

**Unconfirmed copy of Minutes of
Meeting held on 23 May 2014 subject to
confirmation at meeting to be held on
27 June 2014.**



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, 23 MAY, 2014.

**Allen Cooper
CHIEF EXECUTIVE OFFICER**

THE HEART
OF THE
PILBARA



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 10:25 AM.

2 RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE

2.1 ATTENDANCES

Councillors

Lynne Craigie	Shire President
Anita Grace	
Gerry Parsons	
Craig Hoyer	
Doug Stead	
Kevin Danks	
Stephen Kiernan	
Dean Hatwell	

Officers

Mr Allen Cooper	Chief Executive Officer
Ms Sian Appleton	Deputy Chief Executive Officer
Mr Rick Miller	Director Technical and Development Services
Ms Sheryl Pobrica	Executive Services Administration Officer

Public Gallery

Nil

2.2 APOLOGIES

Councillor Apologies

Lang Coppin OAM
Biddy Schill
Shane Carter

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

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING

7.1 CONFIRMATION OF MINUTES

[24th April 2014](#)

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201314/288

MOVED: Cr Gerry Parsons

SECONDED: Cr Kevin Danks

THAT the minutes of the Ordinary Meeting of Council held on 24 April 2014, be confirmed as a true and correct record of proceedings.

**CARRIED
RECORD OF VOTE: 8 - 0**

8 MEMBERS REPORT

8.1 ITEMS FOR RECOMMENDATION

Nil

8.2 ITEMS FOR INFORMATION

Cr Dean Hatwell

- Attended Marble Bar Tourist Association meeting.
- Attended Marble Bar Race Club meeting.
- Attended Pilbara – Kimberley Forum 2014 in Jakarta.
- Attended interagency meeting.
- Attended Marble Bar Progress Association
- Attended Pastoral Lease Forum in Marble Bar 22nd May 2014.
- Attended Marble Bar Biggest Morning Tea 22nd May 2014.
- Attended SOEP Office Biggest Morning Tea 23rd May 2014.

Cr Kevin Danks

- Attended Marble Bar Tourist Association meeting.
- Attended Marble Bar Race Club meeting.
- Attended PRC Pilbara – Kimberley Forum 2014 in Jakarta.
- Attended Pastoral Lease Forum in Marble Bar 22nd May 2014.
- Attended SOEP Office Biggest Morning Tea 23rd May 2014.

Cr Craig Hoyer

- Attended PRC Pilbara – Kimberley Forum 2014 in Jakarta.
- Attended SOEP Office Biggest Morning Tea 23rd May 2014.
- Attended AFL All Stars 23rd May 2014.

Note* Congratulations to ex-Newman resident Charlie Cameron who has been chosen to play for the Sydney Swans, AFL it is a great achievement.

Cr Gerry Parsons

- Attended PRC Pilbara – Kimberley Forum 2014 in Jakarta.
- Attended Newman CCI meeting.
- Attended meeting with Neil Noelker.
- Attended SOEP Office Biggest Morning Tea 23rd May 2014.

Cr Anita Grace

- Attended PRC Pilbara – Kimberley Forum 2014 in Jakarta.
- Attended ANZAC Dawn Service.
- Attended SOEP Office Biggest Morning Tea 23rd May 2014.
- Attended D Pilkington's Funeral at Jigalong Community.
- Attended Newman Women's Shelter meeting.
- Attended Liquor Accord meeting.
- Attended PDC Meeting in Perth.
- Attended PDC workshop in Perth.

Cr Doug Stead

- Attended Pilbara – Kimberley Forum 2014 in Jakarta.
- Attended ANZAC Dawn Service
- Attended SOEP Office Biggest Morning Tea 23rd May 2014.
- Attended D Pilkington's Funeral at Jigalong Community
- Attended EPIS board meeting.

Cr Stephen Kiernan

- Attended Marble Bar Tourist Association meeting.
- Attended Marble Bar CRC meeting.
- Attended Nullagine CRC meeting.
- Attended SOEP Office Biggest Morning Tea 23rd May 2014.

Cr Lynne Craigie

- Attended Pilbara – Kimberley Forum 2014 in Jakarta.
- Attended SOEP Office Biggest Morning Tea 23rd May 2014.
- Attended meeting with Hon Wendy Duncan, Brendon Grylls & Jacqui Beydell.
- Attended lunch at Parliament House with PRC executive and staff.
- Attended PDC Meeting in Perth.
- Attended PDC workshop in Perth.
- Attended RDA meeting.
- Attended RDA phone link up.
- Interview with ABC radio re: Shire Council Meeting April.
- Attended WALGA Regional State meeting in Merredin.
- Attended Main Roads meeting re: Budget Cuts.
- Attended meeting with BHP Billiton re: Kurra Village.
- Attended Ambassadors visit to Newman.
- Attended Erica Smyth town tour and dinner.
- Attended meetings with Alex Seed, BHP Billiton.
- Attended Metro Reform meeting.
- Attended Newman Women’s Shelter meeting.
- Attended Newman Visitors Centre meeting.
- Attended meeting with rate payer re: current Newman housing & economy.
- Attended meeting with Neil Noelker.
- Attended meeting with Rob Carruthers and Julius Mathews from BHP Billiton.
- Attended a farewell dinner for Mike Hollett departing chair of PDC.

9 OFFICER'S REPORTS

9.1 CHIEF EXECUTIVE OFFICER

9.1.1 CHIEF EXECUTIVE OFFICER STATUS OF COUNCIL DECISIONS - APRIL 2014

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

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

That status list of Council decisions is included.

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government Act 1995

Section 2.7

The role of the council

(1) *The council –*

(a) directs and controls 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

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.

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201314/289

MOVED: Cr Gerry Parsons

SECONDED: Cr Craig Hoyer

THAT the “Status of Council Decisions” – Chief Executive Officer for April 2014 be received as below.

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
27 September 2013	13.4	SUPPORT FOR MR JACK BENNETT Cr Lang Coppin has asked the Council to support Mr Jack Bennett in his request for help in receiving funding as he does a great service to the community and people who travel on the desert roads.	CEO	Being considered	
31 January 2014	9.1.8	EXTENSION OF LEASE KURRA VILLAGE	CEO		On Going Discussions
24 April 2014	13.6	FUTURE HOSTEL Cr Gerry Parsons has asked will the new hostel being considered, will this be for everyone or will it just be for indigenous? Chief Executive Officer to follow up.	CEO		

**CARRIED
RECORD OF VOTE: 8 - 0**

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

9.2 DEPUTY CHIEF EXECUTIVE OFFICER

9.2.1 DEPUTY CHIEF EXECUTIVE OFFICER STATUS OF COUNCIL DECISIONS - APRIL 2014

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

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

That status list of Council decisions is included.

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government Act 1995

Section 2.7

The role of the council

(1) *The council –*

(a) directs and controls 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

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.

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201314/290

MOVED: Cr Gerry Parsons

SECONDED: Cr Stephen Kiernan

THAT the “Status of Council Decisions” – Deputy Chief Executive Officer for April 2014 be received as below.

**CARRIED
RECORD OF VOTE: 8 - 0**

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

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

23 MAY, 2014

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
23 August 2013	13.5	CIVIC CENTRE – MARBLE BAR Cr Stephen Kiernan asked if the flooring can be repaired or replaced due to wear and tear. Manager Building Assets to follow up	MBA	Flooring still being assessed.	In Progress
25 October 2013	15.1	SKATE PARK MARBLE BAR Cr Stephen Kiernan asked when the mobile skate park would be purchased for Marble Bar. Deputy Chief Executive Officer replied. Further information is currently being sought on the mobile skate park.	DCEO	Public Meeting is being held regarding site for the skate park. Money allocated.	On Going
6 December 2013	13.11	CAPE KERAUDREN Cr Lang Coppin asked about the running and managing cost for Cape Keraudren. Deputy Chief Executive Officer replied a report was currently being undertaken by the Manager Building Assets.	DCEO		
14 March 2014	9.2.20	MARBLE BAR RESERVE 2906 – CONSIDERATION OF GAUGING CABLEWAY (FLYING FOX)	MBA	Waiting for response from Department of Water & Rivers	On Going
14 March 2014	13.10	NEWMAN SKATE PARK Cr Gerry Parsons tabled a letter regarding the Shire if they could build a better skate park or if they cannot then want improvements could be done to make the skate park a better place for the community to use. The Chief Executive Officer stated the correspondence has been received and will be considered.	MCW	Meeting with Liam to be organised by MWC	On Going
24 April 2014	9.2.2	OFFICIAL NAMING OF THE EAST PILBARA ART CENTRE	DCEO		
24 April 2014	9.2.3	PUBLIC NOTICE OF DIFFERENTIAL RATING	CFS	Advertised in Northwest Telegraph 14.05.2014	
24 April 2014	13.2	FLAGPOLE MARBLE BAR POOL Cr Dean Hatwell asked if a flagpole can be installed at the Marble Bar Pool as Australia Day celebrations	MCW	Being Assessed	

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
		are held at the pool and cannot put up a flag. Deputy Chief Executive Officer to follow up.			
24 April 2014	13.3	LANDSCAPING MINDARRA DRIVE Cr Shane Carter said the landscaping is starting to look good, is it possible to meet with the Newman Club to discuss their intentions. Deputy Chief Executive Officer to follow up.	DCEO	Letter written requesting the possibilities of attendance at council meeting.	
24 April 2014	13.5	ASHBURTON ABORIGINAL CORPORATION CLEAN UP Cr Doug Stead asked if we can send a letter of appreciation for the work Ashburton Aboriginal Corporation are doing for the clean-up around the Parnpajinya and Jigalong Community. Deputy Chief Executive Officer to follow up.	MCW		

9.2.2 DRAFT NEWMAN RECREATION PLAN

File Ref:	FIN-4-3
Attachments:	@leisure Newman Recreation Master Plan - 130514.pdf
Responsible Officer:	Ms Sian Appleton Deputy Chief Executive Officer
Author:	Ms Sian Appleton Deputy Chief Executive Officer
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

For council to endorse the draft Newman Recreation Master Plan document to be advertised for public comment.

BACKGROUND

Council's strategic plans, including the Strategic Community Plan, have highlighted the need for investigations to ascertain what new recreational and sporting infrastructure would be required for a population increase to 15,000 by 2035.

Project Deliverables included:

- Providing detailed data analysis of the over and under use of all current major recreational and sporting infrastructure owned by the Shire of East Pilbara.
- Providing indicative costing's on expected future operating and capital costs of this infrastructure, according to increased usage based on incremental population expansion.
- Conduct comprehensive consultation in suitable formats, with up to 48 different sporting and recreational organisation, of their current and future infrastructure needs.
- List these organisation's facility needs, in order of priority, taking into account their ability to uphold accountability, due diligence, sustainability and long term self-sufficiency, with the increase expected in Newman's population
- Conduct comprehensive consultation with likely users of any future multi-sport and recreational hubs and provide detailed operating and capital costing's for such new infrastructure.

COMMENTS/OPTIONS/DISCUSSIONS

The Shire engaged @Leisure Planners to prepare the Newman Recreation Master Plan. Significant stakeholder and community engagement was undertaken including:

- Preparation of a web page and Facebook page advertised via flyers, press release and paid advertisement
- Telephone interviews
- Shopping Centre surveys
- Online surveys
- Face to face interviews with key stakeholders
- Community stakeholder and Council workshops
- Follow up emails and telephone conversations.

Following Council's endorsement of the draft Newman Recreation Mater Plan, the Shire will advertise the document for public comment for six weeks.

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

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.

2.1 Health and recreation

2.1.2 Encourage active lifestyles

2.1.3 Encourage high rates of participation in community activities and events

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201314/291

MOVED: Cr Dean Hatwell

SECONDED: Cr Kevin Danks

THAT Council endorse the draft Newman Recreation Master plan document be advertised for public comment.

CARRIED
RECORD OF VOTE: 8 - 0

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

9.2.3 DRAFT REPORTS - IMPROVING YOUTH, FAMILY AND CHILDREN'S SERVICES DELIVERY IN NULLAGINE AND MARBLE BAR

File Ref: ORG 11-9
Responsible Officer: Ms Sian Appleton
Deputy Chief Executive Officer
Author: Mr Neil Noelker
Consultant
Location/Address: N/A
Name of Applicant: N/A
Author Disclosure of Interest: Nil

REPORT PURPOSE

For Council to endorse the Youth, Family and Children's plan for Nullagine and Marble Bar and approve the documents be advertised for public comment.

BACKGROUND

Over the past 12 months, Council has been researching the mapping, delivery and gaps in services of government agencies, non-government organisations, community groups and the Shire of East Pilbara in Newman, Marble Bar and Nullagine that includes a process to contribute to continuous improvement for services from all agencies, including the Shire of East Pilbara. The outcome of the research was to recommend a two year program and how best to address any gaps or what improvements need to be undertaken to continuously improve service delivery. The project has taken considerable time due to the complexity that involved multi-agency and government responsibilities for service delivery and identifying how much onus the Shire of East Pilbara has towards contributing to shaping improved services and their delivery.

In addition, when considering the multiplicity of organisations, including governments at all levels, non-government sectors and the expectations of the communities, and the continual changes which occur to all policy and principles underpinning service delivery reforms has led to reports being finalised for Nullagine and Marble Bar. These reports propose the key recommendations commence within the next two years.

The proposed direction for these reports has focussed on government policy for service delivery and how the Shire of East Pilbara can participate in this policy area to support continuous service delivery improvements.

Whilst there can always be continuous and increased services to a community, there are also limitations to government direction, policy, budget and risk. It is necessary to address the key issues associated with service delivery which include for both Nullagine and Marble Bar:

- An inadequacy in the coordination of services between providers including the bundling of services that may result in more efficient service delivery.
- Lack of coordinated data and access to such data.

- Information in the community relating to all local services from any agency is generally deficient.
- In Nullagine, availability of a suitable space for service delivery appears to inhibit services being delivered.
- There is an absence of local input into service planning and delivery.

The level of services being provided is quite reasonable and there are many ways in which these services can be enhanced, improved in their service delivery and provide improved benefits for the community.

COMMENTS/OPTIONS/DISCUSSIONS

The general principle in Western Australia associated with services being provided to a community is every resident has a “right” to access of all government services. However there are some difficulties in delivering services and access to some services is more difficult to achieve than others. Governments at all levels are endeavouring to provide universal access to services based on budget, demand and capability of delivery.

The key direction was to determine how service delivery can be improved, appropriate services delivered, better service coordination, community input into service planning and delivery, and information on access to services more universally available to each community.

In 2013 the West Australian State Government undertook a review of the Community Resource Centre (CRC) network resulting in a response from the state government generally supporting recommendations contained from the review.

The review reinforced the role of the CRC networks to coordinate and deliver services on behalf of government and it was highlighted by the state government that the Department of Regional Development and Lands would be the responsible authority to deliver this program commencing in July 2014.

Part of the recommendations was working with Local Government to contribute to the development of the CRC network.

The CRC model provides the ability to improve service delivery in local communities to be firmly rooted within government policy and through a process which Council can contribute to its better implementation.

As a result, the reports propose the following key recommendations:

- Bolstering the development of CRCs by contributing to the establishment of a separate CRC in each of three towns (one already exists in Marble Bar / Nullagine), with each town having a Board but one Administration which would avoid duplication and yet be responsible to the demands of each individual Board. In each CRC it is suggested there be an officer to support that town.
- In Nullagine the suggestion was to address the issue of appropriate spaces for services to be delivered within Nullagine and to investigate the best and most cost effective options develop spaces to ensure any service provider can deliver services into Nullagine.
- In Marble Bar and Nullagine development to service delivery through better planning involving the local community

- In Marble Bar, the provision of a community bus that will assist community wellbeing and access to services available in Port Hedland
- As a result of establishing CRCs in each town, that Council contribute to developing the capacity of the CRC Boards and management to ensure local input in service planning and delivery, and lead the community and agencies to achieve better coordination at the local level. This requires considerable development of the capacity of communities in the Shire of East Pilbara and support for the expectations of an efficient and effective CRC to be developed further with the support of Council.

STATUTORY IMPLICATIONS/REQUIREMENTS

Any building or development of spaces will involve Section 3.59 of Local Government Act.

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

Goal 2 – Social – Planned Actions

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

2.4 Diverse and inclusive communities

2.4.2 Build strong community groups, networks and governance

2.4.3 Provide relevant and affordable community services

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201314/292

MOVED: Cr Anita Grace

SECONDED: Cr Gerry Parsons

THAT Council endorse the Youth, Family and Children's plan for Nullagine and Marble Bar and approve the documents be advertised for public comment.

**CARRIED
RECORD OF VOTE: 8 - 0**

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

9.2.4 NEW POLICY - ADVOCACY

File Ref:	LEG-2-1
Attachments:	<u>Advocacy Policy Draft</u>
Responsible Officer:	Ms Sian Appleton Deputy Chief Executive Officer
Author:	Ms Sue Mearns Coordinator Governance
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

For Council to consider adopting the following new policy:

- Advocacy Policy

BACKGROUND

The draft policy was presented at the Corporate Discussion for input from Councillors at 24th April 2014 Council meeting.

COMMENTS/OPTIONS/DISCUSSIONS

A copy of the draft policy is **attached** for Council's consideration. Council can adopt, amend or reject this policy.

The objective of the new Policy creates a framework for lobbying and advocacy activities supporting the Shire's strategic directions. It is designed to facilitate a more effective, consistent, targeted delivery of the Shire's messages, with specific plans developed to address predetermined key priority issues.

This policy applies to Councillors and staff.

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

POLICY IMPLICATIONS

New Policy Making Guidelines:

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

5. The Policy will then be presented to Council for adoption and inclusion in the Policy Manual.

Note: New Policies or major amendments will not be permitted at the annual review of the Policy Manual.

STRATEGIC COMMUNITY PLAN

Strategic Community Plan

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

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201314/293

MOVED: Cr Doug Stead

SECONDED: Cr Craig Hoyer

THAT Council adopt the Advocacy Policy, as below.

**CARRIED
RECORD OF VOTE: 8 - 0**

To be actioned by Ms Sue Mearns, Coordinator Governance

Advocacy Policy

Minute No: 9.2.4

Date: 23 May 2014

Objective

This policy creates a framework for lobbying and advocacy activities supporting the Shire's strategic directions. It is designed to facilitate a more effective, consistent, targeted delivery of the Shire's messages, with specific plans developed to address predetermined key priority issues.

This policy applies to Councillors and staff.

Background

Advocacy is speaking, acting or writing for, and on behalf of a person or group. It is an active process in support of a specific outcome. The sole purpose of advocacy is to seek to influence policy-making, investment or service provision. This definition raises three key questions, the answer to which collectively provides the policy framework for this Advocacy Policy:

- What influence are we trying to achieve?
- Who are we trying to influence?
- How are we trying to influence them?

In other words, effective advocacy needs to:

- Clearly identify the key issues and desired outcomes;
- Have clearly articulated unambiguous messages;
- Target the appropriate influencers or decision-makers; and
- Use appropriate and effective methods to deliver the message.

Policy

1. Clearly identify the key issues and desired outcomes

Council must provide the public with opportunities to participate at key stages in the Shire's projects and to comment on matters which affect them via:

- An annual Community Survey.
- Annual Electors Meeting to be held each year.
- Councillors 'meet and greet' monthly at the Newman Shopping Centre.
- Ad-hoc community forums organised to gain public feedback and input on broad and specific issues relating to the Council.

Council must ensure the proper planning and provision of services to the Shire's customers:

- Key issues will be identified in the Strategic Community Plan, Corporate Business Plan and Community Wellbeing Strategy. These plans must be reviewed and updated in accordance with legislative obligations.
- Policy Manual to be updated to ensure each Policy is directly referred back to the Councils Strategic Plans.
- Agenda items should reflect the objectives of Councils Strategic Plans.

Council must develop criteria for determining which matters it will advocate and lobby for:

- Council may only advocate and lobby for those matters that do not conflict with Council's objectives.
- Council shall advocate and lobby for the greatest benefit for our communities.
- In doing so, Council shall consider the most important social, economic and environmental factors that influence our local quality of life and prosperity.

2. Have clearly articulated unambiguous messages

Elected Members and Council staff should use plain English when advocating and lobbying for matters:

- Communications Policy.
- Formal Communication Policy – Elected Members

3. Target the appropriate influencers or decision-makers

Council must ensure it targets the appropriate influencers or decision-makers so as to achieve the desired outcomes:

- The Shire of East Pilbara shall maintain a close relationship with the Pilbara Regional Council and other local governments in the Pilbara to give a greater voice to the Pilbara region, and to attract increased investment opportunities for the benefit of Pilbara communities.
- Develop and maintain a database of key stakeholders.

4. Use appropriate and effective methods to deliver the message

Elected Members and Council staff must use appropriate and effective methods of communicating with key stakeholders to ensure the correct message is delivered:

- Communications Policy.
- Formal Communication Policy – Elected Members.

9.2.5 NEW POLICY - LOCAL GOVERNMENT DAYS

File Ref:	LEG-2-1
Attachments:	<u>Local Government Days Policy Draft</u>
Responsible Officer:	Ms Sian Appleton Deputy Chief Executive Officer
Author:	Ms Sue Mearns Coordinator Governance
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

For Council to consider adopting the following new policy:

- Local Government Days Policy.

BACKGROUND

The draft policy was presented at the Corporate Discussion for input from Councillors at the 24th April 2014 Council meeting.

COMMENTS/OPTIONS/DISCUSSIONS

The objective of the new Policy is to clarify staff entitlement to Local Government leave days (days in lieu).

A copy of the draft policy is **attached** for Council's consideration.

Council can adopt, amend or reject this policy.

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

POLICY IMPLICATIONS

New Policy Making Guidelines:

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

Note: New Policies or major amendments will not be permitted at the annual review of the Policy Manual.

STRATEGIC COMMUNITY PLAN

Strategic Community Plan

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

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201314/294

MOVED: Cr Anita Grace

SECONDED: Cr Doug Stead

THAT Council adopt the Local Government Leave Days Policy, as below.

**CARRIED
RECORD OF VOTE: 8 - 0**

To be actioned by Ms Sue Mearns, Coordinator Governance.

Local Government Leave Days Policy

Minute No: 9.2.5

Date: 23 May 2014

Objective

To clarify staff entitlement to Local Government leave days (days in lieu).

Purpose

The purpose of this policy is to eliminate disparity between employees entitlement to Local Government leave days (days in lieu), due to changes in the Award.

This policy will formally acknowledge that Council will allow employees to receive Local Government leave days (days in lieu), subject to this policy.

Policy

1. On the working day after the New Year's Day holiday and Easter Tuesday, an employee who is scheduled to work those days, or is on paid leave, shall become entitled to a day's paid leave (Local Government Day).
2. Further, an employee who works a roster and is on a rostered day off on either the working day after the New Year's Day holiday or Easter Tuesday shall also become entitled to a day's paid leave (Local Government Day).
3. Local Government Days are to be taken in the year in which they fall due; they cannot be accumulated. If a Local Government Day is not taken in the year it is due, it will be forfeited.
4. A Local Government Day does not necessarily have to be taken on the working day after New Year's Day or Easter Tuesday. An employee may take a Local Government Day at another time, subject to approval by his/her supervisor.
5. This policy shall apply to Full-time and Part-time (pro-rata) employees only.

9.2.6 NEW POLICY - SOCIAL MEDIA

Attachments:	Social Media Policy Draft Facebook Guidelines
Responsible Officer:	Ms Sian Appleton Deputy Chief Executive Officer
Author:	Ms Sue Mearns Coordinator Governance
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

For Council to consider adopting the following new policy:

- Social Media Policy

BACKGROUND

The objective of the new Policy is to ensure Council complies with legislative requirements.

Council shall have appropriate processes and structures to ensure that legislative requirements are achievable and are integrated into the everyday running of the Council.

COMMENTS/OPTIONS/DISCUSSIONS

A copy of the draft policy is **attached** for Council's consideration and the Shire of East Pilbara guidelines for Councillors and Staff for the using of Facebook.

Council can adopt, amend or reject this policy. Please note recent amendments in red which have been added since the policy was reviewed at Aprils Corporate Discussion.

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

POLICY IMPLICATIONS

New Policy Making Guidelines:

1. Draft policies are to be in standard format and include policy objectives and the policy statement.
 2. Discuss reasons for the policy with your supervisor and prepare an amended/final draft.
 3. The Policy is to be presented and discussed at the Executive Management meeting.
-

4. The Policy is to be presented at Corporate Discussion for input from Councillors.
5. The Policy will then be presented to Council for adoption and inclusion in the Policy Manual.

Note: New Policies or major amendments will not be permitted at the annual review of the Policy Manual.

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201314/295

MOVED: Cr Doug Stead

SECONDED: Cr Dean Hatwell

THAT Council adopt the Social Media Policy, as below.

**CARRIED
RECORD OF VOTE: 8 - 0**

To be actioned by Ms Sue Mearns, Coordinator Governance.

Social Media Policy

Minute No: 9.2.6

Date: 23 May 2014

Objective

1. This policy is designed to provide a framework for the Council to use social media to facilitate collaboration and sharing between the Shire, Council Members, Employees, ratepayers and the community. The definition of Social Media being '*websites and applications that enable users to create and share content or to participate in social networking*'.
2. This Policy applies to all Shire Employees and Council Members.
3. The requirements of this Policy apply to all uses of social networking applications.

Background

The Shire of East Pilbara recognises the potential of social and digital media to foster communications with the community. As such, the Shire should actively develop strategies to integrate social media into broader communications strategies.

Policy

1. The Shire of East Pilbara shall establish and maintain a corporate Facebook page.
2. Additional Facebook pages may be established as required.
3. The Shire of East Pilbara shall establish guidelines for the use of such Facebook pages.
4. Those guidelines shall establish:
 - a. How the use of a Facebook page will be implemented.
 - b. How to establish a Facebook page.
 - c. Who these guidelines apply to.
 - d. Principles for communication – guidelines for Councillors and employees.
 - e. Who is authorised to create a new Facebook page.
 - f. Who is authorised to post and make comments.
 - g. What are acceptable/unacceptable posts and comments.
 - h. How often posts should be made on the Facebook page.
 - i. Response times to posts.
 - j. A method of reporting Facebook data to Council.
 - k. Recordkeeping procedures for Facebook posts and comments.
 - l. Compliance with Freedom of Information, Public Interest Disclosure legislation and any other relevant legislation.

Social Media Guidelines

Version: V2

Last reviewed: 5 May 2014

Objective

To provide guidelines for establishing an official Shire of East Pilbara Facebook page, and to ensure consistency and correct settings are applied.

The Shire will use the Policy and Guidelines to assist the Mayor, Councillors, Chief Executive Officer and employees in understanding the processes for the correct management of all forms of social media (SM) that are operated by the Shire.

The Shire's prime objective is to maintain positive and quality communications at all times.

Secondary objectives are to:

- Reach a wide range and large number of residents and stakeholders.
- Promote council offerings with a focus on positive, 'social' content including news, events, arts, festivals and initiatives that benefit the community.
- Disseminate time-sensitive/emergency information.
- Drive traffic to the council's website.
- Correct any misinformation.

Procedure

1. Two-Stage Approach

The Social Media Guidelines propose a Two-Stage approach for the use of social media by the Shire of East Pilbara.

a. Stage One

Stage One will commence immediately following adoption by Council of the Social Media Policy, and will focus on:

- Developing an operational understanding of the risks potentially associated with organisational social media usage and risk minimisation strategies;
- Establishing a suite of organisational guidelines, controls and internal mechanisms; and
- Training staff in the correct usage of organisational social media.

Use of social media for Councillors and staff in Stage One focuses primarily on one-way communication in the form of establishing an official Shire of East Pilbara Facebook page. Usage will be limited to distribution of formal Council messages, promotion of Council events and community activities and the urgent distribution of emergency information (usually in the case of impending weather/natural event or threat).

b. Stage Two

Stage Two will be implemented when social media is established organisationally, with risks able to be mitigated/managed and will focus on

two-way usage of a range of social media (not just Facebook) as a communication tool with the community. Council will also need to ensure that it has the resources (staff) to be able to properly implement, monitor and maintain two-way usage of social media. This means, that Council staff must have the ability to respond to queries within an acceptable time period.

2. How to establish a Facebook page

ONLY an Authorised Officer, as per section 5, may set up a Facebook page. These guidelines refer to specific settings that should be applied when setting up a Facebook page. Please refer to the Facebook User Manual for a more comprehensive guide to setting up a Facebook page.

a. Setting up a Facebook page

Whilst you are still setting up your Facebook page, you should choose to keep it unpublished. This means the public cannot see the page. It will allow you to save your work and come back at a later time to continue working on the page.

Once you've completed the page, you should have the CEO approve the content/format. When you are ready to show your page to the public, you will need to publish the page.

b. Registering a username

Once you have established your page, you should register a username for your Facebook page. This is a short page address which can be used in marketing communications, Shire website and business cards.

An example is <http://www.facebook.com/shireofeastpilbara>

c. Claiming and Merging Duplicate pages

You should check that a Facebook page does not already exist for the Shire. For example, when someone checks into a place that doesn't have a page, a new page gets created to represent the location.

As an official representative of the Shire, you can request to claim this other page. You should then merge the two pages so there is only one for the Shire of East Pilbara.

d. Pinned posts

Pinned posts are page posts that administrators have chosen to display prominently at the top of their page. If you have an important post that you wish everyone to see straight away, you should pin that post. A pinned post will remain there for 7 days, and only one post can be pinned.

e. Show only posts by the Shire

This is probably the most IMPORTANT setting, at least during implementation of Stage-One of the Social Media Policy.

Make sure you turn off the ability for people to post on the Shire's timeline by clicking on 'Edit Page' and then 'Manage Permissions.' You then need to **uncheck the boxes next to 'Everyone can post to Shire's Timeline' and 'Everyone can add photos and videos to Shire's timeline.'** Save the changes.

You should also remove the 'Recent Posts by Others' box from your page's timeline. You can do this by clicking on 'Edit Page' and then 'Manage Permissions.' You then need to **uncheck the box next to 'Show the box for Recent Posts by Others.'** Save the changes.

You also need to turn off private messaging for your Facebook page. You can do this by clicking 'Edit Page' and then 'Manage Permission.' You then need to **uncheck the box next to people can send messages to the Shire Page.**

f. Star a page

This allows you to feature the posts you think are important. When you star a post, it expands to widescreen.

g. Best practices for Page Administrators

To ensure you are getting the most out of your Facebook page and using it to its full potential, you need to promote your page and grow your likes. You can do this by inviting friends, claiming a web address and putting it on all marketing materials; adding a like button to your website and creating a page badge 'Find us on Facebook.'

It is also good to remember that you can create a poll on your Facebook. This will become useful during the implementation of Stage-Two of the Social Media Policy.

h. Page insights

Page Administrators should familiarise themselves with the Page Insights function. This will allow you to access various data about the use and effectiveness of your page. You will need this data for your monthly Information Bulletin that will be presented to Council.

3. Who these guidelines apply to?

These guidelines apply to ALL elected representatives and employees of the Shire of East Pilbara.

4. Principles for communication

All elected representatives and employees should be cognisant about their conduct when using social media, in either a personal or official capacity.

All elected representatives and employees should be cognisant that online content is recorded by a number of search engines and that the content of posts and discussion may be publicly available and searchable in the future.

a. Guidelines for Councillors

Councillors are not permitted to establish official social media tools for communications with the community.

Councillors are authorised to establish and maintain personal social and digital media tools and platforms such as Facebook, Twitter, YouTube and LinkedIn. However, Councillors must not use the title of 'Councillor' in the name of any account, profile or page established.

Councillors should not make comments about the Shire of East Pilbara, its elected representatives, staff or its partners and stakeholders on their personal social media tools.

b. Guidelines for Employees (Personal accounts)

Shire of East Pilbara employees may maintain their own personal social media accounts and tools. In using social media in a way that identifies their employment with the Shire of East Pilbara, employees should be conscious that their online conduct reflects upon them and the Shire of East Pilbara.

It is the preference of the Shire of East Pilbara that employees do not initiate social media discussion on work related matters on personal Facebook accounts. If personally approached online in regards to a work matter, employees should immediately inform the CEO and seek advice on how to reply in a way that positively reflects the Shire of East Pilbara.

If employees choose to reply, they should include the following disclaimer:

"The views expressed on this site are my own and do not necessarily reflect the views of the Shire of East Pilbara."

In the event that employees respond to a work related query or comment, they should:

- Not comment on information that is meant to be private or internal to the Shire of East Pilbara.
- Ensure all comments do not conflict with the Shire's mission or official positions.
- Do not comment on areas that you are not familiar with.
- Do not discuss partners, sponsors or contractors without prior approval.
- Ensure that all content published is accurate and not misleading and complies with all relevant Shire of East Pilbara Policies, including the Shire's Code of Conduct.
- Ensure comments are respectful of the community in which you are interacting online.
- Adhere to the Terms of Use of the relevant social media platform/website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment and other applicable laws.
- No staff member may post on the Shire's page from their own personal social media account, however a staff member is welcome to 'like' the Shire of East Pilbara page.

5. Who is authorised to create a new Facebook page?

Shire of East Pilbara employees who wish to establish a new Facebook page or contribute to an existing Facebook page, will be required to apply to the CEO and enter into a Formal Contributor Agreement (see **Appendix 1**). Once approved, employees become an Authorised Contributor. Only Authorised Contributors are permitted to post content to the Shire of East Pilbara Facebook page.

When applying to establish a new page, employees should outline the purpose of the page, how often contributions will be posted on the page and how that content will be generated. In this context, we should point out that only one Facebook page will be created during Stage One. However, additional pages may be established in the future. E.g. for the Aquatic Centre or Youth Centre.

Once the Formal Contributor Agreement is completed and approved by the CEO, the Media Relations Officer and/or Coordinator Executive Services will set up the Facebook page. Only these people may create new Facebook pages. This is to ensure consistency and correct settings are applied.

6. Who is authorised to post and make comments?

Only Authorised Contributors may post and make comments on the Shire Facebook page.

Training will be provided to all Authorised Contributors to ensure compliance with these guidelines and the Social Media Policy.

7. Compliance

Depending on the circumstances, non-compliance with this Policy may constitute a breach of employment or contractual obligations, misconduct, sexual harassment, discrimination or some other contravention of the law.

Any employee who fails to comply with this Policy may face disciplinary action and, in serious cases, termination of their employment.

Council Members who fail to comply with this Policy will be removed from the Social Media Platform and may also face action under the Shire's Code of Conduct.

The CEO is delegated the authority to take appropriate action (including removing a person from the social media platform) if a breach occurs of the Shire's Social Media Policy and Guidelines.

8. What are acceptable/unacceptable posts and comments?

Contributions should provide information, provide a path for seeking additional information and should not encourage a response during implementation of Stage One.

An example of an acceptable contribution is:

“Come along to the Youth NAIDOC celebrations next Tuesday. We’ve got storytelling and music workshops running from 5pm. For further details check out the website www.eastpilbara.wa.gov.au.”

An example of an unacceptable contribution is:

“Who’s coming along to the NAIDOC celebrations next week? Is everyone looking forward to it?”

This is unacceptable because it is asking a question which is encouraging a response, it omits crucial details such as dates and fails to direct readers to the Shire of East Pilbara website for further information.

Contributions are prohibited that:

- Are not topically related to the particular social medium article being commented upon;
- Are in support of or opposition to political campaigns;
- Disclose confidential information;
- Use profane language or content;
- Use content that promotes, fosters or perpetuates discrimination on the basis of race, colour, age, religion, gender, marital status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- Contain sexual content or links to sexual content;
- Include solicitations of commerce;
- Conduct or encourage illegal activity;
- Include information that may compromise the safety or security of the public or public systems; or
- Include content that violates a legal ownership of any other party.

9. How often should posts be made on the Facebook page?

Contributions should be made regularly at intervals of no greater than 3 days to ensure the Facebook page remains relevant and of interest to the community.

Before launching a new Facebook page, Authorised Contributors should have a plan that provides for the regular generation of interesting content.

10. Response times to posts

During Stage-One readers cannot post on the Shire Facebook page. Therefore, there is no requirement to respond.

However, during Stage-Two readers will be able to post on the Shire’s Facebook page. Authorised Contributors should check the Shire Facebook **twice daily (during the week) at 10AM and 2PM** and respond accordingly.

11. Reporting Facebook data to Council

Page Admins have the ability to access aggregated anonymous data about people’s activity on their Facebook page. This includes:

- How many people like the page;
- How many people are talking about the page;

- Demographic data;
- How frequently users are seeing our posts;
- How many page views we are getting; and
- What external sources are referring traffic to our page.

The Coordinator Executive Services should prepare a Council Information Bulletin Item every month detailing this data and to show Council how successful our Facebook page has been.

12. Recordkeeping procedures for Facebook posts and comments

a. When does a comment/post on Facebook need to be recorded?

Not all comments/posts on Facebook will need to be recorded in the Shire's official record keeping system (Synergy). Generally, you should record comments/posts which the Shire can be held accountable for. You should make a record if:

- A decision was made or recommended;
- Advice or instruction was given;
- What happened, when it happened and who was involved;
- The order of events and/or decisions.

b. Examples of comments/posts that DO need to be recorded

- Emergency posts. E.g. updating residents on a fire hazard or the status of a cyclone.
- Any responses relating to government policy or decision making.

c. Examples of comments/posts that DO NOT need to be recorded

- Republished material (such as photographs, flyers etc.) do not need to be recorded because they will already be captured within the Shire's record keeping system prior to posting to Facebook.
- Comments which are used for promotional purposes only and have limited accountability do not need to be recorded. E.g. comments congratulating a local football team.
- Irrelevant, off-topic responses can be culled under normal administrative practice. E.g. What days are rubbish bins emptied? What is the phone number for the Aquatic Centre?

d. What should a record of social media usage contain?

A record should contain the content (i.e. the information that is sent or received), and should appropriately represent the format (text, visual, sound or video) of the original content.

The record should also include the following metadata:

- Who sent it;
- The date and time it was sent or received;
- For messages sent: the name of the officer that sent the message, and to whom it was sent;
- For messages received: the officer that received the message and from whom it was sent;

- The context of the transmission (a link to why it was sent or received, who authorised the transmission, the purpose of the transmission, what transmission this response was in response to); and
- The name of the social media that it was created on.

Linking the message to the context is vital to creating a narrative in which the record may be properly understood. A person viewing the social media record must be able to follow the story of why the social media was used, and how it linked into the work of the organisation.

e. How to capture the record

To capture a record, you should print a screenshot of the comment/post that you wish to record, and create a new record in Synergy.

13. Compliance with Freedom of Information and Public Interest Disclosure legislation

The fact that a comment/post is put on Facebook and is publicly available, means it is subject to Freedom of Information legislation. This means it is important to record any comments/posts which you deem are a 'record', should any wish to access these records under the *Freedom of Information Act 1992* in the future.

Any information which is considered 'public interest information' for the purposes of the *Public Interest Disclosure Act 2003*, should not be posted/commented on Facebook.

s3 Public Interest Disclosure Act 2003.

Public interest information means information that tends to show that, in relation to its performance of a public function (either before or after the commencement of this Act), a public authority, a public officer or a public sector contractor is, has been, or proposes to be, involved in –

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

14. Definitions

Any definitions listed below apply to this document only.

“*Social Media*” is content created by people using highly accessible and scalable publishing technologies. Social media is distinct from industrial media, such as newspapers, television and film. Social media comprises relatively inexpensive and accessible tools that enable anyone to publish or access information – industrial media generally requires significant resources to publish information.

Social media may include (although is not limited to):

- social networking sites (e.g. Facebook, Myspace, LinkedIn, Bebo, Yammer);
- video and photo sharing websites (e.g. Flickr, YouTube);
- blogs, including corporate blogs and personal blogs;
- blogs hosted by media outlets (e.g. 'comments' or 'your say' feature on perthnow.com.au);
- micro-blogging (e.g. Twitter);
- wikis and online collaborations (e.g. Wikipedia);
- forums, discussion boards and groups (e.g. Google groups, Whirlpool);
- vod and podcasting;
- online multiplayer gaming platforms (e.g. World of Warcraft, Second Life);
- instant messaging (including SMS); and
- geo-spatial tagging (Foursquare).

"Authorised Contributor" is a person who creates and is responsible for posted articles and information on social media sites on behalf of the Shire of East Pilbara.

"Chief Administrator" is the person responsible for the set-up, maintenance and management of all the Shire's SM pages and policies.

"Comment" is a response to an article or social media content.

Appendix 1

Authorised Contributor Application / Agreement

Department: _____

Manager/Supervisor: _____

Contributor (Person posting on Facebook etc.):

New or Existing Tool: **New / Existing (please CIRCLE)**

Existing Tool (Name): _____

New Tool (Describe): _____

Agreed Use: **FACEBOOK**

Individual update frequency: _____

Online disclaimer frequency:

By signing below I acknowledge the protocol outlined in the Social Media Policy and confirm that I understand my requirements and restraints when engaging in social media, particularly:

- I will not be permitted to engage in two-way communication (responding to questions via social media during Stage One).
- I will ensure that I will only post comments if they are deemed acceptable as per the Social Media Policy and Guidelines.
- I will only comment on a topic with which I have been approved.
- I will regularly inform readers of our online policy, encouraging them to contact us via telephone/email/website.
- I will provide regular and constant stream of updates as agreed to above.
- My updates will be in the form of a statement and WILL NOT encourage a direct response via social media.
- Where possible, I will forward readers to the Shire of East Pilbara website (www.eastpilbara.wa.gov.au).
- I will perform the necessary record keeping where required.
- I acknowledge that my access to social media may be retracted if:
 - I do not follow these protocols correctly
 - The use of social media is not proving productive

Contributor Signature

Manager Signature

Director Signature

CEO Signature

9.2.7 REVIEW OF THE DELEGATIONS MANUAL

File Ref:	LEG 2-6
Attachments:	<u>Delegation Manual</u>
Responsible Officer:	Ms Sian Appleton Deputy Chief Executive Officer
Author:	Ms Sue Mearns Coordinator Governance
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

For Council to adopt the amended 2013-2014 Delegations Manual.

BACKGROUND

Section 5.46(2) of the *Local Government Act 1995* ('the Act') requires Council to review its Delegations Manual once every financial year. Council last reviewed the Delegations Manual on 19th April 2013.

COMMENTS/OPTIONS/DISCUSSIONS

Several changes have been made to the Delegations Manual including a change to format of the document and relocation of 'deleted' delegations to the end of the Manual. Further amendments have been made to a number of delegations as detailed below:

- 1 Added Coordinator Financial Services – Delegation No 5.13
- 2 Added Manager Community Safety – Delegation No 3.1
- 3 Added Manager Community Safety and Director Technical & Development Services - Delegation No 3.2
- 4 Added Manager Community Safety – Delegation No 3.3
- 5 Added Manager Community Safety – Delegation No 3.4
- 6 Added Manager Community Safety – Delegation No 3.5
- 7 Added Manager Community Safety – Delegation No 5.9
- 8 Removed Coordinator Ranger and Emergency Services – Delegation No 5.9
- 9 Added Manager Community Safety – Delegation No 5.23
- 10 Added Manager Community Safety – Delegation No 5.45
- 11 Changed wording – 'Delegations From and To' to 'Authorisation From and To' – Delegation No 5.45
- 12 Added Manager Community Safety – Delegation No 5.46

- 13 Changed wording – ‘Delegations From and To’ to ‘Authorisation From and To’ – Delegation No 5.46
- 14 Added Manager Community Safety – Delegation No 5.47
- 15 Added Manager Community Safety – Delegation No 5.48
- 16 Added Manager Community Safety – Delegation No 5.49
- 17 Added Manager Community Safety – Delegation No 5.50

STATUTORY IMPLICATIONS/REQUIREMENTS

Part 5 - Administration (Division 4 – Local government employees) 5.46. Register of, and records relevant to, delegations to CEO and employees (pg 155).

POLICY IMPLICATIONS

Any delegation to the Chief Executive Officer or other staff member must also be exercised in conjunction with Council's current 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

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Absolute.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201314/296

MOVED: Cr Gerry Parsons

SECONDED: Cr Stephen Kiernan

THAT Council adopt the amended 2013-2014 Delegations Manual as presented.

**CARRIED BY ABSOLUTE MAJORITY
RECORD OF VOTE: 8 - 0**

To be actioned by Ms Sue Mearns, Coordinator Governance.

9.2.8 CREDITORS FOR PAYMENT

File Ref: FIN-10-2
Attachments: [Schedule of Accounts](#)
Responsible Officer: Ms Sian Appleton
Deputy Chief Executive Officer
Author: Ms Lisa Davis
Coordinator Financial Services
Location/Address: N/A
Name of Applicant: N/A
Author Disclosure of Interest: Nil

REPORT PURPOSE

Council endorsement of payment to creditors.

BACKGROUND

As per the attachment list, outlines payments made to creditors between 04/04/2014 to 09/05/2014.

COMMENTS/OPTIONS/DISCUSSIONS

FUND	VOUCHER	AMOUNT
EFT Payments		6,858,388.48
	Total	\$6,858,388.48
Cheque Payments		404,817.40
Written Cheque Payments		30,457.11
	Total	\$435,274.51
	GRAND TOTAL	<u>\$7,293,662.99</u>

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

CANCELLED AND UNUSED CHEQUES:

UNUSED CHEQUES

CANCELLED CHEQUES & EFTS

22675, 22766, 22791, 22821 and EFT23667

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/PLAN FOR THE FUTURE OF THE DISTRICT

POLICY IMPLICATIONS

Nil.

PLAN FOR THE FUTURE OF THE DISTRICT

Nil.

FINANCIAL IMPLICATIONS

Total expenses of \$7,293,662.99

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201314/297

MOVED: Cr Gerry Parsons

SECONDED: Cr Stephen Kiernan

THAT Council endorse the payments:

FUND	VOUCHER	AMOUNT
EFT Payments		6,858,388.48
	Total	\$6,858,388.48
Cheque Payments		404,817.40
Written Cheque Payments		30,457.11
	Total	\$435,274.51
	GRAND TOTAL	<u>\$7,293,662.99</u>

CARRIED
RECORD OF VOTE: 8 - 0

To be actioned by Ms Lisa Davis, Coordinator Financial Services.

9.3 DIRECTOR TECHNICAL AND DEVELOPMENT SERVICES

9.3.1 DIRECTOR TECHNICAL AND DEVELOPMENT SERVICES

File Ref: CLR 4-5
Responsible Officer: Mr Rick Miller
Director Technical and Development Services
Author: Mrs Sheryl Pobrica
Executive Services Administration Officer
Location/Address: N/A
Name of Applicant: N/A
Author Disclosure of Interest: Nil

11:24 AM Cr Dean Hatwell left Chambers.

11:26 AM Cr Dean Hatwell returned to the Chambers

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

That status list of Council decisions is included.

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government Act 1995

Section 2.7

The role of the council

(1) *The council –*

(a) directs and controls 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

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.

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201314/298

MOVED: Cr Gerry Parsons

SECONDED: Cr Stephen Kiernan

THAT the “Status of Council Decisions” – Director Technical and Development Services for April 2014 be received as below.

**CARRIED
RECORD OF VOTE: 8 - 0**

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

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
16 December 2011	13.5	SIGNS – RECONGNITION ON THE DESERT ROADS Cr Lang Coppin asked if it was possible to get plaques/signs about the history and stories of the desert roads e.g.: rabbit proof fence. People always stop to read on their travels and Shire of East Pilbara needs recognition for these roads.	DTDS	Nov 2013 - Cr Lang Coppin & DTDS travelled desert roads and recorded condition of windmills and marked points of interest for future tourist mapping. Officers to allocate resources to develop themes and seek funding	Pending
26 July 2013	13.1	SOLAR LIGHTS WALKWAY FROM MINESITE TO TOURIST CENTRE Cr Shane Carter asked if it was possible to get solar lights for the walk/cycle path from Minesite entrance to Newman Tourist Centre. Mr Allen Cooper replied Council will need to seek funding as the solar lights around radio hill cycle/walkway were funded through the Country Local Government Fund.	DTDS	Expect to arrive end of April	In Progress
26 July 2013	13.2	CAPE KERAUDREN – WATER BORE Cr Lang Coppin asked if it was possible to access the bore on Pardoo Station and if the Shire can access and seek a licence from the State Government to use this bore. Cr Allen Cooper, Chief Executive Officer to follow up.	DTDS CBS	Tender to be advertised by end of May	In Progress
23 August 2013	13.3	WOODIE WOODIE AREA Cr Kevin Danks has asked if it was possible to have the correct names on the signs. Cr Kevin Danks will give the correct names. Director Technical and Development Services to follow up.	MTS-R	List of names received Oliver to access and action.	In Progress
23 August 2013	13.6	STREET NUMBERING MARBLE BAR Cr Stephen Kiernan asked what was happening in regards to the street numbering in Marble Bar. Cr Dean Hatwell suggested reflective sticker numbers would suit and be held at the	DTDS	Plates to be purchase by Shire and on sold with a 50% subsidy to residents in Marble Bar / Nullagine. Campaign to be developed to	In Progress

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

23 MAY, 2014

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
		Marble Bar Office.		maximise usage.	
31 January 2014	13.8	LIGHTS AT SHOPPING CENTRE Cr Anita Grace asked if the lights in the carpark at the Shopping Centre can be repaired. Mr Rick Miller, Director Technical and Development Services will follow up.	DTDS	Works request raised to repair 44 lights not working – Contractor engaged to fix	In Progress
14 March 2014	13.3	FIRE BREAK QUERY Cr Bidy Schill had been asked by a resident regarding a fire break along the river on the Skull Springs Road side. Director Technical and Development Services to follow up.	DTDS	A works request has been raised	In Progress
14 March 2014	13.6	BANNER POLES – MARBLE BAR Cr Stephen Kiernan asked when the banners are going to be put up. Director Technical and Development Services to follow up.	DTDS	Locations established waiting MRWA approve Nullagine Work order raised	May 2014
14 March 2014	13.7	NEWMAN SHOPPING CENTRE Cr Doug Stead said the wall next to the Bank West is cracked and broken and could be dangerous. Director Technical and Development Services to follow up.	MDS-B	Will inspect and assess whose jurisdiction.	In Progress
14 March 2014	13.9	SIGNS AT THE MARBLE BAR SPORTS COMPLEX Cr Dean Hatwell has asked if they could get new signs at the Sports Complex. Manager Technical Services – Rural to follow up.	MTS-R	Sign to be made up and installed Marble Bar Sports Complex	In Progress
14 March 2014	13.11	ROGERS WAY NEXT TO AQUATIC CENTRE Cr Anita Grace asked if it was possible to have speed signs erected as there is a lot of traffic speeding and fears someone is going to be hit coming out from the Aquatic Centre. Director Technical and Development Services to follow up.	MTS-N	Work Order to be raised for action	May 2014

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

23 MAY, 2014

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
24 April 2014	9.3.7	APPROVAL OF NEW EXPENDITURE NOT PREVIOUSLY ALLOWED FOR IN BUDGET – COMMUNITY SAFETY – LIGHTING PROJECTS	MCS	Awaiting on Funding from BHP Billiton	Pending
24 April 2014	9.3.9	AMENDMENT TO PARKING STATION DETERMINATION - NEWMAN AIRPORT	MCS	Signature require and public notice given	On Going
24 April 2014	13.1	NO CAMPING SIGNS Cr Biddy asked if No Camping signs can be put up around parking bays in Nullagine especially across from the roadhouse as many trucks are staying overnight. Manager Technical Services – Rural to follow up.	MTS-R	Signs have been ordered and have asked Main Roads to supply and install signage within their road reserve in Nullagine	Completed
24 April 2014	13.4	FIRE STATION NEWMAN RECLAIM WATER Cr Doug Stead has asked about reclaim water for the greening of the Newman Fire Station. Director Technical and Development Services to follow up.	DTDS		
24 April 2014	13.7	NEWMAN AIRPORT STAFF PARKING Cr Gerry Parsons would like an update on staff parking allocation at the Newman Airport for night time. Director Technical and Development Services to follow up.	DTDS		The airport will be having a tenants meeting within the next two weeks to include MSS and NWS staff. This matter will again be addressed.

**9.3.2 SHADE STRUCTURE OVER THE MEMORIAL TO LONELY GRAVES,
MARBLE BAR**

File Ref: A244422

Attachments: [Memorial.pdf](#)
[Lonely Grave design.jpg](#)
[Structural.pdf](#)

Responsible Officer: Mr Rick Miller
Director Technical and Development Services

Author: Mr David Evrett
Manager Development Services - Building

Location/Address: Lot 316 Francis St, Marble Bar

Name of Applicant: Marble Bar Tourist Association (Inc)

Author Disclosure of Interest: Nil

REPORT PURPOSE

Council's consideration is required for approval for the issue of a Building Permit for a shade structure over the Memorial to Lonely Graves, Marble Bar.

BACKGROUND

The Marble Bar Tourist Association (Inc) is making application for a Building Permit for a shade structure, incorporating a decorative mural on the fascia, to cover the Memorial to Lonely Graves. This structure is designed to attract tourists to the location and to protect them from the elements when viewing this facility.

COMMENTS/OPTIONS/DISCUSSIONS

The structure has been designed so as to have minimal impact on the site. It incorporates a truss on which the mural is to be mounted across the front of the memorial. The roof then tapers back in a triangular shape to the back of the memorial without interfering with the tree at the back of the memorial to any great extent. Only one branch of the tree will need to be removed.

STATUTORY IMPLICATIONS/REQUIREMENTS

Building Act 2011 - Section 20

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

Nil

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201314/299

MOVED: Cr Stephen Kiernan

SECONDED: Cr Dean Hatwell

THAT Council approves the issue of a Building Permit for the proposed shade structure over the Memorial to Lonely Graves subject to compliance with the Building Act 2011.

**CARRIED
RECORD OF VOTE: 8 - 0**

To be actioned by Mr David Evrett, Manager Development Services-Building.

Place No MB17/Memorial to Lonely Graves/ Page 1

SHIRE OF EAST PILBARA
MUNICIPAL HERITAGE INVENTORY
PLACE RECORD FORM

LGA Place No: MB17

Memorial to Lonely Graves

Photograph of the place



LOCATION				
Name of Place		Memorial to Lonely Graves		
Location/Address				
Street Number and Name		Lot 24 Francis Street		
Suburb/Town		Marble Bar		
Owner	Address	Phone/fax		
Pipunya Comm. Inc.	PO Box 14 MARBLE BAR 6760			
Land Description :				
Reserve No.	Lot/Location No.	Plan/Diagram	Vol/Folio	No.
	Lot 24	Diagram 35355	283/6A	

SHIRE OF EAST PILBARA MUNICIPAL HERITAGE INVENTORY

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 VARIATION TO MOONDOOROW HOUSING PROJECT BE ACCEPTED AS ITEM 11.1.1

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201314/300

MOVED: Cr Doug Stead

SECONDED: Cr Stephen Kiernan

THAT the agenda report Variation to Moondoorow Housing Project be accepted as item 11.1.1

**CARRIED BY ABSOLUTE MAJORITY
RECORD OF VOTE: 8 - 0**

11.1.1 VARIATION TO MOONDOOROW HOUSING PROJECT

File Ref: A408940
**Responsible Officer: Ms Sian Appleton
Deputy Chief Executive Officer**
**Author: Ms Sian Appleton
Deputy Chief Executive Officer**
Proposed Meeting Date: 23 May 2014
Location/Address: N/A
Name of Applicant: N/A
Author Disclosure of Interest: Nil

REPORT PURPOSE

For Council to consider variations to the Moondoorow Housing Project and support requests for variations to relevant funding agreements.

BACKGROUND

In the April 2013 Council meeting it was resolved:

THAT Council endorse the final Moondoorow Project – Community Housing Business Case as presented.

In October 2012, the Shire of East Pilbara engaged Integral Project Creation Pty Ltd services for the development of a community housing business case for the Moondoorow Project.

An outcome in the Shire of East Pilbara's Economic Development and Tourism Strategy is to attract new residents to live in Newman. A key part of attracting new residents involves a continuously improving standard of living. Developing accommodation and continuously improving services, play a key role in attracting professionals to the area.

A total of eight houses were designed for Lot 1326 Moondoorow Street, Newman. Two townhouses will be specifically for general practitioner doctors, two townhouses are to be used by Martumili Artists staff, two townhouses are to be utilised by Shire staff, and the balance of two townhouses are yet to be allocated.

COMMENTS/OPTIONS/DISCUSSIONS

The original plan was designed taking into account the significant land shortages Newman was experiencing at the time. At the time although a two storey complex was more expensive than single story residences it was felt that this was justifiable because of the increased use of land.

The available land climate has changed significantly in Newman since the inception of this project. Not only is residential land now available there are significant reductions in housing pricing.

Another issue facing the Moondoorow development is electricity supply. With the eight townhouses being constructed on the block BHP Power have informed us that a PadSub is necessary. This is at the cost of \$500,000.

It was therefore decided to review the previous plan to see if it was still the best option for immediate construction on housing. The following considerations were raised in the review:

- Land is currently available in the new Landcorp subdivisions for between \$250,000 and \$300,000;
- Reduced prices are now available on transportable housing. Approximately between \$350,000 and \$450,000, including fencing and landscaping;
- Moondoorow land at this date is still not available for construction of housing. The block has been purchased and amalgamated with road reserve and Youth Centre block;
- Subdivision of Moondoorow block is underway;
- Electricity supply issues to the block still need to be resolved.

Council is therefore asked to consider the following variation to the Moondoorow Community Housing project:

- Council purchase three blocks in one of the new Landcorp subdivisions at the cost of approximately \$260,000 each;
- Council go to tender for these three houses being two 3 x 2 houses for the GP housing project and one 3 x 2 house for Shire staff housing.

Additionally:

- Continue with the subdivision and deconstraint of the Moondoorow block;
- Once development can commence tender for three houses being one 3 x 2 house for Shire staff housing and two 2 x 2 houses for Martumili staff;

- Further use can be considered of the Moondoorow block as supply becomes necessary.

The Moondoorow Community Housing project was funded from different funding bodies as follows:

- GP Housing – BHP Billiton
- Staff Housing – CLGF Royalties for Regions and municipal funds
- Martumili Housing – PDC – Royalties for Regions funding.

Each funding body would need to be contacted and a variation to the funding agreement sought.

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

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.

- 1.2 Foster a great place to work
- 1.2.3 *Plan, attract and maintain staff*
Responsible officer: MHR
Timing: 1-5 years

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.

- 2.1 Health and recreation
- 2.1.4 *Support individual and community health*
Responsible officer: MCW
Timing: 1-5 years

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

VOTING REQUIREMENTS

Absolute.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201314/301

MOVED: Cr Gerry Parsons

SECONDED: Cr Stephen Kiernan

THAT Council

- 1. Support the variation to the Moondoorow Community Housing Project as set out below:**
 - purchase up to 4 blocks in one of the new Landcorp subdivisions at the cost of no more than \$280,000 each;
 - go to tender for three houses being three 3 x 2 houses for the GP housing project and one 3 x 2 house for Shire staff housing.
- 2. Endorse requests to Funding Bodies for variations to funding agreements as required.**

**CARRIED BY ABSOLUTE MAJORITY
RECORD OF VOTE: 8 - 0**

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

12 CONFIDENTIAL MATTERS BEHIND CLOSED DOORS

Nil.

13 GENERAL BUSINESS

13.1 CAPE KERAUDREN BOAT RAMP

Cr Stephen Kiernan asked if the width of the boat ramp can be looked at, as it could be a hazard especially at night time.

Director Technical and Development Officer to follow up.

13.2 MARBLE BAR OUTDOOR CINEMA

Cr Dean Hatwell asked when the outdoor cinema will be utilised for the community especially for the school holiday program.

Manager Community Wellbeing to follow up.

11:45 AM Cr Stephen Kiernan left Chambers.

13.3 MARBLE BAR CIVIC CENTRE

Cr Dean Hatwell has asked if the forms for the hiring of the Marble Bar Civic Centre be simplified.

Deputy Chief Executive Officer to follow up.

13.4 MARBLE BAR POOL

Cr Dean Hatwell noted the amount of people using the Marble Bar Pool as it is a great result and hopefully keep the pool open over the winter period.

Deputy Chief Executive Officer to review.

13.5 NEWMAN JUNIOR SPORTS COMPLEX

Cr Gerry Parsons asked why the meeting room at the Junior Sports Complex was booked out for yoga on Saturday mornings as the Junior Soccer requires the use of the room.

Deputy Chief Executive Officer to follow up.

11:50 AM Cr Stephen Kiernan returned to the Chambers

13.6 ROAD VERGE – VISITORS CENTRE TO WHALEBACK MINESITE

Cr Gerry Parsons asked who was responsible for the roadside from the visitors centre to Mt Whaleback Minesite as the vegetation is over grown and requires cutting back.

Director Technical and Development Services said the Shire is responsible for this and will follow up on the query.

13.7 NEWMAN TOWN CENTRE REVITALISATION

Cr Doug Stead asked if it was possible to get copies of the current stage of the Newman Town Centre Revitalisation plans to show at the monthly visit to the Newman Shopping Centre, and along with BHP Billiton Power forms to report faulty street lighting.

14 DATE OF NEXT MEETING

27th June 2014, Nullagine

15 CLOSURE

11:55 AM