty Ltd	Printing Charges October 2020, Serial # 607713	-3817.33
EFT56025	19/11/2020 Grace Removals Group	Jake Flood - Relocation of belongings from Peppermint Grove Beach WA to Newman WA Uplift date: 17/09/2020, delivery date: 23/09/2020	-4457.00
EFT56026	19/11/2020 Hopgood Ganim Lawyers	Associate	-3157.00
EFT56027	19/11/2020 KANYIRNINPA JUKURRPA	Refund of duplicate payment of Invoice # 85813	-65.00
EFT56028	19/11/2020 KMART AUSTRALIA LTD	Items as per Interim print - Sales number 7541 1103 035	-223.50
EFT56029	19/11/2020 LANDGATE (DOLA)	August 2020 - PO to cover expenses from Landgate	-53.40
EFT56030	19/11/2020 Mark Keogh (4x4 Training)	CPR Requalification Recreation Centre Staff, Vanessa Bowman, Callie Walker, Shyamalee Neelawathura, 1 additional member TBC, each \$99, Nov 5th 2020	-297.00
EFT56031	19/11/2020 NEWMAN CLEANING RESOURCES P/L	Newman Airport - Internal Seating Cleaning - Additional Sanitisation (per week)	-16797.00
EFT56032	19/11/2020 NEWMAN HOME HARDWARE & ICE PLUS	Purchase items for Event Kits for November 2020 (Metal hammers, cutter knife, screwdriver, scissors, gaffer tapes, and others).	-393.98
EFT56033	19/11/2020 NORTH WEST DISTRIBUTORS	Chips and Lollies for Kiosk (Newman)	-2686.22
EFT56034	19/11/2020 Newman Mainstreet Project T/A Red Desert Events	Equipment transfer and set up for Welcome To Newman on 31/10/2020 - 01/11/2020 (inclusive of GST).	-1090.91
EFT56035	19/11/2020 North Regional Tafe	Power Consumption Charges	-3262.24
EFT56036	19/11/2020 Oz Airports Pty Ltd	Supply staff for management of Airport operations as emergency backfill - WE 18/10/20	-20396.61
EFT56037	19/11/2020 PILBARA MOTOR GROUP	Service for field car 3- IECZ040	-385.00
EFT56038	19/11/2020 Paint Industries Pty Ltd	Supply and deliver 4xtubs of N61 black runway marking paint.	-562.32
EFT56039	19/11/2020 Punmu Aboriginal Corporation	Deisel for Community safety team november community visit.	-822.00
EFT56040	19/11/2020 Raees Rasool	Reimbursement Lunch and Carpark fees	-33.55
EFT56041	19/11/2020 Riklan Emergency Management Services	6 x Cylinder Air CF 6.8 Ltr 300 Bar RAV \$850 +GST each	-6292.00
EFT56042	19/11/2020 SHOP FOR SHOPS	Bags for gallery	-469.00

EFT56043	19/11/2020 SONIC HEALTHPLUS PTY LTD	Pre-employment medical - Telia Bilich MA1, AUD and an INSTANT	-379.50
EFT56044	19/11/2020 St John Ambulance Australia (Newman)	Newman Neon Fun Night: Request for Event Coverage Ambulance Standby for 2 Ambulance Officers - 2 hours (7pm - 9pm).	-424.00
EFT56045	19/11/2020 Sunraysia Tile Imports	Install Mobility hoist at Newman Aquatic Centre	-880.00
EFT56047	19/11/2020 VIVEK LOHAKARE - DJ	Dj Performance for Welcome To Newman on 31st October 2020 (value inclusive of GST).	-545.00
EFT56048	19/11/2020 WA LOCAL GOVERNMENT ASSOC.	WALGA Breakfast with Director Generals Registration Fee 29/10/2020	-100.00
EFT56049	19/11/2020 WATER CORPORATION	Water Consumption Charges 01/11/20 - 31/12/20	-13781.90
EFT56050	19/11/2020 WIDEGLIDE CONSTRUCTIONS	Boomerang oval fence replace 3 x 3m panels and brackets.	-5913.60
EFT56051	19/11/2020 Woolworths (WA) Ltd	BBQ supplies for Welcome to Newman	-777.42

9.3 EM INFRASTRUCTURE SERVICES

9.3.1 DELEGATED AUTHORITY TO AWARD TENDER 04, 2020-21 - NEWMAN HOUSING CAPITAL WORKS

Responsible Officer:	Mr Raees Rasool Executive Manager Infrastructure Services
Author:	Mr Lindon Mellor Manager Projects and Assets
Proposed Meeting Date:	11th December 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

For Council to consider delegating authority to the Chief Executive Officer to award or reject Tender 04, 2020-21 - Newman Housing capital works.

For Council to approve the Common Seal to be affixed under delegated authority to the Chief Executive Officer for the contract between the Shire of East Pilbara and the successful tender.

This is to assist in the efficient and timely delivery of the capital works program for the housing upgrades in Newman, within the 2020/21 financial year.

BACKGROUND

In 2019 the Shire of East Pilbara purchased twelve (12) residential properties from BHP (8 houses and 4 units in Newman). In the 2019/20 financial year eight (8) of these properties were upgraded to allow them to be used for staff housing. Upon detailed inspection, one (1) property was in very poor condition, with significant termite damage, making it not economically viable to retain and subsequently was demolished. The works required on the remaining three (3) properties were budgeted for in the 2020/21 financial year, due to the significant amount of works required to make them habitable.

The Administration is seeking tenders for upgrade works to the remaining three (3) properties through a request for tender process. In addition, we are also seeking pricing for some non-essential works, this being patio and fencing to two units located on Bondini Drive and internal painting to an airport house.

The Shire of East Pilbara will be advertising Tender 04, 2020-21 – Newman Housing Capital works on Saturday, 21st November 2020. The tender will be closing on the 14th December 2020, to meet the Councils minimum advertisement requirements, which is after the Council Meeting to be held on the 11th December 2020. The administration is seeking approval for the Chief Executive Officer to have delegated authority to award the contract and apply the common seal.

COMMENTS/OPTIONS/DISCUSSIONS

It is recommended that the Chief Executive Officer (or in the absence of the CEO, the Acting CEO) be delegated authority to award or reject the tender for Tender 04, 2020-21 - Newman Housing capital works.

Due to the time period between the 14th December and 29th January Council meetings, not awarding this tender until the January meeting will delay the delivery of this project by approximately 7 weeks and could severely impact the Administration's ability to deliver by the end of financial year. By allowing delegated authority, the contract can be established in December 2020, allowing the awarded contractor to order materials and arrange resources ready for works to begin as soon as possible. Alternatively if not awarded, the contract award will occur in February 2021 (after the 29th January Council meeting). Following which the contractor can begin the ordering of materials and resource planning.

Delegated authority is essential for the timely delivery of this project within the 2020/21 financial year and to ensure the Administration can provide adequate housing to staff. If the award of this tender is delayed, then this may impact the ability of the Shire to recruit due to lack of housing availability.

STATUTORY IMPLICATIONS/REQUIREMENTS

Part 3 – Functions of local governments (Division 3 – Executive functions of local governments) (Subdivision 6 – Various executive functions) 3.57. Tenders for providing goods or services (pg 70).

Part 5 - Administration (Division 4 – Local government employees) 5.42. Delegation of some powers and duties to CEO (pg 153)

- (1) A local government may delegate (absolute majority required) to the CEO the exercise of any of its powers or the discharge of any of its duties under-
 - (a) this act other than those referred to in section 5.43; or

- (2) A delegation under this section is to be in writing and may be general or otherwise provided in the instrument of delegation.

Part 5 - Administration (Division 4 – Local government employees) 5.43. Limits on delegations to CEO (pg 153)

A local government cannot delegate to a CEO any of the following powers or duties –

- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph.

STATUTORY IMPLICATIONS/REQUIREMENTS

Part 3 – Functions of local governments (Division 3 – Executive functions of local governments) (Subdivision 6 – Various executive functions) 3.57. Tenders for providing goods or services (pg 70).

Part 5 - Administration (Division 4 – Local government employees) 5.42. Delegation of some powers and duties to CEO (pg 153)

- (1) A local government may delegate (absolute majority required) to the CEO the exercise of any of its powers or the discharge of any of its duties under-

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- (2) A delegation under this section is to be in writing and may be general or otherwise provided in the instrument of delegation.

Part 5 - Administration (Division 4 – Local government employees) 5.43. Limits on delegations to CEO (pg 153)

A local government cannot delegate to a CEO any of the following powers or duties –

- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph.

POLICY IMPLICATIONS

4.5 EXECUTION OF DOCUMENTS

Minute No: Item 9.1.3

Date: 27th June 2013

Objective

To allow for the proper execution of documents.

Policy

All documents validly executed will have the common seal affixed and the Shire President and the Chief Executive Officer's attestations affixing the seal. Use of the common seal is to be recorded in the common seal register and must have the Council resolution number included and the date that the seal was applied.

Delegation From: Council

Delegation To: Chief Executive Officer

Council File Reference: ADM-14-9

Legislative Authority for Delegation: S5.42 Local Government Act 1995

Power/Duty/Authorisation Delegated:

Authority to prepare the necessary documentation to execute documents taking into account any specific or policy requirements of council where:

The Council has authorised entering into a formal contract or a formal contract is considered necessary by the Chief Executive Officer as part of the day to day operation of the Council or a formal contract is authorised under a delegated authority from the Council.

Authority for exercise of Power/Duty/Authorisation

Conditions attached to Delegation

Also refer to Council's Standing Orders Local Law

Date of Delegation _____

Delegator (Shire President) _____

STRATEGIC COMMUNITY PLAN

3: Built Environment

Connected and accessible communities.

B2 Plan for the future.

B2.2 Facilitate the release of land for diverse and inclusive housing options, industrial and commercial use

RISK MANAGEMENT CONSIDERATIONS

These works are essential to make sure the three (3) remaining BHP houses are upgraded to a liveable standard for staff housing. If the award of this tender is delayed, then the Shire may not be able to fill roles for new staff that require housing.

FINANCIAL IMPLICATIONS

The Budget for Capital works for 2020-21 is to the value of \$800,000 total budget for capital works and a budget of \$79,000 for Newman Airport.

VOTING REQUIREMENTS

Absolute.

OFFICER'S RECOMMENDATION

That Council

- 1. Delegate authority to the Chief Executive Officer (or in the absence of the CEO the Acting CEO) under s.5.42(1) and (2) and s.5.43(b) of the Local Government Act to accept RFT04-2020-21 Newman Housing Capital Tender which is due to close on Friday, 14th December 2020.**
- 2. Approve the Common Seal to be affixed under delegated authority to Chief Executive Officer (or in the absence of the CEO the Acting CEO) for the contract between the Shire of East Pilbara and the successful tender.**

**9.3.2 DELEGATED AUTHORITY TO AWARD TENDER RFT 09-2020/21 - KURRA
CARAVAN PARK - STAGE 1 CONSTRUCTION WORKS**

Responsible Officer:	Mr Raees Rasool Executive Manager Infrastructure Services
Author:	Mr Lindon Mellor Manager Projects and Assets
Proposed Meeting Date:	11th December 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

For Council to consider delegating authority to the Chief Executive Officer to award or reject Tender RFT 09-2020/21 - Kurra Caravan Park - Stage 1 Construction Works.

For Council to approve the Common Seal to be affixed under delegated authority to the Chief Executive Officer for the contract between the Shire of East Pilbara and the successful tender.

This is to assist in the Administration in efficient and timely delivery of Stage 1 works to allow a temporary arrangement to be setup for the Newman Caravan Park, in time for tourist season.

BACKGROUND

Newman currently has no publically available Caravan Parks and there are currently very few facilities available for tourists for overnight or short stay accommodation. Furthermore, in August 2020 the Shire commissioned a community perception survey with several requests for further tourist accommodation.

On the closure of BHP's existing Kurra Caravan Park, the Shire took the opportunity to obtain some of the existing site infrastructure and accommodation (Dongas) that were due to be demolished and applied to the Department of Lands and Heritage (DLPH) for ownership of the southern half of the existing Kurra site. The intention was to create a publically accessible Caravan Park.

Due to length of time required for planning a Caravan Park and the current lack of short stay accommodation facilities, Council have requested a temporary campsite be created on the site for stays of less than 3 days duration. This temporary campsite will utilise the existing facilities where possible and provide basic amenity required to provide tourists with additional short stay accommodation facilities for camping within Newman, to cater for increases in seasonal tourism.

The Temporary works being conducted will include:

- Water provided to the existing ablutions and office space;
 - Power provided to the existing ablutions. office space;
-

- Bin store;
- Waste facilities (including reconnection of the existing macerator and installation of a liquid waste dump point);
- An area within the current hardstand site with line marking for RV's, with power provided to approximately 50% of the sites ;
- A separate area (approximately 1000m²) within the site where the hardstand will be removed and the area rehabilitated to provide a grassed site for camping, with power to be provided to 50% of the sites.
- Basic signage; and
- Temporary washing machine facilities added to existing site office.

The Administration is seeking tenders for the aforementioned upgrade works through a request for tender process. The Shire of East Pilbara will be advertising RFT 09-2020/21 - Kurra Caravan Park - Stage 1 Construction Works on Wednesday, 9th of December 2020. The tender will be closing on the 31st December 2020, to meet the Councils minimum advertisement requirements. As this tender will not be returned before the Council Meeting to be held on the 11th December 2020, the administration is seeking approval for the Chief Executive Officer (or Acting CEO) to have delegated authority to award the contract and apply the common seal.

COMMENTS/OPTIONS/DISCUSSIONS

It is recommended that the Chief Executive Officer (or in the absence of the CEO, the Acting CEO) be delegated authority to award or reject the tender for RFT 09-2020/21 - Kurra Caravan Park - Stage 1 Construction Works.

Due to the time period between the 31st December and 29th January Council meeting, not awarding this tender until the January meeting will delay the delivery of this project by approximately 4 weeks and could impact the Administration's ability to deliver by the end of financial year. By allowing delegated authority, the contract can be established in early January 2021, allowing the awarded contractor to order materials and arrange resources ready for works to begin as soon as possible. Alternatively if not awarded delegated authority, the contract award will occur in February 2021 (after the 29th January Council meeting). Following which the contractor can begin the ordering of materials and resource planning.

Delegated authority is essential for the delivery of this project within the 2020/21 financial year and to ensure the Administration can provide temporary camping opportunities in Newman. If the award of this tender is delayed, then the Shire may not be able to complete the required works before tourist season.

STATUTORY IMPLICATIONS/REQUIREMENTS

Part 3 – Functions of local governments (Division 3 – Executive functions of local governments) (Subdivision 6 – Various executive functions) 3.57. Tenders for providing goods or services (pg 70).

Part 5 - Administration (Division 4 – Local government employees) 5.42. Delegation of some powers and duties to CEO (pg 153)

- (1) A local government may delegate (absolute majority required) to the CEO the exercise of any of its powers or the discharge of any of its duties under-
 - (a) this act other than those referred to in section 5.43; or

- (2) A delegation under this section is to be in writing and may be general or otherwise provided in the instrument of delegation.

Part 5 - Administration (Division 4 – Local government employees) 5.43. Limits on delegations to CEO (pg 153)

A local government cannot delegate to a CEO any of the following powers or duties –

- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph.

STATUTORY IMPLICATIONS/REQUIREMENTS

Part 3 – Functions of local governments (Division 3 – Executive functions of local governments) (Subdivision 6 – Various executive functions) 3.57. Tenders for providing goods or services (pg 70).

Part 5 - Administration (Division 4 – Local government employees) 5.42. Delegation of some powers and duties to CEO (pg 153)

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(a) this act other than those referred to in section 5.43; or

- (2) A delegation under this section is to be in writing and may be general or otherwise provided in the instrument of delegation.

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A local government cannot delegate to a CEO any of the following powers or duties –

- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph.

POLICY IMPLICATIONS

4.5 EXECUTION OF DOCUMENTS

Minute No: Item 9.1.3

Date: 27th June 2013

Objective

To allow for the proper execution of documents.

Policy

All documents validly executed will have the common seal affixed and the Shire President and the Chief Executive Officer's attestations affixing the seal. Use of the common seal is to be recorded in the common seal register and must have the Council resolution number included and the date that the seal was applied.

Delegation From: Council

Delegation To: Chief Executive Officer

Council File Reference: ADM-14-9

Legislative Authority for Delegation: S5.42 Local Government Act 1995

Power/Duty/Authorisation Delegated:

Authority to prepare the necessary documentation to execute documents taking into account any specific or policy requirements of council where:

The Council has authorised entering into a formal contract or a formal contract is considered necessary by the Chief Executive Officer as part of the day to day operation of the Council or a formal contract is authorised under a delegated authority from the Council.

Authority for exercise of Power/Duty/Authorisation

Conditions attached to Delegation

Also refer to Council's Standing Orders Local Law

Date of Delegation _____

Delegator (Shire President) _____

STRATEGIC COMMUNITY PLAN

3: Built Environment

Connected and accessible communities.

B2 Plan for the future.

B2.2 Facilitate the release of land for diverse and inclusive housing options, industrial and commercial use

RISK MANAGEMENT CONSIDERATIONS

These works are essential to ensure that Newman has adequate temporary camping facilities before tourist season. If the award of this tender is delayed, then the Shire may not be able to deliver this project in time for tourist season and businesses in town may miss out on the economic benefits surrounding a higher level of tourism. It should be noted that as of the 24th of November 2020 (when this report was drafted) the Shire still does not have the management order necessary for the land. This has been a result of delays by the Department of Lands and Environmental Heritage and BHP.

FINANCIAL IMPLICATIONS

The 2020/21 capital works budget for the caravan park is \$500,000. This tender is estimated to cost around \$400,000 of the allocated budget.

VOTING REQUIREMENTS

Absolute.

OFFICER'S RECOMMENDATION

That Council

- 1. Delegate authority to the Chief Executive Officer (or in the absence of the CEO the Acting CEO) under s.5.42(1) and (2) and s.5.43(b) of the Local Government Act to accept RFT 09-2020/21 – Kurra Caravan Park – Stage 1 Construction Works which is due to close on Thursday 31st December 2020.**
- 2. Approve the Common Seal to be affixed under delegated authority to Chief Executive Officer (or in the absence of the CEO the Acting CEO) for the contract between the Shire of East Pilbara and the successful tender.**

- 10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 11 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**
- 12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF COUNCIL**

13 CONFIDENTIAL MATTERS BEHIND CLOSED DOORS

13.1 CHIEF EXECUTIVE OFFICER

13.1.1 COVID-19 DELEGATIONS TO CHIEF EXECUTIVE OFFICER

Responsible Officer: Mr Jeremy Edwards
Chief Executive Officer

Author: Mrs Kylie Bergmann
Acting Manager Governance

Proposed Meeting Date: 11 December 2020

REASONS FOR CONFIDENTIALITY

That in accordance with Section 5.23 (2) of the Local Government Act 1995 the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:

- (b) The personal affairs of any person.

13.1.2 CEO RECRUITMENT & SELECTION PANEL MINUTES

Responsible Officer: Mr Jeremy Edwards
Chief Executive Officer

Author: Mrs Kylie Bergmann
Acting Manager Governance

Proposed Meeting Date: 11 December 2020

REASONS FOR CONFIDENTIALITY

That in accordance with Section 5.23 (2) of the Local Government Act 1995 the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:

- (b) The personal affairs of any person.

**13.1.3 APPROVAL OF PREFERRED CANDIDATE FOR CEO ROLE AND SETTING
DATE FOR SPECIAL COUNCIL MEETING TO ENDORSE FINAL
CONTRACT**

Responsible Officer: Mr Jeremy Edwards
Chief Executive Officer

Author: Mrs Kylie Bergmann
Acting Manager Governance

Proposed Meeting Date: 11 December 2020

REASONS FOR CONFIDENTIALITY

That in accordance with Section 5.23 (2) of the Local Government Act 1995 the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:

- (b) The personal affairs of any person.

14 DATE OF NEXT MEETING

29 January 2021

15 CLOSURE