



EAST PILBARA SHIRE COUNCIL

AGENDA

ORDINARY COUNCIL MEETING

NOTICE IS HEREBY GIVEN that an
ORDINARY Meeting of the Council will be held,
in Council Chambers, Newman,
10.00 AM, FRIDAY, 25 AUGUST, 2017.

Allen Cooper
CHIEF EXECUTIVE OFFICER



DISCLAIMER

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

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

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

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

WRITTEN CONFIRMATION

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

Signed: _____
Allen Cooper
Chief Executive Officer

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1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2 RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE

2.1 ATTENDANCES

Councillors

Cr Lynne Craigie	Shire President
Cr Lang Coppin	Deputy Shire President
Cr Michael Kitchin	Councillor
Cr Anita Grace	Councillor
Cr Bidy Schill	Councillor
Cr Craig Hoyer	Councillor
Cr Shane Carter	Councillor
Cr Gerry Parsons	Councillor
Cr Jeton Ahmedi	Councillor
Cr Dean Hatwell	Councillor

Officers

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

Public Gallery

2.2 APOLOGIES

Councillor Apologies

Officer Apologies

2.3 LEAVE OF ABSENCE

Nil

3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

4 PUBLIC QUESTION TIME

5 PETITIONS/DEPUTATIONS/PRESENTATIONS

5.1 RSPCA WESTERN AUSTRALIA

Mr David Van Ooran, CEO will be presenting additional information on the Animal Welfare Improvement Proposal for Council.

6 APPLICATIONS FOR LEAVE OF ABSENCE

7 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING

7.1 CONFIRMATION OF MINUTES

[Minutes July 28 2017 Council.DOCX](#)

OFFICER'S RECOMMENDATION

THAT the minutes of the Ordinary Meeting of Council held on 28 July 2017, be confirmed as a true and correct record of proceedings.

7.2 PILBARA REGIONAL COUNCIL MINUTES 23 JUNE 2017

THAT the minutes of the Pilbara Regional Council Ordinary Meeting of Council held on 23 June 2017, be received.

8 MEMBERS REPORT

8.1 ITEMS FOR RECOMMENDATION

8.1.1 2017 WA REGIONAL TOURISM CONFERENCE

File Ref:	CLR-5-6
Attachments:	WA Regional Tourism Conference Prospectus 2017.pdf
Responsible Officer:	Cr Dean Hatwell Central Ward Councillor
Author:	Mr Grant Watson Coordinator Executive Services
Proposed Meeting Date:	25 August 2017
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

To determine if Council wishes to send representatives to the 2017 WA Regional Tourism Conference in Albany from 11-13 September 2017.

BACKGROUND

Cr Hatwell has requested that consideration be given to sending a representative to the 2017 WA Regional Tourism Conference. The Conference will take place in Albany from 11-13 September 2017.

After two successful State tourism conferences held in Perth, this year the conference travels to a regional destination for the first time in recognition of the significance of our regional destinations to the success of the State's tourism industry.

Held across three days, the conference provides representatives with opportunities for professional and business development, networking and engagement with industry colleagues, and the chance to hear from industry-leading speakers on critical industry issues and innovative ideas.

The Conference program is **attached**.

COMMENTS/OPTIONS/DISCUSSIONS

2017 will be the third WA Tourism Conference to be held and the first one to have a regional focus.

If Council determines to send a representative, Council should bear in mind that we have Councillors who sit on tourism related Committees:

Newman Visitors Centre
Management Committee

Cr Shane Carter

Marble Bar Tourist Assoc.

Cr Dean Hatwell
Cr Lang Coppin (Proxy)

Councillors Shane Carter, John Jakobson, Dean Hatwell and Lang Coppin attended the 2016 Conference in Perth.

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

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

3.1 Business diversification and promotion

3.1.3 Encourage tourism
Responsible officer: DCEO
Timing: 1-5 years

RISK MANAGEMENT CONSIDERATIONS

Nil

FINANCIAL IMPLICATIONS

There are two registration options:

	Member Rate	Non-Member Rate
<u>FULL CONFERENCE</u>	\$455	\$755
Includes Welcome Cocktail Function, Full Plenary Day and Conference Dinner		
Monday Sept 11 – Tuesday Sept 12		

<u>FULL CONFERENCE + TOUR</u>	\$525	\$825
Includes Welcome Cocktail Function, Full Plenary Day, Conference Dinner and Tour & Learn Activity		
Monday Sept 11 – Wednesday Sept 13		

Estimated costs for full travel arrangements and accommodation will be an additional \$3,170 per person.

The cost of this conference can be covered in the adopted budget for 2017/18. Costs of this conference would come from account number GL#41007 for Conference and Seminar Expenses.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION

THAT Council

- 1. Do not send a representative to the 2017 WA Regional Tourism Conference; or**
- 2. Council nominates Cr / Cr's _____ to attend the 2017 WA Tourism Conference.**

**8.1.2 UNCONVENTIONAL GAS EXPLORATION AND PRODUCTION ACTIVITIES
(FRACKING)**

File Ref: LEG-2-1
Responsible Officer: Cr Michael Kitchen
North West Ward Councillor
Author: Mr Grant Watson
Coordinator Executive Services
Proposed Meeting Date: 25 August 2017
Location/Address: N/A
Name of Applicant: N/A
Author Disclosure of Interest: Nil

REPORT PURPOSE

For Council to consider the establishment of a policy relating to the mining of unconventional gas via hydraulic fracture stimulation (fracking) within the Shire of East Pilbara.

BACKGROUND

Cr Kitchen has requested that Council be given some information in regard to what is known on fracking.

Hydraulic fracturing (or fracking) is a well stimulation technique in which rock is fractured by a pressurized liquid. The process involves the high-pressure injection of 'fracking fluid' (primarily water, containing sand or other proppants suspended with the aid of thickening agents) into a wellbore to create cracks in the deep-rock formations through which natural gas, petroleum, and brine will flow more freely. When the hydraulic pressure is removed from the well, small grains of hydraulic fracturing proppants (either sand or aluminium oxide) hold the fractures open.

Hydraulic fracturing is highly controversial in many countries. Its proponents advocate the economic benefits of more extensively accessible hydrocarbons. Opponents argue that these are outweighed by the potential environmental impacts, which include risks of ground and surface water contamination, air and noise pollution, and the triggering of earthquakes, along with the consequential hazards to public health and the environment.

The Department of Mines and Petroleum (DMP) publications indicate that:

- Western Australia's shale and tight gas resources represent a significant economic opportunity for the State and offer benefits to regional communities.
- Hydraulic fracture stimulation has been undertaken in Western Australia for more than 55 years, without incident.
- There is no evidence to date that fracture stimulation in Western Australia has led to any environmental harm.

A two year parliamentary inquiry into the Implications for Western Australia of Hydraulic Fracturing for Unconventional Gas in Western Australia (completed in November 2015) found that the risks from hydraulic fracture stimulation can be safely managed. The inquiry found:

- There is significant concern amongst the community about the risks associated with hydraulic fracturing but at the same time, there is a level of misinformation present in the public domain that can cause confusion and mistrust
- Recognised the potential benefits of the shale gas industry as an employer, an investment generator and provider of future energy security
- Regulation of the industry in WA was robust

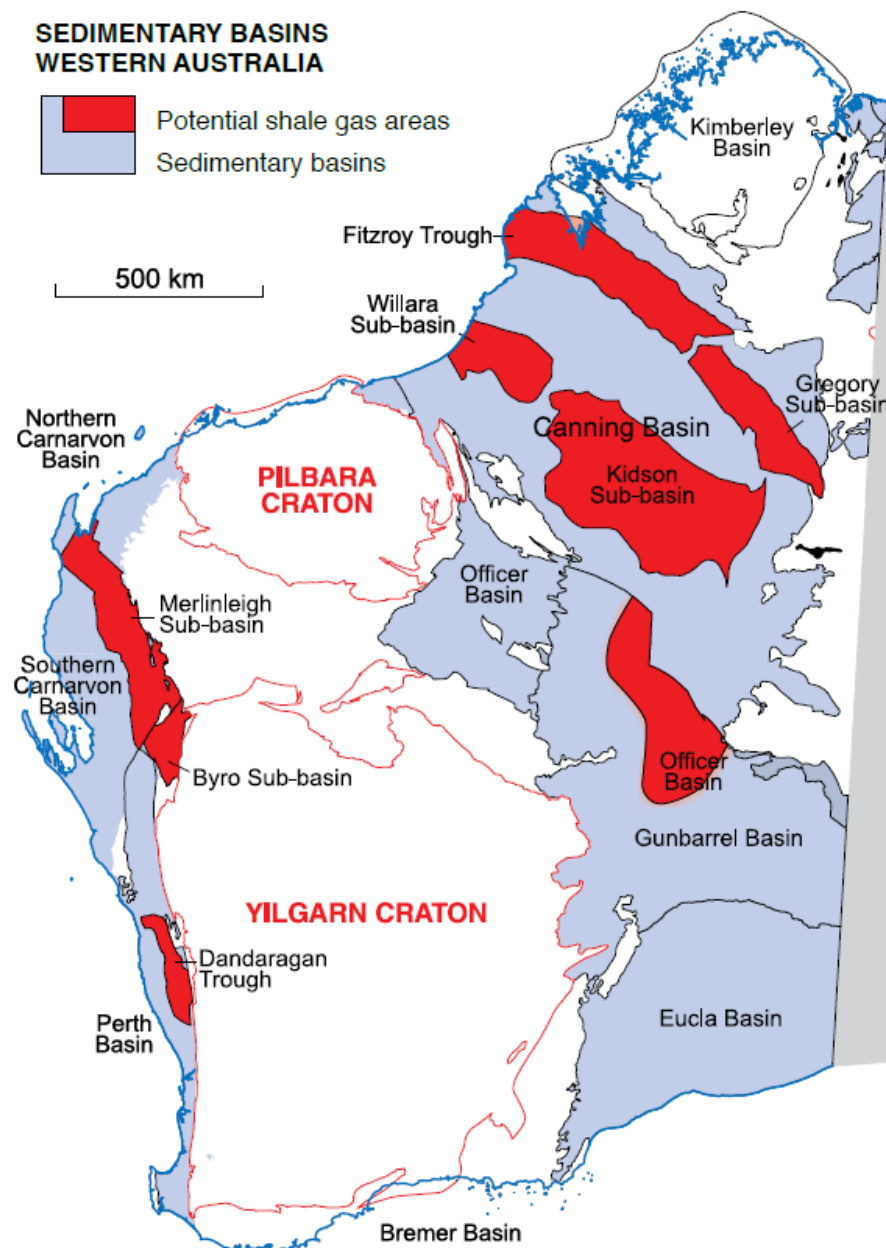
Common arguments made against Fracking:

- Exploratory fracking for shale and tight (unconventional) gas in Western Australia only commenced in the last decade and only a handful of wells have been fracked in that time
- Fracking for unconventional gas is vastly different to the historical techniques used in conventional gas extraction, and usually involves high volume "slickwater" (ie. chemical and water fluid mixes) hydraulic fracturing as well as horizontal drilling
- Modern fracking technology has never been deployed on a commercial scale in Western Australia
- Modern fracking uses very large quantities of a variety of chemicals, many of which are known to be toxic or their toxicity is as yet unassessed
- Modern fracking processes require massive volumes of water and produce large volumes of toxic wastewater
- Much higher pressures must be applied to the well to undertake a frack in modern processes, increasing risk of well failure. New horizontal drilling techniques also make effective and secure well construction much more difficult to achieve.
- The WA Government and the gas industry claim that fracking can be done safely if it is regulated appropriately and 'best practice' well construction guidelines are followed. However there is growing evidence to show that even strict regulations are simply not capable of preventing harm and that 'world's best practice' well construction just isn't enough to stop wells leaking.

Location of the Potential Resources:

In WA, substantial “tight gas” or “shale gas” deposits have been identified which may be suitable for recovery using hydraulic fracturing. Shale gas deposits are found at depths of 2,000 to 4,000 metres, whereas coal seam gas deposits are much shallower at depths of 300 to 1,000 metres.

Western Australia is highly prospective for shale gas in the Canning Basin (Kimberley and East Pilbara regions) and for tight and shale gas throughout the Northern Perth Basin (Mid-West region), which stretches the length of the coastal plain from Busselton through to north of Geraldton. The attached following map refers:



²Source: Department of Mines and Petroleum and U.S Department of Energy 2013 (IEA)

COMMENTS/OPTIONS/DISCUSSIONS

Several other WA local governments have discussed or passed motions either not supporting the act of unconventional gas extraction or taking no position as the process is regulated by the State Government. These include the Shires of Chittering, Mundaring, Coorow, Carnamah, Gingin, Dandaragan and the City of Swan.

It is important for Council to acknowledge both the potential economic benefits and the environmental risks associated with unconventional gas exploration.

It is also important for Council to note that gas exploration is not a 'use' controlled under local government jurisdiction, this is a State managed activity due to its complexity and specificity in nature.

Should Council decide that it is necessary to adopt a formal policy position, it should consider including this as part of the Local Planning Strategy review.

STATUTORY IMPLICATIONS/REQUIREMENTS

State: *Australian Petroleum and Geothermal Energy Resources Act 1967*
Local Government Act 1995
Planning and Development Act 2005

Such activities are legislated and administered by the State Government under the *Australian Petroleum and Geothermal Energy Resources Act 1967* which operates separately to the *Local Government Act 1995* and the *Planning and Development Act 2005*. Local Government does not have legislative control over these activities. This does not however, stop Council from expressing an opinion regarding such activities or having regard to its planning scheme provisions.

POLICY IMPLICATIONS

Policy Manual – 4.4 Environmental Council Recognition



4.4 Environment Council Recognition

Responsible Directorate	Executive Services
Responsible Officer	Chief Executive Officer
File Number	ENV 1-12

Objective

To recognise the importance of our environment.

Policy

1. The term 'environment' means living things, their physical, biological and social surroundings, and interaction between all of these.
2. The good management of the environment is a primary task of the Council and should be considered in all of Council's decisions.
3. Council decisions affecting the environment shall be based on the development of sound policies developed through consultation with the community.
4. A coordinated approach to all environmental matters is required. Activities of the Council should be coordinated with each other as well as with those of outside bodies wherever necessary to ensure that maximum benefit is obtained.
5. The Council will initiate measures to identify environmental issues important to the residents of the Shire and will take action as necessary to address those issues.
6. The Council will inform the public of issues concerning the environment through press releases, and other methods as appropriate.
7. Council will encourage the use of calico bags as an alternative to plastic.
8. Council will develop alternative administration processes to reduce the amount of paper required in Councils Minutes and Agendas, Councillors will use an electronic means to receive correspondence from Council.

References			
Related Procedures	Nil		
Date Adopted by Council	27 June 2003	Item No	9.1.3
Review/Amendment Date		Item No	
Next Review			

Local Planning Strategy (2016)

In considering such activities, the Shire is to have regard to the Local Planning Strategy and its planning principles. Due to the nature of fracking, some of the planning principles (such as those listed below) may promote or conflict with any proposal for gas extraction.

- Diversify and strengthen the Shire's economy to create broader employment opportunity and generate economic resilience.
- Preserve the unique and identifiable environment and landscape for the current and future community and its visitors.
- Balance the cultural value, environmental significance and economic importance of the land and the environment.

Economic Development and Tourism Strategy (2012 – 2015)

The Shire is to have regard to the Economic Development and Tourism Strategy and its guiding objectives. In particular:

Objective 1 – Building prosperous enterprises

- To facilitate business growth
- Facilitate new investment
- Assist business cooperation in the local economy.

Objective 5 – Manage the environment responsibly

- Provide leadership in environmental issues
- Sustainably manage natural resources and enhance the environment

Town Planning Scheme No. 4

TPD 4 does not list unconventional gas extraction as a use in the scheme. Fracking would not be able to be considered as an 'Extractive Industry' use as it does not involve the extraction, quarrying or removal of sand, gravel, clay, hard rock, stone or similar material from the land.

STRATEGIC COMMUNITY PLAN

Goal 3 – Economic – Planned Actions

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

3.1 Business diversification and promotion

3.1.1 *Provide support for established and emerging business bodies and local businesses*

Responsible officer: DCEO

Timing: 1-5 years

- 3.1.2 *Build a thriving and diverse economy*
Responsible officer: DCEO
Timing: 1-5 years

Goal 4 – Environment – Planned Actions

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

4.2 Promote a sustainable environment

- 4.2.1 *Cultivate clean green towns*
Responsible officer: MCW
Timing: 1 years

- 4.2.2 *Promote improved water management*
Responsible officer: DTDS
Timing: 1-3 years

RISK MANAGEMENT CONSIDERATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION

THAT Council

1. Note that unconventional gas exploration and production activities are regulated by the State Government under the *Australian Petroleum and Geothermal Energy Resources Act 1967*; and
2. Consider the establishment of a policy / statement in relation to 'Unconventional Gas Exploration and Product Activities (Fracking)' to be presented at the next Corporate Discussion Session of Council on 22nd September 2017, in line with Council's Policy making procedure.

8.2 ITEMS FOR INFORMATION

9 OFFICER'S REPORTS

9.1 CHIEF EXECUTIVE OFFICER

9.1.1 CHIEF EXECUTIVE OFFICER STATUS OF COUNCIL DECISIONS - JULY 2017

File Ref:	CLR 4-5
Responsible Officer:	Mr Allen Cooper Chief Executive Officer
Author:	Mrs Sheryl Pobrica Executive Services Administration Officer
Proposed Meeting Date:	25 August 2017
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

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

BACKGROUND

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

COMMENTS/OPTIONS/DISCUSSIONS

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

STATUTORY IMPLICATIONS/REQUIREMENTS

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

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

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

Goal 1 – Civic Leadership – Planned Actions

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

1.1 Efficient and effective local government

1.1.1 Ethical, accountable and transparent decision-making

RISK MANAGEMENT CONSIDERATIONS

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

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION

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

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
30 June 2017	13.9	BIKE LOCK REGISTER Cr Lynne Craigie said the Karratha Police have issued bike locks and maintain a bike lock register. It is running very well. Is it possible our police in Newman can do the same? Mr Allen Cooper, Chief Executive Officer to follow up.	CEO	To be discussed at Corporate Discussion 25/08/2017	August 2017
28 July 2017	9.1.2	SEEKING PUBLIC COMMENT ON A PROPOSED PLASTIC BAG REDUCTION LOCAL LAW	CES	Process underway	In Progress
28 July 2017	12.1.1	AVIAIR PILBARA-RPT AIR SERVICE PROPOSAL DISCUSSIONS	CES	MOU to be present to Council 25/08/2017	In Progress

9.1.2 INQUIRIES INTO REGIONAL AIRFARES IN WESTERN AUSTRALIA

File Ref:	FAC 1-2
Attachments:	Economics and Industry Standing Committee.pdf ORC17-24506 Letter Inquiry into Regional Airfares in WA.pdf Terms of Reference Regional Airfares in WA.pdf
Responsible Officer:	Mr Allen Cooper Chief Executive Officer
Author:	Mr Allen Cooper Chief Executive Officer
Proposed Meeting Date:	25 August 2017
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

To note the submission to the Economics and Industry Standing Committee Inquiry into the regional airfares in Western Australia.

BACKGROUND

The new state Labor Government announced as part of an election commitment to hold an inquiry into regional airfares in Western Australia. This inquiry has been allocated to the Economics and Industry Standing Committee.

The Committee is to evaluate the:

- a. Factors contributing to the current high cost of regional airfares;
- b. Impacts that high cost regional airfares have on regional centres – from business, tourism and social perspective;
- c. Impact of State Government regulatory processes on the cost and efficiency of regional aerservices;
- d. Actions that the State and local government authorities can take to limit increases to airfares without undermining the commercial viability of RPT services;
- e. Actions that airlines can take to limit increases to airfares without undermining the commercial viability of RPT services; and
- f. Recent actions taken by other Australian governments to limit regional RPT airfare increases.

The committee has to report its findings by the 28th November 2017.

COMMENTS/OPTIONS/DISCUSSIONS

Shire staff have submitted a submission by the due date the 28th July 2017, a copy is attached.

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

Nil

RISK MANAGEMENT CONSIDERATIONS

The cost of airfares has an effect on the community at large.

FINANCIAL IMPLICATIONS

Preparation of the submission was within operational expenses.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION

THAT Council note the submission to the Economics and Industry Standing Committee Inquiry into regional airfares in Western Australia.

9.2 DEPUTY CHIEF EXECUTIVE OFFICER

**9.2.1 DEPUTY CHIEF EXECUTIVE OFFICER STATUS OF COUNCIL DECISIONS
- JULY 2017**

File Ref: CLR-4-5
Responsible Officer: Ms Sian Appleton
Deputy Chief Executive Officer
Author: Mrs Sheryl Pobrica
Executive Services Administration Officer
Proposed Meeting Date: 25 August 2017
Location/Address: N/A
Name of Applicant: N/A
Author Disclosure of Interest: Nil

REPORT PURPOSE

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

BACKGROUND

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

COMMENTS/OPTIONS/DISCUSSIONS

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

STATUTORY IMPLICATIONS/REQUIREMENTS

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

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- (2) Without limiting subsection (1), the council is to -
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

Goal 1 – Civic Leadership – Planned Actions

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

1.1 Efficient and effective local government

1.1.1 Ethical, accountable and transparent decision-making

RISK MANAGEMENT CONSIDERATIONS

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

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION

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

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

25 AUGUST, 2017

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	DIRECTORATE	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
21 April 2017	9.2.4	DRAFT 2017-2018 DIFFERENTIAL RATING MODEL	DCEO	With Dept for Approval	Completed
26 May 2017	9.2.4	ADOPTION OF PROPOSED FEES AND CHARGES 2017/18	DCEO	Will be included in budget deliberations	Completed
28 July 2017	9.2.2	COUNCIL BUDGET 2017 2018	DCEO		Completed
28 July 2017	9.2.5	STRATEGIC WORKFORCE PLAN 2017/2018	DCEO		Completed
28 July 2017	9.2.6	REQUEST FOR FIVE YEARS OF FUNDING BY NEWMAN AMATEUR SWIMMING CLUB	MRE		Completed
28 July 2017	9.2.7	FINANCIAL REPORTING AND MATERIALITY THRESHOLD - 1ST JULY 2017 - 30 JUNE 2018	AMF		Completed
28 July 2017	11.1.1	LEASE AGREEMENT NEWMAN LIBRARY	MAP		Completed
28 July 2017	13.2	<p>NULLAGINE CARAVAN PARK Cr Bidy Schill said the toilet block at the Nullagine Caravan Park requires an urgent upgrade as they are unacceptable for use; especially it is now tourist season. Cr Bidy Schill would like this brought back to Council regarding the condition of the toilet block.</p> <p>Ms Sian Appleton, Deputy Chief Executive Officer to follow up.</p>	DCEO	Report being provided re-future of Nullagine Caravan Park	September 2017

9.2.2 AFFIXING COMMON SEAL UNDER DELEGATED AUTHORITY

Responsible Officer: Ms Sian Appleton
Deputy Chief Executive Officer

Author: Ms Dawn Brown
Contract and Procurement Officer

Proposed Meeting Date: 25 August 2017

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 Council Meeting held 28th July, 2017.

BACKGROUND

The two documents that have had the Shire's Common Seal affixed under delegated authority are in relation to:

- Contract awarded to Coral Harbour Pty Ltd to undertake the Scope of Works as per RFQ 10-2016/17 which includes, but is not limited to, Workshops, Creating Customer Surveys (*Martumili*), Reporting Dashboards, and the Development and Refinement of the Measurement & Evaluation Framework.
- Exhibition Loan Agreement with the National Capital Authority for a short term travelling exhibition which introduces visitors (*of the Newman Library*) to the design of Canberra and significant buildings through the medium of LEGO™ bricks.

COMMENTS/OPTIONS/DISCUSSIONS

There are two documents that have had the Shire's Common Seal affixed under delegated authority since the last Council meeting.

The two documents are:

Document	Details	Parties	Synergy TC No
Contract	RFQ-10-2016/2017 Outcomes Measurement & Data Collection (<i>Martumili</i>)	Coral Harbour Pty Ltd (Socialsuite)	TC2017514
Agreement	Exhibition Loan Agreement – Brick by Brick (Newman Library)	National Capital Authority	TC2017536

STATUTORY IMPLICATIONS/REQUIREMENTS

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

POLICY IMPLICATIONS

4.5 EXECUTION OF DOCUMENTS

Minute No: Item 9.2.4

Date: 9th December 2016

Objective

To allow for the proper execution of documents.

Policy

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

Delegation From: Council
Delegation To: Chief Executive Officer
Council File Reference: ADM-14-9
Legislative Authority for Delegation: S5.42 Local Government Act 1995

And Delegated Authority as per:

Power/Duty/Authorisation Delegated:

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

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

Authority for exercise of Power/Duty/Authorisation

Conditions attached to Delegation

Also refer to Council's Standing Orders Local Law

Date of Delegation _____

Delegator (Shire President) _____

STRATEGIC COMMUNITY PLAN

Goal 1 – Civic Leadership – Planned Actions

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

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

RISK MANAGEMENT CONSIDERATIONS

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'S RECOMMENDATION

THAT Council

- 1. Have been advised that the Common Seal has been affixed under delegated authority to the Contract between the Shire of East Pilbara and Coral Harbour Pty Ltd (Social Suite) in relation to RFQ 10-2016/17 – Martumili Artists Evaluation Project, Outcomes Measurement and Data Collection Strategy.**
- 2. Have been advised that the Common Seal has been affixed under delegated authority to the Exhibition Loan Agreement between the Shire of East Pilbara and the National Capital Authority in relation to the Brick by Brick – Build Your Own Capital Travelling Exhibition.**

**9.2.3 STRATEGIC COMMUNITY PLAN RFT SEEKING DELEGATED AUTHORITY
TO CEO TO AWARD TENDER**

Attachments:	Updated RFT document Strategic Community Plan doc
Responsible Officer:	Ms Sian Appleton Deputy Chief Executive Officer
Author:	Mr Pip Parsonson Manager Community Wellbeing
Proposed Meeting Date:	25 August 2017
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

For Council to consider delegating authority to the CEO to award the tender to produce the Strategic Community Plan 2017–2026 and conduct community satisfaction surveys over three years. The delegated authority is to assist in the efficient and timely delivery of the Strategic Community Planning processes so that it synchronises with the local government elections. For Council to approve the Common Seal to be affixed under delegated authority to the CEO for the contract between the Shire of East Pilbara and the successful tenderer.

BACKGROUND

At the June 2017 Council meeting Council endorsed the Strategic Community Plan 2013-2022 Review, (Item 9.2.11 File Ref: STR-3-3).

Commentary in the agenda item included,

“Due to the very poor community participation and the fact that the review will need to be done again after elections to fall into the Department of Local Government’s preferred timelines, the project was altered to a review of the current document and outcomes in contrast to the production of a completely new document. The new Community Strategic Plan will now take place after the 2017 October elections and will have a very similar implementation phase as this year’s review.”

To facilitate the delivery of the new Strategic Community Plan in a timely manner the following draft schedule was developed taking into account the local government elections and legislative requirements for tendering.

Friday, 11 August 2017	Agenda item submitted seeking Council approval to delegate CEO to award tender
Friday, 25 August 2017	Close RFT
Friday, 25 August 2017	Council delegates authority to CEO to approve
Monday, 11 September 2017	Panel final recommendation
Wednesday, 13 September 2017	CEO Approves recommendation
Thursday, 14 September 2017	Successful tenderer notified
Tuesday, 19 September 2017	Inception Meeting
Wednesday, 25 October 2017	Senior Staff Workshop
Thursday, 26 October 2017	Councillor Workshop
Oct - Nov 2017	Community Consultation/Survey
December 2017	Survey results
February 2018	Community and Stakeholder Workshops
March 2018	Draft Strategic Community Plan released for community and stakeholder engagement
April 2018	Final Strategic Community Plan 2017-2027 presented to Council for adoption

To meet this schedule the RFT (attached) was posted on Tenderlink on Saturday 5 August and advertised in the North West Telegraph on the same day.

Councillors will note that a delay in awarding the tender at the soonest possible time will result in a delay in implementing the project and it will accordingly fall behind the preferred schedule.

COMMENTS/OPTIONS/DISCUSSIONS

For the first time, through the successful realisation of this project, the Strategic Community Plan will be integrated with the Shire’s annual community satisfaction survey. This provides explanation to the need for the project to be a RFT as it includes the requirements for both the creation of the new Strategic Community Plan and undertaking and reporting on community satisfaction surveys in 2017, 2018 and 2019.

This integration is expected to not only deliver cost savings to the Shire but also to create a seamless approach to tracking the community’s views over time on the delivery of the Strategic Community Plan strategies. This in turn will make the two year review of the Strategic Community Plan, to be undertaken internally, relatively effortless.

The table below represents the remainder of the project schedule.

September 2018	Annual Community Consultation/Survey
October 2018	Survey Report
September 2019	Annual Community Consultation/Survey
October 2019	Survey Report

STATUTORY IMPLICATIONS/REQUIREMENTS

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

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

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

POLICY IMPLICATIONS

4.5 EXECUTION OF DOCUMENTS

STRATEGIC COMMUNITY PLAN

Goal 1 – Civic Leadership – Planned Actions

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

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

RISK MANAGEMENT CONSIDERATIONS

The risk to Council reputation will be increased by not taking opportunity to produce a high-quality Strategic Community Plan.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation. Funding for this project will be sourced from accounts GL 41147.

VOTING REQUIREMENTS

Absolute.

OFFICER'S RECOMMENDATION

THAT Council;

- 1. delegate authority to the CEO (or in the absence of the CEO the Acting CEO) under s.5.42(1) and (2) and s.5.43(b) of the Local Government Act, to accept the following tender.**

Tender No.	Description	Fund Source	Account Expenditure	Account Budget (ex GST)
RFT 02-2017/18	Produce the Strategic Community Plan 2017–2026 and Conducting Community Satisfaction Surveys over three years.	Muni	GL 41147	\$150,000

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

9.2.4 FEES AND CHARGES FOR THE RPT BUS SERVICE

Attachments:	RTBS Contract 2012002 Provision of the Pilbara Bus Service.pdf PTA2017007 Pilbara RTBS Contract DRAFT 010817 (4).pdf
Responsible Officer:	Ms Sian Appleton Deputy Chief Executive Officer
Author:	Mr Pip Parsonson Manager Community Wellbeing
Proposed Meeting Date:	25 August 2017
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

For Council to approve an amendment to the Shire's fees and charges applied to passengers using the RPT Bus Service. An increase in fees is required to reflect the WA Public Transport Authority's policy that requires the fares on subsidised inter-town bus services, (such as our service), to increase annually by the percentage movement in the Transperth Zone 9 fares.

BACKGROUND

The Shire has been operating a Regular Public Transport service for a number of years. The service is subsidised by the WA Public Transport Authority. The service operates between Nullagine, Marble Bar, South Hedland and Port Hedland from Monday to Thursday and between Nullagine and Newman on Fridays.

On Tuesday 1 August correspondence was received from the Public Transport Authority advising the Shire on the 17-19 financial year subsidy amount and the requirement to increase passenger fares. In relation to the increase in fares the correspondence stated the following.

Also, as advised in previous years, it has been a policy of the PTA for a number of years to increase the fares on subsidised inter-town bus services by the percentage movement in the Transperth Zone 9 fares. Effective from July 2017, the Transperth Zone 9 fares increased by 1.61% for standard passengers and this has been applied to the Pilbara fares (rounded to the nearest \$0.10) as indicated in Schedule 3 – Fare Structure (page 18) of the new draft contract. Due to the delayed contract signing, the Pilbara fares can be made effective 1st September 2017

Accordingly, the Shire is required to increase fares for passengers using the service.

COMMENTS/OPTIONS/DISCUSSIONS

The Shire employee who operates the service has requested for some time that the passenger fares be rounded off to the highest .50 cents. This is due to difficulties in accessing the right denominations to give change to passengers when they are not carrying the denominations themselves. This required increase in fares provides an ideal opportunity to redress what has been a constant problem for the driver.

The table below shows the old fare, the minimum increase required by the Public Transport Authority, the recommended increase after rounding up to the nearest .50 cents and the overall fare increase.

Fares (inc GST)	Old Fares	Min increase required by Public Transport Authority	Fare Increase rounding up to the nearest 50 cents	Overall Recommended Total Fares
<i>One Way</i>	Eff 1/9/2016			Eff 1/10/2017
Marble Bar To Nullagine	\$ 9.10	\$ 9.20	\$0.40	\$9.50
Marble Bar To Newman	\$37.90	\$38.50	\$0.60	\$38.50
Marble Bar To Port Hedland	\$28.80	\$29.30	\$0.70	\$29.50
Nullagine To Newman	\$28.80	\$29.30	\$0.70	\$29.50
Nullagine To Port Hedland	\$37.90	\$38.50	\$0.60	\$38.50
Newman To Port Hedland	\$66.70	\$67.80	\$1.30	\$68.00
<i>Return:</i>				
Marble Bar To Nullagine	\$17.00	\$17.30	\$0.50	\$17.50
Marble Bar To Newman	\$57.60	\$58.50	\$0.90	\$58.50
Nullagine To Newman	\$57.60	\$58.50	\$0.90	\$58.50
Nullagine To Port Hedland	\$75.80	\$77.00	\$1.20	\$77.00

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

Goal 1 – Civic Leadership – Planned Actions

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

1.1 Efficient and effective local government

1.1.3 Effective business management
Responsible officer: DCEO
Timing: 1-3 years

Goal 2 – Social – Planned Actions

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

2.4 Diverse and inclusive communities

2.4.3 Provide relevant and affordable community services
Partnering With: Federal Government, State Government, Industry and NGO's
Responsible officer: MCW
Timing: 1-5 years

Goal 3 – Economic – Planned Actions

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

3.3 Provide adequate community infrastructure

3.3.2 Build connected and accessible towns
Partnering With: Federal Government, State Government, Industry, NCCI, other relevant stake holders
Responsible officer: DTDS
Timing: 1-5 years

RISK MANAGEMENT CONSIDERATIONS

There is minor reputational risk to the Shire due to the imposition of higher fares. The increases are so negligible that the risk is considered inconsequential.

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Absolute.

OFFICER'S RECOMMENDATION

THAT Council

1. Approve an amendment to the RPT Bus Service Fees and Charges to reflect the WA Public Transport Authority's requirements for annual fee increases and to make cash handling more efficient at the point of sale;

Fares (inc GST)	New Fares
<i>One Way</i>	Eff 1/10/17
Marble Bar To Nullagine	\$9.50
Marble Bar To Newman	\$38.50
Marble Bar To Port Hedland	\$29.50
Nullagine To Newman	\$29.50
Nullagine To Port Hedland	\$38.50
Newman To Port Hedland	\$68.00
<i>Return:</i>	
Marble Bar To Nullagine	\$17.50
Marble Bar To Newman	\$58.50
Nullagine To Newman	\$58.50
Nullagine To Port Hedland	\$77.00

2. Impose the new fees effective from the 1st October 2017;
3. Provide notice of the adopted fees as advertised, pursuant to Section 6.19 of the Local Government Act 1995.

9.2.5 AMENDMENT TO THE 2017/2018 FEES AND CHARGES

File Ref:	RECREATION AND CULTURE 22-3
Responsible Officer:	Ms Sian Appleton Deputy Chief Executive Officer
Author:	Ms Simone Van Buerle Manager Recreation & Events
Proposed Meeting Date:	25 August 2017
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

To seek Council endorsement to amend the 2017/2018 Fees and Charges to provide clarity and further information.

BACKGROUND

At the Ordinary Council Meeting 28 October 2016, Council resolved to amend the 2016/2017 Fees and Charges to provide direct debit options to customers of Newman Recreation Centre for 6 or 12 month memberships. To allow customers a greater choice of membership options, 6 and 12 month Gym memberships and Group Fitness memberships were also introduced and endorsed by Council. These new options were inadvertently left off the 2017/2018 Fees and Charges which was endorsed by Council on 28 July 2017.

Council endorsed a Concessions Discount of 30% at Newman Recreation Centre as part of the 2017/2018 Fees and Charges. This was previously known as the Full Time Students Discount and the Pensioner's Discount. This discount needs clarification.

The Square was officially opened to the public on 28 July 2017. Equipment was purchased by Council for use at events at The Square. Community requests have since been received to hire this equipment but there is no relevant charge in the 2017/2018 Fees and Charges.

COMMENTS/OPTIONS/DISCUSSIONS

The previously endorsed missing fee options from the 2017/2018 Fees and Charges document are:

Membership type	Term	Payment per f/night
Group Fitness Membership	6mths (13 wks)	19.50
Group Fitness Membership	12mths (26 wks)	16.00
Fitness Centre Membership	6mths (13 wks)	30.00
Fitness Centre Membership	12mths (26 wks)	24.00

To provide the flexibility and choice for customers that Council previously endorsed, these additional direct debit options should be added to the 2017/2018 Fees and Charges.

The Concession Discount allows Council to provide affordable services to the community, particularly those in financial disadvantage. In previous years, this was described as a discount for Full Time Students or Pensioners (both receiving 30% discount). A Low Income Earners discount existed concurrently (at 25%).

The 2017/2018 Fees and Charges may cause some confusion in the community due to the use of the description Concessions Discount. Those Low Income earners on a Concession Card may confuse their entitlement to a 30% discount, when the intent for this discount was for Full Time students and pensioners only. The Low Income Earners Special for those on Centrelink benefits is 25% in the 2017/2018 Fees and Charges.

To remove all confusion and provide equitable provision of services, the Concessions Discount could be specified as those with a Full Time Student card, Pension Card or Healthcare Card. The Low Income Earner's Special will then become redundant and could be removed from the Fees and Charges. This terminology has caused confusion in the past when stay-at-home spouses and domestic staff such as au pairs have tried to claim the Low Income discount, despite not having a Centrelink Healthcare Card.

Equipment at The Square that is not currently listed for hire in the 2017/2018 Fees and Charges includes outdoor bean bags and a commercial popcorn machine.

STATUTORY IMPLICATIONS/REQUIREMENTS

SUBDIVISION 2 — FEES AND CHARGES

6.16. Imposition of fees and charges

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

* Absolute majority required.

- (2) A fee or charge may be imposed for the following —
- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
 - (b) supplying a service or carrying out work at the request of a person;
 - (c) subject to section 5.94, providing information from local government records;
 - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
 - (e) supplying goods;
 - (f) such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
- (a) imposed* during a financial year; and
 - (b) amended* from time to time during a financial year.

** Absolute majority required.*

6.17. Setting the level of fees and charges

- (1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —
- (a) the cost to the local government of providing the service or goods;
 - (b) the importance of the service or goods to the community; and
 - (c) the price at which the service or goods could be provided by an alternative provider.
- (2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.
- (3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —
- (a) under section 5.96;
 - (b) under section 6.16(2)(d); or
 - (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.
- (4) Regulations may —
- (a) prohibit the imposition of a fee or charge in prescribed circumstances; or
 - (b) limit the amount of a fee or charge in prescribed circumstances.

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

Goal 2 – Social – Planned Actions

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

2.1 Health and recreation

2.1.2 Encourage active lifestyles

Partnering With: State Government, Industry

Responsible officer: MCW

Timing: 1-3 years

2.1.4 Support individual and community health

Partnering With: NGO's, State Government, Industry

Responsible officer: MCW

Timing: 1-5 years

Goal 3 – Economic – Planned Actions

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

3.3 Provide adequate community infrastructure

3.3.1 Ensure well managed and equitable provision of community infrastructure

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

Responsible officer: MBA

Timing: 1-5 years

RISK MANAGEMENT CONSIDERATIONS

Failing to amend the Fees and Charges may cause reputational risk to Council if options previously available to the community are withdrawn.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

VOTING REQUIREMENTS

Absolute.

OFFICER'S RECOMMENDATION

THAT Council

- 1. Endorse the amendment of the 2017/2018 Fees and Charges to allow the addition of fortnightly payments for 6 or 12 month Group Fitness and Fitness Centre memberships at Newman Recreation Centre;**
- 2. Endorse the removal of the Low Income Earner's Special discount and clarify the Concessions Discount to be applicable to Full Time Students, Pensioners or those with a Centrelink Healthcare Card;**
- 3. Endorse the amendment of the 2017/2018 Fees and Charges to include a \$5 fee for beanbag hire (per bag per event) and a \$50 charge for hire of the commercial popcorn machine (per event, per day);**
- 4. Impose the new fees effective from the 1st October 2017;**
- 5. Provide notice of the adopted fees as advertised, pursuant to Section 6.19 of the Local Government Act 1995.**

9.2.6 COMMUNITY ASSISTANCE GRANTS

Attachments:	Confidential
File Ref:	CSV-9-4-2
Responsible Officer:	Ms Sian Appleton Deputy Chief Executive Officer
Author:	Mrs Danielle Airton Community Wellbeing Administration Officer
Proposed Meeting Date:	25 August 2017
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	The Supervisor of the Author and Manager Community Wellbeing, Pip Parsonson, has a long-standing friendship with the artist who has been nominated by one of the Community Assistance Grants applicants, EPIS, to work on their mosaic mural project.

REPORT PURPOSE

For Council to consider and make decisions on the Community Assistance Grant funding applications for Round 1 of the 2017/2018 financial year.

BACKGROUND

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

Grants are available for not-for-profit organisations involved in arts, culture, sports, recreation and social services.

Limited support is also available to local educational institutions. Applicants must fit one of the following categories.

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

Applications for the Community Assistance Grant Number Three (3) can be made by clubs and community groups twice per year. Round One (1) opens on the 1st of July and closes on the 31st July and applications are assessed at the next scheduled Council Meeting. Round Two (2) opens on January 1st and closes on January 31st

and applications are assessed at the next scheduled Council Meeting. Each application is eligible for a grant of up to \$6,000 in cash or in-kind contributions.

COMMENTS/OPTIONS/DISCUSSIONS

This round, the Shire received four (4) applications from charities and sporting clubs based in the East Pilbara. Three (3) applications met the Shire’s Community Assistance Grants eligibility criteria, whereas one (1) application did not meet the criteria. Details are as follows:

Applicant Organisation	Met Criteria (Yes/No)	Amount Sought	Comment/Description
East Pilbara Independence Support Inc	Yes	\$6,000.00	Cash contribution towards Cultural Mosaic Mural
Newman Scout Group	Yes	\$1,285.42	Cash contribution towards furniture and storage for the Newman Scout Hall
East Pilbara Softball Association	No	\$4,033.39	Cash and in-kind contributions towards the 2017 Softball Season operating costs
Tigers Football and Sporting Club	Yes	\$3,218.80	Cash contribution towards Electrical Switchboard upgrade to comply with safety standards for Club House
TOTAL		\$14,537.61	

A summary of each application follows.

Name of organisation		East Pilbara Independence Support Inc			
Activity the organisation is seeking funding for		Cultural Mosaic Mural			
Funding Details		Amount Requested		Total Budget	
		\$6000		\$18,850	
Type of fund request		In kind	<input type="checkbox"/>	Cash	<input checked="" type="checkbox"/>
Funding sought from other organisations		YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
If other funding is sought, amount funded from other organisation		\$			
Previous funding from Shire of East Pilbara		YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
If yes, amount received and funded years		2015 – Grant 1 - \$500 – Breast Cancer Breakfast			
Funds Acquitted		YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
Outstanding Shire Debts		YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
Does Application meet funding criteria?		YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Not for profit community organisations providing a community service within the East Pilbara region where there is a demonstrated community need or benefit				
<input type="checkbox"/>	Educational institutions in the East Pilbara for award presentations only				
<input type="checkbox"/>	Sporting Associations to assist with club development (e.g. coaching courses, governance training and or grant writing courses).				
<input type="checkbox"/>	Organisations involved in cultural development within the Shire of East Pilbara				

<input checked="" type="checkbox"/>	Is the applicant registered for GST
Description and purpose of grant	The project is to design and assist indigenous clients of EPIS to create an artistic mosaic mural that reflects their story and culture. The project will build on the trust and respect already established with the clients of EPIS and to further ensure their cultural development is ongoing.
Target group of project outcome	All clients, staff, volunteers and visitors that attend the EPIS Daycentre which is utilised daily.
Benefit to East Pilbara Community	This project will be beneficial to all the EPIS clientele as well as the broader community of Newman who visit, work or volunteer at the Day Centre. The project will also ensure that the clients of EPIS know their cultural story is an important and crucial part of the history of the Pilbara.
Acknowledgement of SOEP	The Shire of East Pilbara will be acknowledged within the EPIS Annual Report and newsletter together with a media release which will be sent to all stakeholders. EPIS will also be hosting an unveiling of the project upon completion which all stakeholders and community organisations will be invited to attend. This event will include a plaque which recognizes the contribution of the Shire of East Pilbara.

Name of organisation	Newman Scout Group			
Activity the organisation is seeking funding for	Scout Hall furniture and storage			
Funding Details	Amount Requested	Total Budget		
	\$1,285.42	\$2,570.85		
Type of fund request	In kind	<input type="checkbox"/>	Cash	<input checked="" type="checkbox"/>
Funding sought from other organisations	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
If other funding is sought, amount funded from other organisation				
Previous funding from Shire of East Pilbara	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
If yes, amount received and funded years	2014 – Grant 1 - Canoe Training at Pool \$500			
Funds Acquitted	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/> Comments: N/A – Grant 1
Outstanding Shire Debts	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/> Comments: Lease Agreement 2017/2018 \$1100
Does Application meet funding criteria?	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/> Comments:
<input checked="" type="checkbox"/>	Not for profit community organisations providing a community service within the East Pilbara region where there is a demonstrated community need or benefit			
<input type="checkbox"/>	Educational institutions in the East Pilbara for award presentations only			
<input type="checkbox"/>	Sporting Associations to assist with club development (e.g. coaching courses, governance training and or grant writing courses).			
<input type="checkbox"/>	Organisations involved in cultural development within the Shire of East Pilbara			
<input type="checkbox"/>	Is the applicant registered for GST			

Description and purpose of grant	As the Scouts have moved to a different location within the Youth Centre they require additional furnishings, particularly around storage. Storage boxes will be built with the funds provided which will be used to store equipment neatly and safely as well as used to transport equipment for camping activities. Tables and benches will also be purchased for camping activities and other activities conducted in the Hall from time to time.
Target group of project outcome	All Newman Cub Scouts, leaders and parents which includes – 50 youth members, 9 adult leaders.
Benefit to East Pilbara Community	Provides a local youth community group the ability to utilise the area provided to them by the Shire in a safe and productive way whilst providing much needed storage for important equipment to enable the scouts to run.
Acknowledgement of SOEP	An acknowledgement wall will be created in the Scout area displaying the logos of the groups and organisations that have provided support to the Newman Scout Group. A banner flag can also be displayed when the group participates in community events.

Name of organisation	East Pilbara Softball Association			
Activity the organisation is seeking funding for	Increased participation in 2017 Softball Season by lowering operational costs			
Funding Details	Amount Requested	Total Budget		
	\$4033.39	\$9566.78		
Type of fund request	In kind	<input checked="" type="checkbox"/>	Cash	<input checked="" type="checkbox"/>
Funding sought from other organisations	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
If other funding is sought, amount funded from other organisation	\$			
Previous funding from Shire of East Pilbara	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
If yes, amount received and funded years	2014 – Grant 1 - Gala Night - \$300 (In Kind)			
Funds Acquitted	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
	Comments: Not applicable for Grant 1			
Outstanding Shire Debts	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
	Comments:			
Does Application meet funding criteria?	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
	Comments:			
<input checked="" type="checkbox"/>	Not for profit community organisations providing a community service within the East Pilbara region where there is a demonstrated community need or benefit			
<input type="checkbox"/>	Educational institutions in the East Pilbara for award presentations only			
<input type="checkbox"/>	Sporting Associations to assist with club development (e.g. coaching courses, governance training and or grant writing courses).			
<input type="checkbox"/>	Organisations involved in cultural development within the Shire of East Pilbara			
<input type="checkbox"/>	Is the applicant registered for GST			

Description and purpose of grant	The East Pilbara Softball Association has seen their membership decline on a steady basis since its first season 2014. By lowering operational costs and moving to a social format rather than a structured season, the association hope to attract more members (together with offering it as a mixed gender sport). By also lowering operational costs which are to be passed on to the players they hope to also attract local Martu girls to participate in the sport. The current financial position of the club is not great and funding of in kind support for Oval & Lighting hire and cash support for part payment of umpire fees will ensure that the season can go ahead and continue on for 2018.
Target group of project outcome	Increased membership of Martu women. All men and women who are interested in the sport or previously played and stopped playing due to costs of fees – Ages 14 and up. Aiming for approximately 150 playing members and their families
Benefit to East Pilbara Community	Providing an additional sport for community members to play and to provide a sport which can be accessible to our indigenous population.
Acknowledgement of SOEP	The Shire of East Pilbara will be acknowledged via the Associations Facebook page together with invitations to any functions and shire logo on all approved marketing materials.

Name of organisation	Tigers Football and Sporting Club				
Activity the organisation is seeking funding for	New Electrical Switchboards for Club House				
Funding Details	Amount Requested	Total Budget			
	\$3,218.79	\$6,437.59			
Type of fund request	In kind	<input type="checkbox"/>	Cash	<input checked="" type="checkbox"/>	
Funding sought from other organisations	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>	
If other funding is sought, amount funded from other organisation	\$ N/A				
Previous funding from Shire of East Pilbara	YES	<input checked="" type="checkbox"/>	NO	<input checked="" type="checkbox"/>	
If yes, amount received and funded years	2014 – Grant 3 - Club Refurbishment - \$5000				
Funds Acquitted	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>	Comments:
Outstanding Shire Debts	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>	Comments: Tigers Netball - \$21 – Lights (Verbally assured that the invoice has been PAID on 7/8/2017) CATS Football & Sporting Club - \$400 – Food Licence Inspection (Verbally assured that the invoice has been PAID on 9/8/2017)
Does Application meet funding criteria?	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>	Comments:
<input type="checkbox"/>	Not for profit community organisations providing a community service within the East Pilbara region where there is a demonstrated community need or benefit				
<input checked="" type="checkbox"/>	Educational institutions in the East Pilbara for award presentations only				
<input checked="" type="checkbox"/>	Sporting Associations to assist with club development (e.g. coaching courses, governance training and or grant writing courses).				
<input type="checkbox"/>	Organisations involved in cultural development within the Shire of East Pilbara				

<input checked="" type="checkbox"/>	Is the applicant registered for GST
Description and purpose of grant	Current electrical switchboard does not comply with standards. Project aim is to upgrade the two switchboards in the club room and change room to continue the safe operation of the club house which includes commercial kitchen, bar and lights.
Target group of project outcome	All members of the community who attend the club house for events or game days.
Benefit to East Pilbara Community	Ensures the continuation safe operation of one of the four main football clubs in Newman
Acknowledgement of SOEP	A sign will be placed on or near the switchboard saying 'Proudly Supported by Shire of East Pilbara'.

The overall Community Assistance Grant budget for 2017/18 is \$55,200. Approximately \$10,000 of the total amount needs to be set aside for the smaller Grant 1 and Grant 2 programs that are open year-round and approved by the CEO under delegated authority. The balance of \$45,200 then needs to be halved, to accommodate the two Grant 3 rounds approved by the full Council. This means there is approximately \$22,000 for each of the two rounds.

The total amount sought for Round 1 of the 2017/18 financial year is \$14,537.61 meaning the full \$14,537.61 applied for can be afforded using this model of spending.

Each of the Round 1 applications have been individually assessed against the eligibility criteria to assist the decision making process. As noted earlier three of the applications are eligible for funding however one application is not.

The grant application for the East Pilbara Softball Association is ineligible as it does not comply with the Community Assistance Grant policy. It is noted in the policy that applicants are ineligible if the grant is to '*fund on-going operation or administration expenses*'.

The Club is currently in financial stress and has only a small but passionate membership. The Club's application is based on a new operational plan that will enable them to have an alternative fee structure that they hope will attract more members. With more members joining over the period of a season they anticipate that their outlook for the longer-term sustainability of the Club will improve significantly and that in the future they will not be reliant on funding for operational activities. It is understood that if funding is not approved the continued operation of the club will be in serious jeopardy.

Accordingly, based on the applicant's submitted details and with reference to the Community Assistance Grant policy and guidelines, the East Pilbara Independence Support, Tigers Football & Sporting Club and Newman Scout Group applications are recommended to be funded in full.

It is also noted that there are outstanding debts listed against the following organisations who have applied for this round of Community Assistance Grant 3:

- East Pilbara Independence Support Inc - Total debts owing are \$258.25 which relates to Food Licence Annual Surveillance Fee for the kitchen at the Day Centre and Rubbish Collection for July. At the time of submission of the application to the Shire these debtors are less than 14 days old.
- Newman Scouts - Total debts owing are \$1,100 which relates to the annual User Agreement for the use of space at the Newman Youth Centre hired from the Shire of East Pilbara to the Newman Scout Group. At the time the application was submitted the User Agreement has not been provided by the Shire. Accordingly, it would be reasonable to suggest that the Newman Scouts should not be disadvantaged due to an administrative delay.
- Tigers Football & Sporting Club – Total debts owing are \$421.00 which relates to court and lighting fees for the Tigers Netball team and the Food Licence Annual Surveillance Fee for the Club House. At the time of submission of the application to Council these debtors are less than 14 days old and we have received verbal confirmation from the President of the club to confirm that both accounts have been paid.

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

POLICY IMPLICATIONS

6.6 COMMUNITY ASSISTANCE GRANTS

STRATEGIC COMMUNITY PLAN

Goal 2 – Social – Planned Actions

- 2.4.4 Equity and opportunities for all
Partnering With: Federal Government, State Government, Industry, NGO's and Indigenous groups
Responsible officer: MCW
Timing: 1-3 years

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

- 2.4.2 Build strong community groups, networks and governance
Partnering With: Federal Government, State Government, Industry and NGO's
Responsible officer: MCW
Timing: 1-5 years

- 2.4.1 Promote diverse, harmonious and caring communities
Partnering With: Federal Government, State Government, Industry and NGO's
Responsible officer: MCW
Timing: 1-3 years

RISK MANAGEMENT CONSIDERATIONS

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

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION

1. **THAT Council approve the Community Assistance Grant application for East Pilbara Independence Support for a cash contribution of \$6,000 for the Cultural Mosaic Mural.**
2. **THAT Council approve the Community Assistance Grant application for the Newman Scouts Group for a cash contribution of \$1,285.42.**
3. **THAT Council approve the Community Assistance Grant application for the Tigers Football & Sporting Club for a cash contribution of \$3,218.79 for the replacement of the Electrical Switchboards for the Club House.**
4. **THAT Council does not approve the Community Assistance Grant application for the East Pilbara Softball Association for a cash and in-kind contribution of \$4033.39 as a contribution to the operating costs of the 2017 Softball Season.**

9.2.7 CREDITORS FOR PAYMENT

File Ref: FIN10-2
Attachments: [Schedule of Accounts EFT 1.pdf](#)
[Schedule of Accounts Chq 1.pdf](#)
[Schedule of Accounts Direct Debits.pdf](#)
Responsible Officer: Ms Sian Appleton
Deputy Chief Executive Officer
Author: Ms Memory Mandaza
Expenditure Finance Officer
Proposed Meeting Date: 25 August 2017
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 28 JULY 2017.

COMMENTS/OPTIONS/DISCUSSIONS

FUND	VOUCHER	AMOUNT
EFT Payments	EFT #39394 - #39833	3,017,208.91
	Total	\$3,017,208.91
Cheque Payments	CHQ #24316 - #24331	38,999.25
Direct Debits	DD10591.2 – DD10681.24	102,045.00
Manual Cheques		0
	Total	\$141,044.25
	GRAND TOTAL	<u>\$3,158,253.16</u>

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

CANCELLED AND UNUSED CHEQUES:

UNUSED CHEQUES

CANCELLED CHEQUES & EFTS

CHQ# 24318

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government (Financial Management) Regulations 1996

Part 2 – General financial management

Reg 11

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

Local Government (Financial Management) Regulations 1996

Part 2 – General financial management

Reg 12

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

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

Nil.

RISK MANAGEMENT CONSIDERATIONS

Nil

FINANCIAL IMPLICATIONS

Total expenses of \$3,158,253.16

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION

THAT Council endorse the payments:

FUND	VOUCHER	AMOUNT
EFT Payments	EFT #39394 - #39833	3,017,208.91
	Total	\$3,017,208.91
Cheque Payments	CHQ #24316 - #24331	38,999.25
Direct Debits	DD10591.2 – DD10681.24	102,045.00
Manual Cheques		0
	Total	\$141,044.25
	GRAND TOTAL	<u>\$3,158,253.16</u>

9.3 DIRECTOR TECHNICAL AND DEVELOPMENT SERVICES

**9.3.1 DIRECTOR TECHNICAL AND DEVELOPMENT SERVICES STATUS OF
COUNCIL DECISIONS - JULY 2017**

File Ref: CLR-4-5
Responsible Officer: Mr Rick Miller
Director Technical and Development Services
Author: Mrs Sheryl Pobrica
Executive Services Administration Officer
Proposed Meeting Date: 25 August 2017
Location/Address: N/A
Name of Applicant: N/A
Author Disclosure of Interest: Nil

REPORT PURPOSE

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

BACKGROUND

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

COMMENTS/OPTIONS/DISCUSSIONS

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

STATUTORY IMPLICATIONS/REQUIREMENTS

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

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

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

Goal 1 – Civic Leadership – Planned Actions

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

1.1 Efficient and effective local government

1.1.1 Ethical, accountable and transparent decision-making

RISK MANAGEMENT CONSIDERATIONS

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

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION

THAT the Director Technical and Development Officer “Status of Council Decisions” Report for the month of July 2017 be received.

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	DIRECTORATE	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
16 December 2011	13.5	SIGNS – RECOGNITION ON THE DESERT ROADS	MDS-P	<i>Refer to Information Bulletin</i>	<i>Complete</i>
28 September 2012	13.4	NEW ROAD LINKED TO LIGHT INDUSTRIAL AREA (LIA) – NEWMAN - Cr Shane Carter	MDS-P	<i>Refer to Information Bulletin</i>	<i>In Progress</i>
28 th October 2016	13.7	GARDEN BED NEWMAN DRIVE Cr Lynne Craigie said the garden beds on Newman Drive, next to the Chicken Treat Van needs attention.	DTDS WSPG	Design and costings to be reviewed. Will discuss options with BHP to partner on costings and works.	Sep 2017
9 December 2016	13.5	SIGNAGE REGARDING NEWMAN TOWN Cr Lynne Craigie asked if it is possible for signs to be erected on Great Northern Highway to advise of what services are available in Newman	MDS-P	Communication has been had with NCCI regarding this matter. We are waiting on feedback from the NCCI on next steps. To be followed up by Manager Development Services – Planning.	Sep 2017

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	DIRECTORATE	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
26 May 2017	13.6	<p>NEW CONCRETE DRAINS Cr Shane Carter asked will a fence be erected where the new concrete drains are being installed behind St John's or who is responsible for liability if someone gets hurt? Mr Rick Miller, Director Technical and Development Services to follow up.</p>	DTDS CAP	<p>The Shire has insurance to cover these types of risk. It is expected that the risk would not have significantly changed. In light of the query Shire Officers will review the risk associated with the open drains. It is noted that the drains currently have a minor constant flow but would normally be considered an ephemeral drain. A risk assessment against Australian Standards 4360:1999 was carried out on sections where new works occurred. Risk looks at existing treatments including fencing, batter slopes, signage and visibility etc. The assessment indicated that the installation provides no addition risk given that area with steep slopes are fenced and other areas the batters are flat enough to allow exit should someone fall in. Where there is no fencing the condition of the drain is not hidden and easily seen. This will be reassessed in 6 months after additional drainage works have been undertaken</p>	Complete
30 June 2017	13.4	<p>WATER ISSUE MARBLE BAR Cr Lang Coppin asked if a letter could be written regarding the replacement programme of pipework for the town's water supply after the recent outage from burst pipes.</p>	DTDS CTDS	<p>Water Corporation have been invited to attend Council in either August or September to present about the incident in Marble Bar and future town works. Awaiting confirmation from Water</p>	Complete

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	DIRECTORATE	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
				Corporation.	
28 July 2017	13.1	AIRLINE PET FREIGHT CARRIER Cr Bidy Schill asked the airlines pet freight carrier forms on line to be reviewed as she had booked her dog to take down to Perth, on the form it asked if she had a dog crate and she ticked no and requested a dog crate but when she arrived at Newman Airport the freight company did not have the dog crate ready and she had to hire a dog crate, in Perth she brought her own crate for the return flight. Cr Bidy Schill is asking the Airlines to review their forms regarding booking for flights for pets and crates required? Mr Rick Miller, Director Technical and Development Services to follow up	MDA	Staff have inspected QANTAS online and notes that if "No" is selected some notes provide advice on purchasing or hiring. Staff will request that this part of form is reviewed to see if it can be made more obvious that the owner must arrange crate.	Complete
28 July 2017	13.3	SIGNAGE NULLAGINE Cr Bidy Schill asked regarding the signage policy as there is a sign at the front entrance of the triangle park and is very distracting, does it require permission by the Shire? Mr Rick Miller, Director Technical and Development Services to follow up.	MDSP	To be investigated by Planning Manager as to the sign locations and approvals,	Sept 17
28 July 2017	13.4	SKULL SPRINGS ROAD Cr Bidy Schill asked if the Five Mile Crossing just before the airport will be inspected to comply with the roads regulations at the last flood in April this year the concrete was washed away and left the rio, the mining company has laid gravel so the mining trucks can drive over the crossing but when the next rain comes the gravel will only get	MTS-R	Concrete crossing to be reconstructed by Millennium. Meeting scheduled with the Mine Manager in late August to discuss optimum timing for replacement and ongoing repairs.	Complete

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	DIRECTORATE	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
		washed away. This needs to be checked and fixed. Mr Oliver Schaer, Manager Technical Services – Rural to follow up.			
28 July 2017	13.5	GALLOP HALL SURROUNDING AREA BEAUTIFIED Cr Bidy Schill asked if the surrounding area around Gallop Hall and Library will be beautified as discussed previously, by removing the road along side of the library as it is dangerous and beautifying it with trees, landscaping. Mr Rick Miller, Director Technical and Development Services to follow up.	MAP MTR	Action to happen is that we will fence it off so the area becomes part of the library/CRC etc.	Complete
28 July 2017	13.6	BHP BUS STOP – GILES AVENUE NEXT TO CALTEX Cr Anita Grace asked regarding a tree growing just down from the bus stop as it is obstructing for drivers coming out of Yandorah Street, also the rubbish around the bus stop. Mr Rick Miller, Director Technical and Development Services to follow up.	DTDS WSPG	Trees have been pruned to provide clear sight lines and rubbish removed. A note will also be sent to BHP as a friendly reminder for uses of bus shelter to not leave rubbish at the shelter.	Complete
28 July 2017	13.7	GOANNA OVAL DIVOTS Cr Gerry Parsons said on the Goanna Oval there is a lot of divots in the oval and thinks it is caused by a person practising golf can this be looked into as it can cause harm to a person running.	DTDS	Rangers will increase patrols to and take appropriate action should they see anyone with clubs.	Complete
28 July 2017	13.8	CONTRACTORS/GARDNERS Cr Gerry Parsons asked can contractors/gardeners are they allowed to blow the leaves and rubbish onto the roads, it looks disgusting and also there is rocks and sand that	DTDS MCS	Shire contractors and staff generally take collect and takeaway leaves unless it can be returned to a vegetated area and materials are not blown on to roads. Ranger Services will	Complete

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	DIRECTORATE	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
		also gets blown onto the road by contractors/gardeners. Mr Rick Miller, Director Technical and Development Services to follow up.		contact the contractor and advise not to blow hazardous materials etc on to roadways.	
28 July 2017	13.10	DES STRECKFUSS REST AREA Cr Dean Hatwell asked if a letter could be written to Main Roads regarding the Des Streckfuss Rest Area as there is a lot of rubbish and the building is in poor condition. Mr Rick Miller, Director Technical and Development Services to follow up.	DTDS	Request to cleanup area has been lodged on MRWA portal and correspondence sent to the Regional Manager.	Complete

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

12 CONFIDENTIAL MATTERS BEHIND CLOSED DOORS

12.1 CHIEF EXECUTIVE OFFICER

12.1.1 RECRUITMENT OF A NEW CHIEF EXECUTIVE OFFICER

File Ref: CLR-1-1
Responsible Officer: Mr Allen Cooper
Chief Executive Officer
Author: Mr Allen Cooper
Chief Executive Officer
Proposed Meeting Date: 25 August 2017

CLOSED TO THE PUBLIC

This report is presented to Council as a confidential document under Section 89(2) of the Local Government Act 1989 on the basis that it contains details relating to (a) A matter affecting an employee or employees.

Location/Address: N/A
Name of Applicant: N/A
Author Disclosure of Interest: The author is the current Chief Executive Officer.

REPORT PURPOSE

To appoint a working group to select a recruitment specialist to commence the recruitment process for a new Chief Executive Officer.

OFFICER'S RECOMMENDATION

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

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

OFFICER'S RECOMMENDATION

THAT a working group consisting of the Shire President, Cr Lynne Craigie and Cr/s _____ and the Chief Executive Officer, Mr Allen Cooper be authorised to select and appoint a recruitment specialist to assist in the recruitment of a new Chief Executive Officer.

12.1.2 AVIAIR PILBARA-RPT AIR SERVICE MOU

File Ref: STR-9
Responsible Officer: Mr Allen Cooper
Chief Executive Officer
Author: Mr Grant Watson
Coordinator Executive Services
Proposed Meeting Date: 25 August 2017

CLOSED TO THE PUBLIC

This report is presented to Council as a confidential document under Section 89(2) of the Local Government Act 1989 on the basis that it contains details relating to (e) a matter that if disclosed would reveal –

- (i) a trade secret; or
- (ii) information that has a commercial value to a person; or
- (iii) information about the business, professional, commercial or financial affairs of a person,
where the trade secret or information is held by, or is about, a person other than the local government.

Location/Address: N/A
Name of Applicant: N/A
Author Disclosure of Interest: Nil

PURPOSE

For Council to endorse the non-binding MOU as presented, and authorise the CEO to work with other local governments in the region to develop a detailed proposal for consideration by Council.

OFFICER'S RECOMMENDATION

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

- (e) a matter that if disclosed, would reveal –**
- (i) a trade secret; or**
 - (ii) information that has a commercial value to a person; or**
 - (iii) information about the business, professional, commercial or financial affairs of a person,
where the trade secret or information is held by, or is about, a person other than the local government.**
-

OFFICER'S RECOMMENDATION

THAT Council, with respect to the proposal for Intra-Regional Air Services, Council endorses the proposed commercial-in-confidence Memorandum of Understanding (MOU) and principles contained therein and authorise the Chief Executive Officer (CEO) to sign the document subject to the following conditions;

1. Council authorise the CEO to work with the Pilbara Regional Council, the proponent, and participating member local governments over the course of the following months on the construction of a detailed regional proposal for subsequent consideration by the Council; and
2. Council notes that it is not legally bound to continue with the proposal or any subsequent proposed contractual obligations, if it is not entirely satisfied with the final proposal.

OFFICER'S RECOMMENDATION

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

13 GENERAL BUSINESS

14 DATE OF NEXT MEETING

22 September 2017, Marble Bar

15 CLOSURE