

Unconfirmed copy of Minutes of
Meeting held on 24 April 2020 subject
to confirmation at meeting to be held
on 22 May 2020



SHIRE OF EAST PILBARA

These minutes were confirmed by the council
as a true and accurate record at the ordinary
council meeting held on 24 / 04 / 2020

Handwritten signature

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,
10:00AM, FRIDAY, 24 APRIL 2020.

Jeremy Edwards
CHIEF EXECUTIVE OFFICER



DISCLAIMER

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

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

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

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

WRITTEN CONFIRMATION

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

Signed: _____
Jeremy Edwards
Chief Executive Officer

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1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairman declared the meeting open at 10:00am.

2 MEETING HELD BY ELECTRONIC MEANS

Pursuant to Regulation 14D of the *Local Government (Administration) Regulations 1996*, an ordinary meeting of Council may be held by electronic means during a public health emergency or a state of emergency. There is currently a state of emergency for Western Australia due to the COVID-19 pandemic.

Electronic means the meeting may be held by telephone, video conference or other instantaneous communication as determined by the President or Council.

Council approval is sought to hold this Ordinary Council by telephone conference.

STATUTORY IMPLICATIONS

Regulation 14D *Local Government (Administration) Regulations 1996*.

VOTING REQUIREMENTS

Absolute Majority.

OFFICER RECOMMENDATION:

That Council approve a teleconference as the means for holding the Council Meeting on Friday 24th April 2020 at 10:00am. By way of information, the following Councillors dialled into the meeting, the remainder were present in the Council Chambers:

- | | |
|-------------------------|------------------------|
| 1. Cr Lang Coppin OAM | Place – Marble Bar, WA |
| 2. Cr Dean Hatwell | Place – Marble Bar, WA |
| 3. Cr Adrienne Mortimer | Place – Marble Bar, WA |

3 RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE

3.1 ATTENDANCES

Councillors

Cr Lynette Craigie OAM	Shire President (<i>In Person</i>)
Cr Geraldine Parsons	Deputy Shire President (<i>In Person</i>)
Cr Carol Williams	Councillor (<i>In Person</i>)
Cr Anthony Middleton	Councillor (<i>In Person</i>)
Cr Anita Grace	Councillor (<i>In Person</i>)
Cr Adrienne Mortimer	Councillor (<i>Phone</i>)
Cr Langtree Coppin OAM	Councillor (<i>Phone</i>)
Cr Dean Hatwell	Councillor (<i>Phone</i>)
Cr Holly Pleming	Councillor (<i>In Person</i>)
Cr Karen Lockyer	Councillor (<i>In Person</i>)
Cr Stacey Smith	Councillor (<i>In Person</i>)

Officers

Mr Jeremy Edwards	Chief Executive Officer (<i>In Person</i>)
Ms Sian Appleton	Executive Manager Corporate Services (<i>In Person</i>)
Mr Ben Lewis	Executive Manager Commercial Services (<i>In Person</i>)
Ms Lisa Clack	Executive Manager Customer & Community Services (<i>In Person</i>)
Mr Raees Rasool	Executive Manager Infrastructure Services (<i>In Person</i>)
Mrs Kylie Bergmann	Coordinator Governance (<i>In Person</i>)

Public Gallery

Ms Saphron Stapleton	Special Projects Officer
Ms Chloe Townsend	Coordinator Community Wellbeing

3.2 APOLOGIES

Councillor Apologies

Officer Apologies

3.3 LEAVE OF ABSENCE

4 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

At the Council Meeting on 27 March 2020, Ms Kathy Wigg asked the following questions by submitting them in writing, to the Chief Executive Officer, prior to the Council Meeting.

As a concerned patron that use to live and work in Marble Bar and returned 2 years ago while travelling the northwest, was appalled at how the cemetery is looked after.

It took me a half an hour to find my fathers grave and another two hours to remove the overgrown vegetation that totally covered his grave. It was as well it had been raining as the soil etc. was soft.

Surely council workers can be engaged to clean the cemetery where people's loved ones are laid to rest. Or a further suggestion that the prisoners (if any) in the lock up, give them something to do and have them clean the cemetery.

I actually emailed the council two years ago on my return home and asked for something to be done and never had a reply.

I would like this request to be tabled at the meeting and the problem addressed.

RESPONSE:

On the 31st of March 2020 the administration responded to the question taken on notice by emailing the complainant. As of the 15th of April 2020 we have not yet received a response. For the record the email that was sent is copied below

Thank you for your email outlining your concerns. Could you please clarify for me which cemetery you are referring to, is it the Pioneers Cemetery or the Marble Bar Cemetery? Once confirmed I will pass your concerns on to the Marble Bar Works Supervisor. The Pioneers Cemetery would be overgrown at the moment as staff are still trying to catch up with the high workload in Marble Bar and the Marble Bar Cemetery following the very heavy wet season that we have had. The Works Supervisor and most of the crew have many family members laid to rest at both Cemeteries and I can assure you that maintenance will be carried out time permitting. The maintenance for each plot is carried out by the family members where possible and quite understandably this does not always occur due to the lapsed time when the loved one had passed and as family members move on. When and where possible the local crew try to keep the overgrowth on plots to a minimum but this can also be difficult as they do not want to damage and/or interfere with the plot.

5 PUBLIC QUESTION TIME

Mr Nick Hamer, Sergeant in Charge Marble Bar Police Station, submitted the following questions in writing prior to the Council Meeting:

1. Hillside Road.

I am aware that there is some road works that have started that will result in the part of the Corunna Downs Road being upgraded and bituminised to the heavy vehicle turn off. In addition to this, the heavy vehicle road is also to be realigned and bituminised to the Hillside road and then travelling a distance of 25km south. This would leave appx 1.5km stretch of road that will still be unsealed.

With the current labour and equipment onsite, would the Shire consider requesting the remaining 1.5kms to be sealed?

This would be an opportune time to take advantage of the resources available and could potentially reduce the costs of the works that would be inflated at a later date due to resource mobilisation. In addition, it would reduce workload in the future for grader staff as there would no longer be a need to schedule and travel out to grade a 1.5km stretch of road that will likely decline in condition due to increased use. Such increased traffic on the road due to mining operations could increase safety concerns for road users.

I'm aware capital works require planning and budgetary considerations however felt as though this was an efficient use of the opportunity for long term future benefit.

RESPONSE:

This is already included in the FY2020/21 budget.

2. Signage

There is a distinct lack of signage within the area of Marble Bar and surrounds and there is a real need for this to be considered for improvement. From a safety perspective, many of the gorges lack signage or possess signage that is faded or damaged deeming them redundant. Signage within these locations would be necessary to share safety information, fire restrictions and relevant information to those who are not familiar with the area.

We are frequently asked to provide 'mud maps' to locations with distance approximations however we believe that a town that benefits from tourism and is located in the hottest part of Australia should consider reducing the risk to tourists by enabling them to find locations with greater ease and accurate information due to clear sign posting and information provision.

RESPONSE:

Tourist related signage is regularly removed/stolen. We have started upgrading these signs with larger signs with the intent being that removal and transport would discourage people from taking them. This program is ongoing and more signs will be replaced within the FY 20/21.

It should be noted that a lot of areas may not be suitable for tourist access particularly old mine sites due to collapsed infrastructure, hidden mine shafts and wells as well as chemical contamination. Equally some of the water holes and Gorges are not on land owned and/or controlled by the Shire and access may require land owner consent. There are several risk factors that need to be considered before Council considers directing tourist to an area that it has no control over and or able to provide a safe area to visit.

3. Water tank access

Would the Shire consider surfacing the small section of road that goes to the water tank in Marble Bar from Station Road (behind the Rec Shed)? This section is appx 300m long but is well used by Marble Bar residents and tourists alike as a shortcut to access the hill.

Due to this, the area is damaged by the traffic resulting in rough ground and exposed rocks for the pedestrians and bike users who also use this area.

I am uncertain if this land is Shire land and am aware this would need looking into however would appreciate this being considered.

RESPONSE:

Refer to Councillor Lang Coppin Notice of Motion.

4. Walk/Bike Tracks

In October of last year, we sat with Lisa George to discuss the Pilbara Cycling Strategy; a group of us got together to put forward our perspective of what we believed would be money well spent. As we thought this was a great idea for the town we took the effort to walk around some of these tracks and give some feedback which we took to the meeting.

Being a small town, we saw the opportunity to provide a solution for the cycling strategy that would benefit multiple demographics in town and also, achieve the intended goal for the strategy.

As most of our tourists are elderly with some having to be assisted, the current tracks are far from suitable or accessible for this group. In addition, the track which goes from the Caravan Park to the Water tank is largely limestone rocks, uneven, loose and poorly kept. The walk isn't suitable for many and impractical due to the steep decline; you do tend to roll down some times. Which is great fun for the children, but almost life threatening for the pensioners.

There are other tracks around the town that also need upgrading to assist people in the ability to get around them. Has there been further consideration in relation to the suggested pathways and improvements made during that discussion at all?

If not, would it be possible for us to discuss some priority works that could be considered for the next budget?

RESPONSE:

In 2019, the State Government (Department of Transport) began development of the Pilbara 2050 Cycling Strategy. This included consulting with face to face workshops and online surveys within the region. The information collated during the consultation, has informed the strategy development.

Shire of East Pilbara has requested an update from the Department on the expected finalisation date of the Strategy. Advice provided is the Strategy is still under development and is expected to be released publicly in late 2020.

At a November 2019 Strategic Projects meeting, Council resolved to temporarily freeze all Recreation capital works pending the completion of a Recreation Strategic Master Plan, allowing projects to be prioritised. Recreational cycling and trail requirements will be considered in the development of this plan. The Shire has recently submitted a CSRFF grant application to assist in developing the plan, with the outcome of this application due in June 2020. Should the grant application be successful, the Recreation Master Plan will be completed over the next 12-18 months.

In addition, footpaths and tracks are very expensive to construct and maintain. Pedestrian usage is very low in Marble Bar. Equally vehicle traffic is very low hence some local streets do not have/warrant a footpath as persons can safely walk on the road. Most paths in Marble Bar have been upgraded to facilitate easy access to important public infrastructure such as school, swimming pool, town centre, shire office etc. A footpath to the nursing post and from the caravan park was considered previously however due the aforementioned reasons this was not further progressed. Footpaths are not able to include in our road funding hence funding has to be sourced from other areas and or from Muni funds or as an alternative increase the rates in the community that requests the footpath to pay for it.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

7 APPLICATIONS FOR LEAVE OF ABSENCE

8 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING

8.1 CONFIRMATION OF MINUTES

[Minutes March 27 2020 Council.DOCX](#)

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/152

MOVED: Cr Karen Lockyer SECONDED: Cr Anthony Middleton

THAT the minutes of the Ordinary Meeting of Council held on 27 March 2020, be confirmed as a true and correct record of proceedings.

CARRIED UNANIMOUSLY

To be actioned by Mrs Kylie Bergmann, Coordinator Governance

9 MEMBERS REPORT

9.1 ITEMS FOR RECOMMENDATION

9.2 ITEMS FOR INFORMATION

Cr Lynne Craigie OAM

- WALGA briefings re. COVID-19
- Shire briefings re. COVID-19
- Meeting with Melissa Price

Cr Gerry Parsons

- Nil

Cr Anita Grace

- Nil

Cr Anthony Middleton

- LEMC

Cr Holly Fleming

- Nil.

Cr Karen Lockyer

- Newman Futures – Culture and Country Meeting

Cr Adrienne Mortimer

- 2 x phone conference with Warralong community re. COVID-19

Cr Stacey Smith

- CRC Meeting
- LEMC

Cr Dean Hatwell

- Nil

Cr Lang Coppin OAM

- Nil.

Cr Carol Williams

- Information Sharing Meeting between Agencies re. COVID-19

10 OFFICER'S REPORTS

10.1 CHIEF EXECUTIVE OFFICER

10.1.1 STATUS OF COUNCIL DECISIONS - MARCH 2020

Attachments:	Appendix 1 - Council Resolutions Register – March 2020
Responsible Officer:	Mr Jeremy Edwards Chief Executive Officer
Author:	Mrs Kylie Bergmann Coordinator Governance
Proposed Meeting Date:	24 April 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

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

BACKGROUND

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

COMMENTS/OPTIONS/DISCUSSIONS

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

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil.

POLICY IMPLICATIONS

Nil.

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

RISK MANAGEMENT CONSIDERATIONS

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

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/153

MOVED: Cr Geraldine Parsons

SECONDED: Cr Anthony Middleton

That the 'Status of Council Decisions' report for the month of March 2020 be received.

CARRIED UNANIMOUSLY

To be actioned by Mrs Kylie Bergmann, Coordinator Governance

Appendix 1
Council Resolutions Register – March 2020

SHIRE OF EAST PILBARA - COUNCIL RESOLUTIONS REGISTER
27/03/2020 - Ordinary Council Meeting

Item No	Responsible Officer	Report Title	Accepted Recommendation	Council Resolution No.	Actioning Officer	Comments/ Action Taken	Completion Date
CHIEF EXECUTIVE OFFICER							
8.1	CG	Confirmation of Minutes	THAT the minutes of the Ordinary Meeting of Council held on 28 February 2020, be confirmed as a true and correct record of proceedings except for the following amendment: Remove Councillor Williams from the attendance list as she was absent for the February 28, 2020 Council Meeting.	201920/131	CG	Complete. Minutes from OCM 28 February 2020 have been amended.	29/03/2020
10.1.1	CG	Status of Council Decisions - February 2020	That the 'Status of Council Decisions' report for the month of February 2020 be received.	201920/132	CG	No further action.	29/03/2020
10.1.2	CG	Airport Advisory Committee Minutes - 28 February 2020	That Council receive the Airport Advisory Committee Minutes of 28th February 2020, as attached at Appendix 1.	201920/133	CG	No further action.	29/03/2020
10.1.3	CG	Audit Committee Minutes - 28 February 2020	That Council consider and adopt the following recommendations as presented by the Audit Committee: 1. That Council review and receive the CAMMS Regulation 17 Improvement Plan status report as presented at Appendix 1. 2. That Council review and receive the CAMMS Financial Management Review Improvement Plan status report as presented at Appendix 1. 3. That Council review and receive the CAMMS Risk Status Report and Risk Control Overview Report as presented in Appendix 1 and 2. 4. That Council adopt the Compliance Audit Return for the calendar year 1 January 2019 to 31 December 2019. 5. That the Audit Committee review and receive the Fraud and Corruption Control Plan update as presented at Appendix 1. 6. That the Audit Committee recommend that the Council adopt the new policy – Conflict of Interest – as presented below, for inclusion in the Policy Manual.	201920/134	CG	No further action.	29/03/2020
10.1.4	CG	Appointment of Chief Bush Fire Control Officer and amendment to Delegations Manual	That Council amend the 2019-2020 Authorisations and Delegations Manual as follows: Delegation 3.1 Bush Fires Act 1954 – Appointment of Bush Fire Control Officers Delegator Council Express Power The Chief Executive Officer is authorised to appoint such persons, as is necessary, to be bush fire control officers under and for the purposes of the Bush Fires Act 1954. Of those people, appoint the following: • Department of Fire & Emergency Services Hedland Area Officer Area Officer De Grey as Chief Bush Fire Control Officer. • Manager Community Safety as the Deputy Chief Bush Fire Control Officer. • Coordinator Ranger & Emergency Services & Rangers as Fire Control Officers.	201920/135	CG	Complete. Delegations Manual has been updated. Manager Community Safety has been notified.	29/03/2020
10.1.5	CG	Corporate Governance Framework Review	That Council adopt the Corporate Governance Framework 2020-2022 and associated action plan/assessment tool.	201920/136	CG	Complete. Track changes accepted and document made FINAL.	29/03/2020
10.1.6	CG	New Policy - Conflicts of Interest	That Council adopt the new policy – Conflicts of Interest – as presented below, for inclusion in the Policy Manual.	201920/137	CG	Complete. Policy Manual update. Need to develop some comms to go out to staff re. this new policy.	29/03/2020
10.1.7	CG	New Policy - Related Party Disclosures	That Council adopt the new policy – Related Party Disclosures – as presented, for inclusion in the Policy Manual.	201920/138	CG	Complete. Policy Manual updated.	29/03/2020
10.1.8	CG	Local Government House Trust - Deed of Variation	That Council: 1. Consent to a variation to the Trust Deed for the Local Government House Trust and advise WALGA of this decision; 2. Advise WALGA of Council's decision.	201920/139	CG	Complete. Letter sent to WALGA on 02/04/2020 advising of Council's decision.	2/04/2020
10.1.9	CG	Launchpad Sponsorship Proposal	THAT Council support the project in principle but postpone any donation until the project proceeds, at which time it will be brought back to Council for consideration.	201920/140	CG	Complete. Letter sent to NCCI on 02/04/2020 advising of Council's decision.	2/04/2020

10.1.10	MLandUse	Amend Portion Newman Airport Reserve to Industrial Land Use	<p>That Council authorise the Chief Executive Officer to:</p> <p>1. Submit a Crown Land Enquiry to the Department Planning Lands and Heritage that;</p> <p>a. Seeks consent to amend portion of Reserve 44775, identified on Newman Airport Masterplan Map Sheet 2 of 2 prepared by JJ Ryan dated 17/2/2020 as "Stage 1" from "Airport" to "Industrial Land Use" as defined in the model scheme provisions Planning and Development Regulations 2015.</p> <p>b. Seeks consent for such Management Order to permit the Shire of East Pilbara to lease the land not exceeding 21 years.</p> <p>2. Respond to DevWA correspondence advising that whilst the Shire appreciates their offer for assistance it has decided to progress with development options for industrial land uses at Airport Reserve 44775.</p> <p>3. That a Deed of Agreement is to be received by the Shire to the satisfaction of the Chief Executive Officer and the Shire President that commits an Anchor Tenant to the site.</p> <p>4. Subject to the satisfactory progression at Point 3 determine the requirements of disposition under the Local Government Act and prepare a Business Case, if required.</p> <p>5. Subject to the satisfaction of Point 3, the amount of \$200,000 is transferred from the airport reserve to GL 129008 Master Planning and Land Use Planning and</p> <p>6. That Council engage JJ Ryan to undertake the additional studies required as part of the development process.</p>	201920/141	MLandUse	1. Crown Land Enquiry submitted on 31/3/2020	31/03/2020
10.1.11	MLandUse	Request for Portion of Reserve 48190 to be transferred to SoEP under management order for caravan park.	<p>That Council:</p> <p>1. Seek approval from the Hon. Minister for Planning for Lot 302, Candlestick Drive Newman, (portion of existing R48190) to be granted a Management Order for the land use purpose of Caravan Park, Short Stay Accommodation and associated facilities with power to lease for a period of not exceeding twenty one years, subject to consent of the Minister for Lands;</p> <p>2. Advise that it accepts formal acceptance of areas of hardstand and associated infrastructure being retained at site and as agreed with BHP, to the satisfaction of the Chief Executive Officer and;</p> <p>3. Allocate \$1,000,000 in the 2020/21 budget to fund Stage 1 – Masterplan and Basic Setup.</p>	201920/142	MLandUse		
10.1.12	MLandUse	Subdivision application - 14 Shovelanna Street, Newman	<p>That Council:</p> <p>1. Authorise the Chief Executive Officer to support a Western Australian Planning Commission Subdivision Application for Lot 14 Shovelanna Street, Newman for the matter of a reduction of the front and rear lot boundary to a minimum of 20m and;</p> <p>2. Advise the Proponent that Council has only considered the matter of the lot boundary variation and no other matter therefore reserves it right to make full assessment of the Proposal at the time an Application for Subdivision is received.</p> <p>3. Advise the Proponent that a Development Application will be required prior to commencement of development on the new lot.</p>	201920/143	MLandUse	Completed. 1/4/2020	1/04/2020
14.4.1	CEO	CEO - Secondary Employment	<p>That Council:</p> <p>1. Approve the Chief Executive Officer to undertake the functions of Acting Chief Executive Officer of the Pilbara Regional Council for a period not exceeding 12 months.</p> <p>2. Approve the Chief Executive Officer to accept the role as Chairperson of the East Pilbara Independent Support (EPIS).</p> <p>3. Provide written confirmation to the Chief Executive Officer on items 1 and 2 above in accordance with section 3.2 of the Chief Executive Officer's contract of employment with the Shire of East Pilbara.</p>	201920/151	CEO	Noted.	1/04/2020
EM CORPORATE SERVICES							
10.2.1	MCS	Financial Activity for the period ending 31 January 2020	That the monthly financial statements for the period 1st July 2019 to 31st January 2020 of the 2019/2020 financial year as presented be received.	201920/144	MCS	Completed	30/03/2020
10.2.2	EMCS	Status of Capital Projects as at 29 February 2020	That Council receive the Capital Works Program Status update for the period 1 July 2019 to 29 February 2020.	201920/145	EMCS	Completed	30/03/2020

10.2.3	EFO	Creditors for Payment	<div>StartOfRecommendation - This line will not be printed Please do NOT delete</div> <div>THAT Council endorse the payments:</div> <table><thead><tr><th>FUND</th><th>VOUCHER</th><th>AMOUNT</th></tr></thead><tbody><tr><td>EFT Payments</td><td>EFT52478 – EFT52895</td><td>\$3,587,069.68</td></tr><tr><td>Credit Card</td><td>TBA</td><td>\$13,268.85</td></tr><tr><td></td><td>Total</td><td>\$3,600,338.53</td></tr><tr><td>Cheque Payments</td><td>24916 – 24928</td><td>\$3,631.01</td></tr><tr><td>Cash Cheques</td><td>322 326</td><td>\$550.00</td></tr><tr><td>Direct Debits (Fuel)</td><td>10945692</td><td>\$1320.05</td></tr><tr><td>Direct Debits (Super)</td><td>DD13464 1 – DD13506 24</td><td>\$107,343.26</td></tr><tr><td></td><td>Total</td><td>\$112,844.32</td></tr><tr><td></td><td>GRAND TOTAL</td><td>\$ 3,713,182.85</td></tr></tbody></table> <div>EndOfRecommendation - This line will not be printed Please do NOT delete</div> <div>CARRIED UNANIMOUSLY</div>	FUND	VOUCHER	AMOUNT	EFT Payments	EFT52478 – EFT52895	\$3,587,069.68	Credit Card	TBA	\$13,268.85		Total	\$3,600,338.53	Cheque Payments	24916 – 24928	\$3,631.01	Cash Cheques	322 326	\$550.00	Direct Debits (Fuel)	10945692	\$1320.05	Direct Debits (Super)	DD13464 1 – DD13506 24	\$107,343.26		Total	\$112,844.32		GRAND TOTAL	\$ 3,713,182.85	201920/146	EFO	Completed	30/03/2020
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10.2.4	MMA	Memo of Understanding - Kunawarritji Community	That Council approve the proposed MOU and endorse the affixing of the common seal.	201920/147	MMA	Document organised to be signed off.	29/03/2020																														
14.1.1	EMCS	Rates Exemption Request - PAMS	That Council approve the rates exemption of the following properties for the next three years subject to the payment of all outstanding rates prior to the 30 June 2019.	LOST	EMCS	Noted. Letter being forward to PAMS regarding outcome.	29/03/2020																														
EM COMMERCIAL SERVICES																																					
10.3.1	EMCM	WA State Aviation Strategy	That Council endorse the comments listed in Appendix 1 as formal comment.	201920/148	EMCM	Completed. Letter sent on 14/04/2020.	14/04/2020																														
14.2.1	EMCM	Award of Tender - Security Screening Equipment	THAT Council: 1. Award Tender RFT 09-2019/20 for Separable Portion A – Supply, Install, Commission and supply Preventative Maintenance - Body Scanner – Newman Airport to Rapiscan Systems PTY LTD at the tendered price of \$320,888.40 (ex GST). The preventative maintenance will be for a three year Contract expiring in 2023. 2. Award Tender RFT 09-2019/20 for Separable Portion B – Supply, Install, Commission and supply Preventative Maintenance – Multi View X Ray Cabin Baggage & Goods with Automated Explosive Detection – Newman Airport to Smiths Detection at the tendered price of \$168,337.00 (ex GST). The preventative maintenance will be for a three year Contract expiring in 2023. 3. Approve the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the Contract between the Shire and Rapiscan Systems PTY LTD with respect to this Tender. 4. Approve the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the Contract between the Shire and Smiths Detetion with respect to this Tender.	201920/149	EMCM																																
EM INFRASTRUCTURE SERVICES																																					
5	MTS-R	Public Question Time	<p>Ms Kathy Wigg asked the following questions by submitting them in writing, to the Chief Executive Officer, prior to the Council Meeting.</p> <p>As a concerned patron that use to live and work in Marble Bar and returned 2 years ago while travelling the northwest, was appalled at how the cemetery is looked after.</p> <p>It took me a half an hour to find my fathers grave and another two hours to remove the overgrown vegetation that totally covered his grave. It was as well it had been raining as the soil etc. was soft.</p> <p>Surely council workers can be engaged to clean the cemetery where people’s loved ones are laid to rest. Or a further suggestion that the prisoners (if any) in the lock up, give them something to do and have them clean the cemetery.</p> <p>I actually emailed the council two years ago on my return home and asked for something to be done and never had a reply.</p> <p>I would like this request to be tabled at the meeting and the problem addressed.</p>	N/A																																	

14.3.1	MPA	Reuse Water System at the Capricorn Oval and East Newman Oval	<p>THAT Council:</p> <p>1. Approve unbudgeted expenditure for the Replacement East Newman Tank & Automation of Chlorination Dosing & Redirculation System of Reuse Water at the Capricorn Oval Tank and East Newman Tank based on the table below.</p> <p>Account Description Amount</p> <p>18883140 Recreational Facilities Maintenance Reserve -\$56,000</p> <p>109009 Chlorination System +\$56,000</p> <p>2. Award Tender RFT 06-2019/20 for the Replacement East Newman Tank & Automation of Chlorination Dosing & Redirculation System of Reuse Water at the Capricorn Oval Tank and East Newman Tank to Hydramet (Trillity) Pty Ltd at the tendered price of \$220,383.34 (ex GST), being Schedule A and one item of Schedule B price.</p> <p>3. Approve the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the Contract between the Shire and Hydramet (Trillity) Pty Ltd with respect to this Tender.</p>	201920/150	MPA	Noted. No further updates required. Project Proceeding	30/03/2020
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10.1.2 AMENDMENT TO PROCUREMENT AND TENDER PROCEDURES POLICY

Attachments:	Appendix 1 – Amended Procurement and Tender Procedures Policy
Responsible Officer:	Mr Jeremy Edwards Chief Executive Officer
Author:	Mrs Kylie Bergmann Coordinator Governance
Proposed Meeting Date:	24 April 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

For Council to make amendments to the Procurement and Tender Procedures Policy.

BACKGROUND

In response to the COVID-19 situation, the Western Australian government has passed urgent amendments to the *Local Government (Functions and General) Regulations 1996*.

The primary purpose of these amendments is to increase the flexibility of the local government sector to contract with local suppliers during, and in the aftermath, of the State of Emergency Declaration.

An amendment is being made to regulation 11(1) to increase the tendering threshold to \$250,000 to align with State Government tendering thresholds. This will permit local governments to extend the use of their own purchasing policy and apply local content provisions more readily to goods and services acquired via written quotations.

Local governments should update their purchasing policy to cover the direct purchase of goods and services under \$250,000. For purchases over \$150,000 local governments should ensure that quotations are requested in writing and offers are received in writing. Regulation 11A covering purchasing policies will be updated in the coming weeks.

Regulation 11(2) contains further exemptions when tenders do not have to be publicly invited.

The first exemption in regulation 11(2)(aa), ensures the formal tender process does not need to be undertaken when sourcing and securing essential goods and services to respond to the state of emergency. As outlined in regulation 11(3), there must be a state of emergency declaration in force for the local government district or part of

the district and the goods or services must be required to address needs arising from, or impacts or consequences of, the hazard to which the emergency relates.

The other exemption in regulation 11(2)(ja) gives a local government the discretion to renew or extend a contract that expires when a state of emergency declaration is in force, even though this option is not included in the original contract. This will overcome the practical difficulty of businesses responding to a formal tender process while they are shut down or in the transition period when normal business resumes. Limits on this apply: the original contract must have less than 3 months left to run, the renewal or extension cannot be for more than 12 months, and there must be a state of emergency declaration applying to the district or part of the district when the renewal or extension is entered into.

COMMENTS/OPTIONS/DISCUSSIONS

Amendments have been made to the Procurement and Tender Procedures Policy to reflect to the changes to the *Local Government (Functions and General) Regulations 1996*.

A copy of the policy with 'marked changed' is attached at **Appendix 1**.

Council has three options with regards to the draft policy:

1. Accept the draft policy as presented;
2. Make changes to the policy; or
3. Reject the draft amendments.

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government (Functions and General) Regulations 1996
Regulation 11 and 11A

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 the Corporate Discussion for input from Councillors; and

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

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

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

RISK MANAGEMENT CONSIDERATIONS

Amendments should be made to Council's Purchasing and Tender Procedures Policy to reflect current legislation.

FINANCIAL IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple.

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/154

MOVED: Cr Anthony Middleton

SECONDED: Cr Karen Lockyer

That Council adopt the amendments to the 'Purchasing and Tender Procedures Policy', as presented in Appendix 1, for inclusion in the Policy Manual.

CARRIED UNANIMOUSLY

To be actioned by Mrs Kylie Bergmann, Coordinator Governance

Appendix 1

Amended Procurement and Tender Procedures Policy

3.1 Procurement and Tender Procedures Policy

Responsible Directorate	Commercial & Executive Services
Responsible Officer	Chief Executive Officer Executive Manager Commercial Services
File Number	FIN-25-2

1. PURPOSE:

To ensure a best practice approach to procurement which promotes transparent, equitable and competitive purchasing practices for the Shire of East Pilbara (Shire) and is compliant with the Local Government Act 1995 (Act) and the Local Government (Functions and General) Regulations 1996 (Regulations).

2. OBJECTIVES:

The objectives of this Policy are to ensure that all purchasing activities:

Demonstrate that best value for money is attained for the Shire;

Are compliant with relevant legislations, including the Act and Regulations;

Are recorded in compliance with the State Records Act 2000 and associated records management practices and procedures of the Shire;

Mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;

Ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and

Are conducted in a consistent and efficient manner across the Shire and that ethical decision making is demonstrated.

3. ETHICS AND INTEGRITY:

The highest standards of ethics and integrity are to be observed in undertaking all purchasing activities. Employees will act in an honest and professional manner that supports the standing of the Shire and promotes a proud and collaborative community.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties.

1. Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money.
2. All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with Council policies, values and Code of Conduct.

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- 3. Purchasing is to be undertaken in a competitive basis in which all potential suppliers are treated impartially, honestly and consistently.
- 4. All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, record keeping practices and audit requirements.
- 5. Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.
- 6. Any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and should not be released unless authorized by the supplier or under relevant legislation.

4. VALUE FOR MONEY:

Value for money is an overarching principle governing purchasing, that allows the best possible outcome to be achieved for the Shire.

Value for money is determined when the consideration of price, risk and quality factors that are assessed to determine the most advantageous outcome to be achieved for the Shire.

As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate quality and risk factors into the decision.

An assessment of the best value for money outcome for any purchasing process should consider:

- a) All relevant whole-of-life costs and benefits, whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as, but not limited to, holding costs, consumables, deployment, maintenance and disposal;
- b) the technical merits of the goods or services being offered in terms of compliance with specifications, user requirements, quality standards, sustainability, service benchmarks, contractual terms and conditions, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, and any relevant methods of assuring quality;
- c) financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- d) a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable; and
- e) local business capabilities.

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5. BUY LOCAL/REGIONAL PRICE PREFERENCE POLICY:

(Refer to Policy Manual Item 3.13):-

As much as practicable, the Shire must:

where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;

consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);

ensure that procurement plans address local business capability and local content;

explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;

avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and

provide adequate and consistent information to potential suppliers.

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

A regional price preference may be afforded to locally based businesses for the purposes of assessment. Provisions are detailed within the Shire's Regional Price Preference Policy.

6. PURCHASING REQUIREMENTS:

6.1 Legislative /Regulatory Requirements

The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the Local Government (Functions and General) Regulations 1996 and this Policy.

6.2 Policy

Purchasing that is \$4250,000 or below in total value [excluding GST] must be in accordance with the purchasing requirements under the relevant threshold as defined under Section 6.4 of this Procurement Policy.

Purchasing that exceeds \$4250,000 in total value [excluding GST] must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under Section 6.5 of this Procurement Policy is not deemed to be suitable.

6.3 Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

Exclusive of GST

The actual or expected value of a contract over the full contract period, including all options to extend; or to the extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is, or could be, reasonably expected to be purchased.

Must incorporate any variation to the Scope of purchase and be limited to a 10% tolerance of the original purchasing value.

1.4 Procurement Thresholds and Requirements

The following procedures will be adhered to when purchasing items and other services and goods as per the adopted budget.

Note that purchase orders are not required for the following items:

- [Memberships/Subscriptions](#)
- [Fuels \(BP Fuel Card\) – bulk fuel purchases require a Purchase Order](#)
- [Licences](#)
- [Insurance Premiums](#)
- [Credit Card Purchases](#)
- [Utilities](#)
- [Freight](#)
- [Manual Cheque requests](#)

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-All purchase orders are to be completed as set out below:

Range (excluding GST)	Requirements
\$0 - \$50	Under direction from the authorised Supervisor, petty cash may be utilised for purchases in this range.
\$51 - \$5,000	Under direction from the authorised Supervisor, a purchase order book will be utilised-raised without verbal or written quotes necessarily being obtained.
\$5,001 - \$249,999	<p>A purchase order will be raised utilised-following three written quotes being obtained.</p> <p>Staff must retain electronic evidence of the suppliers invited to supply a written quote. Each supplier must receive the same detailed description (<i>Specification</i>) of what goods/services are being requested.</p> <p>A completed SoEP Declaration of Quotes form must be completed and attached to the Requisition.</p> <p><i>[Three quotes must be sourced, including if using WALGA Preferred Supplier Panel, or a SoEP Local Panel]</i></p>

<p>\$50,000 - \$249,999</p>	<p>Obtain at least three written quotes from suppliers by formal invitation, by way of a Formal Request for Quotation Process which includes a detailed Scope of Works/Specification of Goods and Services required.</p> <p>The procurement decision is to be based on pre-determined evaluation criteria that assess all value for money considerations in accordance with the definition stated within this Policy.</p> <p>Quotations within this threshold may be obtained from the Shire's Local Preferred Supplier Panels; the WALGA Preferred Supply Programme or from the open market.</p> <p>A copy of the last page of the Recommendation Report – Endorsement by CEO to Award the RFQ to the recommended respondent must be attached to the Requisition/Purchase Order.</p> <p>Under direction from the authorised Supervisor, and in consultation with the Chief Executive Officer, or an Executive Manager, a purchase order will be utilised following the RFQ process.</p> <p><i>[Three quotes must be sourced, including if using WALGA Preferred Supplier Panel, or a SoEP Local Panel]</i></p>
<p>\$250,000 & Greater</p>	<p>Under direction from the authorised Supervisor, Tenders will be invited as follows.</p> <p>If work is allowed for in the budget, a Request to Invite Tenders form is to be submitted to the Chief Executive Officer for approval.</p> <p>If the work is not allowed for in the budget, permission to go to Tender must be obtained from Council.</p> <p>A copy of the Council Resolution to award the Tender to the successful Tenderer must be attached to the Requisition/Purchase Order.</p>

6.5 Tender Exemptions

An exemption to publicly invite tenders may apply in the following instances:

- An emergency situation as defined by the Act;
- To source essential goods and services to respond to a State of Emergency as per Regulations 11(2)(aa) and 11(3);
- The purchase is under a Contract of WALGA (Preferred Supplier Arrangements*), Department of Treasury and Finance (permitted Common Use Arrangements); Regional Council; or another Local Government;
- The purchase is under auction which has been authorized by Council;
- The Contract is for petrol, oil or other liquid or gas used for internal combustion engines;
- The purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money*;

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- The purchase is acquired from an Australian Disability Enterprise and represents value for money*.
- The purchase is from a pre-qualified supplier under a Panel established by the Shire*
- Any other exclusion under Regulation 11 of the Local Government (Functions and General) Regulations 1996.

*Whilst exempt from the Tender process – three quotes are still required if purchase is to be made under this instance.

6.6 Purchase Order Authorisation

All staff that have purchase order authorisation must successfully complete the WALGA E-Learning Procurement Package. Until such time as this has been completed successfully staff will not have access to authorize purchase orders.

Staff that are in positions that have authority to raise Purchase Orders of \$10,000 or over will be required to complete the six modules, the Foundation Knowledge and Practical Knowledge Quiz.

Staff that are in positions to raise Purchase Orders of less than \$10,000 are required to undertake the first three modules and Foundation Quiz only.

Purchase orders must be generated and signed by authorized persons for all goods and services ordered for the Shire at the time that the order is placed.

Amounts shown are GST exclusive.

Orders should never be raised retrospectively.

Authorising Officer	Requirements
<ul style="list-style-type: none"> • Chief Executive Officer*, • Executive Manager*; and • Manager Technical Services – Rural (only for Road Construction & Plant Fleet) 	<p>May raise a purchase order in accordance with the Procurement Thresholds and Requirements set out in 6.4 of this Procurement Policy to the maximum value of \$150,000. If the purchase is in excess of \$150,000 a Requisition is to be authorised by the Chief Executive Officer prior to the purchase order being issued.</p> <p><i>*Only these Authorising Officers are authorised to sign Capital Expenditure Purchase Orders with the exception of Road Construction and Light Vehicles which can be signed by Manager Technical Services – Rural.</i></p>
<ul style="list-style-type: none"> • Managers 	<p>May raise a purchase order in accordance with the Procurement Thresholds and Requirements set out in 6.4 of this Procurement Policy to the maximum value of \$30,000. If the purchase is in excess of \$30,000 a Requisition is to be authorised by their Supervisor prior to the purchase order being issued.</p>
<ul style="list-style-type: none"> • Coordinators • Works Supervisor (Newman & Marble Bar) • Environmental Health Officer 	<p>May raise a purchase order in accordance with the Procurement Thresholds and Requirements set out in 6.4 of this Procurement Policy to the maximum value of \$10,000. If the purchase is in excess of \$10,000 a Requisition is to be authorised by their Supervisor prior to the purchase order being issued.</p>
Other Authorised Officers	<p>May raise a purchase order in accordance with the Procurement Thresholds and Requirements set out in 6.4 of this Procurement Policy to the maximum value of \$2,000. If the purchase is in excess of \$2,000 a Requisition is to be authorised by their Supervisor prior to the purchase order being issued.</p>

Designated Fleet Officer	Is authorised to purchase light vehicles under \$150,000 utilising the WA State Purchasing Agreement and adhering to Council's budget decisions and Council's Light Vehicle Policy. Any vehicle incurring the luxury car tax will have to be approved by the Chief Executive Officer or the Deputy Chief Executive Officer
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Splitting of purchases to keep below threshold is a breach of the Code of Conduct and will be treated as such.

6.7 Capital Expenditure

All capital purchase orders will be signed by the Chief Executive Officer or an Executive Manager, with the exception of road construction and light vehicles which can be signed by Manager Technical Services - Rural.

Definition of a Capital Item for the purpose of the Shire of East Pilbara:

Any item budgeted as a capital item in the adopted budget;

Any item to be purchased, which involves the replacement of an existing asset through the sale, trade-in, write-off or disposal of an item on the fixed asset register.

Refer to the Accounting Policy in the Council's Policy Manual for the further treatment of non-current assets.

No item of a capital nature may be purchased unless included in the adopted budget, or if unbudgeted, has been approved by "absolute majority" of Council prior to the purchase of the item. (Council has no retrospective right of approval of purchase of non-budgeted items of capital).

In order to preserve the cash flow of the Shire, major items of budgeted capital expenditure should be deferred, where possible, until the second or third quarter of the financial year. However all capital orders must be raised by the 30 April to allow adequate time for payment by June 30 of each year. In all cases, the timing of the expenditure on major items of capital should be discussed and agreed with the Executive Manager Corporate Services.

6.8 Light Vehicle Disposals

The preference for the disposal of light vehicles (less than \$150,000 excluding GST) is by public auction. The reserve sale price is to be determined by the Manager Technical Services - Rural in conjunction with the Chief Executive Officer and/or the Executive Manager Infrastructure Services.

The following information sources will be utilised in determining the reserve sale price:

- Valuation by the auction house.
- Valuation from a recognised source i.e.: red book.
- Internet research.
- Past sales by auction house.

Disposals are to be completed within the same financial year, or within 3 months of receipt of a new vehicle, whichever is the sooner to maximise sales return.

7. TENDER ANTI-AVOIDANCE:

The Shire shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of 'splitting' the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a Public Tender.

8. EMERGENCY PURCHASES:

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the Local Government Act 1995.

Local Government Act 1995, Part 6, Division 4, s.6.8 (1)(c)

- 6.8. Expenditure from municipal fund not included in annual budget
- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
- (b) is authorised in advance by resolution*; or
- (c) is authorised in advance by the mayor or president in an emergency.

** Absolute majority required.*

In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken, but has to be in accordance with 6.8(1)(c) of the Local Government Act 1995.

An emergency purchase does not relate to purchases not planned for due to time constraints.

Every effort must be made to anticipate purchases required by the Shire in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

9. STATE OF EMERGENCY - PURCHASES:

As per Regulation 11(2)(aa), the formal tender process does not need to be undertaken when sourcing and securing essential goods and services to respond to a state of emergency. As outlined in Regulation 11(3), there must be a state of emergency declaration in force for the local government district or part of the district and the goods or services must be required to address needs arising from, or impacts or consequences of, the hazard to which the emergency relates.

10. STATE OF EMERGENCY - CONTRACT RENEWALS:

As per Regulation 11(2)(ja), gives a local government the discretion to renew or extend a contract that expires when a state of emergency declaration is in force, even though this option is not included in the original contract. This will overcome the practical difficulty of businesses responding to a formal tender process while they are shut down or in the transition period when normal business resumes. Limits on this apply: the original contract must have less than three months left to run, the renewal or extension cannot be for more than twelve months, and there must be a state of emergency declaration applying to the district or part of the district when the renewal or extension is entered into.

119. RECORDS MANAGEMENT:

Records of all purchasing activity must be retained in compliance with the State Records Act 2000 (WA), the Shire's Records Management Policy and associated procurement procedures.

For each procurement activity, such documents may include:

- The Procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable);
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract;
- Request for Quotation/Tender documentation;
- Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable);
- Copies of quotes/tenders received;
- Evaluation documentation, including individual evaluators notes and clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to respondents notifying of the outcome to award a contract;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of contract(s) with supplier(s) formed from the procurement process.

142. PURCHASING FROM DISABILITY ENTERPRISES:

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on www.ade.org.au.

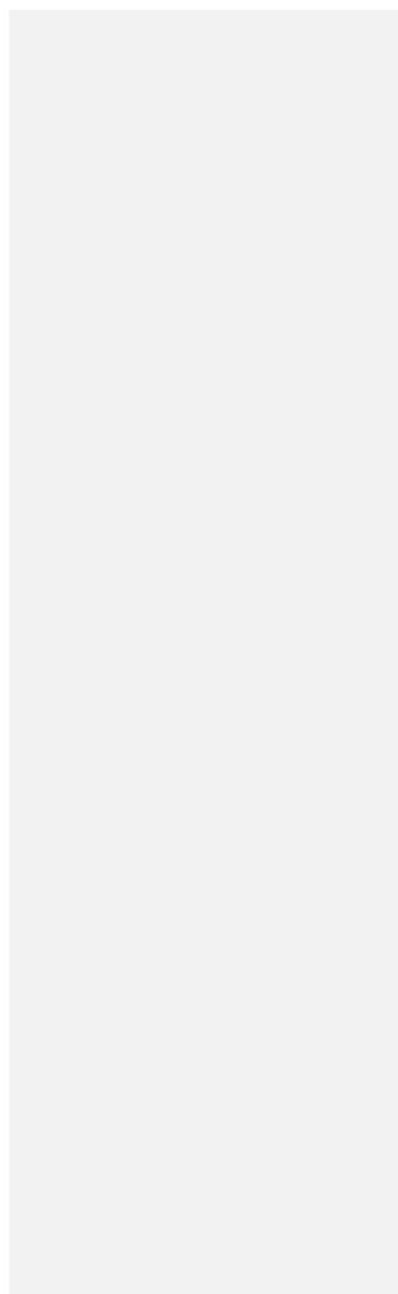
This is contingent on the demonstration of value for money.

Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

142. PURCHASING FROM ABORIGINAL BUSINESSES:

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory ~~administered by the Chamber of Commerce and Industry~~ ~~published by the Small Business Development Corporation on www.abdwa.com.au~~ where the expected consideration under contract is worth \$250,000 or less. This is contingent on the demonstration of value for money.

Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses or businesses that demonstrate a high level of aboriginal employment.



123. PANELS OF PREQUALIFIED SUPPLIERS:

In accordance with Regulation 24AC of the Local Government (Functions and General) Regulations 1996, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- The Shire determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Shire will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

123.1 Establishing a Panel

Should the Shire determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the Local Government (Functions and General) Regulations 1996.

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

Panels may be established for a minimum of two (2) year and for a maximum length of time deemed appropriate by the Shire. However, Contracts may not be entered into for more than one (1) year, and no option to renew a Contract is to be offered.

Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a Panel is to be established, the Shire will endeavour to appoint at least three (3) suppliers to each category, on the basis that best value for money is demonstrated. Where less than three (3) suppliers are appointed to each category within the Panel, the category is not to be established.

In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Shire must state the expected number of suppliers it intends to put on the panel.

Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

123.2 Distributing Work amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire intends to:

- Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 12.3; or
- Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- Develop a ranking system for selection to the Panel, with work awarded in accordance with Clause 12.2 (b).

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In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

- each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel.

The Shire is to invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 6.4 of this Policy.

When a ranking system (as per 12.2(b)) is established, the Panel must not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

123.3 Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including request for quotation, quotations received must be made through either Tenderlink E-Tendering Portal, eQuotes, or any other electronic quotation facility that the Shire utilizes.

Communications with panel members, evaluation of quotes and notification of award communications must all retained using the unique reference number as per Clause 12.4.

123.4 Recordkeeping

Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept.

For the creation of a Panel, this includes:

- The Procurement initiation document such as a procurement business case which justifies the need for a Panel to be created;
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel;
- Request for Applications documentation;
- Copy of public advertisement inviting applications;
- Copies of applications received;
- Evaluation documentation, including clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to applicants notifying of the establishment and composition of the Panel such as award letters;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of framework agreements entered into with pre-qualified suppliers.

The Shire is also to retain records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract.

Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Shire.

References	<ul style="list-style-type: none"> Local Government Act 1995 Local Government (Functions and General) Regulations 1996 (as amended) 		
Related Procedures	Nil		
Date Adopted by Council	27 June 2003	Item No	9.1.3
Review/Amendment Date	5 May 2006	Item No	
Review/Amendment Date	27 April 2007	Item No	9.3.5
Review/Amendment Date	24 July 2009	Item No	9.4.1
Review/Amendment Date	29 January 2010	Item No	9.1.6
Review/Amendment Date	11 March 2011	Item No	9.2.5
Review/Amendment Date	3 February 2012	Item No	9.1.8
Review/Amendment Date	25 May 2012	Item No	9.2.4
Review/Amendment Date	28 July 2012	Item No	9.2.7
Review/Amendment Date	28 June 2013	Item No	9.2.6
Review/Amendment Date	27 September 2013	Item No	9.2.7
Review/Amendment Date	6 December 2013	Item No	9.2.9
Review/Amendment Date	24 April 2014	Item No	9.2.17
Review/Amendment Date	12 December 2014		9.2.2
Review/Amendment Date	30 January 2015	Item No	9.2.6
Review/Amendment Date	6 March 2015	Item No	9.2.11
Review/Amendment Date	26 June 2015	Item No	9.2.7
Review/Amendment Date	25 September 2015	Item No	9.2.4
Review/Amendment Date	23 October 2015	Item No	10.2.6
Review/Amendment Date	21 April 2017	Item No	9.2.5
Review/Amendment Date	26 May 2017	Item No	9.2.5
Review/Amendment Date	26 October 2018	Item No.	9.3.1
Review/Amendment Date	26 April 2019	Item No.	10.3.2
Next Review			

10.1.3 LOCAL LAWS REVIEW

Responsible Officer:	Mr Jeremy Edwards Chief Executive Officer
Author:	Mrs Kylie Bergmann Coordinator Governance
Proposed Meeting Date:	24 April 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

To present to Council the outcomes of the review of local laws as required by s3.16 of the *Local Government Act 1995* ("the Act").

BACKGROUND

The Act requires that within a period of eight years from the day when a local law commences, that a local government must carry out a review of that local law to determine whether or not it considers the local law should be repealed or amended.

The following local laws of the Shire were due for review:

- Bush Fire Brigades Local Law 2011
- Cemeteries Local Law 2010
- Dogs Local Law 2011
- Fencing Local Law 2011
- Health Local Law 2011
- Parking Local Law 2011
- Public Places and Local Government Property Local Law 2011

At its meeting on 24 January 2020, and in accordance with s3.16, Council resolved to initiate the process by giving local public notice that the Shire proposes to review the above local laws and requesting submissions from the public.

On 12th February 2020 a notice was published in the West Australian newspaper stating that the Shire of East Pilbara proposes to review the above local laws, and inviting submissions. A notice was also published in the Northwest Telegraph on 12th February 2020, as well as placed on the Shire's website and local notice boards and at libraries.

The closing date for submissions was 2 April 2020.

COMMENTS/OPTIONS/DISCUSSIONS

No public submissions were received. However, some of the local laws require replacement and/or minor amendments to ensure they remain as up to date as they reasonably can, and summarised as follows:

Bush Fire Brigades	No changes required.
Cemeteries	Remove a number of forms in the local law that are administrative.
Dogs	There were significant changes made to the <i>Dog Act 1976</i> and associated Regulations in 2013. Rather than amend the existing local law, it will be cheaper and easier to make a new one.
Fencing	Minor changes suggested in relation to titles of persons authorised to take certain measures under the local law.
Health	In 2016, the <i>Public Health Act 2016</i> replaced the <i>Health Act 1911</i> under which this local law was originally based. The Shire only occasionally uses this local law, and as such the existing version should remain in place until a new model local law has been developed by the WA Local Government Association on behalf of the sector.
Parking	Minor amendments suggested, including changes to modified penalties and to update disabled persons parking provisions.
Local Government Property and Public Places	No changes required.

Reports detailing the suggested changes listed above will be reported to Council separately.

Any changes to, or making of new local laws must then be undertaken under s3.12 of the *Local Government Act 1995*.

STATUTORY IMPLICATIONS/REQUIREMENTS

Section 3.16 of the Act requires local governments to undertake a review of their local laws at least every eight years.

Section 3.16(3) provides that:

When its council has considered the report, the local government may determine whether or not it considers that the local law should be repealed or amended.*

*Absolute majority vote required.

POLICY IMPLICATIONS

Any amendments to local laws may impact on certain policies of Council. In this event, the affected policies will be reviewed to ensure that they remain compliant with the local law.

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance

G1 Provide efficient, accountable and ethical governance.

RISK MANAGEMENT CONSIDERATIONS

Nil.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

VOTING REQUIREMENTS

Absolute majority.

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/155

MOVED: Cr Anthony Middleton

SECONDED: Cr Holly Fleming

THAT Council

1. Notes the outcome of the review of the following local laws under s3.16 of the *Local Government Act 1995*:
 - Bush Fire Brigades Local Law 2011
 - Cemeteries Local Law 2010
 - Dogs Local Law 2011
 - Fencing Local Law 2011
 - Health Local Law 2011
 - Parking Local Law 2011
 - Public Places and Local Government Property Local Law 2011
2. Resolves that no changes be made to the following local laws:
 - Bush Fire Brigades Local Law 2011
 - Health Local Law 2011
 - Public Places and Local Government Property Local Law 2011
3. Resolves that reports be presented to Council to initiate the process under s3.12 of the *Local Government Act 1995* to:
 - Make a new Dogs Local Law; and
 - Make minor amendments to the Cemeteries, Fencing and Parking Local Laws.

CARRIED UNANIMOUSLY

To be actioned by Mrs Kylie Bergmann, Coordinator Governance

**10.1.4 PROPOSAL TO FREEHOLD LEASE O013054, BEING LOT 69 ON
DP186586, GREAT NORTHERN HIGHWAY, NEWMAN**

Attachments:	Appendix 1 – Site plan Appendix 2 – Site plan aerial
Responsible Officer:	Mr Jeremy Edwards Chief Executive Officer
Author:	Ms Lisa Edwards Manager Land Use & Strategy
Proposed Meeting Date:	24 April 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

To consider a Proposal from Department Planning Lands and Heritage (DPLH) to create a freehold title on Lot 69, Great Northern Highway, Newman which is currently leasehold tenure (Lease 0013054).

A site plan is attached as **Appendix 1** and site plan aerial at **Appendix 2**.

BACKGROUND

The DPLH is considering the proposed freehold conversion of Lease O013054, being Lot 69 on Deposited Plan 186586, Newman. Lease O013054, being Lot 69 on DP186586, is held for the purpose of 'Horticulture and Equestrian' for a term of 10 years, expiring 30 June 2027.

Legal access to Lot 69 is through Easement O013055 which is held over Lease N088235 held by BHP Billiton Minerals Pty Ltd.

Lot 69 is zoned rural in accordance with the Shire's Local Planning Scheme No.4. it is approximately 3.1Ha in area and hosts several buildings including sheds and residence. The Lot has no legal road access and is accessed via easement.

COMMENTS/OPTIONS/DISCUSSIONS

The adjacent site known as "Oasis" is also zoned "rural" and has overtime been developed into short stay accommodation and a caravan park. Further, it is on this basis that administration has suggested the "Oasis" site may be rezoned to that of a "tourist" zone in the future. This suggestion may have implications for the adjoining Lot 69 which is currently zoned "rural".

The Proposal for the subject site is to amend the land tenure from "leasehold agreement" to "freehold title. The proposed purchaser is unknown however this does not impact or have any bearing on the development or land use rights at the site. All

developments and land use will be required to comply with the provisions of the Shire's Local Planning Scheme for rural zoned land, as is presently the case.

STATUTORY IMPLICATIONS/REQUIREMENTS

The statutory framework for Crown land dealings are provided for by the *Land Administration Act 1997*.

POLICY IMPLICATIONS

Considered at the time of development approvals process.

STRATEGIC COMMUNITY PLAN

3: Built Environment

Connected and accessible communities.

B2 Plan for the future.

B2.1 Create liveable places through local area planning.

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

RISK MANAGEMENT CONSIDERATIONS

The subject land may be situated in floodplain and bushfire prone areas.

FINANCIAL IMPLICATIONS

The land will generate annual rate revenue.

VOTING REQUIREMENTS

Simple.

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/156

MOVED: Cr Anita Grace

SECONDED: Cr Karen Lockyer

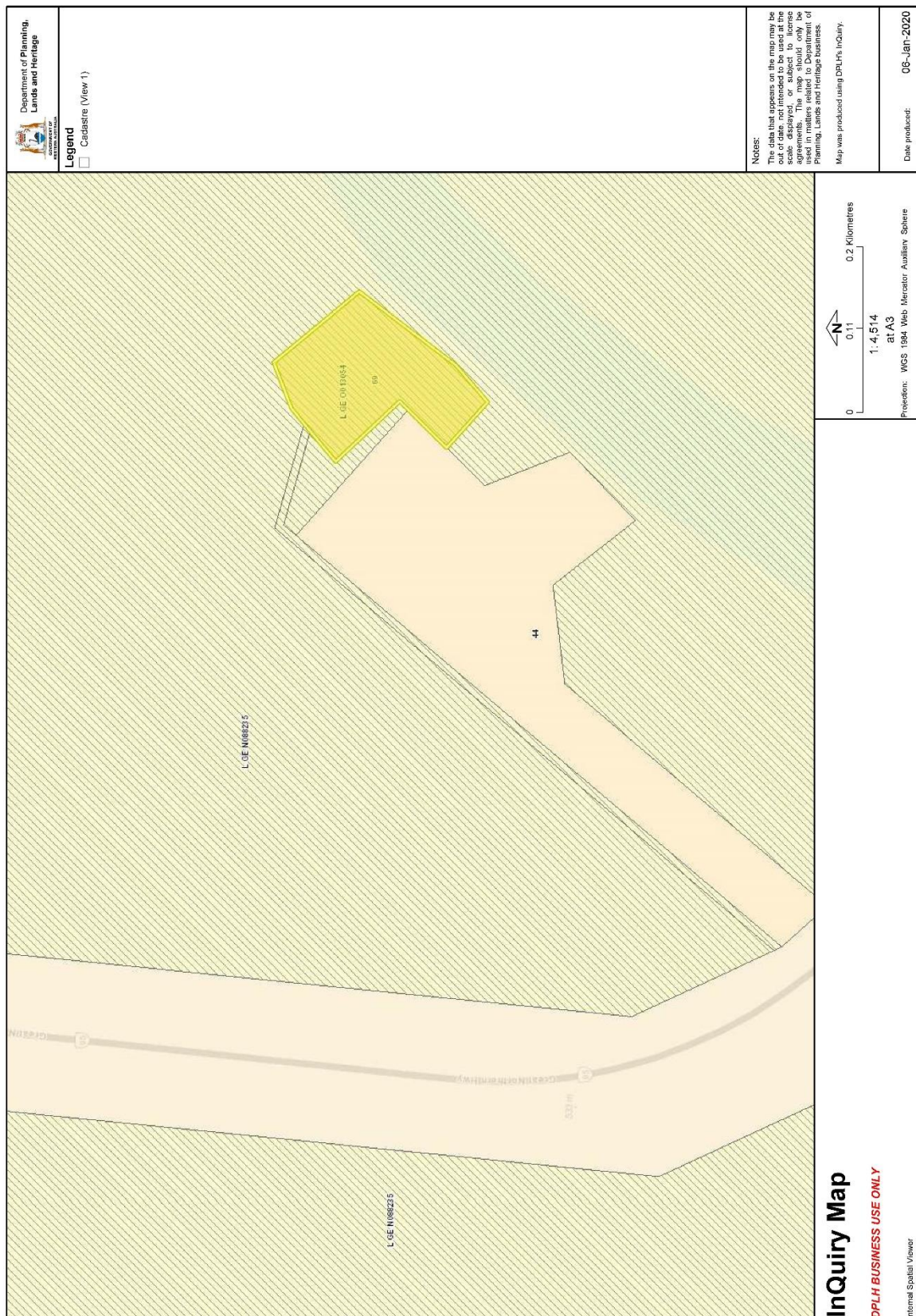
That Council advise the Department of Planning, Lands and Heritage that is supports the Proposal to Freehold current Lease O013054, being Lot 69 on DP186586, Great Northern Highway, Newman subject to:

- 1. The Shire providing further information to the Department of Planning, Lands and Heritage in relation to any illegal buildings on the subject Lot;**
- 2. Floodplain and bushfire risk areas being identified and considered in relation to any future development identified; and**
- 3. The Purchaser being advised that the adjacent Lot 44, Great Northern Highway may be rezoned to Tourist zone in the future, as identified in the draft Local Planning Strategy. This amendment may impact on the future land use and development at Lot 69.**

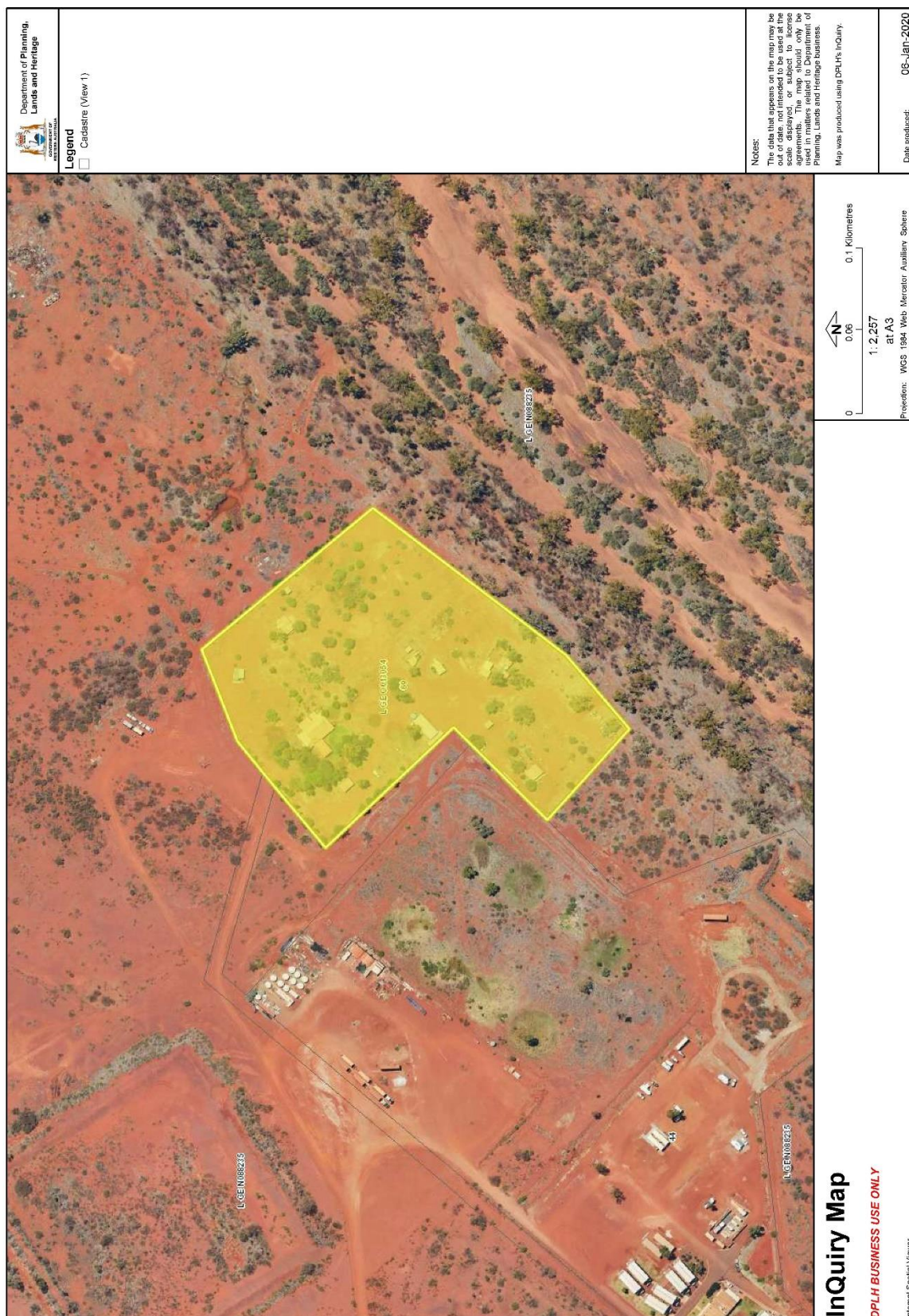
CARRIED UNANIMOUSLY

To be actioned by Mrs Kylie Bergmann, Coordinator Governance

Appendix 1 Site Plan



Appendix 2 Site Plan Aerial



10.1.5 COVID-19 ECONOMIC RELIEF PACKAGE

Attachments:	Appendix 1 – Letter from the Premier Appendix 2 – Financial Hardship Policy Appendix 3 – Letter from Minister for Planning
Responsible Officer:	Mr Jeremy Edwards Chief Executive Officer
Author:	Mr Jeremy Edwards Chief Executive Officer
Proposed Meeting Date:	24 April 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

For Council to consider a range of initiatives to assist residents and businesses of the Shire of East Pilbara, affected by the impact of the COVID-19 pandemic.

BACKGROUND

On 11 March 2020, the World Health Organisation declared COVID-19 a pandemic. On 15 March 2020, the Western Australian Minister for Emergency Services declared a state of emergency in Western Australia with effect from 12am on 16 March 2020, in respect of the pandemic caused by COVID-19.

On 17 March 2020, the Premier, the Honourable Mark McGowan, wrote to the President of WALGA, Mayor Tracey Roberts, requesting the support of local governments to join in leading the response to the COVID-19 pandemic. The Premier requested that WALGA seek member support and action to 'unilaterally freeze all Local Government household rates, fees and charges in 2020-21' (*Appendix 1 refers*).

On 27 March 2020, WALGA called an emergency meeting of its State Council to consider a set of actions that Councils *may* contemplate to support their communities through COVID-19. A summary of the measures the State Council endorsed for consideration by local governments is included below:

- Consider not increasing rates for the 2020-21 financial year;
- Adoption of the WALGA template financial hardship policy by Local Governments that do not currently have a policy;
- Consider rate relief options to support small businesses affected by the COVID-19 pandemic;
- Review fees and charges considering whether fees can be reduced, waived or deferred during the COVID-19 pandemic;

- Bring forward capital works and infrastructure spending with aggressive application of reserves and borrowing;
- Prioritise Local Government spending with businesses and contractors located within the Local Government;
- Implement business friendly payment terms to support business cash flow;
- Consider supporting community sporting and cultural groups by either establishing grant programs or waiving fees and charges;
- Redeploy staff affected by facility closures to tasks that support the community; and

COMMENTS/OPTIONS/DISCUSSIONS

The COVID-19 pandemic has escalated rapidly over the last few weeks which has resulted in considerable economic and social impacts. The CEO has appointed a COVID-19 Committee, to work alongside the Executive, to discuss, formulate and implement the initiatives outlined below.

The COVID-19 Committee represents a good cross-section of officers from across the organisation from Community Wellbeing, Governance, Finance and Special Projects. Should Council approve recommendation 3 as contained within this report, the CEO and Executive will work with the COVID-19 Committee to implement the agreed initiatives and relief package.

During times like this, which are considered unprecedented, it is important to ensure that any relief is implemented within a timely manner. The format suggested is for Council giving consideration to delegating authority to the CEO to carry out what is necessary to implement the initiatives including the criteria, timelines, duration, eligibility and other requirements. This has been suggested to avoid continual requests coming back to Council for approval. The CEO will provide a monthly update to Council upon requests and actions during this period of a State of Emergency.

Impacts on Shire Services, Facilities and Staff

In the face of COVID-19, the Shire has taken significant steps to remodel its services to avoid face to face contact where possible to protect both staff and the community and prevent the spread of infection. This has included the closure of various public facilities including:

Recreation Services

- Newman Recreation Centre – CLOSED
- Newman Aquatic Centre – CLOSED
- Marble Bar Gym – CLOSED
- Nullagine Gym – CLOSED
- Marble Bar Pool – CLOSED

Library Services

- Newman Library – CLOSED
- Marble Bar Library – CLOSED
- Nullagine Library – CLOSED

Youth Services

- Newman Youth Centre - CLOSED
- Marble Bar Rec Shed- CLOSED
- Nullagine Youth Activities – CLOSED

Events

- All Shire events until the 31st May 2020 have been cancelled.

General Shire Buildings and Facilities

- Newman House is no longer open to the public.
- Facility bookings are only permitted where the requirements meet government guidelines.
- Cape Keraudren Nature Reserve has been closed.
- Rubbish collection changes: In Marble Bar and Nullagine, the twice weekly household rubbish collection service has been reduced to once weekly only, on a Tuesday.
- Martumili is closed until further notice
- All public BBQs and drinking fountains in Newman, Marble Bar and Nullagine have been closed.
- All playgrounds, skate parks and outdoor gyms are closed in Newman, Marble Bar and Nullagine.
- Both the Newman and Marble Bar Shire Administration Offices are closed to the public however, remain open for telephone and email contact.

Shire staff working in service areas impacted by COVID-19, and staff from facilities that have been closed, have either implemented alternate service delivery methods or affected staff have been 'repurposed' into alternative roles. E.g. staff at the Libraries have been working to bring that service online. Other affected staff have been redeployed to the Airport to assist with controlling social distancing requirements.

In addition, all casual staff working in affected services areas will maintain their regular hours/pay, as before the pandemic, up until 1 May 2020. An information report upon the deployment of staff and duties that they have been undertaking is included within the Council's Information bulletin at item 1.3.1.

Impacts on the Community

The Shire recognises the serious impact the COVID-19 pandemic is having on the community as a whole. The Shire of East Pilbara has already been heavily impacted by response measures to COVID-19. This is evidenced by:

- Restricted travel between WA, the regions and into Aboriginal communities;
- Business closures;
- Increased unemployment;
- Forced closure of pubs, places of worship, gyms, playgrounds, skate parks, sporting venues, salons and others;
- Cancellation or postponing of sport;
- Impact on school and childcare;
- Restricted trading conditions for restaurants and cafes;

- Cancellation of events;
- Restrictions on gatherings of more than 2 people; and
- People working from home and undertaking isolation.

COVID-19 Economic Relief Package

The Shire of East Pilbara has assessed a range of relief initiatives to support the community in terms of impact and value. The package will be rolled out in phases, with Stage 1 initiatives to be introduced immediately. Medium term and longer term (recovery) assistance will be considered and presented to Council at a later date.

It is important to note that across a number of the suggested initiatives the administration have (where possible) provided options for Council's consideration. The highlighted option is only the suggested one for Council to consider and will obviously be subject to change based upon Council's feedback.

In addition to the stage 1 initiatives as summarised below, the administration has developed a Financial Hardship Policy for acceptance by Council. The Financial Hardship Policy is a WALGA template and was endorsed by the WALGA State Council on 27 March 2020, for adoption by all local governments that do not currently have a policy. A copy of the Financial Hardship Policy is attached at **Appendix 2**. In addition, the Financial Hardship Policy is referenced in initiatives 1, 4 and 7.

Stage 1 Initiatives			
1. Rates in 2020-21			
OPTION 1 Lost Revenue: \$150,000	OPTION 2 – PREFERRED Lost Revenue: \$268,100	OPTION 3 Lost Revenue: \$418,100	Rationale
<p>2% rates increase and offer the following refunds on payments:</p> <ul style="list-style-type: none"> • 5% refund to all owner/occupiers • 5% refund to small businesses in the Shire (under 20 staff or annual turnover of under \$10M). • 5% refund to any pastoralist <p>Note: This is for rates only. Refunds would be administered upon application – applicants do not need to demonstrate financial hardship. Refunds are not available to home businesses if they do not pay rates directly on the property they work from.</p> <p>(\$150,000 pool of money to be allocated to ratepayers who fall under these categories).</p> <p>Revenue lost is a best estimate.</p>	<p>0% increase to Council rates in the 2020/21 financial year.</p> <p>With the option to approach major companies for the equivalent of a 2% rate increase to go towards a SoEP relief initiatives.</p> <p>Revenue lost is a best estimate.</p>	<p>0% increase to Council rates in the 2020/21 financial year With the option to approach major companies for the equivalent of a 2% rate increase to go towards a SoEP relief initiatives AND offer the following refunds on payments:</p> <ul style="list-style-type: none"> • 5% refund to all owner/occupiers • 5% refund to small businesses in the Shire (under 20 staff or annual turnover of under \$10M). • 5% refund to any pastoralist. <p>Note: This is for rates only. Refunds would be administered upon application – applicants do not need to demonstrate financial hardship. Refunds are not available to home businesses if they do not pay rates directly on the property they work from.</p> <p>(\$150,000 pool of money to be allocated to rate payers who fall under these categories).</p> <p>Revenue lost is a best estimate.</p>	<p>Summary: The Council's Long-Term Financial Plan recommends a moderate increase in rates each year. For the 2020-2021 Annual Budget rates, the increase was proposed at similar levels to previous years of around 2%. It is recommended that the rates for the 2020-21 financial year is altered, with no rate increase to be applied. This will assist all Shire of East Pilbara ratepayers.</p> <p>By not increasing rates by the usual 2%, the cumulative loss of income would equate to an estimated \$ 268,100 in the 2020/21 financial year and a cumulative loss of income of \$2,935,600 after 10 years and \$6,514,200 after 20 years.</p> <p>Value: The Shire of East Pilbara will assist in a cost saving role by freezing rates and ensuring no additional financial burden is placed on ratepayers in the 2020-2021 financial year.</p> <p>Timeline: A Council decision in April 2020, with the initiative to come into effect in the 2020-21 Annual Budget.</p>

2. Fees and Charges in 2020-21			
OPTION 1 – PREFERRED Lost Revenue: \$350,000			Rationale
<p>Remain at the 2019-20 Fees and Charges for the 2020-21 financial year.</p> <p>Note: The only proposed fees and charges increased for 2020-21 financial year are: Disposal of Wood – clean pallets from \$125 to \$213 per tonne for commercial customers.</p>			<p>Summary: The Council's Long-Term Financial Plan recommends a moderate increase in fees and charges each year of 2%. It is recommended that there is no increase to fees and charges for the 2020-21 financial year. This will assist all Shire of East Pilbara ratepayers and residents.</p> <p>Value: The Shire of East Pilbara will assist in a cost saving role by freezing rates and ensuring no additional financial burden is placed on ratepayers and residents in the 2020-2021 financial year.</p> <p>Timeline: A Council decision in April 2020, with the initiative to come into effect in the 2020-21 Annual Budget.</p>
3. Rates Concession Percentages			
OPTION 1 Lost Revenue: \$0	OPTION 2 – PREFERRED Lost Revenue: \$153,000		Rationale
Proceed with 2020-21 Concession Percentages	Remain at the 2019-20 Concession Percentages		<p>Summary: As per the Rates Review the Shire changed the way rates were levied to improve fairness, equitability and efficiency. To help offset some of these increases we offered concessions over a four (4) year period, these changes were to be implemented over a four (4) year period. This option will defer the concession percentages out for a</p>

			<p>further year and we will offer the concessions at the 19/20 percentages for 20/21 rates levied.</p> <p>Timeline: A Council decision in April 2020, with the initiative to come into effect in the 2020-21 Annual Budget.</p>
4. Waive 2020-21 Rates Instalment Payment Fees and Interest			
<p>OPTION 1 - PREFERRED Lost Revenue: \$15,000</p>	<p>OPTION 2 Lost Revenue: \$30,000</p>		
<p>Waive 2020-21 rates instalment payments fees (\$18.00) and interest (4%) ONLY for those facing financial hardship.</p> <p>NB: They must be eligible under the Financial Hardship Policy (Appendix 2 refers).</p>	<p>Waive ALL 2020-21 rates instalment payments fees (\$18.00) and interest (4%) for the 2020-21 financial year.</p>		<p>Summary: Ratepayers experiencing financial hardship will be encouraged to submit a hardship application as per the COVID-19 Hardship Policy being considered by Council as part of this item. Rates instalment fees and interest will be waived for the 2020-21 financial year for ratepayers experiencing hardship. It is likely to lessen financial stress on ratepayers already facing hardship and increase funds flowing into the local community.</p> <p>Value: The Shire of East Pilbara will assist in a cost saving role by reducing financial impost associated with entering Rates payment arrangement.</p> <p>Timeline: A Council decision in April 2020, with the initiative to come into effect in the 2020-21 Annual Budget.</p>

5. Waive Penalty Interest on 2020-21 Rates			
OPTION 1 - PREFERRED Cost: \$30,000	OPTION 2: Cost: \$55,000	OPTION 3: Cost: \$110,000	Rationale
<p>Waive penalty interest on 2020-21 rates ONLY for those facing financial hardship for the 2020-21 financial year.</p> <p>NB: They must be eligible under the Financial Hardship Policy (<i>Appendix 1 refers</i>).</p>	<p>Waive penalty interest on 2020-21 Rates for ALL ratepayers for a period of six (6) months</p>	<p>Waive penalty interest on 2020-21 Rates for ALL ratepayers for the 2020-21 financial year.</p>	<p>Summary: Ratepayers experiencing financial hardship will be encouraged to submit a hardship application as per the COVID-19 Hardship Policy being considered by Council as part of this item. Penalty interest rates on 2020-21 debts and rates will be waived for the 2020-21 financial year for ratepayers experiencing hardship. It is likely to lessen financial stress and provide respite to ratepayers already facing hardship.</p> <p>Value: The Shire of East Pilbara will assist in a cost saving role by providing respite to ratepayers experiencing hardship</p> <p>Timeline: A Council decision in April 2020, with the initiative to come into effect in the 2020-21 Annual Budget.</p>
6. Suspend New Debt Collection			
OPTION 1 - PREFERRED Cost: \$0	OPTION 2 Cost:	OPTION 3 Cost:	Rationale
<p>Suspend any new debt collection activities for duration of pandemic (to be reviewed in six (6) months)</p>			<p>Summary: New debt collection processes will be delayed for six (6) months (May 2020 - October 2020), providing relief for those having difficulty in paying outstanding 2019-20 and 2020-21 rate debts. This initiative will be reviewed after six (6) months. Ratepayers experiencing financial</p>

			<p>hardship will be encouraged to submit a hardship application as per the proposed COVID-19 Hardship Policy being considered by Council as part of this item.</p> <p>Value: The Shire of East Pilbara will assist in a cost saving role by providing respite to ratepayers experiencing hardship</p> <p>Timeline: A Council decision in April 2020 will permit commencement from 1 May 2020 and to be reviewed in October 2020.</p>
7. Increased Debtor Payment Options			
OPTION 1 Cost: Unknown			Rationale
Increase flexible payment options for rate payers and debtors who qualify under the Financial Hardship Policy (<i>Appendix 2 refers</i>).			<p>Summary: This initiative involves adopting a Financial Hardship Framework, specific to COVID-19 financial hardship considerations. The WA Local Government Association (WALGA) has developed a COVID-19 Hardship Policy recommended for adoption by local governments, with consideration to individual area requirements.</p> <p>Value: The Shire of East Pilbara will offer fair, equitable and dignified support to rates debtors experiencing financial hardship as a direct result of the COVID-19 pandemic.</p> <p>Timeline: A Council decision in April</p>

			2020 will permit commencement in April 2020, with a commitment to continue assessing financial hardship applications on a case-by-case basis.
8. Modified Annual Fees and Charges			
OPTION 1 Lost Revenue: \$3,555 Annual Service Fee - \$2,475 Annual Liquor Fee - \$400 Annual Traders Permit - \$350 Home Based Business - \$330	OPTION 2 - PREFERRED Lost Revenue: \$7,110 Annual Service Fee - \$4,950 Annual Liquor Fee - \$800 Annual Traders Permit - \$700 Home Based Business - \$660	OPTION 3 Lost Revenue: \$10,665 Annual Service Fee - \$7,425 Annual Liquor Fee - \$1,200 Annual Traders Permit - \$1,050 Home Based Business - \$990	Rationale
Defer/ place on hold the following fees and charges for three (3) months from the start of their next payment: Storage Hire costs per Club Traders Permit Liquor Licence application Fee Food Premise Licence Fees Health Inspection Fees Home based Business and Occupational Permits NB: No discounts would be applied for a club which doesn't not have an existing arrangement. Would only for existing clubs or seasonal users from the past 12 months.	Defer/ place on hold the following fees and charges for six (6) months from the start of their next payment: Storage Hire costs per Club Traders Permit Liquor Licence application Fee Food Premise Licence Fees Health Inspection Fees Home based Business and Occupational Permits NB: No discounts would be applied for a club which doesn't not have an existing arrangement. Would only for existing clubs or seasonal users from the past 12 months.	Defer/ place on hold the following fees and charges for nine (9) months from the start of their next payment: Storage Hire costs per Club Traders Permit Liquor Licence application Fee Food Premise Licence Fees Health Inspection Fees Home based Business and Occupational Permits NB: No discounts would be applied for a club which doesn't not have an existing arrangement. Would only for existing clubs or seasonal users from the past 12 months.	Summary: The Shire of East Pilbara will offer clubs, sole traders and businesses a break in expenditure on annual fees payable for 6 months as entities have outlaid expenditure but not been able to generate income to offset these costs. Value: This initiative will provide cost savings and support for clubs, sole traders and businesses in the Shire. Timeline: A Council decision in April 2020 will permit commencement in May 2020, with a commitment for 6 months.

9. Rent Relief for Airport Tenants			
OPTION 1 - PREFERRED Lost Revenue: \$ 180,000	OPTION 2 Lost Revenue: \$270,000	OPTION 3 Lost Revenue: \$360,000	Rationale
<p>Rental payment waiver of 50% for six (6) months for Airport tenants who qualify for Federal Government JobKeeper Programme from 1 May 2020</p> <p>Airport reserve monies to be used to offset losses.</p>	<p>Rental payment waiver of 75% for six (6) months for Airport tenants who qualify for Federal Government JobKeeper Programme from 1 May 2020</p> <p>Airport reserve monies to be used to offset losses.</p>	<p>Rental payment waiver of 100% for six (6) months for Airport tenants who qualify for Federal Government JobKeeper Programme from 1 May 2020</p> <p>Airport reserve monies to be used to offset losses.</p>	<p>Summary: The Shire of East Pilbara to assist in cost saving for businesses at its airport holding, leased to commercial tenants. This initiative supports the National Cabinet agreement that states and territories will implement a mandatory Code of Conduct for commercial tenancies. This Code applies to all tenancies that are suffering financial stress or hardship as defined by their eligibility for the Government's JobKeeper programme and requires landlords to offer tenants proportionate reductions in rent payable in the form of waivers and deferrals between 50% -100%. The rental payment waiver will also build on the announced moratorium of leases for non-payment of rent for 6 months for commercial tenancies suffering financial distress in response to the COVID-19 pandemic.</p> <p>Value: The Shire will support new Federal Government announcements to support commercial tenants during the COVID-19 Pandemic and assist these business who are suffering hardship to remain viable and retain employees.</p> <p>Timeline: A Council decision in April 2020 will permit commencement from</p>

				1 May 2020.
10. Rent Relief for Newman House Tenants				
OPTION 1 Lost Revenue: \$38,500	OPTION 2 - PREFERRED Lost Revenue: \$77,100	OPTION 3 Lost Revenue: \$115,500	Rationale	
Rental payment waiver of 50% for three (3) months lease fees for tenants of Newman House from next payment period (1st May 2020).	Rental payment waiver of 50% for six (6) months lease fees for tenants of Newman House from next payment period (1st May 2020).	Rental payment waiver of 50% for nine (9) months lease fees for tenants of Newman House from next payment period (1st May 2020).	<p>Summary: The Shire of East Pilbara to assist in cost saving for local service providers and Not For Profits who are tenants at Newman House. This initiative supports the National Cabinet agreement that states and territories will implement a mandatory Code of Conduct for commercial tenancies. This Code applies to all tenancies that are suffering financial stress or hardship as defined by their eligibility for the Government's JobKeeper programme and requires landlords to offer tenants proportionate reductions in rent payable in the form of waivers and deferrals between 50% -100%. The rental payment waiver will also build on the announced moratorium of leases for non-payment of rent for six (6) months for commercial tenancies suffering financial distress in response to the COVID-19 pandemic.</p> <p>Value: The Shire will support new Federal Government announcements to support commercial tenants during the COVID-19 Pandemic and assist these service providers and Not For Profits to re-direct some of their expenditure into service delivery areas.</p> <p>Timeline: Council decision in April</p>	

			2020 will permit commencement from 1 May 2020.
11. Buy Local Project			
OPTION 1 - PREFERRED Cost: \$50,000	OPTION 2 Cost: \$75,000	OPTION 3 Cost: \$100,000	Rationale
Allocate an amount of \$50K towards a buy local project.	Allocate an amount of \$75K towards a buy local project.	Allocate an amount of \$100K towards a buy local project.	<p>Summary: The Shire of East Pilbara to assist in local cash flow by distributing vouchers to residents to spend on local businesses.</p> <p>Value: Buy local scheme would be initiated to assist businesses with cash flow and generate income. This initiative would provide an immediate increase in direct spending on local businesses within the Shire.</p> <p>Timeline: A Council decision in April 2020 will permit commencement in April 2020.</p>
12. Support for Local Businesses			
OPTION 1 Cost: \$50,000	OPTION 2 Cost: \$75,000	OPTION 3 - PREFERRED Cost: \$100,000	Rationale
Engage qualified and suitable services to provide local small business in the Shire between 1 to 5 hours of support for areas such as building an online presence, financial guidance, strategic planning, and strategic marketing.	Engage qualified and suitable services to provide local small business in the Shire between 1 to 5 hours of support for areas such as building an online presence, financial guidance, strategic planning, and strategic marketing.	Engage qualified and suitable services to provide local small business in the Shire between 1 to 5 hours of support for areas such as building an online presence, financial guidance, strategic planning, and strategic marketing.	<p>Summary: Engage qualified and suitable services to provide local small businesses in the Shire with between 1 to 5 hours of support for areas such as accessing existing government support, building an online presence, financial guidance, strategic planning, and strategic marketing. This initiative will be available to small businesses.</p> <p>Value: Provide real time support to businesses to be agile during the immediacy, and to have a plan</p>
Total support to be up to \$50K.	Total support to be up to \$75K.	Total support to be up to \$100K.	

			<p>strategic focus post COVID-19 through funding businesses access to profession assistance.</p> <p>Timeline: A Council decision in April 2020 will permit commencement in April 2020.</p>
13. COVID-19 Recovery Grants Program			
OPTION 1 Cost: \$100,000	OPTION 2 Cost: \$150,000	OPTION 3 - PREFERRED Cost: \$200,000	Rationale
<p>Allocate a pool of \$100,000 to the COVID-19 Recovery Grants Program.</p>	<p>Allocate a pool of \$150,000 to the COVID-19 Recovery Grants Program.</p>	<p>Allocate a pool of \$200,000 to the COVID-19 Recovery Grants Program.</p>	<p>Summary and value: This grant program would be a stand-alone, once off grant scheme. The aim would be to assist groups to generate activities related to the community recovering from the COVID-19 pandemic and create a strong community. I.e. funding for events, assist clubs to buy equipment to extend services, encourage people to join community events etc.</p> <p>This grant would be easy to access grant, with quick turnaround.</p> <p>Timeline: A Council decision in April 2020 will permit this grants program to commence at the beginning of the 2020-21 financial year</p>
14. Refunds on Cancelled Bookings at Shire Owned Facilities			
OPTION 1 - PREFERRED Lost Revenue: \$0	OPTION 2 Lost Revenue:	OPTION 3 Lost Revenue:	Rationale
<p>Full refund on cancelled bookings at Shire owned facilities from 1 March 2020.</p>			<p>Summary: This typically applies to community groups. The Shire has ensured full refunds are provided for cancelled bookings.</p>

			Timeline: Events cancelled from 1 March 2020.
15. Freezing or extending all Shire Recreational Memberships			
OPTION 1 - PREFERRED Lost Revenue: \$16,000 p/month	OPTION 2 Lost Revenue:	OPTION 3 Lost Revenue:	Rationale
Freezing and extending ALL Shire of East Pilbara recreational memberships.			<p>Summary: Due to Federal and State restrictions to reduce the COVID-19 outbreak, the Shire's Recreation Centre and Aquatic Centre closed in March 2020 and stopped providing regular services. Due to the closure and the inability to provide socially distanced services or virtual services, the decision was made to freeze or extend memberships for the duration of the required closure.</p> <p>Value: Residents will not be paying for a service that cannot be accessed during this time.</p> <p>Timeline: This initiative is already in effect, and commenced at the time of the closure of the Recreation Centre and Aquatic Centres. Membership freezes will continue until the re-opening of the Recreation Centre and Aquatic Centres.</p>
16. Free Extensions on Development Applications			
OPTION 1 - PREFERRED Lost Revenue: \$0	OPTION 2 Lost Revenue:	OPTION 3 Lost Revenue:	Rationale
Free extension for development of approvals and extending approval applications.			<p>Summary: Free extension for development approvals and extending approval applications will provide businesses with extra flexibility and reduce financial burden, whilst Federal</p>

			<p>and State restrictions limit their operation. This initiative can be supported by existing planning processes and will not require additional administration costs.</p> <p>Value: This initiative enables the use of Shire of East Pilbara's discretionary powers and planning processes to both promote development and support businesses during this uncertain time.</p> <p>Timeline: Council decision in April 2020 will permit commencement in April 2020 and will be assessed on a case by case basis.</p>
17. Express Turnover for Development Applications			
OPTION 1 - PREFERRED Lost Revenue: \$0	OPTION 2 Lost Revenue:	OPTION 3 Lost Revenue:	Rationale
Express turnover for change of use and development approval applications.			<p>Summary: Express planning services for change of use applications and development application to support the diversification, and effective and efficient operation of businesses, whilst Federal and State restrictions limit their operation. This initiative can be supported by existing planning processes and will not require additional administration costs.</p> <p>Value: This initiative enables the use of Shire of East Pilbara's discretionary powers and planning processes to both promote development and support businesses during this uncertain time, as requested by the Minister for</p>

			<p>Planning. Please see the Letter from the Minister for Planning in Appendix 3.</p> <p>Timeline: Council decision in April 2020 will permit commencement in April 2020 and will be assessed on a case by case basis.</p>
18. Servicing and Supply of Supermarkets			
<p>OPTION 1 – PREFERRED Lost Revenue: \$0</p>	<p>OPTION 2 Lost Revenue:</p>	<p>OPTION 3 Lost Revenue</p>	<p>Rationale</p>
<p>Adopt a flexible approach to enforcement and compliance actions for servicing and supply of supermarkets during the pandemic.</p>			<p>Summary/ Value: This initiative enables the Shire of East Pilbara to support supermarket operations during this busy time, as requested by the Minister for Planning. Please see the Letter from the Minister for Planning in Appendix 3.</p> <p>Timeline: Council decision in April 2020 will permit commencement in April 2020 until further requests are made by the Minister for Planning.</p>

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government Act 1995

POLICY IMPLICATIONS

3.11 Financial Reserves Policy

NOTE: The Financial Reserves Policy will need to be amended to reflect recent changes to the *Local Government (Financial Management) Regulations*. That being, that the public notice requirements for re-purposing financial reserves, borrowing money and changing the use of borrowed money, will be removed during a State or Emergency where the funds are used for emergency response purposes.

Delegation 5.1 – Authority to Waive Fees

Currently, the CEO has the authority to defer, grant discounts, waive or write off debts in accordance with delegation 5.1. This is limited to an amount of \$5,000. It is recommended that this condition is removed, during and after the pandemic, to allow for the CEO to defer, grant discounts and waive or write off debts without continual referral back to Council. If approved the following conditions are proposed:

- A list of waivers, concessions, and debts written off under this authority will be presented to Council on a monthly basis.
- Require the CEO to present to Council a subsequent review of Delegation 5.1 by 31 July 2020.

Delegation 5.2 – Authority to write off monies

Currently, the CEO has the authority to write off any amount of money which is owed to the Shire of East Pilbara. This is limited to the following conditions:

- The debt must not exceed \$1,000 for an individual;
- All necessary measures must have been taken to recover the money; and
- The debt has remained outstanding for not less than 90 days.

It is recommended that these conditions are removed, during and after the pandemic, to allow for the CEO to write off monies without continual referral back to Council. If approved, the following conditions are proposed:

- A list of monies written off under this authority is to be presented to Council on a monthly basis;
- Require the CEO to present to Council a subsequent review of Delegation 5.2 by 31 July 2020.

Delegation 5.3 – Extension of payment time, waiver or reduction of penalties, withdrawal of infringement notices

Currently, the CEO has the authority to grant extensions of time to pay, waive or reduce penalties and withdraw infringement notices related to local laws. This is limited to an amount of \$5,000. It is recommended that this condition is removed, during and after the pandemic, to allow for the CEO to grant extensions of time to pay, waive or reduce penalties and withdraw infringement notices without

continual referral back to Council. If approved, the following conditions are proposed:

- A list of extensions granted, penalties reduced or waived and infringements withdrawn is to be presented back to Council on a monthly basis; and
- Require the CEO to present to Council a subsequent review of Delegation 5.3 by 31 July 2020.

STRATEGIC COMMUNITY PLAN

1: Economic

A diverse and sustainable regional economy.

E1 Develop and promote a diverse and sustainable economy.

E1.1 Actively support local businesses.

E1.2 Lobby, advocate and facilitate corporate partnerships to support economic growth opportunities.

2: Social

Harmonious communities sharing strong community connections.

S2 Build a vibrant community.

S2.1 Facilitate community connectedness and inclusion.

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

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

G1.2 Strengthen customer service.

G1.3 Provide a great place to work

RISK MANAGEMENT CONSIDERATIONS

Risk	Risk Rating	Comments
Financial	Moderate	The proposed initiatives will require funding which has been offset by savings identified in operational accounts and reduction in reserve transfers and use of existing reserves. There will be a financial cost to the organisation with losses anticipated across a variety of business

		units. Actual impacts are outlined in the financial considerations section. Losses, coupled with the increased spend on initiatives, have the potential to erode cashflow however, this will be tracked by officers and reported to Council on a regular basis.
Reputation	Low	The proposed initiatives are likely to receive positive feedback if they are demonstrated to be fair, consistent and meaningful to the local community and business sector.
Compliance	Low	A COVID-19 Financial Hardship Policy will need to be adopted by Council. In addition, the Shire is required to follow the <i>Local Government Act 1995</i> , relevant regulations and policies.

FINANCIAL IMPLICATIONS

Whilst the Shire is in a strong financial position, COVID-19 will have a significant impact on the Shire's short/medium term financial position. Revenues from many areas are projected to fall significantly, including:

- Waste revenue due to the expected decline in commercial and industrial activity;
- Rates and possibly debtor revenue due to diminished collection;
- Commercial and community lease fee and charges with tenants indicating closure and others seeking rent relief;
- Fee revenue due to closed facilities.

Should the Council choose to support the 18 recommended initiatives, this would result in approximately \$350,000 actual expenditure and \$1,128,000 in lost revenue, equating to an economic relief package of approximately \$1.47 Million. This will be funded as follows:

- Use of current municipal funds for COVID-19 initiatives through reduced expenditure for the 19/20 financial year;
- Reduction in reserves transfers in 20/21 year;
- Reduction of expenditure in 20/21 year;
- Use of existing reserves to offset reduction in revenue and to help fund COVID-19 initiatives in the 2020/21 year.

VOTING REQUIREMENTS

Absolute.

10:40am Cr Carol Williams left the Chambers.

10:45am Cr Carol Williams returned to the Chambers.

OFFICER'S RECOMMENDATION
That Council

1. Adopt the COVID-19 Financial Hardship Policy as attached at Appendix 2.
2. Adopt the following initiatives as detailed below:
 - a) 0% rate increase to Council rates in 2020-21 financial year, and the CEO is to approach major companies for the equivalent of a 2% rate increase to go towards a Shire of East Pilbara economic relief;
 - b) 0% fees and charges increase in 2020-21 financial year
 - c) Rates concession percentages to remain the same as 2019-20 concession percentages;
 - d) Waive rates instalment payment fees and interest for 2020-21 for those facing financial hardship;
 - e) Waive penalty interest on 2020-21 rates for those facing financial hardship;
 - f) Suspend any new debt collection activities for the duration of the pandemic (to be reviewed in six (6) months);
 - g) Increase flexible payment options for rate payers and debtors facing financial hardship;
 - h) Defer/place on hold the following fees and charges for six (6) months for sporting clubs, sole traders and businesses:
 - i) Storage hire costs per club
 - ii) Traders permits
 - iii) Liquor licence application fee
 - iv) Food premise licence fees
 - v) Health inspection fees
 - vi) Home based business and occupational permits
 - i) Rental payment waiver of 50% for six (6) months for Airport tenants who qualify for the Federal Government JobKeeper Programme from 1 May 2020;
 - j) Rental payment waiver of 50% for six (6) months for Newman House tenants from 1 May 2020;
 - k) Allocate an amount of \$50,000 towards a buy-local project;
 - l) Allocate an amount of \$100,000 to engage qualified and suitable services to provide all local businesses in the Shire between 1 to 5 hours of support for areas such as building an online presence, financial guidance, strategic planning and strategic marketing;
 - m) Allocate an amount of \$200,000 to the COVID-19 Recovery Grants Program;
 - n) Provide a full refund on all cancelled bookings at Shire owned facilities from 1 March 2020;

- o) Freeze or extend all Shire recreational memberships;
 - p) Free extension for development approvals and extending approval applications;
 - q) Express turnover for change of use and development approval applications; and
 - r) Adopt a flexible approach to enforcement and compliance actions for servicing and supply of supermarkets during the pandemic period.
3. Delegate authority to the Chief Executive Officer for finalising the criteria for the initiatives listed in point 2 above, including timelines, duration, eligibility and all other requirements;

NOTE: Council will be provided with a list of all delegations enacted at each Council Meeting.

4. Amend Delegation 5.1 – Authority to Waive Fees – as follows:
- a) Remove condition 1 - The authority to waive a fee or grant a concession is limited to the amount of \$5,000.
 - b) Add in the following condition – A list of waivers, concessions and debts written-off under this authority will be presented back to Council on a monthly basis; and
 - c) Add in the following condition – Require the CEO to present to Council a subsequent review of Delegation 5.1 by 31 July 2020.
5. Amend Delegation 5.2 – Authority to write off monies – as follows:
- a) Remove all of the conditions currently listed for Delegation 5.2;
 - b) Add in the following condition – A list of monies written off is to be presented back to Council on a monthly basis; and
 - c) Add in the following condition – Require the CEO to present to Council a subsequent review of Delegation 5.2 by 31 July 2020.
6. Amend Delegation 5.3 – Extension of payment time, waiver or reduction of penalties, withdrawal of infringement notices – as follows:
- a) Remove condition 2 – Authority to waive or reduce penalties is limited to \$5,000.
 - b) Add in the following condition – A list of extensions granted, waivers or reduction of penalties and withdrawals of infringement notices is to be presented back to Council on a monthly basis; and
 - c) Add in the following condition – Require the CEO to present to Council a subsequent review of Delegation 5.3 by 31 July 2020.
7. Amend the Financial Reserves Policy to include the following statement at the end of the Policy:

NOTE: This policy can be varied only under legislation. E.g. if funds are needed for emergency response purposes.

8. Approve the creation of a new account OG0068 – COVID 19 and transfer \$150,000 from underspent operational accounts;

9. Note the following reduction in income for the 19/20 financial year:
 - a) \$180,000 – Rental Payment waiver of 50% for Airport Tenants
 - b) \$77,100 – Rental Payment waiver of 50% for Newman House Tenants
10. Note the remaining COVID 19 initiatives will require additional funding of \$200,000 and also mean a reduction in income. This will be submitted to council as part of the 2020/2021 budget process.

COUNCIL RESOLUTION: 201920/157

MOVED: Cr Geraldine Parsons

SECONDED: Cr Holly Pleming

That Council

1. **Adopt the COVID-19 Financial Hardship Policy as attached at Appendix 2.**
2. **Adopt the following initiatives as detailed below:**
 - a) **0% rate increase to Council rates in 2020-21 financial year, with the CEO is to approach major companies for the equivalent of a 2% rate increase to go towards a Shire of East Pilbara economic relief AND offer the following refunds on payments:**
 - i) **5% refund to all owner/occupiers;**
 - ii) **5% refund to small businesses in the Shire (under 20 staff or annual turnover of under \$10M); and**
 - iii) **5% refund to any pastoralist;**
 - b) **0% fees and charges increase in 2020-21 financial year, except for the following:**
 - i) **Wood – clean pallets – From \$125.00/tonne to \$213.00 tonne**
 - c) **Rates concession percentages to remain the same as 2019-20 concession percentages;**
 - d) **Waive 2020-21 rates instalment payment fees and interest for those facing financial hardship;**
 - e) **Waive penalty interest on 2020-21 rates for those facing financial hardship;**
 - f) **Suspend any new debt collection activities for the duration of the pandemic (to be reviewed in six (6) months);**
 - g) **Increase flexible payment options for rate payers and debtors who qualify under the Financial Hardship Policy;**
 - h) **Defer/place on hold the following fees and charges for six (6) months for sporting clubs, sole traders and businesses:**
 - i) **Storage hire costs per club**
 - ii) **Traders permits**
 - iii) **Liquor licence application fee**

-
- iv) Food premise licence fees
 - v) Health inspection fees
 - vi) Home based business and occupational permits
 - i) Rental payment waiver of 50% for six (6) months for Airport tenants who qualify for the Federal Government JobKeeper Programme from 1 May 2020;
 - j) Upon application, rental payment waiver of 50% for six (6) months for Newman House tenants from 1 May 2020, provided their rent is not paid for by the State or Federal government;
 - k) Allocate an amount of \$50,000 towards a buy-local project;
 - l) Allocate an amount of \$100,000 to engage qualified and suitable services to provide all local businesses in the Shire between 1 to 5 hours of support for areas such as building an online presence, financial guidance, strategic planning and strategic marketing;
 - m) Allocate an amount of \$150,000 to the COVID-19 Recovery Grants Program;
 - n) Provide a full refund on all cancelled bookings at Shire owned facilities from 1 March 2020;
 - o) Freeze or extend all Shire recreational memberships;
 - p) Free extension for development approvals and extending approval applications;
 - q) Express turnover for change of use and development approval applications; and
 - r) Adopt a flexible approach to enforcement and compliance actions for servicing and supply of supermarkets during the pandemic period.
3. Delegate authority to the Chief Executive Officer for finalising the criteria for the initiatives listed in point 2 above, including timelines, duration, eligibility and all other requirements;
- NOTE: Council will be provided with a list of all delegations enacted at each Council Meeting.
- a) That the delegation to the CEO will be in place until the 31st July 2020, and the CEO will be required to present a subsequent review of this delegation back to Council before that date.
4. Amend Delegation 5.1 – Authority to Waive Fees – as follows:
- a) Remove condition 1 - The authority to waive a fee or grant a concession is limited to the amount of \$5,000.
 - b) Add in the following condition – A list of waivers, concessions and debts written-off under this authority will be presented back to Council on a monthly basis; and
 - c) Add in the following condition – Require the CEO to present to Council a subsequent review of Delegation 5.1 by 31 July 2020.
-

5. Amend Delegation 5.2 – Authority to write off monies – as follows:
 - a) Remove all of the conditions currently listed for Delegation 5.2;
 - b) Add in the following condition – A list of monies written off is to be presented back to Council on a monthly basis; and
 - c) Add in the following condition – Require the CEO to present to Council a subsequent review of Delegation 5.2 by 31 July 2020.
6. Amend Delegation 5.3 – Extension of payment time, waiver or reduction of penalties, withdrawal of infringement notices – as follows:
 - a) Remove condition 2 – Authority to waive or reduce penalties is limited to \$5,000.
 - b) Add in the following condition – A list of extensions granted, waivers or reduction of penalties and withdrawals of infringement notices is to be presented back to Council on a monthly basis; and
 - c) Add in the following condition – Require the CEO to present to Council a subsequent review of Delegation 5.3 by 31 July 2020.
7. Amend the Financial Reserves Policy to include the following statement at the end of the Policy:

NOTE: This policy can be varied only under legislation. E.g. if funds are needed for emergency response purposes.
8. Approve the creation of a new account OG0068 – COVID 19 and transfer \$150,000 from underspent operational accounts;
9. Note the following reduction in income for the 19/20 financial year:
 - a) \$180,000 – Rental Payment waiver of 50% for Airport Tenants
 - b) \$77,100 – Rental Payment waiver of 50% for Newman House Tenants
10. Note the remaining COVID 19 initiatives will require additional funding of \$200,000 and also mean a reduction in income. This will be submitted to council as part of the 2020/2021 budget process.

CARRIED UNANIMOUSLY

To be actioned by Mr Jeremy Edwards, Chief Executive Officer

Appendix 1 Letter from the Premier

Item 6.1.1 - COVID-19 SUPPORT PACKAGE



Premier of Western Australia

Mayor Tracey Roberts JP
President
Western Australian Local Government Association
PO Box 1544
WEST PERTH WA 6872

Dear Mayor Roberts 

COVID - 19

Western Australia has joined forces with other States and the Commonwealth as part of a national response to combat the spread of COVID-19 across our community.

Last week I released the updated Western Australian Pandemic Plan (Plan) in direct response to the potential impacts of COVID-19.

A Public Health Emergency and a State of Emergency for Western Australia has now been declared. Also, restrictions have been placed on gatherings of over 500 people, people arriving from overseas are required to self-isolate for 14 days and a ban has been placed on cruise ship arrivals for 30 days.

As the situation develops other measures will have to be taken.

During this period local governments and local government leaders will have an important role to play, not only fulfilling responsibilities under the Plan, but also providing leadership in their communities to help people through this difficult time.

Many of the restrictions being put into place will have economic and financial implications for businesses and families.

To ease the financial pressures on families, the State Government yesterday took the decision to freeze all Household Tariffs, Fees and charges in 2020-21.

Local government can also play a significant role to relieve pressure on families and businesses. Local government rates form a significant part of family and business expenses. Rate relief will further assist with these pressures.

I am requesting that you seek your members support and action to unilaterally freeze all Local Government Household Rates, Fees and Charges in 2020-21.

Combined, these measures will provide relief to families and business from the impacts of the spread of COVID-19.

Yours sincerely



HON MARK MCGOWAN MLA
PREMIER

17 MAR 2020

1 Parliament Place, West Perth, Western Australia 6005
Telephone: +61 8 6552 5000 Facsimile: +61 8 6552 5001 Email: WA-Government@dpc.wa.gov.au
www.premier.wa.gov.au

Appendix 2

Financial Hardship Policy



TBC- COVID 19 – Financial Hardship Policy

Responsible Directorate	Corporate Services
Responsible Officer	Manager Corporate Services
File Number	TBC

Objective

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the Shire of East Pilbara recognises that these challenges will result in financial hardship for our ratepayers.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

Policy

This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy; and
2. Rates and service charges levied for the 2020/21 financial year.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

Policy Statement

1. Payment difficulties, hardship and vulnerability¹

Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of East Pilbara recognises the likelihood that COVID19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to

¹ Adapted from the Ombudsman Western Australia publication, **Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance:**
<http://www.ombudsman.wa.gov.au/>



all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

2. Anticipated Financial Hardship due to COVID19

We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

3. Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

4. Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the Shire of East Pilbara of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

5. Interest Charges

A ratepayer that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.



6. Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

7. Debt recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

8. Review

We will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

9. Communication and Confidentiality

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

References			
Related Procedures			
Date Adopted by Council		Item No	
Review/Amendment Date		Item No	

Appendix 3

Letter from Minister for Planning



Minister for Transport; Planning

Our ref: 72-24706

Mayor Tracey Roberts JP
President
Western Australian Local Government Association (WALGA)
PO Box 1544
WEST PERTH WA 6872

(For the Attention of all Mayor's and CEO's of Local Government Authorities)

Dear Mayors and CEOs,

REQUEST TO COUNCILS ON THE COVID-19 PANDEMIC

As the impacts of COVID-19 continue to impact our day-to-day functions, it is vital that we work together to do everything we can to support our communities over the weeks and months ahead.

The pandemic is disrupting the way businesses and service providers ordinarily operate and is creating new challenges that require changes in community behaviour. We have noted that over the past week some retailers, supermarkets and other businesses are struggling to meet the unprecedented consumer demand we are experiencing. On the other end of the scale, there are industries being impacted by the challenges brought about by COVID-19. It is vital local businesses are afforded every opportunity of support to withstand the economic headwinds ahead.

To this end, on behalf of the State Government I would like to ask your local government to use their discretionary powers and planning processes to both promote development and support businesses during this uncertain time. Specifically, I would encourage all local governments to fast-track the assessment of development applications for non-controversial developments to support the creation of jobs. An example of this could be a pragmatic assessment of change of use proposals to promote development and flexibility in application of car parking requirements to encourage new business activation.

Equally Councils across the State can support their communities through this period by adopting a flexible approach to enforcement and compliance actions for servicing and supply of supermarkets during the period.

I encourage Councils to continue to maintain open lines of communication with important service providers including retailers and suppliers as this situation evolves as new issues and challenges arise.

Level 9, Dumas House, 2 Havelock Street, West Perth, Western Australia, 6005
Telephone: +61 8 6552 5500 Facsimile: +61 8 6552 5501 Email: minister.saffioti@dpc.wa.gov.au

– 2 –

It is important that we all work together during this exceptional period to respond to this evolving situation. The WA Government is committed to supporting you so you can continue to effectively assist your communities as we deal with the challenges ahead.

If you or your teams have any questions in relation to the planning response to COVID-19 please contact the Department of Planning, Lands and Heritage's Kathlene Oliver on 6551 9211.

Your Sincerely,



**HON RITA SAFFIOTI MLA
MINISTER FOR PLANNING**

25 MAR 2020

10.2 EM CORPORATE SERVICES

10.2.1 STATUS OF CAPITAL PROJECTS AS AT 31 MARCH 2020

Attachments:	Appendix 1 - Status of Capital Projects as at 31 March 2020
Responsible Officer:	Ms Sian Appleton Executive Manager Corporate Services
Author:	Ms Sian Appleton Executive Manager Corporate Services
Proposed Meeting Date:	24 April 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

To provide Council with a year to date position of the capital works program as set out in the 2019/20 budget review, for the period ending 31 March 2020.

BACKGROUND

The attached report details the status of all capital works projects as set out in the 2019/20 budget review, accepted by Council at the 28 February 2020, Ordinary Council Meeting for the period 1 July 2019 to the 31 March 2020. (*Appendix 1 refer*).

COMMENTS/OPTIONS/DISCUSSIONS

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

Reportable variations in accordance with accounting requirements are as follows:

- 45% of projects are on target.
- 35% of projects are currently behind target levels and are being monitored.
- 10% of projects are currently at risk of falling behind and are being monitored.
- 10% of projects have been deferred and have not been reported on.

In monetary terms the total budget for capital projects in the approved budget is \$19,742,400 plus \$40,000 for addition works on the Newman Administration Air Conditioner. The budget review reduced the total capital projects to \$12,452,100. The budget figures in the report now reflect the budget review figures. Of this amount actual expenditure to the 31 March 2020 is \$5,460,126.57, with funds committed being approximately \$4,126,355. Total spent/committed funds to the 31 March 2019 is approximately \$9,586,481.

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

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

RISK MANAGEMENT CONSIDERATIONS

Compliance - Medium

FINANCIAL IMPLICATIONS

The report discloses financial information for the period under review.

VOTING REQUIREMENTS

Simple.

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/158

MOVED: Cr Anthony Middleton

SECONDED: Cr Anita Grace

That Council receive the Capital Works Program Status update for the period 1 July 2019 to 31 March 2020.

CARRIED UNANIMOUSLY

To be actioned by Ms Sian Appleton, Executive Manager Corporate Services

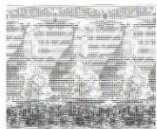
Appendix 1

Status of Capital Projects as at 31 March 2020



Action and Task Progress Report

Shire of East Pilbara

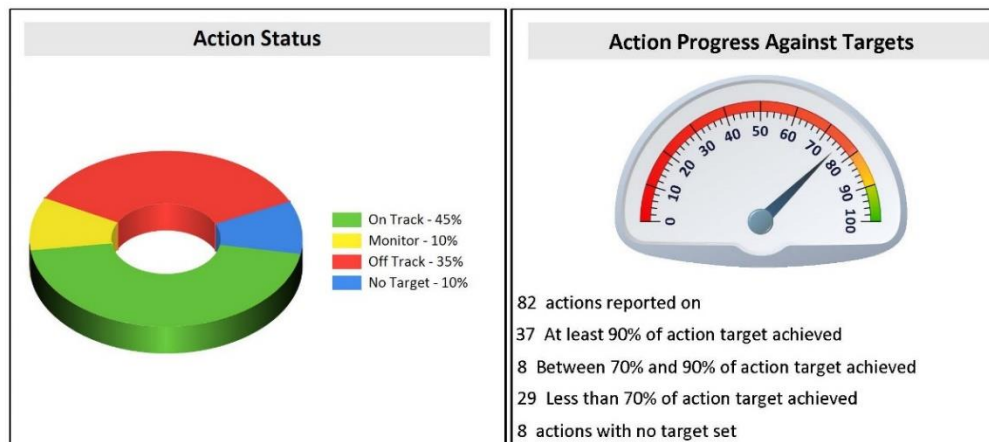


Print Date: 09-Apr-2020

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OVERVIEW



ACTION PLANS



At least 90% of action target achieved



Between 70% and 90% of action target achieved



Less than 70% of action target achieved



No target set

* Dates have been revised from the Original dates

BUDGET PERFORMANCE



On Track



Monitor



Off Track



Not Available

Commercial Services

Airport Services



6.1 Airport Asset Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.32 CP129008 - B/FWD 19/20 Airport Master and Land Use Plan (Moved to Operating expenditure)	Ben Lewis - Executive Manager - Commercial Services	Not Started	01-Jul-2019	31-Jul-2020	0.00%	0.00%	GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
6.1 Airport Asset Management	Capital	-	-	-	-	-	
ACTION PROGRESS COMMENTS: 31/09/2018 - RFT created and agreed with all. Only authorisation paper work remaining. 4/2/19 - RFT to be amended to remove the commercial sale aspect. Tender in February 8/3/19 - RFT currently out for tender. Closing 28/3/19 10/5/19 - Tender award to the May Council meeting 18/6/19 - Tender awarded and contracts issued. Consultants are scheduling to visit the airport to commence works Funding for the works will be rolled into the 19/20 financial year							

Shire of East Pilbara

Action and Task Progress Report

8/8/19 - Project startup meeting was completed on Wednesday 31 July.
29/11/19 - This has been moved to operational expenditure
8/1/20 - Master plan is on track. Additional works such as intersection design have now been completed.
10/2/20 - Consultation strategy completed, draft land use plan completed
12/3/20 - Scheduling the stakeholder engagement. Commencing reports for the land use plan
Last Updated: 12-Mar-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.34 CP129401 - B/FWD 19/20 Airport Services - Access Roads, Car Parks	Bryan Griggs - Coordinator Asset Maintenance	In Progress	01-Jul-2019	30-Apr-2020	40.00%	80.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
6.1 Airport Asset Management	Capital	50,000.00		48,000.00	0.00	48,000.00	 GREEN


ACTION PROGRESS COMMENTS:





31/09/2018 - Awaiting quote from suppliers
4/2/19 - These works need to be inspected and scheduled for 19/20 financial year as part of the scheduling of works in conjunction with Tech Services annual road works
07/08/19 Cost & time analysis of line marking clearly indicated preference to procure a linemarker and train shire staff for non-critical remarking of lines compared to using contractors. Procurement in process. Contract for developing a Master Plan for the Airport is underway, results expected approx Dec/19, which will give clarity for completing Scope of Works for the majority of the program.
10/9/19 Delivery of line marker late Sept/early Oct, followed by training late Oct.
10/10/19 Line marker delivered. Site training completed. Bitumen crack sealing program equipment being assessed.
08/11/19 Opted to utilise contract in tender process for town roads crack sealing to include the airport rather than outlaying for equipment.
16/01/20. On track. Waiting for Airport Master Plan delivery before committing to scoping changes
10/02/20 Requested Budget change in line with likely Master plan delivery
Last Updated: 10-Feb-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.35 CP129402 - B/FWD 19/20 Airport Services - Water Including RO Plant	Hope Iyamu - Manager Waste Services	In Progress	01-Jan-2019	30-Apr-2020	85.00%	100.00%	 AMBER
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE

Shire of East Pilbara

Action and Task Progress Report

6.1 Airport Asset Management	Capital	260,000.00	249,600.00	103,916.00	145,684.00	
<p>ACTION PROGRESS COMMENTS:</p> <p>Contract offer accepted, contract documents executed. deposit paid and contract work has commenced</p> <p>4/2/2019 - RO unit is in manufacture. Site works to commence shortly on - refer to project gantt chart and Finn PE</p> <p>8/03/2019 - RO Unit being manufactured in Perth. Site Service location to occur week beginning 11/03/2018. further preparatory site works to begin in April</p> <p>8/05/2019 - RO unit has been manufactured in Perth and is undergoing factory testing. Site works have commenced constructing the footings for the RO and associated tanks. The tanks are being manufactured in Victoria and there are delays in supply of one of the components of the tanks which will be causing a delay to the entire project. Options to speed up delivery of the project and minimize delays are being investigated.</p> <p>11/06/2019 - footings and laying of service conduits on site are completed. The RO unit has also been delivered to site at the airport. The tanks are now in Perth and are undergoing hydraulic testing before being shipped up the Newman for installation. Expect all components to be on site 17/06/2019 and installation to be completed by the end of the month.</p> <p>06/08/2019 - RO plant installed using previous storage containers due to structural issues with newly fabricated containers. Containers are currently receiving additional bracing and are expected to be installed on site between the 02/09 - 07/09.</p> <p>06/09/2019 - Containers have arrived to site and to be craned into place 06.09.19. Commissioning expected to be completed by end of September. On site training has been booked in with staff during commissioning.</p> <p>05/11/2019 - On-site training for operational staff has been completed. Water samples have been received and demonstrate the plant is producing high quality water. The contractor has been provided with a list of defects that are to be addressed pre-commissioning. The Shire and the Contractor are currently working through the list of defects.</p> <p>09/01/2020 - The Contractor for the project was on-site, 11 - 13 December 2019, to commence the rectification of the items on the project's defect list. The Contractor rectified some of the defects during the site visit. Some of the outstanding shortcomings in the project are associated with the tank. The Shire has amended the defect list and sent through to the Contractor. The Shire awaits a response on the comments and a complete schedule for the correction of the outstanding defects.</p> <p>10/02/2020 - The Contractor for the implementation of the RO Water Systems at the Airport sent a sub-contractor to rectify an electrical defect on-site, on 31st January 2020. There are pending defects that need to be rectified by the Contractor. Following this development, the Contractor's legal representative has sent an apology letter to the Shire for the delays, and every stakeholder is making an effort to ensure the project is completed and handed to the asset owner according to the scope of works.</p> <p>12/03/2020 - The Shire has sent a formal letter to the Contractor to inform change of project's Superintendent. Also, the Shire has drafted a defects notification. Once the Shire's lawyers review this letter, the Superintendent will communicate the information to the Contractor.</p> <p>7/04/2020 - The Shire's Superintendent communicated the first notice to rectify defects to the Project Contractor, with a list of defects itemised in a spreadsheet by the Shire's Reverse Osmosis Water Treatment Plant Consultant. The Contractor disputed some of the listed defects in its response to the Shire. The Shire's Consultant has reviewed the Contractor's feedback on the defect list and made comments. The comments made by the Shire's Consultant against the feedback from the Contractor was sent to the Shire's legal representatives, for their information. The Shire's lawyers drafted a second notice to rectify the defect, following information provided by the Superintendent, and sent to the Contractor on the 7th of April 2020.</p> <p>Last Updated: 07-Apr-2020</p>						

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.46 CP129419 - B/FWD 19/20 Newman Airport Lighting Project	Bryan Griggs - Coordinator Asset Maintenance	In Progress	01-Jul-2019	30-Apr-2020	40.00%	60.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
6.1 Airport Asset Management	Capital	100,000.00		96,000.00	0.00	96,000.00	 GREEN
ACTION PROGRESS COMMENTS: 4/2/19 - The lighting project has expanded to include the a new ALER building and ancillary cabling. Tender was split between Design & Construction. Tender documents are being finalised for tender in February for the electrical design. Works are to be deferred until the 19/20 financial year. 10/5/19 - RFT currently out to tender - closes 23/5/19 07/08/19 - Tender awarded to AIMS. AIMS withdrew from the contract after being awarded by Council and before the contract was sealed. Requires tender to be returned to Council for approval to another contractor or needs to be put to tender again. 10/09/19. Tender expected to close 04OCT19 10/10/19 Tender closed. Awaiting documentation to assess & report on tenders. 08/11/19 Tender offers assessed & recommended awarding of contract with Council. 16/01/20 Contract awarded by Council to JJ Ryan. At this stage, Design is likely to be completed by May2020, to be followed with writing a Request for Tender for construction early in the 2020-21 Financial Year. 10/02/20. Design underway with JJ Ryan. Contractor confident of completion before JUN20. Requested budget variation due to construction pushed out to 2020/21 10-03/20 Design Progressing on schedule. Last Updated: 05-Mar-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.90 CP129415 - 19/20 Safety & Security - Fences & Gates	Bryan Griggs - Coordinator Asset Maintenance	In Progress	01-Jul-2019	30-Apr-2020	50.00%	75.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
6.1 Airport Asset Management	Capital	150,000.00		144,000.00	0.00	144,000.00	 GREEN
ACTION PROGRESS COMMENTS: 07/08/19 Scope of Works planning is underway for replacing front fencing of the Newman Airport boundary between airside & landside							

Shire of East Pilbara

Action and Task Progress Report


10/09/19. being reviewed for SoEP to source hardware & manage project, and contractor to provide labour to save moneys & ensure aviation boundary security is maintained
10/10/19 RFQ required. Re-writing of Scope to be done for RFQ
08/11/19 Writing of scope of works in process.
16/01/20 Project is progressing. Draft SOW written for RFQ
20/02/20 Budget variation requested in line with master Plan roll out
Last Updated: 10-Feb-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.94 CP129431 - 19/20 Public Structures	Bryan Griggs - Coordinator Asset Maintenance	In Progress	01-Jul-2019	30-Apr-2020	10.00%	75.00%	<div><div></div><div></div><div></div></div> <div>RED</div>
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
6.1 Airport Asset Management	Capital	200,000.00		192,000.00	14,500.00	177,500.00	<div><div></div><div></div><div></div></div> <div>GREEN</div>

ACTION PROGRESS COMMENTS:






07/08/19 Scope of Works is underway for fittings & fixtures upgrades in the airport buildings. The completion of the Master Plan in Dec19 will allow more clarity to advance through the Scope of Works for tenders
10/09/19. Awaiting further clarity from master plan. Investigations underway for check-in counter upgrades to resolve ergonomic and infrastructure issues.
10/10/19 Upgrade to Baggage make-up carousel are a scoped, & being quoted. Development of CAD drawing compilations of RPT terminal being investigated.
08/11/19 PO for Baggage Make-up plinth modification to Wideglide. Contractor to commence soon after Christmas.
16/01/20 Baggage carousel plinth mods due to commence soon. SOW for Engineering Layout Drawings being written, for supporting future works on RPT Terminal in line with Master Plan outcomes
10/02/20 Budget variation requested. Eng'g layout drawing opted to wait until RPT building extension sought based on master plan. Baggage carousel plinth scheduled for late-Feb/early march by Wideglide
10/03/20 Ceiling fans installed above check-in counter area.
Last Updated: 05-Mar-2020

6.2 Airport Services

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.88 CP129412 - 19/20 Communications Website	Ashley Jordan - Corporate Support Officer - Airport	Not Started	01-Jul-2019	30-Apr-2020	0.00%	50.00%	 RED

Shire of East Pilbara

Action and Task Progress Report



SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
6.2 Airport Services	Capital	20,000.00	19,200.00	0.00	19,200.00	 GREEN	
Last Updated: 05-Aug-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.89 CP129413 - 19/20 Communications - Radio	Ashley Jordan - Corporate Support Officer - Airport	Completed	01-Jul-2019	30-Apr-2020	100.00%	50.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
6.2 Airport Services	Capital	5,000.00	4,800.00	0.00	4,800.00	 GREEN	
ACTION PROGRESS COMMENTS: Aviation VHF Radios to be replaced in 2x Aerodrome Vehicles, quotes to be obtained Primary aerodrome vehicles fitted with new radios Additional radio on order for new Aerodrome Maintenance vehicle Last Updated: 08-Feb-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.91 CP129421 - 19/20 Communications - IT	Ashley Jordan - Corporate Support Officer - Airport	In Progress	01-Jul-2019	30-Apr-2020	50.00%	75.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
6.2 Airport Services	Capital	65,000.00	62,400.00	24,997.00	37,403.00	 GREEN	
ACTION PROGRESS COMMENTS: Development of scope underway for replacement of Desktop PC's and printers some in excess of 6 years old.							

Shire of East Pilbara

Action and Task Progress Report

Quote obtained awaiting on approval

Last Updated: 30-Jan-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.93 CP129426 - 19/20 Scanner	George Christianson - Manager Compliance - Airport	In Progress	01-Jul-2019	31-Aug-2020	1.00%	50.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
6.2 Airport Services	Capital	250,000.00		240,000.00	0.00	240,000.00	 GREEN



ACTION PROGRESS COMMENTS:

The application for the Regional Airports Security Screening Fund was submitted on 31 March 2019. The Shire is awaiting the outcome of its application following the federal election in May and a resumption of the assessment process late September 2019. As directed by the Department of Home Affairs the new security screening equipment (body scanner and multi-view X-ray) are to be sourced, delivered, installed, operational and commissioned by 31 December 2020. A Scope of Works has been written and will be ready for inclusion in an RFT for advertising on Tenderlink by end of February 2020. Target date for project completion is 31 August 2020.

Last Updated: 03-Jan-2020

Procurement and Contracts

9.1 Procurement

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.49 CP129069 - 19/20 6 Tonne with Compactor (2732)	Oliver Schaer - Manager Technical Services - Rural	In Progress	01-Jul-2019	30-Apr-2020	70.00%	100.00%	 AMBER
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	353,000.00		353,000.00	0.00	353,000.00	 GREEN



ACTION PROGRESS COMMENTS:

06/08/2019 - Development of built specification in progress. Expected to progress to quote stage within the next month.
09/09/2019 - Procurement methodology changed - Formal RFQ process through WALGA Panel Contract to be undertaken.
08/10/2019 - Waiting on RFQ submissions to be returned

Shire of East Pilbara


Action and Task Progress Report

05/11/2019 - Order issued to Major Motors
26/11/2019 - Build in progress, delivery estimated for April/May 2020
06/01/2020 - No change, on target
11/02/2020 - No change, on target
10/03/2020 - Built with Bucher in Melbourne. Completion now estimated early May with delivery in June
06/04/2020 - No change to timing advised at this stage
Last Updated: 06-Apr-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.50 CP129070 - 19/20 Road Sweeper (2734)	Oliver Schaer - Manager Technical Services - Rural	In Progress	01-Jul-2019	30-Apr-2020	90.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	325,000.00		325,000.00	44,973.00	280,027.00	 GREEN





ACTION PROGRESS COMMENTS:

06/08/2019 - Development of built specifications in progress. Expected to progress to quote stage within the next month.
09/09/2019 - Procurement methodology changed - Formal RFQ process through WALGA Panel Contract to be undertaken.
08/10/2019 - Waiting on RFQ submissions to be returned
05/11/2019 - Order issued to Major Motors
26/11/2019 - Build in progress
06/01/2020 - No change, on target
11/02/2020 - No change, on target
10/03/2020 - Built with Rosmech in Adelaide, due for completion in April for delivery to Major Motors in Perth.
06/04/2020 - Sweeper Body completed. Truck to be transported from Adelaide to Perth for final build specs at dealer. Delivery into Marble Bar estimated May. Training to be delayed until COVID-19 restrictions have been lifted.
Last Updated: 06-Apr-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.51 CP129078 - 19/20 Waste Water Vehicle - 4WD (2811)	Oliver Schaer - Manager Technical Services - Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	100.00%	 GREEN





Shire of East Pilbara

Action and Task Progress Report

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
9.1 Procurement	Capital	42,000.00	42,000.00	41,931.00	69.00	 GREEN	
ACTION PROGRESS COMMENTS: 06/08/2019 - Purchase Order Issued - Vehicle scheduled for September build and arrival into WA in November. Delivery estimated around January2020. 09/09/2019 - No change 08/10/2019 - No change, waiting on delivery 05/11/2019 - No change, waiting on delivery 26/11/2019 - No change, waiting on delivery 06/01/2020 - Delivered, completed Last Updated: 06-Jan-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.52 CP129095 -19/20 Maintenance GraderVehicle - 4WD (2714)	Oliver Schaer - Manager Technical Services- Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
9.1 Procurement	Capital	88,600.00	88,600.00	88,531.00	69.00	 GREEN	
ACTION PROGRESS COMMENTS: 06/08/2019 - Purchase Order Issued - Vehicle scheduled to arrive into WA in September. Delivery estimated around November/December2019 09/09/2019 - No change 08/10/2019 - No change, waiting on delivery 05/11/2019 - No change, waiting on delivery 26/11/2019 - Vehicle delivered Last Updated: 26-Nov-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.53 CP129743 - 19/20 Dozer D6 with Angel Blade (New)	Oliver Schaer - Manager Technical Services- Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	100.00%	 GREEN






Shire of East Pilbara

Action and Task Progress Report

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
9.1 Procurement	Capital	500,000.00	441,600.00	460,000.00	-18,400.00	 GREEN	
ACTION PROGRESS COMMENTS: 06/08/2019 - Purchase Order Issued - Machine EX Melbourne. Estimated delivery in September 2019 09/09/2019 - Machine at Komatsu Perth undergoing final upgrades prior to delivery. Delivery to Marble Bar expected within the next2 weeks. 08/10/2019 - Machine Delivered Last Updated: 09-Oct-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.54 CP129744 - 19/20 Load sharing Dolly (New)	Oliver Schaer - Manager Technical Services- Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
9.1 Procurement	Capital	65,000.00	65,000.00	49,812.00	15,188.00	 GREEN	
ACTION PROGRESS COMMENTS: 06/08/2019 - Commenced development of specifications and review/search of second hand machinery data bases for availability. 09/09/2019 - Procurement methodology changed - Formal RFQ process to be undertaken. 08/10/2019 - Waiting on RFQ submissions to be returned 05/11/2019 - Order issued to Haulmore Trailers 26/11/2019 - Build in progress 06/01/2020 - Delivered, completed Last Updated: 09-Apr-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.92 CP129024 - 19/20 ARO Vehicle - Dual Cab (121210)	Oliver Schaer - Manager Technical Services- Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	



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9.1 Procurement	Capital	65,000.00	65,000.00	49,003.00	15,997.00	 GREEN	
ACTION PROGRESS COMMENTS: 06/08/2019 - Purchase Order Issued - Vehicle scheduled for September build and arrival into WA in November. Delivery estimated around January2020. 09/09/2019 - No change 08/10/2019 - No change, waiting on vehicle delivery 05/11/2019 - No change, waiting on vehicle delivery 26/11/2019 - No change, waiting on vehicle delivery 06/01/2020 - Delivered, completed Last Updated: 06-Jan-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.84 CP49007 - MA Vehicle - Sedan (41227)	Oliver Schaer - Manager Technical Services- Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	24,000.00		24,000.00	23,677.00	323.00	 GREEN
ACTION PROGRESS COMMENTS: 06/08/2019 - Purchase Order Issued - Vehicle scheduled for arrival into WA in September. Delivery estimated in October. 9/9/2019 - No change 8/10/2019 - No change, waiting on vehicle delivery 05/11/2019 - Vehicle received - completed Last Updated: 05-Nov-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.85 CP49008 - MHR Vehicle - Sedan (41227)	Oliver Schaer - Manager Technical Services- Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	39,100.00		39,100.00	39,022.00	78.00	 GREEN



ACTION PROGRESS COMMENTS:

06/08/2019 - Purchase Order Issued - Vehicle scheduled for September production with arrival into WA estimated in October. Delivery estimated in November/December.
09/09/2019 - No change
8/10/2019 - No change, waiting on vehicle delivery
05/11/2019 - No change, waiting on vehicle delivery
26/11/2019 - Vehicle delivered
Last Updated: 26-Nov-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.86 CP49009 - CMBO Vehicle - 4WD (41226)	Oliver Schaer - Manager Technical Services - Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	55,800.00		55,800.00	55,793.00	7.00	 GREEN

ACTION PROGRESS COMMENTS:

06/08/2019 - Purchase Order Issued - Vehicle in stock, delivery estimated September/October 2019
09/09/2019 - Vehicle in transit to Port Hedland for delivery
08/10/2019 - Delivered
Last Updated: 08-Oct-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.87 CP49012 - MSL Vehicle - Sedan (41231)	Oliver Schaer - Manager Technical Services - Rural	Deferred	01-Jul-2019	30-Apr-2020	1.00%	-	
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	0.00		0.00	0.00	0.00	 GREEN

ACTION PROGRESS COMMENTS:

06/08/2019 - Allocated vehicle cancelled with dealer - CEO reviewing requirement
09/09/2019 - No change

08/10/2019 - No change
05/11/2019 - No change
26/11/2019 - No change
06/01/2020 - No change
11/02/2020 - No change
10/03/2020 - No change
06/04/2020 - No change
Last Updated: 06-Apr-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.88 CP49014 - 19/20 EMCC Vehicle 4WD (41232)	Oliver Schaefer - Manager Technical Services - Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	100.00%	<div><div></div><div></div><div></div></div> GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	71,600.00		71,600.00	71,575.00	25.00	<div><div></div><div></div><div></div></div> GREEN

ACTION PROGRESS COMMENTS:

06/08/2019 - Purchase Order Issued - Vehicle in stock, delivery estimated September/October 2019
09/09/2019 - Vehicle in transit to Newman for delivery
08/10/2019 - Delivered
Last Updated: 08-Oct-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.89 CP59006 - RangerVehicle - 2WD (51111)	Oliver Schaefer - Manager Technical Services - Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	100.00%	<div><div></div><div></div><div></div><div></div><div></div></div> <div>GREEN</div>
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	61,000.00		61,000.00	60,647.00	353.00	<div><div></div><div></div><div></div><div></div><div></div></div> <div>GREEN</div>

ACTION PROGRESS COMMENTS:



06/08/2019 - Purchase Order Issued - Vehicle in stock, delivery estimated September/October 2019
09/09/2019 - No change

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08/10/2019 - Delivered

Last Updated: 08-Oct-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.90 CP79001 - MHRS Vehicle - 4WD (71090)	Oliver Schaer - Manager Technical Services - Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	60,500.00		60,400.00	60,371.00	29.00	 GREEN

ACTION PROGRESS COMMENTS:

06/08/2019 - Purchase Order Issued - Vehicle due to arrive into WA in August , delivery estimated September/October2019.

09/09/2019 - No change



08/10/2019 - Delivered

Last Updated: 08-Oct-2019

Corporate Services

Information Communication and Technology

23.1 Information Communication and Technology

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.83 CP49001 - 19/20 Computer Equipment	Sian Appleton - Executive Manager - Corporate Services	In Progress	01-Jul-2019	30-Apr-2020	35.00%	50.00%	 AMBER
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
23.1 Information Communication and Technology	Capital	50,000.00		44,000.00	21,691.00	22,309.00	 GREEN

ACTION PROGRESS COMMENTS:

06/08/2019 - Scopes currently being developed for needed IT equipment including new photocopier for Executive.

30/09/2019 - Awaiting quotes for new photocopier and shredder. Changes in legislation re \$5,000 threshold will mean moving some capital budget to operating at budget review time.



11/08/2019 - Photocopier purchased and installed.

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13/02/2020 - Video conferencing equipment quotes being sought for meeting rooms.

Last Updated: 13-Feb-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.165 CEO Office and Meeting Conference Room AV Upgrades	Lindon Mellor - Manager Projects & Assets	Completed	08-Feb-2020	30-Jun-2020	100.00%	0.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
23.1 Information Communication and Technology	Capital	-		-	-	-	

ACTION PROGRESS COMMENTS:

12/02/2020 - CEO Office portion of the project completed. Tender specification for Meeting room and Council Chamber AV upgrades currently underway.



12/03/2020 - Tender specification under review. Planned to be advertised within the month of March.

08/04/2020 - All works completed.

Last Updated: 08-Apr-2020

Martumili Artists

8.2 Development of Martu Art

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.1.2 CP119421 - B/Fwd 19/20 Martumili Troop Carrier	Carly Day - Manager Martumili	Completed	01-Jul-2019	31-Dec-2019	100.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
8.2 Development of Martu Art	Capital	100,000.00		100,000.00	96,549.00	3,451.00	 GREEN

ACTION PROGRESS COMMENTS:

31/10/2018 - Troop Carrier purchased and on site October.

16/06/2019 - 2nd vehicle ordered and due for delivery shortly



31/08/2019 - Vehicle received

Last Updated: 09-Sep-2019

Customer and Community Services


Community Safety

12.3 Surveillance and Security

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.1.15 CP59022 - 19/20 BHP Collective Impact CCTV	Brent Stein - Manager Community Safety	In Progress	05-Aug-2019	30-Jun-2020	15.00%	50.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
12.3 Surveillance and Security	Capital	100,000.00		96,000.00	0.00	96,000.00	 GREEN
ACTION PROGRESS COMMENTS: WA Police, Local Government and BHP statistics currently being compiled to establish relevant hot spots in Newman to effectively implement crime prevention through environmental design. 06/12/2019 - Data collected and analysis of crime data and hot spots has been conducted in Newman. WA Police have agreed to partner with the Shire on the project. Community consultation and detailed scoping planned to commence in January 2020. 09/01/2020 - Detailed project planning underway Last Updated: 17-Feb-2020							


Recreation and Events

15.3 Recreation and Fitness Centres




ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.1.11 CP19033 - 19/20 Newman Rec Centre Gym Equipment	Carly Williams - Coordinator Recreation Services	In Progress	01-Jul-2019	30-Apr-2020	35.00%	100.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE

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15.3 Recreation and Fitness Centres	Capital	16,000.00	16,000.00	0.00	16,000.00	 GREEN
ACTION PROGRESS COMMENTS: Currently reviewing space and required features of new equipment Update 6/12/19- Scope of works to be complete on the circuit and cardio rooms to determine the compatibility of a number of pieces of equipment that we have to choose from matched to the space available. Each piece of equipment has various dimensions and offers something different in terms of fitness and training outcomes. Update 10/01/2020 - Scope of works under development Update 11/02/2020 - Awaiting communication between Executive Management on room switch which will determine the most suitable piece of equipment. 12/3/2020- JL - Finalizing whether equipment lease can be continued as is, or RFT required to be completed. Last Updated: 13-Mar-2020						

15.4 Aquatic Centres

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.69 CP119067 - 19/20 Newman Aquatic Centre P&E	Vacant - Coordinator Aquatic Centre - Coordinator Aquatic Centre	In Progress	01-Jul-2019	30-Apr-2020	60.00%	75.00%	 AMBER
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
15.4 Aquatic Centres	Capital	60,000.00		57,600.00	0.00	57,600.00	 GREEN
ACTION PROGRESS COMMENTS: 10 January 2020 - These works include the replacement of chemical dosing controllers and pool hoist for Newman Aquatic Centre. • Chemical dosing controllers were included in a tender of works 9/19, the equipment has been sourced, and the controllers are being replaced in January 2020. • Received quotes for a disability hoist in both Marble Bar and Newman. No further action on this item will be taken until the new Coordinator of Aquatic Services has started. 12/3/20 JL- Chemical dosing pumps completed, disability hoist discussed with Royal Life Saving and Manager Community Well Being. Last Updated: 13-Mar-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.70 CP119069 - 19/20 M/Bar Aquatic Centre	Ben Lewis - Executive Manager - Commercial Services	Deferred	01-Jul-2019	30-Apr-2021	1.00%	0.00%	 GREEN

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SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
15.4 Aquatic Centres	Capital	32,000.00	28,160.00	33,615.00	-5,455.00	 GREEN
<p>ACTION PROGRESS COMMENTS:</p> <p>06/12-2019 - Pool was closed for the works in July, and drained. Additional investigations were conducted into the condition of the pool including leak detection tests on the main centre supply line. Additional issues identified included: The riser pipe on most inlets were cracked, broken or split, the centreline is full of filter sand, the centreline appears to have separated at the construction joint.</p> <p>Estimated additional costs are in the vicinity of \$125,000. Additionally, had the work gone ahead, the pool would not have been able to be reopened until February 2020. Instead, the decision has been made to delay the capital works until next year, to allow the pool to be open to the public and the school over the summer months. A detailed scope of works including the additional works will now be developed and tendered. As the tender for the works progresses, the revised amount will be brought back to Council and included in the 2020/21 budget.</p> <p>The pool was refilled and reopened on 28 November 2019.</p> <p>12/3/20 - Department of Finance will look to reschedule works during the winter months which are estimated to commence in June 2020.</p> <p>JL 12/3/20 - Pool closure dates confirmed as 6/7/20 - 15/11/20</p> <p>Last Updated: 13-Mar-2020</p>						

Infrastructure Services

Infrastructure Services

19.1 Open Space Assets - Newman

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.1.14 CP119728 - 19/20 Cricket Covers & Nets	Conrad Short - Works Supervisor - Parks & Gardens	In Progress	01-Jul-2019	30-Apr-2020	35.00%	96.00%	<div><div></div><div></div><div></div></div> <div>RED</div>
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.1 Open Space Assets - Newman	Capital	25,000.00		24,000.00	16,557.00	7,443.00	<div><div></div><div></div><div></div></div> <div>GREEN</div>
ACTION PROGRESS COMMENTS:							

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08/08/2019 - Spoken to contractors and discussed the scope of works.

07/11/2019 - Three quotes received and PO being issued for work and discussions between the cricket club and contractor to discuss the best time to do the work.

28/11/2019 - Still liaising with the cricket club and contractors on timing of when works can be done.

11/12/2019 - Been in touch with the contractor hoping to get it done in January and the advice was given, "in regards to the installation of the artificial turf for the cricket pitch I wanted to advise that the substrate temperature needs to be between 5 – 30 degrees and as I do not foresee this happening for a few more months this will not be installed in January." We could have to wait as long as April for the temp to drop this low.

09/01/2020 - No further update.



10/02/2020 - No further update.

12/03/2020 - Waiting for contractor to lock in a start date pending weather conditions.

09/04/2020 - Contractor trying to find a local company to supply cricket pitch covers due to problems with getting the original quoted covers.

Last Updated: 09-Apr-2020

19.2 Transport Assets - Newman

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.85 CP129573 - 19/20 Concrete Works Newman	Rae's Rasool - Executive Manager Infrastructure Services	Completed	01-Jul-2019	30-Apr-2020	100.00%	96.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.2 Transport Assets- Newman	Capital	150,000.00		150,000.00	153,412.00	-3,412.00	 GREEN

ACTION PROGRESS COMMENTS:



06/08/2019: Contractor Dowling conducted initial site visit on the 02/08/2019. Project scheduled to commence in late August and be completed by early September.

06/09/2019: Dowling are mobilised on site and works are currently being undertaken with majority of concrete pours completed. By mid September renewals would have been undertaken in Minbalup, Warrambucca, Jabbarup and Wilara.

10/10/2019: Project completed and invoiced. Before and after pictures posted on social media generating a number of positive reviews.

Last Updated: 10-Oct-2019



19.4 Transport Assets - Rural

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.73 CP129545 - 19/20 Marble Bar / Woodstock	Oliver Schaer - Manager Technical Services - Rural	In Progress	01-Jul-2019	30-Apr-2020	35.00%	96.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport Assets - Rural	Capital	255,000.00		216,000.00	5,950.00	210,050.00	 GREEN

ACTION PROGRESS COMMENTS:

06/08/2019 - Works to be completed by Council's Crew. Due to commence November 2019
09/09/2019 - Due to other work commitments works may commence January/February 2020 weather permitting.
08/10/2019 - No change
06/11/2019 - No change
26/11/2019 - No change
06/01/2020 - No change
11/02/2020 - Scheduled to commence this month weather permitting
10/03/2020 - Works commenced and on target
06/04/2020 - No change and on target

Last Updated: 06-Apr-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.74 CP129546 - 19/20 Jigalong Road	Oliver Schaer - Manager Technical Services - Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	96.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport Assets - Rural	Capital	570,000.00		570,000.00	571,815.00	-1,815.00	 GREEN

ACTION PROGRESS COMMENTS:

06/08/2019 - Works have commenced by Council's Contractor Young's Earthmoving. Completion estimated for early September 2019.

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09/09/2019 - Works progressing well and on target
08/10/2019 - Works progressing well and on target
05/11/2019 - Works progressing well and on target
26/11/2019 - Works progressing well and on target
06/01/2020 - Works to recommence following the Christmas Holidays within the next couple of weeks, weather permitting.
11/02/2020 - Works completed pending final invoice
Last Updated: 11-Feb-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.75 CP129549 - 19/20 Goldsworthy Road	Oliver Schaer - Manager Technical Services - Rural	In Progress	01-Jul-2019	30-Apr-2020	40.00%	96.00%	<div><div></div><div></div><div></div></div> <div>RED</div>
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport Assets - Rural	Capital	825,000.00		792,000.00	14,929.00	777,071.00	<div><div></div><div></div><div></div></div> <div>GREEN</div>

ACTION PROGRESS COMMENTS:




06/08/2019 - Works to be completed by Council's Crew. Mobilisation of plant and equipment in progress to site. Completion estimated late September 2019.
09/09/2019 - Project has been delayed due to other urgent works and staff shortages. Works expected to commence once new dozer has arrived in the later half of September or early October 19.
08/10/2019 - No change
05/11/2019 - Works commenced with cattle grid maintenance and repairs prior to earthworks commencing in Jan/Feb 2020.
26/11/2019 - As per previous comment. Cattle grid maintenance completed with 2 grids having been identified for replacement due to structural failures.
06/01/2020 - Earthworks due to commence following Munjina Roy Hill Rd works, estimated late February early March 2020 weather permitting.
11/02/2020 - Estimated to commence in March due to several severe weather events
10/03/2020 - Works have commenced and on target
06/04/2020 - Additional funds have been allocated to this project from the Direct Grant. Works are on target and progressing well.

Last Updated: 06-Apr-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.76 CP129551 - 19/20 Woodie Woodie	Oliver Schaer - Manager Technical Services - Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	96.00%	 GREEN





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SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
19.4 Transport Assets - Rural	Capital	330,000.00	264,000.00	300,343.00	-36,343.00	 AMBER	
ACTION PROGRESS COMMENTS: 06/08/2019 - Pavement repairs in progress by Council's Crew. Reseal program to be developed with completion estimated in April 2020 depending on availability of sealing crews. Unsealed shoulder maintenance to be completed by Council's Contractor scheduled for November 2019. 09/09/2019 - Urgent pavement repair/reseal completed, unsealed shoulder maintenance completed, minor pavement repairs ongoing. 08/10/2019 - Project Completed, minor pavement repairs ongoing. Last Updated: 09-Oct-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.77 CP129556 - 19/20 Munijina / Roy Hill Road	Oliver Schaefer - Manager Technical Services - Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	96.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
19.4 Transport Assets - Rural	Capital	300,000.00	288,000.00	130,360.00	157,640.00	 GREEN	
ACTION PROGRESS COMMENTS: 06/08/2019 - Works are due to commence by Council's Contractor Young's Earthmoving. Completion estimated for early October 2019. 09/09/2019 - No change 08/10/2019 - Project delayed due to additional RTR funding to Talawana Track having been approved. Crews will mobilise once Talawana Track and Jigalong Works have been completed. 05/11/2019 - No change 26/11/2019 - No change 06/01/2020 - Due to commence within the next 2 weeks weather permitting. 11/02/2020 - Works have commenced 10/03/2020 - Completed Last Updated: 09-Apr-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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3.1.3.78 CP129537 - 19/20 Kiwirrkurra Road	Oliver Schaefer - Manager Technical Services - Rural	In Progress	01-Jul-2019	30-Apr-2020	30.00%	96.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport Assets - Rural	Capital	575,000.00		552,000.00	235.00	551,765.00	 GREEN
ACTION PROGRESS COMMENTS: 06/08/2019 - Heavy formation grade completed by Council's Contractor Youngs Earthmoving. Works to recommence following the wet season around March/April 2020. 09/09/2019 - Additional maintenance grade to commence November due to high traffic volumes between Community and WA/NT border. 08/10/2019 - Additional funding of \$310,000 from RTR Program has been confirmed. Works to commence next year following the wet season and subject to land access approvals from Tjamaru Tjamaru AC. 05/11/2019 - No change 26/11/2019 - No change 06/01/2020 - No change 11/02/2020 - Additional funding of \$100,000 has been confirmed through the Roads to Recovery Program. Works due to commence late May early June 2020 pending land access approvals and weather conditions. 10/03/2020 - Works due to commence in April. Access negotiations underway to Kiwirrkurra Lands and IPA. Heritage monitors to inspect and advise/approve proposed road works location prior to commencement. 06/04/2020 - Project commencement has been delayed due to region lock down as a result of COVID-19. The area has been closed under the Biosecurity Act Last Updated: 06-Apr-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.79 CP129538 - 19/20 Punmu Access	Oliver Schaefer - Manager Technical Services - Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	96.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport Assets - Rural	Capital	154,000.00		135,520.00	153,757.00	-18,237.00	 GREEN
ACTION PROGRESS COMMENTS: 06/08/2019 - Heavy formation grade in progress by Council's Contractor East Pilbara Earthmoving. Completion estimated early September. 09/09/2019 - Maintenance Grade completed up to and including the Punmu Airport. Additional grade to be completed late November early December by Youngs Earthmoving due to high traffic volumes between Telfer and Punmu. 08/10/2019 - No change							

05/11/2019 - Final 2019 maintenance grade to commence within the next week
26/11/2019 - Final grade in progress
06/01/2020 - Completed
Last Updated: 06-Jan-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.80 CP129539 - 19/20 Talawana Track	Oliver Schaer - Manager Technical Services - Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	96.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport Assets - Rural	Capital	983,500.00		983,500.00	983,415.00	85.00	 GREEN





ACTION PROGRESS COMMENTS:

06/08/2019 - Works to be completed by Council's Contractor Youngs Earthmoving. Works are scheduled to commence mid to late September 2019.
09/09/2019 - Works have commenced by Youngs Earthmoving in order to address urgent pavement failures
08/10/2019 - Additional funding of \$800,00 has been allocated from RTR funds in order to address extensive pavement failures to various sections. Works are progressing well
05/11/2019 - Works are progressing well and on target
26/11/2019 - Works are progressing well and on target
06/01/2020 - Completed
Last Updated: 06-Jan-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.81 CP129540 - 19/20 Jupiter Wells Access	Oliver Schaer - Manager Technical Services - Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	96.00%	<div><div></div><div></div><div></div></div> GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport Assets - Rural	Capital	78,000.00		68,640.00	78,000.00	-9,360.00	<div><div></div><div></div><div></div></div> GREEN

ACTION PROGRESS COMMENTS:

Works completed by Council's Contractor Youngs Earthmoving.
Last Updated: 06-Aug-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.82 CP129542 - 19/20 Kunawarritji Access	Oliver Schaeer - Manager Technical Services - Rural	Deferred	01-Jul-2019	30-Apr-2020	1.00%	97.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport Assets - Rural	Capital	0.00		0.00	0.00	0.00	 GREEN
ACTION PROGRESS COMMENTS: 06/08/2019 - Works are due to commence early September 2019 utilising Council's Contractor Youngs Earthmoving. At this stage works will be limited to heavy formation grades utilising Aboriginal Access Road funding. Special Projects Aboriginal Access Road funding, administered through the Roads to Recovery Program, is yet to be finalised. Once funding has been confirmed works will be scheduled to commence February/March 2020 and transition into the FY20/21 to cover two financial years programs thus reducing the move/demove costs. 09/09/2019 - Maintenance Grading has commenced. Currently graders are approaching Lake Auld from the East. Funding at this stage if from Aboriginal Access Road Funding for the Desert Road. Funding specifically for the Kunawarritji Access Road through the Roads to Recovery Program is yet to be approved. 08/10/2019 - Funding allocation from AAR and RTR confirmed to be made available in the FY 20/21. 05/11/2019 - No change 26/11/2019 - No change 06/01/2020 - No change 11/02/2020 - No change 10/03/2020 - No change, funding available and allocated to FY 20/21 06/04/2020 - No change at this stage. Project expected to commence FY 20/21 Last Updated: 06-Apr-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.83 CP129543 - 19/20 Desert Road	Oliver Schaeer - Manager Technical Services - Rural	In Progress	01-Jul-2019	30-Apr-2020	40.00%	96.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport Assets - Rural	Capital	820,000.00		787,200.00	271,990.00	515,210.00	 GREEN
ACTION PROGRESS COMMENTS: 06/08/2019 - Works have commenced by Council's Contractor Youngs Earthmoving. At this stage works are limited to heavy formation grades utilising Aboriginal Access Road funding.							

Special Projects Aboriginal Access Road funding, administered through the Roads to Recovery Program, is yet to be finalised. Once funding has been confirmed works will be scheduled to commence February/March 2020 and transition into the FY20/21 to cover two financial years programs thus reducing the move/demove costs.

09/09/2019 - Desert Road completed, currently graders are on Kunawarritji Access Road section. Funding at this stage is from Aboriginal Access Road funding for the Desert Road. Funding specifically for the Desert Road through the Roads to Recovery Program is yet to be approved.

08/10/2019 - RTR funding of \$440,000 has been confirmed. Works to commence following the wet season.

05/11/2019 - No change

26/11/2019 - No change



06/01/2020 - No change

11/02/2020 - Additional \$100,000 funding has been confirmed through the Roads to Recovery Program. Works due to commence late March early June pending land access approvals and weather conditions.

10/03/2020 - Works due to commence in April. Access negotiations underway to Kiwirrkurra Lands and IPA. Heritage monitors to inspect and advise/approve proposed road works location prior to commencement.

06/04/2020 - Project commencement has been delayed due to region lock down as a result of COVID-19. The area has been closed under the Biosecurity Act.

Last Updated: 06-Apr-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.96 CP129084 - 19/20 Minor Equipment - Rural	Oliver Schaer - Manager Technical Services - Rural	In Progress	01-Jul-2019	30-Apr-2020	50.00%	96.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport Assets - Rural	Capital	50,000.00		48,000.00	21,880.00	26,120.00	 GREEN

ACTION PROGRESS COMMENTS:

06/08/2019 - Remains in progress for the financial year as small items/minor equipment items are replaced/purchased as needed.

09/09/2019 - No change

08/10/2019 - No change

05/11/2019 - No change

26/11/2019 - No change

06/01/2020 - No change

11/02/2020 - No change

10/03/2020 - No change

06/04/2020 - No change

Last Updated: 06-Apr-2020




Project and Asset Management

11.1 Project Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.2.1 CP139309 - B/FWD 19/20 Desert Discovery Drive Structures	Michael Zion - Coordinator Asset Management	Deferred	01-Jul-2019	26-Jun-2020	10.00%	-	
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
11.1 Project Management	Capital	0.00		0.00	0.00	0.00	GREEN
ACTION PROGRESS COMMENTS: 01/05/2019 - Previous documentation including former council resolutions have been reviewed to understand the project requirements and draft scope drafted 16/05/2019 - The project will require grant funding to proceed. Shire did not obtain grant funding this financial year and the project is deferred 10/06/2019 - No further update for 2018/19 01/08/2019 - Developing change in scope of work for this year 09/09/2019 - Draft project scope with signage details prepared for obtaining quotes 14/10/2019 - Feedback received from Central Desert indicating support of Desert Discovery Drive and are keen to continue progressing discussions with the Shire in this sense. Tjamu Tjamu (AC) is workshopping a submission to formally respond to the Shire, their detailed formal response will set out in more detail the suggestions which the corporation and the native title holders have in relation to the proposal, and what Tjamu Tjamu (AC) would request the Shire to take into consideration when continuing discussions surrounding this proposal. This response will not likely be available till at least the first half of 2020. 05/11/2019 - Awaiting the formal response from Tjamu Tjamu (AC) through Central Desert and also seeking feedback from other stakeholders. 25/11/2019 - Feedback and advice received from MRWA 28/11/2019 - At the Strategic Planning Day held on the 22nd of November 2019, Council provided advice to the administration to defer this project to commence in the 2022/23 financial year. Therefore no resourcing has been allocated to investigating this project and there will be no further updates for the 2019/20 financial year. Last Updated: 09-Apr-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.1.12 CP119722 - 19/20 Oval Reticulation Automation	Mridula Maharaj - Senior Projects Manager	Deferred	01-Jul-2019	30-Apr-2020	22.00%	-	
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE






Shire of East Pilbara


Action and Task Progress Report

11.1 Project Management	Capital	0.00	0.00	0.00	0.00	 GREEN	
ACTION PROGRESS COMMENTS: 07/08/2019 - Speaking to contractors and developing the scope of works. 07/11/2019- This project has changed after East Newman tank roof failed, repairs are needed or possible replacement of tank. The tank inspectors are currently putting together a cost-benefit analysis for repairs /replacement of tank. 28/11/2019- Still waiting for cost-benefit analysis from The tank inspectors. This project is being handed over to the senior project manager. 08/01/2020 - Request for tender under internal review, anticipated publish in January 2020. 05/02/2020 - Tender released on 22 January 2020. Tender closes 14 February 2020. 12/03/2020 - Tender evaluation process has been completed. Submitted to council for review and sign off. 07/04/2020 - Contract 06-2019/20 awarded to Trility. Project kick-off meeting on 08 April 2020. Last Updated: 09-Apr-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.1.13 CP119709 - 19/20 Playground Equipment Newman	Michael Zion - Coordinator Asset Management	In Progress	01-Jul-2019	26-Jun-2020	25.00%	25.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
11.1 Project Management	Capital	50,000.00		48,000.00	0.00	48,000.00	 GREEN
ACTION PROGRESS COMMENTS: 08/08/2019 - Yearly playground audit completed and issues listed in priority. 07/11/2019 - Parts being ordered and work in progress. 28/11/2019 - Project Handover, site inspection, seeking other quotes through RFQ process. 08/01/2020 - Preparing RFQ to supply and install playground equipment 04/02/2020 - RFQ 14-2019/20 currently being advertised and closes 24/02/2020 24/02/2020 - Tender closed with 11 offers from 6 companies. 10/03/2020 - RFQ submissions currently being assessed and expected to be awarded soon. 06/04/2020 - RFQ awarded, insurance reimbursement confirmed, contractor to commence fabrication when signed contract received. install in newman pending access to site. Last Updated: 07-Apr-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

Shire of East Pilbara





Action and Task Progress Report

3.1.2.11 CP119729 - 19/20 Capricorn Oval Furniture	Michael Zion - Coordinator Asset Management	In Progress	08-Feb-2020	30-Jun-2020	60.00%	0.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
11.1 Project Management	Capital	5,000.00		4,800.00	0.00	4,800.00	 GREEN
ACTION PROGRESS COMMENTS: 11/03/2020 - Site inspected and Scope of Works developed 26/03/2020 - two seats replaced as Shire had replacement seats in stock. 27/03/2020 - new seat ordered from QLD manufacturer and will be installed when it arrives. Last Updated: 07-Apr-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.12 CP119729 - 19/20 Dingo Park Pump House Wall Renewal	Lindon Mellor - Manager Projects & Assets	In Progress	08-Feb-2020	30-Jun-2020	30.00%	0.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
11.1 Project Management	Capital	0.00		0.00	0.00	0.00	 GREEN
ACTION PROGRESS COMMENTS: 11/02/2020 - Quotes obtained for replacement of wall panels. Work issued to contractor, awaiting materials to arrive. Work due to be completed during February 2020. 12/03/2020 - Contractor has had issues with obtaining materials to meet the original specification requirements. Adjustment has now been made to specification to allow for difference in material. Waiting on contractor for variation to original quote before works continue. 08/04/2020 - Quote has now been updated. Purchase Order issued to the contractor. Works due to be completed this month. Last Updated: 08-Apr-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.20 CP129601 - B/FWD 19/20 Nullagine Entry Statement	Helen Likiliki - Coordinator Technical & Development Services	In Progress	01-Jul-2019	30-Apr-2020	36.00%	96.00%	 RED

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
11.1 Project Management	Capital	20,000.00	19,200.00	6,050.00	13,150.00	 GREEN	
ACTION PROGRESS COMMENTS: Reviewing previous documentation with the view to understand the project requirements							
<p>16/05/2019 - Staff have liaised with Cr Schill regarding this project as she has taken an active interest. The budget is not appropriate for the scope so the project has been deferred to the 2019/20 financial year with \$20k listed on the 2019/20 capital works budget</p> <p>10/06/2019 - No further update</p> <p>08/08/2019 - Review of previous documentation and currently assessing scope of works, will submit further update in the coming weeks for next Council meet.</p> <p>10/09/2019 - Compiling report for next Council info bulletin, to ascertain style and location of Entry Statement.</p> <p>10/10/2019 - A report has been drafted and submitted within the Infrastructure Services, Info Bulletin for Councillors to review, at November OCM.</p> <p>08/11/2019 - The EMIS will seek strategic advice from council through the corporate discussion process around the possibilities for the Nullagine Entry Statement. This will help inform the design of the entry statement.</p> <p>28/11/2019 - EMIS presented a report at the OCM 22 November, Councillors reviewed and accepted the recommendations presented regarding locations of signs and material of signage. Permission from MRWA will now be sought regarding the locations of the signs. Further design ideas were suggested and put forward, we will seek advice from design consultants and have these designs refined and finalized, to be represented at the January Council Meet.</p> <p>07/01/2020 - Scope of Works and request for design of signage was sent out to signage suppliers, on the 19th December 2019- with a close date of 6th January 2020. Submissions of design quotes will now be assessed and a supplier engaged in the upcoming weeks.</p> <p>10/02/2020 - Quotes for designs were assessed and a designer was engaged. Design options have now been received, and will be presented to Council for feedback and comments, with an information bulletin report at the OCM 28th February 2020.</p> <p>12/03/2020 - Council reviewed proposed designs at the OCM 28th February 2020, and a design was decided (Design #5). The sign chosen included some indigenous dot artwork which we have engaged our Community Wellbeing team and Martumilli for feedback, to make sure the artwork is culturally appropriate. A Scope of works will now be completed to gain quotes for structural engineering, fabrication and manufacturing of the signs, as well as delivery and installation. The final design was also sent to MRWA, and was approved with conditions of installation (ie, distance from road seal) which will be included in the scope.</p> <p>8/04/2020 - Due to the timeline of gaining appropriate permissions and seeking suitable artists to complete the dot artwork aspect of the sign, an alternative was suggested to Cr. Smith and was approved. An image reflecting the Nullagine River has been incorporated, and a scope is being finalized today seeking quotes for structurally engineered specification drawings. It is assumed, that due to the size and materials required for the sign that Infrastructure Services will complete the design and fabrication parts of the project, and complete the installation during the 2020/2021 financial year.</p> <p>Last Updated: 09-Apr-2020</p>							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

Shire of East Pilbara

Action and Task Progress Report

3.1.3.57 CP49039 - 19/20 Newman Admin Blg Security Upgrade	Ben Lewis - Executive Manager- Commercial Services	In Progress	01-Jul-2019	29-May-2020	80.00%	0.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
11.1 Project Management	Capital	100,000.00		96,000.00	50,664.00	45,336.00	 GREEN
ACTION PROGRESS COMMENTS: 08/08/19- Scope of works currently being prepared 10/09/19- partial works in scope to be released next week 08/11/19- The coordinator of building services has since resigned however the Shire has since recruited for the role with the person due to commence on the 18th November 2019. 28/11/19- The new coordinator of building services has now started - will continue project moving forward. 08/01/20- Works have been awarded to the contractor and will commence in Feb / March 06/02/20- Works due to commence in the coming weeks 12/3/20 - Works commencing 21/3/20 and will run over consecutive weekends 6/4/20 - Major works have been completed , minor painting and doors to be completed Last Updated: 06-Apr-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.63 CP109002 - 19/20 Sewerage Plant Capital Improvements	Mridula Maharaj - Senior Projects Manager	In Progress	01-Jul-2019	30-Apr-2020	9.00%	96.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
11.1 Project Management	Capital	259,400.00		249,024.00	27,812.00	221,212.00	 GREEN
ACTION PROGRESS COMMENTS: 8/08/2019 - The Shire of East Pilbara received feedback from the Water Corporation, on the long-awaited memorandum of understanding (MOU),7 August 2019. The input was contrary to the previous opinion between both parties. This outcome has elicited a meeting between the Shire and the Water Corporation. The scheduled meeting is on the 9th of August 2019, for clarifications regarding the project. 9/08/2019 - A meeting was held today between the Water Corporation and the Shire to clarify the capital project and the level of service that will be provided by the Water Corporation. The summary is that; the Water Corporation will be providing the Shire with technical services along the lines of the design, construction drawings and specifications, and responding to queries during project completion and commissioning. The Shire will be responsible for project management. At this stage, the information is informal. Although Water Corporation would progress with the memorandum of understanding (MOU) with the Shire, and that will formally clarify the process (dotting I's and crossing the T's).							

7/09/2019 - The Shire had a conversation with the Water Corporation on the 6th of September, 2019, to progress discussions around upgrades at the Newman Wastewater Treatment Plant (NWWTP). Following the feedback, it seems there would be more delays before the commencement of the upgrades at the Plant. There are several internal stakeholders at the Water Corporation that are involved in the process of consummating the memorandum of understanding (MOU). One of the critical issues is the staff-hours the ongoing preliminary design is costing the Water Corporation and the legal liabilities from the project. Another drawback is the potential impact on BHP's wetland and the nearby water bore, during construction.

The conclusion was the proposal of a meeting between the CEO of the Shire and the Regional Manager of Water Corporation by Water Corporation's representative. The outcome of this meeting will elicit strategies around contingency plans for the project, progress the signing of the MOU and outline the responsibilities of each stakeholder.

9/10/2019 - The Shire had a meeting with the team from BHP, as part of the Joint Technical Working Group (JTWG) on the 12th of September 2019. In the meeting, the letter of approval from BHP, which will permit the Shire to use the nearby BHP owned wetland, as part of the WWTP's operations was discussed. The Shire requires this letter of approval from BHP as part of the Department of Water and Environmental Regulation (DWER) requirements for the Plant's operation and contingency plans. Although the wetland is part of the original design of the WWTP, it was not included in the asset transfer to the Shire. The Shire is still waiting for BHP to send the letter of approval which will be included in the application to DWER.

The CEO and the waste management services (WMS) team had a meeting with the Regional Manager of Water Corp (WC) on the 16th of September, 2019, to discuss the implementation of the project. Some of the highlights of the meeting are as follows;

1. Water Corp will draw up the memorandum of understanding (MOU).
2. The MOU will capture the level of technical advice.
3. Water Corp will write the scope required for the tender to engage a design and construct Contractor.
4. Water Corp will develop the scope as a design and construct (D&C) package.
5. Water Corp will assist the Shire with tender evaluation.

Following this development, the WMS team had a teleconference with WC regarding progress on the memorandum of understanding (MOU) being prepared by WC. The WC superintendent assured the Shire would receive the MOU by the 12th of September, 2019. However, WC Regional Manager explained that the staff who was preparing the MOU has resigned. This new development has thrown a spanner in the wheel of progress concerning the project. Notwithstanding this drawback, the Shire has requested the WC Regional Manager to provide the needed technical advice that will facilitate other aspects of the project.

07/11/2019 - It is understood that the Memorandum of Understanding (MOU) is being finalized by the Water Corporation. It is currently with WaterCorp's internal insurance team. Once this has been finalized it is proposed that key personnel from both the Shire and from the Water Corporation will organize a workshop in Newman to discuss further proceedings.

BHP have recently provided a Letter of Support to the Shire in regards to continuing the discharge of treated effluent to the wetland over the next five years. The Shire has recently recruited a project manager who will manage the Newman WWTP upgrade, they will commence end of November.

29/11/2019 - Following discussions with the Water Corporation (WC) concerning the Newman Wastewater Treatment Plant (NWWTP) capital project, a draft contract was received from WC by the Shire. The draft contract contains information that highlights the collaboration between the Shire and WC. The team reviewed the draft document, comments made, and feedback communicated to the CEO. Further discussion with the WC will follow as an action in the following weeks.

08/01/2020 - The Shire is awaiting feedback from the Consultant regarding a draft contract for the scope of works for the Newman Wastewater Treatment Plant (NWWTP) upgrade. Recently, the Shire's project team sent a draft scope to the Consultant for review, and include in their draft contract.



As part of the required upgrade at the Newman Wastewater Treatment Plant (NWWTP), the Shire is required to make an amendment application for the Plants operating licence. The amendment is about the discharge of treated effluent to the adjacent wetland, owned by BHP. The Shire is liaising with BHP to ensure a successful licence amendment application. The Shire has written to BHP to have this subject as an item in the forthcoming joint technical working group (JTWG) monthly meeting held between BHP representatives and the Shire.

05/02/2020 - The Shire has received the Consultant contract. LGIS is reviewing the liability amount and clauses of the Contract.

10/03/2020 - Further negotiations underway with the Water Corporation regarding consultancy contract before acceptance.

07/04/2020 - Water Corporation Consultancy contract has been finalised and signed off by the Shire, however they have since declined to provide detailed design work as previously agreed. Therefore a request for tender to engage a design consultant and superintendent will be developed over the coming month.

Last Updated: 08-Apr-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.64 CP109009 - 19/20 Chlorination System	Mridula Maharaj - Senior Projects Manager	In Progress	01-Jul-2019	30-Apr-2020	22.00%	96.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
11.1 Project Management	Capital	165,000.00		158,400.00	0.00	158,400.00	 GREEN

ACTION PROGRESS COMMENTS:

08/08/2019 - Scope of works set out and one quote received.

07/11/2019 - Waiting for other quotes.

28/11/2019 - This project is being handed over to the senior project manager.

08/01/2020 - Request for Tender under internal review. Anticipated publish in January 2020.

05/02/2020 - Request for Tender released on 22 January 2020. Tender closes 14 February 2020.

13/03/2020 - Tender evaluation completed with report to council for March OCM





07/04/2020 - Contract 06-2019/20 awarded to Trility. Project kick-off meeting on 08 April 2020.

Last Updated: 07-Apr-2020

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

Action and Task Progress Report

3.1.3.65 CP109018 - 19/20 Water Corp Maintenance Works	Michael Zion - Coordinator Asset Management	Completed	01-Jul-2019	30-Apr-2020	100.00%	96.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
11.1 Project Management	Capital	10,000.00	10,000.00	9,514.00	486.00	 GREEN	
ACTION PROGRESS COMMENTS: 06/08/2019 - Water Corporation contacted and requested to confirm the cost of proposed works. 08/08/2019 - Awaiting response before issuing PO to undertake works. 27/08/2019 - Water corp advised they will provide costs to undertake works soon 05/11/2019 - Delay on receiving water corp quote from local contractor and new quote sought from an alternative water corp contractor 14/11/2019 - Works commenced yesterday and today is completed 28/11/2019 - Awaiting tax invoice from water corporation to close out project 08/01/2020 - Fully invoiced and project complete Last Updated: 08-Jan-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.72 CP119055 - 19/20 M/Bar Skate Park Shade	Michael Zion - Coordinator Asset Management	Deferred	01-Jul-2019	29-May-2020	1.00%	-	
SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
11.1 Project Management	Capital	0.00	0.00	0.00	0.00	 GREEN	
ACTION PROGRESS COMMENTS: 08/08/2019 - Developing scope of work and tender document prior to tendering 09/09/2019 - Draft tender document being reviewed and will be advertised soon 05/11/2019 - Alternative options identified and further discussion is sought with details provided in the info bulletin 28/11/2019 - At the Strategic Planning Day held on the 22nd of November 2019, Council provided advice to the administration to defer this project until completion of the recreational facilities masterplan. Therefore no resourcing has been allocated to investigating this project and there will be no further updates for the 2019/20 financial year. Last Updated: 09-Apr-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %



Shire of East Pilbara

Action and Task Progress Report

3.1.3.84 CP129530 - 19/20 Newman Town Street Reseals	Mridula Maharaj - Senior Projects Manager	Deferred	01-Jul-2019	30-Apr-2020	15.00%	-	
SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
11.1 Project Management	Capital	441,000.00	423,360.00	0.00	423,360.00		GREEN
ACTION PROGRESS COMMENTS: 06/08/2019 - Scope of works is being developed for works to be undertaken this financial year. 06/09/2019 - Previous contract has lapsed so new RFT will need to be created to undertake reseals in 2019/20 financial year. 10/10/2019 - Due to resourcing constraints this project has not been progressed. Will be allocated to the Senior Projects Manager when they are on board. 05/11/2019 - Senior Project Manager has been recruited and will commence in late November. 28/11/2019 - Senior Project Manager commenced with the Shire on the 25th of November. Over the next few weeks we will undertake a handover for this project. 08/01/2020 - Request for Tender developed for the Profiling and Asphalt works in Newman. Review and publish anticipated in January 2020. 05/02/2020 - Request for Tender still under revision. Tender release anticipated next week. 12/03/2020 - Request for Tender still under revision. Due to be released this month. 07/04/2020 - Tender was released on the 11 April 2020. This work will occur during the 2020/21 financial year with the MRWA direct grant being reallocated to rural roads for the 2019/20 financial year. Last Updated: 08-Apr-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.86 CP129618 - 19/20 Pavement Failure and Drainage	Raees Rasool - Executive Manager Infrastructure Services	Deferred	01-Jul-2019	30-Apr-2020	1.00%	-	
SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
11.1 Project Management	Capital	250,000.00	240,000.00	191,073.00	48,927.00		GREEN
ACTION PROGRESS COMMENTS: 06/08/2019: Scope of works is being developed for works to be undertaken this financial year. 06/09/2019: Scope of works is being developed for works to be undertaken this financial year. 10/10/2019: Due to resourcing constraints this project has not been progressed. Will be allocated to the Manager of Projects and Assets when they are on board. 05/11/2019: Following discussions with the Manager Technical Services - Rural and the CEO this project will be deferred and the funds allocated towards rural road construction. The reason being that the project was based on a consultant report completed in 2015/16 which may no longer be relevant. The intent of the report was to reduce flooding within Newman,							

however it is not clear that this is a particular issue and expending \$900k of grant funding seems an inappropriate choice. If flooding becomes an issue then the root causes will be investigated, planned, budgeted and works completed as required as opposed to budgeting relying on the modelling of the consultant. There will be no further updates regarding this project

Last Updated: 09-Apr-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.87 CP129628 - 19/20 Traffic Management / Signs	Michael Zion - Coordinator Asset Management	In Progress	01-Jul-2019	26-Jun-2020	30.00%	20.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
11.1 Project Management	Capital	38,000.00		36,480.00	0.00	36,480.00	 GREEN

ACTION PROGRESS COMMENTS:

08/08/2019 - Scope of works done and quotes received from one supplier.

07/11/2019 - Need to find other suppliers to quote on scope of works.

28/11/2019 - Project Handover, Site inspection, seeking other quotes to supply custom signs.

08/01/2020 - Preparing RFQ to fabricate and supply signs

05/02/2020 - RFQ 16-2019/20 being advertised and closes 25/02/2020


25/02/2020 - Tender closed with 7 offers from 5 companies.

10/03/2020 - RFQ submissions currently being assessed and expected to be awarded soon.

06/04/2020 - RFQ awarded, contractor to commence with final sign designs being sent for approval then fabrication to commence soon after. install in newman will be arranged with local contractor when signs arrive.





Last Updated: 07-Apr-2020

24.1 Built Infrastructure - Newman

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.1.16 CP119083 - 19/20 Newman Aquatic Centre	Zaid Abu Rahma - Coordinator Building Services	Completed	05-Aug-2019	30-Jun-2020	100.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE






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Action and Task Progress Report

24.1 Built Infrastructure - Newman	Capital	30,000.00	30,000.00	30,825.00	-825.00		
ACTION PROGRESS COMMENTS: 2019 08 08 Works are progressing with new tiling being installed to the walls 10/9/19 - Works completed Last Updated: 10-Oct-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.5 CP119309 - 19/20 Newman Library Building Works	Zaid Abu Rahma - Coordinator Building Services	Deferred	01-Jul-2019	30-Apr-2020	15.00%	96.00%	
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	0.00		0.00	0.00	0.00	
ACTION PROGRESS COMMENTS: 08/08/19 - Scope of works currently being prepared 10/09/19 - quotes being supplied and evaluation in process 08/11/19 - The coordinator of building services has resigned however the Shire has since recruited for the role with the person due to commence on the 18th November 2019. 28/11/19 - The new coordinator of building services has now started. Procurement process underway. 10/01/19 - At the Strategic Planning Day held on the 22nd of November 2019, Council decided to re-evaluate moving the location for the Newman Public Library, after a community survey has been completed. Therefore it has been decided best course of action is to defer this project until a confirmation by Council has been determined, so as not waste council funds. The intent behind this project was to improve security of the building (locks, screens etc). 12/03/20 No further Update 07/04/20 No further update Last Updated: 07-Apr-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.55 CP49016 - 19/20 Newman Admin Building	Ben Lewis - Executive Manager - Commercial Services	In Progress	01-Jul-2019	30-Apr-2020	95.00%	75.00%	
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE

Shire of East Pilbara

Action and Task Progress Report

24.1 Built Infrastructure - Newman	Capital	90,000.00	86,400.00	29,790.00	56,610.00	 GREEN	
ACTION PROGRESS COMMENTS: 08/08/19 - Scope of works currently being prepared 10/09/19 - works in tender for release next week 08/11/19 - The coordinator of building services has since resigned however the Shire has since recruited for the role with the person due to commence on the 18th November 2019. 08/01/20 - Contractors have commenced the fitout of additional office space 10/2/20 - Fitout of the additional office space has been completed. Final connection of telephone and data + A/C modifications to be completed. 12/3/20 - Final touch ups are being completed 6/4/20 - Final defects being completed and waiting for final invoicing Last Updated: 06-Apr-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.58 CP89017 - 19/20 Family and Children's Hub Detailed Design	Ben Lewis - Executive Manager - Commercial Services	Deferred	01-Jul-2019	30-Apr-2021	1.00%	0.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	0.00		0.00	0.00	0.00	 GREEN
ACTION PROGRESS COMMENTS: 8/8/19 - Initial ideas have been detailed to be work shopped into a scope ready to go to tender. 22/11/2019 - As part of strategic planning workshop, Council agreed to delay the development of the detailed design for this project at the meeting of 22/11/2019 Last Updated: 06-Dec-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.60 CP99020 - 19/20 Staff Housing - Newman	Marisa Wolfenden - Coordinator Property Services	In Progress	01-Jul-2019	30-Apr-2020	60.00%	96.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	1,230,000.00		1,000,000.00	903,723.00	96,277.00	 GREEN

ACTION PROGRESS COMMENTS:

08/08/19 - Compiling Scope of works for the tender
06/09/19 - SOW ready for tender
02/10/19 - Solar tender closed going to 25th October Council Meeting
02/10/19 - Capital Tender due to be advertised
07/11/19 - Solar Tender has been awarded to CFC and to commence
07/11/19 - Capital Housing - awaiting final scope of works for Cape Keraudren to proceed with tender
28/11/19 - Currently under final review
08/01/20 - The tender for the works closes on the 15 January and will be put to the February OCM for award.
03/02/20 - Tender has been awarded the successful tenderer, awaiting the preparation and execution of documents.
12/03/20 - Contract has been signed works are yet to start on site.
07/04/20 - Contractor has commenced capital works at Newman residential properties
Last Updated: 07-Apr-2020



ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.61 CP99025 - 19/20 Staff Housing Contingency	Marisa Wolfenden - Coordinator Property Services	In Progress	01-Jul-2019	30-Apr-2020	90.00%	88.00%	<div><div></div><div></div><div></div></div> GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	5,000.00		25,000.00	7,944.00	17,056.00	<div><div></div><div></div><div></div></div> GREEN



ACTION PROGRESS COMMENTS:

08/08/19 - As required
06/09/19 - As required
02/10/19 - As required
04/11/19 - As required
07/11/19 - As required
28/11/19 - As required
08/01/20 - The cost of this account will be journaled to Housing operational account at the end of financial year
08/02/20 - As required
12/03/20 - As required
07/04/20 - As required
Last Updated: 07-Apr-2020

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ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.62 CP99029 - 19/20 Staff Housing - Airport	Ben Lewis - Executive Manager- Commercial Services	In Progress	01-Jul-2019	29-May-2020	20.00%	0.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	105,000.00		100,800.00	0.00	100,800.00	 GREEN
ACTION PROGRESS COMMENTS: 08/08/19 - Compiling Scope of works for the tender 06/09/19 - SOW ready for tender 02/10/19 - Tender ready to be advertised 07/11/19 - Capital Housing - awaiting final scope of works for Cape Keraudren to proceed with tender 28/11/19 - Capital works - currently under final review 08/01/20 - The tender for the works closes on the 15 January and will be put to the February OCM for award. 03/02/20 - Tender has been awarded to the successful tenderer for Essential works only. Airport works assessed as non-essential work. Work has been deferred. 6/4/20 - Works have commenced Last Updated: 06-Apr-2020							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.66 CP109022 - 19/20 Public Toilets - Newman	Zaid Abu Rahma - Coordinator Building Services	In Progress	01-Jul-2019	30-Apr-2020	75.00%	96.00%	 AMBER
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	5,000.00		4,800.00	0.00	4,800.00	 GREEN
ACTION PROGRESS COMMENTS: 08/08/19 - Scope of works currently being prepared 10/09/19 - tender to be released next week 08/11/19 - The coordinator of building services has resigned however the Shire has since recruited for the role with the person due to commence on the 18th November 2019. 28/11/19 - The new coordinator of building services has now started. Procurement process underway. 08/01/20 - The tender for the works closes on the 15 January and will be put to the February OCM for award.							

Shire of East Pilbara



Action and Task Progress Report

06/02/20 - Tender has been awarded, works are expected to be completed by end of March 2020

12/03/20 - Contract has been signed, works yet to start on site

07/04/20 - work is scheduled to start on 14/04/20

Last Updated: 08-Apr-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.71 CP119626 - 19/20 Newman Recreation Centre Building Works	Zaid Abu Rahma - Coordinator Building Services	In Progress	01-Jul-2019	30-Apr-2020	56.00%	96.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	42,000.00		40,320.00	0.00	40,320.00	 GREEN

ACTION PROGRESS COMMENTS:

08/08/19 - Scope of works currently being prepared.

08/11/19 - The coordinator of building services has since resigned however the Shire has since recruited for the role with the person due to commence on the 18th November 2019.

28/11/19 - The new coordinator of building services has now started. Scope of works underway



08/01/19 - Overall evaluation has been completed, scope of work is being prepared.

06/02/20 - No Further update

12/03/20 - No Further update

07/04/20 - Scope is complete, waiting for quotations

Last Updated: 08-Apr-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.95 CP99006 - 19/20 Purchase New Housing	Ben Lewis - Executive Manager - Commercial Services	Not Approved	01-Jul-2019	30-Apr-2020	0.00%	-	
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	0.00		0.00	0.00	0.00	 GREEN

ACTION PROGRESS COMMENTS:

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Action and Task Progress Report

08/08/19- This has not commenced as a result of current negotiations with BHP and the acquisition of approximately 8 houses. Should this be finalised the purchase of two Redsands units may not be required.

08/11/19- No further update.

8/1/20 - The purchase of the units was been placed on hold as per the agenda item to the November OCM where council resolved to purchase properties from BHP

Last Updated: 10-Feb-2020



ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.98 CP49016A - 19/20 Newman Admin AirCon Upgrade	Zaid Abu Rahma - Coordinator Building Services	Not Approve d	08-Feb-2020	30-Jun-2020	61.00%	75.00%	 AMBER
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	40,000.00		0.00	0.00	0.00	 GREEN

ACTION PROGRESS COMMENTS:

12/03/20 Official RFQ has been prepared & under review

07/04/20 Scope of work for the RFQ is complete, to be advertised on 15/04/20

Last Updated: 09-Apr-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.99 CP99020A - 19/20 BHP Housing Renewal Works	Marisa Wolfenden - Coordinator Property Services	In Progress	08-Feb-2020	30-Jun-2020	60.00%	75.00%	 AMBER
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	-		-	-	-	

ACTION PROGRESS COMMENTS:

08/02/20 - Compiling the scope of works



12/03/20 - Scope of work has been completed

07/04/20 - Contractors have commenced works on 4 residential properties and Bondini Quad complex



Last Updated: 07-Apr-2020

Shire of East Pilbara

Action and Task Progress Report

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.163 CP49003 - 19/20 Furniture and Equipment - Newman	Marisa Wolfenden - Coordinator Property Services	In Progress	01-Jul-2019	30-Apr-2020	20.00%	75.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	25,000.00		24,000.00	0.00	24,000.00	 GREEN
ACTION PROGRESS COMMENTS: 08/08/19 - As required 06/09/19 - As required 02/10/19 - As required 07/11/19 - As required 28/11/19 - As required 08/01/20 - As required 03/02/20 - As required 12/03/20 - As required 07/04/20 - As required Last Updated: 07-Apr-2020							



24.2 Built Infrastructure Assets - Rural

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.2.3 CP89023 - 19/20 CRC Marble BarWorks	Zaid Abu Rahma - Coordinator Building Services	Deferred	01-Jul-2019	30-Apr-2020	60.00%	-	
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.2 Built Infrastructure Assets - Rural	Capital	0.00		0.00	0.00	0.00	 GREEN
ACTION PROGRESS COMMENTS: 08/08/19 - Scope of works currently being compiled 08/11/19 - The coordinator of building services has since resigned however the Shire has since recruited for the role with the person due to commence on the 18th November 2019. 28/11/19 - The new coordinator of building services has now started - will continue project moving forward.							

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Action and Task Progress Report

19/12/19- Waiting on approval from Horizon power to install new solar panels, the contractor cancelled ordered materials until approval is granted.
09/01/20 - Pending Horizon's Power's approval
06/02/20 - This project is deferred as the Shire is unable to obtain approval from Horizon Power. This is due to Horizon's requirement for batteries to be installed as a backup, however no backup system in the market has been approved yet for Marble Bar. There will be no further updates for the 19/20 financial year
12/03/20 No Further Update
07/04/20 No Further Update
Last Updated: 09-Apr-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.8 CP139203 - 19/20 Cape K - Infrastructure	Daniel Hay-Henry - Student Engineer	In Progress	01-Jul-2019	12-Jun-2020	10.00%	80.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.2 Built Infrastructure Assets - Rural	Capital	280,000.00		268,800.00	9,424.00	259,376.00	 GREEN


ACTION PROGRESS COMMENTS:



08/08/2019 - Developing scope of work and tender document prior to tendering
09/09/2019 - Draft tender document being reviewed and will be advertised soon
23/09/2019 - Tender closed and submissions being assessed
07/11/2019 - Tender evaluations completed and will be awarded soon
14/11/2019 - Alternative options being investigated
28/11/2019 - Further investigations to be undertaken "in-house" then design and construct contract to be tendered
08/01/2020 - Internal project design underway
07/02/2020 - Tender writing process underway. Due to be advertised February 2020.
11/03/2020 - Tender closed, submissions to be evaluated and report for Council to be completed.
08/04/2020 - RFT submissions have been evaluated, panel members recommend that the Tender is not awarded. Recommendation Report has been completed and is to be actioned in April Council Meeting. Project Charter for alternate delivery model is being developed.
Last Updated: 09-Apr-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.9 CP129209 - 19/20 Cape K Caretakers Residence	Zaid Abu Rahma - Coordinator Building Services	In Progress	01-Jul-2019	30-Apr-2020	70.00%	96.00%	 AMBER



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SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.2 Built Infrastructure Assets - Rural	Capital	70,000.00	67,200.00	1,595.00	65,605.00	 GREEN
ACTION PROGRESS COMMENTS: 10/09/19 - works in the tender due for release next week 08/11/19 - The coordinator of building services has resigned however the Shire has since recruited for the role with the person due to commence on the 18th November 2019. 28/11/19 - The new coordinator of building services has now started - will continue project moving forward. 08/01/20 - The tender for the works closes on the 15 January and will be put to the February OCM for award. 06/02/20 - Tender has been awarded, expected completion is by end of May 2020. 12/03/20 - Contract has been signed, works yet to start on site 07/04/20 - Design works are underway, actual site works are scheduled to start by end of April Last Updated: 08-Apr-2020						

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.43 CP139210 - B/FWD 19/20 Nullagine Caravan Park (Demolition / New Buildings)	Ben Lewis - Executive Manager- Commercial Services	In Progress	01-Jul-2019	26-Jun-2020	70.00%	75.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
24.2 Built Infrastructure Assets - Rural	Capital	375,000.00	360,000.00	83,499.00	276,501.00	 GREEN	
ACTION PROGRESS COMMENTS: 31/09/2018 - This is subject to Council direction and the agenda item going to the October Council meeting Tender has gone out for submissions and closing on 25th March 2019 Tender closed and assessments completed. Now going back to Council 18/06/19 - Demolition works scheduled to be completed at the end of the current tourist season approximately September 2019. Funds have been budgeted in the 19/20 year. 10/09/19 - New scope of works currently being compiled and tendered for replacement buildings. 10/09/19 - demolition works pushed until Feb 20. 08/11/19 - The coordinator of building services has since resigned however the Shire has since recruited for the role with the person due to commence on the 18th November 2019. 8/1/20 - The demolition works are completed and the tender has closed for the supply and installation of the new facilities and will go to the January OCM for award 10/2/20 - Tender to install the new ablutions has been awarded and will be delivered to site at the end of April 12/3/20 - New buildings are under construction 6/4/20 - Buildings are under construction and the building licence applications are being privately certified							



Last Updated: 06-Apr-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.56 CP49026 - 19/20 Marble Bar Admin Building	Zaid Abu Rahma - Coordinator Building Services	In Progress	01-Jul-2019	30-Apr-2020	65.00%	96.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.2 Built Infrastructure Assets - Rural	Capital	40,000.00		38,400.00	2,538.00	35,862.00	 GREEN

ACTION PROGRESS COMMENTS:

08/08/19 - Scope of works currently being prepared
10/09/19 - tender document ready for release
08/11/19 - The coordinator of building services has since resigned however the Shire has since recruited for the role with the person due to commence on the 18th November 2019.
28/11/19 - The new coordinator of building services has now started - will continue project moving forward.
08/01/20 - The tender for the works closes on the 15 January and will be put to the February OCM for award. It is expected that the works will be completed around April / May
06/02/20 - Tender has been awarded, expected completion is by end of May 2020.
12/03/20 - Contract has been signed, works yet to start on site
07/04/20 - Works are scheduled to start by mid May

Last Updated: 08-Apr-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.59 CP99019 - 19/20 Staff Housing - Rural	Marisa Wolfenden - Coordinator Property Services	In Progress	01-Jul-2019	30-Apr-2020	50.00%	75.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.2 Built Infrastructure Assets - Rural	Capital	257,300.00		226,424.00	0.00	226,424.00	 GREEN

ACTION PROGRESS COMMENTS:



08/08/19 - Compiling Scope of works for the tender
06/09/19 - SOW ready for tender
02/10/19 - Tender due to be advertised
07/11/19 - Solar tender has been awarded to CFC

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07/11/19 - Capital Housing - awaiting final scope of works for Cape Keraudren to proceed with tender.
28/11/19 Capital Works - Currently under final review.
08/01/20 - Tender underway. Closing mid January.
03/02/20 - Tender has been awarded to the successful tender, awaiting the preparation and execution of documents.
12/03/20 - Contract has been signed works are yet to start on site.
07/04/20 - Contractor schedule to start Rural work 1st May 2020


Last Updated: 07-Apr-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.67 CP109033 - 19/20 Public Toilets - Nullagine	Zaid Abu Rahma - Coordinator Building Services	In Progress	01-Jul-2019	30-Apr-2020	60.00%	96.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.2 Built Infrastructure Assets - Rural	Capital	42,000.00		42,000.00	0.00	42,000.00	 GREEN

ACTION PROGRESS COMMENTS:


08/08/19 - Scope of works currently being prepared
10/09/19 - works in tender for release next week
08/11/19 - The coordinator of building services has since resigned however the Shire has since recruited for the role with the person due to commence on the 18th November 2019.
28/11/19 - The new coordinator of building services has now started. Procurement process underway.
19/12/19 - Contract has not been awarded yet
08/01/20 - The tender for the works closes on the 15 January and will be put to the February OCM for award.
06/02/20 - Tender has been awarded expected completion is by mid of April 2020.
12/03/20 - Contract has been signed, works yet to start on site
07/04/20 - works on site are scheduled to start on 15/04/20



Last Updated: 09-Apr-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.68 CP119012 - 19/20 M/Bar Civic Centre	Zaid Abu Rahma - Coordinator Building Services	In Progress	01-Jul-2019	30-Apr-2020	55.00%	96.00%	 RED

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SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.2 Built Infrastructure Assets - Rural	Capital	40,000.00	38,400.00	0.00	38,400.00	 GREEN
ACTION PROGRESS COMMENTS: 08/08/19- Scope of works currently being prepared 10/09/19- doorworks completed, solarworks tender completed, contract to be issue in the next 2 weeks. 08/11/19- The coordinator of building services has since resigned however the Shire has since recruited for the role with the person due to commence on the 18th November 2019. 28/11/19- The new coordinator of building services has now started. 08/01/20- The tender for the works closes on the 15 January and will be put to the February OCM for award. 06/02/20- Tender has been awarded expected completion is by Mid of June 2020 12/03/20- Contract has been signed, works yet to start on site 07/04/20- Works on site are scheduled to start by mid May Last Updated: 08-Apr-2020						

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.100 CP TBA - 19/20 Nullagine BFB Ablution Upgrade	Zaid Abu Rahma - Coordinator Building Services	In Progress	06-Mar-2020	30-Jun-2020	25.00%	25.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
24.2 Built Infrastructure Assets - Rural	Capital	54,300.00	0.00	0.00	0.00	 GREEN	
ACTION PROGRESS COMMENTS: 12/03/20- Scope of work is under preparation 07/04/20 No Further update Last Updated: 08-Apr-2020							



Waste Management

21.1 Landfill Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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4.1.1.5 CP109016 - 19/20 Landfill and Civil Works	Hope Iyamu - Manager Waste Services	In Progress	01-Jul-2019	30-Apr-2020	1.00%	96.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
21.1 Landfill Management	Capital	50,000.00	48,000.00	16,500.00	31,500.00	 GREEN	
ACTION PROGRESS COMMENTS:							
8/08/2019: The landfill waste management plan is currently under review by the Shire and would serve as a compass for proposed civil works at the site. Submission of this plan to the Council would be in September.							
7/09/2019 LANDFILL WASTE MANAGEMENT PLAN: A summary of the landfill waste management plan will be reported in the Information Bulletin.							
LIQUID WASTE FACILITY: The liquid waste facility (LWF) is one of the many assets within the landfill site that needs an urgent upgrade. Currently, the treated wastewater (TWW) from the LWF discharges via a pipe from the Aerobic Pond to the unlined channel. A flow meter is required to be connected to the discharge pipe before the outlet to measure cumulative volumes of TWW. This requirement is a condition of the Department of Water and Environmental Regulation (DWER), Western Australia. The requirement is part of the improvements recommended by DWER to the Shire concerning the facility's compliance issues. The WMS team scoped the installation of the flow meter and in collaboration with the procurement officer, prepared a request for quotation (RFQ) document. The office of the CEO has advertised the RFQ on the 7th of September, 2019. The deadline for submissions is the 30th of September, 2019.							
FENCING: Currently, the perimeter of the landfill site is not entirely fenced. In addition to this lapse being a non-compliance issue with the operations licence, it has allowed the intrusion of stray livestock into the site to cause damage to the assets within the facility. There have been two reports in the last month of stray cattle trespassing and causing damage to the evaporation bed. The intrusion of this livestock provoked a decision to fence off the evaporation bed and prevent it from further damage. The WMS team is working on documentation for the RFQ, which would be advertised after completion. The fencing of the whole perimeter of the landfill site will be investigated in due course, as part of the required upgrades in the facility.							
9/10/2019 LANDFILL WASTE MANAGEMENT PLAN: The landfill waste management plan, which is a live document, was recently updated with landfill rehabilitation costings provided by the engaged Consultant. The update is for the closure and post-closure management of the three landfill sites owned by the Shire. The landfills are the Marble Bar Refuse Site, Nullagine Refuse Site, and the Newman Refuse Site. This information is required due to the environmental risks and impacts of landfilling. As regulated by the Department of Water and Environmental Regulation (DWER), the landfills are required to meet compliance. The cost breakdown for the different rehabilitation activities required for the management of the landfill sites are as follows: 1. Construction Quality Assurance Plan - \$71,000.00 2. Rehabilitation Plan - \$36,200.00 3. Final Cover System - \$15,885,688.00 4. Post Closure Management Plan - \$45,200.00							

5. Environmental Monitoring Programs – \$63,000.00

The total cost for the rehabilitation of the landfills, at the end of the design life, is \$16,101,088.00. The estimates have an accuracy of $\pm 40\%$ and based on the Victorian EPA BEPM under better practice.

LIQUID WASTE FACILITY: The office of the CEO advertised the proposed flowmeter for the liquid waste facility in the landfill on the 7th of September, 2019, and the deadline for submissions was the 30th of September, 2019. However, there was no submission received by the procurement team concerning the implementation of the project. The waste management services (WMS) team is currently liaising with a local Contractor who missed the submission deadline, but now working on a proposal.

The liquid waste facility ponds are deteriorating due to lack of maintenance over the years. The WMS team will assess the conditions and integrity of the ponds to continue processing septage disposed of by the Shire's liquid waste customers.

FENCING: The perimeter fencing of the Newman Refuse Site is suspended until the next financial year due to lack of funds. However, a request for quotation to fence the sludge drying beds, constructed sometime last year, was sent to several vendors. Only two of the vendors indicated interest, and they are in the process of finalising their submission.

05/11/2019

LIQUID WASTE FACILITY: The Shire of East Pilbara have submitted a Request for Quotation (RFQ) on WALGA's eQuotes platform for a Condition Assessment of the Liquid Waste Facility located at the Newman Refuse Site. The condition assessment will provide the Shire with a detailed technical understanding of the facility enabling the intake volume to be recalculated to assure the highest quality of treated effluent is achieved. The submission for the RFQ closes on the 19th of November, 2019.

FENCING: The RFQ to fence the Sludge Drying Bed at the Newman Refuse Site closed on the 16th of October, with only one submission being received. The award process has been put on hold due to the Condition Assessment of the Liquid Waste Facility.

29/11/2019

LIQUID WASTE FACILITY: The Shire received submissions for the advertised request for quotations (RFQ) for the condition assessment of the liquid waste facility. The scope of the assessment included the previously advertised flow meter. However, the two Engineering consulting firms that submitted proposals were not compliant with the procurement process and qualitative criteria. This outcome has necessitated a re-advertisement of the RFQ. Advertising the new RFQ next week could be a possibility pending approval by the Executives.

FENCING: The perimeter of the Sludge Drying bed at the Newman landfill site is not fenced. A request for quotation (RFQ), sent to contractors (including local) for proposal submission had only one response. The response had an unacceptable condition. The condition is a result of the terrain of the site. That is, the ground conditions are quite firm and rocky, and there was no sufficient allowance created on one side of the bed for fencing, during its design and construct. The team is investigating other ways to carry out this project as potential contractors are finding it challenging to adopt a suitable methodology for the project's implementation.

WEIGHBRIDGE: The last calibration for the weighbridge was in 2017. Recently, the asset had issues with accuracy and the waste services team engaged Mettler Toledo for its calibration and other services. The calibration was on the 21st of October, 2019. Currently, the team is working on speed bumps for the access road, about 100 metres from the landfill entrance gate.

08/01/2020

LIQUID WASTE FACILITY: The liquid waste facility's condition assessment request for quotation is yet to be advertised as most of the consultancies were closed over the Christmas and

Shire of East Pilbara

Action and Task Progress Report

New Year period. However, the waste team is hoping to re-advertise the RFQ sometime next week, if all signatories are in place. Also, Veolia is investigating possibilities surrounding establishing a septage treatment plant within the premises of the landfill site. A discussion has been initiated between Veolia and the Shire, but it's still very preliminary as there are few hurdles to be overcome before a final presentation to the Council.

FENCING: The fencing of the sludge drying bed's perimeter is in the planning phase. One of the potential contractors' terms and conditions were vague, and it was not possible to go with them. The other potential contractor (local) has shown interest. So, the waste team will be re-advertising following a thorough investigation of the geotechnical state of the sludge drying bed's surrounding soil.

WEIGHBRIDGE: The weighbridge had a speed bump, right before vehicles or trucks get on the asset. This speed bump indirectly impacted on the bearings of the weighbridge, causing wear and tear. The bump has since been removed, and a new one will be installed, a few metres away from the weighbridge to avoid any impact. Steel bumps have been purchased by the team as a replacement. Also, the bump at the entrance of the landfill site is damaged due to the deterioration of the material. The bump will be replaced with steel material. The installation will take place next week by the waste team, in conjunction with the depot team.

LANDFILL SIGNAGE: The landfill information sign has been non-compliant since the inception of the site in 1979. However, the waste team initiated a request for quotation to have a compliant landfill information sign and safety sign at the entrance of the site, which meets the Department of Water and Environmental Regulation (DWER) requirements. Proposals have been received, and the team is reviewing, before awarding the contract.

10/02/2020

LIQUID WASTE FACILITY: The Shire advertised the request for quotation for the condition assessment of the liquid waste facility (septage ponds and associated infrastructure) on Friday, 7th February 2020. The waste team is awaiting potential consultancies to submit proposals, according to the information provided in the request. This condition assessment is necessary due to the inevitable upgrade required at the facility.

SLUDGE DRYING BED/FENCING: The fencing of the sludge drying bed is on hold due to the damage to the drying bed by ex-tropical cyclone Blake. The waste team is corresponding with potential contractors on the best possible way to rehabilitate the pond before fencing, including a cost estimate.

WEIGHBRIDGE: The waste team has installed speed humps before the weighbridge, to ensure substantial minimal impact by trucks and light vehicles on the weighbridge. This action is to reduce everyday wear and tear on the weighbridge and extend the service life.

LANDFILL SIGNAGE: The landfill had no entrance signage with the required information as described in the licence since the inception of the landfill in 1979. The waste team has completed the landfill entrance signage with all the necessary information and will be erected by the Depot team when the climatic condition permits.

LIQUID WASTE FACILITY (12/03/2020) - The waste team has received submissions for the condition assessment of the liquid waste facility. The team would be evaluating the submissions and making a decision early next week.

SLUDGE DRYING BED/FENCING (12/03/2020) - The sludge drying bed is severely damaged and not fit for use at the moment. The waste team is working with the Shire's officers responsible for the collation of information related to TC Blake damage to the Shire's infrastructure.

LANDFILL SIGNAGE (12/03/2020) - The waste team has completed the landfill signage entrance and erected by the Depot team.

7/04/2020 - LIQUID WASTE FACILITY - The condition assessment for the liquid waste facility has been evaluated and a decision made by the Shire, following a recommendation from the review panel. The waste team will follow up with the Consultancy that was awarded the contract to confirm timelines.

7/04/2020 - LANDFILL PERIMETER FENCE - The landfill site is not completely fenced. The perimeter of the site that is fenced is approximately 10% of the total. The waste services team is looking at staging the fencing of the site, which is a compliance requirement by the Department of Water and Environmental Regulation.

7/04/2020 - GROUNDWATER EXTRACTION - The waste services team is investigating the requirements for water extraction and installation of groundwater bore at the landfill site. This investigation is to ensure the landfill site has access to constant water supply for dust suppression and other uses. The landfill site currently depends on water supply from BHP.

Last Updated: 07-Apr-2020

10.2.2 ADOPTION OF PROPOSED FEES AND CHARGES 2020/21

Attachments:	Appendix 1 – Proposed Fees & Charges for 2020/21
File No:	FIN-24-1
Responsible Officer:	Ms Sian Appleton Executive Manager Corporate Services
Author:	Ms Ljupka Gow Acting Coordinator Financial Services
Proposed Meeting Date:	24 April 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

To seek Council endorsement of the proposed fees and charges to apply for the budget year 2020/2021 as attached.

BACKGROUND

Section 6.16. Imposition of fees and charges of the Local Government Act, 1995, enables Council to apply fees and charges for the goods or services it provides. The schedule, as tabled, proposes fees and charges for in-principal adoption only at this stage and will assist in preparation of the 2020/2021 budget.

Formal adoption of the fees and charges will be included as part of the budget adoption process.

COMMENTS/OPTIONS/DISCUSSIONS

The schedule of proposed fees and charges for 2020/2021 is attached and comments are recorded against any requested change compared to the 2019/2020 adopted fees and charges. These are also listed below.

These fees and charges have been compiled taking into account the impact of the COVID 19 crisis.

WALGA State Council resolved on Friday 27th March a summary of measures in the support of economic relief and support for COVID 19.

This includes:

“Review fees and charges considering whether fees can be reduced, waived or deferred during the COVID-19 pandemic.”

Agenda item 10.1.5 – COVID 19 – ECONMOIC STIMULUS PACKAGE further identifies possible measures for council to consider.

Changes as itemised below:

Wood – clean pallets From \$125.00/tonne To \$213.00/tonne

Mattresses disposal at tip	To	\$1,155/tonne
Small inflatable	To	\$125.00

STATUTORY IMPLICATIONS/REQUIREMENTS

Part 6 - Financial management (Division 5 - Financing local government activities)
(Subdivision 2 - Fees and charges) 6.16. Imposition of fees and charges (pg 220)

Nil

Nil

Financial – Low.

Should Council decide not to adopt the proposed fees and charges in principle, Officers will be unable to determine accurate income figures when preparing the draft budget.

To be advised in the 2020/2021 Annual budget.

Absolute.

OFFICER RECOMMENDATION:

MOVED: Cr Anita Grace
That Council

SECONDED: Cr Holly Pleming

1. Approve the proposed schedule of 2020/2021 Fees and Charges in principle;
2. Include the proposed schedule of 2020/2021 Fees and Charges in Council's Draft 2020/2021 Annual budget for consideration

AMENDMENT:

MOVED: Cr Holly Pleming

SECONDED: Cr Karen Lockyer

New charge for concrete waste at \$125.00 per tonne.

Within the building and construction waste charge include (minus concrete) – this would need to be separated out.

COUNCIL RESOLUTION: 201920/159

That Council

1. **Approve the proposed schedule of 2020/2021 Fees and Charges in principle, except for the following change;**
 - a. **Add in a new charge for concrete waste at \$125.00 per tonne; and**
 - b. **Within the building and construction waste charge include the words (minus concrete).**
2. **Include the proposed schedule of 2020/2021 Fees and Charges in Council's Draft 2020/2021 Annual budget for consideration**

CARRIED UNANIMOUSLY

To be actioned by Ms Ljupka Gow, Acting Coordinator Financial Services

Appendix 1

Proposed Fees & Charges for 2020/21

Shire Of East Pilbara Schedule of Fees & Charges 2020/2021	GST Applic	19/20 Fees Incl GST	20/21 Proposed Fee	Description	Comments
WORKING SHEET					
RATES & LEVIES					
Function 3 - General Purpose Funding					
Rate in the dollar - Cents					
Gross Rental Value	No	7.3662	TBA	Cents In The Dollar	
UV - Pastoral / Special Leases	No	8.5900	TBA	Cents In The Dollar	
UV - Mining/ Other Leases	No	17.1800	TBA	Cents In The Dollar	
Minimum Rate					
Gross Rental Value	No	663.00	TBA	Per Assessment	
UV - Pastoral / Special Leases	No	230.00	TBA	Per Assessment	
UV - Mining/ Other Leases	No	430.00	TBA	Per Assessment	
Penalty					
Rates unpaid 35 days from service date (non instalment option)	No	8.00%	TBA		
Minimum penalty (non instalment option)	No	5.00	TBA		
Instalment Option					
Administration Fee Per Instalment	No	6.00	TBA		
Administration Fee for Agreements outside normal instalment option	Yes	18.00	TBA		
Administration Fee for Set up of Direct Debit Arrangement	Yes	18.00	TBA		
Interest on Instalment	No	4.00%	TBA		
Property Enquiries					
Reprint of Rate Notice or Statement of Rates (current financial year)	Yes	15.00	15.00		
Reprint of Rate Notice or Statement of Rates (prior financial year)	Yes	15.00	15.00		
Function 10 - Community Amenities					
Rates					
Special Rate GRV - Sewage (Newman)	No	1.6165	TBA	Cents In The Dollar	
Rubbish					
Domestic Bins (Waste and Recycling)	No	260.00	260.00	Two Collections Per Week (One In Winter) and recycling collection fortnightly	
Additional Waste Bin	Yes	240.00	240.00	Per Annum (2 x collection per week in summer, 1 x collection per week in winter)	
Additional Recycle Bin	Yes	200.00	200.00	Per Annum (1 x collection per fortnight)	
OTHER FEES & CHARGES					
Function 4 - Governance					
Photocopying, Scanning & Faxing - Newman & Marble Bar Admin Offices, Recreation Centre, Aquatic Centre and Newman Library					
Photocopying					
A4 (1 - 9 copies)	Yes	0.40	0.10	Per Copy	Decrease
A4 (10+ copies)	Yes	0.20	0.05	Per Copy	Decrease
A4 (1 - 9 copies) Colour	Yes	1.00	0.20	Per Copy	Decrease
A4 (10 + copies) Colour	Yes	0.80	0.10	Per Copy	Decrease
A3 (1 - 9 copies)	Yes	0.70	0.10	Per Copy	Decrease
A3 (10+ copies)	Yes	0.50	0.05	Per Copy	Decrease
A3 (1 - 9 copies) Colour	Yes	1.20	0.40	Per Copy	Decrease
A3 (10+ copies) Colour	Yes	1.00	0.30	Per Copy	Decrease
A5 (1 - 9 copies)	Yes	0.40	0.10	Per Copy	Decrease
A5 (10+ copies)	Yes	0.20	0.05	Per Copy	Decrease
A5 (1 - 9 copies) Colour	Yes	0.80	0.20	Flat Rate	Decrease
A5 (10+ copies) Colour	Yes	0.60	0.10	Per Copy	Decrease
Scan and Email					
Scan and Email - A3 and A4 size	Yes	1.00	FREE		
	Yes	0.10	0.10	Per page thereafter	Delete row
Fax					
Sending first page	Yes	4.00	4.00	First Page	
Sending Additional pages	Yes	1.10	1.10	Extra Pages	
Receiving	Yes	1.10	1.10	Per Sheet	
Photocopying & Scanning (Large Sizes) - Newman Admin Office Only					
Photocopying of A2 size - Black & White	Yes	22.50	22.50	First copy	
	Yes	17.50	17.50	Per copy thereafter	
Photocopying of A2 size - Colour	Yes	45.00	45.00	First copy	
	Yes	35.00	35.00	Per copy thereafter	
Photocopying of A1 Size - Black & White	Yes	20.00	20.00	First copy	
	Yes	15.00	15.00	Per copy thereafter	
Photocopying of A1 size - Colour	Yes	40.00	40.00	First copy	
	Yes	30.00	30.00	Per copy thereafter	
Photocopying of A0 size - Black & White	Yes	25.00	25.00	First copy	
	Yes	20.00	20.00	Per copy thereafter	
Photocopying of A0 size - Colour	Yes	50.00	50.00	First copy	
	Yes	40.00	40.00	Per copy thereafter	
Scan and Email - A0 size	Yes	10.00	10.00	Per copy	
Scan and Email - A1 and A2 size	Yes	5.00	5.00	Per copy	
Laminating - Newman, Marble Bar Admin Office & Newman Library					
A5	Yes	3.40	3.40	Per Sheet	
A4	Yes	3.40	3.40	Per Sheet	
A3	Yes	4.50	4.50	Per Sheet	
Laminating - Newman Library Only					
A1	Yes	10.00	10.00	Per Sheet	
A2	Yes	5.00	5.00	Per Sheet	
Binding					
Binding including covers and coil up to 100 pages	Yes	7.50	7.50	Up To 100 Pages Per Booklet	
Binding including covers and coil up to 200 pages	Yes	10.00	10.00	Cost Per Booklet	
Reports on Sale					
Electoral Roll	Yes	FREE	FREE	Per Copy	
Rate Book	Yes	FREE	FREE	Per Copy	
Other Documents					
Council Agenda - Single Meeting	Yes	FREE	FREE	Per Meeting	
Council Minutes - Single Meeting	Yes	FREE	FREE	Per Meeting	
Council Agenda or Minutes - Single Meeting	Yes	FREE	FREE	Per Meeting	
Council Agenda - Full Year July to June	Yes	FREE	FREE	Per Year	
Council Minutes - Full Year July to June	Yes	FREE	FREE	Per Year	
Council Agenda or Minutes - Full Year July to June	Yes	FREE	FREE	For CD	
Policy Manual	Yes	FREE	FREE	Per A4 Or \$0.70 Per A3 Single Sheet (Min \$1)	
Policy Manual	Yes	FREE	FREE	Per Copy	
Council Budget	Yes	FREE	FREE	Per Copy	
Council Annual Financial Statements	Yes	FREE	FREE	Per Copy	
Council Local Laws	Yes	FREE	FREE	Per A4 Or \$0.70 Per A3 Single Sheet (Min \$1)	
Planning / Building Application Register	Yes	FREE	FREE	Per A4 Or \$0.70 Per A3 Single Sheet (Min \$1)	
Consolidated Roll	Yes	FREE	FREE	Complete Roll	
Corporate DVD (effective 1 January 2011)	Yes	FREE	FREE	Per DVD	
Video Conferencing					
Outgoing					
Outgoing Rates for first hour	Yes	124.90	124.90		

Shire Of East Pilbara Schedule of Fees & Charges 2020/2021	GST Applic	19/20 Fees Incl GST	20/21 Proposed Fee	Description	Comments
Per Additional half hour or part thereof	Yes	56.80	56.80		
Incoming					
Incoming rate for first hour	Yes	56.80	56.80		
Per Additional half hour or part thereof	Yes	25.80	25.80		
Number Plates					
Plate Administration Fee	Yes	50.00	50.00	Fee Does Not Include fee set by Dept. Transport	
Other					
Seed Collection Permit	No	50.00	50.00	Per application, Per year	
Administration Fee on Cancellation	Yes			20% of total fee	
Marble Bar Office Rental					
Hire of Single back office room with access to meeting room	Yes	230.00	230.00	Per Week Inc Electricity And Water	
Hire of two back office rooms with access to meeting room	Yes	290.00	290.00	Per Week Inc Electricity And Water	
Bond for rental of Office	Yes	1160.00	1160.00	Refundable At The End Of The Tenancy	
Cleaning	Yes			Tenants Cost	
Installation of Telephone	Yes			Tenants Cost	
Function 5 - Law, Order, Public Safety					
Animal Control					
Impound Fees - Registered Dogs and Cats	No	85.00	85.00	Per Animal, Per Day	
Impound Fees - Other Animals Unspecified Other Animals	No	85.00	85.00	Per Animal, Per Day	
Kennelling Fees - Sustenance Fees Dog and Cats	No	20.00	20.00	Per Animal, Per Day	
Seizure & return of dog/cat without impounding	No	N/A	N/A	Per Animal	
Impound Fee for Other	No	125.00	125.00	Per Item	
Charges for Ranger/ESO Services	No	100.00	100.00	Per Hour	
Travel	Yes	1.85	1.85	Per Kilometre	
Dog/Cat registration tag replacement	No	N/A	N/A	Per Item	
Application to keep more than two dogs/cats	No	110.00	110.00	Per Application	
Surrender of Dog	No	85.00	85.00	Per Animal, inclusive of Rangers time & travel costs to euthanise	
Surrender of Cat	No	85.00	85.00	Per Animal, inclusive of Rangers time & travel costs to euthanise	
Surrender of Other Animal	No	242.00	242.00	Recoverable Cost (Minimum charge \$60.00 plus travel costs) - inclusive of Rangers time & travel costs to euthanise	
Small animal trap hire - deposit (outside of Newman/Marble Bar Townsites only)	No	120.00	120.00	GST Exempt unless forfeited	
Small animal trap hire - weekly (outside of Newman/Marble Bar Townsites only)	Yes	30.00	30.00	7 days concluding (8.30am) of the following day	
Late return	Yes	16.50	16.50	Per day	
Kennel Licence Application Fee	Yes	374.00	374.00		
Dangerous Dog Collar - Medium	Yes	38.50	38.50	For declared dangerous dogs	
Dangerous Dog Collar - Large	Yes	52.80	52.80	For declared dangerous dogs	
Dangerous Dog Sign	Yes	38.50	38.50	Per set of two	
Dangerous Dog Inspections	No	120.00	120.00		
Dog Muzzle - XS to L	Yes	30.00	30.00	For declared dangerous dogs	
Dog Muzzle - XL to XXXL	Yes	50.00	50.00	For declared dangerous dogs	
Stock - Fifteenth Schedule of Local Government (Misc. Provisions) Act 1960					
Impound Fee for all stock (any type or species per head) - First 24hrs or part thereof	No	85.00	85.00	6am - 6pm	
Impound Fee for all stock (any type or species per head)	No	120.00	120.00	6pm - 6am	
Daily Fee (any type or species per head) Subsequent 24hrs or part thereof	No	12.00	12.00		
Sustenance Fee per head per day	No	20.00	20.00		
Ranger Fee for impounding of stock	No	70.00	70.00	Per Hour	
Fees for moving impounded animal more than 3km	Yes	27.50	27.50	Per kilometre	
Rate for damage by Trespass by stock	No	60.00	60.00	Head per day	
Miscellaneous					
Impound Fee for Shopping Trolleys	No	30.00	30.00	Per Trolley	
Impound Fee for Vehicle	No	275.00	275.00	Per Vehicle - includes admin fee	
Daily Impound Fee for Vehicle	No	6.00	6.00	Per Vehicle per day	
Admin Fee - Sale of Impounded vehicles & goods	Yes	66.00	66.00	Per offer to purchase plus admin fee	
Storage fees for impounded items up to 100kg (e.g.: trolleys)	No	2.00	2.00	Per day	
General storage for impounded goods > 100kg	No	2.00	2.00	Per day	
Storage Fee for stored goods or items plus cost of collection, transport etc.	No	2.00	2.00	Per item per day (excluding trolleys and cars)	
Recoverable Inspection Costs (normal office hours)	Yes	145.20	145.20	Per Hour	
Recoverable Inspection Costs (other than normal office hours)	Yes	215.60	215.60	Per Hour	
Admin Fee - Block Slashing	Yes	50.00	50.00	Per Property	
Function 7 - Health					
Inspections (General)					
Recoverable Inspection Costs (normal office hours)	Yes	120.00	120.00	Per Hour	
Recoverable Inspection Costs (other than normal office hours)	Yes	185.00	185.00	Per Hour	
Travel Costs	Yes	2.50	2.50	Per Kilometre other than first 20km	
Inspections (Plumbing)					
Local Government Reporting Fee	Yes	100.00	100.00	Per Hour	
Liquor Permits, Certificates and Gaming Certificates					
Liquor Act Section 39 Certificate (Health)	Yes	100.00	100.00	Liquor Control Act 1988	
Liquor Act Section 40 Certificate (Planning)	Yes	100.00	100.00	Liquor Control Act 1988	
Liquor Act Section 50 Certificate (Gaming) Charities & Community Grp	Yes	FREE	FREE	Liquor Control Act 1988	
Liquor Act Section 55 Certificate (Gaming) Business or Commercial	Yes	150.00	150.00	Liquor Control Act 1988 - Planning Approval may also be required	
Liquor Permit Approval Application For Consumption of Alcohol	No	20.00	20.00	For all applications for Consumption Only of Alcohol on Shire Property/Reserves. NO TRADING IN ALCOHOL PERMITTED UNDER THIS APPLICATION	
Annual Liquor Permit Approval Application For Consumption of Alcohol	No	150.00	150.00	For the annual (within a calendar year) applications for Consumption Only of Alcohol on Shire Property/Reserves. NO TRADING IN ALCOHOL PERMITTED UNDER THIS APPLICATION	
Liquor Permit - Individual Application For the Trade and Consumption of Alcohol - Not For Profit Community Organisation	No	50.00	50.00	SoEP Local Law 2011 - Per Application Approval to Consume and to Sell Alcohol on Shire Property/Reserve - One Application - Note: Liquor Permit is required from Dept. Racing, Gaming & Liquor	
Liquor Permit - For the Trade and Consumption of Alcohol - Multiple Dates - Not for Profit Community Organisation	No	200.00	150.00	SoEP Local Law 2011 - Annual charge (within a calendar year) for Approval to Consume and to Sell Alcohol on Shire Property/Reserve - Note: Liquor Permit is required from Dept. Racing, Gaming & Liquor	BC - decrease fee to align with Commerical Fees (line 186)
Liquor Permit - Commercial - Per Application (if this charge is selected, do not charge the \$20 Liquor Permit Application)	No	150.00	150.00	SoEP Local Law 2011 - Commercial Organisations - One Application for Approval to Consume and to Sell Alcohol on Shire Property/Reserve - Note: Liquor Permit is required from Dept. Racing, Gaming & Liquor	
Liquor Permit - Late Application Fee (NFP & Community)	No	20.00	20.00	Less than 7 days before event	
Liquor Permit - Late Application Fee (Commercial)	No			Less than 7 days before event	
Property Enquiries - work notices	Yes	60.00	60.00		
Food Condemnation Certificates	Yes	50.00	50.00		
Food Safe Audits (Community Projects)	Yes	FREE	FREE		
Food Safe Audits (Commercial)	Yes	200.00	200.00	Minimum fee (otherwise time required plus travel)	
Public Building Certificates	Yes	200.00	200.00	Minimum fee (otherwise time required plus travel)	
Health (Miscellaneous Provisions) Act 1911					
Lodging House Registration Fee	Yes	200.00	200.00	Local Law	
Laundries / Dry Cleaners Licence	Yes	150.00	150.00	Public Health Act 2016	
Local Government Septic Application Fee	Yes	118.00	118.00	Public Health Act 2016	
Local Government Report for a Septic Tank Application	Yes	110.00	110.00	Public Health Act 2016	
Local Government Permit to Use a Septic Apparatus	Yes	118.00	118.00	Public Health Act 2016	
Copies of Septic Tank Plans or Disposal Systems Plans	Yes	25.00	25.00	Per Copy Per Set	
Caravan Parks and Camping Grounds					
Caravan Parks and Camping Grounds Annual Licence Fee	No	200.00	200.00	Caravan Parks & Camping Grounds Act 1995. Minimum charge & additional charge for number of caravans	
Swimming Pool Inspection and Sampling Fees					

Shire Of East Pilbara Schedule of Fees & Charges 2020/2021		GST Applic	19/20 Fees Incl GST	20/21 Proposed Fee	Description	Comments
Sampling for Compliance Fee (if operator does not do monthly sampling themselves)		Yes	200.00	200.00	Public Health Act 2016. Minimum per inspection (otherwise time required plus Travel).	
Food Premises Registration/Notification Assessment Fees						
Notification of Food Premise Fee (Non Profit/Community Groups Exempt)	No	50.00	50.00	Food Act 2008		
High Risk Food Premises	No	450.00	450.00	Food Act 2008 - Invoiced July each year		
Medium Risk Food Premises	No	350.00	350.00	Food Act 2008 - Invoiced July each year		
Low Risk Food Premises	No	200.00	200.00	Food Act 2008 - Invoiced July each year		
Very Low Risk Food Premises	No	FREE	FREE	Food Act 2008		
Food Condemnation Certificates	Yes	51.00	51.00			
Food Safe Audits (Community Projects)	Yes	FREE	FREE			
Food Safe Audits (Commercial)	Yes	201.00	201.00	Minimum fee (otherwise time required plus travel)		
Food Premises Annual Surveillance Fees						
High Risk Food Premises	No	500.00	500.00	Food Act 2008 - Invoiced July each year		
Medium Risk Food Premises	No	400.00	400.00	Food Act 2008 - Invoiced July each year		
Low Risk Food Premises	No	250.00	250.00	Food Act 2008 - Invoiced July each year		
Registration of Home Food Preparation Business	Yes	100.00	100.00	Food Act 2008 - Invoiced July each year		
Annual Surveillance Fee for Home Food Business	No	50.00	50.00			
Registration of Non Profit Community Organisations and School Canteens	No	FREE	FREE			
Pro Rata Registration of Food Premises	Yes			Pro rata for the required months plus the \$50 notification Fee	BC - Delete this line	
1 day Permit-Conducting an activity on Local Government Property (Not for Profit/Community Groups)	Yes	20.00	20.00	Local Gov Act 1995		
1 day Permit-Conducting an activity on Local Government Property (For Profit/Community Groups)	Yes	45.00	45.00	Local Gov Act 1995		
Late Application fee-1 day Permit-Conducting an activity on Local Government Property (Not for Profit/Community Groups)	Yes	20.00	20.00	Local Gov Act 1995		
Late Application fee-1 day Permit-Conducting an activity on Local Government Property (For Profit/Community Groups)	Yes	45.00	45.00	Local Gov Act 1995		
Conducting an activity on Local Government Property				Local Gov Act 1995		
Temporary Food Permit For Not For Profit Community Groups & Trading in Public Places						
Daily Fee for Junior Sporting or Community Organisations	No	20.00	20.00	SOeP Local Law 2011		
Seasonal Fee for Junior Sporting or Community Organisations	No	100.00	100.00	SOeP Local Law 2011 - Within any calendar year		
Seasonal Fee for Senior Sporting or Community Organisations	No	200.00	200.00	SOeP Local Law 2011 - Within any calendar year		
Temporary Food Permit and Trading in Public Places						
Daily Fee	No	45.00	45.00	SOeP Local Law 2011		
1 week or part of	No	100.00	100.00	SOeP Local Law 2011		
1 month or part of	No	200.00	200.00	SOeP Local Law 2011		
Seasonal Fee (up to 6 months)	No	300.00	300.00	SOeP Local Law 2011 - Seasonal fee for organisations other than community groups		
1 year or part of	No	500.00	500.00	SOeP Local Law 2011		
Late Application Fee	No	50.00	50.00	SOeP Local Law 2011 - Less than 7 days before event		
Alfresco - Public Land						
Application Fee	Yes	100.00	100.00	SOeP Local Law 2011		
Renewal Fee - per square metre outdoor area	Yes	35.00	35.00	SOeP Local Law 2011		
Public Events - Application						
Application Fee (exclusive use)	No	50.00	50.00	} Local Government Act 1995, s 6.16(2)(a)		
Late Application Fee	No	100.00	100.00			
Fireworks Application Fee	No	50.00	50.00			
Private function						
Category 1 (<100 people)	No	FREE	FREE	SOeP Local Law 2011		
Category 2 (100 - 500 people)	No	50.00	50.00	SOeP Local Law 2011		
Category 3 (>500 people)	No	100.00	100.00	SOeP Local Law 2011		
Fundraising Raffles and related activities						
One Day Permit - not for profit & community organisations	No	FREE	FREE			
One Day Permit - other	No	20.00	20.00	SOeP Local Law 2011		
Late Application Fee (Less than 2 days before the event)	No	10.00	10.00	SOeP Local Law 2011		
Gambling & Wadgering						
Permit application	No	45.00	45.00	SOeP Local Law 2011		
Public Events - Permit Fee						
Category 1 (,500 patrons)	No	FREE	FREE	} Local Government Act 1995, s 6.16(2)(a)		
Category 2 (500-2500 patrons)	No	150.00	150.00			
Category 3 (2500-5000 patrons)	No	300.00	300.00			
Category 4 (5000-8000 patrons)	No	500.00	500.00			
Category 5 (8000-12000 patrons)	No	700.00	700.00			
Late Application Fee	No	100.00	100.00	Less than stipulated time frame for event		
Public Buildings						
Application to Construct, Extend and Alter a Public Building	No	100.00	100.00	Health (Public Building) Regulations 1992 (Schedule 1)		
Application for a Public Building Certificate	No	100.00	100.00	Health (Public Building) Regulations 1992 (Schedule 1)		
Reissue of a Certificate of Approval	No	50.00	50.00	Local Government Act 1995		
Late Application Fee	No	50.00	50.00	Less than 7 days before event		
Environmental Protection						
Application Fee for Approval Under Regulation 18(6)(b)	No	100.00	100.00	Environmental Protection (Noise) regulations 1997		
Late Application Fee for Approval Under Regulation 18(6)(b)	No	100.00	100.00	Local Government Act 1995		
Out of hours work permit fee (weekly)	No	150.00	150.00	Environmental Protection (Noise) regulations 1998		
Out of hours work permit fee (monthly)	No	500.00	500.00	Environmental Protection (Noise) regulations 1999		
Out of hours permit fee (seasonal)	No	800.00	800.00	Environmental Protection (Noise) regulations 2000		
Public Places & Local Government Property Local Law 2011 - Trading in Public Places						
One Day Permit - not for profit & community organisations	No	20.00	20.00	Local Government Act 1995, s 6.16(2)(a)		
One Day Permit - other	No	45.00	45.00	Local Government Act 1995, s 6.16(2)(a)		
Late Application Fee - not for profit groups	No	20.00	20.00	Less than 7 days		
Late Application Fee - other	No	45.00	45.00	Less than 7 days		
Mould sampling	Yes	At cost (Mould sampling+consumables+sample freighting+analysis) + admin costs	At cost (Mould sampling+consumables+sample freighting+analysis) + admin costs	Health (Miscellaneous Provisions) Act 1911		
Function 8 - Education and Welfare						
Out of School Hours Care						
Sports Holiday Camp	No	50.00	N/A	Per Day (Hours 9am - 3pm)		
Newman Youth Centre						
Long Term Hire for not for profit organisations: Category 1	Yes	300.00	300.00	Up to 120 hours (to be pre booked) through out the year	No change	
Long Term Hire for not for profit organisations: Category 2	Yes	600.00	600.00	Up to 248 hours (to be pre booked) through out the year	No change	
Long Term Hire for not for profit organisations: Category 3	Yes	900.00	900.00	Up to 372 hours (to be pre booked) through out the year	No change	
Long Term Hire for not for profit organisations: Category 4	Yes	1,200.00	1,200.00	Up to 496 hours (to be pre booked) through out the year	No change	
Exclusive use of a designated storage room/space	Yes	150.00	150.00	For long-term tenants with User Agreements in place	No change	
Periodic Hire for not for profit organisations:	Yes	40.00	40.00	Per occasion: 2 - 7 occasions (up to four hours per occasion) throughout the year	No change	
Casual Hire for not for profit organisations:	Yes	20.00	20.00	Single hourly rate throughout the year	No change	
Casual Hire for commercial users:	Yes				Same charge as Newman House	
Periodic and casual hire for not for profit organisations and individuals - Hilditch Fenced Grass Area	Yes	10.00	10.00	Per occasion - Up to two hours per occasion.	No change	
Casual Room Hire	Yes				Please remove as this does not specify whether it is for commercial or not-for-profit hire	
Funky Bus Hire (all year)	Yes	500.00	500.00	Per Week - OSHC by negotiation	No change	
Funky Bus Hire	Yes	60.00	60.00	Per Day	No change	
Group Accommodation						
Minimum 1 night stay. Minimum 10 people.	Yes	24.00	24.00	Per Person/Per Night. For users who are not regular hirers.		

Shire Of East Pilbara Schedule of Fees & Charges 2020/2021	GST Applic	19/20 Fees Incl GST	20/21 Proposed Fee	Description	Comments
Utilities charges	Yes	55.00	55.00	Per Night. For users who have a Conditions of Usage for Regular Hire Agreement. (users must do their own cleaning - no cleaning fee will be charged).	
Accommodation Bond (sleep over) up to 40 people	No	250.00	250.00	Fee waived for users who have a Conditions of usage for regular Hire Agreement	
Accommodation Bond (sleep over) 50 or more people	No			Fee waived for users who have a Conditions of usage for regular Hire Agreement	
Marble Bar Youth Shed Hire (also known as Rec Shed)					
Lessee/Licence/Regular Hirers					
Building Service Fee (Junior sporting/community organisations only)					
Annual - 52 weeks	Yes	1 150.00	1 150.00		
Commercial/Private Functions	Yes	120.00	120.00	1/2 Day (up to 4 hrs.)	
	Yes	240.00	240.00	Full Day (up to 8 hrs.)	
Non Profit/Community Organisations	Yes	66.00	66.00	40% discount from commercial rates	
	Yes	132.00	132.00	Full Day (up to 8 hrs.)	
Seasonal / Term bookings	Yes	30.00	30.00	Weekly Hire	
Newman House					
Tenancies and Leases	Yes			As per Agreement	
Short Term Office Hire					
Casual Weekly	Yes	250.00	250.00	Weekly - business hours only. Does not include data or phone service	
Casual Daily	Yes	75.00	75.00	Daily - business hours only. Does not include data or phone service	
Conference Room Hire					
Commercial/Private					
Small Room	Yes	40.00	40.00	Per Hour	
	Yes	144.00	144.00	1/2 day venue hire (of up to 4 hours)	
	Yes	288.00	288.00	Full day venue hire (of up to 8 hours)	
Large Room	Yes	55.00	55.00	Per Hour	
	Yes	198.00	198.00	1/2 day venue hire (of up to 4 hours)	
	Yes	396.00	396.00	Full day venue hire (of up to 8 hours)	
Both Rooms	Yes	75.00	75.00	Per Hour	
	Yes	270.00	270.00	1/2 day venue hire (of up to 4 hours)	
	Yes	540.00	540.00	Full day venue hire (of up to 8 hours)	
Non Profit/Community Organisations					
Meeting Room (\$)				40% discount from commercial rates	
Equipment Hire					
Conference Phone	Yes	50.00	50.00	Daily	
Video Conference	Yes			Refer to function 4 for fees and charges	
Smart board	Yes	50.00	50.00	Daily	
Tea/Coffee/Water	Yes	5.00	5.00	per person/per day	
Four Screen Electronic White board with printer	Yes	50.00	50.00	Daily	
PA System with wireless microphone	Yes	50.00	50.00	Daily	
Projector and Screen	Yes	40.00	40.00	Daily	
Function 9 - Housing					
Lease & Rentals					
Other Housing					
Piri Smith Retirement Units - Marble Bar					
Long Term Per Week - single	No	75.00	75.00	Plus water & power charges	
Long term Per Week - couple	No	100.00	100.00	Plus water & power charges	
Water Consumption for Piri Smith Retirement Units (APH)					
Single Occupant	No			5% of Water Authority Invoice / quarter	
Dual Occupant	No			7.5% Water Authority Invoice / quarter	
Other Housing - Other than Council employees					
Accommodation - Council housing for consultants etc.	No	60.00	60.00	Internal usage - cost per day, plus cleaning costs	
Accommodation - Marble Bar housing for consultants etc.	No	60.00	60.00	Internal usage - cost per day, to cover wages, products	
Accommodation - Up to 3 months, consultant or relief staff	No	300.00	300.00	Internal usage - per week plus cleaning	
Accommodation - Non staff	No			Per week, as per fixed item tenancy agreements, plus bonds and utilities	
Shire Staff					
Rent - Newman	No	100.00	100.00	Per Week (equates to \$200 per fortnight)	
Rent - Nullagine	No	80.00	80.00	Per Week (equates to \$160 per fortnight)	
Rent - Marble Bar	No	80.00	80.00	Per Week (equates to \$160 per fortnight)	
Rent - Marble Bar - SPQ	No	N/A	N/A	Per Week (equates to \$140 per fortnight)	
Rent - Furnished SPQ Unit	No	140.00	140.00	Per Week (equates to \$280 per fortnight)	
Rent - Furnished dwelling	No	150.00	150.00	Per Week (equates to \$300 per fortnight)	
Rent - Newman Airport	No	115.00	115.00	Per Week (equates to \$230 per fortnight) including Data Service	
Rent - Newman Airport - Furnished units	No	160.00	160.00	Per Week (equates to \$320 per fortnight) + data and furniture	
Rent - Newman Airport - Furnished units	No	N/A	N/A	Per Week, Per Person (equated to \$420 per fortnight) incl utilities & cleaning	
Function 10 - Community Amenities					
WASTE DISPOSAL FEES & CHARGES					
Per tonne price applies for all items when weighbridge is in operation Weight reverts to cubic metres or itemised items when weighbridge not in operation unless otherwise noted					
Domestic Kerbside Collections					
Kerbside service - Weekly 240 litre waste bin & fortnightly 240 litre recycle bin	No	320.00	320.00	Per Annum	
Additional Waste Bin - 1 waste service per week	Yes	240.00	240.00	Per Annum	
Additional Recycle Bin	Yes	200.00	200.00	Per Annum	
Replacement Bin (lost/stolen/damaged)	Yes	80.00	80.00	Per Bin	
Missed Bin return service	Yes	15.00	15.00	Per Service	
Event & Short Term Hire 120 or 240 litre Wheelie Bins					
Event & Short Term Hire 120 or 240 litre waste and/or recycle bins - includes delivery, 1 x empty and collection of bins - minimum charge of 2 bins. Maximum 2 days	Yes	60.00	60.00	Charge is Per 2 Bins / Day	
Weighbridge Only					
Weighbridge - Reprint Dockets (per docket)	Yes	20.00	20.00	Each	
Weighbridge - Use for weight only (no disposal) Non Certification	Yes	25.00	25.00	Each	
Weight Only - Visual Only - No Certificate					
Weighbridge - Use for weight only (no disposal) Certified Weight	Yes	75.00	75.00	Each	
General Minimum	Yes	15.00	15.00	Where otherwise not specified	
C & D - Construction & Demolition					
C & D Waste - includes bricks, concrete and building rubble	Yes	62.00	62.00	Per Cubic Metre	
C & D Waste - includes bricks, concrete and building rubble	Yes	155.00	155.00	Per Tonne	
C & D Unspecified (assess & approval required)	Yes	POA	POA	Per Item	
C & I - Construction & Industrial					
C & I Commercial Contractor - Putrescible Waste	Yes	56.00	56.00	Per Cubic Metre	
C & I Commercial Contractor - Putrescible Waste	Yes	140.00	140.00	Per Tonne	
C & I Green Waste, co-mingled intended for landfill	Yes	41.00	41.00	Per Cubic Metre	
C & I Green Waste, co-mingled intended for landfill	Yes	103.00	103.00	Per Tonne	
C & I Bulk or Large Waste	Yes	62.00	62.00	Per Cubic Metre	
C & I Bulk or Large Waste	Yes	155.00	155.00	Per Tonne	
Mattresses			1,155.00	Per Tonne of mattresses	Hope: average queen mattress=27.9kg, approx 36mattresses per tonne, average from other LGs \$32.25 = \$1155 pertonne
C & I Co-mingled dry recyclables excluding organics for separation (MRF)	Yes	50.00	50.00	Per Cubic Metre	
C & I Co-mingled dry recyclables excluding organics for separation (MRF)	Yes	125.00	125.00	Per Tonne	
C & I Other rubber or unspecified (assess & approval required)	Yes	POA	POA	Per Item minimum charge \$332	
Wood					

Shire Of East Pilbara Schedule of Fees & Charges 2020/2021	GST Applic	19/20 Fees Incl GST	20/21 Proposed Fee	Description	Comments
Wood - clean pallets, wire wheels, structural timber	Yes	50.00	50.00	Per Cubic Metre	
Wood - clean pallets, wire wheels, structural timber	Yes	125.00	213.00	Per Tonne	Hope: average pallet 38.5kg approx 26pallets per tonne average by other LGs \$8.2 per pallet = \$213 per tonne
Wood - Timber and other wood	Yes	50.00	50.00	Per Cubic Metre	
Wood - Timber and other wood	Yes	125.00	125.00	Per Tonne	
Commercial E Waste					
Commercial E Waste	Yes	31.00	31.00	Per Cubic Metre	
Commercial E Waste	Yes	80.00	80.00	Per Tonne	
Animal carcasses	Yes	16.00	16.00	Per Cubic Metre	
Animal carcasses - Minimum charge \$16.00	Yes	40.00	40.00	Per Tonne	
Medical - Minimum charge \$20.00	Yes	57.00	57.00	Per Cubic Metre	
Medical - Minimum charge \$20.00	Yes	150.00	150.00	Per Tonne	
Clean Fill					
Clean bricks and clean soil suitable for re-use, Minimum charge \$16.00	Yes	16.00	16.00	Per Cubic Metre	
Clean bricks and clean soil suitable for re-use	Yes	40.00	40.00	Per Tonne \$ 20 Min charge	
Green Waste					
Green waste (separated) - Clean green waste arising from commercial activities (including servicing domestic and residential premises)	Yes	16.00	16.00	Per Cubic Metre	
Green waste (separated) - minimum charge 1 tonne	Yes	40.00	40.00	Per Tonne Min Charge	
Green waste Domestic - (Townsite Only)	Yes	FREE	FREE	No Charge	
Vehicle Batteries					
Vehicle Batteries - including car, truck, motorcycle and boat - Lead Acid batteries only up to 10 batteries	Yes	15.00	15.00	Each	
Vehicle Batteries in bulk numbers of 10+	Yes	375.00	375.00	Per Tonne	
Vehicle Bodies					
Car	Yes	150.00	150.00	Per Car	
Cars Per Tonne	Yes	150.00	150.00	Per Tonne	
Light Truck	Yes	300.00	300.00	Per Truck	
Light Trucks Per Tonne	Yes	150.00	150.00	Per Tonne	
Large Truck	Yes	400.00	400.00	Per Truck	
Large Truck Per Tonne	Yes	150.00	150.00	Per Tonne	
Trailers (Each when weighbridge not operational)	Yes	125.00	125.00	Each	
Trailers Per Tonne	Yes	150.00	150.00	Per Tonne	
Boats (Each when weighbridge not operational)	Yes	125.00	125.00	Each	
Boats Per Tonne	Yes	150.00	150.00	Per Tonne	
Tyres					
Car or 4WD - Domestic Customers maximum 5 tyres only	Yes	FREE	FREE	Max 5 Tyres	
Car - Commercial	Yes	12.00	12.00	Each	
Car - Commercial minimum charge 1 tonne	Yes	500.00	500.00	Per Tonne	
Light Truck	Yes	22.00	22.00	Each	
Light Truck - Commercial minimum charge 1 tonne	Yes	500.00	500.00	Per Tonne	
Large Truck	Yes	33.00	33.00	Each	
Large Truck - Commercial minimum charge 1 tonne	Yes	500.00	500.00	Per Tonne	
Haulpak or similar	Yes	420.00	420.00	Each	
Haulpak or similar - Commercial minimum charge 1 tonne	Yes	500.00	500.00	Per Tonne	
Tyres assorted and mixed - minimum charge 1 tonne	Yes	500.00	500.00	Per Tonne	
Steel products (recyclable)					
Steel products (recyclable)	Yes	20.00	20.00	Per Cubic Metre	
Steel products (recyclable)	Yes	50.00	50.00	Per Tonne	
White Goods (Air conditioners, fridges etc must be degassed)	Yes	20.00	20.00	Per Item	
White Goods (Air conditioners, fridges etc must be degassed)	Yes	50.00	50.00	Per Tonne	
Hazardous and Other Waste					
Asbestos (Building Products)	Yes	100.00	100.00	Per Cubic Metre	
Asbestos (Building Products) - minimum charge 1 tonne	Yes	250.00	250.00	Per Tonne	
Asbestos (Contaminated Soils)	Yes	125.00	125.00	Per Cubic Metre	
Asbestos (Contaminated Soils) - minimum charge 1 tonne	Yes	300.00	300.00	Per Tonne	
Liquid waste (Charged in 1000L increments)	No	119.30	119.30	Per 1000 Litre	
Liquid waste (Charged in tonne increments)	No	165.50	165.50	Per Tonne	
Oil Contaminated Soils (Drilling Mud requires MSDS)	Yes	77.00	77.00	Per Cubic Metre	
Oil Contaminated Soils (Drilling Mud requires MSDS) - minimum charge 1 tonne	Yes	195.00	195.00	Per Tonne	
Note: Oils not accepted, toxic liquids only accepted upon approval of Manager Health Services or Director Technical & Development Services					
WASTE DISPOSAL FEES & CHARGES DOMESTIC - Items that fit in a car, utility and/or household trailer only (7'x 5'trailer size maximum)					
General Waste, putrescibles, foodstuffs, cans, paper, cardboard - car, utility and/or household trailer only (7'x 5'trailer size maximum)	Yes	FREE	FREE	No Charge	
Green Waste - Personal domestic green waste only - Not green waste collected by a commercial operator - car, utility and/or household trailer only (7'x 5'trailer size maximum)	Yes	FREE	FREE	No Charge	
Vehicle bodies - Car/4WD - single car body only towed in on domestic car trailer behind private vehicle. Any other variations, refer to commercial vehicle charges above	Yes	FREE	FREE	No Charge	
Vehicle Bodies - Larger than a car - refer to commercial vehicle charges	Yes			Each	
White Goods (Air conditioners & Fridges must be degassed)	Yes	21.00	22.00	Per Item	
Tyres - Car	Yes	FREE	FREE	No Charge	
Tyres - Light Truck or larger - refer to commercial tyre charges above	Yes			Each	
Waste Disposal Fees - Marble Bar and Nullagine (Domestic Putrescible & Green Waste Only)					
Domestic General Waste, putrescibles, foodstuffs, cans, paper, cardboard, rubble (Townsite Only)	Yes	FREE	FREE	No Charge	
Domestic Green Waste (Townsite Only)	Yes	FREE	FREE	No Charge	
C & I and Putrescible Waste from Commercial Operations incl Minesite Vehicles or Commercial Contractors excl town based operations by prior arrangement only (Tel: 9175 8000)	Yes	100.00	101.00	Per Cubic Metre	
C & I Other (assess & approval required)	Yes	POA	POA		
C & D (Construction & Demolition) Waste - includes bricks, concrete & building rubble (assess & approval required)	Yes	POA	POA		
Note: Excludes asbestos and liquid waste - refer to gate signage for further details of wastes accepted					
Other					
Sale of Mulch	Yes	POA	POA		
Commercial Refuse Collection (240 Litre Wheelie Bin) - Nullagine and Marble Bar	Yes	3.00	4.00	Per Bin	
Town Planning Fees					
Development Applications					
(a) Development Cost < \$50,000	No	148.00	148.00		
(b) Development Cost \$50,000 - \$500,000	No	@	@	32% of the estimate cost of development	
(c) Development Cost \$500,000 - \$2.5 million	No	@	@	\$1700 + 0.257% per \$ over \$500,000	

Shire Of East Pilbara Schedule of Fees & Charges 2020/2021	GST Applic	19/20 Fees Incl GST	20/21 Proposed Fee	Description	Comments
(d) Development Cost \$2.5 million - \$5 million	No	@	@	\$7161 + 0.206% per \$ over \$2.5m	
(e) Development Cost \$5 million - \$21.5 million	No	@	@	\$12633 + 0.123% per \$ over \$5m	
(f) Development Cost > \$21.5 million	No	34,196.00	34,196.00		
(g) Extractive Industry	No	739.00	739.00		
(h) Development Application (other than Extractive Industry) where the development has commenced or been carried out	No	@	@	The application fee as required by a,b,c,d,e or f above plus, by way of penalty, twice that fee	
(i) Development Application - Extractive Industry - where the development has commenced or been carried out	No	@	@	fee in (g) above plus by way of penalty, twice that fee	
(j) Amended plans and extensions of time where Development cost is below \$500,000	No	147.00	147.00	Fee in (a) above	
(k) Amended plans and extensions of time where Development cost is \$500,000 above	No	294.00	294.00	Twice the fee in (a) above	
(l) Application for Change of Use or for alteration or change of a non conforming use to which Development Application(s) items (a) to (g) do not apply	No	295.00	295.00		
(m) Unauthorised Change of use. If the change of use has commenced or been carried out	No	@	@	The application fee as above plus, by way of penalty, plus twice that fee	
Home Business/Occupation Applications					
(a) Initial application where the home business/occupation has not commenced	No	222.00	222.00		
(b) Initial application where the home business/occupation has already commenced	No	666.00	666.00		
(c) Renewal fee - where the application is made before the approval expires	No	73.00	73.00		
(d) Renewal Fee - where the application is made after the approval expires	No	@	@	The application fee as above plus, by way of penalty, plus twice that fee	
Provision of Subdivision Clearance -					
(a) not more than 5 lots - fee per lot	No	74.00	74.00		
(b) 6-195 lots - fee per lot	No	@	@	\$73 per lot for the first 5 lots, and then \$35 per lot	
(c) more than 195 lots	No	7,394.00	7,394.00		
Miscellaneous					
Issue of Zoning Certificate	No	73.00	73.00		
Replying to a property settlement questionnaire	No	73.00	73.00		
Issue of written planning advice	No	73.00	73.00		
Scheme Amendments and Structure Plans					
(a) Request for support for Scheme Amendment (Informal)	Yes	500.00	500.00		
(b) Scheme Amendment Initiation Application Fee (Formal)	Yes	500.00	500.00		
(c) Basic Amendment Processing Fee (payable if initiated)	Yes	750.00	750.00	Plus advertising costs	
(d) Standard Amendment Processing Fee (payable if initiated)	Yes	2,500.00	2,500.00	Plus advertising costs	
(e) Complete Amendment Processing Fee (payable if initiated)	Yes	@	@	Fee to be determined using P&D Regulations 2009 (as amended)	
(a) Initiation of Town Planning Scheme Amendment		@	@	Price on Application (estimate of hours spent and total fee calculated in accordance with Regulation 48 of the Planning and Development Regulations 2009)	
	No				
(b) Final Adoption of Town Planning Scheme Amendment		@	@	Price on Application (estimate of hours spent and total fee calculated in accordance with Regulation 48 of the Planning and Development Regulations 2009)	
	No				
(c) Amended Scheme Amendment		@	@	Price on Application (estimate of hours spent and total fee calculated in accordance with Regulation 48 of the Planning and Development Regulations 2009)	
	No				
Structure/Activity Centre/Local Development Plans					
(a) Minor (Less than 20 lots)	Yes	750.00	750.00	Plus advertising costs	
(b) Major (More than 20 lots)	Yes	1,500.00	1,500.00	Plus advertising costs	
(c) Amended Plan	Yes	@	@	50% of fee as required by (a) or (b)	
(a) Adoption of Structure/Activity Centre/Local Development Plan	No	@	@	Price on Application (estimate of hours spent and total fee calculated in accordance with Regulation 48 of the Planning and Development Regulations 2009)	
(b) Final Adoption of Structure/Activity Centre/Local Development Plan	No	@	@	Price on Application (estimate of hours spent and total fee calculated in accordance with Regulation 48 of the Planning and Development Regulations 2009)	
(c) Amended Plan Structure/Activity Centre/Local Development Plan	No			Price on Application (estimate of hours spent and total fee calculated in accordance with Regulation 48 of the Planning and Development Regulations 2009)	
Early Title Release Administration Fee	Yes	550.00		Per Application	
Camping Other than in a Caravan Park					
Initial application fee	No	205.00	205.00		
If the camping has commenced without an approval, an additional amount of \$370 by way of penalty	No	615.00	615.00	The application fee as above plus, by way of penalty,	
Renewal fee	No	66.00	66.00		
If the approval to be renewed has expired	No	198.00	198.00		
Inspections (General)					
Recoverable Inspection Costs (normal office hours)	Yes	120.00	120.00	Per Hour	
Recoverable Inspection Costs (other than normal office hours)	Yes	185.00	185.00	Per hour	
Travel Costs	Yes	2.50	2.50	Per kilometre other than first 20kms	
Early Title Release Administration Fee	Yes	550.00	550.00	Per Application	
Camping Other than in a Caravan Park					
Initial application fee	No	205.00	205.00		
If the camping has commenced without an approval, an additional amount of \$370 by way of penalty	No	615.00	615.00	The application fee as above plus, by way of penalty,	
Renewal fee	No	66.00	66.00		
If the approval to be renewed has expired	No	198.00	198.00		
Inspections (General)					
Recoverable Inspection Costs (normal office hours)	Yes	120.00	120.00	Per Hour	
Recoverable Inspection Costs (other than normal office hours)	Yes	185.00	185.00	Per hour	
Travel Costs	Yes	2.50	2.50	Per kilometre other than first 20kms	
Cemeteries					
Funeral Directors Annual Licence (per year)	No	200.00	200.00		
Single Funeral Permit (per funeral)	No	55.00	55.00		
Application for Burial	Yes	55.00	55.00		
Late application of Burial (less than 24 hours notice)	Yes	110.00	110.00		
Grant of Right of Burial	Yes	55.00	55.00		
Burial without a Grant of Right	Yes	55.00	55.00		
Interment in Grave 1.8m Deep (Digging & prep of grave)	Yes	400.00	400.00		
If grave is required to be dug deeper than 1.8m (as for double depth grave)	Yes	560.00	560.00		
Interment of Ashes (in grave site only)	Yes	55.00	55.00		
Interment of Ashes - addition to existing grave	Yes	165.00	165.00		
Backfill grave after burial (no charge if Council Employees are not required to backfill)	Yes	150.00	150.00		
Re-open grave - new interment (only if grave originally was dug to double depth)	Yes	275.00	275.00		
Exhumation of Body - (Reopening Grave)	Yes	275.00	275.00		
Miscellaneous					
Memorial Works - All works to be Supervised/Approved by Building Surveyor					
Mason's Annual Licence (per year)	No	30.00	30.00		
Permission to erect a headstone or monument	Yes	22.00	22.00		
Permission to erect a brick grave	Yes	22.00	22.00		
Permission to enclose with a kerb	Yes	22.00	22.00		
Function 11 - Recreation & Culture					
Shire History Books					
To the Bar Bonded	Yes	33.00	33.00	Per Copy	
Gold Dust & Iron Mountains	Yes	38.50	38.50	Per Copy	
Yiwarra Kuji - The Canning Stock Route	Yes	59.00	59.00	Per Copy	
Recreation Centre/ Aquatic Centre/Youth Centre/Libraries					
Miscellaneous Courses / Programs / Shows / Activities					
(Based on Cost Recovery Basis)					
Category 1 Course	Yes	2.00	2.00	per hour / per event	

Shire Of East Pilbara Schedule of Fees & Charges 2020/2021	GST Applic	19/20 Fees Incl GST	20/21 Proposed Fee	Description	Comments
Category 2 Course	Yes	5.00	5.00	per hour / per event	
Category 3 Course	Yes	7.00	7.00	per hour / per event	
Category 4 Course	Yes	10.00	10.00	per hour / per event	
Category 5 Course	Yes	15.00	15.00	per hour / per event	
Category 6 Course	Yes	20.00	20.00	per hour / per event	
Category 7 Course	Yes	25.00	25.00	per hour / per event	
Category 8 Course	Yes	35.00	35.00	per hour / per event	
Category 9 Course	Yes	40.00	40.00	per hour / per event	
Category 10 Course	Yes	45.00	45.00	per hour / per event	
Category 11 Course	Yes	50.00	50.00	per hour / per event	
Category 12 Course	Yes	60.00	60.00	per hour / per event	
Category 13 Course	Yes	70.00	70.00	per hour / per event	
Category 14 Course	Yes	80.00	80.00	per hour / per event	
Category 15 Course	Yes	90.00	90.00	per hour / per event	
Category 16 Course	Yes	100.00	100.00	per hour / per event	
Category 17 Course	Yes	120.00	120.00	per hour / per event	
Newman Recreation Centre					
Commercial/Private Functions					
<i>(Does not include equipment hire)</i>					
Gymnasium 1 or 2	Yes	130.00	130.00	Per Hour	
Gymnasium 1 or 2	Yes	300.00	300.00	1/2 day venue hire (of up to 4 hours)	
Gymnasium 1 or 2	Yes	500.00	500.00	Full day venue hire (of up to 8 hours)	
Performing Arts Room	Yes	90.00	90.00	Per Hour	
Performing Arts Room	Yes	230.00	230.00	1/2 day venue hire (of up to 4 hours)	
Performing Arts Room	Yes	460.00	460.00	Full day venue hire (of up to 8 hours)	
Cancellation Fee	No	100.00	100.00	Non Refundable UNLESS 2 weeks notice of cancellation is given	
Kitchenette Area	Yes	60.00	60.00	Per day	
Foyer Area	Yes	55.00	55.00	1/2 day venue hire (of up to 4 hours)	
Foyer Area	Yes	110.00	110.00	Full day venue hire (of up to 8 hours)	
Non Profit/Community Organisations	Yes			50% discount from commercial rates	
Functions (Does not include equipment hire)					
Locker Fee - Casual	Yes	3.00	3.00	One-off - per individual gym session - key provided	
Electricity Fee (Junior Sports who receive free indoor court hire)	Yes	35.00	35.00	Per Hour Per Court	
Tea/Coffee	Yes	4.00	4.00	Per Person	
After hours Functions/Bookings					
Commercial/Private	Yes	100.00	100.00	One off fee in addition to Facility & Equipment hire charges	
Callout charge for after hours bookings (functions & fitness)	Yes	75.00	75.00	Per Hour	
Newman High School Ball	Yes	FREE	FREE	No Charge for Room or Equipment hire: Gym 1 Only. Does not include usage of EWP	
Group Accommodation					
Minimum 1 nights stay. Minimum 10 people	Yes	25.00	25.00	Per Person/Per Night	
Accommodation Bond (Sleep overs) of up to 50 people	No	250.00	250.00	Up to 50 people	
Accommodation Bond (Sleep overs) 50 or more people	No	500.00	500.00	50 or more people	
Casual Sport - Entry	Yes	7.50	7.50	Per Entry Per Person. Concession rate can apply (see below) Members who hold a Rec Centre or Combined facility membership receive casual sport entry at no charge	
Ball Hire Charge	Yes	3.00	3.00	Per Use - includes basketballs, volleyballs, soccer & cricket balls	
Badminton Racquet Hire	Yes	3.00	3.00	Per Use	
Additional Cleaning Charge	Yes			Cost Recovery	
Failure to restack tables and chairs at venue	Yes	35.00	35.00	Per Hour	
Equipment Replacement	Yes	@	@	Cost Recovery	
Accommodation (Sleep overs) Replacement Cost for Damage	Yes	@	@	Cost Recovery	
Ticket sales for organisations.	Yes	5%	5%	Percentage of total ticket sales - to cover administration time	
Sport Competitions					
New Sport Competition Registration Fee	Yes	60.00	60.00	Includes first game per team	
Forfeit Fee	Yes	60.00	60.00	Per team/Per game. If team is a no-show on game night (minimum 3 hours notice required)	
Game Fee	Yes	60.00	60.00	Per Team, Per Game	
Equipment Hire - Per Day					
Free to Community Groups (not for profit groups) by Application.					
Commercial Users: 50% discount given off table & chair hire for any event that attracts 100 or more paying customers.					
Equipment Bond	No	200.00	200.00	Per Booking (non refundable if chairs not returned clean)	
Chairs	Yes	1.50	1.50	Per item	
Fabric chair covers	Yes	1.50	1.50	Each / Per day. Must be returned laundered and folded, or additional charges apply.	
Fabric /Blue Plastic Covered Chairs	Yes	2.00	2.00	In Centre Use Only per item	
Round Tables	Yes	8.00	8.00	Per item	
Rectangular Tables	Yes	8.00	8.00	Per item	
Tablecloths	Yes	5.00	5.00	Each / Per day. Table cloths must be returned laundered and folded, or additional charges apply.	
Staging Per Unit	Yes	6.00	6.00	Per item	
Digital Projector	Yes	50.00	50.00	Per event, per day	
Projector Screen	Yes	15.00	15.00	Per event, per day	
Lift - Elevated work platform (internal use only)	Yes	45.00	45.00	Per Hour (EWP ticket required)	
Retractable Barriers	Yes	10.00	10.00	Per Day/per barrier	
Helium Gas for balloons (small)	Yes	2.00	2.00	Per balloon	
Helium Gas for balloons (large)	Yes	3.00	3.00	Per balloon	
Towel Hire (internal use only)	Yes	3.00	3.00	Per towel	
Portable Fans (internal use only)	Yes	10.00	10.00	Per item per day	
Commercial Fridge (internal use only)	Yes	100.00	100.00	Full Day Use	
Commercial Fridge (internal use only)	Yes	75.00	75.00	Half Day Use (max 4 hours)	
Large Eskies	Yes	12.00	12.00	Per item per day	
Partition hire	Yes	20.00	20.00	Each / Per day	
Portable PA System	Yes	50.00	50.00	Per Day	
Portable Cinema - Hire Charge	Yes	450.00	450.00	Per Screening (To approved customers only)	
Cinema System & Inflatable Screen Bond	No	500.00	500.00	Per event (To approved customers only)	
Cinema System & Inflatable Screen Set Up (when available)	Yes	80.00	80.00	Per Hour (To approved customers only)	
Inflatable Screen Only	Yes	100.00	100.00	Per event, Per Day (To approved customers only)	
Rec Centre Membership - Newman					
Rec Centre Membership/ 1 week	Yes	60.00	60.00	Photo ID must be shown (includes induction & access card). Unlimited access to Fitness Centre & Aerobics Classes only	
Rec Centre Membership/ 1 month	Yes	150.00	150.00	Photo ID must be shown (includes 1 initial assessment & individual program plus induction & access card). Unlimited access to Fitness Centre, Aerobics Classes and Casual sports	
Rec Centre Membership/ 3 month	Yes	320.00	320.00	Photo ID must be shown (includes 1 initial assessment & individual program plus a six week follow up plus induction & access card). Unlimited access to Fitness Centre, Aerobics Classes and Casual sports	Included a 6 week follow up assessment and program
Rec Centre Membership/ 6 month	Yes	460.00	460.00	Photo ID must be shown (includes 1 assessment & individual program plus induction & access card). Unlimited access to Fitness Centre, Aerobics Classes and Casual sports	Included a 6 week follow up assessment and program
Rec Centre Membership/ 12 month	Yes	760.00	760.00	Photo ID must be shown (includes 1 initial assessment & individual program plus a six week follow up plus induction & access card). Unlimited access to Fitness Centre, Aerobics Classes and Casual sports	Included a 6 week follow up assessment and program
Rec Centre Membership - direct debit	Yes	35.00	35.00	Per Fortnight. Ongoing membership with minimum term of 6 months. Photo ID must be shown (includes 1 initial assessment & individual program plus a six week follow up plus induction & access card). Unlimited access to Fitness Centre, Aerobics Classes, and Casual sports entry.	Removed the + Joining Fee as there is no joining fee. Included a 6 week follow up assessment and program

Shire Of East Pilbara Schedule of Fees & Charges 2020/2021	GST Applic	19/20 Fees Incl GST	20/21 Proposed Fee	Description	Comments
Group Fitness Membership/ 1 month	Yes	100.00	100.00	Photo ID must be shown (includes access card and 1 x referral). Unlimited access to Aerobic Classes only	
Group Fitness Membership/ 3 month	Yes	175.00	175.00	Photo ID must be shown (includes access card and 1 x referral). Unlimited access to Aerobic Classes only	
Group Fitness Membership/ 6 month	Yes	255.00	255.00	Photo ID must be shown (includes access card and 1 x referral). Unlimited access to Aerobic Classes only	
Group Fitness Membership/ 12 month	Yes	420.00	420.00	Photo ID must be shown (includes access card and 1 x referral). Unlimited access to Aerobic Classes only	
Group Fitness Membership - direct debit	Yes	23.00	23.00	Per Fortnight. Ongoing membership with minimum term of 6 months. Photo ID must be shown (includes access card and 1 x referral). Unlimited access to Aerobic Classes only	Removed the + Joining Fee as there is no joining fee
Fitness Centre Membership/ 1 month	Yes	125.00	125.00	Photo ID must be shown (includes 1 assessment & individual program plus induction & access card and 1 x referral). Unlimited access to Fitness Centre only	
Fitness Centre Membership/ 3 month	Yes	265.00	265.00	Photo ID must be shown (includes 1 initial assessment & individual program plus a six week follow up plus induction & access card and 1 x referral). Unlimited access to Fitness Centre only	Included a 6 week follow up assessment and program
Fitness Centre Membership/ 6 month	Yes	380.00	380.00	Photo ID must be shown (includes 1 initial assessment & individual program plus a six week follow up plus induction & access card and 1 x referral). Unlimited access to Fitness Centre only	Included a 6 week follow up assessment and program
Fitness Centre Membership/ 12 month	Yes	625.00	625.00	Photo ID must be shown (includes 1 initial assessment & individual program plus a six week follow up plus induction & access card and 1 x referral). Unlimited access to Fitness Centre only	Included a 6 week follow up assessment and program
Fitness Centre Membership - direct debit	Yes	29.00	29.00	Per Fortnight. Ongoing membership with minimum term of 6 months. Photo ID must be shown (includes 1 initial assessment & individual program plus induction & access card and 1 x referral). Unlimited access to Fitness Centre only	Removed the + Joining Fee as there is no joining fee. Included a 6 week follow up assessment and program
Combined Facility Membership/ 1 month	Yes	225.00	225.00	Photo ID must be shown (includes 1 assessment & individual program plus induction & access card and 1 x referral). Unlimited access to Fitness centre, Aerobics Classes, Aquatics and casual sport entry. Only offered and sold at the Rec Centre due to screening conditions.	
Combined Facility Membership/ 3 month	Yes	472.00	472.00	Photo ID must be shown (includes 1 initial assessment & individual program plus a six week follow up plus induction & access card and 1 x referral and 1 x 10 creche pass). Unlimited access to Fitness centre, Aerobics Classes, Aquatics and casual sport entry. Only offered and sold at the Rec Centre due to screening conditions.	Included a 6 week follow up assessment and program
Combined Facility Membership/ 6 month	Yes	675.00	675.00	Photo ID must be shown (includes 1 initial assessment & individual program plus a six week follow up plus induction & access card and 1 x referral and 1 x 20 creche pass). Unlimited access to Fitness centre, Aerobics Classes, Aquatics and casual sport entry. Only offered and sold at the Rec Centre due to screening conditions.	Included a 6 week follow up assessment and program
Combined Facility Membership/ 12 month	Yes	1080.00	1080.00	Photo ID must be shown (includes 1 initial assessment & individual program plus a six week follow up plus induction & access card and 1 x referral and 1 x 50 creche pass). Unlimited access to Fitness centre, Aerobics Classes, Aquatics and casual sport entry. Only offered and sold at the Rec Centre due to screening conditions.	Included a 6 week follow up assessment and program
Combined Facility Membership - direct debit	Yes	52.00	52.00	Photo ID must be shown (includes 1 assessment & individual program plus induction & access card and 1 x referral plus 5 creche passes per month). Unlimited access to Fitness centre, Aerobics Classes, Aquatics, casual sport entry. Only offered and sold at the Rec Centre due to screening conditions.	Removed the + Joining Fee as there is no joining fee. Included a 6 week follow up assessment and program
		50.00	50.00	Applicable only to term membership holders. Not applicable to Direct Debit memberships prior to the 6 month minimum term (these memberships must be paid out as per terms & conditions) unless proof of change of relocation from Newman or medical certificate is supplied	Clarification around application of fee
Membership Cancellation Fee	Yes				
Membership Freeze	NEW	10.00	10.00	Per Term. Minimum 1 week - must apply prior to date of departure. Does not apply to 1 week/1 month memberships	
Additional written programs (excluding membership allocations)	Yes	NEW	35.00	Members on direct debit or memberships on a 3 month term or more are entitled to 1 initial assessment & individual program plus a six week follow up	Additional appraisal charges where applicable
After Hours Replacement Access Tags	Yes	15.00	15.00	Per tag	
Fitness Packages/ Personal Training					
1 Hour Initial PT session	Yes	150.00	150.00	Per Person, per 60 minutes (includes written program)	
Personal Training Session - Single person	Yes	45.00	45.00	Per Person, Per 30 Minutes	
Personal Training Session - Additional person (max 2 people per session)	Yes	30.00	30.00	Per Person, Per 30 Minutes	
Personal Training - Concession Book - Single Person	Yes	700.00	700.00	20 x 30 minute session (booklet discount)	
Personal Training - Concession Book - Single Person	Yes	400.00	400.00	10 x 30 minute session	
Independent PT Contractor - Clients	Yes	@	@	Clients of an Independent PT Contractor must hold a current membership. Independent PT Contractor can train clients inside and outside of reception hours subject to signing PT Subcontractor agreement prior. A maximum of 2 clients to be training with Independent Contractor at one time.	
Independent PT Contractor - Weekly floor rental	Yes	70.00	70.00	Conditions apply	
Corporate and FIFO Membership	Yes	@	@	25% Discount for 3, 6, 12 month and direct debit memberships (Corporate memberships must have a minimum of 10 members) Proof of continued corporate concession situation may be required at any point.	Condition update, proof of continued applicable discount
Concessions Rates (To approved customers)	Yes	@	@	50% discount on all memberships and casual entries, both at NRC and Rural Fitness facilities. Approved Customers are those under 18, full time students, healthcare concession, seniors concession or centrelink card. Proof of continued concession situation may be required at any	Condition update, proof of continued applicable discount. Clarification of discount applying to rural facilities
Rec Centre Visit Pass	Yes	135.00	135.00	10 Visits	
Casual Aerobics Class / Gym	Yes	15.00	15.00		
Casual Off Peak Gym Entry	NEW	10.00	10.00	Per Person (12 noon to 3pm entry only)	
Casual Visit - Seniors during seniors week	Yes	FREE	FREE	During Senior's Week Only	
Loyalty Program (Newman Recreation Centre Gym) for individual members "not valid with any other offer"					
5 yrs. continuous membership	Yes			An individual will receive 25% of their yearly renewal membership to the Gym. Must renew either before current expiry or within two weeks after expiry.	
10 yrs. continuous membership	Yes			An individual will receive 30% of their yearly renewal membership to the Gym. Must renew either before current expiry or within two weeks after expiry.	
15 yrs. continuous membership	Yes			An individual will receive 35% off their yearly renewal membership to the Gym. Must renew either before current expiry or within two weeks after expiry.	
20 yrs. continuous membership	Yes			An individual will receive 50% off their yearly renewal membership to the Gym. Must renew either before current expiry or within two weeks after expiry.	
25 yrs. continuous membership	Yes			An individual will receive free life membership to the Gym.	
Crèche					
1 child	Yes	6.50	6.50	Up to 180 minutes per visit per child	
Visit Card - 5 x 120 minute sessions	Yes	28.00	28.00	Up to 180 minutes per visit per child	
Visit Card - 10 x 120 minute sessions	Yes	53.00	53.00	Up to 180 minutes per visit per child	
Visit Card - 20 x 120 minute sessions	Yes	100.00	100.00	Up to 180 minutes per visit per child	
Visit Card - 50 x 120 minute sessions	YES	227.00	227.00	Up to 180 minutes per visit per child	
Creche Late Cancellation Fee	Yes	6.50	6.50	If cancelled less than one hour before booking	
Rural Fitness Centre - Marble Bar and Nullagine					
Gym Membership / 3 month	Yes	65.00	65.00	Subject to BP reading and induction	
Gym Membership / 6 month	Yes	95.00	95.00	Subject to BP reading and induction	
Gym Membership / 12 month	Yes	125.00	125.00	Subject to BP reading and induction	
Key Bond for remote gym facilities	No	50.00	50.00	Key must be returned at the end of membership term	

Shire Of East Pilbara Schedule of Fees & Charges 2020/2021	GST Applic	19/20 Fees Incl GST	2021 Proposed Fee	Description	Comments
Season and Other Usage Fees - Sporting Groups - (seasonal Bookings have Preference over Individuals for use of Ovals, Green Spaces and Courts) MUST be booked at the Shire Administration Office (Facilities Officer) by the Association, Team, Casual User or Club. (Seasonal Bookings have Preference over Individuals for use of Ovals, Green Spaces and Courts)					
Associations	Yes	105.00	105.00	Per Week (e.g. NNFL, Senior Soccer)	
Associations - Long Term bookings (13 weeks or greater)	Yes			(e.g. NNFL, Senior Soccer)	
Associations - Short Term bookings (Less than 13 weeks)	Yes			(e.g. Vets, Touch Football) Per Hour, per team	
Teams	Yes	12.00	12.00	Per Hour, per Team	
Junior Clubs / Sports	Yes	FREE	FREE	Excludes waste removal	
Schools	Yes	FREE	FREE		
Individuals	Yes	FREE	FREE		
Casual Oval Hire Rates (Please refer and charge applicable bonds in BONDS Section)					
Non Profit	Yes	65.00	65.00	Per day, per Oval, does not include Oval Lighting or Waste Removal	
Commercial Organisation	Yes	130.00	130.00	Per day, per Oval, does not include Oval Lighting or Waste Removal	
Lions Fortescue Festival - Capricorn Oval Only	Yes			Oval hire only - as per policy	
Outdoor exercise licence	Yes	45.00	45.00	Daily per location	
		100.00	100.00	Weekly per location	
		200.00	200.00	Monthly per location	
		300.00	300.00	Seasonal up to 6 months per location	
		500.00	500.00	Annual per location	
Commercial usage i.e. - travelling shows	Yes	330.00	330.00	Per Day (excludes power & waste removal)	
Non Grassed Areas					
Commercial Organisation	Yes			Per Day (includes power)	
Oval Lighting					
Training	Yes	30.00	30.00	Per Hour	
Competition	Yes	45.00	45.00	Per Hour	
				25% discount on hourly rate of training and/or competition lighting on all ovals if a team/association require the hire of a second set of lights on an adjoining oval	
Court Bookings					
Associations - Long Term Booking (13 weeks or greater)	Yes			(e.g. Senior Netball, Tennis)	
Associations - Seasonal bookings	Yes	7.00	7.00	(e.g. short term competitions) Charge per team/Per Hour	
Associations - Game	Yes	25.00	25.00	Per Game (Max 2 hours) Friday night competition	
Teams	Yes	7.00	7.00	Per team, per Hour, per court	
Junior Clubs/Sports	Yes	FREE	FREE	Excludes waste removal	
Schools	Yes	FREE	FREE		
Individuals	Yes	FREE	FREE		
Court Lighting					
Tennis Courts and Netball Courts	Yes	14.00	14.00	Per court, per hour	
East Pilbara Art Centre					
Commercial/Private Functions					
Meeting room including kitchen & toilets	Yes	35.00	35.00	Per hour (minimum one hour)	
Void area including toilets	Yes	80.00	80.00	Per hour (minimum one hour)	
	Yes	210.00	210.00	1/2 Day (up to 4 hrs.)	
	Yes	400.00	400.00	Full Day (up to 8 hrs.)	
Non Profit/Community Organisations	Yes			40% discount from commercial rates	
Leases/Licences/Hire of Buildings on Council Reserves					
Annual Service Fee (for leases only)	Yes	565.00	565.00	All community & sporting leases from 1/1/09	
Annual - 52 weeks	Yes	1100.00	1100.00		
Newman Junior Sports Pavilion					
Seasonal Junior Sports - Building Service Fee	Yes	25.00	25.00	Per Week	
Casual Room Hire - Toilets	Yes	23.00	23.00	Per Hour	
Casual Room Hire - Change Rooms	Yes	23.00	23.00	Per Hour	
Casual Room Hire - Kitchen and Function Room	Yes	23.00	23.00	Per Hour	
Newman Senior Sports Pavilion - Non Profit - Community Organisation (Does not include Equipment Hire)					
Seasonal Senior Sports - Building Service Fee	Yes	130.00	130.00	Per Week	
Casual Room Hire - Change Rooms (External building)	Yes			40% discount from commercial rates	
Casual Room Hire - Kitchen, Servery and Function Room (internal building)	Yes			40% discount from commercial rates	
	Yes			40% discount from commercial rates	
	Yes			40% discount from commercial rates	
Booking Fee deposit	Yes	50.00	50.00	Non-refundable unless 2 weeks notice is given	
Newman Senior Sports Pavilion - Commercial/ Private Functions (Does not include Equipment Hire)					
Casual Room Hire - Change Rooms (External building)	Yes	45.00	45.00	Per Hour	
Casual Room Hire - Kitchen, Servery and Function Room (internal building)	Yes	80.00	80.00	Per Hour	
	Yes	240.00	240.00	1/2 Day (up to 4 hrs.)	
	Yes	480.00	480.00	Full Day (up to 8 hrs.)	
Booking Cancellation Fee	Yes	100.00	100.00	Non-refundable unless 2 weeks notice is given	
Additional Cleaning Charges - All Organisations	Yes			Cost recovery	
Council Facility Hire - Bonds - Refundable					
Individual Hire (alcohol and non-alcohol)	No			60% discount from Commercial Rates	
Not for Profit Hire (alcohol and non-alcohol)	No			40% discount from Commercial Rates	
Commercial Hire (non-alcohol)	No	1000.00	1000.00		
Commercial Hire (alcohol)	No	2000.00	2000.00		
Oval / Green Space - Commercial usage Bond	No	2000.00	2000.00	Travelling Shows etc	
Mobile CCTV Equipment Bond	No	500.00	500.00		
Fire Extinguisher Bond (per item)	No	100.00	100.00		
Key Bond	No	100.00	100.00	All Council Facilities	
Gallop Hall					
Gallop Hall - Nullagine - Leased Out	Yes	10.00	10.00	Per Hour For Local Residents	
	Yes	22.00	22.00	Per Hour For Government Agencies	
	Yes	25.00	25.00	Per Hour For Commercial Groups	
Key	No	20.00	20.00		
Newman Town Square Precinct - The Edge Kitchen (includes the Food Court and the Mezzanine)					
Commercial					
Hourly	Yes	50.00	50.00		
Half Day (4 hours)	Yes	180.00	180.00		
Full Day (8 hours)	Yes	350.00	350.00		
Food Court Only					
Hourly	Yes	25.00	25.00		
Half Day (4 hours)	Yes	90.00	90.00		
Full Day (8 hours)	Yes	180.00	180.00		
Mezzanine Only					
Hourly	Yes	40.00	40.00		
Half Day (4 hours)	Yes	145.00	145.00		
Full Day (8 hours)	Yes	280.00	280.00		
Shop/Office A and B					
Hourly	Yes	10.00	10.00	Per Office	
Half Day (4 hours)	Yes	45.00	45.00	Per Office	
Full Day (8 hours)	Yes	90.00	90.00	Per Office	

Shire Of East Pilbara Schedule of Fees & Charges 2020/2021	GST Applic	19/20 Fees Incl GST	20/21 Proposed Fee	Description	Comments
Hourly	Yes	75.00	75.00		
Edge Co-Working Office Space (Includes the Mezzanine But excludes the Kitchen)					
Casual Co-Working For 1 Day	Yes	25.00	25.00	For 1 Day	
Part Time Co-Working	Yes	40.00	40.00	Up to 2 Days Per Week	
Full Time Co-Working	Yes	90.00	90.00	Up to 5 Days Per Week	
Grassed Area / Paved Area / Car Park					
Hourly	Yes	FREE	FREE		
Not For Profit; Home Based Businesses; Individuals; Community Groups				40% discount from commercial rates Note: This does not apply to users who are classified as Co-Workers	
Bonds Apply				Note: This does not apply to users who are classified as Co-Workers	
Civic Centre - Marble Bar					
Commercial/Private Functions (includes equipment hire &					
Hourly (1 to 3 hours)	Yes	100.00	100.00		
Half Day (4 hours)	Yes	145.00	145.00		
Full Day (8 hours)	Yes	200.00	200.00		
Kitchenette Area Only	Yes	40.00	40.00	Per Hour	
Not For Profit Community Groups				40% discount from commercial rates in all categories	
Libraries					
Temporary Library Membership	Yes				
Internet Access	Yes			Per Hour	
Non Profit/Community Organisations Functions (includes equipment hire & kitchenette use)					
Hire rates	Yes			40% discount from commercial rates	
Furniture Hire Only (including outside hire)					
Tables	Yes	7.50	7.50	Each	
Chairs	Yes	1.50	1.50	Each	
Newman Aquatic Centre					
Gate Entry					
Child 0-4 years	Yes	FREE	FREE	Per Entry (when accompanied by an adult paying fee)	
Child 5-16 years	Yes	4.00	4.00	Per Entry	
Concessions (HCC, Senior Card, Disability Card - MUST BE SHOWN)	Yes	4.00	4.00	Per Entry	
School Term Programs	Yes	3.50	3.50	Per Entry	
Adult +16 years	Yes	5.00	5.00	Per Entry	
Family entry (2 adults + 2 children or 1 adult + 3 children)	Yes	16.50	16.50	Per Entry	
Carers Card Holder/Companion Card	Yes	FREE	FREE		
Hire of swimming mats/lockers	Yes	3.00	3.00	Per item (\$5.00 Deposit)	
Locker Hire	Yes	1.50	1.50	Per item (\$5.00 Deposit)	
Inflatable Dragon or Gecko Hire	Yes	5.00	5.00	Per item (\$5.00 Deposit)	
Adult Spectator (non swimming)	Yes	2.10	2.10	Per person	
Child Spectator (non swimming 5-16 years)	Yes	1.00	1.00	Per person	
Medical Patients (rehab)	Yes	2.50	2.50	Per person	
Public Inflatable Use	Yes	3.00	3.00	Per person in addition to entry fee	
MULTI PASS: Note: No pass, No entry					
FAMILY: (2 adults + 2 children (5-16yrs))					
10 Multi Entry Passes	Yes	148.50	148.50		
20 Multi Entry Passes	Yes	280.50	280.50		
50 Multi Entry Passes	Yes	660.00	660.00		
ADULT:					
10 Multi Entry Passes	Yes	46.80	46.80		
20 Multi Entry Passes	Yes	88.40	88.40		
50 Multi Entry Passes	Yes	208.00	208.00		
CONCESSION / CHILD: (5-16 yrs.)					
10 Multi Entry Passes	Yes	37.80	37.80		
20 Multi Entry Passes	Yes	71.40	71.40		
50 Multi Entry Passes	Yes	168.00	168.00		
SPECTATOR (non swimmer, includes medical patients)					
10 Multi Entry Passes	Yes	19.35	19.35		
20 Multi Entry Passes	Yes	36.55	36.55		
50 Multi Entry Passes	Yes	86.00	86.00		
Function Bookings (Private Use)					
Lane Hire	Yes	16.00	16.00	Per lane Per hour	
Hourly rate outside normal pool hours (includes 2 staff)	Yes	300.00	300.00	Per Hour Plus Daily Entry For Each Person	
Inflatable Goals	Yes	50.00	50.00	Per Hour Plus Daily Entry For Each Person, LIMITED LIFE GUARD SUPERVISION PROVIDED. HIRING PARTY MUST ADHERE TO SUPERVISION AND OPERATION REQUIREMENTS	
Private Inflatable Hire - Small	Yes		125.00		We have two inflatables, small and large, small \$125 & large \$145
Private Inflatable Hire - Large	Yes	145.00	145.00	Per hour plus entry fees for each person, LIMITED LIFE GUARD SUPERVISION PROVIDED. HIRING PARTY MUST ADHERE TO SUPERVISION AND OPERATION REQUIREMENTS	
Inflatable Arch	Yes	100.00	100.00	Per Day (Refundable Deposit \$100?)	
Newman Amateur Swimming Club:					
Entry fee per Club member (On proof of membership)	Yes	FREE	FREE	Free entry for Club Members up to the age of 15 years to the maximum value of \$6,000 per year.	
Lane Hire	Yes	16.00	17.00	Per lane per hour	
Lane Hire during training & trial session	Yes	FREE	FREE	Up to the value of \$5,000 per financial year (to 2022/2023).	
Activities (Centre Run)					
Aqua Aerobics	Yes	18.00	18.00	Per Class (minimum 5 participants)	
Swimming Lesson - Group	Yes	15.00	15.00	Per Child includes entry fee	
Swimming Lesson - Private	Yes	45.00	45.00	\$45 for one 35 minute lesson	
Aqua Play Group	Yes	15.00	15.00	Per Child includes entry fee	
Extra Lifeguard (Private Function)	Yes	75.00	75.00	Per Hour per staff for private function	
Local telephone Call	Yes	0.50	0.50	Landline	
Trestle Table Hire	Yes	8.00	8.00		
Podium Hire	Yes	8.00	8.00	Per event per day	
Esky Hire	Yes	12.00	12.00	Refer to Rec Centre for fee	
Equipment deposit	Yes	5.00	5.00		
BBQ Hire	Yes	FREE	FREE		
Noodles, flotation belts and kick boards	Yes	FREE	FREE		
Australia Day Celebrations/Depending on Location	Yes	FREE	FREE	Donation requested by each patron to nominated charity	
School Swimming Carnival	Yes	435.00	436.00	per 6 lanes, per carnival - entry not included	
Program Cancellation Fee (Conditions apply)	Yes	@	@	20% of total fee	
First day of Summer, Christmas, Australia Day, End of Season - FREE entry to all patrons during event time	Yes	FREE	FREE	Free	
Marble Bar Aquatic Centre					
Gate Entry					
Child 0-4 years	Yes	FREE	FREE	Per Entry (when accompanied by an adult paying fee)	
Child 5-16 years	Yes	0.50	0.50	Per Entry	
Concessions (HCC, Senior Card, Disability Card - MUST BE SHOWN)	Yes	0.50	0.50	Per Entry	
School Term Programs	Yes	0.50	0.50	Per Entry	
Adult +16 years	Yes	1.00	1.00	Per Entry	
Family entry (2 adults + 2 children (5-16yrs)) Additional children (5-16 years) pay \$0.50 per entry	Yes	2.50	2.50	Per Entry	
Carers Card Holder/Companion Card	Yes	FREE	FREE		
Annual Pass (From 1 January to 31 December)					

Shire Of East Pilbara Schedule of Fees & Charges 2020/2021	GST Applic	19/20 Fees Incl GST	2021 Proposed Fee	Description	Comments
Family: (2 adults + 2 children (5-16yrs))	Yes	100.00	100.00	Or pro-rata	
Adult	Yes	50.00	50.00	Or pro-rata	
Child (5-16)	Yes	25.00	25.00	Or pro-rata	
Concessions (HCC, Senior Card, Disability Card - MUST BE SHOWN)	Yes	25.00	25.00	Or pro-rata	
Function Bookings (Private Use including swimming lessons)					
Hourly rate outside normal pool hours (includes 1 staff)	Yes	100.00	100.00	Per Hour includes entry for participants	
Activities (Centre Run)					
Local telephone Call	Yes	0.50	0.50	Landline	
BBQ Hire	Yes	FREE	FREE		
Noodles, flotation belts and kick boards	Yes	FREE	FREE		
Australia Day Celebrations/Depending on Location	Yes	FREE	FREE		
Shire community events, incl First day of Summer, Christmas, Australia Day, End of Season - FREE entry to all patrons during event time	Yes	FREE	FREE		
Art Rooms (located next to Library)					
Private Hire for Commercial Use					
Art rooms 1 & 2 (inc Ceramics workshop)	Yes	20.00	20.00	per hour (2 hour minimum)	
Art rooms 1 & 2 (inc Ceramics workshop)	Yes	60.00	60.00	1/2 day hire (of up to 4 hours)	
Art rooms 1 & 2 (inc Ceramics workshop)	Yes	100.00	100.00	Full day hire (of up to 8 hours)	
Kiln firing fee (Whole Kiln)	Yes	100.00	100.00		
Kiln firing fee (per 100g)	Yes	1.00	1.00		
Not for profit/Community organisations/hobbyist	Yes			40% discount off commercial rates	
Co-Working space					
Art rooms 1 & 2	Yes	5.00	5.00	per hour (2 hour minimum)	
Art rooms 1 & 2	Yes	10.00	10.00	1/2 day hire (of up to 4 hours)	
Art rooms 1 & 2	Yes	22.00	22.00	Full day hire (of up to 10 hours)	
Key Bond					
Art rooms 1 & 2	No	100.00	100.00		
Miscellaneous					
Cleaning fee (conditions apply)	Yes	80.00	80.00	per hour	
Events Equipment Hire Fees					
Inflatable arch/finish line	Yes	100.00	100.00	Per day per event	
Retractable barriers	Yes	10.00	10.00	Per day per barrier	
Bean Bags	Yes	5.00	5.00	Per day per event	
Giant Games (Connect 4 or Tumbling Towers)	Yes	10.00	10.00	Per game per day	
Popcorn Machine	Yes	60.00	60.00	Per day per event (includes bags)	
Crowd control barriers	Yes	15.00	15.00	per panel per event	
Chafing dishes	Yes	20.00	20.00	Per day per dish (includes two fuel burners)	
Function 12 - Transport					
Aerodromes					
Landing Fees					
All landing aircraft 10,000kg MTOW and above	Yes	24.35	24.35	Per 1,000 kg Pro-Rata	
All landing aircraft 5,000 - 10,000kg MTOW	Yes	17.05	17.05	Per 1,000 kg Pro-Rata	
All landing aircraft up to 5,000kg MTOW	Yes	13.39	13.39	Per 1,000 kg Pro-Rata	
Aircraft exempted from Landing Fees	Yes	FREE	FREE	As Approved By The CEO	
Schedules Services Discount Rate	Yes	10% discount off the full per tonnage rate.	10% discount off the full per tonnage rate.	10% discount off the full per tonnage rate.	
Resident Operators Discount	Yes	10% discount off the full per tonnage rate.	10% discount off the full per tonnage rate.	10% discount off the full per tonnage rate.	
New Route Concession	Yes	10% discount off the full per tonnage rate.	10% discount off the full per tonnage rate.	10% discount off the full per tonnage rate.	
Minimum monthly charge per invoice	Yes	11.00	11.00		
Apron Parking Fees					
All aircraft up to 5,000kg MTOW	Yes	10.07	10.07	Per day or part thereof	
All aircraft > 5,000kg MTOW	Yes	2.70	2.70	Per 1,000kg Pro-Rata, Per day or port thereof	
Schedules Services Discount Rate	Yes	10% discount off the full per tonnage rate.	10% discount off the full per tonnage rate.	10% discount off the full per tonnage rate.	
Resident Operators Discount	Yes	10% discount off the full per tonnage rate.	10% discount off the full per tonnage rate.	10% discount off the full per tonnage rate.	
New Route Concession	Yes	10% discount off the full per tonnage rate.	10% discount off the full per tonnage rate.	10% discount off the full per tonnage rate.	
Airside Escort Duties	Yes	95.00	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 Fees					
Short term car park - 0 to 1 hour	Yes	FREE	FREE		
Short term car park - 1 to 2 hours	Yes	4.00	4.00		
Short term car park - 2 to 3 hours	Yes	5.00	5.00		
Short term car park - 3 to 4 hours	Yes	7.00	7.00		
Short term car park - 4 to 5 hours	Yes	8.00	8.00		
Short term car park - 5 to 6 hours	Yes	9.00	9.00		
Short term car park - 6 to 7 hours	Yes	14.00	14.00		
Short term car park - 7 to 8 hours	Yes	16.00	16.00		
Short term car park - 8 to 9 hours	Yes	17.00	17.00		
Short term car park - 9 to 10 hours	Yes	18.00	18.00		
Short term car park - 10 to 24 hours	Yes	24.00	24.00		
Additional days	Yes	24.00	24.00	Per day or part thereof	
Long term car park - 0 to 30 minutes	Yes	FREE	FREE		
Long term car park - 1 to 7 days	Yes	12.00	12.00	Per day or part thereof	
Long term car park - 8 to 14 days	Yes	10.00	10.00	Per day or part thereof	
Long term car park - 15 days or more	Yes	9.00	9.00	Per day or part thereof	
Staff Parking	Yes	As per Service Contract	As per Service Contract	Multiple entries per day	
Lost Ticket - Short Term Car Park	Yes	250.00	250.00		
Lost Ticket - Long Term Car Park	Yes	250.00	250.00		
Annual Permits - 12 month period	Yes	1895.00	1895.00	Single entries per day	
Stored Value Cards	Yes	@	@	Daily applicable rates	
Resident Concessions	No	FREE	FREE	14 days per annum. Single entry per day	
Hire Car Bays	Yes	0.00	0.00	As per agreement	
Parking Cards	Yes	15.00	15.00	Applies to all plastic cards associated with airport parking	
Resident Parking Card (Initial)	Yes	FREE	FREE	First one issued is Free	
Replacement Parking Cards	Yes	16.00	16.00	Applies to all cards - Corporate & Resident	
Tenancies and Leases					
	Yes	As per Agreement	As per Agreement	As per Agreement	
ASIC Card					
Auscheck Application	Yes	N/A - DELETE	N/A - DELETE	Initial and Renewal	
ASIC Card Issues	Yes	N/A - DELETE	N/A - DELETE	Initial, Renewal and re-issue	
Authority to Drive Airside (ADA) Permits	Yes	40.00	40.00	Initial Issue	
Authority to Drive Airside (ADA) Permits	Yes	25.00	25.00	Renewal & re-issue	
New fee - VIC Card (for non-Shire use per issue)	Yes	22.36	22.36	Renewal & re-issue (for non-Shire use per issue)	
Passenger Service Charge - seating configuration of >9 seats					
Departing & Arriving	Yes	25.40	25.40	Per passenger	
New Route Concession	Yes	17.78	17.78	Per passenger arriving or departing	
Children Under 12 years of age	Yes	FREE	FREE		
Transit Passengers	No	FREE	FREE		
Screening Fees					
Departing Passengers Over 2 years of age	Yes	17.82	17.82	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	Yes	FREE	FREE		

Shire Of East Pilbara Schedule of Fees & Charges 2020/2021	GST Applic	19/20 Fees Incl GST	20/21 Proposed Fee	Description	Comments
Transit Passengers	Yes	FREE	FREE		
Datalink					
Commercial					
Connection Fees	Yes	198.00	198.00	As per user agreement	
Data Package/Month	Yes	95.00	95.00	Capped at 100 GB/month. Invoiced annually in advance	
Per GB above package	Yes	0.90	0.90	No Cap	
Residential					
Connection Fee	Yes	-	-	As per user agreement	
Data Package/Month	Yes	60.00	60.00	Capped at 85 GB	
Per GB above package	Yes	-	-	No Cap	
Patrons/Passengers					
0 - 30 minutes		FREE	FREE	Restricted to 200 KBPS for basic internet usage such as social media, emails and web surfing.	
31 - 60 minutes	Yes	5.00	5.00	Restricted to 200 KBPS for basic internet usage such as social media.	
61 - 120 minutes	Yes	8.00	8.00	Restricted to 200 KBPS for basic internet usage such as social media.	
Other					
Concessional Loading Bulk Products Scheme (CLBPS)					
Roads and Streets					
Road Train and Extra Mass Permit	No	0.00	0.00	Per Application	
AMMS Road Usage Fee	Yes	0.0044	0.0044	Per tonne per kilometer (one-way) for every tonne of ore transported under AMMS/CLBPS if no other road use/upgrade/maintenance agreement in place	
Marble Bar/Nullagine Street Number Plate	Yes	7.00	7.00	Actual cost with 50% discount	
Marble Bar/Nullagine Street Number Plate Installation (road kerb only)	Yes	25.00	25.00	Includes Plate	
Road Closure Local Government Processing					
(a) Initiation Fee	Yes				
(b) Processing Fee (payable if initiated)	Yes			Plus advertising costs	
Subdivisional Works Supervision Fee					
Roads, Drainage and Bulk Earthworks not supervised by consulting engineer	Yes			3% Cost of Construction	
Roads, Drainage and Bulk Earthworks supervised by consulting engineer	Yes			1.5% Cost of Construction	
Function 13 - Economic Services					
Cape Keraudren					
Vehicle Entry	Yes	12.00	12.00	Per Vehicle (Maximum 7 Adults ie Prado)	
	Yes	5.00	5.00	Per Additional Adult	
Motorcycle Entry	Yes	10.00	10.00	Per motorcycle	
Towing - boats only	Yes	10.00	10.00	Additional to entry fees	
Camping Fee	Yes	10.00	10.00	Per adult per night (18 years and over)	
	Yes	7.50	7.50	Per adult / night for SOEP resident	
	Yes	7.50	7.50	Per adult / night for Concession Card Holders	
	Yes	3.00	3.00	School children 6 to 17 years	
	Yes	FREE	FREE	Under 6 years - FREE	
Recovery of bogged vehicles	Yes	150.00	150.00	Per Vehicle	
Nullagine Caravan Park					
POWERED SITES					
Overnight - Van Site	Yes	35.00	35.00	For One Or Two People (eff 1/10/09)	
Overnight - Camping Site	Yes	25.00	25.00	For One Or Two People - Tent Area	
	Yes	5.00	5.00	For An Extra Person	
Weekly - Van Site	Yes	200.00	200.00	For One Or Two People	
Weekly - Camping Site	Yes	125.00	125.00	For One Or Two People - Tent Area	
Weekly - Extra Person	Yes	40.00	40.00	For An Extra Person	
UNPOWERED SITES					
Overnight	Yes	15.00	15.00	For One Or Two People	
	Yes	4.00	4.00	For An Extra Person	
	Yes	6.00	6.00	One Person Swag Only	
Weekly - Van Site	Yes	75.00	75.00	For One Or Two People	
Weekly - Camping Site	Yes	50.00	50.00	For One Or Two People - Tent Area	
Extra Person	Yes	20.00	20.00	For An Extra Person	
2 ROOM DONGA					
Overnight	Yes	100.00	100.00	For One Or Two People	
Extra Person - Overnight	Yes	25.00	25.00	For An Extra Person	
Weekly	Yes	400.00	400.00	For One Or Two People	
Extra Person - Weekly	Yes	150.00	150.00	For An Extra Person	
DONGA ROOMS					
Overnight	Yes	60.00	60.00	For One Person Only	
Weekly	Yes	250.00	250.00	For One Person	
MISCELLANEOUS					
Key Deposit	No	7.50	7.50	Per Key	
Showers - Non Residents	Yes	3.00	3.00	Each Shower	
Washing Machine	Yes	3.00	3.00	Each Load	
Building Fees					
Private Swimming Pools					
Inspection - Yearly Charge	Yes	35.00	35.00	Inspections Required Every Four Years	
Inspections at the request of others	Yes	50.00	50.00		
Building Licence and Other Applications					
Request for Certificate of Design compliance for Class 1 and 10 buildings (unless included in a Building Permit Application)	No	@	@	0.19% of the estimated construction value but not less than \$150.	
Request for Certificate of Design compliance for Class 2 to 9 buildings within the district of the Shire of East Pilbara	Yes	@	@	0.1% of the estimated construction value but not less than \$300.	
Application to Amend a Building Permit (Uncertified Application)	No	@	@	25% of the original fee charged but not less than \$90	
Application to Amend a Building Permit (Certified Application)	No	@	@	With amended Certificate of Design Compliance supplied by applicant - 0.09% of estimated additional construction value but not less than \$90. For applications that require Certificate of design Compliance to be amended also - 0.19% of estimated additional construction value but not less than \$180	
Reissue of Building Permit with changed details	No	75.00	75.00	Plus cost of photocopying plans	
Request to provide a Certificate of Construction Compliance. Include one on-site inspection	Yes	250.00	250.00	For each building when the Certificate of Design Compliance has been issued by SOEP. Plus travel costs	
	Yes	500.00	500.00	For each building when the Certificate of Design Compliance has been issued externally. Plus travel costs	
Request to provide a Certificate of Building Compliance (for unauthorised building works) Includes one site inspection	Yes	@	@	0.25% of the estimated construction value but not less than \$350. Plus travel costs	
Request to provide a Certificate of Building Compliance (to formalise existing building works). Includes one site inspection	Yes	250.00	250.00	For Class 1 or 10 buildings. Plus travel costs.	
Request to provide a Certificate of Building Compliance (to formalise existing building works). Includes one site inspection	Yes	500.00	500.00	For Class 2 to 9 buildings. Plus travel costs.	
Request to provide a Certificate of Building Compliance (for Strata purposes). Includes one site inspection	Yes	150.00	150.00	Application Fee. Additional \$75 for each strata unit covered by the application but not less than \$150	
Request to provide a Bushfire Assessment Level Report	Yes	650.00	650.00		
Copies of Permits, Building Approval Certificates (s129 Building Act 2011)	Yes	88.00	88.00		
Copies of Building Records to an interested person (s131 Building Act 2011)	Yes	88.00	88.00		
Professional Advice Request from a Qualified surveyor, or request seeking confirmation for Environmental Health, Planning or Technical Services	Yes	132.00	132.00		
Copies of plans (per set of A3 drawings)	Yes	60.00	60.00	Per Set of A3 drawings	
Approval of Park Home Installation and Annex Construction	Yes	@	@	0.19% of the estimated construction value but not less than \$200.	
Inspections					
Recoverable Inspection Costs (normal office hours)	Yes	120.00	120.00	Per Hour plus travel costs	
Recoverable Inspection Costs (other than normal office hours)	Yes	185.00	185.00	Per Hour plus travel costs	
Travel cost per km	Yes	2.50	2.50	Per km other than first 20km	
Miscellaneous					

Shire Of East Pilbara Schedule of Fees & Charges 2020/2021	GST Applic	19/20 Fees Incl GST	20/21 Proposed Fee	Description	Comments
Orders & Requisitions for Sale of Properties	No	128.00	128.00	Replying to a property settlement questionnaire and providing zoning and planning information	
Road and Road Verge Bond	No	5,000.00	5,000.00	Refundable	
Road and Road Verge Bond Administration Fee	Yes	150.00	150.00		
Function 14 - Other Property & Services					
Private Works - Plant Hire (All Charges Per Hour including Operator)					
Prime Mover & Float	Yes	250.00	250.00		
Prime Mover & Side Tipper	Yes	250.00	250.00		
Prime Mover & Double Side Tipper	Yes	280.00	280.00		
Prime Mover & 30,000 Litre Water Cart	Yes	250.00	250.00		
Prime Mover	Yes	200.00	200.00		
Road Graders	Yes	280.00	280.00		
Suction Road Sweeper	Yes	300.00	300.00		
Cat 950H Loader	Yes	270.00	270.00		
Roller 18 tonne Smooth Drum	Yes	220.00	220.00		
Skid Steer Loader	Yes	200.00	200.00		
Cat 329 DL Excavator	Yes	300.00	300.00		
22 Tonne Tipper	Yes	220.00	220.00		
Service Truck	Yes	200.00	200.00		
7 Tonne Tipper	Yes	190.00	190.00		
3 Tonne Water Truck	Yes	190.00	190.00		
3 Tonne Tipper	Yes	190.00	190.00		
Forklift	Yes	190.00	190.00		
Rubbish Truck	Yes	190.00	190.00		
Back Hoe	Yes	190.00	190.00		
Elevated Work Platform (EWP)	Yes	200.00	200.00	Dry Hire, Excluding Operator/day	
Weed Sprayer	Yes	150.00	150.00	Per hour (Wet Hire)	
4WD Tractor	Yes	190.00	190.00		
Light Vehicle 4wd	Yes	140.00	140.00		
Small Tractor	Yes	140.00	140.00		
Box Trailer	Yes	40.00	40.00	Dry Hire	
Trencher	Yes	110.00	110.00	Dry Hire	
Small Generator Kva	Yes	100.00	100.00	Dry Hire	
Large Generator Kva	Yes	120.00	120.00	Dry Hire	
Lawn Mower (Ride on)	Yes	150.00	150.00		
Lawn Mower	Yes	130.00	130.00		
Whipper / Snipper	Yes	130.00	130.00		
Water from Standpipes	Yes	170.00	170.00	Once off Admin Fee	
Water from Standpipes	No	4.95	4.95	Per kilolitre	
Provision of Labour Only (O/T Rates applied as needed)	Yes	90.00	90.00		
Fuel	Yes	2.00	2.00	Per Litre	
Materials - will be charged at cost plus 20%					
State Government Determination					
Cat/Dog Registrations					
All new dog registrations need to be microchipped					
All existing dogs need to be microchipped by 1 November 2015					
Unsterilised Dog or Bitch - 1 Year	No	50.00	50.00	} Pensioners Fee receive 50% off the type of registration they apply for	
Sterilised Dog or Bitch - 1 Year	No	20.00	20.00		
Unsterilised Dog or Bitch - 3 Year	No	120.00	120.00		
Sterilised Dog or Bitch - 3 Year	No	42.50	42.50		
Unsterilised Dog or Bitch - Lifetime	No	250.00	250.00		
Sterilised Dog or Bitch - Lifetime	No	100.00	100.00		
All cat registrations must be sterilised					
Cat - 1 Year	No	20.00	20.00	} Pensioners Fee receive 50% off the type of registration they apply for	
Cat - 3 Year	No	42.50	42.50		
Cat - Lifetime	No	100.00	100.00		
Application of approval to breed cats	No			} per breeding cat (male or female)	
Bus Service					
Passenger Fares:					
Marble Bar - Port Hedland	Yes	31.00	31.00	Per Person	
Nullagine - Newman	Yes	31.00	31.00	Per Person	
Newman - Marble Bar	Yes	41.00	41.00	Per Person	
Port Hedland - Nullagine	Yes	41.00	41.00	Per Person	
Nullagine - Marble Bar	Yes	10.00	10.00	Per Person	

10.2.3 CREDITORS FOR PAYMENT

Attachments: Appendix 1 – Cheques Payments
Appendix 2 – Directs Payments
Appendix 3 – EFT Payments
Appendix 4 – Manual Cheque Payments

File No: FIN10-2

Responsible Officer: Ms Sian Appleton
Executive Manager Corporate Services

Author: Ms Teresa Southwell
Expenditure Finance Officer

Proposed Meeting Date: 24 April 2020

Location/Address: N/A

Name of Applicant: N/A

Author Disclosure of Interest: Nil

REPORT PURPOSE

Council endorsement of payment to creditors.

BACKGROUND

As per the attachment list, outlines payments made to creditors since the Council meeting on the 27th March 2020.

COMMENTS/OPTIONS/DISCUSSIONS

FUND	VOUCHER	AMOUNT
EFT Payments	EFT52896 – EFT53264	\$2,553,893.88
Credit Card	TBA	Unavailable at time of report
	Total	\$ 2,553,893.88
Cheque Payments	24929 – 24949	\$5525.83
Manual Cheque Payments	322 – 326	\$550.00
Directs Superannuation	DD13464.1 – DD13506.24	\$106,023.21
Directs Bp Fleet Report	10945692	\$1,320.05
	Total	\$ 113,419.09
	GRAND TOTAL	<u>\$ 2,667,312.97</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

24934; 24935; 24936; 24937; 24938; 24939; 24940; 24941 (printing error on cheques)

CANCELLED CHEQUES & EFTS

EFT52924

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government (Financial Management) Regulations 1996

Part 2 – General financial management

Reg 11

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

Local Government (Financial Management) Regulations 1996

Part 2 – General financial management

Reg 12

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

POLICY IMPLICATIONS

STRATEGIC COMMUNITY PLAN

Nil

RISK MANAGEMENT CONSIDERATIONS

FINANCIAL IMPLICATIONS

Total expenses of \$2,667,312.97

VOTING REQUIREMENTS

Simple.

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/160

MOVED: Cr Anita Grace

SECONDED: Cr Karen Lockyer

THAT Council endorse the payments:

FUND	VOUCHER	AMOUNT
EFT Payments	EFT52896 – EFT53264	\$2,553,893.88
Credit Card	TBA	Unavailable at time of report
	Total	\$ 2,553,893.88
Cheque Payments	24929 – 24949	\$5525.83
Manual Cheque Payments	322 – 326	\$550.00
Directs Superannuation	DD13464.1 – DD13506.24	\$106,023.21
Directs Bulk Fuel	10945692	\$1,320.05
	Total	\$ 113,419.09
	GRAND TOTAL	<u>\$ 2,667,312.97</u>

CARRIED UNANIMOUSLY

To be actioned by Ms Teresa Southwell, Expenditure Finance Officer

Appendix 1 Cheque Payments

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

24 APRIL 2020

**SHIRE OF EAST PILBARA
Cheque Payments**

Chq/EFT	Date	Name	Description	Amount
24929	12/03/2020	First AU Limited	Rates refund for assessment A702463 UNIT E45/4137 LOT E45/4137 EXPLORATION LICENCE	-236.88
24930	12/03/2020	Jindalee Resources Limited	Rates refund for assessment A704028 LOT E52/03520 EXPLORATION LICENCE	-240.85
24931	19/03/2020	SOEP - LOTTO SYNDICATE 1	Lotto syndicate 1 - PPE 08/03/20	-300.30
24932	19/03/2020	SOEP - LOTTO SYNDICATE 2	Staff lotto syndicate 2 - PPE 08/03/20	-387.20
24933	19/03/2020	SOEP - LOTTO SYNDICATE 3	Staff lotto syndicate 3 - PPE 08/03/20	-240.20
24942	02/04/2020	ATF ALMD INVESTMENT TRUST ALMD PTY LTD	Rates refund for assessment A702002 UNIT 8 15 MINDARRA DRIVE	-879.89
24943	02/04/2020	DEPARTMENT OF TRANSPORT	Shire Number Plate Application - 080EPS	-200.00
24944	02/04/2020	FMG Pilbara Pty Ltd	Rates refund for assessment A702626 Unit E46/1000 Lot E46/1000 EXPLORATION LICENCE	-1120.36
24945	02/04/2020	GIANNI PETER ROMEO	Rates refund for assessment A703908 LOT E46/01195 EXPLORATION LICENCE	-798.80
24946	02/04/2020	SOEP - LOTTO SYNDICATE 1	Staff Lotto Syndicate 1 - PPE 22.03.20	-300.30
24947	02/04/2020	SOEP - LOTTO SYNDICATE 2	Staff Lotto Syndicate 2 - PPE 25/03/20	-387.20
24948	02/04/2020	SOEP - LOTTO SYNDICATE 3	Staff Lotto Syndicate 3 - PPE 22.03.20	-240.20
24949	02/04/2020	SoEP - Youth Centre Petty Cash	Voucher ZI0893153 - Makeup for activity - GST	-193.65
TOTAL				-\$5,525.83

Appendix 2

Directs Payments

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

24 APRIL 2020

SHIRE OF EAST PILBARA

Direct Debit Payments

Chq/EFT	Date	Name	Description	Amount
10945692	21/02/2020	BP AUSTRALIA	Bp Fleet Report - January 2020	-1320.05
Fuel Payments Total				-1320.05
DD13464.1	09/02/2020	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll deductions	-33329.57
DD13464.5	09/02/2020	SUNSUPER	Payroll deductions	-740.32
DD13464.6	09/02/2020	EDWARDS J E AND A J SUPERANNUATION FUND	Payroll deductions	-2105.88
DD13464.9	09/02/2020	UNISUPER	Payroll deductions	-675.98
DD13506.1	23/02/2020	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll deductions	-36146.78
DD13506.5	23/02/2020	SUNSUPER	Payroll deductions	-740.32
DD13506.6	23/02/2020	EDWARDS J E AND A J SUPERANNUATION FUND	Payroll deductions	-2105.88
DD13506.8	23/02/2020	HESTA SUPER FUND	Payroll deductions	-601.29
DD13506.9	23/02/2020	UNISUPER	Payroll deductions	-664.79
DD13464.2	09/02/2020	BRYKAS SUPERANNUATION FUND	Superannuation contributions	-346.87
DD13464.3	09/02/2020	AMP	Superannuation contributions	-588.89
DD13464.4	09/02/2020	BT SUPER FOR LIFE	Superannuation contributions	-511.94
DD13464.7	09/02/2020	LUCRF SUPER	Superannuation contributions	-256.14
DD13464.8	09/02/2020	HESTA SUPER FUND	Superannuation contributions	-292.93
DD13474.1	09/02/2020	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Superannuation contributions	-72.14
DD13506.2	23/02/2020	BRYKAS SUPERANNUATION FUND	Superannuation contributions	-344.72
DD13506.3	23/02/2020	AMP	Superannuation contributions	-588.89
DD13506.4	23/02/2020	BT SUPER FOR LIFE	Superannuation contributions	-540.50
DD13506.7	23/02/2020	LUCRF SUPER	Superannuation contributions	-256.14
DD13464.10	09/02/2020	Care Super	Superannuation contributions	-316.63
DD13464.11	09/02/2020	AMP Superannuation Savinds Trust	Superannuation contributions	-241.45
DD13464.12	09/02/2020	NORTH PERSONAL SUPER FUND	Superannuation contributions	-127.86
DD13464.13	09/02/2020	Construction and Building Unions Superannuation Fund (CBUS)	Superannuation contributions	-281.95
DD13464.14	09/02/2020	Wealth Personal Superannuation Fund	Superannuation contributions	-560.02
DD13464.15	09/02/2020	CHRISTEX SUPERANNUATION FUND	Superannuation contributions	-933.19

DD13464.16	09/02/2020 ANZ SMART CHOICE SUPER	Superannuation contributions	-314.19
DD13464.17	09/02/2020 AUSTRALIAN SUPER	Superannuation contributions	-3869.82
DD13464.18	09/02/2020 Hostplus	Superannuation contributions	-3217.92
DD13464.19	09/02/2020 REST SUPERANNUATION	Superannuation contributions	-1727.73
DD13464.20	09/02/2020 COLONIAL FIRST STATE	Superannuation contributions	-446.44
DD13464.21	09/02/2020 Sequoia Superannuation Pty Ltd C/ Fairhall SMSF	Superannuation contributions	-195.87
DD13506.10	23/02/2020 Care Super	Superannuation contributions	-316.63
DD13506.11	23/02/2020 ESSENTIAL SUPER	Superannuation contributions	-134.86
DD13506.12	23/02/2020 NORTH PERSONAL SUPER FUND	Superannuation contributions	-125.41
DD13506.13	23/02/2020 AMP Superannuation Savinds Trust	Superannuation contributions	-262.14
DD13506.14	23/02/2020 Construction and Building Unions Superannuation Fund (CBUS)	Superannuation contributions	-281.95
DD13506.15	23/02/2020 ING DIRECT	Superannuation contributions	-82.17
DD13506.16	23/02/2020 Wealth Personal Superannuation Fund	Superannuation contributions	-593.77
DD13506.17	23/02/2020 IOOF Investments Services Ltd	Superannuation contributions	-125.70
DD13506.18	23/02/2020 ANZ SMART CHOICE SUPER	Superannuation contributions	-312.03
DD13506.19	23/02/2020 CHRISTEX SUPERANNUATION FUND	Superannuation contributions	-933.19
DD13506.20	23/02/2020 AUSTRALIAN SUPER	Superannuation contributions	-4545.94
DD13506.21	23/02/2020 Hostplus	Superannuation contributions	-3196.28
DD13506.22	23/02/2020 REST SUPERANNUATION	Superannuation contributions	-1354.41
DD13506.23	23/02/2020 COLONIAL FIRST STATE	Superannuation contributions	-469.47

Appendix 3 EFT Payments

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

24 APRIL 2020

SHIRE OF EAST PILBARA

EFT Payments

Chq/EFT	Date	Name	Description	Amount
EFT52896	12/03/2020	AMY FRENCH	Artist Payment - Ref # 6391	-500.00
EFT52897	12/03/2020	BILLY ATKINS	Artist Payment - Ref # 6402	-200.00
EFT52898	12/03/2020	BUGAI WHYOLTER	Artist Payment - Ref # 6401	-1000.00
EFT52899	12/03/2020	DESGRAE ANDERSON	Artist Payment - Ref # 6393	-240.00
EFT52900	12/03/2020	DOREEN CHAPMAN	Artist Payment - Ref # 6397	-759.00
EFT52901	12/03/2020	Derrick Butt	Artist Payment - Ref # 6400	-300.00
EFT52902	12/03/2020	JAKAYU BILJABU	Artist Payment - Ref # 6394	-400.00
EFT52903	12/03/2020	KUMPAYA GIRGIRBA	Artist Payment - Ref # 6404	-300.00
EFT52904	12/03/2020	LORNA LINMURRA	Artist Payment - Ref # 6395	-525.00
EFT52905	12/03/2020	MAY CHAPMAN	Artist Payment - Ref # 6396	-124.00
EFT52906	12/03/2020	MULYATINGKI MARNEY	Artist Payment - Ref # 6403	-300.00
EFT52907	12/03/2020	Neil Brooks	Artist Payment - Ref # 6389	-100.00
EFT52908	12/03/2020	YIKARTU BUMBA	Artist Payment - Ref # 6392	-1419.00
EFT52909	12/03/2020	Zheneeqa Bidu	Artist Payment - Ref # 6387	-123.00
EFT52910	12/03/2020	HORIZON POWER	Payment of multiple invoices	-1777.85
EFT52911	12/03/2020	Smithwick Strata Services	Remedial Works	-14725.05
EFT52912	12/03/2020	ALYKA PTY LTD	Payment of multiple invoices	-3025.00
EFT52913	12/03/2020	AUSWATER SYSTEMS PTY LTD	Refurbish RO2, including supply of medium, water sample testing, and mobilisation as per quote	-11165.00
EFT52914	12/03/2020	Abby Holt	Reimbursement for excess luggage charge	-90.00
EFT52915	12/03/2020	BCITF	BCITF Applications Feb 2020	-1097.00
EFT52916	12/03/2020	BHP BILLITON IRON ORE PTY LTD	Payment of multiple invoices	-1504.46
EFT52917	12/03/2020	BOULEVARD PHARMACY	International Women's Day Youth Prizes	-219.60
EFT52918	12/03/2020	Blackwoods	Payment of multiple invoices	-1098.12
EFT52919	12/03/2020	CARLY DAY	Reimbursement for purchase for Martumili	-100.00
EFT52920	12/03/2020	CHAPMAN & BAILEY	Payment of multiple invoices	-2998.44
EFT52921	12/03/2020	CLEANAWAY WASTE MANAGEMENT LTD (Acc 170:73037222)	Waste Removal	-1415.36
EFT52922	12/03/2020	CLEVER PATCH	16872 Christmas Wooden Wind Chimes Group Pack Pack of 20	-283.72
EFT52923	12/03/2020	CONWAY HIGHBURY PTY LTD	Review of Local Laws	-3168.00

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

24 APRIL 2020

EFT52925	12/03/2020	Corporate Travel Management Group Pty Ltd	Payment of multiple invoices	-19147.55
EFT52926	12/03/2020	Dunnings	Payment of multiple invoices	-18454.92
EFT52927	12/03/2020	EAST PILBARA EARTHMOVING PTY LTD	Supply of Hired Grader, Camp and Equipment to complete emergency flood damage opening up works as a result of the flooding associated with the passage of TC Blake to the Skull Springs Road 8120021 in order to restore essential road access. Rates as per tender submission RFT 802017/18 Supply of Hired Road Construction Plant with Operators.	-15840.00
EFT52928	12/03/2020	ENVIRONMENTAL INDUSTRIES	Payment of multiple invoices	-2172.84
EFT52929	12/03/2020	EVERARD LEGAL	Reimbursement for costs incurred	-1542.89
EFT52930	12/03/2020	FLEX FITNESS	Consumables for Fitness Centre (Bars, Sandbags, Weight Belts, attachments to cable machine)	-2495.00
EFT52931	12/03/2020	G FORCE PRINTING	Payment of multiple invoices	-660.11
EFT52932	12/03/2020	GALJO PTY LTD T/A EAST PILBARA TYRE SERVICE	Supply 1 x Battery to suit Ride On Mower	-143.00
EFT52933	12/03/2020	GALVINS PLUMBING SUPPLIES	Payment of multiple invoices	-2311.61
EFT52934	12/03/2020	HOSPITALITY INN PORT HEDLAND	Payment of multiple invoices	-1250.00
EFT52935	12/03/2020	Holly Fleming	reimbursement for childcare fees to attend OCM 28/02/20	-180.00
EFT52936	12/03/2020	JJ Ryan Consulting Pty Ltd	Newman Airport Lighting Design - RFT 01-2019/20	-10846.00
EFT52937	12/03/2020	Jack Little	Reimbursement of Fuel costs for relocation to Newman	-460.22
EFT52938	12/03/2020	KOMATSU AUSTRALIA PTY LTD	Payment of multiple invoices	-21880.53
EFT52939	12/03/2020	LESMILLS AUSTRALIA	Les Mills 19/20 - Licenses - March	-820.32
EFT52940	12/03/2020	MARBLE BAR HOLIDAY PARK	Payment of multiple invoices	-520.00
EFT52941	12/03/2020	MARBLE BAR TRAVELLERS REST	International Womens Day Catering	-150.00
EFT52942	12/03/2020	MARTUMILI 2 - LOAD & GO	Card reconciliation recoup	-219.37
EFT52943	12/03/2020	MARTUMILI 5 - LOAD N GO	Card reconciliation recoup	-209.80
EFT52944	12/03/2020	MCLEODS BARRISTERS & SOLICITORS	Legal advice	-1370.73
EFT52945	12/03/2020	MCMULLEN NOLAN & PARTNERS SURVEYORS P/L	Please undertake survey work on the two sites at Newman Airport as discussed with Ben Lewis	-5445.00
EFT52946	12/03/2020	MOULDLAB	Mould Sampling	-522.00
EFT52947	12/03/2020	MT NEWMAN FURNITURE & BEDDING	queen bed to front room as per quote	-99.00
EFT52948	12/03/2020	Malcolm McGregor	Art @ the Heart - Judging panel consultant - year 1	-825.00

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

24 APRIL 2020

EFT52949	12/03/2020	Marble Bar General Trust	Payment of multiple invoices	-338.69
EFT52950	12/03/2020	NEWMAN CLEANING RESOURCES P/L	Payment of multiple invoices	-792.00
EFT52951	12/03/2020	NEWMAN HOME HARDWARE & ICE PLUS	Payment of multiple invoices	-2631.01
EFT52952	12/03/2020	Newman Hotel Motel	Payment of multiple invoices	-2192.00
EFT52953	12/03/2020	NEWMAN MOTORCYCLE CLUB	Letter Drop Program February	-500.00
EFT52954	12/03/2020	Nor-West Freight Services Pty Ltd	Freight charges	-62.70
EFT52955	12/03/2020	OFFICEWORKS BUSINESS DIRECT	Payment of multiple invoices	-382.50
EFT52956	12/03/2020	Outback Beef	Burger Patties	-332.00
EFT52957	12/03/2020	PAN PACIFIC PERTH	Payment of multiple invoices	-2509.00
EFT52958	12/03/2020	PARDOO ROADHOUSE & TAVERN	100 liters of unleaded fuel from Pardoo road house, to run blower, whipper, lawnmower, generator.	-123.15
EFT52959	12/03/2020	PAYWISE PTY LTD	Salary Sacrifice - PPE 08/03/20	-859.47
EFT52960	12/03/2020	PILBARA MOTOR GROUP	Payment of multiple invoices	-1801.93
EFT52961	12/03/2020	Paul Howrie	Reimbursement for diesel purchased whilst waiting for fuel card to arrive	-87.25
EFT52962	12/03/2020	Pitipan Sutiwan	Power subsidy reimbursement	-1143.53
EFT52963	12/03/2020	RUTH LEIGH	Assistance with Socialsuite reporting and data entry	-1100.00
EFT52964	12/03/2020	Raees Rasool	Power Subsidy reimbursement	-212.81
EFT52965	12/03/2020	Repco Auto Parts (Port Hedland)	Heavy Duty Jumper Leads 750 amp Part RBCBL750S2	-103.95
EFT52966	12/03/2020	SARAH STAMPFLI/SERENE BEDLAM	International Women's Day Youth Event - Photo Booth and Photography	-750.00
EFT52967	12/03/2020	SCOPE BUSINESS IMAGING	Rec Shed Printing - Konica C658 - Feb 2020	-451.00
EFT52968	12/03/2020	SITE PROJECTS GROUP	weekly Hire of 5000ltr potable water tanks with mobilisation	-110.00
EFT52969	12/03/2020	SMITHS DETECTION (AUSTRALIA) PTY LTD	Provide three monthly preventative maintenance due February for the EDX2is Checked Baggage Screening equipment.	-4823.19
EFT52970	12/03/2020	SONIC HEALTHPLUS PTY LTD	Payment of multiple invoices	-216.70
EFT52971	12/03/2020	Seasons Hotel - Jerry (Business) CT Pty Ltd aft Newman Hotel (Business) Trust	Payment of multiple invoices	-1505.00
EFT52972	12/03/2020	TECHBRAIN	2 year Wildcard Secure Certificate for multiple sub-domains + Engineer Level Labour Fixed Fees.	-445.61
EFT52973	12/03/2020	THE ORS GROUP	Payment of multiple invoices	-1347.50
EFT52974	12/03/2020	TOM PRICE TOURIST PARK	Accommodation	-470.00
EFT52975	12/03/2020	TYREPOWER NEWMAN	Payment of multiple invoices	-466.50

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

24 APRIL 2020

EFT52976	12/03/2020	Talbot Doors Pty Ltd	Automatic Door actuation kits DSH250	-7154.38
EFT52977	12/03/2020	The Workwear Group Pty Ltd	Uniform Order	-449.00
EFT52978	12/03/2020	Tom Wheeler	Power subsidy reimbursement	-659.57
EFT52979	12/03/2020	VISIMAX	Snake Handling Equipment	-762.05
EFT52980	12/03/2020	WA RANGERS ASSOCIATION	1 Year WARA membership renewals Rangers	-150.00
EFT52981	12/03/2020	WATERLOGIC AUSTRALIA PTY LTD	Equipment Hire - March 2020	-79.66
EFT52982	12/03/2020	WIDEGLIDE CONSTRUCTIONS	Please demolish and remove the internal wall in the old HR donga as discussed onsite. Please patch and repaint the walls and ceiling as required.	-3674.00
EFT52983	12/03/2020	Weave (Patricia Susan Everett)	Payment of multiple invoices	-4340.00
EFT52984	12/03/2020	Woolworths (WA) Ltd	Payment of multiple invoices	-1951.59
EFT52985	12/03/2020	Youngs Earthmoving	Supply of Hired Road Construction Plant with Operators for	-80887.50
EFT52986	12/03/2020	Yvette Coyne	Art @ the Heart consultant for judging panel year 1	-750.00
EFT52987	12/03/2020	CUSTOMER FIRST CONTRACTING PTY LTD	Payment of multiple invoices	-46078.25
EFT52988	12/03/2020	Daniel Hawkins	Power subsidy reimbursement	-626.90
EFT52989	12/03/2020	Ljupka Gov	Reimbursement for accomodation whilst at training	-715.71
EFT52990	12/03/2020	Pindan Asset Management Pty Ltd	Replace flood lights near RFDS and check faulting RCD circuit - using SoEP EWP	-1410.76
EFT52991	13/03/2020	Woolworths (WA) Ltd	Payment of multiple invoices	-712.50
EFT52992	16/03/2020	Advanced Spatial Technologies Pty Ltd	Auto Cad Licensing as per quote	-12864.50
EFT52993	16/03/2020	Fuji Xerox Australia Pty Ltd	Payment of invoice CS791275 - Oncharge	-251.23
EFT52994	16/03/2020	Southern Cross Austereo Pty Ltd	Radio advertising Christmas message RED-FM	-1584.00
EFT52995	19/03/2020	BILLY ATKINS	Artist Payment - Ref # 6418	-200.00
EFT52996	19/03/2020	BUGAI WHYOUTLER	Artist Payment - Ref # 6417	-1000.00
EFT52997	19/03/2020	CORBAN CLAUSE WILLIAMS	Artist Payment - Ref # 6411	-300.00
EFT52998	19/03/2020	JAKAYU BILJABU	Artist Payment - Ref # 6413	-500.00
EFT52999	19/03/2020	JUDITH ANYA SAMSON	Artist Payment - Ref # 6409	-300.00
EFT53000	19/03/2020	KUMPAYA GIRGIRBA	Artist Payment - Ref # 6420	-200.00
EFT53001	19/03/2020	MARY ROWLANDS	Artist Payment - Ref # 6412	-72.00
EFT53002	19/03/2020	MULYATINGKI MARNEY	Artist Payment - Ref # 6414	-300.00
EFT53003	19/03/2020	Rebecca Muni Rita Simpson	Artist Payment - Ref # 6416	-236.25
EFT53004	19/03/2020	Department of Housing	Rent - PPE 08/03/20	-200.00
EFT53005	19/03/2020	FOXTEL CABLE TELEVISION	MONTHLY SUBSCRIPTION - March 2020	-265.00
EFT53006	19/03/2020	HORIZON POWER	Payment of multiple invoices	-3429.64
EFT53007	19/03/2020	TELSTRA	Payment of multiple invoices	-2831.26

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

24 APRIL 2020

EFT53008	19/03/2020	SHIRE OF ASHBURTON	Long Service Leave	-14675.32
EFT53009	19/03/2020	ALL-RID PEST MANAGEMENT	Payment of multiple invoices	-2800.00
EFT53010	19/03/2020	Anna Louise Saboisky t/a One Of Twelve	Merchandise	-4563.00
EFT53011	19/03/2020	Australia Post - Credit Management	POSTAGE AND STATIONERY AS PER DOCKET - Feb 2020 - GST	-1184.80
EFT53012	19/03/2020	BHP BILLITON IRON ORE PTY LTD	Payment of multiple invoices	-336.16
EFT53013	19/03/2020	BOULEVARD PHARMACY	Medical supplies for first aid kits in vehicles and town - GST	-218.30
EFT53014	19/03/2020	BRIDGETOWN DESIGN AND PRINT	Payment of multiple invoices	-1072.50
EFT53015	19/03/2020	Blackwoods	Payment of multiple invoices	-1042.90
EFT53016	19/03/2020	Breanna Shuttleworth	Reimbursement for meals whilst in Marble Bar	-25.60
EFT53017	19/03/2020	Bridgestone Tyre Centre Port Hedland	3 x Tyres - RPT Bus	-1156.65
EFT53018	19/03/2020	CAPTAIN JACK MOBILE COOLROOM AND SPIT HIRE	Coolroom Hire for Harmony Day 14/3/2020	-250.00
EFT53019	19/03/2020	CHILD SUPPORT AGENCY	Payroll deductions	-883.47
EFT53020	19/03/2020	CLEANAWAY PTY LTD (acct 53651265)	Payment of multiple invoices	-3410.88
EFT53021	19/03/2020	COLS EXCAVATOR HIRE	Payment of multiple invoices	-4125.00
EFT53022	19/03/2020	CUSTOMER FIRST CONTRACTING PTY LTD	Payment of multiple invoices	-19675.65
EFT53023	19/03/2020	CWC Repco	64,000km Service 1GQP409 Toyota Hilux	-441.46
EFT53024	19/03/2020	Centurion Transport Co Pty Ltd	Payment of multiple invoices	-3066.03
EFT53025	19/03/2020	Chloe Townsend	Reimbursement for supplies	-42.95
EFT53026	19/03/2020	Cleanaway (Acct 53652829)	Payment of multiple invoices	-10302.00
EFT53027	19/03/2020	Corporate Travel Management Group Pty Ltd	Payment of multiple invoices	-801.44
EFT53028	19/03/2020	Cutting Edges Equipment Parts Pty Ltd	Supply 20 x Grader Blades as per Quote No 3367435	-4334.00
EFT53029	19/03/2020	DAVID EVRETT	POWER SUBSIDY REIMBURSEMENT	-1157.41
EFT53030	19/03/2020	DEANS AUTOGLASS	Supply and fit windscreen to Holden Colorado - 116EPS	-484.00
EFT53031	19/03/2020	DHL EXPRESS AUSTRALIA PTY LTD	Freight Charges	-547.51
EFT53032	19/03/2020	Dunnings	Payment of multiple invoices	-2030.20
EFT53033	19/03/2020	ENVIRONMENTAL INDUSTRIES	Payment of multiple invoices	-5228.26
EFT53034	19/03/2020	Finmec - t/a Earthmoving Maintenance Solutions (EMS)	Payment of multiple invoices	-18296.98
EFT53035	19/03/2020	GALJO PTY LTD T/A EAST PILBARA TYRE SERVICE	Payment of multiple invoices	-5807.00
EFT53036	19/03/2020	GALVINS PLUMBING SUPPLIES	Payment of multiple invoices	-121.21
EFT53037	19/03/2020	GARY EDWARDS PLUMBING & GAS	Payment of multiple invoices	-468.68
EFT53038	19/03/2020	GERALDINE PARSONS	Reimbursement for taxi charges	-23.12
EFT53039	19/03/2020	GET A GRIP TYRES PTY LTD	Supply 4 x 17.5R25 Tyres as per Quote No 185301	-4620.00

**SHIRE OF EAST PILBARA
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EFT53040	19/03/2020	Grants Empire	CSRFF Funding Application - 3 Letters of Support	-198.00
EFT53041	19/03/2020	HAYS SPECIALIST RECRUITMENT	Consultant Charges	-6883.36
EFT53042	19/03/2020	HOSPITALITY INN PORT HEDLAND	Accommodation and Meals	-200.00
EFT53043	19/03/2020	INDIGENOUS ART CODE LIMITED	2020 Membership Fees	-187.00
EFT53044	19/03/2020	Ixom Operations Pty Ltd	Service Fee - Feb 2020	-830.70
EFT53045	19/03/2020	Jamie Harrison	Marble Bar Civic Centre Flooring Repairs/Replacement - INSURANCE PC0246 Please liaise with Coordinator Building Services on 08 9175 8000 for these works.	-46367.00
EFT53046	19/03/2020	Jimm Kidd Sports	Embroidery of two shirts - Front left side Shire of East Pilbara logo	-22.00
EFT53047	19/03/2020	KANYIRNINPA JUKURRPA	Remote first aid training	-1360.00
EFT53048	19/03/2020	KMART AUSTRALIA LTD	Payment of multiple invoices	-291.00
EFT53049	19/03/2020	LANDGATE (DOLA)	Mining Tenements chargeable	-112.00
EFT53050	19/03/2020	LYNETTE SUZANNE CRAIGIE	Reimbursement for airfares taken under residential fares for SoEP trip to Perth	-801.80
EFT53051	19/03/2020	Lisa Hall (Bliss Yoga Mumma)	Yoga Term 1 2020 x8 Tuesday nights , 6x Saturdays Mornings, Covers - 5th,9th,12th March	-675.00
EFT53052	19/03/2020	MT NEWMAN FURNITURE & BEDDING	new queen bed to front room as per quote	-1334.00
EFT53053	19/03/2020	MURRAY UNIFORMS AUSTRALIA	Uniforms	-886.68
EFT53054	19/03/2020	Magicorp	Annual subscription for on hold messages March 20-Feb 2021	-858.63
EFT53055	19/03/2020	Marisa Leanne Wolfenden	Reimbursement	-55.35
EFT53056	19/03/2020	NEWMAN CLEANING RESOURCES P/L	Payment of multiple invoices	-72079.41
EFT53057	19/03/2020	NEWMAN HOME HARDWARE & ICE PLUS	Payment of multiple invoices	-3813.70
EFT53058	19/03/2020	NEWMAN NEIGHBOURHOOD CENTRE	Hire of Neighbourhood centre for knitting night for blue tree project	-154.00
EFT53059	19/03/2020	NEWMAN VETS FOOTBALL CLUB	Successful grant application - OCM 28/02/20	-6000.00
EFT53060	19/03/2020	Newman Hotel Motel	Payment of multiple invoices	-1870.00
EFT53061	19/03/2020	Newman Junior Football Council	Community Club Runnish Collection Feb 2020	-2000.00
EFT53062	19/03/2020	Newman Lions Club	hire of bouncy castle	-150.00
EFT53063	19/03/2020	OFFICE LINE	Payment of multiple invoices	-917.40
EFT53064	19/03/2020	OFFICEWORKS BUSINESS DIRECT	Payment of multiple invoices	-1049.47
EFT53065	19/03/2020	Oz Airports Pty Ltd	Please supply relief ARO's for the period from February to May 2020 or until further notice as emergency back fill.	-13715.64

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EFT53066	19/03/2020	PAN PACIFIC PERTH	Accommodation	-240.00
EFT53067	19/03/2020	PERMEATE PARTNERS PTY LTD	As per quote Rev B Newman Airport RO - Technical Support with defects management	-10863.42
EFT53068	19/03/2020	PILBARA MOTOR GROUP	Payment of multiple invoices	-1165.61
EFT53069	19/03/2020	Parnawarri IGA	Payment of multiple invoices	-523.34
EFT53070	19/03/2020	Pauls Any Job & Icecream	Payment of multiple invoices	-3301.38
EFT53071	19/03/2020	Pilbara Food Services	Payment of multiple invoices	-568.77
EFT53072	19/03/2020	RAND MAINTENANCE SERVICES	Electrician for the installation of 2 dosing controllers	-550.00
EFT53073	19/03/2020	RENTOKIL INITIAL GROUP	Sharps and Sanitary Collection - March 2019	-1990.58
EFT53074	19/03/2020	Ready Chef Go Pty Ltd	Newman Aquatic Centre Gelato Order: Cookies and Cream x1 Watermelon sorbet x 1 Banana and toffee x 2 Wild berry x 1 Choc mint x2 Burnt caramel and pecan x 2 Choc chip x 1 Chocolate x2 Vanilla x 2 Bubblegum x3 Tim tammy x 2 Caramel fudge x2	-1578.83
EFT53075	19/03/2020	Roo's Plumbing	Repair to copper pipe after tree branch landed on meter. Barton way.	-156.20
EFT53076	19/03/2020	SONIC HEALTHPLUS PTY LTD	Payment of multiple invoices	-1138.50
EFT53077	19/03/2020	ST JOHN AMBULANCE AUSTRALIA WA (NEWMAN)	Replacement of First Aid Pack (Motoring Off Road Kit- Soft Case)	-110.00
EFT53078	19/03/2020	SWAN TOWING	Payment of multiple invoices	-374.00
EFT53079	19/03/2020	Seasons Hotel - Jerry (Business) CT Pty Ltd aft Newman Hotel (Business) Trust	Payment of multiple invoices	-746.00
EFT53080	19/03/2020	TECHBRAIN	Payment of multiple invoices	-11374.01
EFT53081	19/03/2020	THE SHADE SAIL MAN	Payment of multiple invoices	-13376.00
EFT53082	19/03/2020	TNT Australia Pty Limited	Payment of multiple invoices	-1784.66
EFT53083	19/03/2020	TOLL EXPRESS	Freight	-196.41
EFT53084	19/03/2020	TYREPOWER NEWMAN	Payment of multiple invoices	-5087.84
EFT53085	19/03/2020	The Workwear Group Pty Ltd	Councillors Uniforms	-79.20
EFT53086	19/03/2020	Transafe WA	Grant Approval at OCM Feb 2020	-3300.00
EFT53088	19/03/2020	WA TREASURY CORPORATION	Loan repayment	-52473.74
EFT53089	19/03/2020	WATER CORPORATION	Payment of multiple invoices	-9251.77
EFT53090	19/03/2020	WATERCHOICE (AUST) PTY LTD	Newman Youth Centre - Monthly Rental Charge - 5 Stage Reverse Osmosis water filtration system - Feb 2020	-130.00
EFT53091	19/03/2020	WIDEGlide CONSTRUCTIONS	Payment of multiple invoices	-16029.20

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EFT53092	19/03/2020	Woolworths (WA) Ltd	Payment of multiple invoices	-2813.01
EFT53093	19/03/2020	Youngs Earthmoving	Supply of Hired Road Construction Plant with Operators for Road Construction/Upgrade Project to Munjina Roy Hill Road. Rates as per tender submission RFT 8-2017/18 Supply of Hired Road Construction Plant with Operators.	-181230.50
EFT53094	26/03/2020	BEVERLEY ROGERS	Artist Payment - Ref # 6427	-61.50
EFT53095	26/03/2020	BILLY ATKINS	Artist Payment - Ref # 6430	-200.00
EFT53096	26/03/2020	BUGAI WHYOUTLER	Artist Payment - Ref # 6429	-1000.00
EFT53097	26/03/2020	CORBAN CLAUSE WILLIAMS	Artist Payment - Ref # 6424	-200.00
EFT53098	26/03/2020	DEBRA THOMAS	Artist Payment - Ref # 6423	-320.00
EFT53099	26/03/2020	JAKAYU BILJABU	Artist Payment - Ref # 6428	-400.00
EFT53100	26/03/2020	JASON TINKER	Artist Payment - Ref # 6425	-234.00
EFT53101	26/03/2020	KUMPAYA GIRGIRBA	Artist Payment - Ref # 6431	-200.00
EFT53102	26/03/2020	MULYATINGKI MARNEY	Artist Payment - Ref # 6432	-300.00
EFT53103	26/03/2020	Mary Larry	Artist Payment - Ref # 6422	-98.40
EFT53104	26/03/2020	ELGAS	Gas Service Charge	-104.06
EFT53105	26/03/2020	HOLCIM (AUSTRALIA) PTY LTD	Cracker-dust 15T	-836.00
EFT53106	26/03/2020	Pivotel Satellite Pty Ltd	Satellite phone charges	-20.00
EFT53107	26/03/2020	ADVAM PTY LTD	FEB 2020 - Provide Credit Card Payment Processing Services for car park pay stations at Newman Airport for FY19/20.	-503.09
EFT53108	26/03/2020	AERODROME MANAGEMENT SERVICES	Supply and deliver AS 2700S-2011aerodrome line marking paint, 8xtubs N14 white and 1xtub Y14 golden yellow.	-2705.03
EFT53109	26/03/2020	AIT SPECIALISTS PTY LTD	Fuel tax Credits - 2019/2020	-838.20
EFT53110	26/03/2020	ALL-RID PEST MANAGEMENT	Pest Control	-165.00
EFT53111	26/03/2020	ALLIED PICKFORDS (SIRVA PTY LTD)	Relocation expenses	-2871.00
EFT53112	26/03/2020	ANALYTICAL REFERENCE LABORATORY (WA)	Payment of multiple invoices	-902.00
EFT53113	26/03/2020	AUSTRALIAN TAXATION OFFICE (BAS)	February 2020 BAS payment	-72832.00
EFT53114	26/03/2020	Andrew Primer	Refund for ticket machine not dispensing correct change. CCTV confirmed	-15.00
EFT53115	26/03/2020	BEN LEWIS	Data Allowance subsidy	-125.00
EFT53116	26/03/2020	BHP BILLITON IRON ORE PTY LTD	Payment of multiple invoices	-39916.01
EFT53117	26/03/2020	BRUCE ROCK ENGINEERING	Manufacture and install new towing A frame to front of Toyota	-7080.12

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EFT53118	26/03/2020	Blackwoods	Payment of multiple invoices	-947.11
EFT53119	26/03/2020	CHEMCENTRE	CHEMCENTRE SAMPLING - 25/02/2020 - 30/06/2020	-1265.00
EFT53120	26/03/2020	CJD EQUIPMENT	Supply various filters as per quote No 0050229384	-470.14
EFT53121	26/03/2020	COLS EXCAVATOR HIRE	Payment of multiple invoices	-6688.00
EFT53122	26/03/2020	CUSTOMER FIRST CONTRACTING PTY LTD	Return of retentions monies - RFT 04-2018-19 - TC 2018613	-3857.02
EFT53123	26/03/2020	DESIGNA AUSTRALIA PTY LTD	Provision of Comprehensive Car Park Maintenance Services -	-6457.10
EFT53124	26/03/2020	Department of Mines, Industry Regulation and Safety	BSL Remittance - Feb 2020	-788.30
EFT53125	26/03/2020	EAST PILBARA BMX CLUB	Successful grant application - OCM 28/02/20	-6000.00
EFT53126	26/03/2020	ENVIRONMENTAL INDUSTRIES	Payment of multiple invoices	-6998.93
EFT53127	26/03/2020	EVERARD LEGAL	Development of Initial Community MOU	-1617.00
EFT53128	26/03/2020	East Pilbara Recycling	Newman Landfill Operations	-99037.86
EFT53129	26/03/2020	Emma Van Der Wiele	Reimbursement for food charges whilst on training	-371.02
EFT53130	26/03/2020	Expo Signage and Digital Pty Ltd	Changes to update 2018/2019 annaul report	-251.08
EFT53131	26/03/2020	Fuji Xerox Australia Pty Ltd	Payment of multiple invoices	-2525.98
EFT53132	26/03/2020	G02 Building Pty Ltd	Return of retention monies - RFQ 02-2018/19 - TC 2018608	-4250.00
EFT53133	26/03/2020	GALJO PTY LTD T/A EAST PILBARA TYRE SERVICE	Payment of multiple invoices	-396.00
EFT53134	26/03/2020	GALVINS PLUMBING SUPPLIES	Payment of multiple invoices	-8558.00
EFT53135	26/03/2020	GARY EDWARDS PLUMBING & GAS	Payment of multiple invoices	-7044.80
EFT53136	26/03/2020	GERALDINE PARSONS	Reimbursement for transport whilst at training	-62.52
EFT53137	26/03/2020	GLIDEPATH AUSTRALIA	Provide six monthly scheduled maintenance of the baggage handling system conveyor belts at Newman Airport.	-4950.00
EFT53138	26/03/2020	HARRIS TECHNOLOGY	A3 printer and printer ink as seen in quote	-195.39
EFT53139	26/03/2020	HAYS SPECIALIST RECRUITMENT	Consultant Charges	-4302.10
EFT53140	26/03/2020	Hope Iyamu	Power subsidy reimbursement	-442.40
EFT53141	26/03/2020	Hopgood Ganim Lawyers	Legal Fees	-4157.99
EFT53142	26/03/2020	IPWEA LIMITED	IPWEA Professional Certificate in Asset Management Planning	-10098.00
EFT53143	26/03/2020	Kate Pass	Harmony Weerk Performance Saturday 14 March 2020 2 x 45 Minute Sets	-2100.00
EFT53144	26/03/2020	Lindon Mellor	Data Allowance reimbursement	-95.89
EFT53145	26/03/2020	Luke Robert Temple	Rates refund for assessment A415600	-3146.35
EFT53146	26/03/2020	MCLEODS BARRISTERS & SOLICITORS	Newman Houses - New Agreements to be oncharged	-1056.86

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EFT53147	26/03/2020	Marble Bar Community Resource Centre	Mirage Advertising March Edition	-100.00
EFT53148	26/03/2020	Marble Bar Electrical Service Pty Ltd	Assemble and removal of Christmas Tree Nullagine	-4309.25
EFT53149	26/03/2020	NEWMAN CLEANING RESOURCES P/L	Payment of multiple invoices	-396.00
EFT53150	26/03/2020	NEWMAN HOME HARDWARE & ICE PLUS	Payment of multiple invoices	-3191.35
EFT53151	26/03/2020	NEWMAN RETRAVISION	Payment of multiple invoices	-468.80
EFT53152	26/03/2020	Newman Teeball Association	Successful grant application - OCM 28/02/20	-2872.00
EFT53153	26/03/2020	Oz Airports Pty Ltd	Please supply relief ARO's for the period from February to May 2020 or until further notice as emergency back fill.	-7436.00
EFT53154	26/03/2020	PAN PACIFIC PERTH	Accommodation	-350.00
EFT53155	26/03/2020	PAYWISE PTY LTD	Salary Sacrifice - PPE 22.03.20	-940.75
EFT53156	26/03/2020	PILBARA MOTOR GROUP	Payment of multiple invoices	-6109.04
EFT53157	26/03/2020	Parnawarri IGA	Payment of multiple invoices	-1691.67
EFT53158	26/03/2020	Paul Howrie	Data Allowance reimbursement	-59.99
EFT53159	26/03/2020	Roger Kyngdon	Reimbursement for cooking supplies for Harmony Day	-224.70
EFT53160	26/03/2020	Roo's Plumbing	Payment of multiple invoices	-1177.00
EFT53161	26/03/2020	SARAH STAMPFLI/SERENE BEDLAM	Photobooth for Harmony Week Celebrations	-1100.00
EFT53162	26/03/2020	SB Machinery Subway	Subway Platters	-180.00
EFT53163	26/03/2020	SIGMA CHEMICALS	Lane tensioners	-825.00
EFT53164	26/03/2020	SONIC HEALTHPLUS PTY LTD	Payment of multiple invoices	-1045.20
EFT53165	26/03/2020	Sawitree Coghill	Reimbursement for Harmoy Week Celebrations	-45.00
EFT53166	26/03/2020	Sportspower Newman	Pool Cues	-150.00
EFT53167	26/03/2020	T & R HOMES WA PTY LTD	Complete and test Auto Start wiring on Shire supplied Generator and Mount Generator onto anti-vibration feet into concrete slab	-2931.99
EFT53168	26/03/2020	TECHBRAIN	Payment of multiple invoices	-1382.48
EFT53169	26/03/2020	TENDERLINK	Upload of RFQ 21-2019/20 - Audio Visual Equipment Upgrades to Tenderlink Portal	-172.70
EFT53170	26/03/2020	THE SHADE SAIL MAN	Please Replace the Shade sail at Newman youth centre as quoted on 06/02/20	-2557.50
EFT53171	26/03/2020	TYREPOWER NEWMAN	Complete repairs to handbrake	-126.38
EFT53172	26/03/2020	Technical Services Group Pty Ltd	Please provide the Public WIFI for 12 months until the 30 December 2020 as per quote QU-0001114 and provide usage statistical data on a quarterly basis as discussed	-8580.00

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EFT53173	26/03/2020	Veolia Environmental Services (Australia)	As per quote Q20-C-109 WWTP Newman - Replace aeration shaft	-14521.93
EFT53174	26/03/2020	WATER CORPORATION	Payment of multiple invoices	-30661.74
EFT53175	26/03/2020	WESTRAC PTY LTD	One Battery 430-6005	-216.38
EFT53176	26/03/2020	WIDEGLIDE CONSTRUCTIONS	Payment of multiple invoices	-5406.20
EFT53177	26/03/2020	Wilson Parking Australia 1992 Pty Ltd	Please Provide Car Park Monitoring Services as per RFT 09 2016/17 - Feb 2020	-1650.00
EFT53178	26/03/2020	Woolworths (WA) Ltd	Payment of multiple invoices	-2555.82
EFT53179	11/03/2020	BANKWEST CARD SERVICES	Credit Card Charges	-26657.41
EFT53180	01/03/2020	BANKWEST CARD SERVICES	Credit Card Charges	-12788.87
EFT53181	02/04/2020	BILLY ATKINS	Artist Payment - Ref # 6438	-200.00
EFT53182	02/04/2020	BUGAI WHYOUTLER	Artist Payment - Ref # 6437	-1000.00
EFT53183	02/04/2020	CORBAN CLAUSE WILLIAMS	Artist Payment - Ref # 6436	-600.00
EFT53184	02/04/2020	JAKAYU BILJABU	Artist Payment - Ref # 6441	-300.00
EFT53185	02/04/2020	JUDITH ANYA SAMSON	Artist Payment - Ref # 6435	-163.00
EFT53186	02/04/2020	KUMPAYA GIRGIRBA	Artist Payment - Ref # 6440	-100.00
EFT53187	02/04/2020	MULYATINGKI MARNEY	Artist Payment - Ref # 6439	-300.00
EFT53188	02/04/2020	Robina Clause	Artist Payment - Ref # 6434	-228.80
EFT53189	02/04/2020	Department of Housing	Rent - PPE 22/03/20	-200.00
EFT53190	02/04/2020	HOLCIM (AUSTRALIA) PTY LTD	50 Tonne Screen River Sand	-3060.82
EFT53191	02/04/2020	TELSTRA	Phone charges - Feb 2020	-9171.45
EFT53192	02/04/2020	89 ENTERPRISES	Roller door not working	-275.00
EFT53193	02/04/2020	AHRENS GROUP PTY LTD	Supply & install water pressure pump at RPT Terminal	-3216.90
EFT53194	02/04/2020	ATLAS IRON LIMITED	Rates refund for assessment A703946	-149.21
EFT53195	02/04/2020	AUSCO MODULAR	Supply and Install Toilets, Laundry & Storage Facilities to Nullagine Caravan Park (Turnkey Package) - RFT 03-2019/20	-91396.48
EFT53196	02/04/2020	AUSWATER SYSTEMS PTY LTD	Quarterly Service (March) of RO3 plant, including mobilisation	-6710.00
EFT53197	02/04/2020	Andrea Chadwick	Rates refund for assessment A409480	-420.98
EFT53198	02/04/2020	Australian Taxation Office (PAYG)	Payment of multiple invoices	-198617.29
EFT53199	02/04/2020	BEACON EQUIPMENT	Supply service parts as per quote	-1294.50
EFT53200	02/04/2020	BOC GASES	Cylinder Hire - Feb 2020	-256.37
EFT53201	02/04/2020	BOOKTALK	Annual PO for book club - book talk invoices for Newman Library	-160.00

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EFT53202	02/04/2020	Blackwoods	Payment of multiple invoices	-1309.56
EFT53203	02/04/2020	CHILD SUPPORT AGENCY	Payroll deductions	-893.78
EFT53204	02/04/2020	CJD EQUIPMENT	Supply 4 x Base Aerials as per quote No 0050229921	-756.91
EFT53205	02/04/2020	CUSTOMER FIRST CONTRACTING PTY LTD	Payment of multiple invoices	-20350.06
EFT53206	02/04/2020	Carawine Resources Limited	Rates refund for assessment A703530	-1974.35
EFT53207	02/04/2020	Corporate Travel Management Group Pty Ltd	Payment of multiple invoices	-1315.21
EFT53208	02/04/2020	Cutting Edges Equipment Parts Pty Ltd	Supply Grader Blades as per quote No 3369513	-4667.30
EFT53209	02/04/2020	D & J COMMUNICATIONS	Supply of ICOM A120E VHF Radio and required vehicle fitting components	-1890.90
EFT53210	02/04/2020	DAVID JOHN MOYLES	Rates refund for assessment A416750	-1138.95
EFT53211	02/04/2020	Dunnings	Payment of multiple invoices	-10257.20
EFT53212	02/04/2020	EAST PILBARA SMASH REPAIRS	Recover stolen vehicle	-1541.32
EFT53213	02/04/2020	Emma Laura Lawrence	Rates refund for assessment A417340	-471.89
EFT53214	02/04/2020	FREO GROUP LTD	Franna Crane plus rigger to lift 2x Poly tanks	-1501.50
EFT53215	02/04/2020	GALJO PTY LTD T/A EAST PILBARA TYRE SERVICE	Repair Bachoe Rear Tyre	-77.00
EFT53216	02/04/2020	GALVINS PLUMBING SUPPLIES	Payment of multiple invoices	-7873.15
EFT53217	02/04/2020	HARRIS TECHNOLOGY	A3 printer and printer ink as seen in quote	-437.00
EFT53218	02/04/2020	HAYS SPECIALIST RECRUITMENT	Consultant Charges	-3613.76
EFT53219	02/04/2020	Hedland Hardware (Hedland Home Timber and Hardware)	Goods as per receipt	-284.90
EFT53220	02/04/2020	Holly Fleming	Childcare for OCM 27/03/20 - 1.5hrs	-45.00
EFT53221	02/04/2020	IP CAMERAS AUSTRALIA	Camera repairs	-6725.40
EFT53222	02/04/2020	IPWEA LIMITED	NAMS Plus Subscription fee (01/04/20 to 30/06/20)	-203.50
EFT53223	02/04/2020	JASON SIGNSMAKERS	Supply 10 x Grader Ahead signs as per quote No 125682	-901.89
EFT53224	02/04/2020	Jasko Airport Services	Please undertake the OLS survey of Newman Airport	-5500.00
EFT53225	02/04/2020	KG Thai & Chinese Kitchen	Harmony Day Celebrations Volunteer Dish Sharing	-50.00
EFT53226	02/04/2020	KOMATSU AUSTRALIA PTY LTD	Payment of multiple invoices	-38973.21
EFT53227	02/04/2020	Kaili Iron Pty Ltd	Rates refund for assessment A703529	-536.24
EFT53228	02/04/2020	Kaitlyn Berry	Power subsidy reimbursement	-1099.02
EFT53229	02/04/2020	LMTD Pilbara Pty Ltd	Rates refund for assessment A704108	-178.58
EFT53230	02/04/2020	LMTD Pty Ltd	Rates refund for assessment A703920	-679.24
EFT53231	02/04/2020	Lang Tree Eric Coppin	Rates refund for assessment A701013	-80.03

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EFT53232	02/04/2020	MAJOR MOTORS PTY LTD	Supply, licensing and delivery of one (1) new Isuzu Truck FVDZ-M16 FVD 165-260 MLWB DC Auto with Bucher Municipal 14m3 Side Loading Compactor as per RFQ 08-2019/20 submission and specifications. Licensing to Council's Block License Code B9365 - Progress payment	-197881.20
EFT53233	02/04/2020	MALCOLM SIDNEY COLE TF COLE FAMILY TRUST	Rates refund for assessment	-90.36
EFT53234	02/04/2020	MARBLE BAR HOLIDAY PARK	Supply 2 x 45kg Gas Bottles	-372.00
EFT53235	02/04/2020	MARBLE BAR TRAVELLERS REST	Supply 400ltrs of ULP	-976.30
EFT53236	02/04/2020	MARKETFORCE	Payment of multiple invoices	-2820.63
EFT53237	02/04/2020	MCLEODS BARRISTERS & SOLICITORS	Lease	-1474.46
EFT53238	02/04/2020	MSS SECURITY PTY LTD	Security Services - Feb 2020	-141376.87
EFT53239	02/04/2020	Macarthur Lithium Pty Ltd	Rates refund for assessment A703803	-1642.77
EFT53240	02/04/2020	Marble Bar General Trust	Goods as per receipt	-134.30
EFT53241	02/04/2020	NEWMAN HOME HARDWARE & ICE PLUS	Payment of multiple invoices	-2327.19
EFT53242	02/04/2020	NEWMAN RETRAVISION	Payment of multiple invoices	-828.00
EFT53243	02/04/2020	Newbound Pty Ltd t/a Telkee	Shire of East Pilbara 3 x suspension draws only	-271.50
EFT53244	02/04/2020	Newman Mainstreet Project T/A Red Desert Events	Curtain and installataion hire for the Staff Christmas Party	-850.00
EFT53245	02/04/2020	Nor-West Freight Services Pty Ltd	Payment of multiple invoices	-1672.00
EFT53246	02/04/2020	North Regional Tafe	Power consumption charges - Feb 2020	-1592.37
EFT53247	02/04/2020	Paul Howrie	Data Allowance reimbursement	-59.99
EFT53248	02/04/2020	Roo's Plumbing	Payment of multiple invoices	-2874.30
EFT53249	02/04/2020	SIGMA CHEMICALS	4x 25 kg Trichlor Tabs	-621.50
EFT53250	02/04/2020	SONIC HEALTHPLUS PTY LTD	Pre-employment medical	-379.50
EFT53251	02/04/2020	ST JOHN AMBULANCE AUSTRALIA WA (NEWMAN)	Provide one day first aid training	-320.00
EFT53252	02/04/2020	SWAN TOWING	Payment of multiple invoices	-226.00
EFT53253	02/04/2020	Sportspeople Group Pty Ltd	Sportspeople advertisement of Coordinator Recreation Services - Parental Leave	-418.00
EFT53254	02/04/2020	Steve Dhu	Power Subsidy reimbursement -	-218.44
EFT53255	02/04/2020	T-QUIP	Supply parts for toro7210 mower as per quote 9574#5 only the parts not crossed out.	-385.65
EFT53256	02/04/2020	TECHBRAIN	Payment of multiple invoices	-8180.98
EFT53257	02/04/2020	TNT Australia Pty Limited	Freight charges	-3434.22
EFT53258	02/04/2020	TYREPOWER NEWMAN	Payment of multiple invoices	-884.97

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

24 APRIL 2020

EFT53259	02/04/2020	WATER CORPORATION	Payment of multiple invoices	-71623.25
EFT53260	02/04/2020	WATERCHOICE (AUST) PTY LTD	Equipment Hire - March 2020	-520.00
EFT53261	02/04/2020	WESTRAC PTY LTD	Supply 2 x sets of bucket teeth as per quote No 04Q027432	-2356.67
EFT53262	02/04/2020	WIDEGLIDE CONSTRUCTIONS	Payment of multiple invoices	-957.00
EFT53263	02/04/2020	Woolworths (WA) Ltd	Payment of multiple invoices	-912.59
EFT53264	02/04/2020	Youngs Earthmoving	Supply of Hired Road Construction Plant with Operators for Road Construction/Upgrade Project to the Goldsworthy Road 8120004. Rates as per tender submission RFT 8-2017/18 Supply of Hired Road Construction Plant with Operators.	-255470.50

SUB TOTAL	-\$2,553,893.88
Less Bankwest Creditcard reported OCM 27/03/20 - EFT 53180	-\$12,788.87
Transactions unavailable at time of report - EFT53179	-\$26,657.41
TOTAL	-\$2,514,447.60

Appendix 4

Manual Cheque Payments

SHIRE OF EAST PILBARA
Manual Cheque Payments

Chq/EFT	Date	Name	Description	Amount
322	21/02/2020	KUMPAYA GIRGIRBA	Artist Payment - Cash cheque requested - Ref # 6281	-50.00
323	21/02/2020	NGAMARU BIDU	Artist Payment - Cash cheque requested - Ref # 6273	-50.00
324	21/02/2020	THELMA JUDSON	Artist Payment - Cash cheque requested - Ref # 6275	-50.00
325	27/02/2020	MAY BROOKS	Artist Payment - 6333 - Cash Cheque requested	-250.00
326	04/03/2020	JAKAYU BILJABU	Artist Payment - Ref # 6386 - Cash Cheque Requested	-150.00
TOTAL				-\$550.00

10.2.4 FINANCIAL ACTIVITY FOR PERIOD ENDING 29 FEBRUARY 2020

Attachments:	Appendix 1 – Monthly Financials – February 2020
Responsible Officer:	Ms Sian Appleton Executive Manager Corporate Services
Author:	Mrs Lisa Davis Manager Corporate Services
Proposed Meeting Date:	24 April 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

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

BACKGROUND

The attached 24-page report details the financial activities of the Council for the period 1st July 2019 to 29th February 2020 of the 2019/2020 financial year –

There are 4 sections of the monthly report:

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

COMMENTS/OPTIONS/DISCUSSIONS

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

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

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government Act 1995
Part 6 Financial Management
Division 4 General financial provisions

Section 6.4(2)

Local Government (Financial Management) Regulations 1996

Part 4 Financial reports

Reg 34(1) –

POLICY IMPLICATIONS

3.1 ACCOUNTING POLICIES

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

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

RISK MANAGEMENT CONSIDERATIONS

Legislative - Medium

FINANCIAL IMPLICATIONS

This report discloses financial activities for the period under review.

VOTING REQUIREMENTS

Simple.

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/161

MOVED: Cr Geraldine Parsons

SECONDED: Cr Anita Grace

That the monthly financial statements for the period 1st July 2019 to 29th February 2020 of the 2019/2020 financial year as presented be received.

CARRIED UNANIMOUSLY

To be actioned by Mrs Lisa Davis, Manager Corporate Services

Appendix 1

Monthly Financials – February 2020

Shire Of East Pilbara

Monthly Financial Statements

(Containing the Statement of Financial Activity)

For The Period Ending 29th February 2020

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

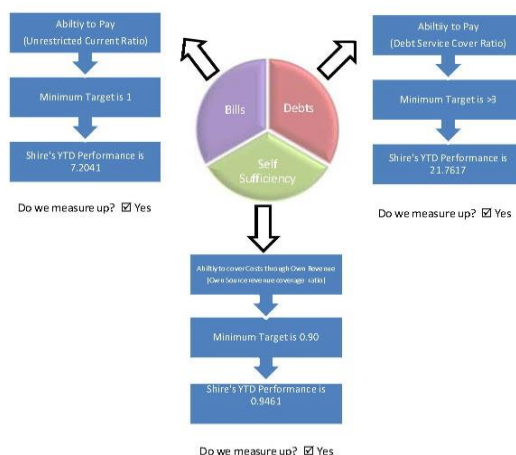
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MONTHLY FINANCIAL HEALTH CHECKS

For The Period Ending 29th February 2020
Highlighting how the Shire of East Pilbara is tracking against
financial ratios



How are we tracking against our budget targets?



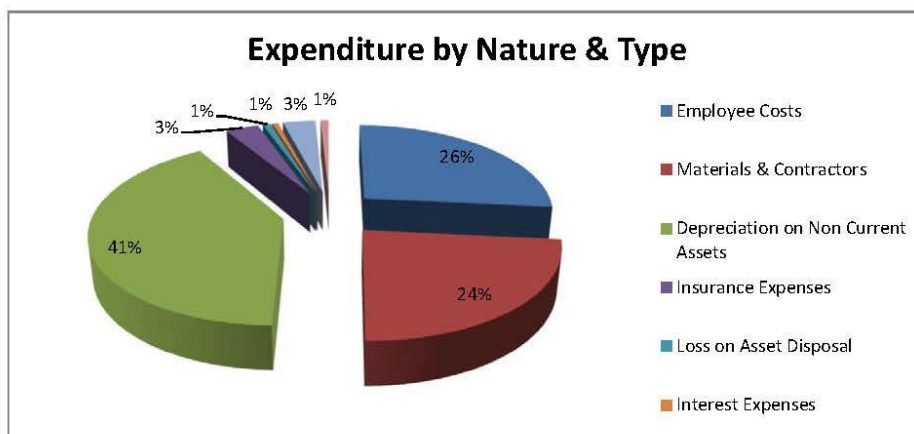
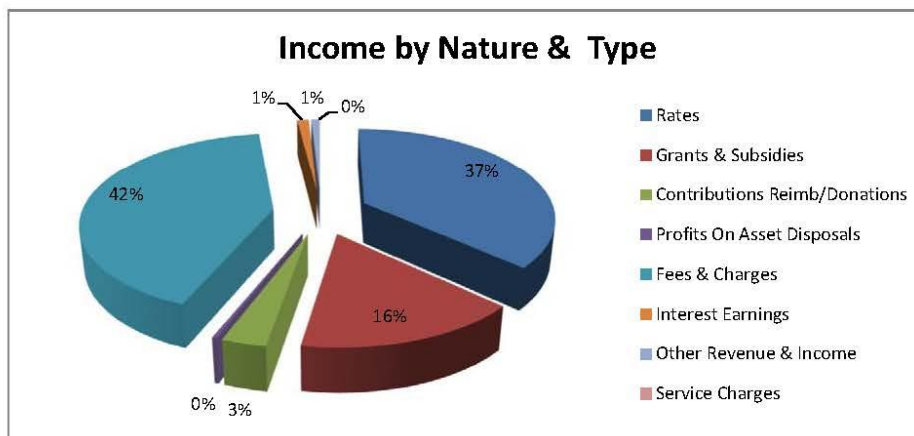
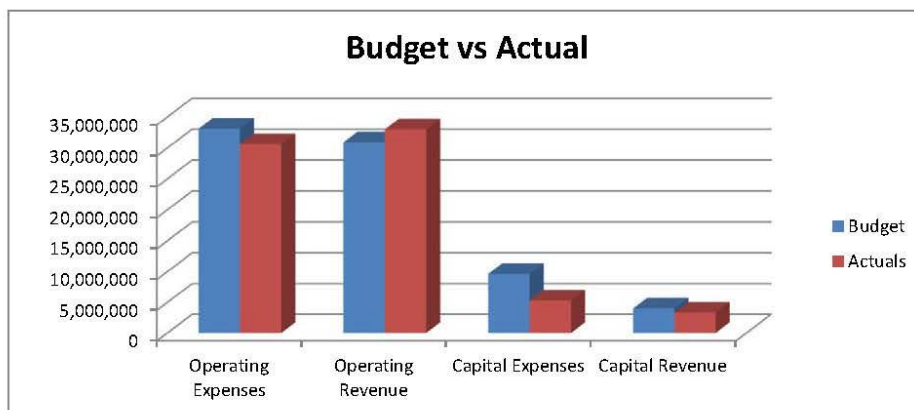
Adjusted operating surplus and self sufficient ratios are high due to rates being fully funded at the beginning of the financial year. However as the year progresses, operating expenditure will continue to draw on this revenue source reducing to target by 30 June 2020

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



**Shire Of East Pilbara
Financial Graphs**

For The Period Ending 29th February 2020



SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

24 APRIL 2020

Shire Of East Pilbara Operating Revenue and Expenses For The Period Ending 29th February 2020											
Function, Sub-Function and Department Name	Budget Annual Revenue	Budget YTD Revenue	Actual YTD Revenue	Monthly Budget vs Actual % Variance	Monthly Bud vs Actual % Variance	SLIP	Budget Annual Expenditure	Budget YTD Expenditure	Actual YTD Expenditure	Monthly Budget vs Actual % Variance	Monthly Bud vs Actual % Variance
General Purpose Funding											
Rates	13,435,700	13,509,528	13,516,644.96	(7,116.96)	(0.05)		486,500	302,968	136,725.13		
Other General Purpose Funding	(2,340,000)	1,560,000	536,994.53	1,023,005.67	na		-	-	-		
Total General Purpose Funding	11,095,700	15,069,528	14,053,639.49				486,500	302,968	136,725.13	166,242.87	24.87
Governance											
Members of Council	100	64	-	-	-		768,600	505,792	416,255.70		
Other Governance	349,800	319,840	335,262.36	-	-		1,993,100	1,319,104	850,244.96		
Corporate Governance	-	-	-	-	-		313,600	209,006	232,481.22		
Customer Service	-	-	-	-	-		282,100	203,120	197,326.86		
Marketing, Media and Publication	-	-	-	-	-		120,500	66,984	37,439.93		
Stakeholder Management	-	-	-	-	-		156,800	95,848	56,045.98		
Financial Services	-	-	-	-	-		811,800	539,184	529,569.19		
Records Management	-	-	-	-	-		117,500	73,656	64,096.91		
Human Resources	-	-	-	-	-		546,700	377,764	349,627.23		
Occupational Health and Safety	-	-	-	-	-		172,600	73,728	55,960.57		
Information and Technology	-	-	-	-	-		485,100	350,048	338,917.96		
IPR, Strategic and Business Planning	-	-	-	-	-		78,500	69,184	67,289.72		
Procurement and Contract Management	-	-	-	-	-		283,000	188,648	162,315.68		
Asset Management	-	-	-	-	-		261,600	342,836	129,563.70		
Fixed Assets	-	-	11,381.36	-	-		514,300	342,836	354,475.44		
Allocations to Other Functions	-	-	-	-	-		(6,367,900)	(4,378,592)	(3,314,486.78)		
Total Governance	349,800	319,804	344,643.72	(24,739.72)	(7.73)		277,900	379,256	527,217.47	(147,971.47)	(39.02)
Law, Order & Public Safety											
Fixed Assets	-	-	31,686.56	-	-		208,600	139,056	187,826.64		
Ranger Services	48,200	19,984	19,121.58	-	-		475,300	276,984	284,193.26		
Emergency Management	73,000	84,856	65,140.60	-	-		582,100	454,696	398,395.19		
Security and Surveillance	500,300	500,000	500,000.00	-	-		218,100	112,048	82,515.15		
Total Law, Order & Public Safety	621,200	604,840	615,958.74	(11,118.74)	(1.81)		1,484,300	982,784	962,930.03	25,853.97	3.04
Health											
Fixed Assets	35,000	35,000	37,036.82	-	-		26,700	17,800	9,923.60		
Health Inspection and Administration	72,000	54,976	58,542.81	-	-		571,600	357,016	329,122.17		
Preventative Services	18,000	6,328	9,568.25	-	-		96,600	64,392	41,467.08		
Total Health	125,000	96,304	105,167.88	(8,863.88)	(9.20)		694,900	439,208	380,512.85	58,695.15	13.36
Education & Welfare											
Fixed Assets	-	-	-	-	-		458,800	305,836	293,772.05		
Place Based Services (Newman)	93,400	44,256	-	-	-		613,400	413,364	331,981.37		
Youth & Family Services	191,700	127,792	173,457.14	-	-		1,070,800	708,546	578,782.82		
Place Based Services (Rural)	300,200	-	-	-	-		855,400	577,208	282,512.59		
Total Education & Welfare	585,100	172,048	173,457.14	(1,409.14)	(0.82)		2,998,400	2,004,874	1,487,048.53	517,825.47	23.83
Housing											
Fixed Assets	-	-	-	-	-		450,900	300,600	342,411.86		
Staff Housing - Newman	234,300	136,192	142,189.44	-	-		234,300	80,704	254,146.98		
Staff Housing - Marble Bar	47,000	24,992	19,310.00	-	-		47,000	24,888	19,310.00		
Marumili Housing	25,000	9,448	9,448.00	-	-		25,000	14,304	9,448.00		
Build Infrastructure	86,000	49,648	52,626.21	-	-		121,100	68,640	53,849.27		
Total Housing	350,800	225,160	223,570.65	1,589.35	0.71		847,800	489,136	679,163.11	(190,027.11)	(38.85)
Shire Of East Pilbara Operating Revenue and Expenses For The Period Ending 29th February 2020											

Function, Sub-Function and Department Name	Budget Annual Revenue	Budget YTD Revenue	Actual YTD Revenue	Monthly Budget vs Actual % Variance	Monthly Bud vs Actual % Variance	SLIP	Budget Annual Expenditure	Budget YTD Expenditure	Actual YTD Expenditure	Monthly Budget vs Actual % Variance	Monthly Bud vs Actual % Variance
Community Amenities											
Fixed Assets	-	-	-	-	-		705,100	470,072	588,454.19		
Waste Collection & Recycling	661,800	627,428	621,309.30	-	-		886,900	514,784	478,750.67		
Landfill Management	2,992,700	1,839,192	2,295,010.12	-	-		2,284,600	1,516,256	1,294,414.79		
Waste Water Management	892,000	831,364	882,739.68	-	-		1,149,800	760,832	547,786.47		
Energy & Biodiversity	-	-	-	-	-		-	3,240	19,187.34		
Town Planning & Regional Develop't	32,400	34,928	75,175.40	-	-		233,700	388,140	104,228.82		
Land Scenery	-	-	-	-	-		175,100	116,784	111,050.26		
Build Infrastructure - Newman	-	-	-	-	-		91,800	51,552	44,885.03		
Build Infrastructure (other communities)	7,000	4,664	4,879.95	-	-		117,000	53,240	40,210.37		
Total Community Amenities	4,375,800	3,357,576	3,875,105.43	(521,539.43)	(15.53)		5,836,000	3,879,900	3,228,967.89	650,932.11	16.78
Recreation & Culture											
Fixed Assets	-	-	-	-	-		2,313,700	1,542,464	1,514,360.84		
Build Infrastructure - Newman	-	-	-	-	-		667,800	144,656	259,070.90		
Build Infrastructure - Rural	83,300	55,528	61,759.25	-	-		374,000	249,264	190,965.00		
Aquatic Centres	208,000	136,976	125,809.11	-	-		1,489,400	1,081,376	797,577.43		
TV & Radio Re Broadcasting	-	-	-	-	-		19,700	23,112	33,104.61		
Recreation Centre - Newman	281,100	183,764	199,506.40	-	-		1,394,500	950,274	828,167.01		
Libraries	9,000	6,000	6,283.47	-	-		370,200	304,472	266,563.02		
Club Development	32,700	21,800	824.56	-	-		176,400	155,576	138,675.52		
Open Space Assets - Newman	254,300	169,512	95,755.24	-	-		3,096,600	2,068,600	1,556,896.98		
Other Culture	200	128	912.28	-	-		300	200	838,614.83		
Marumili	1,221,000	813,968	611,694.19	-	-		1,550,100	827,952	72,267.15		
Culture & the Arts	25,000	19,644	1,813.15	-	-		231,900	154,552	368,408.67		
Events	224,000	147,992	166,213.13	-	-		697,000	435,064	43,711.80		
Other Operating expenses for R&E Reallocation	-	-	-	-	-		-	(32)	-		
Total Recreation & Culture	2,316,100	1,555,352	1,270,461.08	284,889.92	18.32		12,982,500	7,887,520	6,909,083.79	978,436.21	12.40
Transport											
Fixed Assets	58,600	38,600	50,972.33	-	-		7,606,300	5,076,236	6,571,399.89		
Scr/Rds/Bridges/Depots - Construction	5,052,500	3,501,640	2,829,576.30	-	-		4,301,200	2,820,936	2,216,352.48		
Scr/Rds/Bridges/Depots - Maintenance	1,045,100	696,728	693,080.75	-	-		-	-	-		
Road Plant Purchases	60,600	40,528	43,501.78	-	-		-	-	-		
Aerodromes	12,397,000	8,548,404	11,381,953.10	-	-		10,413,200	6,872,305	5,795,341.09		
Total Transport	18,614,000	12,845,900	14,999,084.26	(2,153,184.59)	(16.76)		22,320,700	14,769,477	14,583,093.46	186,383.54	1.26
Economic Services											
Fixed Assets	35,000	35,000	-	-	-		692,500	461,664	501,498.02		
Tourism and Area Promotion	285,300	207,184	143,860.48	-	-		608,500	490,504	385,680.53		
Building Control	98,700	63,784	58,455.85	-	-		192,300	128,864	140,152.17		
Rural Services	122,000	81,328	98,715.08	-	-		173,300	115,504	88,631.68		
Economic Development	100,000	36,664	-	-	-		269,700	194,764	52,416.28		
Newman House	227,700	151,792	179,379.56	-	-		187,400	124,920	106,329.51		
Total Economic Services	868,700	595,752	470,410.97	125,341.03	21.01		2,123,700	1,516,220	1,274,710.19	241,509.81	13.91
Other Property & Services											
Fixed Assets	-	-	(19,028.66)	-	-		79,700	33,136	33,407.07		
Private Works	10,000	6,664	1,901.83	-	-		5,000	3,336	2,377.03		
Public Works Overheads	-	2,000	3,400.00	-	-		-	27,176	2,344.28		
Plant Operation Costs	-	-	-	-	-		1,000	(24)	195,211.53		
Salaries and Wages	10,000	6,664	1,269.42	-	-		10,000	6,664	5,788.06		
Project Management	-	-	-	-	-		431,700	231,120	167,671.13		
Unclassified	185,000	116,656	257,384.43	-	-		175,000	116,664	258,477.81		
Total Other Property & Services	205,000	131,984	244,927.62	(112,943.02)	(85.57)		702,400	448,072	665,467.21	(217,395.21)	(48.52)
Total Revenue & Expenditure											
As Per Operating Statement	39,716,400	34,974,348	36,380,426.38				49,955,100	33,099,415	30,824,929.66		

SHIRE OF EAST PILBARA
Statement of Financial Activity By Nature and Type
For The Period Ending 29th February 2020

Description	2019/2020 Budget	2019/2020 YTD Budget	2019/2020 YTD Actual	Monthly Budget vs Actual \$ Variance	Monthly Bud vs Actual % Variance
OPERATING REVENUE					
Rates	13,619,600	13,619,600	13,390,470.77	(229,129.23)	1.68
Grants And Subsidies	8,772,400	5,117,233	5,770,525.65	653,292.32	(12.77)
Contributions, Reimbursements and Donations	2,566,000	1,496,833	1,139,940.73	(356,892.60)	23.84
Gain On Asset Disposals	128,600	75,017	112,068.41	37,051.74	(49.39)
Fees and Charges	17,530,200	10,225,950	15,241,239.07	5,015,289.07	(49.04)
Interest	1,113,500	649,542	419,812.78	(229,728.89)	35.37
Other Revenue/Income	934,000	544,833	306,368.97	(238,464.36)	43.77
Service Charges	0	0	0.00	-	na
<i>Total Operating Revenue</i>	\$44,664,300	\$31,729,008	36,380,426.38	4,651,418.05	(14.66)
Less: OPERATING EXPENDITURE					
Employee Costs	13,963,850	8,145,579	8,197,195.39	51,616.22	(0.63)
Materials And Contracts	14,756,800	8,608,133	7,283,036.39	(1,325,096.94)	15.39
Depreciation On Non Current Assets	16,848,900	9,828,525	12,642,573.73	2,814,048.73	(28.63)
Insurance Expenses	986,400	986,400	1,012,113.42	25,713.42	(2.61)
Loss On Asset Disposal	31,100	18,142	244,307.90	226,166.23	(1,246.67)
Interest Expenses	386,000	225,167	183,411.78	(41,754.89)	18.54
Utilities (Gas, Electricity, Water Etc)	2,299,800	1,341,550	1,011,705.54	(329,844.46)	24.59
Other Expenditure	682,250	397,979	250,939.70	(147,039.47)	36.95
<i>Sub Total</i>	\$49,955,100	\$29,551,475	30,825,283.85	1,273,808.85	(4.31)
Less: Applicable To Capital Expenditure	0	0	0.00	-	na
<i>Total Operating Expenditure</i>	\$49,955,100	\$29,551,475	30,825,283.85	1,273,808.85	(4.31)
NET PROFIT/(LOSS) RESULT	(\$5,290,800)	\$2,177,533	5,555,142.53	3,377,609.20	na
Other Comprehensive Income	\$0		0.00		
TOTAL COMPREHENSIVE INCOME	(\$5,290,800)	\$2,177,533	5,555,142.53	3,377,609.20	na

Rate Setting Statement
Operating Revenue and Expenses
For The Period Ending 29th February 2020

OPERATING REVENUE	Budget	YTD Budget	YTD Actual
General Purpose Funding	11,095,700	15,069,528	14,053,639.49
Governance	349,900	319,904	344,643.72
Law, Order & Public Safety	121,200	104,840	84,272.18
Health	90,000	61,304	68,111.06
Education & Welfare	585,100	172,048	173,457.14
Housing	359,800	225,160	223,570.65
Community Amenities	4,575,900	3,357,576	3,879,105.43
Recreation and Culture	2,316,100	1,555,352	1,270,461.08
Transport	13,508,200	9,289,188	12,175,918.04
Economic Services	733,700	595,752	470,410.97
Other Property & Services	205,000	131,984	231,444.32
Total Operating Revenue	33,940,600	30,882,636	32,975,034.08
Less: OPERATING EXPENSES			
General Purpose Funding	486,500	302,968	136,725.13
Governance	266,900	371,928	527,047.47
Law, Order & Public Safety	1,480,300	980,120	892,480.03
Health	694,900	439,208	380,512.85
Education & Welfare	2,998,400	2,004,874	1,487,048.53
Housing	847,800	489,136	679,163.11
Community Amenities	5,636,000	3,879,900	3,098,999.95
Recreation and Culture	12,382,500	7,887,520	6,909,083.79
Transport	22,304,600	14,753,377	14,573,420.48
Economic Services	2,123,700	1,516,220	1,230,673.21
Other Property & Services	702,400	448,072	665,467.21
Total Operating Expenditure	49,924,000	33,073,323	30,580,621.76
Add:			
Capital Grants and Contributions	5,647,200	3,998,112	3,319,751.39
Sale of Assets	268,000	229,984	219,658.60
<i>Write Back Depreciation</i>	16,549,200	11,032,768	12,685,671.42
	22,464,400	15,260,864	16,225,081.41
Less: CAPITAL WORKS PROGRAMME			
Governance	558,000	351,648	273,080.92
Law, Order & Public Safety	565,000	143,528	60,647.42
Health	65,000	40,328	60,371.33
Education & Welfare	220,000	714	8,771.64
Housing	1,039,300	850,964	881,387.77
Community Amenities	6,779,400	363,048	53,826.83
Recreation and Culture	828,000	289,712	177,545.99
Transport	8,557,700	6,668,958	3,772,136.20
Economic Services	1,130,000	923,328	5,642.48
	19,742,400	9,632,228	5,293,410.58
Less: OTHER			
Repayments of Debentures	1,149,900	661,260	661,259.69
<i>Less Contributions to Loan Principal</i>	-	-	-
<i>Local Gov Housing Trust</i>			(87,585.55)
<i>Deferred Rates</i>			4,097.00
Transfers to Reserves	3,589,300	28,801	8,312,208.39
	4,739,200	690,061	8,889,979.53
Add: FUNDING SOURCES			
Reserves Utilised	3,379,700	281,642	1,051,766.11
Proceeds from New Debentures	5,500,000	-	-
Estimated Surplus/(Deficit) July 1 b/fwd	4,245,000	4,245,000	4,248,990.00
	13,124,700	4,526,642	5,300,756.11
Estimated Surplus/(Deficit) June 30 c/fwd	(4,875,900)	7,274,529	9,736,859.73

CASHFLOW
For The Period Ending 29th February 2020

Municipal Fund

Cashflows From Operating Activities

Receipts from Operations	35,574,204.40
Less: Payments for Operations	-19,255,063.49
Net Cash Provided by Operating Activities	16,319,140.91

Cashflow from Investing Activities

Interest received	440,757.71
Payment for Property, Plant & Equipment	190,730.56
Less: Proceeds - Sale of Assets	-5,270,903.86
Net Cash Used by Investing Activities	-4,639,415.59

Cashflows from Financing Activities

Interest Paid	-183,411.78
Repayment of Borrowings	-661,259.69
Proceeds from Borrowings	0.00
Net Cash Used by Financing Activities	-844,671.47

Net Increase in Cash Held **\$10,835,053.85**

Municipal Fund Cash at Beginning of Year - 01/07/19 48,539,339.97

Municipal Fund Cash at End of Period - 30/06/2019 59,374,393.82

Net Increase in Cash Held **\$10,835,053.85**

Total Cash Balances

Municipal Fund		
- Cash At Bank	6,813,024.81	
- Cash Floats	17,928.23	
- Cash Invested	<u>1,272,747.63</u>	8,103,700.67
Reserve Fund - Cash Invested		51,270,693.15
Total Cash Held		\$59,374,393.82

SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

24 APRIL 2020

Shire Of East Pilbara

Acquisition & Construction of Assets

For The Period Ending 29th February 2020

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2019/2020 Funds Committed	2019/2020 Total Funds Spent YTD	Note
Governance									
Other Governance									
49001	Computer Equipment	100,000	33,328	50,000	21,691.30		37,484.18	59,175.48	
49003	Furniture and Equipment - Newman	25,000	16,664	25,000	-		3,777.00	3,777.00	
49007	MA Vehicle - Sedan (41227)	28,000	16,000	24,000	23,677.14		-	23,677.14	
49008	MHR Vehicle - Sedan (41228)	35,000	26,064	39,100	39,021.58		-	39,021.58	
49009	CMBO Vehicle - 4WD (41226)	60,000	37,200	55,800	55,792.83		-	55,792.83	
49012	MSL Vehicle - Sedan (41231)	45,000	0	0	-		-	-	
49014	EMCC Vehicle 4WD (41232)	75,000	47,728	71,600	71,575.26		-	71,575.26	
49016	Nwm Admin Building	50,000	60,000	90,000	29,790.00		22,500.00	52,290.00	
49026	M/Bar Admin Building	40,000	26,664	40,000	2,538.70		28,590.00	31,128.70	
49039	Nmw Admin Bldg Security Upgrade	100,000	88,000	100,000	28,994.11		3,636.36	32,630.47	
Total Governance		\$558,000	\$351,648	\$495,500	273,080.92	22.34	\$95,987.54	\$369,068.46	
Law, Order & Public Safety									
Fire Prevention/Emergency Services									
59006	Ranger Vehicle - 2WD (51111)	65,000	40,664	61,000	60,647.42		-	60,647.42	
59012	Nullagine BFB - Ablution Block	0	36,200	54,300	-		-	-	
		\$65,000	\$76,864	\$115,300	60,647.42		\$0.00	\$60,647.42	
Other Law, Order and Public Safety									
59022	** BHP - CCTV	500,000	66,664	100,000	-		-	-	
		\$500,000	\$66,664	\$100,000	-		\$0.00	\$0.00	
Total Law, Order, P/Safety		\$565,000	\$143,528	\$215,300	60,647.42	57.75	\$0.00	\$60,647.42	
Health									
79001	MHRS Vehicle - 4WD (71090)	65,000	40,328	60,500	60,371.33		-	60,371.33	
Total Health		\$65,000	\$40,328	\$60,500	60,371.33	-49.70	\$0.00	\$60,371.33	
Education and Welfare									
Community Services									
89017	Family & Youth Hub	200,000	0	0	-		-	-	
89023	CRC Marble Bar	20,000	0	0	-		12,625.72	12,625.72	
89026	Newman Youth Centre	0	714	5,000	8,771.64		-	-	
Total Education and Welfare		\$220,000	\$714	\$5,000	8,771.64	na	\$12,625.72	\$12,625.72	
Housing									
Staff Housing									
99006	Cowra Unit Purchases x 2	200,000	0	0	-		-	-	
99019	Staff Housing Capital - M/Bar & Nullagine	257,300	257,300	257,300	-		254,574.58	254,574.58	
99020	Staff Housing Capital - Newman	472,000	472,000	1,230,000	873,443.02		615,636.81	1,489,079.83	
99025	Staff Housing Contingency	5,000	16,664	25,000	7,944.75		-	7,944.75	
99028	Staff Housing Capital - Airport	105,000	105,000	105,000	-		97,020.00	97,020.00	
Total Housing		\$1,039,300	\$850,964	\$1,617,300	881,387.77	-3.58	\$967,231.39	\$1,848,619.16	
Community Amenities									
Sewerage									
109002	Sewerage Plant Capital Improv'ts	6,259,400	172,928	259,400	27,812.74		130,704.00	158,516.74	
109009	Chlorination System	60,000	110,000	165,000	-		220,383.34	220,383.34	
109018	Water Corp Maintenance Works	30,000	6,664	10,000	9,514.00		-	9,514.00	
		\$6,349,400	\$289,592	\$434,400	37,326.74		\$351,087.34	\$388,414.08	
Sanitation Other									
109016	Landfill and Civil Works	380,000	33,328	50,000	16,500.09		-	16,500.09	
109034	Newman Landfill Improvements	0	0	0	-		-	-	
		\$380,000	\$33,328	\$50,000	16,500.09		\$0.00	\$16,500.09	

SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

24 APRIL 2020

Shire Of East Pilbara Acquisition & Construction of Assets For The Period Ending 29th February 2020

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2019/2020 Funds Committed	2019/2020 Total Funds Spent YTD	Note
Other Community Amenities									
109022	Public Toilets	10,000	12,128	15,000	-		2,750.00	2,750.00	
109033	Nullagine Public Toilets	40,000	28,000	42,000	-		41,780.00	41,780.00	
		50,000	40,128	57,000	-		44,530.00	44,530.00	
Total Community Amenities		\$6,779,400	\$363,048	\$541,400	53,826.83	85.17	\$395,617.34	\$449,444.17	
Recreation And Culture									
119012	Marble Bar Civic Centre	40,000	26,664	40,000	-		38,590.00	38,590.00	
	Public Halls & Civic Centre	\$40,000	\$26,664	\$40,000	-		\$38,590.00	\$38,590.00	
119067	Newman Aquatic Centre - P&E	60,000	40,000	60,000	-		-	-	
119069	M/Bar Aquatic Centre - INF	250,000	21,328	32,000	33,615.00		116,385.00	150,000.00	
119083	Newman Aquatic Centre - L&B	30,000	20,000	30,000	30,825.00		-	30,825.00	
	Swimming Areas / Beaches	\$340,000	\$81,328	\$122,000	64,440.00		\$116,385.00	\$180,825.00	
119309	Newman Community Library Upgrade	30,000	26,400	30,000	-		-	-	
	Libraries	\$30,000	\$26,400	\$30,000	-		\$0	\$0	
119033	Newman Rec Centre Gym Equipment	16,000	10,664	16,000	-		-	-	
119626	Newman Recreation Centre	42,000	28,000	42,000	-		4,090.91	4,090.91	
	Recreation Centre	\$58,000	\$38,664	\$16,000	-		\$4,090.91	\$4,090.91	
119421	Plant & Equipment - Martumili	100,000	66,664	100,000	96,549.27		-	96,549.27	
	Other Culture - Indigenous Arts Officer	\$100,000	\$66,664	\$100,000	96,549.27		\$0.00	\$96,549.27	
119055	Marble Bar Skate Park Shade	150,000	0	0	-		-	-	
119709	Playground Equipment	50,000	33,328	50,000	-		30,448.00	30,448.00	
119722	Oval Reticulation Automation	50,000	0	0	-		-	-	
119728	Cricket Pitch Covers	10,000	16,664	25,000	16,556.72		-	16,556.72	
119729	Capricorn Oval Benches	0	0	5,000	-		-	-	
	Ovals, Parks and Other Reserves	\$260,000	49,992	\$75,000	16,556.72		\$30,448.00	\$47,004.72	
Total Recreation And Culture		\$828,000	\$289,712	\$383,000	177,545.99	38.72	\$189,514	\$367,060	
Transport									
129545	Marble Bar / Woodie Woodie Road	255,000	117,550	225,000	5,950.00		-	5,950.00	
129546	Jigalong Road	600,000	380,000	570,000	571,815.00		-	571,815.00	
129549	Goldworthy Road	495,000	467,500	825,000	14,928.85		494,220.00	509,148.85	
129551	Woodie Woodie Road	330,000	194,600	300,000	300,343.16		-	300,343.16	
129556	Munjina-Roy Hill Road	330,000	200,000	300,000	130,360.00		-	130,360.00	
	Road Construction	\$2,010,000	\$1,359,650	\$2,220,000	1,023,397.01		\$494,220.00	\$1,517,617.01	

SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

24 APRIL 2020

Shire Of East Pilbara Acquisition & Construction of Assets For The Period Ending 29th February 2020

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2019/2020 Funds Committed	2019/2020 Total Funds Spent YTD	Note
129537	Kiwirrkurra Access Road	165,000	355,836	575,000	235.22		570,000.00	570,235.22	
129538	Punmu Access Road	180,000	102,664	154,000	153,757.50		-	153,757.50	
129539	Talawana Track	180,000	655,664	983,500	983,415.00		-	983,415.00	
129540	Jupiter Well Access Road	75,000	52,000	78,000	78,000.00		-	78,000.00	
129542	Kunnawarritji Access	310,000	155,000	0	-		-	-	
129543	Desert Road	720,000	546,664	820,000	271,990.00		548,000.00	819,990.00	
Aboriginal Access Roads		\$1,630,000	\$1,867,828	\$2,610,500	1,487,397.72		\$1,118,000.00	\$2,605,397.72	
129530	Newman Town Streets - Reseals	600,000	294,000	441,000	-		-	-	
129573	Kerbing Program	150,000	102,664	154,000	153,412.36		-	153,412.36	
129574	Footpath Program	0	0	0	-		-	-	
129577	Drainage Improvements	0	0	0	-		-	-	
129601	Nullagine Entry Statement	20,000	17,600	20,000	-		-	-	
129610	Newman Town Streets - Reseals	0	0	0	191,073.14		-	191,073.14	
129613	Ovals Reticulation Automation	0	0	0	-		-	-	
129618	Pavement Failure and Drainage Works	950,000	166,664	250,000	-		-	-	
129628	Traffic Management/ Signs	38,000	25,328	38,000	-		23,465.82	23,465.82	
Other Construction		\$1,758,000	\$606,256	\$903,000	344,485.50		\$23,465.82	\$367,951.32	
129069	6 Tonne with Compactor (2732)	350,000	235,336	353,000	-		172,353.45	172,353.45	
129070	Road Sweeper (2734)	350,000	216,664	325,000	44,973.00		273,477.45	318,450.45	
129078	Waste Water Vehicle - 4WD (2811)	55,000	28,000	42,000	41,931.81		-	41,931.81	
129084	Minor Equipment	73,000	97,568	50,000	21,880.00		-	21,880.00	
129095	Maintenance Grader Vehicle - 4WD (2714)	94,000	59,064	88,600	88,531.19		-	88,531.19	
129743	Dozer D6 with Angle Blade (new)	500,000	306,664	460,000	460,000.00		-	460,000.00	
129744	Load sharing Dolly (new)	65,000	43,328	65,000	49,812.00		-	49,812.00	
129008	Master and Land Use Plan	200,000	0	0	-		44,897.00	44,897.00	
129024	ARO Vehicle (Dual Cab) - (121211)	65,000	43,328	65,000	49,003.36		-	49,003.36	
129401	Services - Access Roads, Car Parks	172,700	185,304	50,000	-		-	-	
129402	Services - Water Inc Ro	260,000	433,328	260,000	103,916.59		83,504.65	187,421.24	
129412	Communications - Website	20,000	13,328	20,000	-		-	-	
129413	Communications - Radio	5,000	3,328	5,000	-		-	-	
129415	Safety & Security - Fences & Gates	150,000	100,000	150,000	-		-	-	
129419	Safety & Security - Lighting	300,000	330,664	100,000	-		51,560.00	51,560.00	
129421	Communications - IT	50,000	43,328	65,000	24,997.62		18,758.15	43,755.77	
129426	ASCE Plant & Equipment	250,000	386,664	250,000	-		489,225.40	489,225.40	
129427	Plant & Equipment - Machinery	0	0	120,000	17,310.40		-	17,310.40	
129431	Public Structures	200,000	309,328	200,000	14,500.00		3,600.00	18,100.00	
Landside Expenses		\$1,672,700	\$1,848,600	\$1,285,000	209,727.97		\$691,545.20	\$901,273.17	
Total Airport		\$1,672,700	\$1,848,600	\$1,285,000	209,727.97		\$691,545.20	\$901,273.17	
Total Transport		\$8,557,700	\$6,668,958	\$8,402,100	3,772,136.20	43.44	\$2,773,061.92	\$6,545,198.12	

Shire Of East Pilbara

Acquisition & Construction of Assets

For The Period Ending 29th February 2020

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2019/2020 Funds Committed	2019/2020 Total Funds Spent YTD	Note
Economic Services									
139818	RPT Troop Carrier (131166)	0	0	0	-		-	-	
	Rural Services	\$0	\$0	\$0	-		\$0.00	\$0.00	
139203	Cape K - Caretakers Residence Potable Wat	180,000	186,664	280,000	4,047.48		-	4,047.48	
139209	Cape K - Caretakers Residence	250,000	46,664	70,000	1,595.00		70,430.00	72,025.00	
139210	Nullagine Caravan Park Upgrade	500,000	690,000	375,000	-		218,631.00	218,631.00	
139309	Desert Discovery Drive Structures	200,000	0	0	-		-	-	
	Tourism & Area Promotion	\$1,130,000	\$923,328	\$725,000	5,642.48		\$289,061.00	\$294,703.48	
Total Economic Services		\$1,130,000	\$923,328	\$725,000	5,642.48	99.39	\$289,061.00	\$294,703.48	
Other Works & Services									
149014	Toyota Prado	0	0	0	-		-	-	
	Total Other Works & Services	\$0	\$0	\$0	-	na	\$0.00	\$0.00	
Totals of All Assets		\$19,742,400	\$9,632,228	\$12,445,100	5,293,410.58	45.04	\$4,723,098.82	\$10,007,737.76	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For The Period Ending 29th February 2020

OPERATING ACTIVITIES

NOTE 1

ADJUSTED NET CURRENT ASSETS

Adjusted Net Current Assets	Budget 2019/2020	YTD Actuals 2019/2020
	\$	\$
Current Assets		
Cash		
Municipal Fund Cash At Bank	153,600	6,813,024.81
Municipal Fund Cash On Hand	18,000	17,928.23
Municipal Fund Cash Invested	969,600	1,272,747.63
Reserve Funds	37,482,900	51,270,693.15
Total Cash	\$38,624,100	\$59,374,393.82
Stock on Hand		
Fuels	50,000	74,449.81
History Books	15,000	12,479.36
Martumili Baskets	15,000	16,646.75
Total Stock	\$80,000	\$103,575.92
Debtors		
Rates	210,000	2,432,134.02
Sundry Debtors	40,000	2,969,944.76
ATO	0	-72,311.27
Aust Securities Commission	200	0.00
Total Debtors	\$250,200	\$5,329,767.51
Total Current Assets	\$38,954,300	\$64,807,737.25
Current Liabilities		
Creditors & Provisions		
Sundry Creditors	(\$500,000)	(\$735,531.09)
Accruals - Employee Entitlements	(\$773,100)	(\$1,181,635.51)
Accruals - Other	\$0	(\$973,980.33)
Trust Accounts	\$0	(\$1,032,924.25)
Tax Liability	\$0	\$59,262.89
ESL Levy	\$15,000	(\$23,367.95)
Other Liabilities	\$0	\$2,001.00
Total Current Liabilities	(\$1,258,100)	(\$3,886,175.24)
Total Net Current Assets	\$37,696,200	\$60,921,562.01
Less Restricted Cash - Reserves	\$37,482,900	\$51,270,693.15
Net Current Assets less Restricted Cash	\$213,300	\$9,650,868.86

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For The Period Ending 29th February 2020

NOTE 2

EXPLANATION OF MATERIAL VARIANCES

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

The material variance adopted by Council for the 2019/20 year is \$10,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
VARIANCE BY FUNCTION & ACTIVITY	\$	%			
Revenue from operating activities					
Governance	NA	NA			
General Purpose Funding - Rates	NA	NA			
General Purpose Funding - Other	NA	NA			
Law, Order & Public Safety	NA	NA			
Health	NA	NA			
Education and Welfare	NA	NA			
Housing	NA	NA			
Community Amenities	(521,529.43)	(15.53)	▲	Timing	
Recreation and Culture	284,890.92	18.32	▼	Timing	Timing Only
Transport	(2,153,184.59)	(16.76)	▲	Timing	Timing Only
Economic Services	125,341.03	21.04	▼	Timing	
Other Property and Services	(112,943.02)	(85.57)	▲	Timing	Timing Only
Expenditure from operating activities					
Governance	(147,971.47)	(39.02)	▲	Timing	
General Purpose Funding	166,242.87	54.87	▼	Timing	Expenditure down over Function
Law, Order and Public Safety	NA	NA			
Health	NA	NA			
Education and Welfare	517,825.47	25.83	▼	Timing	Expenditure down over Function
Housing	(190,027.11)	(38.85)	▼	Timing	
Community Amenities	650,932.11	16.78	▼	Timing	Expenditure down over Function
Recreation and Culture	978,436.21	12.40	▼	Timing	Expenditure down over Function
Transport	NA	NA			
Economic Services	241,509.81	15.93	▼	Timing	Expenditure down over Function
Other Property and Services	NA	NA			
VARIANCE BY NATURE & TYPE					
Operating Revenue					
Rates	NA	NA			
Grants And Subsidies	653,292.32	(12.77)	▼	Timing	Timing Only
Contributions, Reimb. & Donations	(356,892.60)	23.84	▼	Timing	Timing Only
Gain On Asset Disposals	37,051.74	(49.39)	▲	Timing	Timing Only, Assets still to be Disposed
Fees and Charges	5,015,289.07	(49.04)	▲	Timing	Timing Only
Interest	(229,728.89)	35.37	▼	Timing	Maturity Dates of Term Deposits
Other Revenue/Income	(238,464.36)	43.77	▼	Timing	Timing Only
Service Charges					
Operating Expenditure					
Employee Costs	NA	NA			
Materials And Contracts	(1,325,096.94)	15.39	▼	Timing	Timing Only
Depreciation On Non Current Assets	2,814,048.73	(28.63)	▲	Timing	
Insurance Expenses	NA	NA			
Loss On Asset Disposal	226,166.23	(1,246.67)	▲	Permanent	Disposal of old SES Building
Interest Expenses	(41,754.89)	18.54	▼	Timing	Timing Only
Utilities (Gas, Electricity, Water Etc)	(329,844.46)	24.59	▼	Timing	Timing Only
Other Expenditure	(147,039.47)	36.95	▼	Timing	Doubtful Debt - Rates & various

SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

24 APRIL 2020

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For The Period Ending 29th February 2020

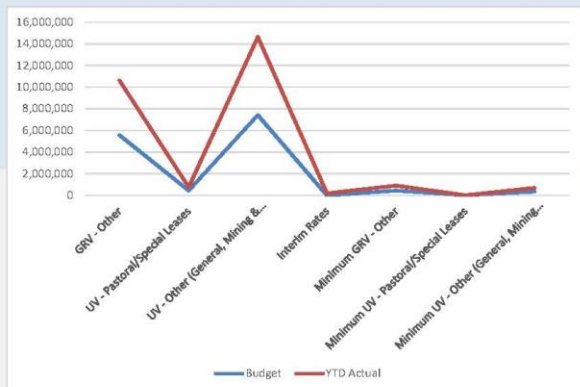
OPERATING ACTIVITIES NOTE 3 RATE REVENUE

General Rate Revenue	RATE TYPE	Rate in \$	Number of Properties	Rateable Value	Budget			YTD Actual			
					Rate Revenue \$	Interim Rate \$	Back Rate \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$
	Differential General Rate										
	GRV - Other	7.3662	2038	75,679,273	5,567,087			5,567,087	5,051,782	811	5,052,593
	UV - Pastoral/Special Leases	8.5900	48	5,192,931	446,073			446,073	313,759		313,759
	UV - Other (General, Mining & Petroleum)	17.1800	1102	40,926,959	7,031,252	395,000		7,426,252	7,023,308	176,889	7,216,809
								0			0
	Minimums	Minimum \$									
	GRV - Other	\$ 650	688	2,199,824	447,200			447,200	457,470		457,470
	UV - Pastoral/Special Leases	\$ 230	22	9,687	5,060			5,060	4,380		4,380
	UV - Other (General, Mining & Petroleum)	\$ 430	797	869,468	342,710	0		342,710	350,450		350,450
											0
	Sub-Totals		4,695	124,878,142	13,839,381	395,000	0	14,234,382	13,201,149	177,700	13,395,461
	Discount							0			
	Concession					623,693		(623,693)			
	Amount from General Rates							13,610,689			13,395,461
	Ex-Gratia Rates							0			-
	Total General Rates							13,610,689			13,395,461

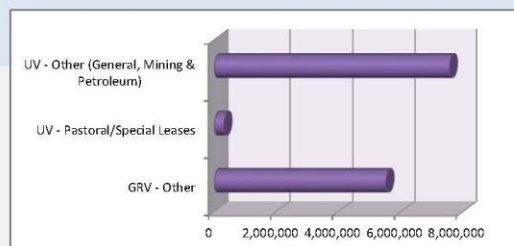
SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



General Rates		
Budget	YTD Actual	%
\$13.61 M	\$13.4 M	98%



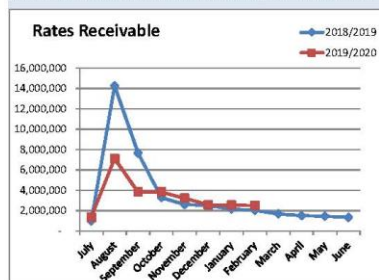
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For The Period Ending 29th February 2020

OPERATING ACTIVITIES
NOTE 4
RECEIVABLES

Rates Receivable	1 July 2018	29 Feb 20
	\$	\$
Opening Arrears Previous Years	999,295	1,349,994
Levied this year	12,187,430	13,395,461
Less Collections to date	(11,836,731)	(12,237,575)
Equals Current Outstanding	1,349,994	2,507,880
Net Rates Collectable	1,349,994	2,507,880
% Collected	92.00%	91.36%

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

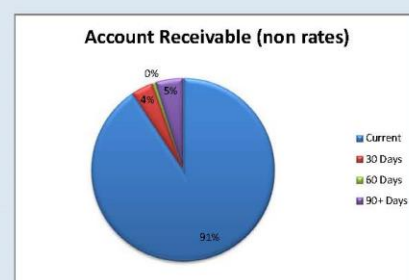


Collected	Rates Due
91%	\$2,507,880

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	2,692,980	114,304	18,140	144,521	2,969,945
Percentage	91%	4%	1%	5%	
Balance per Trial Balance					
Sundry debtors					2,969,945
Total Receivables General Outstanding					2,969,945

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectable are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectable.



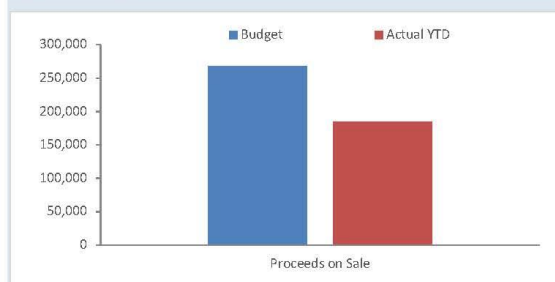
Debtors Due
\$2,969,945
Over 30 Days
9%
Over 90 Days
5%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For The Period Ending 29th February 2020

OPERATING ACTIVITIES
NOTE 5
DISPOSAL OF ASSETS

Asset Ref.	Asset Description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Program 4 Governance									
41226D	Toyota Hilux	25,483	24,000		(1,483)	25,772	28,151	2,379	0
41227B	Holden Commodore	15,333	10,000		(5,333)				
41228D	Toyota Aurion	14,242	10,000		(4,242)				
Program 5 Law, Order & Public Safety									
L18002	Newman - SES Headquarters - Demo					60,450	0		(60,450)
P5111B	Toyota Prado	38,957	35,000		(3,957)	0	34,855	34,855	0
Program 7 Health									
71090H	Toyota Prado	0	35,000	35,000		0	40,763	40,763	0
Program 10 Community Amenities									
Program 11 Culture and Recreation									
Program 12 Transport									
121208B	Holden Commodore	0	15,000	15,000					
121210A	Holden Colorado	18,412	25,000	6,588					
2832A	Skid Steer Loader	0	35,000	35,000					
2811C	Holden Colorado	25,058	9,000		(16,058)				
2814F	Toyota 79 Series	32,987	35,000	2,013					
A14002	Marble Bar Airport - Airside Generator					9,673	0	0	(9,673)
2708J	Toyota Landcruiser - M/Bar Maintenance					39,904	47,651	7,747	0
Program 13 Economic Services									
131114F	Toyota Prado	0	35,000	35,000					
131166F	Toyota 78 Series - 7 seat bus					45,441	25,373	0	(20,068)
Program 14 Other Works and Services									
141117B	Toyota Prado - MTS Newman					19,029	35,763	16,734	0
		144,989	268,000	128,601	(29,590)	174,497	184,403	100,098	(90,191)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$268,000	\$184,403	69%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For The Period Ending 29th February 2020

FINANCING ACTIVITIES

NOTE 6

BORROWINGS

Information on Borrowings Particulars	Opening Bal 2019/2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Governance									
Newman Admin Building Redevelopment	117,082			117,082	117,100	0	0	5,286	5,300
								589	2,000
Housing									
Staff Housing	282,059			317,313	88,100	-35,254	193,959	46,870	16,800
Staff Housing	1,052,832			123,171	123,200	929,661	929,632	1,087	2,800
								66,362	66,400
								3,604	8,000
Community Amenities									
Sewerage Plant	1,474,731			59,228	119,800	1,415,503	1,354,931	33,108	64,900
								5,028	11,200
Sewerage Plant	913,163			44,465	89,600	868,698	823,563	13,924	27,200
								3,218	9,000
Sewerage Plant	0	0	5,500,000	0	146,500	0	5,353,500	-	82,500
								-	25,000
Transport									
Newman Airport Precinct	960,730			0	465,600	960,730	495,130	-	52,900
							0	4,338	12,000
	4,800,597	0	5,500,000	661,260	1,149,900	4,139,337	9,150,715	183,412	386,000
Self supporting loans							0		
	0	0	0	0	0	0	0	0	0
Total	4,800,597	0	5,500,000	661,260	1,149,900	4,139,337	9,150,715	183,412	386,000

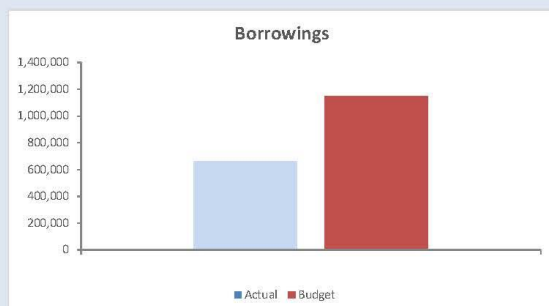
All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Note:
Interest
Accrual -
As per
Auditors
Request

Interest Earned

\$275,842

Reserves Bal

\$51.27 M

Principal Repayments

\$661,260

Interest Expense

\$183,412

Loans Due

\$4.14 M

SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

24 APRIL 2020

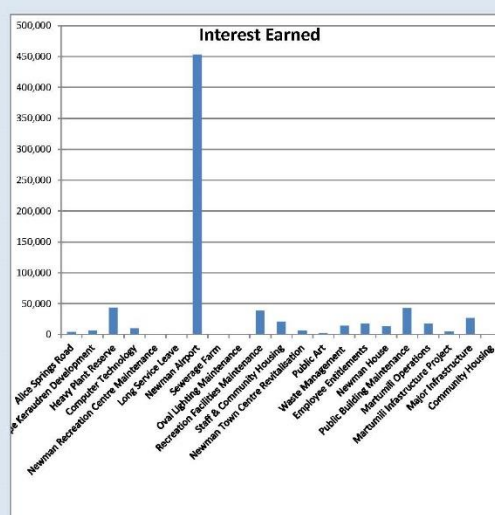
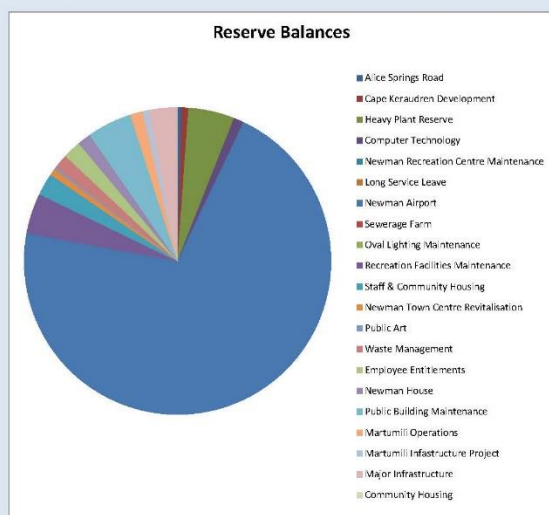
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For The Period Ending 29th February 2020

CASH AND INVESTMENTS NOTE 7

Cash Backed Reserve

Reserve Name	Opening Balance - 01.07.2019	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Alice Springs Road	213,700	5,300	3,790	0	0	0	0	219,000	217,490
Cape Keraudren Development	360,121	8,900	6,387	0	0	(180,000)	0	189,021	366,508
Heavy Plant Reserve	2,452,816	60,800	43,502	0	0	(850,000)	0	1,663,616	2,496,318
Computer Technology	542,183	13,400	9,616	0	0	(100,000)	0	455,583	551,798
Newman Recreation Centre Maintenance	127,535	0	0	0	0	(127,535)	(127,535)	0	0
Long Service Leave	464,411	0	0	0	0	(464,411)	(464,411)	0	0
Newman Airport	29,098,198	674,900	452,846	2,080,100	6,757,422	(435,700)	0	31,417,498	36,308,466
Sewerage Farm	115,770	0	0	0	0	(115,770)	(115,770)	0	0
Oval Lighting Maintenance	13,201	0	0	0	0	(13,201)	(13,201)	0	0
Recreation Facilities Maintenance	2,011,442	58,000	38,170	342,178	140,736	(2,011,442)	0	400,178	2,190,348
Staff & Community Housing	1,156,681	29,300	20,945	1,180,964	24,283	(1,156,681)	0	1,210,264	1,201,910
Newman Town Centre Revitalisation	340,271	0	6,035	0	0	(337,000)	0	3,271	346,306
Public Art	123,542	2,400	2,191	0	0	0	0	125,942	125,733
Waste Management	663,964	31,700	13,829	2,791,176	115,770	(663,964)	0	2,822,876	793,563
Employee Entitlements	494,774	23,800	17,012	959,185	464,411	(494,774)	0	982,985	976,197
Newman House	722,810	16,700	12,819	0	0	0	0	739,510	735,629
Public Building Maintenance	2,368,293	63,300	42,003	0	0	(200,000)	0	2,231,593	2,410,295
Martumili Operations	990,311	13,500	17,329	0	0	(267,000)	(330,849)	736,811	676,792
Martumili Infrastructure Project	256,257	3,900	4,545	50,000	92,072	0	0	310,157	352,873
Major Infrastructure	1,493,970	0	26,496	0	0	0	0	1,493,970	1,520,467
Community Housing	24,283	0	0	0	0	(24,283)	(24,283)	0	0
	44,034,534	1,005,900	717,515	7,403,603	7,594,694	(7,441,760)	(1,076,049)	45,002,277	51,270,693

KEY INFORMATION



SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

24 APRIL 2020

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For The Period Ending 29th February 2020

GRANTS & CONTRIBUTIONS

NOTE 8

Non Operating Grants & Contributions For The Development Of Assets

Grant Source	Purpose	2019/2020	2019/2020	2019/2020	Variance
		Estimated Actual	Budget	Actual	(Under)/Over
		\$	\$	\$	
State Grants					
WA Grants Commission	Aboriginal Access Roads	499,950.00	666,600.00	519,999.99	-4.01
Main Roads WA	Aboriginal Access Roads	137,286.00	333,300.00	333,333.00	-142.80
Main Roads WA	Regional Road Group	960,000.00	960,000.00	564,017.40	41.25
WA Grants Commission	Untied Road Grants	435,000.00	580,000.00	0.00	100.00
Main Roads WA	Direct Grants	361,549.00	397,700.00	441,322.00	-22.06
State Government	Discovery Drive Sign Project	100,000.00	100,000.00	0.00	100.00
		\$ 2,493,785.00	\$ 3,037,600.00	\$ 1,858,672.39	25.47
Federal Grants					
Federal Dep't Of Transport	Roads To Recovery	476,596.00	1,159,600.00	800,000.00	-67.86
Federal Dep't Of Transport	Roads to Recovery - Additional	375,000.00	750,000.00	0.00	100.00
		\$ 851,596.00	\$ 1,909,600.00	\$ 800,000.00	6.06
Contributions					
BHP	Collective Impact - Community Safety	500,000.00	500,000.00	0.00	100.00
Private Mine Contributions	Woodie Woodie Road	100,000.00	200,000.00	161,079.00	-61.08
		\$ 600,000.00	\$ 700,000.00	\$ 161,079.00	73.15
Non-Operating grants, subsidies and contributions Total		\$ 3,945,381.00	\$ 5,647,200.00	\$ 2,819,751.39	28.53

Grants & Contributions Toward Operating Expenditure

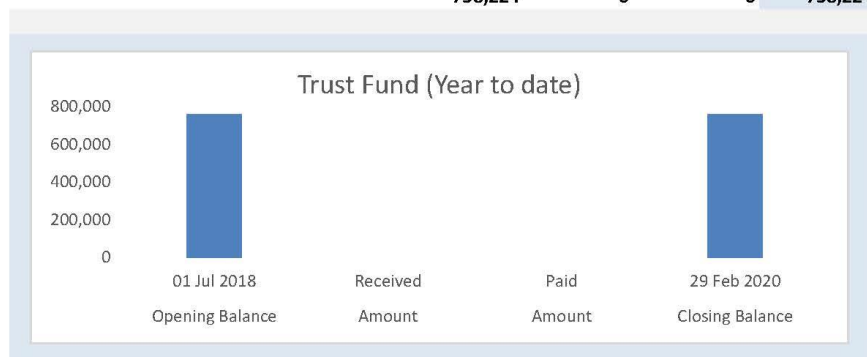
Grant Source	Purpose	2019/2020	2019/2020	2019/2020	Variance
		Estimated Actual	Budget	Actual	(Under)/Over
		\$	\$	\$	
State Grants					
WA Grants Commission	General Purpose Grants	-1,500,000.00	-2,250,000.00	813,751.50	154.25
FESA	FESA Grant - SES	0.00	0.00	11,445.00	na
FESA	FESA Grant - Nullagine VBF	11,536.00	17,300.00	18,644.21	-61.62
FESA	AWARE Training	9,900.00	9,900.00	9,000.00	9.09
Dept of Health	Mosquito Control	18,000.00	18,000.00	9,568.25	46.84
State Grants	Community Wellbeing Programs	0.00	38,000.00	0.00	na
WA Police	Friday Night Jive	0.00	15,000.00	0.00	na
Dept of Sport and Rec	Club Development	18,000.00	27,000.00	0.00	100.00
Celebrate Australia Day	WA Day	8,311.00	24,000.00	2,000.00	75.94
Art Enterprise Activities (NACIS)	Martumilli Arts Project	136,664.00	205,000.00	205,000.00	-50.00
Dept Environmen. & Heritage	Martumilli Arts Project	44,000.00	66,000.00	66,000.00	-50.00
Tourism WA	Fusion Festival	10,500.00	18,000.00	10,000.00	na
Lotterywest	Fusion Festival	22,000.00	22,000.00	0.00	100.00
WA Grants Commission	Untied Road Grants	750,000.00	1,000,000.00	653,991.75	12.80
State Dep't of Transport	RPT Bus Service Subsidy	73,336.00	110,000.00	78,202.00	-6.64
		\$ (397,753.00)	\$ (679,800.00)	\$ 1,877,602.71	-6.64
Federal Grants					
Federal Grants	Community Wellbeing Programs	0.00	5,000.00	0.00	na
		\$ -	\$ 5,000.00	\$ 0.00	na
Contributions					
BHP	Collective Impact	0.00	723,000.00	923,000.00	na
Industry	Community Wellbeing Events	0.00	37,500.00	0.00	na
Water Corporation	Newman Sewerage Farm	142,000.00	142,000.00	142,635.58	-0.45
Other Contributions	Martumili	33,336.00	50,000.00	22,423.64	32.73
BHPB - Contribution	Fusion Festival	150,000.00	150,000.00	150,000.00	0.00
BHPB	Martumili Community Development	353,336.00	530,000.00	0.00	100.00
		\$ 678,672.00	\$ 1,632,500.00	\$ 1,238,059.22	-82.42
Operating grants, subsidies and contributions Total		\$ 280,919.00	\$ 957,700.00	\$ 3,115,661.93	-6.64

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For The Period Ending 29th February 2020

NOTE 9
TRUST FUND

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

Description	Opening Balance 01 Jul 2018	Amount Received	Amount Paid	Closing Balance 29 Feb 2020
	\$	\$	\$	\$
Public Open Space	231,500	0	0	231,500
Cash in Lieu of Parking	526,724	0	0	526,724
	758,224	0	0	758,224



24 APRIL 2020

NOTE 10

BUDGET AMENDMENTS

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption			\$	\$	\$	\$
	Permanent Changes		Opening Surplus				0
59012	Nullagine BFB - Ablution Block	201920/70	Capital Expenses			(54,310)	(54,310)
52016	FESA - NBFB Shed Grant	201920/70	Capital Revenue		54,310		0
99824	Transfer from Reserve - Staff & Community Housing	201920/93	Non Cash Item			(860,003)	(860,003)
99824	Transfer from Reserve - Staff & Community Housing	201920/93	Non Cash Item			(200,000)	(1,060,003)
99006	Purchase and Maintenance to Staff Housing	201920/93	Capital Expenses		1,060,003		0
119826	Transfer from Reserve - Public Buidling Reserve	201920/125	Non Cash Item			(200,000)	(200,000)
109036	Container Deposit Scheme	201920/125	Capital Expenses		200,000		0
129828	Transfer from Reserve - Airport	201920/141	Non Cash Item			(200,000)	(200,000)
129008	Master Planning and Land Use Planning	201920/141	Operating Expenses		200,000		0
119824	Transfer from Reserve - Recreation Facilities Maintenance Chlorination System (Replacement of East Newman Tank and Auotmatom so Chlorination Dosing & Recirculation System of Reuse Water at the Capricorn Oval Tank and East Newman Tank)	201920/150	Non Cash Item			(56,000)	(56,000)
109009		201920/150	Capital Expenses		56,000		0
				0	1,570,313	(1,570,313)	0

KEY INFORMATION

10.3 EM CUSTOMER & COMMUNITY SERVICES

10.3.1 APPOINTMENT OF FIRE CONTROL OFFICER - MR SCOTT CROSSINGHAM

File No:	RNG-5-8
Attachments:	Appendix 1 – Fire Control Officer Certification – Scott Crossingham
Responsible Officer:	Ms Lisa Clack Executive Manager Customer & Community Services
Author:	Mr Brent Stein Manager Community Safety
Proposed Meeting Date:	24 April 2020
Location/Address:	N/A
Name of Applicant:	Scott Crossingham
Author Disclosure of Interest:	Nil

REPORT PURPOSE

To appoint Mr Scott Crossingham of BHP Whaleback as a Bush Fire Control Officer for the Shire of East Pilbara under the Bush Fires Act 1954, Section 38.

BACKGROUND

A local authority may from time to time appoint such persons as it thinks necessary to be its Bush Fire Control Officers under and for the purpose of the Act.

COMMENTS/OPTIONS/DISCUSSIONS

The Bush Fire Control Officer's main duties relate to fire prevention. They are the officers through whom Local Government works to control the use of fire and certain machinery operations, at such times of the year as could lead to bush fires.

The Bush Fire Control Officer can impose limitations, conditions and restrictions on activities that are in breach of the Bush Fires Act, and Local Laws. Fire control Officers can take actions to control or extinguish fires burning within the district and impose penalties for non-compliance.

Due to the size of the Shire of East Pilbara, trained Emergency Services Officers employed by mining organisations in the area assist with administering the Shire of East Pilbara's responsibilities under the Act in this and surrounding areas under the direction of the Chief and Deputy Chief Bushfire Control Officers.

Mr Scott Crossingham is employed as an Emergency Services Officer at BHP Whaleback and is experienced in bush fire management. Mr Crossingham has completed his Fire Control Officer training with the Department Fire and Emergency

Services. His appointment as a Bush Fire Control Officer is consistent with his role, and assists the Shire of East Pilbara in the administration of the Act.

STATUTORY IMPLICATIONS/REQUIREMENTS

Section 38 (2) (a) of the Bush Fires Act 1954 states that “The Local Government shall cause notice of an appointment made under the provision of subsection (1) to be published at least once in a newspaper circulating in its district.

A bush fire control officer appointed by a local government under the provisions of *Section 38 (2) (e) of the Bush Fires Act 1954* also requires a certificate of appointment be issued to the appointed officer by the local government.

POLICY IMPLICATIONS

4.11 LEGISLATIVE COMPLIANCE

4.12 RISK MANAGEMENT

STRATEGIC COMMUNITY PLAN

2: Social

Promote and Facilitate Safe and Healthy Communities

RISK MANAGEMENT CONSIDERATIONS

All personnel involved in bushfire control work under the direction of the Chief and Deputy Chief Bushfire Control Officers. Any damage to equipment or injuries sustained are controlled and investigated by the Department Fire and Emergency Services (as per the memorandum of understanding between the Shire of East Pilbara and DFES).

FINANCIAL IMPLICATIONS

As the management of bush fires is included in the role of an Emergency Services Officer at BHP, there is no financial implication in making this appointment.

In the event that the emergency is declared a disaster, State and Commonwealth funding assistance will be sought in compliance with relevant State and Commonwealth policies. The Western Australian Disaster Recovery Funding Arrangements (DRFA-WA) guidelines provide for the reimbursement of expenditure incurred by Local Governments during a disaster. Each Local Government is responsible for maintaining an accurate record of expenditure during an event. The affected Local Government will claim the relevant costs in accordance with DRFA-WA guidelines.

VOTING REQUIREMENTS

Simple.

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/162

MOVED: Cr Anita Grace

SECONDED: Cr Anthony Middleton

That Council

- 1. Appoint Mr Scott Crossingham of BHP Whaleback, as a Bushfire Control Officer for the Shire of East Pilbara under Section 38 of the Bush Fires Act 1954.**
- 2. Notes a certificate of appointment as an authorised Bush Fire Control Officer for the Shire of East Pilbara will be issued to Mr Scott Crossingham.**
- 3. Notes, the appointment will be advertised in a Government Gazette and newspaper circulating in the district.**

CARRIED UNANIMOUSLY

To be actioned by Mr Brent Stein, Manager Community Safety

Appendix 1
Fire Control Officer Certification – Scott
Crossingham



Fire & Emergency Services
Authority of Western Australia

RECORD OF COMPLETION

This is to state that
Scott Crossingham

has successfully completed the
requirements of the following training program

FESA FIRE CONTROL OFFICER

Certificate Number: 621667
I.D. Number: 160570
Date: 25 Jul 2012

A handwritten signature in black ink, appearing to read 'G. Pablos', written over a horizontal line.

Authorised Officer
Fire & Emergency Services Authority of Western Australia
480 Hay Street, Perth, Western Australia, 6000 Tel: (08) 9323 9300



10.3.2 SHIRE OF EAST PILBARA FIREBREAK NOTICE (SECTION 33) REVIEW

File No: RNG-5-6

Attachments: Appendix 1 – Updated Firebreak Notice
Appendix 2 – Previous Firebreak Notice

Responsible Officer: Ms Lisa Clack
Executive Manager Customer & Community Services

Author: Mr Brent Stein
Manager Community Safety

Proposed Meeting Date: 24 April 2020

Location/Address: Shire of East Pilbara

Name of Applicant: Brent Stein

Author Disclosure of Interest: Nil

REPORT PURPOSE

To notify council of the updated changes to the Shire of East Pilbara Firebreak Notice under the *Bush Fires Act 1954, Section 33*.

BACKGROUND

A local authority may from time to time make amendments to its Notice to Owners and Occupiers of Land (relating to fire and the control/mitigation of fire) situated in the Shire of East Pilbara for the purposes of the Act.

COMMENTS/OPTIONS/DISCUSSIONS

Local Government representatives that sit on the Pilbara District Operations Advisory Committee came to an agreement in a meeting held in September 2019 that all Pilbara Local Governments would amend each of their Firebreak Notices (section 33), making them as similar as possible. The reason for the decision was that mining organisations and pastoral stations own leases that encompass two different local governments and are currently attempting to comply to two sets of instructions.

The Shire of East Pilbara has not made amendments to its Firebreak notice since 2015 (except for the change to the Chief Executive Officer). Both the proposed amended notice, and the current notice have been attached for information (Appendix 1 and 2 refers respectively) so the proposed amendments can be identified.

The draft amended notice has also been circulated to the Shire of East Pilbara Bush Fire Advisory Committee, and was approved by the Committee at the meeting held on 20th March 2020.

In summary, the changes of note include:

- DEFINITIONS – the terms “Fuel Depot”, “Inflammable” and “Urban Land” have been removed as the terms are either no longer relevant or are described in more detail within the notice.
- 1. LAND IN TOWNSITES – Area of land reduced from 2024m² to 2000m². This change is administrative, and does not have a significant impact on the circumstances of when a notice is issued.
- 3. POWER AND POWER TRANSMISSION LINES – New addition to the notice specifying the requirement to meet Energy Safety guidelines issued by the Department of Mines, Industry Regulation and Safety, Western Australia. This includes two levels of requirements for mineral earth breaks depending on transmission voltage of the line.
- 8. APPLICATION TO VARY FIREBREAK REQUIREMENT – Section has been condensed, and due date changed from 30 October to 30 August to coincide with Pilbara seasonal requirements.

Overall, other amendments have been incorporated so information is displayed more clearly. It is hoped this will assist land owners and occupiers better understand requirements and their compliance obligations.

STATUTORY IMPLICATIONS/REQUIREMENTS

Section 33 of the Bush Fires Act 1954 states that “a local government at any time, and from time to time, may, and if so required by the minister shall, as a measure for preventing the outbreak of a bush fire or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area.

Should the agreed amendment be made, it will then be advertised in the Government Gazette and the NW Times.

POLICY IMPLICATIONS

4.11 LEGISLATIVE COMPLIANCE

4.12 RISK MANAGEMENT

STRATEGIC COMMUNITY PLAN

2: Social

Promote and Facilitate Safe and Healthy Communities

RISK MANAGEMENT CONSIDERATIONS

All personnel involved in bushfire control work under the direction of the Chief and Deputy Chief Bushfire Control Officers. Any damage to equipment or injuries

sustained are controlled and investigated by the Department Fire and Emergency Services (as per the memorandum of understanding between the Shire of East Pilbara and DFES).

As the recommendation for the change has been made at District level and consultation has occurred, there is limited risk in adopting the proposed amendments.

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/163

MOVED: Cr Anthony Middleton

SECONDED: Cr Geraldine Parsons

That Council

- 1. Approve the updated Firebreak Notice (Section 33) – Notice to Owners and Occupiers of Land situated in the Shire of East Pilbara at Attachment 1.**
- 2. Notes, notice of the change will be advertised in a Government Gazette and newspaper circulating in the district.**

CARRIED UNANIMOUSLY

To be actioned by Mr Brent Stein, Manager Community Safety

Appendix 1

Updated SoEP Firebreak Notice



BUSH FIRES ACT 1954

Shire of East Pilbara

Firebreak Notice (Section 33)

Notice to Owners and Occupiers of Land situated in the Shire of East Pilbara

Pursuant to the powers contained in Section 33 of the *Bush Fires Act 1954*, you are hereby required on or before the 1st day of January, (or within fourteen days of you becoming owner or occupier of land should this be after the 1st day of January), to clear and maintain mineral earth breaks and reduce the fuel load from the land owned or occupied by you as specified hereunder and to have the specified land and firebreaks clear of all flammable material all year round.

RESTRICTED BURNING PERIOD applies from the 1st January to 31st December each year (Permanent Restricted Period).
PERMITS TO BURN ARE REQUIRED ALL YEAR ROUND.

BURNING OF REFUSE, RUBBISH OR GARDEN WASTE IS PROHIBITED WITHIN ALL TOWNS (UNLESS IN AN APPROVED INCINERATOR)

REPORTS OF FIRE

For all fire emergencies dial "000" and provide full details to the operator.

All fires must be reported to Council's Bush Fire Control Officers - (08)9175 8000. It is an offence not to report a fire which has occurred on your land (Regulation 43 *Bush Fires Regulations 1954*).

DEFINITIONS:

For the purpose of this Notice the following definitions apply:

"Council" means the Council of the Shire of East Pilbara;

"District" means the district of the Shire of East Pilbara;

"Explosives" has the same meaning given to it by the *Dangerous Goods Safety Act 2004* and the regulations pursuant to it;

"Firebreak" means an area of ground, of a specified width that has all material (living or dead) removed by scarifying, cultivating, ploughing or other means removed to bare mineral earth, and includes the pruning and removal of any living or dead trees, scrub or other material that overhangs the cleared firebreak area to a vertical height of four (4) metres from the ground. A prepared fire break shall be trafficable by four wheel drive vehicle;

"Fire Management Plan" means a plan that includes maps and information showing all of the bush fire protection measures that will be implemented to reduce the risk of a bush fire escaping containment lines.

"Flammable Material" means material that can be easily ignited or burnt. I.e. dead or dry grass, leaves, timber, paper, plastic and other materials or things deemed by an authorised officer to be capable of combustion. "*Flammable material*" does not include *green growing trees or live plants growing in gardens*;

"Town Site" means land within the district that is within the boundaries of a town site (and for the purposes of this definition "town site" has the meaning given in section 6 (1) of the *Local Government Act 1995*).

The following areas within the Shire of East Pilbara are town sites:

- Marble Bar
- Nullagine
- Newman

FIRE PREVENTION REQUIREMENTS:

1. LAND IN TOWNSITES – INCLUDING MINING AND OR CONSTRUCTION ACCOMMODATION FACILITIES:

- a) Where the area of land is 2000m² or less, all Flammable Material from the whole of the land is to be removed. Grasses shall be slashed to a height no higher than 75mm.
- b) Where the area of land exceeds 2000m², mineral earth breaks of at least five (5) metres in width must be cleared of all flammable material immediately inside and along the boundaries of the land. Where there are buildings on the land, additional mineral earth breaks (5) metres in width must be cleared immediately surrounding each building.
- c) All gardens must be kept free of unnecessary leaves and rubbish. Trees which may be hazardous in the event of a fire should be kept lopped.

2. LAND OUTSIDE OF TOWNSITES INCLUDING MINING AND OR CONSTRUCTION ACCOMMODATION FACILITIES

- a) For all buildings on land outside of the town site, two mineral earth breaks with a width not less than five (5) metres, and cleared of all flammable material must surround the buildings. The inner mineral earth break must be sited not less than twenty (20) metres from the perimeter of the building or group of buildings and the outer mineral earth break sited not less than one hundred (100) metres from the inner mineral earth break.
- b) The fuel load must be reduced from the whole of the land between the Firebreaks as required in paragraph 1(a) above.

3. **POWER LINES AND POWER TRANSMISSION LINES**
- a) Aerial hazards to power and power transmission lines must be maintained as per the guidelines issued by the *Energy Safety—Department of Mines, Industry Regulation and Safety*. For power lines conducting less than or equal to 33,000 volts; ground fuels such as grasses and ground storeys species must be cleared to a minimum of five (5) metres either side of a centre line created by the poles, or towers. The total cleared area must not be less than ten (10) metres wide and the entire area must be maintained to the standard of a mineral earth break.
- b) For power transmission lines greater than 33,000 volts, a mineral earth break of not less than five (5) metres in width must be maintained either side of the widest point of any arms or cross arms on the pole or tower. A mineral earth break of no less than five (5) metres width is to be maintained directly under the power line corridor. All power and transmission lines are to be maintained as per Australian Standard AS7000, to assist in minimizing the risk from sparks or arcing and shall be the responsibility of the owner of the transmission line.
4. **WATER SUPPLY PIPELINES AND ASSOCIATED INFRASTRUCTURE**
- All water supply pipelines and associated infrastructure must have mineral earth breaks not less than five (5) metres wide on both sides of the pipeline and all associated infrastructure and be cleared of all flammable material to prevent the spread of fire and damage to the pipelines or associated infrastructure. Access points must be installed and maintained to allow for emergency access and maintenance use.
5. **EXPLOSIVES MAGAZINES AND STORAGE AREAS**
- All Explosives and Flammable Materials are to be removed to bare earth between any bunkers or storage facilities and all Flammable Materials are to be removed for a distance of at least fifteen (15) metres from the perimeter of any such storage area.
6. **FUEL DUMPS AND DEPOSITS**
- a) For all fuel depots/fuel storage areas all flammable matter within 10 metres of where fuel drums, fuel ramps or fuel dumps are located, and where fuel drums, whether containing fuel or not, are stored.
- b) For all haystacks/stockpiled flammable materials a mineral earth break of not less than five (5) metres in width must be installed immediately adjacent to any haystacks or stockpiled flammable material.
7. **RAILWAY RESERVES**
- Mineral earth breaks of at least five (5) metres in width must be installed immediately inside all boundaries continuous with any railway reserve on which railway traffic operates and are the responsibility of the owner of the railway.
8. **APPLICATION TO VARY FIREBREAK REQUIREMENT**
- If you consider it to be impractical to clear a mineral earth break or remove flammable material as required by this Notice, you may apply to Council or its Authorised Officer no later than the 30th day of August, for permission to provide firebreaks in alternative positions or take alternative action to remove or abate fire hazards. If permission is not granted by Council or Authorised Officer, you must comply with the requirement of this Notice.
9. **ADDITIONAL WORKS**
- a) In addition to the requirements of this Notice, you may be required to carry out further works which are considered necessary by an Authorised Officer and specified by way of a separate written notice forwarded to the address of the owner/s as shown on the Shire rates record for the relevant land.
- b) If the requirements of this Notice are carried out by burning, such burning must be in accordance with the relevant provisions of the *Act*.
- c) Pursuant to Section 33(4) of the *Act*, where the owner and/or occupier of land fails or neglects to comply with the requisitions of this Notice within the times specified, the Shire may by its officers and with such servants, workmen and contractors, vehicles and machinery as the officers deem fit, enter upon the land and carry out the requisitions of this Notice which have not been complied with and pursuant to Section 33(5) of the *Act*, the amount of any costs and expenses incurred may be recovered from the owner and or occupier of the land.
- d) The penalty for failing to comply with this notice is a fine of \$5000. A person in default is also liable, whether prosecuted or not, to pay the cost of performing the work directed in this notice, if it is not carried out by the owner or occupier by the date required by this notice.

ADDITIONAL REQUIREMENTS

SPECIAL ORDERS: *The requirements of this Notice are considered the minimum standard* for fire prevention; not only to protect individual properties but the district generally. Bush Fire Control Officers have the power to issue Special Orders pursuant to Section 33 of the *Bush Fires Act 1954* to individual landowners if hazard removal or reduction, or any additional works are considered necessary. The requirements of this Notice are in addition to and do not derogate or detract from any other requirement under any other written law or legislation.

PERMITS TO BURN must be obtained before lighting a fire. Permits can only be obtained from Council's Bush Fire Control Officers - (08)9175 8000. A Bush Fire Control Officer may request that a Fire Management Plan accompany a request for a permit to burn.

J Edwards
Chief Executive Officer

Appendix 2

Previous Firebreak Notice



BUSH FIRES ACT 1954
Shire of East Pilbara
Firebreak Notice (Section 33)
Notice to Owners and Occupiers of Land in the Shire of East Pilbara

In pursuance of the powers conferred in Section 33 of the *Bush Fires Act 1954*, notice is hereby given to all owners and/or occupiers of land within the Shire of East Pilbara, that land owners and/or occupiers are required to carry out fire prevention work in accordance with this notice on land owned or occupied by you. All work required by this Notice shall be maintained all year round.

RESTRICTED BURNING PERIOD applies from the 1st January to 31st December each year (Permanent Restricted Period).
PERMITS TO BURN ARE REQUIRED ALL YEAR ROUND.

Burning of refuse, rubbish or garden waste is prohibited within all towns.

REPORTS OF FIRE

For all fire emergencies dial "000" and provide full details to the operator.

All fires must be reported to the Shire's Ranger and Emergency Services. It is an offence not to report a fire which has occurred on your land (Regulation 43 *Bush Fires Regulations 1954*).

DEFINITIONS:

For the purpose of this Notice the following definitions apply:

"Council" means the Council of the Shire of East Pilbara;

"district" means the district of the Shire of East Pilbara;

"Explosives" has the same meaning given to it by the *Dangerous Goods Safety Act 2004* and the regulations pursuant to it;

"Firebreak" means an area of ground, of a specified width that has all material (living or dead) removed by scarifying, cultivating, ploughing or other means removed to bare mineral earth, and includes the pruning and removal of any living or dead trees, scrub or other material that overhangs the cleared firebreak area to a vertical height of four (4) metres from the ground. A prepared fire break shall be trafficable by four wheel drive vehicle;

"Flammable Material" means material that can be easily ignited or burnt. I.e. dead or dry grass, leaves, timber, paper, plastic and other materials or things deemed by an authorised officer to be capable of combustion. "*Flammable material*" does not include green growing trees or live plants growing in gardens;

"Fuel Depot" means an area of land, a building or structure where fuel (i.e. petrol, diesel, kerosene, liquid gas or any other fossil fuel) is kept in any container or manner;

"Inflammable" has the same meaning as "flammable";

"Townsite Land" means land within the district that is within the boundaries of a townsite (and for the purposes of this definition "townsite" has the meaning given it in section 6 (1) of the *Local Government Act 1995*); and

"Urban Land" means Residential, Rural, Commercial or Industrial Land within a townsite or within any area subdivided for any purpose. The following areas are town sites: Newman, Marble Bar and Nullagine.

FIRE PREVENTION REQUIREMENTS:

1. Townsite Land and Urban Land:

- a) Where the area of land is 2024m² or less, all Flammable Material from the whole of the land is to be removed.
- b) Where the land is greater than 2024m², a Firebreak of not less than three (3) metres width, immediately inside and along the external boundaries of the land. Where there are buildings on the land additional Firebreaks of three (3) metres wide shall be cleared immediately surrounding each building.
- c) All gardens must be kept free of unnecessary leaves and rubbish. Trees which may be hazardous in the event of a fire should be kept lopped.

2. Land outside Town sites

- a) Two (2) Firebreaks surrounding all buildings on land that is outside town sites, not less than three (3) metres wide and cleared of all Flammable Material. The inner Firebreak is to be not more than twenty (20) metres from the perimeter of the building or group of buildings and the outer Firebreak not less than twenty (20) metres and not more than one hundred (100) metres from the inner Firebreak.
- b) The fuel load must be reduced from the whole of the land between the Firebreaks as required in paragraph 1.(a) above.

3. Fuel Dumps and Deposits

All Flammable Materials must be removed from land where fuel drum ramps or dumps are located and fuel drums, whether containing fuel or not, are stored to a distance of at least ten (10) metres outside the perimeter of any drum, ramp or stack of drums. Where bulk fuel is stored this distance is to be measured from the outside of the bunding which is in place.

4. Explosives Magazines and Storage Areas

All Explosives and Flammable Materials are to be removed to bare earth between any bunkers or storage facilities and all Flammable Materials are to be removed for a distance of at least ten (10) metres from the perimeter of any such storage area.

5. Railway Reserves

Firebreaks of at least three (3) metres wide immediately inside all boundaries contiguous with any Railway Reserve on which Railway traffic operates shall be the responsibility of the owner of the railway.

VARIATIONS:

If it is considered to be impractical to comply with the provisions of this Notice, you may apply for a variation by the following means:

- Apply in writing to the Shire of East Pilbara. Written approval from Council or it's duly Authorised Officer must be obtained for any variations or exemptions.
- Provide a detailed plan of your land detailing the alternate positions of Firebreaks and/or other fire prevention measures. This must be evaluated and authorised in writing by the Shire of East Pilbara.
- A fire management plan for the land may be lodged with the Shire of East Pilbara. The existence of a plan shall not be proof of compliance until it has the written approval of the Shire of East Pilbara. Proof of compliance with the plan must be available to an authorised person on request.

Approval for variations will only be granted up to and before 30 October. If permission is not granted by Council or it's duly Authorised Officer then the owner/or occupier shall comply with the requirements of this notice.

ADDITIONAL REQUIREMENTS

SPECIAL ORDERS: *The requirements of this Notice are considered the minimum standard* for fire prevention; not only to protect individual properties but the district generally. Bush Fire Control Officers have the power to issue Special Orders pursuant to Section 33 of the *Bush Fires Act 1954* to individual landowners if hazard removal or reduction, or any additional works are considered necessary.

Permits to burn must be obtained before lighting any fire. Permits can only be obtained from Council's Ranger and Emergency Services (08 9175 8000). There is a restricted burning period all year round throughout the Shire of East Pilbara.

If the requirements of this Notice are carried out by burning, such burning must comply with the relevant provisions of the *Bush Fires Act 1954* and associated Regulations.

The requirements of this Notice are in addition to and do not derogate or detract from any other requirement under any other written law or legislation.

Failure to comply with this Notice is an offence and shall subject the offender to penalties prescribed in the *Bush Fires Act 1954* as amended. Where a person is in default of this Notice, the Shire of East Pilbara may perform the required works and recover the cost of performing the work from the land owner or occupier.

All enquiries relating to fire should be directed to Council's Ranger and Emergency Services, please call (08) 9175 8000. This is a 24 hour service; please follow the prompts for after-hours emergency calls.

Jeremy Edwards
Chief Executive Officer

10.4 EM COMMERCIAL SERVICES

10.4.1 AFFIXING COMMON SEAL UNDER DELEGATED AUTHORITY

Responsible Officer: Mr Ben Lewis
Executive Manager Commercial Services

Author: Mrs Dawn Ronchi
Contract and Procurement Officer

Proposed Meeting Date: 24 April 2020

Location/Address: N/A

Name of Applicant: N/A

Author Disclosure of Interest: Nil

REPORT PURPOSE

This report is to advise Council of the documents that have had the Shire of East Pilbara's Common Seal affixed under delegated authority since the last Council Meeting.

BACKGROUND

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

COMMENTS/OPTIONS/DISCUSSIONS

Document	Details	Parties	Synergy TC No.
Agreement	Refund Point Agreement	WA Return Recycle Renew Ltd	TC2020710

This Agreement relates to the beverage container refund scheme being managed by the Shire's Waste Management Team. The agreement will be in place to the 18th March, 2025, with a further option period of two years to 18th March, 2027. ***Refer to Resolution 201920/125 – Ordinary Council Meeting held - 28th February, 2020 item 9.5.1.***

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government Act 1995, Part 9, Division 3, s.9.49A Execution of Documents.

POLICY IMPLICATIONS

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

And

Authorisations and Delegations Manual –

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

- The Council has authorised entering into a formal contract; or

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

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

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

RISK MANAGEMENT CONSIDERATIONS

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

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/164

MOVED: Cr Anita Grace

SECONDED: Cr Geraldine Parsons

That Council have been advised that the Common Seal has been affixed under delegated authority to the Refund Point Agreement between the Shire of East Pilbara and WA Return Recycle Renew Ltd in relation to the beverage container refund scheme.

CARRIED UNANIMOUSLY

To be actioned by Mrs Dawn Ronchi, Contract and Procurement Officer

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

MOVED: Cr Gerry Parsons

SECONDED: Cr Anita Grace

11.1.1 MARBLE BAR – FOOTPATH AND ROAD WORKS

Elected Member:	Cr. Lang Coppin OAM Councillor
Author:	Mrs Kylie Bergmann Coordinator Governance
Proposed Meeting Date:	24 April 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

That Council consider allocating an amount of \$500,000 in the 2020/21 budget for maintenance and upgrade works to footpaths and roads in Marble Bar.

BACKGROUND

On Wednesday 22nd April 2020, Councillor Lang Coppin OAM sent through a Notice of Motion requesting that Council consider allocating an amount of \$500,000 in the 2020/21 budget for maintenance and upgrade works to footpaths and roads in Marble Bar. In particular, Cr. Coppin has requested that the gravel road leading up to the water tank (town's lookout) be bitumised.

COMMENTS/OPTIONS/DISCUSSIONS

Officer's can provide the following additional information in regards to this request:

- There are no current footpath works scheduled for Marble Bar other than repairs and/or maintenance as necessary.
- In the past, renewal and/or upgrade works are identified and/or requested depending on the availability of funding. The last new works completed in Marble Bar were to Excelsior Street in 2014.
- There are no scheduled new works for footpaths in Marble Bar.
- The road up to the water tank is not a gazetted road and only a gravel track which leads up to the Water Corporations water tank. There is some infrastructure up there such as old fencing and an old seating shelter. This is currently the town lookout area.
- We have previously been asked not to maintain this area (previous Director) as Council does not own the land or the infrastructure upon it. The existing infrastructure is old and run down and would present a liability issue to the Water Corporation is Council were to encourage visitors to drive up to the water tank.

- Council would have to seek the Water Corporations permission to enter their facility and to use this location for tourist purposes.
- The track leading up to the tank is on unallocated land.
- Construction of a sealed road could be achieved for approximately \$250,000 give the steep gradient of the track.

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil.

POLICY IMPLICATIONS

Nil.

STRATEGIC COMMUNITY PLAN

1: Economic

A diverse and sustainable regional economy.

E2 The Shire is a great place for tourists.

E2.1 Explore partnership opportunities to promote the region.

3: Built Environment

Connected and accessible communities.

B1 Optimise places to live, work and enjoy.

B1.3 Maintain and facilitate community infrastructure and urban heritage, including roads and buildings.

5: Governance

Demonstrated accountability and corporate governance.

G2 Strong Shire identity and regional capacity.

G2.1 Increase the Shire's identity and profile through communication, partnerships and lobbying/advocacy.

G2.2 Preserve, enhance and celebrate the Shire's history and culture

RISK MANAGEMENT CONSIDERATIONS

If Council were to seal the track leading up to the water tank it would present a liability issue to the Water Corporation if Council were to encourage visitors to drive up to the water tank as the infrastructure is old and run down.

FINANCIAL IMPLICATIONS

There are no current resources allocated, will need to be considered as part of next budgetary process.

VOTING REQUIREMENTS

Absolute.

MEMBER RECOMMENDATION:

MOVED: Cr Lang Coppin OAM
That Council allocate an amount of \$500,000 in the 2020/21 budget for maintenance and upgrade works to footpaths and roads in Marble Bar, including sealing of the track up to the water tank in Marble Bar.

SECONDED: Cr Anita Grace

AMENDMENT:

MOVED: Cr Anita Grace

SECONDED: Cr Holly Pleming

That Officer's investigate the requirements and financial implications of maintenance and upgrade of footpaths and roads in Marble Bar, including the sealing of the track up to the water tank, and bring it back to the May Council Meeting.

CARRIED

RECORD OF VOTE: 10-1

FOR: Councillors Craigie, Parsons, Williams, Grace, Middleton, Pleming, Lockyer, Smith, Mortimer and Hatwell.

AGAINST: Councillor Lang Coppin.

COUNCIL RESOLUTION: 201920/165

That Officer's investigate the requirements and financial implications of maintenance and upgrade of footpaths and roads in Marble Bar, including the sealing of the track up to the water tank, and bring it back to the May Council Meeting.

CARRIED UNANIMOUSLY

To be actioned by Mrs Kylie Bergmann, Coordinator Governance

**12 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS
BEEN GIVEN**

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

14 CONFIDENTIAL MATTERS BEHIND CLOSED DOORS

MOVED: Cr Geraldine Parsons

SECONDED: Cr Anthony Middleton

THAT the meeting go behind closed doors.

CARRIED UNANIMOUSLY

14.1 CHIEF EXECUTIVE OFFICER

14.1.1 MARBLE BAR AIRPORT

Responsible Officer: Mr Jeremy Edwards
Chief Executive Officer

Author: Mr Jeremy Edwards
Chief Executive Officer

Proposed Meeting Date: 24 April 2020

Location/Address: N/A

Name of Applicant: N/A

Author Disclosure of Interest: Nil

11:47am Cr Middleton left the Chambers

11:49am Cr Middleton returned to the Chambers

REASONS FOR CONFIDENTIALITY

That in accordance with section 5.23(2) of the *Local Government Act 1995*, the meeting is closed to members of the public with the following aspects of the Act being applicable to this matter:

- (c) A contract entered into or which may be entered into by the Local Government and relates to matters to be discussed at the meeting.

OFFICER RECOMMENDATION:

MOVED: Cr Dean Hatwell
THAT Council:

SECONDED: Cr Stacey Smith

1. Agree to bringing forward the project of the redevelopment of the Marble Bar Airport at a cost of \$6,925,984 (ex gst);
2. Enter into a Heads of Agreement with Calidus as detailed in Appendix 3 of this report;
3. Revise the Business Plan as detailed in Appendix 2 of this report to meet the requirements of *Local Government Act 1995* Section 3.59(1) – Commercial enterprises by local governments;
4. Authorise the Chief Executive Officer to give state-wide public notice of the Business Plan in accordance with section 3.59(4) and 3.59(5a) of the *Local Government Act 1995*;
5. Allocate \$3million dollars in the 2020/2021 budget towards the initial funding for the redevelopment of the Marble Bar Airport;
6. That Council agree to fund \$35,000 for the pavement design; and
7. Instruct the Chief Executive Officer to bring a report back to Council once the public submission period closes upon the advertised Business Plan.

AMENDMENT:

MOVED: Cr Dean Hatwell

SECONDED: Cr Stacey Smith

Add in the following recommendation:

Instructs the CEO and the Shire President to continue to strongly advocate for Commonwealth funding towards this project.

CARRIED UNANIMOUSLY

COUNCIL RESOLUTION: 201920/166

THAT Council:

1. Agree to bringing forward the project of the redevelopment of the Marble Bar Airport at a cost of \$6,925,984 (ex gst);
2. Enter into a Heads of Agreement with Calidus as detailed in Appendix 3 of this report;
3. Revise the Business Plan as detailed in Appendix 2 of this report to meet the requirements of *Local Government Act 1995* Section 3.59(1) – Commercial enterprises by local governments;
4. Authorise the Chief Executive Officer to give state-wide public notice of the Business Plan in accordance with section 3.59(4) and 3.59(5a) of the *Local Government Act 1995*;
5. Allocate \$3million dollars in the 2020/2021 budget towards the initial funding for the redevelopment of the Marble Bar Airport;
6. That Council agree to fund \$35,000 for the pavement design; and
7. Instruct the Chief Executive Officer to bring a report back to Council once the public submission period closes upon the advertised Business Plan.
8. Instructs the CEO and the Shire President to continue to strongly advocate for Commonwealth funding towards this project.

CARRIED UNANIMOUSLY

To be actioned by Mr Jeremy Edwards, Chief Executive Officer

14.2 EM INFRASTRUCTURE SERVICES

14.2.1 CAPE KERAUDREN REVERSE OSMOSIS PLANT

Attachments:	Appendix 1 – Recommendation Report RFT 08
Responsible Officer:	Mr Raees Rasool Executive Manager Infrastructure Services
Author:	Mrs Helen Likiliki Coordinator Technical & Development Services
Proposed Meeting Date:	24 April 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REASONS FOR CONFIDENTIALITY

That in accordance with section 5.23(2) of the *Local Government Act 1995*, the meeting is closed to members of the public with the following aspects of the Act being applicable to this matter:

- (c) A contract entered into or which may be entered into by the Local Government and relates to matters to be discussed at the meeting.

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/167

MOVED: Cr Geraldine Parsons

SECONDED: Cr Anthony Middleton

That Council

1. Do not award Tender RFT 08-2019/20 for Separable Portion A – Design, Supply and Installation of Water Treatment Unit, Cape Keraudren.
2. Do not award Tender RFT 08-2019/20 for Separable Portion B – Design and Install Upgrade to the Existing Solar Hybrid Power System, Cape Keraudren

CARRIED UNANIMOUSLY

To be actioned by Mrs Helen Likiliki, Coordinator Technical & Development Services

MOVED: Cr Anthony Middleton

SECONDED: Cr Holly Fleming

THAT the meeting be re-opened to the public.

CARRIED UNANIMOUSLY

15 DATE OF NEXT MEETING

22 May 2020

16 CLOSURE

11:54am.