

Unconfirmed copy of Minutes of  
Meeting held on 21 April 2017 subject  
to confirmation at meeting to be held  
on 26 May 2017

**SHIRE OF EAST PILBARA**

These minutes were confirmed by the council  
as a true and accurate record at the ordinary  
council meeting held on 26 / 5 / 2017



**EAST PILBARA SHIRE COUNCIL**

**MINUTES**

**ORDINARY COUNCIL MEETING**

**NOTICE IS HEREBY GIVEN** that an  
ORDINARY Meeting of the Council was held,  
in Council Chambers, Newman,  
10.00 AM, FRIDAY, 21 APRIL, 2017.

**Allen Cooper**  
**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: \_\_\_\_\_  
Allen Cooper  
Chief Executive Officer

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## **1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Chairman declared the meeting open at 10:00 AM and welcomed the Visitor in the public gallery.

## **2 RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE**

### **2.1 ATTENDANCES**

#### Councillors

Cr Lang Coppin OAM  
Cr Craig Hoyer  
Cr Gerry Parsons  
Cr Dean Hatwell  
Cr Jeton Ahmedi  
Cr Michael Kitchin

Deputy Shire President  
Councillor  
Councillor  
Councillor  
Councillor  
Councillor

#### Officers

Mr Allen Cooper  
Ms Sian Appleton  
Mr Rick Miller

Chief Executive Officer  
Deputy Chief Executive Officer  
Director Technical and Development  
Services  
Coordinator Executive Services

Mr Grant Watson

#### Public Gallery

Miss Marley Amphlett

Edith Cowen University

### **2.2 APOLOGIES**

#### Councillor Apologies

Cr Lynne Craigie  
Cr John Jakobson  
Cr Shane Carter  
Cr Anita Grace  
Cr Biddy Schill

Shire President  
Councillor  
Councillor  
Councillor  
Councillor

#### Officer Apologies

Nil

### **2.3 LEAVE OF ABSENCE**

Nil

## **3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

**4 PUBLIC QUESTION TIME**

Nil

**5 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil

**6 APPLICATIONS FOR LEAVE OF ABSENCE**

**6.1 CR JOHN JAKOBSON**

**COUNCIL RESOLUTION: 201617/160**

**MOVED: Cr Gerry Parsons**

**SECONDED: Cr Michael Kitchin**

**That Councillor John Jakobson be granted leave of absence for March, April and May 2017 Council Meetings.**

**CARRIED  
RECORD OF VOTE: 6 - 0**

**7 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING**

**7.1 CONFIRMATION OF MINUTES**

[Minutes March 17 2017 Council.DOCX](#)

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/161**

**MOVED: Cr Gerry Parsons**

**SECONDED: Cr Dean Hatwell**

**THAT the minutes of the Ordinary Meeting of Council held on 17 March 2017, be confirmed as a true and correct record of proceedings.**

**CARRIED  
RECORD OF VOTE: 6 - 0**

***To be actioned by Mr Allen Cooper, Chief Executive Officer***

## **8 MEMBERS REPORT**

### **8.1 ITEMS FOR RECOMMENDATION**

Nil

### **8.2 ITEMS FOR INFORMATION**

#### **Cr Lang Coppin attended:**

- Desert Road Trip 15/04/2017
- Harmony Night Marble Bar 19/03/2017

#### **Cr Dean Hatwell attended:**

- Harmony Night Marble Bar 19/03/2017
- Tourist Association Committee Meeting Marble Bar

#### **Cr Michael Kitchin attended:**

- WALGA Integrated Strategic Planning Perth 03/04/2017
- Harmony Night Marble Bar 19/03/2017
- Urban Land Use 05/04/2017
- Kuini McClver Funeral 10/04/2017

#### **Cr Jeton Ahmedi attended:**

- Harmony Day 01/04/2017
- Meet & Greet Councillors Shopping Centre Visit 08/04/2017

#### **Cr Gerry Parsons attended:**

- Newman Skilled Trade Expo 05/04/2017
- Newman Youth Centre Festival 01/04/2017
- NCCI Committee Meeting 30/03/2017
- PDC Meeting 11-12/03/2017
- PDC Health and Education Meeting 29/03/2017

#### **Cr Craig Hoyer attended:**

- Nil



## **9 OFFICER'S REPORTS**

### **9.1 CHIEF EXECUTIVE OFFICER**

#### **9.1.1 CHIEF EXECUTIVE OFFICER STATUS OF COUNCIL DECISIONS - MARCH 2017**

**File Ref:** CLR-4-5  
**Responsible Officer:** Mr Allen Cooper  
Chief Executive Officer  
**Author:** Mrs Sheryl Pobrica  
Executive Services Administration Officer  
**Proposed Meeting Date:** 21 April 2017  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

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### **REPORT PURPOSE**

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

### **BACKGROUND**

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

### **COMMENTS/OPTIONS/DISCUSSIONS**

The status list of Council decisions is included as an attachment to the agenda.

### **STATUTORY IMPLICATIONS/REQUIREMENTS**

Local Government Act 1995  
Part 2 Constitution of local government  
Division 2 Local governments and councils of local governments  
Section 2.7

- (1) The council –
  - (a) governs the local government's affairs; and
  - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to -
  - (a) oversee the allocation of the local government's finances and resources; and
  - (b) determine the local government's policies.

### **POLICY IMPLICATIONS**

Nil

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## STRATEGIC COMMUNITY PLAN

### Goal 1 – Civic Leadership – Planned Actions

*The Shire of East Pilbara seeks to deliver high quality corporate governance and demonstrate accountability to its constituents. All decisions are informed by community engagement – leading to the effective allocation of the Shire's resources – that deliver optimum benefits to the community.*

#### 1.1 Efficient and effective local government

##### 1.1.1 Ethical, accountable and transparent decision-making

## RISK MANAGEMENT CONSIDERATIONS

In order to remain transparent and to facilitate timely and appropriate decision-making it is necessary that actions items be reviewed at each Council meeting.

## FINANCIAL IMPLICATIONS

Nil

## VOTING REQUIREMENTS

Simple.

### OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/162

**MOVED:** Cr Michael Kitchin

**SECONDED:** Cr Gerry Parsons

**THAT the Chief Executive Officer "Status of Council Decisions" Report for the month of March 2017 be received.**

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
27th May 2016	13.1	ORTHODONTIST SERVICE IN NEWMAN Cr Gerry Parsons asked if there is anything we can do about orthodontist service in Newman as current dentist is leaving? Mr Allen Cooper to follow up.	CEO	Letter sent 13.06.2016 Awaiting response. Returned as requested OCM17032017 item 13.1	In Progress
28 <sup>th</sup> October 2016	13.1	BLOODYSLOW CUP EVENT - SECURITY Cr Craig Hoyer asked the question at the Bloodyslow Cup Event they have no security but if a sporting club would like to run an event then it requires many security personnel which costs too much and yet the police can just have a couple of police officers? Cr Lynne Craigie said she will be having a meeting with the OIC and will ask the question. Mr Allen Cooper, Chief Executive Officer to arrange	CEO	Invited Police to attend OCM 3 <sup>rd</sup> Feb 2017 Arrange Meeting with New OIC	In Progress
9 December 2016	9.1.2	CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW	PRESIDENT	Questionnaire distribution to Councillors by President	April 2017
3 February 2017	9.1.3	PRESIDENTIAL CHAIN	CEO	Policy to be presented to Council 21/04/2017 a Presidential Chain has	April 2017

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

**21 APRIL, 2017**

<b>COUNCIL MEETING DATE</b>	<b>ITEM NO</b>	<b>COUNCIL RESOLUTION</b>	<b>RESPONSIBLE OFFICER</b>	<b>ACTION TAKEN/ STATUS</b>	<b>ESTIMATED COMPLETION DATE</b>
				been purchased.	
17 March 2017	13.4	PILBARA RESIDENTS AIRFARES Cr Shane Carter asked if Council can still keep corresponding with the airlines, state and federal government for cheaper flights for residents in the Pilbara. Mr Allen Cooper, CEO replied we will continue to correspond with the airlines, state and federal governments.	CEO	Comments in the Northwest Telegraph 22&29/03/2017 by the Shire President, Lynne Craigie & Tony Friday from PRC	On Going
17 March 2017	13.7	LABOR'S PLAN FOR THE PILBARA Cr Craig Hoyer, said he looked into the newly elected State Government document Labor's Plan for the Pilbara and noticed they have allocated \$100,000 for a new outdoor basketball court? Does the Shire have any details of this? Mr Allen Cooper, CEO replied yes in Newman it was in the plan but didn't know where the Labor Party got the information from.	CEO	CEO to follow up	
17 March 2017	13.10	TOBACCO TAX Cr Lang Coppin asked if a letter could be written to the state & federal government regarding the increase of tobacco tax, as there has been an increase in burglaries at businesses e.g roadhouses. This is due to the increase of tax as many people cannot afford to buy cigarettes so they break into properties/business's just for cigarettes. If prices were reasonable then people would not be breaking and entering into properties. Mr Allen Cooper, CEO to try and gather more information.	CEO	CEO to follow up	

**CARRIED  
RECORD OF VOTE: 6 - 0**

***To be actioned by Mr Allen Cooper, Chief Executive Officer***

**9.2 DEPUTY CHIEF EXECUTIVE OFFICER**

**9.2.1 DEPUTY CHIEF EXECUTIVE STATUS OF COUNCIL DECISIONS - MARCH 2017**

**File Ref:** CLR-4-5  
**Responsible Officer:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Author:** Mrs Sheryl Pobrica  
Executive Services Administration Officer  
**Proposed Meeting Date:** 21 April 2017  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

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**REPORT PURPOSE**

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

**BACKGROUND**

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

**COMMENTS/OPTIONS/DISCUSSIONS**

The status list of Council decisions is included as an attachment to the agenda.

**STATUTORY IMPLICATIONS/REQUIREMENTS**

Local Government Act 1995  
Part 2 Constitution of local government  
Division 2 Local governments and councils of local governments  
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  - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to -
  - (a) oversee the allocation of the local government's finances and resources; and
  - (b) determine the local government's policies.

**POLICY IMPLICATIONS**

Nil

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## STRATEGIC COMMUNITY PLAN

### Goal 1 – Civic Leadership – Planned Actions

*The Shire of East Pilbara seeks to deliver high quality corporate governance and demonstrate accountability to its constituents. All decisions are informed by community engagement – leading to the effective allocation of the Shire’s resources – that deliver optimum benefits to the community.*

#### 1.1 Efficient and effective local government

##### 1.1.1 Ethical, accountable and transparent decision-making

## RISK MANAGEMENT CONSIDERATIONS

In order to remain transparent and to facilitate timely and appropriate decision-making it is necessary that actions items be reviewed at each Council meeting.

## FINANCIAL IMPLICATIONS

Nil

## VOTING REQUIREMENTS

Simple.

### OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/163

**MOVED:** Cr Gerry Parsons

**SECONDED:** Cr Craig Hoyer

**THAT the Deputy Chief Executive Officer “Status of Council Decisions” Report for the month of March 2017 be received.**

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	DIRECTORATE	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
17 March 2017	9.2.2	AUDIT COMMITTEE REPORT - 23 FEBRUARY 2017	DCEO		Completed
17 March 2017	9.2.3	BUDGET REVIEW AS AT 31 JANUARY 2017	DCEO		Completed
17 March 2017	9.2.4	COMMUNITY ASSISTANCE GRANTS MARCH 2017	MCW	Ongoing in 21 April 2017, Agenda	April 2017
17 March 2017	11.1.1	2017/2018 RATING STRATEGY	DCEO		Completed

**CARRIED**  
**RECORD OF VOTE: 6 - 0**

***To be actioned by Ms Sian Appleton, Deputy Chief Executive Officer***

### 9.2.2 COMMUNITY ASSISTANCE GRANTS APRIL 2017

**Responsible Officer:** Ms Sian Appleton  
Deputy Chief Executive Officer

**Author:** Mr Pip Parsonson  
Manager Community Wellbeing

**Proposed Meeting Date:** 21 April 2017

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

*An Interest was declared by Cr Craig Hoyer for Item No. 9.2.2*

*Nature of Interest: Financial*

*Extent of Interest: Committee Member of the Newman Vets Football Club*

10:31 AM Mr Rick Miller left Chambers.

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### REPORT PURPOSE

For Council to consider and make decisions on the Community Assistance Grant funding applications for Round 2 of the 2016/2017 financial year.

### BACKGROUND

The Shire of East Pilbara's Community Assistance Grants and Sponsorships are designed to promote community development and wellbeing within the East Pilbara local government area.

Grants are available for not-for-profit organisations involved in arts, culture, sports, recreation and social services. Limited support is also available to local educational institutions. Applicants must fit one of the following categories.

1. A not-for-profit community organisation providing a community service within the East Pilbara region where there is a demonstrated community need or benefit
2. An educational institution in the East Pilbara for award presentations only
3. A sporting association to assist with club development (eg. Coaching courses, governance training and or grant writing courses)
4. An organisation involved in cultural development within the East Pilbara

Applications for the Community Assistance Grant Number Three (3) can be made by clubs and community groups twice per year. Round One (1) opens on the 1st of July and closes on the 31st July and applications are assessed at the next scheduled Council Meeting. Round Two (2) opens on January 1st and closes on January 31st and applications are assessed at the next scheduled Council Meeting. Each application is eligible for a grant of up to \$6,000 in cash or in-kind contributions.

### COMMENTS/OPTIONS/DISCUSSIONS

In Round 2 of the 2016/2017 financial year, the Shire received four (4) applications from charities and sporting clubs based in the East Pilbara. All four (4) applications met the Shire's Community Assistance Grants eligibility criteria.

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The four (4) grants were presented to Council in the March 2017 Council meeting. However, due to an error with the voting requirements, all four applications were required to be re-presented to Council for review in the next scheduled Council meeting.

The grant application details for all applicants are as follows:

<b>Applicant Organisation</b>	<b>Met Criteria (Yes/No)</b>	<b>Amount Sought</b>	<b>Comment/Description</b>
Empowering People in Communities	Yes	\$5,952.80	Cash and in-kind contributions towards the 2017 East Pilbara Skills and Trade Expo costs.
Red Dirt Blue Sky	Yes	\$6,000.00	Cash contribution towards Horticulturalist Program costs.
Newman Vets Football Club	Yes	\$6,000.00	Cash and in-kind contributions towards the 2017 Newman Vets Celebrity Match costs.
Newman Gymkhana and Polocrosse Club	Yes	\$5,000.00	Cash contribution towards the 2017 40th Annual Gymkhana costs.
<b>TOTAL</b>		<b>\$ 22,953.00</b>	

A summary of each application follows.

<b>Name of organisation</b>	<b>Empowering People in Communities (EPIC)</b>				
<b>Activity the organisation is seeking funding for</b>	East Pilbara Skills and Trade Expo				
<b>Funding Details</b>	<b>Amount Requested</b>	<b>Total Activity Budget</b>			
	<b>\$ 5,952.80</b>	<b>\$ 16,072.80</b>			
<b>Type of fund request</b>	In kind	<input checked="" type="checkbox"/>	Cash	<input checked="" type="checkbox"/>	
<b>Funding sought from other organisations</b>	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>	
<b>If other funding is sought, amount funded from other organisation</b>	\$ 5,400.00				
<b>Previous funding from Shire of East Pilbara</b>	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>	
<b>If yes, amount received and funded years</b>	10/01/2017 - \$500.00 – Grant 1 31/07/2015 - \$2,153.00 – Grant 3				
<b>Funds Acquitted</b>	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>	Comments:
<b>Outstanding Shire Debts</b>	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>	Comments:
<b>Does Application meet funding criteria?</b>	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>	Comments:
<input checked="" type="checkbox"/>	<b>Not for profit community organisations providing a community service within the East Pilbara region where there is a demonstrated community need or benefit</b>				
<input type="checkbox"/>	<b>Educational institutions in the East Pilbara for award presentations only</b>				
<input type="checkbox"/>	<b>Sporting Associations to assist with club development (e.g. coaching courses, governance training and or grant writing courses).</b>				
<input type="checkbox"/>	<b>Organisations involved in cultural development within the Shire of East Pilbara</b>				
<b>Description and purpose of grant</b>	Funds sought will contribute to the 2017 Skills and Trade Expo, an event for organisations and community members. Funding will support the delivery of workshops, key note speakers and activities. The key note speakers will be available all day to liaise with the attendees.				
<b>Target group of project outcome</b>	500 people – community members, those wishing to start businesses, those wishing to re-enter the workforce and students.				
<b>Benefit to East Pilbara Community</b>	The expo will promote the region's businesses and give individuals the opportunity to explore career pathways. It will also allow organisations to work together – several tertiary education providers, local TAFE, community organisations and industry leaders have committed to participate.				
<b>Acknowledgement of SOEP</b>	The SoEP logo will be placed on all marketing material, as well as SoEP banners on the event day. Social media promotion will include reference to the Shire.				



<b>Name of organisation</b>	<b>Red Dirt Blue Sky</b>				
<b>Activity the organisation is seeking funding for</b>	Martu Farm Horticulturalist Program				
<b>Funding Details</b>	<b>Amount Requested</b> <b>\$ 6,000.00</b>		<b>Total Budget</b> <b>\$ 14,100.00</b>		
<b>Type of fund request</b>	In kind <input type="checkbox"/>		Cash <input checked="" type="checkbox"/>		
<b>Funding sought from other organisations</b>	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>	
<b>If other funding is sought, amount funded from other organisation</b>	\$ 1,700				
<b>Previous funding from Shire of East Pilbara</b>	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>	
<b>If yes, amount received and funded years</b>	14/07/2015 - \$1,000.00				
<b>Funds Acquitted</b>	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>	Comments:
<b>Outstanding Shire Debts</b>	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>	Comments:
<b>Does Application meet funding criteria?</b>	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>	Comments:
<input checked="" type="checkbox"/>	<b>Not for profit community organisations providing a community service within the East Pilbara region where there is a demonstrated community need or benefit</b>				
<input type="checkbox"/>	<b>Educational institutions in the East Pilbara for award presentations only</b>				
<input type="checkbox"/>	<b>Sporting Associations to assist with club development (e.g. coaching courses, governance training and or grant writing courses).</b>				
<input type="checkbox"/>	<b>Organisations involved in cultural development within the Shire of East Pilbara</b>				
<b>Description and purpose of grant</b>	The grant will provide seed funding to commence the transition of the horticultural program at the Martu Farm to a self-sustaining program, which had recently lost its funding. The farm's focus is the marketing of nursery products and the continuation of the nature scape and community gardens.				
<b>Target group of project outcome</b>	The target group is predominantly Martu people – approximately 50 members plus board members and elders. However, members of Newman's broad community, including holiday programs and school groups, are welcome to be involved in the horticultural program.				
<b>Benefit to East Pilbara Community</b>	The Martu Farm provides a space for engagement for vulnerable community members, skill-building opportunities, Work for the Dole opportunities, corrective services offenders' hours, post-release opportunities and volunteer opportunities.				
<b>Acknowledgement of SOEP</b>	<ul style="list-style-type: none"> <li>A SoEP sign is requested to replace the existing BHP sign at the farm</li> <li>SoEP logo will feature on fliers for workshops and open days, and on social media posts promoting stock sales</li> <li>Verbally in interviews, including the New Pilbara Conference</li> </ul>				

<b>Name of organisation</b>	Newman Vets Football Club				
<b>Activity the organisation is seeking funding for</b>	Newman Vets Celebrity Match				
<b>Funding Details</b>	<b>Amount Requested</b>			<b>Total Budget</b>	
	\$ 6,000.00			\$ 54,308.00	
<b>Type of fund request</b>	In kind	<input checked="" type="checkbox"/>	Cash	<input checked="" type="checkbox"/>	
<b>Funding sought from other organisations</b>	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>	
<b>If other funding is sought, amount funded from other organisation</b>	\$ 22,500				
<b>Previous funding from Shire of East Pilbara</b>	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>	
<b>If yes, amount received and funded years</b>	13/06/2016 - \$408.50				
<b>Funds Acquitted</b>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Comments: N/A
<b>Outstanding Shire Debts</b>	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>	Comments:
<b>Does Application meet funding criteria?</b>	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>	Comments:
<input checked="" type="checkbox"/>	<b>Not for profit community organisations providing a community service within the East Pilbara region where there is a demonstrated community need or benefit</b>				
<input type="checkbox"/>	<b>Educational institutions in the East Pilbara for award presentations only</b>				
<input checked="" type="checkbox"/>	<b>Sporting Associations to assist with club development (e.g. coaching courses, governance training and or grant writing courses).</b>				
<input type="checkbox"/>	<b>Organisations involved in cultural development within the Shire of East Pilbara</b>				
<b>Description and purpose of grant</b>	<p>The funding will contribute to the delivery of the 9<sup>th</sup> annual Newman Vets Celebrity Match. The club partners with Newman National Football League, Newman Junior Football Council and V Swans Football Club and is a fundraising event for local charities and not for profit organisations.</p> <p>The event involves bringing role models from Perth to be a part of all the weekend's activities, including mentoring sessions, coaching clinics, healthy lifestyle sessions, autograph sessions, community engagement opportunities, skills and qualification sessions, as well as the junior and senior football games.</p> <p>The 3 local schools and local businesses will be engaged to deliver a weekend of physical and social engagement activities. Schools will have the opportunity to enter a budding artist competition, with the winning design being included on the players' guernsey.</p>				
<b>Target group of project outcome</b>	Approximately 2,000 community members – including participants, students, committee members and spectators.				

<b>Benefit to East Pilbara Community</b>	The community will benefit from attending the free and inclusive event; local charities and not for profit organisations will receive fundraising; local school and businesses will be engaged and included in the event planning and delivery.
<b>Acknowledgement of SOEP</b>	SoEP logo will feature on all attire (including playing guernsey), multimedia, and pamphlets. Also, verbal acknowledgment will be made on the day.

<b>Name of organisation</b>	Newman Gymkhana and Polocrosse Club			
<b>Activity the organisation is seeking funding for</b>	2017 40 <sup>th</sup> Annual Gymkhana			
<b>Funding Details</b>	<b>Amount Requested</b>	<b>Total Budget</b>		
	\$ 5,000.00	\$ 15,890.00		
<b>Type of fund request</b>	In kind	<input type="checkbox"/>	Cash	<input checked="" type="checkbox"/>
<b>Funding sought from other organisations</b>	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
<b>If other funding is sought, amount funded from other organisation</b>	Will be seeking sponsorship and fundraising opportunities; values are not currently known.			
<b>Previous funding from Shire of East Pilbara</b>	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
<b>If yes, amount received and funded years</b>				
<b>Funds Acquitted</b>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
<b>Outstanding Shire Debts</b>	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
<b>Does Application meet funding criteria?</b>	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<b>Not for profit community organisations providing a community service within the East Pilbara region where there is a demonstrated community need or benefit</b>			
<input type="checkbox"/>	<b>Educational institutions in the East Pilbara for award presentations only</b>			
<input type="checkbox"/>	<b>Sporting Associations to assist with club development (e.g. coaching courses, governance training and or grant writing courses).</b>			
<input type="checkbox"/>	<b>Organisations involved in cultural development within the Shire of East Pilbara</b>			
<b>Description and purpose of grant</b>	The grant funding will support the club's annual Gymkhana event, which this year celebrates 2 milestones - 50 years since the establishment of the Newman Gymkhana Club and 40 years of Gymkhana events. The Gymkhana will be a family-friendly, free event for the community.			
<b>Target group of project outcome</b>	The event is open to the whole community. The club is expecting over 200 participants and spectators from Newman and surrounding locations, such as Meekatharra, Port Hedland and Mount Magnet.			
<b>Benefit to East Pilbara Community</b>	The event is an opportunity for families to enjoy the games and interact with the horses and other animals. Awareness of animal conservation and care is a focus of the event. Newman may benefit from increased tourism from spectators and competitors attending from outside Newman.			
<b>Acknowledgement of SOEP</b>	SoEP banners to be displayed on the day; SoEP logo on the Ridden Class trophy; verbal acknowledgment on the day.			

<b>Note:</b>	The Certificate of Incorporation was not included in the grant submission. The current Australian Business Register lists the club as an Incorporated Entity. If Council approves the grant application, no funding will be released until a copy of the Certificate is received by the Shire.
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The overall Community Assistance Grant budget for 2016/17 is \$60,000. Approximately \$11,000 of the total amount needs to be set aside for the smaller Grant 1 and Grant 2 programs that are open year-round and approved by the CEO. The balance of \$49,000 then needs to be halved, to accommodate the two Grant 3 rounds approved by the full Council. This means there is approximately \$25,000 for each of the two rounds.

The total amount sought for Round 2 of the 2016/17 financial year is \$22,953, meaning the full \$22,953 applied for can be afforded using this model.

Each of the Round 2 applications have been individually assessed against the eligibility criteria to assist the decision making process. As noted earlier they are all eligible for funding.

However, a review of the event budget for Empowering People in Communities' 2017 East Pilbara Skills and Trade Expo presents an expenditure item for Exhibitors' Food (\$500). Although the application is recommended for approval, the expenditure for Exhibitors' Food is considered to be an inappropriate use of Shire funds. Exhibitors, comprised of private businesses, not for profit entities and government instrumentalities, are expected to have arrangements for staff daily allowances. The recommendation for this particular applicant is therefore reduced by \$500.00, from \$5,952.80 to \$5,452.80.

The three (3) other grant applications are recommended to be funded in full.

## **STATUTORY IMPLICATIONS/REQUIREMENTS**

Nil

## **POLICY IMPLICATIONS**

### **6.6 COMMUNITY ASSISTANCE GRANTS**

## **STRATEGIC COMMUNITY PLAN**

### **Goal 2 – Social – Planned Actions**

The Shire of East Pilbara seeks to foster harmonious communities that acknowledge a shared heritage; develop strong community connections, and have access to relevant and affordable community services and well-managed community infrastructure.

- 2.4.1 Promote diverse, harmonious and caring communities  
Responsible officer: MCW  
Timing: 1-3 years
- 2.4.2 Build strong community groups, networks and governance  
Responsible officer: MCW  
Timing: 1-5 years
- 2.4.4 Equity and opportunities for all  
Responsible officer: MCW  
Timing: 1-3 years

## **RISK MANAGEMENT CONSIDERATIONS**

Should the Council choose not to endorse the Community Assistance Grants, Council may be subject to some reputational risk within the Community.

## FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

## VOTING REQUIREMENTS

Absolute.

## OFFICER'S RECOMMENDATION

1. THAT Council approve the Community Assistance Grant for Empowering People in Communities for reduced cash and in kind contribution of \$5,452.80 for the 2017 East Pilbara Skills and Trade Expo costs.
2. THAT Council approve the Community Assistance Grant for the Red Dirt Blue Sky for a cash contribution of \$6,000 for the Horticulturalist Program costs.
3. THAT Council approve the Community Assistance Grant for the Newman Vets Football Club for cash and in kind contribution of \$6,000 for the 2017 Newman Vets Celebrity Match costs.
4. THAT Council approve the Community Assistance Grant for the Newman Gymkhana and Polocrosse Club for a cash contribution of \$5,000 for the 2017 40th Annual Gymkhana costs.

## COUNCIL RESOLUTION: 201617/164

MOVED: Cr Dean Hatwell

SECONDED: Cr Gerry Parsons

THAT the Community Assistance Grant applications be considered one at a time.

CARRIED BY ABSOLUTE MAJORITY  
RECORD OF VOTE: 6 - 0

## COUNCIL RESOLUTION: 201617/165

10:21 AM     *Cr Craig Hoyer left Chambers.*

THAT Council approve the Community Assistance Grant for the Newman Vets Football Club for cash and in kind contribution of \$6,000 for the 2017 Newman Vets Celebrity Match costs.

DUE TO LACK OF A QUORUM THE ITEM COULD NOT BE CONSIDERED  
(TO BE PRESENTED AT THE MAY GENERAL COUNCIL MEETING)

10:23 AM     *Cr Craig Hoyer returned to the Chambers*

**COUNCIL RESOLUTION: 201617/166**

**MOVED: Cr Michael Kitchin**

**SECONDED: Cr Gerry Parsons**

**THAT Council approve the Community Assistance Grant for Empowering People in Communities for reduced cash and in kind contribution of \$5,452.80 for the 2017 East Pilbara Skills and Trade Expo costs.**

**CARRIED BY ABSOLUTE MAJORITY  
RECORD OF VOTE: 6 - 0**

**COUNCIL RESOLUTION: 201617/167**

**MOVED: Cr Dean Hatwell**

**SECONDED: Cr Gerry Parsons**

**THAT Council approve the Community Assistance Grant for the Red Dirt Blue Sky for a cash contribution of \$6,000 for the Horticulturalist Program costs.**

**LOST  
RECORD OF VOTE: 5 - 1**

**COUNCIL RESOLUTION: 201617/168**

**MOVED: Cr Gerry Parsons**

**SECONDED: Cr Michael Kitchin**

**THAT Council approve the Community Assistance Grant for the Newman Gymkhana and Polocrosse Club for a cash contribution of \$5,000 for the 2017 40th Annual Gymkhana costs.**

**CARRIED BY ABSOLUTE MAJORITY  
RECORD OF VOTE: 6 - 0**

***To be actioned by Mr Pip Parsonson, Manager Community Wellbeing***

**Reason for Non Acceptance of Officer's Recommendation: Due to Cr Craig Hoyer declaring an interest, Council decided to re-order the items and to vote on them individually. This allowed a quorum to be achieved on the latter 3 items.**



**9.2.3 FINANCIAL REPORTING AND MATERIALITY THRESHOLD 1<sup>ST</sup> JULY  
2016- 30 JUNE 2017**

**File Ref:** FIN-23-5  
**Responsible Officer:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Author:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Proposed Meeting Date:** 21 April 2017  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

10:38 AM Mr Rick Miller returned to the Chambers

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**REPORT PURPOSE**

For Council to consider and approve the level of materiality required under the Local Government (Financial Management) Regulations 1996, Regulation 34(5), for financial reporting in respect of variances to the original adopted budget.

**BACKGROUND**

Local Government (Financial Management) Regulations 1996, Regulation 34(5) requires that each financial year, a Local Government is to adopt a percentage or value, calculated in accordance with Australian Accounting Standards Board (AASB) 1031, to be used in the statement of financial activity for reporting material variances. Council need to take into account the level of materiality which it is to adopt, as explanations for each material variance is required as per the Local Government (Financial Management) Regulations 1996, Regulation 34(2).

**COMMENTS/OPTIONS/DISCUSSIONS**

Under Local Government (Financial Management) Regulations 1996, Regulation 34(5), each financial year a Local Government is to adopt a percentage or value, calculated in accordance with AASB 1031 (formerly AAS 5), to be used in the statement of financial activity for reporting material variances.

Local Government (Financial Management) Regulations 1996, Regulation 34(2) requires an explanation for each material variance in the Statement of Financial Activity against the original adopted budget.

As per AASB 1031.9, information is material if its omission, misstatement or non-disclosure has the potential to adversely affect decisions about the allocation of scarce resources made by users. It also can affect the discharge of accountability by the management or governing body of the entity.

As local governments are not for profit entities that are primarily concerned with the achievements of objectives rather than the generation of profit, the material variance needs to be assessed carefully.

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The Shire of East Pilbara Financial Management Reports use a materiality threshold to measure, monitor and report on the financial performance and position of the Shire. Currently the materiality threshold used is variances greater or lower than 10% of the original adopted budget, and greater than \$10,000 in value.

Under AASB 1031.15, quantitative thresholds are used as guidance for determining the materiality of the amount of an item or an aggregate of items. It is therefore recommended that in the Financial Management Reports this materiality be applied to a sub function level.

### **STATUTORY IMPLICATIONS/REQUIREMENTS**

*Local Government Act 1996 (Part 4) – Section 6.4*

*Local Government (Financial Management) Regulations 1996*

Part 4—Financial reports—s.6.4

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

(1A) .....

(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

AASB 1031 – Materiality – July 2004

### **POLICY IMPLICATIONS**

Nil

### **STRATEGIC COMMUNITY PLAN**

#### **Goal 1 – Civic Leadership – Planned Actions**

The Shire of East Pilbara seeks to deliver high quality corporate governance and demonstrate accountability to its constituents. All decisions are informed by community engagement – leading to the effective allocation of the Shire's resources – that deliver optimum benefits to the community.

1.1 Efficient and effective local government

1.1.1 Ethical, accountable and transparent decision-making

Responsible officer: DCEO

Timing: As appropriate

1.1.2 Continued strong financial management

Responsible officer: DCEO

Timing: 1 year

### **RISK MANAGEMENT CONSIDERATIONS**

The risk of non-compliance with financial statutory obligations outlined under statutory implications /requirements must be considered

### **FINANCIAL IMPLICATIONS**

No financial resource impact.

**VOTING REQUIREMENTS**

Absolute.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/169**

**MOVED: Cr Jeton Ahmedi**

**SECONDED: Cr Craig Hoyer**

**THAT Council adopt a material variance of plus or minus 10% of the original budget and a value greater than \$10,000, to be applied per sub-function level, for the financial year 2016/2017.**

**CARRIED BY ABSOLUTE MAJORITY**

**RECORD OF VOTE: 6 - 0**

*To be actioned by Ms Sian Appleton, Deputy Chief Executive Officer*

#### 9.2.4 DRAFT 2017-2018 DIFFERENTIAL RATING MODEL

**File Ref:** FIN-22-1  
**Attachments:** [Objects and Reasons 2017-18 Final.docx](#)  
**Responsible Officer:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Author:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Proposed Meeting Date:** 21 April 2017  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

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#### REPORT PURPOSE

For Council to consider the draft differential rating model for the 2017/2018 financial year for the purpose of advertising and seeking public submissions.

#### BACKGROUND

Council sets its budget in July each year. A key component of the setting the budget is the consideration of rate revenue for the year to meet the estimate of the budget deficiency as set out in the Local Government Act 1995.

Council has adopted a process of differential rating since the 2006/2007 budget whereby different rates are set for different land uses. It is proposed to continue with a differential rating strategy in 2017/2018 as set out in Council's 2017/18 Rating Strategy accepted by Council at the March 2017 Council meeting.

This approach is also consistent with Council's Long Term Financial Plan.

#### COMMENTS/OPTIONS/DISCUSSIONS

As part of the budget process operating income and expenditure has been reviewed. This review has included projected changes to income and expenditure, efficiency measures and proposed capital works. The differential rating model directly influences Council's ability to fund its expenditure requirements in the 2017/2018 budget.

Currently Council's adopted Long Term Financial Plan includes a 4.0% rate increase for the 2017/2018 year however sound financial management means that Council can adopt a lower increase based on proposed expenditure including capital, and projected revenues. It is therefore possible to adopt a balanced budget with a 3.0% increase in the rate in the dollar across all categories.

The proposed rates in the dollar attempts to balance the need for revenue to fund essential services and capital, with the desire to minimise the impact that rates have on ratepayers. The proposed rates in the dollar will generate sufficient fund to

continue to provide services and facilities at the current level and also allow for necessary renewal of assets. Limited new services and infrastructure, in line with the Community Strategic Plan, have also been considered and provided where possible.

Table One – Comparison 2016/17 differential rates to proposed 2017/18 differential rates

Category	2016-17 Rate in Dollar	2017-18 Rate in Dollar Proposed	2016-17 Minimum	2017-18 Minimum
Gross Rental Value – Industrial	1.5438	1.5901	\$663	\$663
Gross Rental Value – Town Centre	4.3653	4.4963	\$663	\$663
Gross Rental Value – Nullagine Townsite	4.3500	4.4805	\$663	\$663
Gross Rental Value – Transient Workforce	4.3653	4.4963	\$663	\$663
Gross Rental Value – Other	3.0723	3.1645	\$663	\$663
Unimproved Value – Pastoral/Special Leases	5.7399	5.9121	\$230	\$230
Unimproved Value – AML Leases	17.2335	17.7505	\$300	\$300
Unimproved Value – Mining Leases	17.2335	17.7505	\$300	\$300
Unimproved Value – General Leases	17.2335	17.7505	\$300	\$300
Unimproved Value – Petroleum Leases	17.2335	17.7505	\$300	\$300
Unimproved Value – Exploration Leases	17.2335	17.7505	\$300	\$300
Unimproved Value – Prospecting Leases	17.2335	17.7505	\$300	\$300

If accepted, this rating will require Ministerial approval for both GRV and UV's.

*“In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.”*

Based on the current rating information the proposed differential rating model would raise \$11.5 million in the 2017/2018 year compared to \$11.2 million in the 2016/2017 year.

Before Council can establish a differential rating model the proposed differential rates together with the objects of imposing differential rates and reasons for each rate must be advertised for a minimum period of 21 days. This period of advertising allows ratepayers to consider the proposed rates and make any submissions prior to Council considering the adoption of differential rates as part of the budget approval process. The advertising process does not prevent Council from amending the rate model at budget adoption.

## **STATUTORY IMPLICATIONS/REQUIREMENTS**

Local Government Act

6.33. Differential general rates

- (1) A local government may impose differential general rates according to any, or a combination, of the following characteristics —
- (a) the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the Planning and Development Act 2005;
  - or
  - (b) a purpose for which the land is held or used as determined by the local government; or
  - (c) whether or not the land is vacant land; or
  - (d) any other characteristic or combination of characteristics prescribed.

- (2) Regulations may —
  - (a) specify the characteristics under subsection (1) which a local government is to use; or
  - (b) limit the characteristics under subsection (1) which a local government is permitted to use.
- (3) In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.
- (4) If during a financial year, the characteristics of any land which form the basis for the imposition of a differential general rate have changed, the local government is not to, on account of that change, amend the assessment of rates payable on that land in respect of that financial year but this subsection does not apply in any case where section 6.40(1)(a) applies.
- (5) A differential general rate that a local government purported to impose under this Act before the Local Government Amendment Act 2009 section 39(1)(a) came into operation 1 is to be taken to have been as valid as if the amendment made by that paragraph had been made before the purported imposition of that rate.

**Section 6.36. - Local government to give notice of certain rates**

- (1) Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so
  - (2) A local government is required to ensure that a notice referred to in subsection (1) is published in sufficient time to allow compliance with the requirements specified in this section and section 6.2(1).
  - (3) A notice referred to in subsection (1) –
    - (a) may be published within the period of 2 months preceding the commencement of the financial year to which the proposed rates are to apply on the basis of the local government's estimate of the budget deficiency;
    - (b) is to contain –
      - (i) details of each rate or minimum payment the local government intends to impose;
      - (ii) an invitation for submissions to be made by an elector or a ratepayer in respect of the proposed rate or minimum payment and any related matters within 21 days (or such longer period as is specified in the notice) of the notice; and
      - (iii) any further information in relation to the matters specified in subparagraphs (i) and (ii) which may be prescribed;
- And
- (c) is to advise electors and ratepayers of the time and place where a document describing the objects of, and reasons for, each proposed rate and minimum payment may be inspected.
  - (4) The local government is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification.
  - (5) Where a local government –
    - (a) in an emergency, proposes to impose a supplementary general rate or specified area rate under section 6.32(3)(a); or
    - (b) proposes to modify the proposed rates or minimum payments after considering any submissions under subsection (4),

It is not required to give local public notice of that proposed supplementary general rate, specified area rate, modified rate or minimum payment.

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC COMMUNITY PLAN**

### **Goal 1 – Civic Leadership – Planned Actions**

The Shire of East Pilbara seeks to deliver high quality corporate governance and demonstrate accountability to its constituents. All decisions are informed by community engagement – leading to the effective allocation of the Shire's resources – that deliver optimum benefits to the community.

- 1.1 Efficient and effective local government
  - 1.1.1 Ethical, accountable and transparent decision-making  
Responsible officer: DCEO  
Timing: As appropriate
  - 1.1.2 Continued strong financial management  
Responsible officer: DCEO  
Timing: 1 year
  - 1.1.3 Effective business management  
Responsible officer: DCEO  
Timing: 1-3 years

## **RISK MANAGEMENT CONSIDERATIONS**

Council's must consider its ability to fund expected outcomes in the Community Strategic Plan.

## **FINANCIAL IMPLICATIONS**

No financial resource impact.

## **VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION**

**THAT Council**

- 1. Endorse the advertising of the Council's intention to levy the following differential rates in 2017/2018**

Category	2017-18 Rate in Dollar Proposed	2017-18 Minimum
Gross Rental Value – Industrial	1.5901	\$663
Gross Rental Value – Town Centre	4.4963	\$663
Gross Rental Value – Nullagine Townsite	4.4805	\$663
Gross Rental Value – Transient Workforce	4.4963	\$663
Gross Rental Value – Other	3.1645	\$663
Unimproved Value – Pastoral/Special Leases	5.9121	\$230
Unimproved Value – AML Leases	17.7505	\$300
Unimproved Value – Mining Leases	17.7505	\$300
Unimproved Value – General Leases	17.7505	\$300
Unimproved Value – Petroleum Leases	17.7505	\$300
Unimproved Value – Exploration Leases	17.7505	\$300
Unimproved Value – Prospecting Leases	17.7505	\$300

- 2. Endorse the Objects and Reasons for the proposed differential rates as presented;**
- 3. Confirm the deviation from the rating strategy contained in the current Corporate Business Plan and Long Term Financial Plan at a 4% increase, be reduced to a 3% increase in response to changing economic conditions in the district;**
- 4. Apply to the Minister for Local Government for approval to impose differential rates that exceed the statutory two times limit in the UV category for the 2017/2018 financial year.**



**COUNCIL RESOLUTION: 201617/170**

**MOVED: Cr Dean Hatwell**

**SECONDED: Cr Michael Kitchen**

**THAT Council**

- 1. Endorse the advertising of the Council's intention to levy the following differential rates in 2017/2018**

Category	2017-18 Rate in Dollar Proposed	2017-18 Minimum
Gross Rental Value – Industrial	1.5901	\$663
Gross Rental Value – Town Centre	4.4963	\$663
Gross Rental Value – Nullagine Townsite	4.4805	\$265
Gross Rental Value – Transient Workforce	4.4963	\$663
Gross Rental Value – Other	3.1645	\$663
Unimproved Value – Pastoral/Special Leases	5.9121	\$230
Unimproved Value – AML Leases	17.7505	\$300
Unimproved Value – Mining Leases	17.7505	\$300
Unimproved Value – General Leases	17.7505	\$300
Unimproved Value – Petroleum Leases	17.7505	\$300
Unimproved Value – Exploration Leases	17.7505	\$300
Unimproved Value – Prospecting Leases	17.7505	\$300

- 2. Endorse the Objects and Reasons for the proposed differential rates as presented;**
- 3. Confirm that income and expenditure, efficiency measures, and proposed capital works, have been reviewed.**
- 4. Confirm the deviation from the rating strategy contained in the current Corporate Business Plan and Long Term Financial Plan at a 4% increase, be reduced to a 3% increase in response to changing economic conditions in the district;**
- 5. Apply to the Minister for Local Government for approval to impose differential rates that exceed the statutory two times limit in the UV category for the 2017/2018 financial year.**

**CARRIED**  
**RECORD OF VOTE: 5- 1**

**Reason for Non Acceptance of Officer's Recommendation: Ms Sian Appleton, Deputy Chief Executive Officer, noted that an amendment was required to show the correct minimum rate value for the Nullagine Townsite. An additional clause was also added.**

### 9.2.5 ADOPTION OF NEW PURCHASING AND TENDER POLICY

Attachments:	<a href="#"><u>Draft Procurement Policy</u></a>
Responsible Officer:	Ms Sian Appleton Deputy Chief Executive Officer
Author:	Ms Dawn Brown Contract and Procurement Officer
Proposed Meeting Date:	21 <sup>st</sup> April 2016
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

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### REPORT PURPOSE

For Council to adopt the new Procurement and Tender Procedures Policy to be included within the SoEP Policy Manual. This will replace the existing Purchasing and Tender Procedures Policy (*Policy item 3.14*).

### BACKGROUND

Council adopted the 2016/17 Policy Manual (*in its entirety*) at the Ordinary Council meeting held on the 24<sup>th</sup> June, 2016 (**Resolution: 201516/241**).

No amendments have been made to the Purchasing Policy since adoption of the Policy Manual on the 24<sup>th</sup> June, 2016.

Since June 2003, the Purchasing & Tender Procedures Policy has remained for the most part, the same, with minor amendments to purchase authorisation levels, changes to tender thresholds and changes to light vehicle purchases/disposals.

The Procurement and Tender Procedure Policy being put to Council for adoption is a new and modern Policy which whilst incorporating the majority of the existing policy information, includes many new items, including:

- More detailed Objectives;
- Ethics and Integrity;
- Value for Money;
- Buy Local;
- Procurement Thresholds & Requirements with more definitive requirements, so staff are informed as to how to treat their procurement for each threshold range;
- The requirement for staff to undertake the WALGA E-Learning Procurement Package prior to being approved to authorised purchase orders;
- Tender Anti Avoidance;
- Records management in relation to Procurement & subsequent Contracts;
- Panels of Prequalified Suppliers (Establishing & Distribution of Work).

## **COMMENTS/OPTIONS/DISCUSSIONS**

Following the amendments to the *Local Government (Functions and General) Regulations 1996* on the 1<sup>st</sup> October, 2015, which among other amendments included the increased Tender threshold to \$150,000 and also the requirement for local governments to introduce a policy on how local governments will establish Prequalified Supplier Panels and how they will distribute work amongst panel members.

The Shire has now drafted a new Procurement and Tender Procedure Policy that will achieve the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* requirements, and ensures that the Shire promotes transparent, equitable and competitive purchasing practices.

Local Governments can create a new Policy for the Prequalified Suppliers Panels or they can incorporate this into their Procurement Policy. The Shire of East Pilbara has incorporated their Prequalified Suppliers Panels policy information into the Procurement and Tender Procedure Policy.

The new Procurement and Tender Procedure Policy also includes a new requirement of using formal Request for Quotation processes (RFQ's) between the \$30,000 - \$149,999 threshold amounts.

Research indicates that the majority of other local governments in Western Australia have a formal RFQ requirement in place once their procurement meets a certain monetary threshold.

The formal RFQ process will commence at \$30,000 as this amount aligns with the current procurement threshold ranges.

It is understood that the existing policy has been misunderstood in some cases by certain officers, specifically in respect to the number of quotations required when using the WALGA Preferred Suppliers Panel. To eliminate the likelihood of future misunderstandings of this kind, the number of quotes and the types of quotes required within each monetary threshold has also been included.

The new Procurement and Tender Procedure Policy is based on the model that WALGA released.

The only other change that has been made is that the position of Environmental Health Officer has been included in the Authorising Officers who have the authority to raise operating Purchase Orders to the amount of \$10,000, which has been increased from a current \$2,000 authorisation limit.

## **STATUTORY IMPLICATIONS/REQUIREMENTS**

Part 2 - Constitution of local government (Division 2 - Local governments and councils of local governments) 2.7. Role of council (pg 15), 2.7.(2)(b): The Council is to determine the local government's policies.

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).

## **POLICY IMPLICATIONS**

### **3.14 PROCUREMENT AND TENDER PROCEDURES**

## **STRATEGIC COMMUNITY PLAN**

### **Goal 1 – Civic Leadership – Planned Actions**

The Shire of East Pilbara seeks to deliver high quality corporate governance and demonstrate accountability to its constituents. All decisions are informed by community engagement – leading to the effective allocation of the Shire’s resources – that deliver optimum benefits to the community.

#### **1.1 Efficient and effective local government**

##### **1.1.1 Ethical, accountable and transparent decision-making**

Responsible officer: DCEO

Timing: As appropriate

## **RISK MANAGEMENT CONSIDERATIONS**

This Procurement and Tender Procedures Policy will mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers and will ensure that the Shire is compliant with relevant legislations, including the *Local Government Act 1995* and the *Local Governmental (Functions and General) Regulations 1996* (as amended), and *State Records Act 2000* in relation to purchasing and tenders.

## **FINANCIAL IMPLICATIONS**

No financial resource impact.

## **VOTING REQUIREMENTS**

Simple.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/171

MOVED: Cr Dean Hatwell

SECONDED: Cr Gerry Parsons

THAT Council: -

1. Adopt the new Procurement and Tender Procedures Policy to replace the existing 3.14 Purchasing and Tender Procedures Policy in the SoEP Policy Manual; and
2. Approve the Environmental Health Officer to have Purchase Order Authorisation up to \$10,000.

CARRIED  
RECORD OF VOTE: 6 - 0

*To be actioned by Ms Sian Appleton, Deputy Chief Executive Officer*

### 9.2.6 PROPOSED POLICY AMENDMENT FOR 2.4 GRATUITY POLICY

Attachments:	<a href="#">Gratuity Policy current 30032017 pdf</a> <a href="#">Gratuity Policy DRAFT amended 29032017 pdf</a>
Responsible Officer:	Ms Sian Appleton Deputy Chief Executive Officer
Author:	Mrs Batsi Masaka Coordinator Governance
Proposed Meeting Date:	21 April 2017
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

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### REPORT PURPOSE

For council to approve amendments to the Gratuity Policy.

### BACKGROUND

Council adopted the Gratuity Policy on 27 June 2003 and since then no amendments have been made. A major review of the current policy has been undertaken. The amendments are comprehensive and to achieve the intended goal most of the content of the original policy was removed and replaced by new content.

Copies of the current policy and the proposed policy are attached to this report for comparison purposes if required.

### COMMENTS/OPTIONS/DISCUSSIONS

1. 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.

2. 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 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.

### STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government Act 1995 section 5.50

Local Government Administration Regulations 1996 r 19A

## **POLICY IMPLICATIONS**

### **2.4 GRATUITY POLICY**

## **STRATEGIC COMMUNITY PLAN**

### **Goal 1 – Civic Leadership – Planned Actions**

The Shire of East Pilbara seeks to deliver high quality corporate governance and demonstrate accountability to its constituents. All decisions are informed by community engagement – leading to the effective allocation of the Shire's resources – that deliver optimum benefits to the community.

1.1 Efficient and effective local government

1.1.1 Ethical, accountable and transparent decision-making  
Responsible officer: DCEO  
Timing: As appropriate

## **RISK MANAGEMENT CONSIDERATIONS**

Breaching the statutory obligations that are a requirement for this policy is a risk that needs to be taken into account.

## **FINANCIAL IMPLICATIONS**

No financial resource impact.

## **VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/172**

**MOVED: Cr Michael Kitchin**

**SECONDED: Cr Craig Hoyer**

**THAT Council approve the amendment to Policy 2.4 Gratuity Policy**

**CARRIED  
RECORD OF VOTE: 6 - 0**

***To be actioned by Mrs Batsi Masaka, Coordinator Governance***

### 9.2.7 NEW POLICY 1.17 USE OF PRESIDENTIAL CHAIN POLICY

<b>File Ref:</b>	<b>CLR 3-4</b>
<b>Attachments:</b>	<a href="#"><u>1 17 Use of Presidential Chain Policy Draft 07022017 pdf</u></a>
<b>Responsible Officer:</b>	<b>Ms Sian Appleton Deputy Chief Executive Officer</b>
<b>Author:</b>	<b>Mrs Batsi Masaka Coordinator Governance</b>
<b>Proposed Meeting Date:</b>	<b>21 April 2017</b>
<b>Location/Address:</b>	<b>N/A</b>
<b>Name of Applicant:</b>	<b>N/A</b>
<b>Author Disclosure of Interest:</b>	<b>Nil</b>

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### REPORT PURPOSE

The purpose for this report is to request council to adopt the new policy 1.17 Use of Presidential Chain Policy.

### BACKGROUND

The Use of Presidential Chain Policy has been developed to ensure the implementation of appropriate governance mechanisms to manage the use of the Presidential Chain according to Council decisions.

### COMMENTS/OPTIONS/DISCUSSIONS

The objective of the Policy is to outline the procedure for the use of the Presidential Chain. A copy of the draft policy has been attached.

### STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

### POLICY IMPLICATIONS

New Policy

### STRATEGIC COMMUNITY PLAN

#### Goal 1 – Civic Leadership – Planned Actions

The Shire of East Pilbara seeks to deliver high quality corporate governance and demonstrate accountability to its constituents. All decisions are informed by community engagement – leading to the effective allocation of the Shire's resources – that deliver optimum benefits to the community



- 1.1 Efficient and effective local government
- 1.1.1 Ethical, accountable and transparent decision-making
  - Responsible officer: DCEO
  - Timing: As appropriate

### **RISK MANAGEMENT CONSIDERATIONS**

The risks that need to be considered include, but are not limited to, fraud and corruption and ensuring the safety of the Presidential Chain at all times since it is an asset of the Shire of East Pilbara.

### **FINANCIAL IMPLICATIONS**

No financial resource impact.

### **VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/173**

**MOVED: Cr Gerry Parsons**

**SECONDED: Cr Michael Kitchin**

**THAT Council the new policy: 1.17 Use of Presidential Chain Policy**

**CARRIED  
RECORD OF VOTE: 6 - 0**

***To be actioned by Mrs Batsi Masaka, Coordinator Governance***

### 9.2.8 MONTHLY FINANCIAL REPORT - FEBRUARY 2017

**File Ref:** FIN-23-13

**Attachments:** [February 2017 Asset Variance Report.doc](#)  
[February Reports 2017.pdf](#)  
[February Variance Reports 2017.pdf](#)

**Responsible Officer:** Ms Sian Appleton  
Deputy Chief Executive Officer

**Author:** Ms Sian Appleton  
Deputy Chief Executive Officer

**Proposed Meeting Date:** 21 April 2017

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

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### REPORT PURPOSE

To provide Council with the monthly financial statement for the period 1<sup>st</sup> July 2016 to 28<sup>th</sup> February 2017 of the 2016/2017 financial year, for review and acceptance.

### BACKGROUND

The attached 14-page report details the financial activities of the Council for the period 1st January 2016 to 28<sup>th</sup> February 2017 of the 2016/2017 financial year –

There are 4 sections of the monthly report:

1. An operating statement comparing income and expenditure to the adopted budget for each function of Council.
2. A more detailed schedule which breaks the operating statement down into the various operational sections and departments of Council.
3. A schedule detailing all expenditure for the year to date for individual capital items.
4. A statement of cash flows.

### COMMENTS/OPTIONS/DISCUSSIONS

The Deputy Chief Executive Officer will provide an overview and explanation as required of how to interpret the financial statement at the meeting.

Reportable variations in accordance with accounting policies are as follows:

Function 4 - Currently significant underspend in the Assets and Procurement area. Adjustments have been made in the January 2017 Budget Review.

Function 7 – Operating income up by \$21,000 because of grant received for Mosquito control but not budgeted for.

Function 8 – Newman House income up on budget.

Function 9 – Income up on budgeted owing to unbudgeted income from power grid.

Function 10 – Expenditure down on budget in community amenity area. Adjusted in budget review. Septage waste and tip income significantly down on budget mainly due to economic changes in the area. Adjusted in budget review.

Function 11 – Expenditure down on budget in part due to staff vacancies and Martumili cost savings to match reduced AGI.

Function 13 – Both budgeted income and expenditure up owing to grant funding for Newman Business Activation.

Function 14 – Housing expenditure down on budget. General insurance recoupable accounts both up to allow for matched insurance claims.

## **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) -

*“A Local Government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22 (1)(d), for that month in the following detail –*

- (a) annual budget estimates ...*
- (b) budget estimates to the end of the month to which the statement relates;*
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- (e) the net current assets at the end of the month to which the statement relates.”*

## **POLICY IMPLICATIONS**

### **3.1 ACCOUNTING POLICIES**

## **STRATEGIC COMMUNITY PLAN**

### **Goal 1 – Civic Leadership – Planned Actions**

The Shire of East Pilbara seeks to deliver high quality corporate governance and demonstrate accountability to its constituents. All decisions are informed by community engagement – leading to the effective allocation of the Shire's resources – that deliver optimum benefits to the community.

- 1.1 Efficient and effective local government
  - 1.1.1 Ethical, accountable and transparent decision-making  
Responsible officer: DCEO  
Timing: As appropriate
  - 1.1.2 Continued strong financial management  
Responsible officer: DCEO  
Timing: 1 year
  - 1.1.3 Effective business management  
Responsible officer: DCEO  
Timing: 1-3 years

## **RISK MANAGEMENT CONSIDERATIONS**

This report is part of ensuring that risk matters are reviewed periodically and meets necessary legislative requirements under the Local Government Act 1995.

## **FINANCIAL IMPLICATIONS**

This report discloses financial activities for the period under review.

## **VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/174**

**MOVED: Cr Dean Hatwell**

**SECONDED: Cr Gerry Parsons**

**THAT Council accept the monthly financial statement for the period 1<sup>st</sup> July 2016 to 28<sup>th</sup> February 2017 of the 2016/2017 financial year as presented.**

**CARRIED  
RECORD OF VOTE: 6 - 0**

***To be actioned by Ms Sian Appleton, Deputy Chief Executive Officer***

### 9.2.9 CREDITORS FOR PAYMENT

**File Ref:** FIN10-2

**Attachments:** [Schedule of Accounts\\_Chq 1.pdf](#)  
[Schedule of Accounts EFT 1.pdf](#)  
[Schedule of Accounts Manual Cheque 1 pdf](#)

**Responsible Officer:** Ms Sian Appleton  
Deputy Chief Executive Officer

**Author:** Ms Memory Mandaza  
Expenditure Finance Officer

**Proposed Meeting Date:** 21 April 2017

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

11:06 AM Cr Jeton Ahmed left Chambers.

11:07 AM Cr Jeton Ahmed returned to the Chambers

### 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 17 MARCH 2017.

### COMMENTS/OPTIONS/DISCUSSIONS

FUND	VOUCHER	AMOUNT
EFT Payments	EFT#37071 - #37712	\$3,494,958.32
	<b>Total</b>	<b>\$3,494,958.32</b>
Cheque Payments	CHQ#24242 - #24273	\$16,662.51
Manual Cheques	CHQ#301 - #303	\$1,544.60
	<b>Total</b>	<b>\$18,207.11</b>
	<b>GRAND TOTAL</b>	<b>\$3,513,165.43</b>

*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

CHQ#'s 24258 – 24259 – 24260 & 24261

CANCELLED CHEQUES & EFTS

CHQ# 24243

EFT#'s 37093 – 37094 – 37347 – 37354 & 37532

**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**

Nil

**STRATEGIC COMMUNITY PLAN**

Nil.

**RISK MANAGEMENT CONSIDERATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Total expenses of \$3,513,165.43

**VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/175**

**MOVED: Cr Dean Hatwell**

**SECONDED: Cr Michael Kitchin**

**THAT Council endorse the payments:**

<b>FUND</b>	<b>VOUCHER</b>	<b>AMOUNT</b>
EFT Payments	EFT#37071 - #37712	\$3,494,958.32
	<b>Total</b>	<b>\$3,494,958.32</b>
Cheque Payments	CHQ#24242 - #24273	\$16,662.51
Manual Cheques	CHQ#301 - #303	\$1,544.60
	<b>Total</b>	<b>\$18,207.11</b>
	<b>GRAND TOTAL</b>	<b><u>\$3,513,165.43</u></b>

**CARRIED**  
**RECORD OF VOTE: 6 - 0**

***To be actioned by Ms Memory Mandaza, Expenditure Finance Officer***

### 9.3 DIRECTOR TECHNICAL AND DEVELOPMENT SERVICES

#### 9.3.1 DIRECTOR TECHNICAL AND DEVELOPMENT SERVICES STATUS OF COUNCIL DECISIONS - MARCH 2017

**File Ref:** CLR-4-5

**Attachments:** [Cape Keraudren Water Quality](#)  
[Weeli Wolli Creek](#)

**Responsible Officer:** Mr Rick Miller  
Director Technical and Development Services

**Author:** Mrs Sheryl Pobrica  
Executive Services Administration Officer

**Proposed Meeting Date:** 21 April 2017

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

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#### REPORT PURPOSE

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

#### BACKGROUND

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

#### COMMENTS/OPTIONS/DISCUSSIONS

The status list of Council decisions is included as an attachment to the agenda.

#### STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government Act 1995  
Part 2 Constitution of local government  
Division 2 Local governments and councils of local governments  
Section 2.7

- (1) The council –
  - (a) governs the local government's affairs; and
  - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to -
  - (a) oversee the allocation of the local government's finances and resources; and
  - (b) determine the local government's policies.

#### POLICY IMPLICATIONS

Nil

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## STRATEGIC COMMUNITY PLAN

### Goal 1 – Civic Leadership – Planned Actions

*The Shire of East Pilbara seeks to deliver high quality corporate governance and demonstrate accountability to its constituents. All decisions are informed by community engagement – leading to the effective allocation of the Shire's resources – that deliver optimum benefits to the community.*

#### 1.1 Efficient and effective local government

##### 1.1.1 Ethical, accountable and transparent decision-making

## RISK MANAGEMENT CONSIDERATIONS

In order to remain transparent and to facilitate timely and appropriate decision-making it is necessary that actions items be reviewed at each Council meeting.

## FINANCIAL IMPLICATIONS

Nil

## VOTING REQUIREMENTS

Simple.

### OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/176

**MOVED:** Cr Dean Hatwell

**SECONDED:** Cr Gerry Parsons

**THAT the Director Technical and Development Services "Status of Council Decisions" Report for the month of March 2017 be received.**

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	DIRECTORATE	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
16 December 2011	13.5	SIGNS – RECOGNITION ON THE DESERT ROADS	MDS-P	Refer to Information Bulletin	In Progress
28 September 2012	13.4	NEW ROAD LINKED TO LIGHT INDUSTRIAL AREA (LIA) – Newman - Cr Shane	MDS-P	Refer to Information Bulletin	In Progress
28 <sup>th</sup> October 2016	13.7	GARDEN BED NEWMAN DRIVE Cr Lynne Craigie said the garden beds on Newman Drive, next to the Chicken Treat Van needs attention.	DTDS	Design and costings to be reviewed. Will discuss options with BHP to partner on costings and works	May 2017
9 December 2016	13.5	SIGNAGE REGARDING NEWMAN TOWN Cr Lynne Craigie asked if it is possible for signs to be erected on Great Northern Highway to advise of what services are available in Newman.	MDS-P	Communication has been had with NCCI regarding this matter. We are waiting on feedback from the NCCI on next steps. To be followed up when new planner starts 15/05/17	May 2017
17 March 2017	13.3	WEELI WOLLI SPRINGS Cr Shane Carter asked if the Shire could follow up as it was commented that	MTSR	The access road from our discussions with RIO has not been closed to restrict access to the Springs. However some	COMPLETE

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

**21 APRIL, 2017**

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	DIRECTORATE	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
		the access road to Weeli Wolli Springs has been closed by Rio Tinto. Director Technical and Development Services to follow up.		repairs were undertaken that may have required temp closure and as indicated below there is an intended temp closure North of the Springs. RIO Access Road Inspector– Rail Network Maintenance advises that he checked out Weeli Wolli Springs and the track was accessible although a bit rough in places. There are a number of side tracks with no entry or authorised entry only – these lead to BHP Jindi project, the back of Hope Downs 1 mine and HT towers. There is a sign erected at the Weeli Wolli lookout stating that from March – September this year the road is closed 7 kms further North. Other than when there is intermittent flooding the springs are easily reachable with a 4WD. I have not had an answer from Rebekah (she seems to be on an opposite swing to me – I will ring her I am back in my office and see who we need to be speaking to at Hope Downs 1 to get repairs made to the creek crossing.	
17 March 2017	13.6	CAPE KERAUDREN FRESH WATER Cr Michael Kitchin asked about fresh water for the Cape Keraudren, Ranger's house and office as well for the tourist? Mr Rick Miller, DTDS replied at the moment he is reviewing tender documents and will follow up.	DTDS	An agenda item in regards RO fresh water tender will be presented in April Agenda.	COMPLETE
17 March 2017	13.8	HEAVY EQUIPMENT (DOZER) MARBLE BAR Cr Lang Coppin asked if a dozer can be purchased for Marble Bar depot as a dozer would be useful for the Marble Bar tip and other events. Mr Allen Cooper, CEO replied the Shire did have a dozer and it was not used that often and after discussions it was agreed to be sold. Director Technical and Development Services to follow up.	DTDS MTSR	Comments are noted and will be considered as part of budget deliberations. Due to Department Environment requirements there has be a need for increased maintenance activity at the tip. The shire is in a very fortunate position of being able to dry hire a dozer at good rates with no mobilisation to carry out the extra works. Officers will assess the longer term requirements and the need to buy a dozer against the expected future operations of the rural tipsites which may include transfer stations.	COMPLETE
17 March 2017	13.9	Mechanic Review Cr Lang Coppin asked again if a review on hiring a mechanic or using	DTDS MTSR	This position is currently being advertised and closes 14 April 2017. Generally the role has	COMPLETE

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

**21 APRIL, 2017**

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	DIRECTORATE	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
		contractors can be completed. Director Technical and Development Services to follow up.		represented cost savings for the shire and provided quicker responses and flexibility to operations. MTRS will collate before and after costings as a comparison, to be tabled.	
17 March 2017	13.5	TOILET AT MARBLE BAR CEMETERY Cr Michael Kitchin said he received a request if it was possible to get a toilet installed at the Marble Bar Cemetery? Mr Allen Cooper, CEO replied that most small cemeteries in Australia do not have toilets, and this is due to vandalism, and unwanted activities, also the cost for maintenance of the public toilet. The Shire will review the request and provide Cr Kitchin with the previous costings of providing a toilet.	DTDS MAP	This has been previously investigated and officer's advice is that with the number of funerals and expected low usage and proximity of other public toilets nearby that it does not meet the warrant of expenditure of \$50,000 to \$100,000 expenditure and ongoing maintenance of up to \$20,000/year.  Costings from previous toilet projects will be tabled.	April 17
17 Mar 17	13	SOEP Road Closures – Cr Lang Coppin Would like to see procedure fine tuned for closures to be more road specific and opened sooner. Oliver to discuss with Lang	MTSR	Staff will endeavour to improve procedures and response time where possible and appropriate.	COMPLETE
17 Mar 17	13	SOEP Road Closure Reports – Cr Lang Coppin Some people are not familiar with road locations and where closures are on road. Can we attach map to report. To be investigated	MTSR	Will investigate options to attach a map to road reports depicting the road network and reporting locations.	COMPLETE
17 Mar 17	13	SOEP Road Closure at River Crossings – Cr Michael Kitchen Can we use or access satellite imagery to provide more up to date info on flooding and use to improve closure and opening times, similar to bush fires etc.....	MTSR	This information is already available on various State and Federal Government web sites and is better left to organisations qualified and authorised to provide this information. Irrespective of satellite and imagery data Council officers still need to inspect the actual crossings to determine depth, velocity and also any damage that may have occurred as a result of the over topping of floodways. It is not unusual for sections of road to have washed away or for debris to be caught on the crossings thus making the crossing unsafe for the	COMPLETE

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

**21 APRIL, 2017**

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	DIRECTORATE	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
				passage of vehicles. Main Roads still carry out onsite inspections for crossing on the State Highway Network .	
17 Mar 17	13	Road Opening Works Desert Road - Cr Lang Coppin Why did we go 22km in to NT and did it cost us money or do we recoup? Why couldn't they do their own area or are there reciprocal arrangements in place?		In order to restore essential road access within the shortest possible time to the Kiwirrkurra Community. The decision was made that as our graders reached the NT Border first and the 22km section was the only restriction left for essential supply trucks to get through to the Community. The grading was limited to a hit and miss grade and cost is recoverable in full through WANDRRA (State and Federal Funding) as this event was a declared natural disaster event.	COMPLETE
17 Mar 17	13	Nullagine Flooding CR Biddy Schill With Harvey not there Police seemed to be running around with no one in control ? Couldn't find signs ? Where was Owen and what is his role ? Do we have something in place to avoid recurrence?	MTSR	The police did not make contact with shire staff regarding any required assistance. Owen resides almost directly across from the police station. With review of staffing roles the Nullagine Manager position is now revised to a Leading Hand and Owen will be the Leading Hand Town Services in Nullagine and as such the senior staff member in Nullagine. He reports directly to the Works Supervisor Marble Bar. He has met with police to ensure no future confusion.	COMPLETE
17 Mar 17	13.6	Cape Keraudren Bore Water – How far of drinking Water is it? – Cr Lang Coppin	DTDS	I have received advice from our Water Specialist involved with the RO Plant design and analysis and he advises: "In short, the water is considered poor quality at best, and unacceptable to drink at worst, by the Australian National Health and Medical Research Council (NHMRC), and the Shire could get in "trouble" by supplying this to people. The WA Department of Health (WA DoH) has adopted the advice of the NHMRC and "enforces" it in WA: <a href="http://healthywa.wa.gov.au/Articles/A_E/Bore-water">http://healthywa.wa.gov.au/Articles/A_E/Bore-water</a> Essentially there are a number of parameters which are outside the aesthetic range recommended in the Australian Drinking Water Guidelines (ADWG). In general, public or private water authorities / utilities in Australia are	COMPLETE

<b>COUNCIL MEETING DATE</b>	<b>ITEM NO</b>	<b>COUNCIL RESOLUTION</b>	<b>DIRECTORATE</b>	<b>ACTION TAKEN/ STATUS</b>	<b>ESTIMATED COMPLETION DATE</b>
				<p>expected to meet, or exceed, the guidelines as set out in the ADWG. In WA, the WA DoH is largely responsible for regulating this.</p> <p>The main concerns are around the Sodium, Chloride and Total Dissolved Solids. The water is essentially too salty to be considered drinking water. The Cape K water (~1,000 mg/L TDS) is actually worse than the Newman Airport water (~800 mg/L TDS) in this respect.</p> <p>There are expected to also be problems with taste, staining, scaling etc. due to the iron and hardness in the water.</p> <p>Analysis results will be tabled at meet.</p>	

**CARRIED  
RECORD OF VOTE: 6 - 0**

***To be actioned by Mr Rick Miller, Director Technical and Development Services***

**9.3.2 NOTING THE USE OF DELEGATION TO CHIEF EXECUTIVE OFFICER TO  
AWARD TENDER RFT 15-2016/2017**

**File Ref:** LEG-13-6  
**Responsible Officer:** Mr Rick Miller  
Director Technical and Development Services  
**Author:** Mr Rick Miller  
Director Technical and Development Services  
**Proposed Meeting Date:** 21 April 2017  
**Location/Address:** N/A  
**Name of Applicant:** Shire  
**Author Disclosure of Interest:** Nil

**REPORT PURPOSE**

For Council to note the use of delegated authority to the CEO to award a tender.

**BACKGROUND**

At the Ordinary Council Meeting held 17 March 2017, Council resolved:

***“THAT Council***

- 1. Delegate authority to the CEO (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 the following tenders for the period up to the 21<sup>st</sup> April 2017, up to the values detailed in Table 1.***

<b>Tender No.</b>	<b>Description</b>	<b>Fund Source</b>	<b>Account Expenditure</b>	<b>Account Budget (ex GST)</b>
<i>RFT 14-2016/17</i>	<i>Fix failed pavement sections and install asphalt carpet in various streets developed under East Newman Stage 1A development and in Ethel Creek St, Burrows St and Mindarra Dr.</i>	<i>Landcorp + R2R</i>	<i>GL 129615 (\$375K Landcorp) + GL 129616 + GL 129617 + GL 129618= (\$40K + \$30K + \$50K)</i>	<i>\$495,000</i>
<i>RFT 15-2016/17</i>	<i>To supply and install 1100 metres of reinforced concrete pipes, with 36 new stormwater pits, in Ethel Creek St, Burrows St and Mindarra Dr and in various streets developed under East Newman Stage 1A development.</i>	<i>R2R</i>	<i>GL 129615 (\$200K R2R) + GL 129616 + GL 129617 + GL 129618= (\$100K + \$70K + \$150K) GL 129610 \$400k</i>	<i>\$920,000</i>

- 2. Approve the Common Seal to be affixed under delegated authority to CEO for the contract between the Shire of East Pilbara and the successful tenderer/s.”***

**COMMENTS/OPTIONS/DISCUSSIONS**

To maintain transparency and due process Council is advised of the use and application of delegated Authority to the CEO to award a tender as authorised.

After reviewing the Recommendation Report the delegated authority was used by the Chief Executive Officer on the 20 March 2017 to award tender RFT 15-2016/17

Drainage Works Newman to Dowsing Family Trust at the tendered price of \$694,446.05 (ex GST).

### **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 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.

### **POLICY IMPLICATIONS**

N/A

### **STRATEGIC COMMUNITY PLAN**

#### **Goal 1 – Civic Leadership – Planned Actions**

The Shire of East Pilbara seeks to deliver high quality corporate governance and demonstrate accountability to its constituents. All decisions are informed by community engagement – leading to the effective allocation of the Shire's resources – that deliver optimum benefits to the community.

1.1 Efficient and effective local government

1.1.1 Ethical, accountable and transparent decision-making

Responsible officer: DCEO

Timing: As appropriate

1.1.2 Continued strong financial management

Responsible officer: DCEO

Timing: 1 year

1.1.3 Effective business management

Responsible officer: DCEO

Timing: 1-3 years

#### **Goal 3 – Economic – Planned Actions**

The Shire of East Pilbara seeks to support the economic development of its communities through the establishment of partnerships with industry, local businesses, government agencies and the tourism sector.

3.1 Business diversification and promotion

3.1.2 Build a thriving and diverse economy

Partnering With: State Government, Industry, NCCI, other relevant stake holders

Responsible officer: DCEO  
Timing: 1-5 years

**RISK MANAGEMENT CONSIDERATIONS**

Nil risk associated with Council noting the use of approved delegations.

**FINANCIAL IMPLICATIONS**

No financial resource impact.

**VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/177**

**MOVED: Cr Michael Kitchin**

**SECONDED: Cr Dean Hatwell**

**THAT Council note the use of delegated authority by the CEO to award tender RFT 15-2016/17 Drainage Works Newman to Dowsing Family Trust at the tendered price of \$694,446.05 (ex GST).**

**CARRIED  
RECORD OF VOTE: 6 - 0**

***To be actioned by Mr Rick Miller, Director Technical and Development Services***



**9.3.3 DELEGATION TO CHIEF EXECUTIVE OFFICER TO AWARD OR REJECT  
TENDERS FOR PERIOD TO 26 MAY 2017**

**File Ref:** LEG-13-6

**Responsible Officer:** Mr Rick Miller  
Director Technical and Development Services

**Author:** Mr Bhavesh Modi  
Manager Technical Services – Newman

Mr Rick Miller  
Director Technical & Development Services

**Proposed Meeting Date:** 21 April 2017

**Location/Address:** N/A

**Name of Applicant:** Shire

**Author Disclosure of Interest:** Nil

**REPORT PURPOSE**

For Council to consider delegating authority to the CEO to award or reject tenders for the period up to the next Council meeting to be held on 26 May 2017, this will assist in the efficient and timely delivery of the annual works program and continue ongoing asset preservation of infrastructure.

For Council to approve the Common Seal to be affixed under delegated authority to the CEO for the contract between the Shire of East Pilbara and the successful tenderers.

**BACKGROUND**

At the Ordinary Council meeting held 17 March 2017 it was resolved:

***“THAT Council***

- 1. Delegate authority to the CEO (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 the following tenders for the period up to the 21<sup>st</sup> April 2017, up to the values detailed in Table 1.***

<b><i>Tender No.</i></b>	<b><i>Description</i></b>	<b><i>Fund Source</i></b>	<b><i>Account Expenditure</i></b>	<b><i>Account Budget (ex GST)</i></b>
<b><i>RFT 14-2016/17</i></b>	<b><i>Fix failed pavement sections and install asphalt carpet in various streets developed under East Newman Stage 1A development and in Ethel Creek St, Burrows St and Mindarra Dr.</i></b>	<b><i>Landcorp + R2R</i></b>	<b><i>GL 129615 (\$375K Landcorp) + GL 129616 + GL 129617 + GL 129618= (\$40K + \$30K + \$50K)</i></b>	<b><i>\$495,000</i></b>
<b><i>RFT 15-2016/17</i></b>	<b><i>To supply and install 1100 metres of reinforced concrete pipes, with 36 new stormwater pits, in Ethel Creek St, Burrows St and Mindarra Dr and in various streets developed under East Newman Stage 1A development.</i></b>	<b><i>R2R</i></b>	<b><i>GL 129615 (\$200K R2R) + GL 129616 + GL 129617 + GL 129618= (\$100K + \$70K + \$150K) GL 129610 \$400k</i></b>	<b><i>\$920,000</i></b>

**2. *Approve the Common Seal to be affixed under delegated authority to CEO for the contract between the Shire of East Pilbara and the successful tenderer/s.***

The tender RFT 15-2016/17 was awarded under delegated authority to the CEO (notation in another agenda item) on the 20 March 2017 for the value of \$694,446.05(ex GST).

The current tender RFT 14-2016/17 has been advertised and closes on the 19 April 2017. With the time it takes to process and to carry out the tender assessment it was not possible to utilise the existing delegation. Therefore this agenda item is to extend that delegation to next Council meeting to allow it to be awarded in a timely manner. After an internal PERT (Program Evaluation Review Technique) review, it was determined that additional funding would be required to complete all scopes of works and that funding could be incorporated from R2R funded account GL129610 Newman Town Reseals. This additional amount has been included in the new officer recommendation. This will ensure all works are completed with no impact on the overall budget.

With tender RFT 14-2016/17 currently being advertised it has also provided the opportunity to bring forward pavement repair works and improvements at the airport. An addendum will be uploaded to include these works which may bring saving by being carried out at the same time.

Mindful of the fast closing end of year staff have also requested that this delegation cover the additional projects for construction of additional Septage Ponds at the Newman Landfill site and the contractual improvements required on new Depot Lot 64 which will see the installation of storage bays, site earthworks and grading and fencing.

**COMMENTS/OPTIONS/DISCUSSIONS**

It is recommended that the CEO (or in the absence of the CEO, the Acting CEO) be delegated authority to award or reject tenders for the subject projects. It should be noted that all the proposed projects have been approved by Council as part of the 2016/17 budget deliberations.

It is important that these projects are given every opportunity to be delivered this financial year and will be significant improvements to Shire infrastructure.

**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.

**POLICY IMPLICATIONS**

4.5 EXECUTION OF DOCUMENTS

10.12 PURCHASING AND TENDER PROCEDURE

**STRATEGIC COMMUNITY PLAN**

**Goal 1 – Civic Leadership – Planned Actions**

The Shire of East Pilbara seeks to deliver high quality corporate governance and demonstrate accountability to its constituents. All decisions are informed by community engagement – leading to the effective allocation of the Shire's resources – that deliver optimum benefits to the community.

- 1.1 Efficient and effective local government
  - 1.1.1 Ethical, accountable and transparent decision-making
  - 1.1.2 Continued strong financial management
  - 1.1.3 Effective business management

**Goal 3 – Economic – Planned Actions**

The Shire of East Pilbara seeks to support the economic development of its communities through the establishment of partnerships with industry, local businesses, government agencies and the tourism sector.

- 3.1 Business diversification and promotion
  - 3.1.2 Build a thriving and diverse economy  
Partnering With: State Government, Industry, NCCI, other relevant stake holders

**Goal 4 – Environmental – Planned Actions**

*The Shire of East Pilbara seeks to effectively manage and maintain its iconic Pilbara environmental assets by reducing ecological footprints and developing clean, green towns.*

- 4.2 Promote a sustainable environment
  - 4.2.1 Cultivate clean green towns

**RISK MANAGEMENT CONSIDERATIONS**

The risk to Council reputation will be increased by not taking opportunity to avoid seasonal constraints and maintaining continuous operations. Awarding contracts as soon as practical will reduce the risk of not completing the works in accordance with Council policy requirements.

## FINANCIAL IMPLICATIONS

Resource requirements are in accordance and within existing 2016/17 approved budget allocations.

## VOTING REQUIREMENTS

Absolute

## OFFICER'S RECOMMENDATION

THAT Council

1. Delegate authority to the CEO (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 the following tender for the period up to the 26 May 2017, up to the total budget detailed in Table 1.

Tender No.	Description	Fund Source	Expected Account Expenditure	Total Budget (ex GST)
RFT 14-2016/17	Fix failed pavement sections and install asphalt carpet in various streets developed under East Newman Stage 1A development and in Ethel Creek St, Burrows St and Mindarra Dr.	Landcorp + R2R	GL129615 \$390k + GL129616 \$40K + GL129617 \$40K + GL129618 \$40K + GL129610 \$200k	\$710,000
RFT 14-2016/17 Addendum to tender	Newman Airport – Airside Apron Works – Repairs and Improvements	Airport	GL121421 \$230k	\$525,000
	Newman Airport – Landside Access Road Repairs and Reseal	Airport	GL129401 \$295k	
RFT __-2016/17	New Septage Ponds - Earthworks	Muni	GL 109019 \$200k	\$475,000
	Depot Development Lot 64– Install Storage Bays, Fencing, Crossovers, Compacted Gravel Pavement Site Earthworks,	Muni	GL 129596 \$275k	

2. Approve the Common Seal to be affixed under delegated authority to CEO for the contracts between the Shire of East Pilbara and the successful tenderers.

**COUNCIL RESOLUTION: 201617/178**

**MOVED: Cr Dean Hatwell**

**SECONDED: Cr Michael Kitchin**

**THAT Council**

1. Delegate authority to the CEO (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 the following tender for the period up to the 26 May 2017, up to the total budget detailed in Table 1.

Tender No.	Description	Fund Source	Expected Account Expenditure	Total Budget (ex GST)
RFT 14-2016/17	Fix failed pavement sections and install asphalt carpet in various streets developed under East Newman Stage 1A development and in Ethel Creek St, Burrows St and Mindarra Dr.	Landcorp + R2R	GL129615 \$390k + GL129616 \$40K + GL129617 \$40K + GL129618 \$40K + GL129610 \$200k	\$710,000

2. Approve the Common Seal to be affixed under delegated authority to CEO for the contracts between the Shire of East Pilbara and the successful tenderers.

**CARRIED BY ABSOLUTE MAJORITY  
RECORD OF VOTE: 6 - 0**

***To be actioned by Mr Bhavesh Modi, Manager Technical Services – Newman***

**Reason for Non Acceptance of Officer's Recommendation: Mr Allen Cooper, Chief Executive Officer, noted that the two latter tender items are to be removed as the documentation has not be finalised.**

### 9.3.4 AIRPORT FEES AND CHARGES – OVERALL REVIEW

**File Ref:** FAC-1-2  
**Responsible Officer:** Mr Rick Miller  
Director Technical and Development Services  
**Author:** Mr Salomon Kloppers  
Manager Development Airports  
**Proposed Meeting Date:** 21 April 2017  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

11:20 AM Mr Allen Cooper left Chambers.

11:22 AM Mr Allen Cooper returned to the Chambers

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### REPORT PURPOSE

To seek Council's approval for the amended airport Fees and Charges (F&C) for implementation from 1 August 2017.

### BACKGROUND

A notional increase is recommended across a selection of fees for Financial Year End (FYE) 2018 to account for an increase in the cost of servicing infrastructure and services. While recommending fee increases in some areas, airport services will also continue to review ways to reduce costs where possible.

In order for users (Airlines) to incorporate any F&C changes into their ticketing price structures, they require a 90 day notification of such changes.

### COMMENTS/OPTIONS/DISCUSSIONS

#### Basic variables

General indications are that regional and rural areas are experiencing inflation above capital cities. Based on current trends we expect that base line expenses will rise by about 3% during the next financial year.

When we have done an estimated breakdown of ticket prices it indicates that the airport charges component represent about 4 - 6% of ticket prices. Airlines set fees based on demand and supply. Ticket prices are not based on the airport fee.

#### Landing fees and aircraft parking fees

It is recommended that a general increase of 3% be applied to landing and parking fees.

As part of the review process, we also assess various airline discounts that are in place and are gradually reducing these to adapt to the changing environment.

---

The following fees will therefore change:

<b>Newman Airport Schedule of Fees &amp; Charges 2017/2018</b>			
	<b>2016/17 Fee/Charge Inc of GST</b>	<b>2017/18 Proposed Fee Inc of GST</b>	<b>Description</b>
<b>Landing Fees</b>			
All landing aircraft 10,000kg MTOW and above	22.77	23.45	Per 1,000 Kg Pro-Rata
All landing aircraft 5,000 - 10,000kg MTOW	15.57	16.05	Per 1,000 Kg Pro-Rata
All landing aircraft up to 5,000kg MTOW	12.10	12.45	Per 1,000 Kg Pro-Rata
Schedules Services Discount Rate	25% discount off the full per tonnage rate	20% discount off the full per tonnage rate	
Resident Operators Discount	25% discount off the full per tonnage rate	20% discount off the full per tonnage rate	
New Route Concession	25% discount off the full per tonnage rate	20% discount off the full per tonnage rate	
<b>Apron Parking Fees</b>			
All aircraft up to 5,000kg MTOW	9.44	9.70	Per day or part thereof
All aircraft > 5,000kg MTOW	2.51	2.60	Per 1,000kg Pro-Rata, Per day or port thereof
Schedules Services Discount Rate	25% discount off the full per tonnage rate	20% discount off the full per tonnage rate	
Resident Operators Discount	25% discount off the full per tonnage rate	20% discount off the full per tonnage rate	
New Route Concession	25% discount off the full per tonnage rate	20% discount off the full per tonnage rate	
Airside Escort Duties	92.61	95.00	Per Hour; minimum charge for 30 minutes, with 15 minute increments. (If ARO not on duty and/or weekend, overtime rate multiplier applies).

### Car Parking Fee

The 2 minute free drop-off is available in front of the Terminal. Free parking time is offered in both car parks to allow pick-ups and drop-offs.

Only minor increases have been recommended across a broad range of areas due to operational efficiencies allowing cost savings to limit proposed increases.

The following fees will therefore change:

Newman Airport Schedule of Fees & Charges 2017/2018			
	2016/17 Fee/Charge Inc of GST	2017/18 Proposed Fee Inc of GST	Description
Car Parking Fees			
Short term car park - 6 to 7 hours	13.00	14.00	
Short term car park - 7 to 8 hours	15.00	16.00	
Short term car park - 8 to 9 hours	16.00	17.00	
Short term car park - 9 to 10 hours	17.00	18.00	
Short term car park - 10 to 24 hours	22.00	24.00	
Additional days	22.00	24.00	Per day or part thereof
Long term car park - 15 days or more	8.00	9.00	Per day or part thereof
Contractor Staff Parking	2.00	As per Service Contract	Multiple entries per day
Annual Permits - 12 month period	1870.40	1895.00	Multiple entries per day

### ASIC Cards and Airside Driving Permits

To cover additional servicing cost this fee has been slightly increased.

Newman Airport Schedule of Fees & Charges 2017/2018			
	2016/17 Fee/Charge Inc of GST	2017/18 Proposed Fee Inc of GST	Description
ASIC Card			
Auscheck Application	140.00	145.00	Initial and Renewal

### Passenger Service Charge

The Passenger Service Charge (PSC) provides the main income of the Airport. Most of the cost of providing the basic infrastructure is funded through this revenue stream.

Because basic infrastructure provision and maintenance of facilities such as water, power, waste, buildings, roads etc. are fixed in nature regardless of the number of passengers, these costs must be recouped from the number of passengers predicted to use airport over a period of time.



The following fees will therefore change:

<b>Newman Airport Schedule of Fees &amp; Charges 2017/2018</b>			
	<b>2016/17 Fee/Charge Inc of GST</b>	<b>2017/18 Proposed Fee Inc of GST</b>	<b>Description</b>
<b>Passenger Service Charge - seating configuration of &gt;9 seats</b>			
Departing & Arriving	24.20	24.95	Per passenger
New Route Concession	16.50	17.00	Per passenger arriving or departing

### **Screening Fees**

Screening fees are calculated to be budget neutral over time. Over or under recoupments are carried forward and future screening fees are adjusted to reflect this.

The variability of passenger numbers complicates the fee recoupment.

As a result of falling passenger numbers a consistent under recoupment has resulted since the Shire took over as Screening Authority. Fee increases, such as Council Resolution 201516/225 have had the desired effect of arresting under recoupment. However, cumulative historic shortfalls that have been funded by the airport are still to be collected.

Ensuring no further shortfalls occur, whilst reducing the historic cumulative "loan account" require the screening fees to be increased to \$15.05 per passenger. This takes in to account the predicted continuing decline in passenger numbers while also recouping previous shortfalls. After this year the formula and recoup amounts will be reviewed with the expectation that future percentage increases will be reduced.

The following fees will therefore change:

<b>Newman Airport Schedule of Fees &amp; Charges 2017/2018</b>			
	<b>2016/17 Fee/Charge Inc of GST</b>	<b>2017/18 Proposed Fee Inc of GST</b>	<b>Description</b>
<b>Screening Fees</b>			
Departing Passengers Over 2 years of age	13.57	15.05	All RPT Flights to be screened. All Non-RPT flights of MTOW>20,000 kgs to be also charged screening fee

**Datalink and other services**

The Airport provides services such as WIFI in the terminal and throughout the areas frequented by passengers and staff.

The following fees will therefore change:

<b>Newman Airport Schedule of Fees &amp; Charges 2017/2018</b>			
	<b>2016/17 Fee/Charge Inc of GST</b>	<b>2017/18 Proposed Fee Inc of GST</b>	<b>Description</b>
<b>Datalink</b>			
<b>Commercial</b>			
Data Package/Month	93.00	95.00	Capped at 100 GB/month. Invoiced annually in advance
Per GB above package	0.87	0.90	No Cap
<b>Residential</b>			
Connection Fee	60.00	-	As per user agreement
Data Package/Month	65.00	60.00	No Cap
Per GB above package	0.41	-	No Cap

**Notice to Airlines**

**Resolution 201314/211** regarding Screening Fees and Charges states that these Fees and Charges will be reviewed by the Shire in February of each year for implementation from the start of a new Financial Year. In order for airlines to incorporate any changes into their ticketing price structures, they require a 90 day notification of such changes. If changes in Screening Fees and Charges are to be incorporated into ticket pricings, then it stands to reason that any other Fees and Charges changes should be done likewise.

In order to meet this timeline it is therefore vital that the proposed changes to be presented to Council ahead of the standard Fees and Charges and budget approvals processes based on:

21 April 2017	Council considers adopting an increase to the Fees and Charges for FYE 2017/18.
30 April 2017	FY 2017/18 amended Fees and Charges to be distributed to airlines and published on website.
May 2017 – July 2017	90-day window for airlines to adjust ticket pricing.

**COMMENTS/OPTIONS/DISCUSSIONS**

Adjusting Newman Airport Aviation Fees and Charges based on the above therefore results in (GST Inc):

<b>Newman Airport Schedule of Fees &amp; Charges 2017/2018</b>			
	<b>2016/17 Fee/Charge Inc of GST</b>	<b>2017/18 Proposed Fee Inc of GST</b>	<b>Description</b>
<b>Landing Fees</b>			
All landing aircraft 10,000kg MTOW and above	22.77	23.45	Per 1,000 Kg Pro-Rata
All landing aircraft 5,000 - 10,000kg MTOW	15.57	16.05	Per 1,000 Kg Pro-Rata
All landing aircraft up to 5,000kg MTOW	12.10	12.45	Per 1,000 Kg Pro-Rata
Aircraft exempted from Landing Fees	FREE	FREE	As Approved By The CEO
Scheduled Services Discount Rate	25% discount off the full per tonnage rate	20% discount off the full per tonnage rate	
Resident Operators Discount	25% discount off the full per tonnage rate	20% discount off the full per tonnage rate	
New Route Concession	25% discount off the full per tonnage rate	20% discount off the full per tonnage rate	
Minimum monthly charge per invoice	11.00	11.00	
<b>Apron Parking Fees</b>			
All aircraft up to 5,000kg MTOW	9.44	9.70	Per day or part thereof
All aircraft > 5,000kg MTOW	2.51	2.60	Per 1,000kg Pro-Rata, Per day or port thereof
Scheduled Services Discount Rate	25% discount off the full per tonnage rate	20% discount off the full per tonnage rate	
Resident Operators Discount	25% discount off the full per tonnage rate	20% discount off the full per tonnage rate	
New Route Concession	25% discount off the full per tonnage rate	20% discount off the full per tonnage rate	
Airside Escort Duties	92.61	95.00	Per Hour; minimum charge for 30 minutes,

			with 15 minute increments. (If ARO not on duty and/or weekend, overtime rate multiplier applies).
<b>Car Parking Fees</b>			
Short term car park - 0 to 1 hour	FREE	FREE	
Short term car park - 1 to 2 hours	4.00	4.00	
Short term car park - 2 to 3 hours	5.00	5.00	
Short term car park - 3 to 4 hours	7.00	7.00	
Short term car park - 4 to 5 hours	8.00	8.00	
Short term car park - 5 to 6 hours	9.00	9.00	
Short term car park - 6 to 7 hours	13.00	14.00	
Short term car park - 7 to 8 hours	15.00	16.00	
Short term car park - 8 to 9 hours	16.00	17.00	
Short term car park - 9 to 10 hours	17.00	18.00	
Short term car park - 10 to 24 hours	22.00	24.00	
Additional days	22.00	24.00	Per day or part thereof
Long term car park - 0 to 30 Minutes	FREE	FREE	
Long term car park - 1 to 7 days	12.00	12.00	Per day or part thereof
Long term car park - 8 to 14 days	10.00	10.00	Per day or part thereof
Long term car park - 15 days or more	8.00	9.00	Per day or part thereof
Contractor Staff Parking	2.00	As per Service Contract	Multiple entries per day
Lost Ticket - Short Term Car Park	250.00	250.00	
Lost Ticket - Long Term Car Park	250.00	250.00	
Annual Permits - 12 month period	1870.40	1895.00	Multiple entries per day
Stored Value Cards	@	@	Daily applicable rates
Resident Concessions	FREE	FREE	14 days per annum. Single entry per day

Parking Cards	15.00	15.00	Applies to all plastic cards associated with airport parking
<b>Tenancies and Leases</b>		As per Agreement	As per Agreement
<b>ASIC Card</b>			
Auscheck Application	140.00	145.00	Initial and Renewal
ASIC Card Issues	120.00	120.00	Initial , Renewal and re-issue
Authority to Drive Airside (ADA) <b>Permits</b>	40.00	40.00	Initial Issue
Authority to Drive Airside (ADA) <b>Permits</b>	25.00	25.00	Renewal & re-issue
<b>Passenger Service Charge - seating configuration of &gt;9 seats</b>			
Departing & Arriving	24.20	24.95	Per passenger
New Route Concession	16.50	17.00	Per passenger arriving or departing
Children Under 12 years of age	FREE	FREE	
Transit Passengers	FREE	FREE	
<b>Screening Fees</b>			
Departing Passengers Over 2 years of age	13.57	15.05	All RPT Flights to be screened. All Non-RPT flights of MTOW>20,000 kgs to be also charged screening fee
Infants under 2 years of age	FREE	FREE	
Transit Passengers	FREE	FREE	
<b>Datalink</b>			
<b>Commercial</b>			
Connection Fees	198.00	198.00	As per user agreement
Data Package/Month	93.00	95.00	Capped at 100 GB/month. Invoiced annually in advance
Per GB above package	0.87	0.90	No Cap
<b>Residential</b>			
Connection Fee	60.00	-	As per user agreement
Data Package/Month	65.00	60.00	No Cap
Per GB above package	0.41	-	No Cap
<b>Patrons/Passengers</b>			
0 - 30 minutes	FREE	FREE	Restricted to 200 KBPS

			for basic internet usage such as social media, emails and web surfing
31 - 60 minutes	5.01	5.00	Restricted to 200 KBPS for basic internet usage such as social media.
61 - 120 minutes	8.00	8.00	Restricted to 200 KBPS for basic internet usage such as social media.

## **STATUTORY IMPLICATIONS/REQUIREMENTS**

Nil

## **POLICY IMPLICATIONS**

### **3.4 BUDGET AMENDMENTS**

#### **Objective**

To determine when and how a budget amendment can be made.

#### **Policy**

1. Budget amendments will generally occur only in line with the budget review.
2. Wherever budget versus actual cost savings become reasonably likely or definitely do occur, Council may then permit by an absolute majority resolution that budget amendments occur. Such amendments will appear on the monthly statements as a separate item.
3. Before over-budget expenditure is incurred on the premise of likely or definite savings in other cost areas the officer concerned **MUST** approach to discuss the matter with the Chief Executive Officer. On no account can “windfalls” or budget savings be expected on any item without Council’s ratification. The Chief Executive Officer is to place the proposed budget amendment before Council prior to it being actioned.
4. Budget amendments will be dealt with by Council so as to protect the interests of kindred cost areas before any others e.g. if under the broad cost heading “libraries” savings result in building maintenance the remaining cost areas under this heading should be checked as to budget adequacy before removing funds from this area. Similarly this applies to Planning and Development, Building, Parks and Gardens etc.

## **STRATEGIC COMMUNITY PLAN**

### **Goal 3 – Economic – Planned Actions**

The Shire of East Pilbara seeks to support the economic development of its communities through the establishment of partnerships with industry, local businesses, government agencies and the tourism sector.

- 3.3 Provide adequate community infrastructure

## RISK MANAGEMENT CONSIDERATIONS

It is important to ensure that Newman Airport has the necessary income to ensure financial sustainability. A small increase in fees will ensure this. An insufficient increase may have a negative impact on the planned future capital works program.

## FINANCIAL IMPLICATIONS

The proposed minor increases will ensure sustainability of airport.

## VOTING REQUIREMENTS

Simple.

## OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/179

**MOVED:** Cr Dean Hatwell

**SECONDED:** Cr Gerry Parsons

**That Council:**

- Approves the amendments to Newman Airport Aviation Fees and Charges for implementation effective 01 August 2017 as set out below.

Newman Airport Schedule of Fees & Charges 2017/2018		
	2017/18 Proposed Fee Inc of GST	Description
<b>Landing Fees</b>		
All landing aircraft 10,000kg MTOW and above	23.45	Per 1,000 Kg Pro-Rata
All landing aircraft 5,000 - 10,000kg MTOW	16.05	Per 1,000 Kg Pro-Rata
All landing aircraft up to 5,000kg MTOW	12.45	Per 1,000 Kg Pro-Rata
Scheduled Services Discount Rate	20% discount off the full per tonnage rate	
Resident Operators Discount	20% discount off the full per tonnage rate	
New Route Concession	20% discount off the full per tonnage rate	
<b>Apron Parking Fees</b>		
All aircraft up to 5,000kg MTOW	9.70	Per day or part thereof
All aircraft > 5,000kg MTOW	2.60	Per 1,000kg Pro-Rata, Per day or port thereof
Scheduled Services Discount Rate	20% discount off the full per tonnage rate	
Resident Operators Discount	20% discount off the full per tonnage rate	
New Route Concession	20% discount off the full per tonnage rate	
Airside Escort Duties	95.00	Per Hour; minimum charge for 30 minutes, with 15 minute increments. (If ARO not on duty and/or weekend, overtime rate multiplier applies).

<b>Car Parking Fees</b>		
Short term car park - 6 to 7 hours	14.00	
Short term car park - 7 to 8 hours	16.00	
Short term car park - 8 to 9 hours	17.00	
Short term car park - 9 to 10 hours	18.00	
Short term car park - 10 to 24 hours	24.00	
Additional days	24.00	Per day or part thereof
Long term car park - 15 days or more	9.00	Per day or part thereof
Contractor Staff Parking	As per Service Contract	Multiple entries per day
Annual Permits - 12 month period	1895.00	Multiple entries per day
<b>ASIC Card</b>		
Auscheck Application	145.00	Initial and Renewal
<b>Passenger Service Charge - seating configuration of &gt;9 seats</b>		
Departing & Arriving	24.95	Per passenger
New Route Concession	17.00	Per passenger arriving or departing
<b>Screening Fees</b>		
Departing Passengers Over 2 years of age	15.05	All RPT Flights to be screened. All Non-RPT flights of MTOW>20,000 kgs to be also charged screening fee
<b>Datalink</b>		
<b>Commercial</b>		
Data Package/Month	95.00	Capped at 100 GB/month. Invoiced annually in advance
Per GB above package	0.90	No Cap
<b>Residential</b>		
Connection Fee	-	As per user agreement
Data Package/Month	60.00	No Cap
Per GB above package	-	No Cap
<b>Patrons/Passengers</b>		
31 - 60 minutes	5.00	Restricted to 200 KBPS for basic internet usage such as social medial.

- That notice of the adopted fees be advertised pursuant to section 6.19 Local Government Act1995.
- That such fees and charges be included in Council's FY2017/18 budget.

**CARRIED  
RECORD OF VOTE: 6 - 0**

***To be actioned by Mr Salomon Kloppers, Manager Development Airports***



**10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A  
DECISION OF COUNCIL**

**11.1 RFT-13-2016/2017 – (RESTRICTED TENDER) TO SUPPLY AND INSTALL  
WATER TREATMENT PLANTS AND ASSOCIATED INFRASTRUCTURE  
FOR NEWMAN AIRPORT AND CAPE KERAUDREN BE ACCEPTED AS  
ITEM 11.1.1**

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/180**

**MOVED: Cr Craig Hoyer**

**SECONDED: Cr Gerry Parsons**

**THAT RFT-13-2016/2017 – (Restricted Tender) to supply and install water  
treatment plants and associated infrastructure for Newman Airport and Cape  
Keraudren agenda report be accepted as item 11.1.1**

**CARRIED BY ABSOLUTE MAJORITY  
RECORD OF VOTE: 6 - 0**

**11.1.1 RFT-13-2016/2017 – (RESTRICTED TENDER) TO SUPPLY AND INSTALL  
WATER TREATMENT PLANTS AND ASSOCIATED INFRASTRUCTURE  
FOR NEWMAN AIRPORT AND CAPE KERAUDREN**

<b>Responsible Officer:</b>	<b>Mr Rick Miller Director Technical and Development Services</b>
<b>Author:</b>	<b>Mr Ian Hamilton Manager Special Projects (Consultant)</b>
<b>Proposed Meeting Date:</b>	<b>21 April 2017</b>
<b>Location/Address:</b>	<b>N/A</b>
<b>Name of Applicant:</b>	<b>N/A</b>
<b>Author Disclosure of Interest:</b>	<b>Nil</b>

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**REPORT PURPOSE**

For Council to consider Tender RFT-13-2016/2017 to supply and install Water Treatment Plants and Associated Infrastructure for Newman Airport and Cape Keraudren (Nature Based Camping Reserve).

**BACKGROUND**

The Shire of East Pilbara (SoEP) is committed to providing efficient and effective services that represents “value for money” to its residents/community for a sub-regional town. In particular, pertaining to transparent governance and ensuring due diligence has been undertaken in a tender process.

The scope of works for RFT-13-2016/17 was for “Separable Portion Pricing” to supply and install Two Water Treatment Plants and Associated Infrastructure for Newman Airport and Cape Keraudren (Nature Based Camping Reserve) including a five year maintenance contract.

The water treatment plants must supply the suitable volume of potable water to a suitable water quality defined by the Technical Specification in the RFT 13-2016/17 (Restricted Tender).

The Request for Tender (RFT) was a “Restricted Tender” under CEO delegation for advertised Expression of Interest (EOI-01-2017).

Capital fully budgeted for in the 2016-2017 financial year under GL 129402 and GL139203. With the Five Year Maintenance contract (annually budgeted for in the 2016-2017 financial year under GL 121402.

All Tenderers were instructed to submit tenders through the Tenderlink Portal facility (electronic tenderbox).

#### **COMMENTS/OPTIONS/DISCUSSIONS/RISK**

The Shire of East Pilbara (SoEP) required procurement to supply and install Two Reverse Osmosis (RO) Plant and Associated Infrastructure for Newman Airport and Cape Keraudren (Nature Based Camping Reserve). In addition, it was identified there maybe cost benefit to include a five year maintenance contract.

#### **The Process;**

Firstly under due diligence, the SoEP had to identify if there were companies in the current market place that could provide the above mentioned procurement/services/product at an affordable cost to the SoEP.

Subsequently, EOI-01-2016/2017 was developed for public submissions.

The EOI identified seven prospective tenderers.

<b>Tenderer</b>
Adenco
Ahrens
Andrew Brown & Co (ABCO)
Argonaut Engineering and Construction.
Ngaanyatjarra Services (AC)
Pilbara Metamaya Regional Aboriginal Corporation
Silkway Holdings PTY LTD T/A NOVATRON

Therefore, under CEO Delegation for advertised “Expression of Interest (EOI-01-2017)” a Request for Tender (RFT) was developed. This RFT would be a “Restricted Tender” to the identified tenders under the above mentioned EOI.

Subsequently, a restricted tender RFT-13-2016/17 was developed to supply and install Two Water Treatment Plants and Associated Infrastructure for Newman Airport and Cape Keraudren (Nature Based Camping Reserve) including a five year Maintenance contract.

Four submissions were received with one being rejected as non-conforming and another supplier submitting two options (one conforming and the other as a conforming alternative) which resulted in three submissions being assessed.

Tenderer	
Adenco	Conforming
Argonaut Engineering and Construction	Conforming
Argonaut Engineering and Construction.	Conforming Alternative
Andrew Brown & Co (ABCO)	NON Conforming

### **Newman Airport;**

SoEP aspiration at the Newman Airport was to be completely independent from BHP current raw water supply and therefore has developed two new raw water bores on the east side of Newman airport runway.

RFT-13-2016/17 for the Newman Airport proposed new infrastructure to include raw water bore pumps (as mentioned above) with transfer pipeline, water treatment plant including all ancillary infrastructure (including pre-treatment and post-treatment), and disposal infrastructure. All infrastructure was to be designed to a high standard and to include a high level of redundancy due to the remote location.

### **Cape Keraudren;**

RFT-13-2016/17 for the Cape Keraudren also included identical and interchangeable infrastructure and remote monitoring as per the Newman Airport (with interchangeable parts). Raw water supply is currently provided from an existing bore on a neighbouring property and is untreated. The current bore water is not suitable for drinking and is supplied to an existing water tank on site which supplies water to the existing Park Rangers Office/Quarters which is a small residential “under the sink” RO system.

A new unconnected raw water bore has been installed. However the raw water from the new bore requires treatment to meet drinking water quality requirements.

### **Potential Risk;**

A Confidential report had been prepared for Council which had recommendations to award. However, the preferred tenderer submitted additional clarification points after the report was completed which identified a potential cost increase to the project and raised the risk profile of the tender submitted with Councils 2016/2017 approved budget.

With the additional information and potential associated costs, a due diligence review was undertaken that raised (on this occasion) the risk sufficiently for administration not to proceed with the confidential report to Council and therefore the recommendation will be to not accept any tenders and direct CEO to retender.

A copy of the confidential report can be provided to Councillors if required.

## 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)

## POLICY IMPLICATIONS

### 3.14 PURCHASING AND TENDER PROCEDURES

## STRATEGIC COMMUNITY PLAN

### Goal 1 – Civic Leadership – Planned Actions

*The Shire of East Pilbara seeks to deliver high quality corporate governance and demonstrate accountability to its constituents. All decisions are informed by community engagement – leading to the effective allocation of the Shire's resources – that deliver optimum benefits to the community.*

- 1.1 Efficient and effective local government
  - 1.1.1 *Ethical, accountable and transparent decision-making*  
*Responsible officer: DCEO*  
*Timing: As appropriate*
  - 1.1.2 *Continued strong financial management*  
*Responsible officer: DCEO*  
*Timing: 1 year*
  - 1.1.3 *Effective business management*  
*Responsible officer: DCEO*  
*Timing: 1-3 years*

### Goal 3 – Economic – Planned Actions

*The Shire of East Pilbara seeks to support the economic development of its communities through the establishment of partnerships with industry, local businesses, government agencies and the tourism sector.*

- 3.1 Business diversification and promotion
  - 3.1.2 *Build a thriving and diverse economy*  
*Partnering With: State Government, Industry, NCCL, other relevant stake holders*  
*Responsible officer: DCEO*  
*Timing: 1-5 years*

### Goal 4 – Environmental – Planned Actions

*The Shire of East Pilbara seeks to effectively manage and maintain its iconic Pilbara environmental assets by reducing ecological footprints and developing clean, green towns.*

- 4.2 Promote a sustainable environment
  - 4.2.1 *Cultivate clean green towns*  
*Partnering With: State Government, Industry, Community*  
*Responsible officer: MCW*  
*Timing 1 years*

**RISK MANAGEMENT CONSIDERATIONS**

Awarding the infrastructure works with the late price increase clarification has raised the risk profile of the projects. To mitigate and reduce risk to Council it will be recommended to accept no tender, review the process and retender.

**FINANCIAL IMPLICATIONS**

Resource requirements would exceed existing budgetary allocations.

GL 129402 Airport Services including RO = \$1,075,000

GL 121402 Airport Services including RO, production and distribution = \$121,000

GL 139203 Cape K Provision Potable Water = \$200,000

**VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/181**

**MOVED: Cr Michael Kitchen**

**SECONDED: Cr Jeton Ahmed**

**THAT Council**

- 1. That No Tender be accepted for RFT-13-2016/2017 – To supply and install Water Treatment Plant and Associated Infrastructure for Newman Airport and Cape Keraudren**
- 2. Direct CEO to review the projects and retender.**

**CARRIED  
RECORD OF VOTE: 6 - 0**

***To be actioned by Mr Ian Hamilton, Manager Special Projects (Consultant)***

## **12 CONFIDENTIAL MATTERS BEHIND CLOSED DOORS**

### **12.1.1 ANNUAL PERFORMANCE REVIEW APPRAISAL - CHIEF EXECUTIVE OFFICER**

**File Ref:** ADM-1-1

**Responsible Officer:** Cr Lynne Craigie  
Shire President

**Author:** Mrs Sheryl Pobrica  
Executive Services Administration Officer

**Proposed Meeting Date:** 21 April 2017

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#### **PURPOSE**

For Council to consider the outcome of the performance reviews of the Chief Executive Officer.

#### **OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/182**

**MOVED:** Cr Michael Kitchin

**SECONDED:** Cr Craig Hoyer

**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:

- (a) A matter affecting an employee or employees.

**CARRIED BY ABSOLUTE MAJORITY  
RECORD OF VOTE: 6 - 0**

*11:35 AM Miss Marley Amphlett left Chambers.*

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/183**

**MOVED: Cr Michael Kitchin**

**SECONDED: Cr Gerry Parsons**

**THAT the performance review of the Chief Executive Officer be accepted without modification.**

**CARRIED  
RECORD OF VOTE: 5 - 1**

*To be actioned by Lynne Craigie, Shire President*

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/184**

**MOVED: Cr Gerry Parsons**

**SECONDED: Cr Craig Hoyer**

**THAT in accordance with Section 5.23 (1) of the Local Government Act 1995 the meeting is open to members of the public.**

**CARRIED BY ABSOLUTE MAJORITY  
RECORD OF VOTE: 6 - 0**

## **13 GENERAL BUSINESS**

### **13.1 KURRA VILLAGE**

Cr Jeton Ahmedi asked if Council was aware of the lease conditions for rehabilitation of the land which Kurra Village stands on when BHPBIO vacate the site.

Mr Allen Cooper, CEO replied that it is normally to be returned to the condition that it was prior to being occupied.

### **13.2 NEWMAN CARAVAN PARKS**

Cr Jeton Ahmedi asked if the caravan parks were now owned by BHPBIO are to remain open to the public and tourists.

Mr Allen Cooper, CEO said that it has been stated that they will be open to the public and not exclusive for BHPBIO employees.

### **13.3 GRAFFITI ON STREETLIGHT POLES**

Cr Jeton Ahmedi asked about the process for reporting and cleaning up graffiti on streetlight poles in Newman.

Mr Rick Miller, DTDS replied that it is the responsibility of the power provider (BHP Power) and there are forms available to report faults and damage on the Shire website.

### **13.4 CAPE KERAUDREN VISITOR NUMBERS**

Cr Dean Hatwell said due to decreasing visitor numbers at Cape Keraudren, would it be possible for Council to revisit and discuss the fees.

Ms Sian Appleton, DCEO replied that the fees can be reviewed again by Council when discussing the fees and charges for the 2017/18 budget.

### **13.5 TREES IN MARBLE BAR**

Cr Michael Kitchin said that a few trees have been replanted in the Marble Bar town site as previously discussed and he thought it would be a good time to plant more after the recent rain.

Mr Rick Miller, DTDS to follow up.

### **13.6 CARAVANS AT KURRA ESTATE**

Cr Craig Hoyer asked who owns the multiple caravans currently parked at Kurra Estate.

Mr Allen Cooper, CEO replied that he thought they were owned by the owners of the estate.



**13.7 WATER CORPORATION – RUBBISH**

Cr Craig Hoyer stated his disappointment in the Water Corporation who have continued to leave rubbish and scrap materials on the work site opposite the Newman Visitor Centre.

Mr Rick Miller, DTDS to follow up.

**13.8 LAKE MACKAY – POTASH MINING**

Cr Lang Coppin asked if the Shire had any information or contact from the company looking to set up a camp and potash mining facility at Lake Mackay.

Mr Allen Cooper, CEO confirmed that the proposed operators of the mine, Agrimin Ltd, have made contact with the Shire.

**13.9 POTENTIAL FOR CAMEL INDUSTRY**

Cr Lang Coppin commented that after the recent desert trip he felt there is a vast potential for a viable camel industry in the eastern desert areas of the Shire and that it should be considered in the future.

**14 DATE OF NEXT MEETING**

26 May 2017, Newman

**15 CLOSURE**

11:54 AM